

SAINT BARNABAS

Parent - Student Handbook

2024-2025



10121 S. LONGWOOD DRIVE - CHICAGO, ILLINOIS 60643

WWW.STBARNABASPARISH.SCHOOL

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AMENDMENTS TO THE SCHOOL HANDBOOK

Statements in this handbook are subject to amendment with or without notice. The school administration will attempt to inform school families of all changes as soon as possible, and a revised handbook will be posted on the school website. The policies and guidelines in this handbook, which are local school policies and policies, guidelines, and regulations from the Archdiocese of Chicago, Office of Catholic Schools must be adhered to at all times.

Welcome to the 2024-2025 school year at St. Barnabas.

Please take time to familiarize yourself with this handbook. It details our established policies and protocols and can help guide our students, families, and staff in making appropriate and consistent decisions for our Catholic community.

A detailed calendar of events, a staff directory, and helpful resources can be found on our website. We encourage you to refer to it frequently. www.stbarnabasparish.school.

Our Catholic Identity is at the heart of St. Barnabas School. Our belief in Christ and the power of a Catholic education shapes our experience. Deeply connected in our faith, our Root Beliefs are the guiding principles for all members of the St. Barnabas Community.



St. Barnabas Root Beliefs

We see God in all people.

We are called to nurture the mind, body, & spirit.

We are the hands of Christ.

We belong to each other.

**We are a community of unique learners,
always growing and learning.**

FAMILY-SCHOOL AGREEMENT

At St. Barnabas, we believe a student's education is a sacred partnership between parents/guardians, the student, and the school. It is essential that students and parents/guardians familiarize themselves with the policies in this handbook and that students, parents/guardians, and school employees work together to ensure that each student receives a formative, Catholic-based education that adequately prepares them for high school and beyond.

It is an honor to partner together on each child's educational journey. We acknowledge that differences between families and the school may occur and can typically be resolved through communication and understanding. Just as a family has the right to withdraw a student, the school administration reserves the right to take disciplinary action, including requiring a student's withdrawal if the administration determines that the partnership between the school and the family is irretrievably broken.

Expectations and requirements for working with the school include the following:

- Parent(s)/guardian(s) and students are encouraged to express their concerns about school operations and personnel to the appropriate staff and administrators; however, they must not do so in a discourteous, rumor-driven, disruptive, threatening, hostile, or divisive manner.
- St. Barnabas School expects parents/guardians and students to work politely and cooperatively with the school to assist each student in meeting the school's academic, moral, and behavioral expectations. This includes respectful treatment of all faculty, support staff, administrators, coaches, other students, and other parents/guardians.
- Parents/Guardians must adhere to the Parent/Guardian Code of Conduct outlined in the Parent-Student Handbook.
- Parents/Guardians must ensure their child adheres to the Student Code of Conduct outlined in the Parent-Student Handbook.
- Parents/Guardians must adhere to the same social media guidelines as we expect from our students (see Technology section of the Handbook);

These behavioral guidelines/expectations of parents/guardians and students include but are not limited to, all school-sponsored events (e.g., athletics, performances, field trips, etc.) as well as interaction with school staff, other St. Barnabas students and parents, and individuals who are part of the St. Barnabas Community.

St. Barnabas reserves the right to determine, at its sole discretion, when this policy has been violated. Such violations may result in a warning, disciplinary action, suspension of a student or parent/guardian's privilege to attend or participate in school activities, or dismissal of a student.

ACADEMICS

GRADING SCALE

Grade 1-8 Grading Scale:

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

Grades PK - 2 Grading Scale:

S = Satisfactory	N = Needs Improvement	U = Unsatisfactory
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Conduct codes:

S = Satisfactory	N = Needs Improvement	U = Unsatisfactory
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Extra credit work and retests are typically not given, nor should they be expected.

Report cards are issued at the end of each trimester in grades Pre-K through 8. Families should sign and return Trimester 1 and 2 report card envelopes and return them to school as an acknowledgment of their receipt. Report cards provide parents with tangible evidence of student growth and development and promote mutual understanding and communication between home and school. Any family who has not met their financial obligations will have their child(ren)'s report cards held until payment is met.

STUDENT COURSEWORK IN POWERSCHOOL & GOOGLE CLASSROOM

Google Classroom: Each teacher's Google Classroom page posts homework assignments and notices of upcoming tests and quizzes. Parents may access Google Classroom by logging in with their child's unique username and password. Parents are encouraged to check Google Classroom frequently to stay connected to their students' academic assignments.

PowerSchool: Students' grades and attendance are recorded in PowerSchool. Progress reports are not given; parents should refer to PowerSchool frequently to stay abreast of current grades and progress. All trimester grades are final at the time report cards are issued.

ACADEMIC INTEGRITY

A student's work should consistently reflect individual ability. Complete and neat assignments and accurately and carefully executed work by the student are required. All classwork and homework must be submitted on time when collected by the teacher. Each student is accountable for completing all grade-level work to be eligible for the next level. Consequences for failure to complete academic assignments are at the discretion of individual teachers and will be listed on their Google Classroom page.

St. Barnabas School takes academic integrity seriously. Any student deemed to have cheated will receive a consequence as deemed appropriate by the teacher or administration, including detention and the possibility of a zero on the assignment. Academic dishonesty may be defined as copying answers on an exam or assignment, providing answers to a peer, changing answers after the appropriate time, or talking to a peer during an exam. The use of artificial intelligence to mimic student thoughts is strictly prohibited. Students will receive a detention and a 0 on the assignment if plagiarism is found to have taken place.

HOMework

Homework is an integral part of the school experience. In addition to reinforcing classroom learning, homework assignments help students develop independent study habits and allow them to use their preferred learning styles. The homework policy will be posted in each teacher's Google Classroom. Parents are asked to make sure that the student completes the homework.

ABSENT WORK

Absent work should be picked up in the Main Office between 2:45pm - 3:15pm. Absent work may also be sent home with a sibling or neighbor. Arrangements to complete missed work and tests must be made with the individual teachers within two school days upon return. In the case of an extended absence, parents are encouraged to arrange a meeting with all of their child's teachers to ensure clear communication regarding missing work and instruction. Homework will vary by grade level, subject, amount, and time. It is expected that homework be done outside of the school day.

STANDARDIZED TESTING

The Archdiocese of Chicago requires the iReady standardized test. These achievement tests can be helpful indicators of a student's progress in essential mastery of reading, language arts, and math. They may also help families and the school understand students' academic strengths and areas where they need more study and effort. Teachers use the results of these tests as part of their instructional placement and planning.

VISITING THE CLASSROOM

To minimize distractions within the classroom, current parents are not permitted to observe instruction. If a parent has a concern or inquiry regarding student progress or instruction, they are encouraged to contact the teacher directly.

PROJECT MATCH

St. Barnabas uses Project MATCH (Matching Achievement to Curriculum Heights) for reading and math to promote high student achievement for all levels of learners. Project MATCH is a program in which students are grouped by English Language Arts and Math ability. Grouping for these two core areas allows us to offer smaller learning settings and the opportunity to move at an instructional pace that is as supportive or challenging as our students need. Regardless of the academic grouping, the curriculum is primarily the same; the setting and pacing are different and geared specifically to the needs of the students. The teachers and administration meet throughout the school year to collectively review several pieces of assessment and academic data about our students to appropriately place them in their English Language Arts and Math classes for the coming school year. When considering a child's placement, the following data are used: Trimester 1, 2, and 3 grades, iReady scores and growth, curriculum assessment, and teacher recommendation. In reviewing these pieces of data, we also carefully consider the student's work ethic, class work, participation in class, and academic performance as observed throughout the school year. A student's placement may be reevaluated throughout the school year based on student growth and academic performance.

STUDENT SUPPORT PLAN (SSP)

St. Barnabas School currently employs a case manager who serves as a liaison with the neighboring public schools, independent testing facilities, and The Archdiocese of Chicago Catholic Schools Inclusive Education Program. We also utilize Title One funding by Chicago Public Schools to support learning. Students with a documented learning disability are eligible for a Student Support Plan (SSP). The plan is created after St. Barnabas School has received and reviewed a private neuropsychiatric assessment or an Individual Education Plan (IEP) or 504 Plan from a public school that indicates the student will benefit from accommodations in specific areas. The SSP is a commitment between the parents, the student, and the teachers, who are all responsible for adhering to the recommendations warranted by testing results and evaluation. An annual review of the student's SSP is scheduled at the beginning of the school year. To maintain the SSP, families are required to submit a newly conducted assessment every three years from a private neuropsychiatric or public school assessment.

DISMISSAL FOR ACADEMIC PERFORMANCE

Students may be dismissed from St. Barnabas if they have three failing grades on their trimester report card. Before dismissal, staff, students, and parents will meet and create a structured plan to support the student, but if the school administration deems it is in the student's best interest to transfer to a different school, the parents and students will be notified in advance.

GRADE LEVEL PROMOTION AND RETENTION

Promotion is made to the next grade after a student completes all requirements at that grade level.

Retention, which is repeating a grade, must have approval from the principal and be accepted in writing by the parent/guardian. A student is retained (repeating the academic grade) only if adequate evaluation and documentation indicate the student will benefit from retention.

REQUIREMENTS FOR GRADUATION

Diplomas will be awarded to students who have completed the school's academic requirements, achieved a passing grade on the Constitution of the United States and the State of Illinois examinations, adhered to the school's Code of Conduct, and paid all financial obligations in full.

If a student still needs to complete the academic requirements for graduation, when applicable, the teacher and administration may deem summer school or work completion arrangements to fulfill graduation requirements acceptable.

BEHAVIOR EXPECTATIONS & DISCIPLINE

For St. Barnabas students to receive the optimal educational experience, their academic and social environment must be orderly, purposeful, and peaceful. St. Barnabas practices reflect our Catholic values and our Roots Beliefs.

AS BUCKEYES, WE...

ALL STUDENTS:

- Arrive on time with all their materials
- Dress in school-approved school uniform
- Follow all school and classroom rules
- Respect all students, adults, and property
- Are respectful and responsible digital citizens
- Practice courtesy and manners at all times
- Complete all work on time, neatly and carefully
- Complete and turn in classwork and homework on time
- Make choices living out our Root Beliefs
- Ask questions and request help when needed
- Contribute to making St. Barnabas School a caring, respectful, and joyful faith-based community

ALL STAFF:

- Treat all students and parents with respect, fairness, and courtesy
- Follow and support school policies
- Communicate with families in a timely and respectful manner.
- Contribute to making St. Barnabas School a caring, respectful, and joyful faith-based community
- Be models of the Gospel message and our Root Beliefs
- Complete all duties promptly
- Update PowerSchool and Google Classrooms weekly.
- Continue to pursue academic excellence for themselves and their students.

ALL PARENTS/GUARDIANS:

- Contribute to making St. Barnabas School a caring, respectful, and joyful faith-based community
- Follow and support school policies
- Encourage their child(ren) to be responsible for their actions
- Be partners with the staff and administration
- Communicate with the staff in a timely and respectful manner with questions/concerns/praise
- Acknowledge communication with school staff when asked.
- Monitor Power School and Teacher Google Classrooms.
- Sign, return, and adhere to the Family-School Agreement.

STUDENT CODE OF CONDUCT

The purpose of discipline at St. Barnabas is to guide our students to become people of purpose who will ultimately be leaders in their communities. Discipline is knowing right from wrong and actively choosing to do right. St. Barnabas will promote a school environment that teaches proper behavior, promotes safety and honesty, and holds students accountable for their actions in age-appropriate ways. Due to privacy concerns and respect for each student, disciplinary consequences may only be shared with students and their parents or guardians.

As representatives of the school and parish within the neighborhood and larger community, students are expected and required to conduct themselves in a manner that is responsible and respectful of the persons and property of others. Student conduct in or out of school that reflects negatively on the Church or Catholic school may be subject to disciplinary action, particularly when the school's name, its teachers, or students are impacted by the behavior in or out of school. We expect our students to behave toward each other as Gospel people. Inappropriate, disruptive, destructive, or bullying behavior in the classroom, on school or parish grounds, while traveling between home and school, or while attending any function or activity involving St. Barnabas School or Parish is unacceptable and will be appropriately addressed. Each student is responsible for their actions and will be accountable for the consequences of inappropriate behavior by the student's age, experience, and maturity. Any consequences due to infractions of the discipline policy are subject to the discretion of the principal and pastor. Each discipline matter is handled individually to correct misbehavior and add to the productive learning environment of the classroom.

PARENT/GUARDIAN CODE OF CONDUCT

As partners in children's education, the parent/guardian must demonstrate respectful behavior with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events. If the principal believes that the partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child(ren) from the school or not accept registration for the next school year. Unacceptable behaviors include but are not limited to harassment, verbal abuse, and assault or threats to the faculty, administration, staff, students, and volunteers of the school. Parents/guardians who post defamatory or threatening statements about the school, its staff, or students on social media can be required to remove the offensive material or withdraw their child(ren) from the school. Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:

- Schedule monitored meetings between school staff and the parent/guardian outside of regular school hours
- Conduct school business with the student's other parent/guardian.
- When, in the judgment of the principal, as confirmed by the pastor or juridical person, the behavior of a parent/guardian seriously interferes with the teaching, learning, or a positive school environment, the administrator may inform the parent/guardian that their right to be present on school grounds is temporarily or permanently suspended or dismiss the child(ren) of the parent/guardian temporarily or permanently from the Catholic school.

DISCIPLINARY ACTIONS

A student who acquires multiple behavioral infractions, including but not limited to chronic minor infractions, excessive tardies, etc., may lose the privilege of participating in St. Barnabas special field trips, events, and activities. Upon school staff discretion, a behavior intervention meeting may be set up with parents, staff, and students to work together to restore behavior. The steps below are followed by the St. Barnabas teachers and staff when school expectations are not being met:

- A conversation will be had between the teacher and the student.
- Family communication from the teacher is sent via email to communicate the situation.
- A parent/guardian meeting is set up with the teacher if needed.
- Detention is issued after three family communications have been sent.
- After three detentions, a suspension will be given.

If ordinary discipline measures fail to assist a child to the point of reasonable behavior or the infraction is severe enough, additional methods may be utilized. These include but are not limited to:

- Professional academic or behavioral counseling
- Revocation of privileges and denial of participation in extracurricular activities and events.

- Home or in-school suspension for a day, week, or extended period.
- Alternative placement, following a meeting with the student, teacher(s), parent/guardian, and principal.

Certain behaviors may automatically warrant suspensions/expulsions/police notifications. These include behaviors on or off campus, during or outside the school. Behaviors include but are not limited to the following:

- Physical or verbal fighting
- Verbal, written, or physical threats, physical contact
- Sexual or racial harassment of any student or staff member
- Any form of cyber-bullying that will cause a disturbance in the school setting
- Recording or photographing teachers/staff/students without permission
- Verbal or written threat to bring any weapon to school with or without expressed intent to cause bodily harm
- Possession, use, display, or transfer of a weapon or reasonable facsimile of a weapon
- Any gang-related activity, any gang-related clothing, signs or symbols
- Any form of cyber-bullying that will cause a disturbance in the school setting
- Recording or photographing teachers/staff/students without permission.

PROCEDURE FOR EXPULSION

Serious offenses or those that become habitual in a student's behavior may lead to expulsion from St. Barnabas. The procedure for considering expulsion is:

- At-home suspension until hearing
- Hearing with student, parents, administration, and teacher(s) involved (within three days)
- All deliberations of the administration are kept confidential

BULLYING AND THREATENING BEHAVIOR

We aim for a school where every student feels safe, welcome, and accepted. As Catholics, we believe in the dignity and respect of each individual created in the image of God. Bullying contradicts Gospel values and has no place in the Catholic community.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated over time. To be considered bullying, the behavior must be aggressive. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. It can be verbal, social, physical, emotional, or more and includes cyberbullying on digital media.

St. Barnabas will not tolerate bullying of any kind. All members of the Catholic school community, parents/guardians, teachers, staff, administration, and others are expected to work together to prevent bullying and promote Gospel values in a Christ-centered environment. Students are expected to participate in age-appropriate educational programs developed by the school that address bullying and teach respect for all.

Examples of bullying acts of conduct:

- Physical conduct - which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling.
- Verbal conduct - which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats, whether in person or through any form of electronic communication or the internet.
- Emotional conduct - which includes but is not limited to intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/rank of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing, and peer pressure.
- Sexual conduct - which includes but is not limited to many of the emotional acts or conduct described above, as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment, and abuse involving actual physical contact or sexual assault.
- Online conduct - Cyber/Online bullying can include all of the above and the use of electronic tools, devices, social media sites, blogs, and websites to harm a student, family member of a student, or staff member with electronic texts, photos, or videos. No student or staff member shall be subjected to bullying.

ACTION STEPS IF SUSPECTED BULLYING HAS OCCURRED

STEP ONE

In-school Bullying:

- As soon as students can, they must inform a teacher or administrator.
- The parents/guardians of all students involved in the alleged bullying incident will be notified within 24 hours of the administration becoming aware of the students' involvement.
- During the same 24-hour period, *all* students involved will be brought into a conference with an administrator.
- Written report submitted to administration.

Out-of-school Bullying:

- Bullied student or parent/guardian should save any evidence (if digital).
- The parent/guardian must submit a written bullying report to the administration detailing the bullying (time, location, type of bullying) to proceed to step two.

STEP TWO

- Parents/guardians of both students are brought in to discuss the issue with the administration.
- The administration works with parents/guardians to develop a plan to stop the bullying.
- Both families sign off on the plan.
- Students involved are brought in to sign off on the behavior plan.

STEP THREE

- Teachers, administration, and parents/guardians monitor students to be sure the plan is followed.
- 1st violation of the plan results in a one-day suspension
- 2nd violation of the plan results in expulsion

Please note:

- All cases of bullying must follow each step of the policy to ensure a fair and quick resolution for all parties involved. The overall school discipline policy will be enacted before any bullying interventions.
- Retaliation for accusing a student of bullying will result in immediate expulsion.
- All meetings between parents/guardians and the administration will be kept private.
- Parents/guardians of a student accused of bullying who refuse to meet with the administration for step two put their student at risk of immediate expulsion.
- Bullying by a student or students may result in suspension or expulsion.

GANG ACTIVITY

Gang-related activities contradict Catholic School Teaching and have no place in the Catholic school. Intimidation or disrespect of any person is unacceptable. The following may be subject to disciplinary action:

- Intimidation and threat of physical harm to others
- Symbols that may be gang-related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps, or other forms of clothing
- Display of signs/symbols on paper, textbooks, and other possessions that may be gang-related
- Conduct on or off premises that may be gang-related

Parents/Guardians will be notified when their child is either suspected of being involved in gang-related activities or is a victim of gang-related activity. Gang activity may result in probation, suspension, or expulsion. The principal investigates and reports suspected gang activity to local law enforcement. The chief school administrator immediately notifies local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel. The administrator shall notify the Illinois State Police within three days of each incident through the School Incident Reporting System (SIRS) of any drugs or firearms.

HARASSMENT POLICY

The Pastor, administration, and staff of St. Barnabas School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and harassment-free.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated, and appropriate disciplinary

action will be taken. Disciplinary action may include suspension, expulsion, or termination. Harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in harassment will be subject to appropriate discipline, including suspension or dismissal. Retaliation in any form against an employee or student who exercises their right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action. Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above. Please report harassment to the administration.

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. It is subject to appropriate discipline, including suspension, termination, or expulsion.

STUDENT SUBSTANCE ABUSE

The possession, use, distribution, and sale of drugs or alcohol shall be prohibited at St. Barnabas School. Consequences for violations shall be handled according to the procedures outlined in the Parent/Student handbook. The substance is defined as illegal drugs and drug paraphernalia, alcohol, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed. Substance abuse means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings. Illegal Violations: The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical, or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden. The school reserves the right to determine disciplinary or intervention measures related to student drug use or the alleged use of substances or distribution of real/fake drugs on school grounds.

School Procedures For Handling Substance Violations

- Notify the parent/guardian and suspend the student during the school investigation.
- Notify local law enforcement authorities immediately as directed by law.
- Conference with principal, parent/guardian, student, pastor, and other appropriate persons as determined by the principal.
- Notify the Illinois State Police (ISP) within one to three days of the incident on the ISBE School Incident Reporting System (SIRS).
- Notify the school's Regional Director of the incident; fax a copy or send a PDF of the completed Accident/Incident Report within 24 hours to the Regional Director.
- If the violation is found, the parent/guardian shall provide a professional evaluation and, if necessary, treatment.
- Based on the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include but are not limited to continued suspension or expulsion.
- Appropriate confidentiality shall be maintained.

ATTENDANCE

Daily attendance is required. Medical and dental appointments should occur outside of school hours when possible. During the school year, the school discourages extended vacations/prolonged absences. Students should be in school each day and be on time. At morning arrival, the doors open at 7:45am. Students arriving past 7:55am will be marked tardy. Students are dismissed by homeroom in a staggered exit from 2:55pm - 3pm. Occasional 11:50am and 1:30pm dismissals are noted on the calendar. Full-day Preschool students dismiss daily at 2:50pm. Any student still on campus at 3:05pm (2:55pm for Preschool), without parental or caregiver observation, will be sent to After Care.

ABSENCE REPORTING

An absence from school must be reported daily by 8:00am. Please use the Absence Reporting Form on the school website or call the Main Office at 773-445-7711. In addition to the absence reporting, the parent/guardian should send an explanatory email to the homeroom teacher.

LATE ARRIVAL & EARLY DEPARTURES

A parent must notify the Main Office and the homeroom teacher if a student has a planned late arrival or early departure. All students should be escorted by an adult caregiver to the Main Office and signed in or out for a late arrival or early departure.

TARDINESS

A student is considered tardy if they are not in the building by 7:55. When tardy to the building, a student will receive a tardy notice from the school administration. Tardies are recorded in PowerSchool. After a student's third tardy per trimester, each additional tardy will be assessed a processing fee of \$3, which will be added to the tuition statement on a trimester basis. These fees are non negotiable.

AFTER-SCHOOL ACTIVITIES WHEN ABSENT

Students absent from school may not attend any after-school activities or events on the day of an absence.

EMERGENCY SCHOOL CLOSINGS

Sometimes, the school must close due to inclement weather or building safety. The school will notify parents via email and text message. Please keep all phone numbers and emails with the school office current.

School activities, including extracurricular activities and practices, are suspended when school is closed due to inclement weather. When school has been canceled, participation in these activities may be addressed with disciplinary action. If severe weather develops near dismissal time, children may be kept in school until the danger has passed.

DRESS CODE

As a school community, enforcing a formal dress code helps to perpetuate a positive learning environment conducive to academic success. In partnership with our parents/guardians, we expect that all aspects of the dress code policy be fully supported and adhered to by our families to further a sense of academic excellence and unity. The administration reserves the right to interpret and apply uniform and dress code regulations.

SCHOOL UNIFORM REGULATIONS

Bottoms	Navy twill or corduroy uniform-style pants. Uniform-style navy shorts may be worn when the outside temperature is 75 degrees or warmer. <i>Cargo-style and athletic-style pants are not permitted. Pants should be ankle length; cropped or cuffed is not allowed.</i> Red plaid jumper - grades PK - 4 (girls only). Red plaid pleated skirt - grades 5-8 (girls only) <i>The skirt or jumper should be no shorter than 2 inches above the knee. Shorts under the uniform skirt or jumper are recommended but should not be visible or longer than the skirt length.</i>
Shirt	A white or red uniform-style collared shirt. Shirts should have long or short sleeves and a pointed or rounded collar. They are required to be tucked in at all times. <i>T-shirt/undergarments worn under the top shirt must be plain white.</i>
Overlayer	Sweater: plain crew neck or cardigan sweater in black, navy, red, or white. Sweatshirt: Red crew-style sweatshirt with St. Barnabas logo. Pull-over: quarter-zip style pullover with SB logo in black, green, or red Jacket: fleece-style jacket in black or gray with St. Barnabas logo
Tights/Socks	Solid color socks in black, navy, gray, red, or white. Girls may wear solid-color tights or leggings in black, navy, gray, red, or white. <i>Leg warmers, pajama bottoms, and sweatpants must be removed during the school day.</i>
Shoes	Dress or gym shoes <i>Backless, sling-back, open-toed, high-heel, platform-style, or shoes with lights are not permitted.</i>

Hairstyles	Hair should be neat, clean, well-kept, and not cover the eyes. Hair must be a natural color and one color only. <i>The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including protective hairstyles such as braids, locks, and twists.</i>
Jewelry	Small post-style earrings (maximum of two piercings per ear) for girls only. Students are permitted one bracelet, ring (smooth edges), religious-style (cross, scapular, or religious medal) necklace, and one item supporting a recognized charitable organization. <i>Jewelry should be kept to a minimum, and St. Barnabas is not responsible for lost or stolen jewelry. Jewelry with high sentimental or monetary value is not recommended.</i>
Watches	Traditional wristwatches are permitted. Smartwatches or fitness bands are not permitted at school. Students will be asked to remove them and keep them in their book bags.
Makeup	Makeup should be minimal.
Facial hair	Boys should be clean-shaven.
Water bottles	Water bottles are permitted in classrooms. However, should the water bottle distract the student or be misused, the teacher may ask the student to keep it in their locker. <i>Only water is permitted. Students found with soda, tea, juice, etc., are subject to disciplinary action.</i>

GYM UNIFORM REGULATIONS

Students are required to wear gym uniforms to school on the day(s) they have Physical Education Class. Students can also wear gym uniforms when the outside temperature is 75 degrees or warmer. The school allows student-athletes to modify their athletic or team uniform for modesty in clothing or attire that is in accordance with requirements of their religion, cultural values, or modesty preference. Gym uniform t-shirts, shorts, sweatpants, and sweatshirts are available for purchase at Schools Are Us Uniform Store.

Bottoms	Red mesh or cotton style shorts with white St. Barnabas logo Red open or closed-bottom sweatpants with white St. Barnabas logo
Shirt	Gray cotton t-shirt with red St. Barnabas logo
Sweatshirt	Red crew-style sweatshirt with St. Barnabas logo.
Shoes	An athletic-style pair of shoes is required on PE days. <i>Shoes must have clean soles, and laces must be tied. Velcro is preferred for students who need to improve in shoe tying. Light-up gym shoes are not permitted.</i>

OUT-OF-UNIFORM DAYS

General Considerations

On any out-of-uniform day, clothing must be appropriate: neat, clean, modest, and non-offensive. Clothing must cover the back, shoulders, midriff, and thighs. Any printed material should be in keeping with the philosophy of St. Barnabas School. No flip-flops, slippers, or shoes without backs may be worn. Short shorts that do not cover the mid-thigh and tank tops are not allowed as they do not maintain the modest decorum of a Catholic School setting. The administration reserves the right to interpret and apply the Out of Uniform regulations.

Friday Spirit Wear

Students may wear St. Barnabas spirit wear tops with uniform bottoms every Friday. Spirit wear tops should display St. Barnabas School, Parish, or Team/Activity branding. Hoodie-style sweatshirts are permitted on Friday Spirit Wear days. Uniform bottoms are required on Friday Spirit Days.

Special Occasion Spirit Wear

On various days through the year, such as Homecoming Pep Rally, Service Day, or Spirit Day, students are invited to wear St. Barnabas Spirit Wear or Gym Uniforms. Clothing should demonstrate school colors (red, white, black, or gray) or have St. Barnabas branding. These days, students are permitted to wear jeans, athletic-style pants, or shorts that cover the mid-thigh.

Dress Down Days

The Student Council or School Administration may occasionally host dress-down days. With our Charity Dress Down Days, a color or theme-style clothing may be worn, such as pink in support of Breast Cancer, and a \$3 contribution is requested in support of a charity. Free Dress Down Days may also occur throughout the school year in honor of various occasions, such as wearing red and green for Christmas. These days, monetary contributions are not required. Dress Down Days (charitable or free) are never an obligation. Students may wear their regular school uniform if they do not wish to wear apparel in the designated theme.

Student Birthdays

Students can wear out-of-uniform, in-school-appropriate casual, or dress-style apparel on their birthday. With teacher approval, students with summer birthdays can choose a day to celebrate and dress down during the school year.

DRESS CODE VIOLATIONS

In partnership with our parents/guardians, we expect that our families fully support and adhere to all aspects of the dress code policy to further a sense of unity. The administration reserves the right to interpret and apply uniform and dress code regulations.

Parents are asked to ensure their child is in uniform before leaving home. Students will be reminded of the uniform expectations in their morning advisory. After that time, a violation of the uniform policy may result in a consequence, including, but not limited to, parent communication or detention. It is also the parent's responsibility to monitor the child's cleanliness in dress and personal hygiene.

TUITION AND FEES POLICY

TUITION RATE AND PAYMENT SCHEDULE

As a Catholic school, St. Barnabas is funded primarily by tuition, and timely payment by all families is essential. The School Advisory Board establishes tuition rates and fees for the upcoming school year in the spring. Students must be baptized into the Catholic faith, and families must be registered and active members of St. Barnabas Parish to be eligible for the active parishioner subsidized tuition rate. St. Barnabas School will verify parishioner status for each family at their time of the tuition commitment.

Tuition and incidental billings are paid online through FACTS Tuition Management. The first 2024-25 school payment is due in July, and the final balance must be paid in full by April 30, 2025. Registration, book fees, specials fees, and raffle fees are non-refundable. Tuition may be refundable on a daily prorated basis.

FACTS TUITION MANAGEMENT

All families must create a FACTS account to pay tuition and incidental bills. Enrolling in a FACTS tuition payment plan allows you to select a payment option that best suits your financial needs. A statement will be sent electronically directly from FACTS. Families will receive an invite from the school with information on setting up their payment plan by early July. Tuition payments made through FACTS with a credit or debit card will be charged a convenience charge per transaction by FACTS.

Additional fees for Extended Day Program, Service Day, tardy fees, and replacement library book fees are added to FACTS Tuition Management via incidental expenses.

ADDITIONAL EXPENSES

Miscellaneous expenses: may include hot lunch fees, field trips, and optional periodic dress-down donations or fundraising contributions.

8th Grade Fee: There is an additional Event & Graduation Fee for each 8th-grade student; the amount is communicated to parents at the start of the 8th-grade year and is payable to the school in two equal parts.

6th Grade iPad Fee: The cost will be added to your tuition account for the 6th-grade school year (or any newly enrolled 7th-grade students).

Personal Expenses: In addition to the tuition fees, families should also budget for annual school-related personal expenses, including school uniform fees, school supplies, and sports and enrichment activities.

Enrollment Fee: All students must pay a one-time (non-refundable) enrollment registration fee at the time of initial school registration.

LATE PAYMENTS

Tuition must arrive on time so our financial obligations can be met promptly. Report cards, diplomas, official transcripts, and records will only be released if tuition payments and other fee obligations are met. Access to PowerSchool may be blocked until all financial obligations are met. Any family delinquent in payment at the end of the school year may not register for the coming year until the past account is settled and payment for the coming year is current. Any collection or legal fees will be the responsibility of the parent/guardian.

TUITION TAX CREDIT

The State of Illinois provides a tax credit of up to \$750 for tuition and fees paid per year. Parents can obtain their tax information in their FACTS account for the tuition and fees paid during the previous calendar year.

Any tuition paid above and beyond the subsidized rate is a donation for registered Catholic parish families. For income tax purposes, a statement of the donations in the current calendar year is available in the family's FACTS account.

RAISE RIGHT (SCRIP) TUITION CREDIT

Raise Right (known as Scrip) is a gift card program that assists with tuition fees. Families can purchase gift cards from approved vendors and earn credit toward their St. Barnabas tuition. Credits are issued two times a year on tuition statements, in July and January. Participation in the Scrip program is voluntary and managed directly by families. Current families or prospective families can participate in the St. Barnabas Scrip program. Prospective families may bank credits toward their future St. Barnabas School tuition costs. Credits cannot be cashed out, but they may be transferred to another school family or put into the Buckeye Scholarship program. The school Scrip Coordinator can provide information on program use and how to enroll.

BUCKEYE SCHOLARSHIP PROGRAM

First started in 1984, the Buckeye Scholarship Program was established to assist families of St. Barnabas students who, because of financial hardship, could not meet tuition costs and whose children might otherwise be deprived of a Catholic school education. The Buckeye Scholarship is primarily funded with Education Fund contributions during the regular Sunday offertory. No more than 5% of the Fund's principal balance can be factored annually into the Assistance Formula below.

Assistance Formula

Available Buckeye Scholarship funds for each school year are based on a five-year average of income to the Fund plus/minus change in market value. The annual figure will be computed in February of each fiscal year. The Buckeye Scholarship Committee makes assistance decisions based on available funds and a number of requests. Any financial assistance accorded by this Committee will defray St. Barnabas tuition costs only.

Application Process

Application for assistance must be filed annually. Priority is accorded to families of students in the school before assistance is offered to new students.

- February 15 - April 15: Applications will be accepted through FACTS Grant & Aid
- Mid-May: The school is notified of award decisions by the Buckeye Scholarship Committee & award letters are sent to applicant families
- June 1: Written acceptance by applicant's family to the School Business Manager

Eligibility Guidelines

The following guidelines will determine eligibility for assistance through the Buckeye Scholarship Program:

Continuing Eligibility - Applicant families must be Catholic and registered, active parishioners of St. Barnabas Parish. Applicant families must be active volunteers in parish or school events, programs, or activities. Priority will be given to applicant families who are regular offertory contributors. Total tuition costs, including any Catholic high school tuition costs, must be at least 20% of the family's total adjusted gross income.

One-Time Eligibility - Applicant families must be Catholic and registered, active parishioners of St. Barnabas Parish. Applicant families must be active volunteers in parish or school events, programs, or activities. Priority will be given to applicant families who are regular offertory contributors. Unusual and unplanned family expenses (i.e., serious medical condition or employment lay-off) cause a temporary loss of income or create an increase in expenses so that total tuition costs, including any Catholic high school tuition costs, are at least 20% of the applicant family's total adjusted gross income.

Assistance Supervision

The Buckeye Scholarship Committee, consisting of a three-member panel, will make fund distribution decisions. The panel may consult with the School Business Manager, Principal, or Pastor to verify the applicant's eligibility and to glean ideas about participation opportunities. St. Barnabas Parish pledges complete confidentiality for recipient families.

COMMUNICATION

The partnership between our parents and the school is invaluable, and an open avenue of communication is vital to a successful collaboration. St. Barnabas School strives to maintain communication in a variety of ways:

- PowerSchool - a record of student's grades and attendance
- Google Classrooms - notice of upcoming assignments and assessment and classroom policies
- School website - www.stbarnabasparish.school
- Email for each staff member (staff addresses may be found in the staff directory on the school's website)
- School News - weekly newsletter posted on our website and emailed to parents/guardians.
- The calendar of events is available on our website and in the newsletter
- School Messenger - parent notification system for reminders and notices (email and text)
- Online Family Directory - password-protected directory details student name and grade level, and parent phone and email address
- Parent-Student Handbook - written publication of school policies and procedures

EMAIL COMMUNICATION WITH STAFF

We value the parent/teacher relationship, as it is vital to the success of our students. Before contacting the administration, we ask parents to contact teachers when questions or concerns arise regarding academics or discipline. Please be aware that staff will do their best to respond to your communication within 48 hours during the school week. Emails received on the weekends or school holidays will be answered when school resumes. If there is an emergency, please contact the office immediately. A complete staff directory and contact information for common inquiries is available on the school website.

EMAIL COMMUNICATION WITH STUDENTS

Student's school-issued email addresses do not accommodate outside communications. Student addresses can only send and receive email communications from the stbarnasparish.org domain.

PARENT-TEACHER-STUDENT CONFERENCES

Parent-Teacher-Student Conferences are held in October. Students in grades 4-8 are strongly encouraged to attend the conference with their parent(s) to help allow the student a level of individual ownership over their education. Should a student not be able to be present for any reason, the parent is asked to email the teacher in advance of the conference. Teachers may request a scheduled conference throughout the year. Anytime a parent would like to request a conference, they should reach out directly to the teacher to arrange a time to meet.

INVITATIONS TO STUDENT PARTIES

Students can only pass out/issue invitations at school if all classmates are invited.

Class lists may be obtained from your child's teacher. Parent email and phone records are available in the St. Barnabas School Directory through the password-protected DirectorySpot.

STUDENT RECORDS

The parent has the right to view their child's permanent record, which includes report cards, health records, accident reports, attendance records, and biographical information (name, address, etc.) by scheduling an appointment with the school office.

RIGHT TO REQUEST CORRECTION

The parent has the right to present evidence that the school should amend any part of the student's record that the parent believes to be inaccurate, misleading, or otherwise violating student rights. If the school decides not to change the record, the parent may insert an explanation in the record.

NON-CUSTODIAL PARENT RIGHTS

Unless a copy of a court decree prohibits releasing information to the non-custodial parent, that parent has a right to information about a student's progress. Please see the Child Custody Section for more details.

SUBPOENA/COURT ORDER FOR RECORDS

The school must fully respond to a subpoena for student records. If a subpoena requests any documents pertaining to a student, the school must provide any records. Once the child turns eighteen, they obtain all the above rights and are considered eligible students. A parent/guardian or eligible student who wishes to inspect education records shall submit a written request to the principal. This request shall identify the education record he/she wishes to inspect as precisely as possible. The written request will be placed in the permanent file. The principal shall respond to each request promptly.

RIGHT TO PREVENT DISCLOSURE

The school will not disclose anything to third parties from the student's records unless:

- The parent has given consent in writing before the disclosure or
- The information is directory information that the parent has not requested be kept confidential or
- The information is requested by a school to which the student is officially transferring or
- The request for the information meets one of the limited circumstances described in the Guidelines for School Records.

CURRICULUM

St. Barnabas uses The Archdiocese of Chicago's curriculum in ELA, Math, Science, Social Studies, and Physical Education, aligned to the Illinois Learning Standards, Common Core State Standards, and the Next Generation Science Standards. The Religion standards are designed to promote our Catholic identity and faith in the lives of our students with an emphasis on our creed, sacraments, Christian living, scriptures, liturgy, prayer and history of the Catholic Church, parish life, and vocations.

TEACHER REQUESTS

St. Barnabas does not allow requests from parents or students for placement into specific teacher classroom settings or sections.

EARLY CHILDHOOD EXPECTATIONS

We require preschool students to be toilet trained. All three and four-year-old students should bring a change of clothes in a zip-lock bag to keep at school for emergencies. If a student has an accident and cannot change/clean up themselves, a parent or emergency contact must be available to come and attend to the student's needs.

RELIGIOUS EDUCATION

At St. Barnabas School, religious diversity enriches the entire educational experience. We welcome all Catholic and non-Catholic students to experience the beauty and richness of Catholic education. As

part of the St. Barnabas School curriculum, all students will participate in daily religious instruction, daily prayer, regularly attend school mass, participate in faith-based activities, and commit to participate in service projects offered by the school. Catholic students in 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. Student retreats are also a part of their formative process.

FIELD TRIPS

All grade-level teachers are encouraged to plan two educational field trips as a part of their curriculum. Students who have demonstrated inappropriate behavior before the field trip may be excluded from the activity. If, for any reason, a student is not attending a field trip, they must remain home for the entire school day. The school requires students to conduct themselves in an exemplary manner on such field trips. The cost of field trips is divided equally among those attending and is paid in advance per deadline; field trip fees will not be refunded due to absence. Signed permission slips are required for all attending students. Students not meeting the required deadline for fees and permission slips will have to forfeit the opportunity to accompany the class on this trip. School staff is responsible for approving chaperones. All chaperones must be a child's legal guardian or immediate family member over 21 years of age and must have completed the Virtus compliance training.

TECHNOLOGY

At St. Barnabas, technology is used as a supplement, not a replacement, for books, hands-on lessons, and other teaching and learning methods. Collaboration and responsible use are the foundation of our approach to technology. The Kindergarten-Grade 8 students are 1:1 with an Apple iPad, meaning all students can access a monitored device during the school day. Kindergarten - Grade 5 students have access to iPads in their classroom. The devices are the property of St. Barnabas School and remain on campus for school-day use. Grades 6-8 students have a personal iPad. Families pay for the devices, and St. Barnabas manages them. The cost will be added to your tuition account for the 6th grade school year. Upon graduation or departure from St. Barnabas School, your family will fully own the device.

STUDENT ACCOUNT INFORMATION

All students have access to a St. Barnabas Gmail and Google Drive accounts. This account is the school's property and is monitored by the Director of Technology. It is to be used to complete assignments and submit them electronically. Access to one's Google Drive account is a privilege, and specific responsibilities accompany that privilege. Students must demonstrate ethical and professional behavior as required in face-to-face or written communications. Email communication during school hours is prohibited unless specifically directed by the Administration, faculty, or staff. If students need to contact parents for any reason, they cannot do so by email; they must go to the office to call. Parents must call the main office if they need to contact the students.

New programs and applications are continually being developed for educational purposes; therefore, the school may add additional accounts during the school year. Students may not use their school email to set up accounts unrelated to school work.

It is recommended that parents discuss account information, including usernames and passwords, with their child and create a home solution that will allow for student privacy and a parent's peace of mind. Students may not share account information and passwords with classmates nor use a classmate's account. Parents will need access to their children's accounts to view student material graded online.

DEVICE USAGE

Content Filtering

Under the Children's Internet Protection Act (CIPA), St. Barnabas uses network filtering software to screen network traffic for offensive material. This software also provides features that allow the Director of Technology to screen individual student searches and receive a report of use and activity.

Because no filtering software is infallible, St. Barnabas is not responsible for search requests that may lead to sites with potentially inappropriate content. Students are to notify the teacher when they find an offensive site through

an Internet search so that additional filtering may be instituted. This will avoid disciplinary action and assist the school in providing the highest level of a safe educational environment possible. The student should not share material that could be considered offensive to any other student.

Internet

The school has the right to place reasonable restrictions on the material accessed or posted on the Internet. The school provides internet access to students to facilitate resource sharing, innovation, and communication. Information gathered from the internet is viewed in the same manner as other reference material in school. Such resources enhance the learning environment. School personnel guide the student in internet use and monitor them to the best of their ability. A sonic wall is in place, which prevents users from accessing inappropriate sites. Controlling all materials on a global network is impossible despite adult supervision. Therefore, all students, preschool through eighth grade, will have proper digital citizenship incorporated into their curriculum using Common Sense Education* under the guidelines of the Archdiocese of Chicago. *Goals of Common Sense Education: to provide schools and educators within the Archdiocese the necessary tools, training, and support to (1) empower students to think critically, behave safely, and participate responsibly with technology, and (2) effectively integrate technology into the classroom to improve student outcomes. School personnel will:

- To the extent practical, and as required by the Children’s Internet Protection Act, apply blocking to visual depictions of material deemed obscene, to child pornography, or to any material deemed harmful to minors as determined by the school administration.
- Teach proper techniques and standards for internet participation.
- Guide students' access to appropriate areas of the internet.
- Assure that students understand that misuse of the internet could result in loss of access privileges.
- Monitor related concerns such as privacy, software policy, copyright laws, email etiquette, and approved/intended use of the school’s internet resource sources.
- St. Barnabas is not responsible for any damages the student may suffer, including data loss or the accuracy or quality of any information obtained through any school internet connection.
- St. Barnabas will not be responsible for unauthorized costs incurred by students, vouch for the accuracy of information obtained through the Internet, or for students’ negligence or mistakes.

Cameras

Students must use good judgment when using the camera. The camera will not be used to take inappropriate, illicit, or sexually explicit photos or videos, nor will it be used to embarrass anyone in any way. The camera or microphone is strictly prohibited unless the classroom teacher grants permission. Any person, student or adult, must be aware they are included in your photo or video. Photos or videos of anyone without their knowledge and consent will result in disciplinary action. Any use of the cameras in the bathrooms is strictly prohibited. At any time, a student must be able to provide the reason for a photo or video on their device, which must be connected to their school work or project.

Sound

Sound is to be muted at all times unless permission is obtained from the teacher for instructional purposes. Students are required to bring their headphones for use at school. AirPods or any other Bluetooth headphones are prohibited. AirPods will be treated the same as a phone and held until a parent or guardian can pick them up.

Apple ID

School technology personnel assign and maintain Apple IDs. Students are not allowed to override pre-set settings on the device or use a personal Apple ID until the device has been released.

When a junior high student, in good standing, completes their time at St. Barnabas by graduation or transfer, the device will be removed from the management system. It can be used independently by the student and their family.

All applications (Apps) have been selected for the students to use on their devices. Students can only download other apps onto the device with prior approval from the school technology personnel. Students should not delete any apps. Deletion of any apps may interfere with the student’s ability to complete classwork.

JUNIOR HIGH (GRADE 6-8) IPAD DEVICES

Battery & Charging

iPad devices are expected to be fully charged each morning when the students arrive at school. Devices should never be left in a hot car or similar environments, as damage to the battery will result. Charging stations are not

available at school. If a device is not charged, a limited number of laptops are available on a first-come, first-served basis to check out for the school day. Students will be responsible for any missed classwork if their device cannot be used and another device is unavailable, just as they would be responsible if they left a textbook in their locker or at home.

Accessories

St. Barnabas does not provide any accessories or a case for the device, which is required for protection. If a student wishes to bring their accessories, e.g., an Apple pencil, Bluetooth keyboard, battery extender, HDMI connector, etc., they should be clearly labeled with the student's name. Accessories are the responsibility of the student. St. Barnabas does not track accessories in the management system and cannot be liable for loss, breakage, or theft.

If a keyboard is preferred, a cover with a built-in keyboard is recommended as removable keyboards are more likely to cause damage to screens.

Internet Access/Wireless Networks

Student devices are automatically configured to connect to the St. Barnabas network; they can also be configured to connect to your home wireless network. St. Barnabas Staff cannot provide support for home networks. Students are strictly prohibited from misusing their devices at school or at home. Internet use must support education and research and be consistent with the school's educational objectives. The students are responsible for maintaining software updates to prevent network and application interruptions.

TROUBLESHOOTING AND REPAIRS

Student devices requiring repair must be reported to technology personnel immediately without attempting to fix them personally. If the repair requires the device to be sent out, every effort will be made to provide a loaner device until the student's device is available. Parents are responsible for any repairs caused by accidental damage, and the school is responsible for repairs due to software failure.

Devices purchased by parents in Junior High are covered by the AppleCare warranty, which extends the hardware warranty and allows up to two incidents of accidental damage from handling. Each incident is subject to a service fee of \$59. Students and their parents are responsible for paying any service fees for repairing and replacing devices through the AppleCare+ program. AppleCare is not available for devices passed down by siblings who have graduated from St. Barnabas.

The school owns devices for Kindergarten through Grade 5 students, which are not covered under AppleCare. St. Barnabas will coordinate the repair, and students and their parents are responsible for paying any service fees for repairs and replacement of the device. The repair cost varies based on the device's model and the damage's extent. St. Barnabas School will communicate the repair cost to families.

CELL PHONES AND SMARTWATCHES

Students shall not utilize the communications capabilities of smartwatches, fitness watches, or cell phones during school hours, including at lunch and recess. If a student is found violating this policy, the following consequences will apply. All cell phones and smartwatches must be in the student's book bag and turned off at all times.

Devices not in book bags will be confiscated, and a parent/guardian must pick them up from the school's administration. The cell phone or smartwatch cannot take pictures at school or any school event. The school accepts no responsibility for these devices. Cell phones and smart watches are not allowed on school field trips. Other than the school-approved iPad devices for junior high students, portable media players, wireless handheld devices, wireless headphones, pagers, and e-books are not permitted. Consequences for the use of restricted electronic devices during school hours will subject the student to disciplinary action, which may include suspension or expulsion. The school is not responsible for damaged, lost, or stolen electronic devices. The consequences for violating the cell phone/smartwatch policy are as follows:

- 1st time: warning (teacher holds onto the phone for the rest of the period)
- 2nd time: phone sent to the administrative office and must be picked up by a parent
- 3rd+ time: phone sent to the administrative office and must be picked up by a parent, plus a detention

USE OF TECHNOLOGY OUTSIDE OF SCHOOL

As school and parish representatives, students are expected to conduct themselves responsibly and respectfully with technology. Parents/Guardians are primarily responsible for the students' appropriate and ethical use of technology outside of school. However, disciplinary measures may be taken for the inappropriate use of

technology, including but not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, and offensive communication, including videos/photographs and threats.

SOCIAL MEDIA

Social media can be useful for communicating with fellow students, teammates, and friends. Social media can also be illegal or dangerous if one is not careful. Every picture, link, quote, tweet, status, or post put online is part of a person's permanent digital footprint. A digital footprint could hurt one's reputation during high school admissions, sports recruiting, a new job, or other important parts of life. Realizing this, students are responsible for the following:

- Take responsibility for your online profile, including posts and any photos, videos, or other recordings posted by others in which you appear.
- Certain social media accounts require users to be of a particular age. You need to be aware of this and compliant with the policy.
- Do not degrade friends, teammates, coaches, teachers, or others.
- Post only positive things about friends, teammates, teachers, coaches, or others.
- Use social media to promote the school, teams, and clubs positively.
- Before posting anything online, consider the question, "Is this the me I want you to see?"
- Do not react to any negative comments written about yourself on social media, and do not retaliate in any manner. Report these negative comments to a trusted adult.
- If you witness another student, teammate, or friend post something potentially harmful online, talk with that person. If you are uncomfortable conversing with that person, bring it to the attention of a trusted adult.
- Be aware that you represent yourself, your team, your club, your family, your school, and your community at all times and will do so positively.
- Understand that your actions on social media may result in disciplinary consequences at school.

SOCIAL MEDIA ON BEHALF OF ST. BARNABAS

St. Barnabas maintains official social media accounts for communicating with the St. Barnabas community and the public. Only authorized people may create content for the school's official accounts, and they must abide by all guidance and directives provided by the employees who manage these accounts. School parents/guardians, students, and community members are prohibited from creating any additional social media accounts (including private or public pages or groups) or social media communication that appears to be from St. Barnabas or appears to be official communication of St. Barnabas.

ILLINOIS STATE BOARD OF EDUCATION TECHNOLOGY REQUIREMENTS

It is the policy of St. Barnabas School to:

- Prevent user access or transmission of, over its computers and computer network, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications;
- Prevent unauthorized access and other unlawful online activity;
- Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- Comply with the provisions of the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Use of the St. Barnabas School Technology Resources that are prohibited include but are not limited to

- Violating students' rights to privacy/confidentiality or unauthorized disclosure, use, and dissemination of personal identification information.
- Attempting any unauthorized access, including so-called 'hacking' of any computer system.
- Downloading unacceptable materials.
- Re-posting personal communication without the author's prior consent.
- Violating copyright law.
- Using the school's technology resources for financial gain, credit card fraud, electronic forgery, and other illegal activities and political purposes.
- Downloading, installing, or storing software on a school computer without the approval of appropriate school personnel.
- Changing or attempting to alter any configuration, program, or password on any computer or system.
- Using a school computer without the knowledge/approval of school personnel responsible for the computer.

- Using inappropriate language, pictures, and gestures on the Internet.
- Using the Internet for entertainment or a limited self-discovery function.
- Using the Internet for unauthorized purchases.

ST. BARNABAS PROPER USE REQUIREMENTS

Be Responsible & Safe:

- Always supervise the device; when it is not used, it should be stored in the student's backpack or classroom cart.
- The device will remain in the backpack or the classroom cart until staff instructs it to use it.
- The device will always be in a protective case; however, understand it is still vulnerable to damage if dropped, thrown, smashed, or crushed. Use care when carrying it and placing it in a backpack.
- Do not expose the device to water, excessive heat, or other environments that can damage the battery or electronics.
- Understand that if inappropriate/questionable material is received, students must notify school staff and not show the material to other users.
- Keep accounts and passwords confidential.
- Be responsible for the care and protection of the device. Report any damage or malfunction immediately to the School Staff. Only attempt to repair the device with direction from the School Technology Staff.
- The student must notify the Director of Technology immediately if they have misplaced (or need help finding) their device. The sooner a misplaced device is reported, the more timely its recovery will likely be.
- Do not use another individual's account.
- Do not use another individual's device, nor allow another student to use your device.
- Only access child-safe and educationally appropriate applications or websites directed by staff, which must reflect the core values of St. Barnabas School.

Be Productive:

- Come to school each day with the device fully charged.
- Make sure the screen is visible at all times.
- Devices are to be used during class for educational purposes only when instructed by staff; device use in the lunchroom, bathroom, or during recess is prohibited.
- During instructional time, only access and utilize applications or websites as instructed.
- During school hours, only access and utilize email for teachers and school staff.
- Do not use the device to engage in academic dishonesty.
- Do not use the device to access, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material.

Be Respectful:

- Only utilize the device to promote positive, kind, respectful, and courteous interactions or communication.
- Use good judgment when using the camera and microphone. Do not use the device to take inappropriate, illicit, embarrassing, or sexually explicit photos, videos, or recordings.
- Do not attempt to harm or destroy another student's device.
- Utilize a school's loaner device, case, power cords, or accessories with great care and return in good working condition.

TECHNOLOGY PRIVILEGES and DISCIPLINE

St. Barnabas School reserves the right to spot-check school devices as we see fit. In the event of violation(s) of any school policies, and consideration of the nature and degree of the violation and the number of previous violations, one or more of the following consequences may apply:

- Personal electronic devices, including those owned by the student, may be confiscated or searched.
- Student use of technology may be limited for an extended period.
- Disciplinary decisions, including possible suspension or expulsion, will be consistent with school policies.

Student conduct on electronic devices is evaluated by St. Barnabas Staff, including but not limited to administrators, teachers, staff, coaches, chaperones, and bus drivers. All of the aforementioned staff can make recommendations regarding whether or not a user has violated these expectations. In the event of disciplinary action, completing all classwork remains the student's responsibility.

Students shall use a device for school purposes only in accordance with the provisions in this Agreement and the guidelines outlined in the Responsible Use Policy.

Policy Enforcement:

The staff at St. Barnabas will work together to enforce the guidelines set out in the device Policy. Whether or not misuse is intentional, the administration reserves the right to deem behavior inappropriate, spot-check devices, and enforce the policy as they see fit. During the school year, new and unusual situations might arise. Therefore, the school reserves the right to amend these guidelines as necessary, and any new rules will become a part of the handbook. These policies are subject to change at any time and are communicated to parents/guardians.

Additional consequences may apply based on other school policies. The administration reserves the right to amend these Tiers as situations arise to ensure the safety and well-being of all St. Barnabas students, faculty, and staff.

Tier 1 offenses of the policy include but are not limited to

- Working on assignments from another class
- Playing games during class
- Use of camera or video without permission (that includes objects or oneself)
- Using the device in hallways between classes
- Airdropping photos or videos during class without permission (that include objects or oneself)
- Playing music without permission after a verbal warning has been given
- On a website not related to the topic in class after a verbal warning has been given
- Emailing during class (without the teacher's permission)
- Watching videos during class not related to class
- The device turned on without permission after a verbal warning
- Using someone else's device
- Allowing someone else to use your device
- Having someone's device in your possession
- Having non-related school photos or videos on the camera roll
- Any icon/avatar/logo used on Zoom, Google Classroom, or any other media of another student or person
- The device was left behind in class after two verbal warnings

Tier 2 offenses of the policy include but are not limited to

- Using the device to cheat on any kind of test, assignment, or project/anything assigned by a teacher
- Using the device to text/chat/communicate to students outside the guidelines of classwork
- Use of camera or video without teacher permission (that includes others with or without their permission)
- Airdropping photos or videos during class without permission (that includes others with or without their permission)

Tier 3 offenses of the policy include but are not limited to

- Any material including, but not limited to, photos and videos of the sexual, discriminatory/racial, or violent nature
- Using the device to create negative pictures or documents of another person

Policy Violation Consequences

In the event of a violation of technology policies outlined in the handbook, the following will take place:

- The device will be taken from the student and sent to technology personnel.
- Parents/Guardians will be notified of the situation in writing.
- Students will lose their devices for the remainder of the day or the next school day. They are responsible for retrieving their devices at the end of the day.

If the violation is a Tier 1 offense, the following will be implemented:

- First offense = written warning
- Second offense = detention
- Third offense = loss of the device for a week
- Fourth offense = meeting with parent(s)/guardian, loss of device and school equipment for the remainder of the academic year. Any mandatory online testing will be conducted under supervision.

If the violation is a Tier 2 offense, the following will be implemented:

- First offense = detention

- Second offense = loss of the device for a week
- Third offense = meeting with parent(s)/guardian, loss of device and school equipment for the remainder of the academic year. Any mandatory online testing will be conducted under supervision.

If the violation is a Tier 3 offense, there will be a meeting with the parent and loss of device and school equipment for the remainder of the academic year. Any mandatory online testing will be conducted under supervision.

STUDENT SAFETY AND PROTECTION

EMERGENCY CONTACT INFORMATION

All parents of students must have an updated emergency form filed with the school office by the first day of classes. Families who do not comply will be subject to the children's exclusion from school until this form is received. All emergency forms must be submitted on or before the first day of school with complete, accurate, and legible information. The parent/guardian must notify the school office immediately when such information changes.

MEDICAL EMERGENCY AT SCHOOL

If a child becomes ill or suffers an injury during the school day, parents/guardians or emergency contact will be notified. If parents/guardians or emergency contact cannot be reached or cannot pick up the student promptly, 911 Emergency Services will be called to assist.

CONDUCT AND SAFETY TO AND FROM SCHOOL

Students must respect and cooperate with the crossing guards and the school safety patrol girls and boys.

- Students must walk patrolled routes to and from school
- Students may only cross Longwood Drive with the assistance of the crossing guard
- Students may not walk on the tracks on the way to and from school
- Students are not to walk to and from school by way of Walden Parkway
- Students who must cross 103rd Street should do so at Longwood Drive and then proceed east or west
- The school encourages younger Students to be accompanied by older students or an adult when walking to and from school
- Students may not ride skateboards, scooters, or rollerblades to and from school
- Students are not to throw snowballs on the way to and from school; they may not hitch rides on the backs of cars at any time or form a human chain line to prevent the movement of traffic or pedestrians

PICK-UP AND DROP-OFF VIOLATIONS

Parents or designated caregivers who jeopardize the safety of our students or staff by not adhering to the pick-up and drop-off policies outlined on the school website risk their child's continued enrollment at St. Barnabas School.

BICYCLES AT SCHOOL

Children may bring bicycles to school if they obey the following regulations regarding bicycle safety and security:

- Bike helmets are recommended and may be stored in students' lockers.
- Bikes must be walked in the parking lot, on sidewalks surrounding school property, and when crossing streets with designated crossing guards.
- All students must utilize a personal lock to secure their bikes to the designated bike rack on the north end of the parking lot.
- The school does not accept responsibility for bikes stolen from the premises or for damage done to bikes.
- Bikes left on weekends, holidays, and summer vacation may be removed at the discretion of school Maintenance & Facility staff.

VISITORS TO SCHOOL CAMPUS

Parents and visitors must identify themselves before being admitted to the school and stop in the Main Office upon

arrival and departure. Parents and visitors may only enter a classroom during the school day with prior approval from the school administration. Parent volunteers must identify the purpose of being in the building and pick up a volunteer badge at the Main Office so they can be identified easily. All other visitors must also wear identity badges. Students or parents may only open doors to let people in if directed by the office. School personnel or student runners will deliver items to the classroom.

PROHIBITED DELIVERY SERVICES

Only parents and designated caregivers may deliver necessary items to students (such as a forgotten lunch or textbook) during the school day. Delivery service providers for gift items, flowers, and food services for students are prohibited during the school day. Only authorized deliveries for staff can be accepted during the school day.

SAFETY DRILLS

St. Barnabas School regularly holds fire, tornado, and intruder drills. All staff, students, and visitors must participate in and observe the identified safety procedures.

PROPERTY SEARCHES

All property of the school, including students' desks and lockers, as well as their contents, may be searched or inspected at any time without notice. Authorized school personnel have an unrestricted right to search these structures and any containers, book bags, purses, or clothing articles left unattended on school property. The search of a student's person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy. There are further guidelines that the school will follow in the rare event of a necessary search. This does not preclude the teacher from asking students to search their book bags for missing homework, signed tests, etc.

CHILD ABUSE/NEGLECT

The Illinois Child Abuse and Neglect Reporting Act mandates that all school personnel report alleged or suspected child abuse or neglect to the Illinois Department of Children and Family Services.

CHILD CUSTODY

Because St. Barnabas School assumes responsibility for children in the school, we must have a current copy of any court order regarding custody of and access to children whose parents are divorced or separated if there is any desire to limit access to the children by the non-custodial parent. St. Barnabas School follows the provisions of The Family Educational Rights And Privacy Act and permits parents to inspect and review their child's school records. (See Academic Policies) In the case of non-custodial parents, the school will provide such parents with access to the school records and other information regarding their child. This includes medical, dental, child care, and other school records unless the school has a court order prohibiting that parent from inspecting or obtaining such records.

ALCOHOL AT SCHOOL EVENTS

It is an Archdiocesan policy that school administrators have a right and responsibility to prohibit alcoholic beverages at school-sponsored events/activities on and off campus where children are present.

HEALTH AND WELLNESS

ILLNESS

At St. Barnabas, we are dedicated to creating a school environment free from chronic infectious diseases. We rely on parents to report all communicable infections to the School's Main Office via phone or our absence reporting form. All students should be at least 24 hours fever-free (without using fever-reducing medications) before returning to school. Students must be at least 24 hours after their last episode of vomiting or diarrhea before returning to school.

DISTRIBUTING MEDICATION AT SCHOOL

Medication will only be dispensed to students who have a parent/guardian and physician's signature on the medication form on file. Forms must be updated annually. All medication, whether prescribed or over the counter, will be kept in the school's Main Office. No medication can be carried on the student or taken anywhere besides the Main Office except prescribed inhalers, EpiPens, and insulin. Prescription medication must be brought to the Nurse's Office in a pharmacy-labeled container accompanied by the medication form completed and signed by the parent and physician. Over-the-counter medication must be in the original container and have an affixed label with the student's name and a completed medication form with a parent and physician's signature. Parents must claim the remaining medication by the last day of the school year, or it will be discarded.

HEAD LICE

Students will not be excluded from school due to head lice. The Illinois Dept. of Public Health, Center for Disease Control (CDC), and Illinois State Board of Education all support children remaining in school. Head lice can be a time-consuming nuisance to households but are not a health hazard or a sign of poor hygiene, nor are they responsible for spreading any disease. No healthy child should be excluded from or miss school because of head lice. Students diagnosed with head lice during the school day will be discouraged from close direct head contact with others; however, they will not be removed from school. Students can go home at the end of the day, be treated, and return to school following appropriate treatment. The student's parents will be notified that day by phone or email stating that prompt, proper treatment of the condition is in the student's and their classmates' best interest. St. Barnabas School will not host all-class or all-school lice check on school property. To prevent the spread, St. Barnabas School recommends that parents:

- Check your children periodically for nits. If nits are found, notify your child's close friends and relatives with whom they play or associate.
- Educate and discourage your child from sharing hats, jackets, head-related sports equipment, earphones, etc., as they could carry head lice from one person to another.

MEDICAL CANNABIS

Students are not permitted to use or possess cannabis in our schools except according to the law, school policy, and permission of the superintendent. School policy provides that if a parent demonstrates their child is a registered qualifying patient and has an individual who is a registered designated caregiver, both of whom hold medical cannabis registry identification cards, then the parent or registered designated caregiver is permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school. A parent or guardian or another individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure to the product to other students.

OPIOID ANTAGONISTS

In accordance with Illinois state law, St. Barnabas School will make all reasonable efforts to maintain a supply of undesignated prescribed opioid antagonists and provide or administer them as necessary according to State law. Trained personnel may administer an undesignated opioid antagonist to any person that they, in good faith, believe is having an opioid overdose while in school, while at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities.

PHYSICAL ACTIVITY FOR STUDENTS

St. Barnabas School is committed to providing physical activity to students in Preschool-8th grade each week. Weather permitting, all students will have at least 15 minutes of supervised outside recess. If the weather does not allow for recess outside, all students will have time to stretch and relax before or after lunch in their classroom. Please make sure your child comes appropriately dressed to go out for outdoor recess. According to the US Department of Health & Human Services, it is acceptable for students to go out for recess unless the temperature or wind chill is below 32.

Student Responsibility

All students must ensure they leave the house dressed appropriately for the weather. St. Barnabas will provide our students with physical wellness as part of our goal to develop the entire student. Therefore, per our discipline policy, no student will be held back from physical education or a full recess due to discipline or homework issues. Those concerns will be handled according to the policy in the handbook.

In the Classroom Setting

Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities, such as watching television. Staff will identify opportunities for physical activity to be incorporated into other subject lessons.

FOOD WELLNESS FOR ALL STUDENTS

To promote healthy lifestyle choices and protect all students with allergies, St. Barnabas School does not allow edible treats in the classrooms; instead, parents are asked to celebrate their child's birthday in the ways stated below.

Birthday Celebrations and Holidays

St. Barnabas encourages parents/guardians to celebrate their child's birthday or holidays in the following ways:

- Classroom celebrations will focus on crafts, games, entertainment, or other constructive reward options. The school will use non-food items as incentives, rewards, or awards.
- Edible treats are not allowed at St. Barnabas School.

Fun Food Celebrations

Fun Food celebrations are "optional." Parents/Guardians may determine if any food offered during these events is appropriate for their child.

- The principal must approve all Fun Food Days. They will be held in the lunchroom.
- Nutritional information and ingredient content can be obtained by contacting the sponsoring organization (i.e., the restaurant's contact information will be provided with Fun Food order forms).

Lunchroom

- Food or drinks can only be consumed in designated snack and lunch areas.
- All students will sit at the regular lunch table unless written documentation stating otherwise from a child's physician is provided.
- All students are encouraged to bring healthy, well-balanced lunches.
- Students may not share their food with other students during the school day.
- Optional hot lunch is available to students in Kindergarten - Grade 8. Nutritional information will be available from the school's hot lunch provider.

FOOD DELIVERED DURING SCHOOL DAY

Students and their parents or designated caregivers are prohibited from using a food delivery service. The only lunch deliveries allowed are those directly from parents/guardians or caregivers. Food delivered during the day by parents/guardians or caregivers must be cold or room temperature and in keeping with healthy habits in our wellness guidelines..

FOOD ALLERGY PROTOCOL FOR ALL

As a Catholic school that prides itself on consideration and compassion for one another, ALL students and parents of St. Barnabas School are asked to take the following steps to assist in the education and care of all children with food allergies:

- Respond cooperatively when requested to eliminate allergens from snacks and foods brought in for parties/celebrations.
- It is appropriate to check with the homeroom teacher to understand if any students have specific food allergies.
- Clearly label your child's lunch to avoid mix-up.
- Stress the importance of not sharing or trading food with others.
- Reinforce the importance of cleansing hands before or after snack and lunchtime.
- Respect all classmates; never bully or tease a child with a food allergy or any other type of allergy.
- Respect allergen-free areas and be prepared to move if your child's food is felt to be potentially dangerous to another.

PROTOCOLS FOR STUDENTS WITH FOOD ALLERGIES

Students will not be excluded from school activities solely based on Food Allergy Action or Medical Plans provided by their physicians. Best attempts will be made to provide reasonable accommodations for participation. St. Barnabas School cannot guarantee an allergen-free environment for students with life-threatening, food-borne allergies. The goal is to minimize the risk of exposure to food allergens within the learning environment that may threaten those students, to educate the students, staff, and parents, and to maintain an updated school protocol for addressing the needs of children with allergies. The primary goal is to educate students on how to

self-manage their allergies. A school-wide effort requires cooperation between parents, administration, teachers, and students, which includes reviewing this policy anytime food is present to determine appropriate implementation.

Notification and Meeting

If a child has any food-borne allergy, including allergies to peanuts, tree nuts, milk, eggs, poppy seeds, shellfish, or other dietary items that possess a severe risk of allergic reaction through ingestion or inhalation, parents/guardians must take the following critical steps concerning communicating with the school.

Parents/Guardians must annually notify St. Barnabas School of their child's situation by completing a Food Allergy Action Plan, in addition to medical forms identified in the Medication section of the handbook, which needs to be signed by the child's physician. Parents/Guardians must initiate an annual meeting with the school administration, which will be held the week before the first day of school or within a reasonable amount of time after a new diagnosis or a change with an existing diagnosis. This meeting will engage all parties (parents, administration, teachers, and specials teachers) in a review of the plan as specified in writing by the physician. If parents/guardians do not submit a plan and meet with the administration, the school is not responsible for not making reasonable accommodations for any child. St. Barnabas School will do its best to reasonably meet the needs of children with Food Allergy Action Plans and understands that it will be the responsibility of the parents/guardians to determine if the reasonable accommodations provided make St. Barnabas School an appropriate educational setting for their child. If a child with a Food Allergy Action Plan becomes cleared of their allergy, a written note from the physician must be submitted to the administration to communicate the child's release from any restrictions.

Food Allergy Medication

- Provide Food Allergy emergency medications listed on the physician-signed Food Allergy Action Plan. The medication limit per child is two (2) Epinephrine pens or Benadryl, which will be kept in the Main Office (or Preschool/Early Childhood Center). Parents/Guardians are responsible for replacing medications after use or upon expiration.
- Upon parents' request, students with life-threatening allergies will be allowed to carry their own Epinephrine pens in a designated emergency pack if age-appropriate and after written approval from their physician. This is in addition to keeping medication in the Main Office.

Responsibilities Of Parents/Guardians Of Children with Food Allergies

Parents are their children's first teachers. Parents should educate their food allergic child about risks, reactions, and procedures and communicate all pertinent information to the school. Parents/Guardians will assume the following primary responsibility for their child's wellness needs:

- Complete the annual medical forms and arrange a meeting with the school administration.
- Preparing, role-playing, and practicing procedures in advance will help everyone feel prepared in an emergency.
- Maintain open communication lines with school administration and teachers.
- Be willing to go on your child's field trips or participate in class parties, events, and extracurricular activities if requested.
- Provide a list of foods and ingredients to avoid per the physician's order.
- Provide allergen-free, shelf-stable snacks for your child.
- Clearly label your child's lunches to avoid mix-ups.

Educate and Empower Your Child

It is the parents'/guardians' responsibility to educate and empower their child in the self-management of their allergy by taking the following steps:

- Review the Food Allergy Action Plan together.
- Be aware of the symptoms of an allergic reaction.
- Carry an Epi-Pen when appropriate.
- Identify safe and unsafe foods and ask about ingredients for all food offered. If unsure that the food is allergen-free, the child must know to refrain from taking or eating the food.
- Discuss strategies for avoiding exposure to unsafe foods/allergens.
- Learn how to read food labels (when age-appropriate).
- Make sure they have their labeled lunch to avoid mix-ups.
- Understand the importance of not sharing or trading food with others.
- Teach the importance of cleansing hands before a snack or lunch.

- Recognize the importance of being proactive in caring for and managing their allergies and reactions to food allergens as developmentally appropriate.
- Know how and when to tell an adult they may be having an allergy-related problem, and the importance of notifying an adult immediately if they eat something they believe may contain the food to which they are allergic or if they are exposed to an allergen that they know may cause a reaction.

WELLNESS & HEALTHY LIFESTYLE

We are committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. The administration, staff, and faculty at St. Barnabas School will educate students that their bodies are a gift from God, and we are all called to take care of ourselves through healthy eating and exercise. School staff shall be encouraged to model healthy eating and physical activity as a valuable part of life. To promote wellness and healthy lifestyles, the school will:

- Open communication will be maintained with parents regarding any potential wellness concerns.
- Promote state-mandated health screenings and educational programs.
- Provide emotional health resources and activities
- Provide physical education and recess as part of a physical wellness program.
- Encourage and provide opportunities for all students to cleanse their hands before and after snack/lunch.
- Take an active role in cleaning eating surfaces at lunchtime and snack times.
- Students are not permitted to share or trade lunch or snack food with one another in the lunchroom, classroom, or while on school-sponsored trips.

ATHLETICS

ATHLETIC CODE OF CONDUCT

As a Catholic/Christian school, St. Barnabas expects moral and ethical behavior and decision-making reflective of the Gospel of Jesus Christ and the teachings of the Catholic Church. St. Barnabas students are expected to show Christian consideration, individual respect, and concern for all in the school community. The athletic code of conduct is intended to provide the students, their parents, and the faculty with an understanding of the academic and behavioral norms expected of students and the procedures used in maintaining that standard of conduct. In light of this, any misconduct on the part of the student, such as disrespect or discourtesy towards school personnel, visitors, or other students; immature and inappropriate conduct; hazing or bullying; threats, verbal, written, or gestured; vulgarity; forgery; classroom disruptions; littering the school building and grounds; inappropriate behavior in learning centers, dining hall, washroom, or corridors; tampering with or destruction of school property and any other behavior warranting disciplinary action will not be tolerated and are grounds for suspension or dismissal from a St. Barnabas sanctioned athletic team.

Eligibility:

Academic requirements: Any student who has an average of a D+ or below in any subject will be given a one-week warning period, during which time the parents and administration will be notified by the teacher, and the coach/coordinator will be notified by the administration. The teacher will meet with the student and his/her parents to determine how to improve the student's grade. If the student has not improved his/her grade by the end of the warning week, the student will be suspended from one game, one practice, or an extracurricular event. If a student's performance continues to not improve, additional games and/or practices can be withheld. The teacher will notify the parents and administration when the student's grade has reached above a D+, and he/she may return to participating in practices, games, and activities.

Behavior Requirements: Any student who receives three detentions within a trimester will be required to have a conference with a member of the school administration, and he/she will be suspended from one practice, game, or activity. Student-athletes who are required to sit out may not be in uniform for the game, practice, or activity.

Any student-athlete receiving a school suspension (either in school or out) will immediately be ineligible to participate in any athletic-related activity for the week. A student may not return to athletics or extracurricular activities without the administration's approval.

Please note: Participation in athletics and extracurriculars at St. Barnabas is a privilege, not a right. The administration has the ability to remove any student from athletic activities if they feel the student would be best served by focusing on academic or behavioral improvement. This may include a game suspension for any infraction of a school rule that the administration deems worthy of a more serious consequence. Students who have been suspended from school are not allowed to be present at any school activity while serving their suspension. Students from other neighborhood schools who participate in extracurricular activities at St. Barnabas will be held to the St. Barnabas code of conduct while in attendance, but are held to their own school's policies regarding academic and behavior norms while in school.

ATHLETIC BOARD GRIEVANCE PROCEDURE

When a concern arises involving your child or the program in which your child is involved, the first action of choice is to discuss the matter with his/her coach at an appropriate time and place. Ideally, we hope that all issues can be dealt with directly: parent-to-coach or vice versa.

If, for some reason, you do not feel comfortable approaching your child's coach, or if you have already done so on a particular issue and feel that your concern was not addressed or not responded to properly, a Parent Advisor should be contacted. Please be clear and specific as you relate your concern to an Advisor, as this person will be presenting this information to the Coordinator of the sport in question and eventually the Athletic Board if the situation dictates the need. Note that parents may be asked to sign a "Grievance Report" to ensure that the integrity of the complaint remains intact.

After gathering all the necessary information from the parent in need, the Advisor will turn the matter over to the Coordinator (of the involved sport), who will then approach the respective coach. The Advisor will communicate to the concerned parent(s) the results of the dispute after the coach or other party in question (see below) has been approached by the Coordinator. The Advisor will continue to act as liaison until all matters have been reasonably acted upon.

If the concern is directed at the sports coordinator or another member of the athletic board, the Advisor will consult with the president and/or vice president. Similarly, if the complaint is aimed at a Parent Advisor, the athletic board president should be contacted.

All issues will be dealt with in the timeliest manner possible, giving precedence to the desire for fair reporting from all sides. Please address issues as they occur. Do not wait for the season to end. Any issue not resolved after the above-detailed steps will be openly addressed at the next regularly scheduled Athletic Board meeting.

The Athletic Board will be notified of any student who has received an in-school or out-of-school suspension.

Please be certain to read the information provided to you and your athlete at the beginning of each season. Attendance, attitude, and (at some levels) ability expectations are all outlined quite clearly for each of our programs. It is because of this that, generally, the best course of action is to contact your child's coach directly. He or she may be witnessing a behavior or trend of which you are not aware. Additionally, rules of play vary with each league; therefore, becoming acquainted with those of a specific league may prove to be helpful to you. Finally, in the event that a coach's expectations of a particular athlete are not being met, he or she may also follow the above procedures.

NON-DISCRIMINATION POLICY

St. Barnabas School is operated under the auspices of the Catholic Bishop of Chicago, a sole corporation in the Archdiocese of Chicago. St. Barnabas School's policy is to provide equal opportunity in employment to all employees and all applicants for employment. No person shall be discriminated against in employment because of such individual's race, color, sex, national origin, age, military discharge, marital status, or mental or physical handicap unrelated to the ability to perform the duties of the position, except when one of these characteristics is a

necessary qualification of a position. Archdiocesan Policy does not preclude preference in hiring Catholic teachers who have evidence of an understanding of the Catholic faith and a commitment to living that faith.

SCHOOL USE OF PHOTOGRAPHS AND IMAGES

On occasion, St. Barnabas publishes photos of our students on the school/parish website, on the school social media page, in school publications, in the local newspaper, and in other forms of communication. We do this to share information about our school and to keep parents and our community up-to-date on our many offerings and student accomplishments. Please notify the St. Barnabas Communication Coordinator if you wish to remove your child from any media-related photography.

EXTENDED DAY PROGRAM

Our Extended Day (Before and After Care) Program is an additional school service that provides professional care, supervision, and recreation for children enrolled at St. Barnabas School.

Beforecare is available from 6:30 a.m. to 7:45 a.m., and aftercare is available from 3 p.m. to 6 p.m. Aftercare is not available on half-day dismissals (10:50 a.m. or 11:50 a.m.).

The program is self-supporting and relies solely on the timely payment of fees. Pay the required fees by the due date to ensure children can continue in this program. Students not picked up by 6:00 pm will be charged late fees as outlined in the Extended Day Handbook. Any student not picked up from school by 3:05pm (2:55pm for Preschool) will be sent to the After Care, and payment will be required at pick-up. After the second visit, parents will be required to enroll in the program and pay the registration fees. Additional charges will be assessed to parents for late pick-up of children. Please see the Extended Day Handbook for further details on Before & After Care.

PARENT VOLUNTEERS

Virtus Training and Compliance (as outlined on the school website) is required for all volunteers. Beginning in 2009, the Archdiocese of Chicago mandates compliance requirements, and the St. Barnabas Administration is responsible for ensuring we adhere to these regulations. Adult volunteers are only permitted to work with children with proper compliance. Compliance must be validated each year. Coaches, chaperones, student activity and event volunteers, and classroom volunteers must complete and maintain compliance annually.