

St. Helen School Handbook Addendums 2023-2024

Governance

St. Helen School operates under the auspices of the Archdiocese of Chicago. Therefore, the school adopts in whole all policies set forth in the **Educational Policy Manual for School Administrators** published by the Office of Catholic Schools of the Archdiocese of Chicago. The school administrator, faculty and governance board are required to follow all policies of the Archdiocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those set policies and procedures established by the Chicago Archdiocese.

Illinois State Recognition/Adoption of State Requirements

All Archdiocesan Schools must be registered with the State of Illinois and be recognized by the Illinois State Board of Education (ISBE). School communities and their principals must comply with State requirements annually in order to maintain ISBE recognition. These requirements include meeting administrative deadlines as determined by ISBE to ensure compliance and recognition.

Non Discrimination Statements

Cultural Hairstyles

As per Illinois PA 102-0360, St. Helen School does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

Modification of Athletic/Team Uniforms

St. Helen School allows a student athlete to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences provided such uniform modifications do not contradict or create confusion with Catholic social teaching. The modification of athletic or team uniforms may include, but is not limited to, the wearing of a hijab, an undershirt, or leggings. If a student chooses to modify his or her athletic or team uniform, the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modification.

School Student Records/Missing Persons Records Act

St. Helen School has a written system/procedure in place that flags records for any current or former student who has been reported missing by the Illinois State Police.

School Incident Reporting System (SIRS)

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement authorities and the Illinois State Police (ISP) within one to three days of the occurrence of the incident. In order to satisfy the requirement of reporting incidents to the ISP, the Illinois State Board of Education (ISBE), in conjunction with the ISP, have created the School Incident Reporting System (SIRS). The SIRS is a web-based application used by schools to report incidents electronically but which also requires schools to report incidents to local law enforcement authorities.

Student Attendance Requirements

Daily school attendance is compulsory in the State of Illinois for children 6 through 16 years of age. Therefore, students enrolled in grades K-8 at St. Helen School are **required** to attend school **daily**.

The responsibility for compliance with the law and the school's policy belongs to the parent(s)/guardian(s) of the child.

The school is responsible for keeping an accurate record of each student's daily attendance.

The attendance record is placed in the student's permanent file each school year.

Transfer Students

Certified copies of transfer students' records are requested within 14 days of enrollment. St. Helen School sends **unofficial** records of students transferring to other schools within 10 days of the request. **Official** records are sent once all financial obligations have been met.

Graduation Requirements

As a requirement for graduation, students are expected to achieve a passing grade on exams for the Constitutions of the United States and the State of Illinois. Additional graduation requirements include satisfactorily completing academic requirements, adhering to the school's code of conduct, returning all school materials, and meeting all financial obligations of fees and tuition.

School Curriculum

The instructional program of St. Helen School includes religion, reading/language arts, mathematics, the biological, physical and social sciences, the fine arts and physical education and health. **Core instruction is provided in the English Language**

Comprehensive Health Curriculum

As mandated by the State of Illinois, St. Helen School provides health education in grades K-8 at age appropriate levels.

The program addresses many aspects of wellness, human ecology, body systems, human sexuality, growth and development, personal hygiene habits, mental health and available help resources, information on communicable diseases, safety and substance abuse and information on HIV/AIDS.

Topics are introduced at age-appropriate levels and may be integrated into the Science, Physical Education and/or other appropriate curriculum areas

Parents/Guardians may choose to have their child/ren excluded from some topics on Human Sexuality.

Archdiocesan Medical Cannabis Policy

Students are not permitted to use or possess cannabis infused products in our schools except in accordance with the law and school policy. School policy should provide that if a parent/guardian of an elementary/secondary student who demonstrates his/her son or daughter 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/guardian or registered designated caregiver must be permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school.

The school may not deny a student attendance solely because he or she requires administration of medical cannabis during school hours.

A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

Interscholastic Athletics

The State of Illinois requires any student playing interscholastic sports to have a sports pre-participation physical exam by a licensed health care provider and a concussion information sheet signed by both student and parent.

If a student plans on participating in any interscholastic sport (including tryouts), they must submit these forms prior to their participation. To that end, parents/guardians and students are strongly encouraged to complete and submit the sports-physical examination and concussion information forms prior to the start of the school year. Students who have not completed the forms will not be allowed to participate.

Note: 6th graders who have submitted the required Physical Exam are exempt from the sports exam requirement **providing** that the physician has indicated on the form that the student is physically able to participate in athletics.

Technology Use Outside of School

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of the school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to, bullying and harassment of others, inappropriate use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats. Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family. Parents/Guardians are encouraged to monitor their child's use and/or misuse of technology outside of school, including the age requirements for social networking websites.

Social Media

Students and their parents/guardians are advised that the school, by Illinois statute (Illinois Public Act 098-0129), may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a **social networking website**. The administration and faculty may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's rules and/or disciplinary policy. The school may require a student to share content in the course of such an investigation.

Emergency Safety Drills

Fire, tornado, lock down, evacuation and crisis drills are important. They are designed to teach students and staff procedures to follow in case of an actual emergency.

Crisis folders and maps for evacuation are in each classroom. Emergency drills shall occur on a regular basis. Students **MUST** follow the rules during emergency safety drills, which include:

- ♣ always following the directions of the teacher or administrator
- ♣ staying with one's class; if a student becomes separated, he/she must go to the nearest adult
- ♣ silence is required so all can hear emergency information.

We ask that parents / guardians remind their students of the importance of their behavior during drills so that they are well prepared if an actual emergency were to occur