

St. Mary School Handbook

2018-2019

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Mission Statement

Since 1958, St. Mary School has recognized that each student is a precious gift from God whose eternal goal is heaven. Our students benefit from academic excellence involving a challenging curriculum that helps them to reach their intellectual potential within school and beyond. Our students show their Catholic faith by accepting differences in a diverse culture and by aspiring to be outstanding members of society.

Parent-School Partnership Agreement

The parent-school relationship is of great importance to the religious formation as well as to the academic/behavioral success of all students. St. Mary School pledges to offer an excellent education rich in Catholic formation, perspective, values, and traditions. St. Mary School expects all parents to reaffirm and agree to the following statements:

- ✕ We are the primary educators of our child(ren) and the most critical factor in the overall development of our child(ren).
- ✕ We will attend Mass weekly and be active in our faith as an example to our child(ren). We will be involved in both parish and school events.
- ✕ We agree to support St. Mary School through prayer, positive relationships, and the giving of our time, talent, and treasure, including contributing financially to our parish to support its subsidy to the school.
- ✕ We will furnish the school with all medical, dental, psychological, and other pertinent information so that the faculty/staff can know and understand the capabilities of our child(ren).
- ✕ We will monitor the media influences on our child's(ren's) life/lives. This includes awareness of reading materials, what he/she/they experiences on television, video games, movies, music, the Internet, and on social media.
- ✕ We will give parental supervision of recreational activities to ensure that our child(ren) has/have ample opportunity(ies) to complete assignments and to get sufficient rest necessary to perform his/her/their best in school.
- ✕ We will make ourselves available to attend parent-teacher conferences and other school-sponsored programs/events.
- ✕ We will do our best to plan family vacations with consideration of the school calendar.
- ✕ We will be accepting of the school discipline code by viewing it as a growth instrument in our child's(ren's) best long-term interest. We will work together to help our child(ren) accept responsibility for his/her/their actions.
- ✕ We will contact the teacher first as soon as we feel a concern arises.
- ✕ We will be supportive of the school and faculty/staff in front of our child(ren), community members, and online (social media).
- ✕ We agree to log our family's required 10 service hours on SchoolSpeak by the last day of school. Families who choose not to complete their 10 hours are assessed a \$500 fee. Please see the Appendix or the HANDBOOK tab at smplano.com for a list of parent service options.
- ✕ We will read the school handbook, accept and abide by all of its regulations and policies, and agree to discuss appropriate areas with our child(ren).
- ✕ We acknowledge that our behavior/actions/attitudes can result in our child(ren) being unable to return to St. Mary School the following school year or in the immediate removal of our child(ren) from St. Mary School.

Admission

Schools operated under the auspices of the Diocese of Joliet admit students of any race, color, sex, national and ethnic origin to all of the rights, privileges, programs and activities generally available to students at the schools.

Admission is based on the following in order of priority:

1. Returning students.
2. Students who currently have a sibling enrolled in St. Mary School, and whose family is registered at a Catholic parish.
3. Students who currently have a sibling enrolled in St. Mary School, but whose family is not registered at a Catholic parish.
4. Students who do not currently have a sibling enrolled in St. Mary School, but whose family is registered at a Catholic parish.
5. Students who do not currently have a sibling enrolled at St. Mary School, and whose family is not registered at a Catholic parish.

Students of families that are not registered and participating members of a Catholic parish are accepted at an increased tuition rate.

Registered and participating parishioners are those who demonstrate their commitment to their Catholic faith by regularly attending weekly Mass, volunteering their time/talents in parish ministries/events, and who provide regular financial support to the parish by donating a minimum amount each month in their parish envelopes.

St. Mary School must be in possession of a signed Handbook Agreement in order for a student to be officially registered.

Students With Special Needs:

St. Mary School can require testing and/or interviews of parents/potential students before a family is allowed to register a student. St. Mary School endeavors to educate all students within the limits of its school's educational program; however, it is not in a position to educate everyone. Students with special needs that cannot be met by existing programs will either not be accepted for admission/re-admission or be required to be dual enrolled.

Transfer Students (Grades 1-8):

Transfer students can only be registered following a face-to-face meeting with the administration and the receipt and review of all attendance, health, and academic records (IEP, 504, Behavior Intervention Plan, etc....).

Transfer students are expected to be in good academic and behavioral standing as reflected in their former school records before admission. Students who transfer to St. Mary School will be on academic and conduct probation for two school years. If at any time during this probationary period the student fails to demonstrate appropriate academic or behavioral standards, he/she will be immediately withdrawn from the school. This determination and decision is made exclusively by the administration.

Dual Enrollment Students:

St. Mary School does allow for dual enrolled students. Dual enrolled students must be enrolled in St. Mary School a minimum of 210 minutes (3.5 hours). Dual enrolled students can participate in St. Mary School extracurricular activities. Dual enrolled students who are also Plano CUSD 88 residents can ride the bus to school or home from it. Dual enrolled students pay full tuition. There is no tuition discount for only being a part-time or a dual enrolled student.

Kindergarten:

A student entering kindergarten must be five years of age on or before September 1st and pass a kindergarten readiness screening.

Kindergarten screening is done each spring. The purpose of the screening is to determine kindergarten readiness. Children who do not qualify as "developmentally ready" for kindergarten cannot register for kindergarten. As with any standardized assessments, the assessment tool will not be released to the parents/guardians.

Kindergarten students must have a medical examination and a record of immunizations on file at St. Mary Catholic School by the first day of school.

First & Second Grade:

A student entering first grade must be six years of age on or before September 1st.

A student entering second grade must be seven years of age on or before September 1st.

Grade-Skipping:

Students must register for the subsequent grade in school. Skipping a grade is prohibited.

Amending the Handbook

The administration reserves the right to amend this handbook at any time.

Attendance

The State of Illinois provides by law for compulsory attendance of all children between the ages of seven and sixteen years (105 ILCS 5/Art. 26). It is the responsibility of parents to make sure that their student is in attendance at school. It is the duty of the principal and teachers to insist upon daily attendance. Principals have the obligation to see that requirements of the law of the State of Illinois are met. Schools keep accurate and daily records of attendance and a summary of these records are kept permanently on file.

Truancy:

A “truant” is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. 105 ILCS 5/26-2a

Excused “Valid Cause” Absences or Tardiness:

An excused “valid cause” absence or tardiness is defined in the Illinois School Code as; “Illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the school administration, or such other circumstances which cause reasonable concern to the parent/guardian for the safety or health of the student.” 105 ILCS 5/26-2a

Court appearances and medical/dental appointment will also be excused.

Chronic or Habitual Truant:

A child who is subject to compulsory school attendance and who is absent without valid cause for such attendance for 5% (9 school days) or more of the previous 180 regular attendance days. 105 ILCS 5/26-2a

Unexcused Absences or Unexcused Tardiness:

Unexcused absences and tardiness include: missing the bus, oversleeping, car trouble, personal appointments, needed at home (babysitting, waiting for repairman, etc.), family vacations, out-of-school suspensions and other avoidable absences.

Teachers do not have to provide makeup assignments for unexcused absences or tardiness.

Reporting an Absence:

Parents are expected to notify the office by 8:00 am each day that their student is absent.

Tardiness:

A student is tardy if he/she is not in their homeroom by 7:50 am. Students arriving after 8:00 am must be signed-in by a parent in the office before they are allowed to leave the office and report to class.

Additional Information:

- ✘ All absences, whether excused or unexcused, are accumulated on the student’s attendance record.
- ✘ A .5 absence will be recorded on a student’s attendance record if he/she arrives after or leaves before 11:25 am when school is dismissed at 3:00 pm.
- ✘ Absences may result in retention or the inability to return to St. Mary School when a student fails to successfully complete the prescribed curriculum. Students can only be promoted/placed based upon academic performance, not due to age or for social reasons.
- ✘ On the 18th absence (10%) of the school year, the County Truancy Officer can be notified.
- ✘ If a student is absent from school because of illness, that student is ineligible for practices or games scheduled for that day. A student that is absent due to illness on Friday can participate on a Saturday.
- ✘ Students cannot be signed-out of school between 2:45-3:10 pm.

Bell Schedules

Please see the Appendix or the HANDBOOK tab at smplano.com.

Bicycles

Students can ride a bicycle to and from school. Bicycles cannot be ridden during school hours. Only one rider is permitted on a bicycle at any given time. Bicycles should be walked on and off of school property. All bicycles should be properly parked and locked. St. Mary School is not responsible for damaged or stolen bicycles.

Birthdays

- ✘ On a student's birthday, he/she can choose to bring something to share with the class. Suggested items include religious goods, pencils, or a healthy snack. Homemade baked goods are discouraged.
- ✘ Parents must contact the student's homeroom teacher at least one day prior to sending in any items. All items must be approved by the teacher before they are sent to school.
- ✘ If plates, cups, napkins or utensils are required, the parent must provide them.
- ✘ If the student has a summer birthday, and he/she would like to bring something in during the school year, arrangements can be made with the teacher.
- ✘ Invitations to birthday parties can only be distributed at school if all boys are invited, all girls are invited, or all students in the class are invited.

Busing

- ✘ To be eligible for busing, a student's home address must reside in Plano Community Unit School District 88.
- ✘ All routes and pick-up/drop-off times are determined by the PCUSD 88 Transportation Center (630-552-8980).
- ✘ PCUSD 88 limits the number of student passengers on a bus to 50. Consequently, PCUSD 88 resident students can be denied busing due to a lack of room on the St. Mary School bus.
- ✘ Busing is dependent on PCUSD 88. If the district is unable to provide busing on a given day, there will be no busing.
- ✘ For a student to ride the bus, a family must complete the Bus Registration Form, which is available in the Appendix or by visiting the HANDBOOK tab at smplano.com.
- ✘ The Bus Registration Form is due by the first Friday in August annually.
- ✘ Non-bus riders cannot leave the school on a bus.

The following regulations and penalties for unacceptable behavior have been formulated by PCUSD 88 in order to provide the greatest assurance for each rider's rights and safety:

- ✘ Rowdiness, standing when the bus is in motion, excessive noise, rude/discourteous behavior, non-compliance with the bus driver's requests, abusive/vulgar language, smoking, shooting or throwing projectiles, lighting matches or lighters, fighting, throwing snow, destruction of property etc... are not permitted on buses.
- ✘ Food, drinks, gum/candy, and balloons are also prohibited.
- ✘ Students grades 6-8 will receive Code of Conduct point deductions for bus misbehavior.
- ✘ Students grades K-5 can lose recess time for bus misbehavior.
- ✘ A student's bus riding privileges can be suspended by the administration or by PCUSD 88 for misbehavior.

Car Line

Parking Lot Layout:

- ✘ There are four parking lot lights. Parking lot light #1 refers to one that is farthest south (closest to the dumpsters).
- ✘ The parking lot features two thick lines. The first line is near parking lot light #1. The other line is near parking lot light #3.

Drop-Off Procedures:

- ✘ Enter the parking lot using the Church Street entrance and pull up as far as you can to the second line, which is located near parking lot light #3.
- ✘ Students cannot exit a vehicle that is behind the first line, which is located near parking lot light #1.
- ✘ The Church Street entrance gate closes at 7:50 am.
- ✘ Vehicles are not to pass one another during drop-off.

Pick-Up Procedures:

- ✘ During pick-up, 4 rows of vehicles are used.
- ✘ Vehicle rows begin at the northern end of the school near the rectory. A vehicle row cannot extend so far that it blocks the Church Street entrance.
- ✘ The row of vehicles closest to the school is reserved exclusively for those taking home kindergarten students. If a vehicle is not transporting home at least one kindergarten student, one of the other three vehicle rows must be used.
- ✘ Vehicles transporting students in grades 1-8 can use any row other than the one closest to the school.
- ✘ The Church Street entrance gate is open from 2:30-3:00 pm.
- ✘ Once Car Line begins moving, students cannot exit the building. If you do not have your student(s) when Car Line begins moving, please drive around to the front of the school.

Additional Information:

- ✘ Students cannot walk through the parking lot to vehicles parked on Church Street. This includes if they are accompanied by an adult.
- ✘ Walkers are released out of Door 1 after Car Line has completed.

Christian Service

All St. Mary School students are required to complete Christian service hours. Performing Christian service is based on the Church's teachings on the Works of Mercy. The Catechism of the Catholic Church defines the Works of Mercy as, "Charitable actions by which we come to the aid of our neighbor in his spiritual and bodily necessities."

Students in grades K-5 will satisfy their requirement by completing class projects during the school day.

One of the three junior high field trips during the school year must be service-based. This is how students in grades 6-8 will satisfy their requirement.

Communication

Information requiring your attention will be sent out regularly. Parents are encouraged to check the school website (smplano.com), SchoolSpeak, their e-mail, and student folders/bags/assignment notebooks routinely.

Phone Calls:

Students are not permitted to use the school telephone except for special needs. Forgotten homework, books, gym clothes/shoes, field trip permission slips, etc... are not considered sufficient reason for telephoning.

Parents can call to leave a message for a faculty/staff member or for a student. St. Mary School will not page a faculty/staff member or a student from class to answer the telephone except in the case of an emergency.

Cell Phones:

Students can bring cell phones to school provided that they remain off during school hours and are kept in the student's locker or backpack. The first misuse of a cell phone will result in its confiscation. Students can pick up their phone after 3:00 pm in the office. Beginning with the second instance of misuse, a parent must pick up the cell phone in the office. Students grades 6-8 will also lose Code of Conduct points for each instance of cell phone misuse.

Appointments:

If a parent has a question regarding their student's education, the teacher is to be contacted first. Appointments for a conference can be made via e-mail, using the school's voice mail system, or by calling the office to schedule an appointment. After meeting with the teacher, if further discussion is desired with the administration, an appointment can be made. Appointments will be scheduled to meet the parent need as best as possible. During all parent-teacher/administrative meetings, respect of individuals must be maintained at all times or the meeting will be promptly ended by the school personnel. For example, yelling, the use of inappropriate language, and strictly argumentative dialogue (not problem-solving in its nature), will all result in the immediate end to a meeting.

Subsidiarity:

Parent questions/concerns should be communicated at the lowest level first. For example, most situations should be brought first to the teacher, then to the administration, and finally to the pastor.

Confidentiality:

The administration is prohibited from discussing with parents staffing or disciplinary situations involving parties other than their own student(s). Consequently, the administration cannot mandate that two or more parents from different families meet, nor act as a mediator between multiple families even if all parties agree to it.

Miscellaneous:

- ✘ Parents are to refrain from approaching/communicating with students and teachers during the school day, such as during recess or walking to/from the church, without first checking in at the office.
- ✘ Parent classroom visits must be pre-approved by the teacher or the administration.
- ✘ Parents are to be cautious of information that has not originated from the school (hearsay).
- ✘ The school calendar, which is found under the GOOGLE CALENDAR at smplano.com is the most complete and up-to-date source for event dates, times and locations.

Conferences, Parent-Teacher

Parent-teacher conferences are held the Monday before Thanksgiving from 11:00 am – 3:00 pm and from 4:00 – 8:00 pm. Parents sign-up for conferences on their own on SchoolSpeak. The office will notify parents when this feature will become available.

Additional conferences can be arranged with advanced notice throughout the school year at the request of parents, a teacher, or the administration.

Curriculum

The curriculum at St. Mary School reflects its Catholic identity. Catholic moral values are infused into the curriculum at all grade levels in all subject areas. The curriculum adheres to the policies and procedures of the Illinois State Board of Education and the Diocese of Joliet Catholic Schools Office in its expectations.

Religion, Mathematics, Language Arts (which is divided into Reading and Writing, Language, Speaking & Listening), Science, and Social Studies are the core subjects taught at all grade levels. Spanish is also considered a core subject for those 7th and 8th grade students who choose to take it. All students also have Art and Music weekly. Physical Education is taught three times per week to all students.

To view the Diocesan elementary curriculum, please visit the CURRICULUM tab at smplano.com

Physical Education:

Physical education (PE) is scheduled three times each week for all students. A written excuse from a parent is required for a student to be excused from PE. After three consecutive days, a written note from a physician indicating the duration of the time exempt from PE class is required. To resume PE after a doctor excused injury, an authorization to resume PE activity must be received from the physician as well. When a student is in attendance at school, he/she is expected to participate in PE class. Students who are excused from PE will also be kept inside during recess.

Federal and State Constitution Exams:

All 7th grade students will complete the state of Illinois required Federal and State Constitution exams during social studies.

Spanish:

Certain 7th and 8th grade students have the option of taking Spanish as a core subject. Written parent permission is required. 6th grade students who earned a C- or higher each trimester in math can choose to take Spanish their 7th grade year. 7th grade students who earned a C- or higher each trimester in both math and in Spanish can choose to continue taking Spanish their 8th grade year.

Any student who fails a trimester of Spanish will be immediately removed from the class.

Advanced Math at Rosary:

Rosary High School offers an advanced math opportunity for eligible 8th grade students. Students accepted into the class will receive an invitation from Rosary High School in the mail over the summer. Families are responsible for transporting their child(ren) to and from the class. Families who choose to have their child(ren) take advanced math at Rosary are not eligible for a St. Mary School tuition discount. The requirements, as set by Rosary High School, to be considered for this class are:

- ✘ A MATH TOTAL score of 90th percentile or higher on the ITBS during the student's seventh grade school year.

- ✘ Recommended by their seventh grade math teacher. Teachers are encouraged to only recommend students that possess a superior work ethic, are independent learners, are eager to take an honors math course, and who are responsible for daily homework assignments.

Safe Environment for Children:

All students are instructed in personal safety and protection against child abuse in accordance with Diocesan policies. Parents are offered the opportunity to preview all materials used and may “opt-out” of any instruction.

Textbooks:

Textbooks and workbooks will be distributed to students in their classes. Textbooks are the property of St. Mary School or the State of Illinois. All textbooks must be covered. Adhesive book covers are not allowed. Writing in or defacing textbooks is prohibited. The cost for replacement of damaged or lost books is the responsibility of the student. All students should utilize a method/container for transporting textbooks to and from school safely. Wheeled backpacks are not allowed inside of St. Mary School.

Discipline

The faculty/staff at St. Mary School strives to meet the individual needs of students, accepting them as they are, and carefully guiding them in the development of character, attitudes, and respect for the rights and property of others. The positive aspects of regulations, rights, and the value of self-discipline are emphasized. Parents are expected to be partners with the school by supporting and enforcing the discipline policy. Final authority regarding discipline rests solely with the administration.

Students in grades K-5 follow the guidelines and rules set forth by their teachers.

Students in grades 6-8 adhere to the Code of Conduct.

Code of Conduct:

- ✘ Parents will be notified electronically of all Code of Conduct point deductions.
- ✘ Parents can also view all Code of Conduct point deductions on SchoolSpeak at any time.
- ✘ Parents must acknowledge all Code of Conduct point deductions. Acknowledgement does not constitute parent agreement.
- ✘ Students can lose Code of Conduct points during any school sponsored activity (on a bus, in any class, during lunch/recess, on a field trip, at an after school extracurricular activity, etc...)
- ✘ Students can regain deducted Code of Conduct points at a teacher’s discretion for exhibiting spontaneous exemplary Christian behavior.

Code of Conduct Point Deductions:

Loss of 1 point per violation

- ✘ Dress code violation
- ✘ Food/Gum – chewing gum, consuming food, or drinking any beverage other than water at any time during the school day other than during lunch or in an area other than the designated lunch eating area (classroom, library, etc...)
- ✘ Homework – incomplete or not done
- ✘ Not following directions/not listening/not paying attention
- ✘ Talking out of turn
- ✘ Unprepared for class (books not covered, forgot homework in locker, lacking necessary class/school supplies, etc...)

Loss of 2 points per violation

- ✘ Disrupting the classroom learning environment
- ✘ Electronic device – on during school hours, not stored in a locker/backpack, etc...
- ✘ Misbehavior during a class taught by a substitute teacher

Loss of 3 points per violation

- ✘ Detention – incomplete or not served
- ✘ Dishonesty

- ✘ Disrespectful/Uncooperative behavior/attitude/body language
- ✘ Inappropriate/Obscene/Offensive/Vulgar language – oral or written or a gesture
- ✘ Inappropriate/Irreverent behavior during Mass, prayer, or a religious activity
- ✘ Littering – in school or on its grounds
- ✘ Photography/Videotaping – of a student or a faculty/staff member without his/her permission
- ✘ Student-to-student negative interactions – hiding personal property/school supplies, pushing/shoving, verbal putdowns, etc...

Loss of 6 points per violation

- ✘ Aggressive actions toward others – punching, kicking, tripping, throwing snowballs, etc...
- ✘ Being in an unauthorized area of the school – teacher’s desk, the wrong hallway, the further away bathroom option, etc...
- ✘ Bullying/Harassment – other students, faculty/staff, visitors etc...
- ✘ Cheating – copying class work, giving another student work/answers, using an unapproved advantage, etc...
- ✘ Forgery
- ✘ Inappropriate/Obscene/Offensive/Vulgar language – oral or written or a gesture
- ✘ Inappropriate/Irreverent behavior during Mass, prayer, or a religious activity
- ✘ Misuse/Mishandling/Damaging/Defacing/Destruction of school equipment or property
- ✘ Photography/Videotaping – of a student or a faculty/staff member without his/her permission
- ✘ Plagiarism

Consequences For Points Lost:

Total Points Lost	Consequences
6	1. 30 minute detention before school (7:15-7:45 AM)
12	1. 30 minute detention before school (7:15-7:45 AM)
18	1. In-school suspension (1 day) 2. Ineligible to participate (practice or compete in a game/match/etc...) in any after school extracurricular activity on the date in which the in-school suspension is served 3. Placed on Conduct Probation
24	1. In-school suspension (1 day) 2. Ineligible to participate (practice or compete in a game/match/etc...) in any after school extracurricular activity on the date in which the in-school suspension is served
30	1. Out-of-school suspension (1 day) 2. Ineligible to participate (practice or compete in a game/match/etc...) in any after school extracurricular activity on the date in which the out-of-school suspension is served 3. Student is prohibited from attending any field/service trips for the remainder of the trimester
36	1. Out-of-school suspension (3 days) 2. Ineligible to participate (practice or compete in a game/match/etc...) in any after school extracurricular activities on the dates in which the out-of-school suspension is served
42	1. Immediate removal from St. Mary School

Conduct Probation:

Any student assigned a suspension is automatically placed on Conduct Probation. If a student is assigned 5 total suspensions during the same school year, he/she is immediately withdrawn from St. Mary School.

Cheating:

Students found to be cheating on any assignment, or who are helping facilitate the cheating for another student, will receive a Code of Conduct point deduction or a suspension. The student will be required to redo the assignment. The student can earn up to an 77% (C-) on the redone work.

Plagiarism:

St. Mary School defines plagiarizing as, “To steal or pass off as one’s own the ideas, words, artistic productions of another; to use without due credit the ideas, expressions, or productions of another.”

Plagiarizing/Plagiarism is prohibited. Consequences will include a Code of Conduct point deduction or a suspension.

Bullying:

See [5313 Bullying Prevention Policy](#) under [DIOCESAN POLICIES](#).

Detentions:

Detentions are issued the first day of school week each week and are served before school the subsequent Wednesday from 7:15-7:45 AM. Students who arrive late, forget, or who fail to serve the full 30 minutes of their detention at the assigned date and time lose 3 code of conduct points. Riding the bus to school is not an acceptable excuse for failing to serve the full 30 minutes of a detention at the assigned date and time.

Suspensions:

- ✘ If a student receives an in-school or an out-of-school suspension, he/she will serve the suspension on the next academic school day.
- ✘ A student is ineligible to participate (practice or compete in a game/match/etc...) in any after school extracurricular activity on the date in which an in-school or an out-of-school suspension is served.
- ✘ If a test is given on a date in which a student is serving an in-school suspension, the student is required to take the test on that date for full credit. If a major project is due on a date in which a student is serving an in-school suspension, the student is required to turn in the project on that date for full credit.
- ✘ The work missed by a student during an out-of-school suspension must be picked up at the school by a parent and be completed by the student. If a test is given on a date in which a student is serving an out-of-school suspension, the classroom teacher will give a re-test on the first day that the student returns to class for full credit. If a major project is due on a date in which a student is serving an out-of-school suspension, the project will be accepted on the first day that the student returns to class for full credit.
- ✘ After serving an out-of-school suspension, a student will not be permitted to return to St. Mary School until the parents have had a meeting (in-person or on the telephone) with the administration.
- ✘ Students who have served an out-of-school suspension cannot attend any field/service trip until the first academic day of the subsequent trimester. This includes the third trimester field trip.

Suspensions, both in-school and out-of-school, can be issued for (but not limited to) the following reasons:

- ✘ Aggressive actions toward others – fighting.
- ✘ Arson – student will be suspended, probably expelled, and referred to the local police.
- ✘ Assault of Student/Staff – student will be suspended, probably expelled, and referred to the local police.
- ✘ Bullying/Cyber Bullying.
- ✘ Cheating – on quizzes/tests/exams, major projects, or aiding additional students in cheating.
- ✘ Class Disruption – students who repeatedly disrupt the education process in a given classroom or the entire school will be suspended and probably expelled.
- ✘ Extortion/Threat of Extortion – students will be suspended, probably expelled, and referred to local authorities.
- ✘ Exiting the building before dismissal without signing out in the office or leaving the school property at any time that school is in session (this includes during recess).
- ✘ Fire Alarm False Alarm – students will be suspended, probably expelled, and referred to the local authorities.
- ✘ Firecrackers – possession of firecrackers, explosives, stink bombs, or incendiaries is prohibited and is grounds for suspension and probable expulsion.
- ✘ Forgery – misrepresentation of signatures, use of restricted school codes, or entering the school's data processing/attendance systems is grounds for suspension and probable expulsion.
- ✘ Gambling – grounds for suspension and probable expulsion.
- ✘ Harassment – includes, but is not limited to slurs, jokes, or any other form of verbal, graphic, or physical contact which reflects adversely on an individual's race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, or mental handicap.
- ✘ Inappropriate/Obscene /Offensive/Vulgar language – oral or written or a gesture.
- ✘ Insubordination – failure to comply with faculty/staff directives.
- ✘ Photography/Videotaping – of a student or a faculty/staff member without his/her permission.
- ✘ Plagiarism – on a quiz/test/exam/project/formal written assignment or assisted another student in plagiarizing.
- ✘ Possession of a Weapon – items or objects that have the potential to cause physical harm and which, in the reasonable judgment of the school administration, is intended for use or used by a student to cause or threaten physical harm may result in suspension, probable expulsion, and referral to the local authorities.

- ✘ Search Policy – St. Mary School reserves the right to search the locker, coat, and personal property of a student at the school or at a school sponsored event. Students who do not cooperate will be suspended and probably expelled.
- ✘ Sexual Harassment – consisting of requests for sexual favors and other inappropriate verbal or physical contact of a sexual nature.
- ✘ Tobacco/Drugs/Alcohol – students are prohibited from possessing or the use of tobacco/drugs/alcohol in school or on school grounds. Tobacco/drugs/alcohol will be confiscated and authorities will be contacted.
- ✘ Theft – Restitution will be a requisite for reinstatement.
- ✘ Threats – Regardless of the nature intended. For example, saying “I’ll kill you” as a joke.
- ✘ Unauthorized Organization/Gangs – any activity related to a gang or unauthorized organization is strictly prohibited. Students who engage in such activity may be suspended, probably expelled, and referred to the local authorities.
- ✘ Vandalism – vandalism is grounds for suspension and/or expulsion. Restitution will be a requisite for reinstatement.
- ✘ Trespassing – any person including a suspended or expelled student who comes on school property is subject to arrest.

Permanent Dismissal/Refusal to Register:

The permanent termination of a student's enrollment is a most serious matter. Preferably, it should be preceded by at least one in-school or one out-of-school suspension. This is not required though. Any student assigned 5 suspensions in a given school year is immediately withdrawn from St. Mary School. Any student who fails three or more core classes both trimester 1 and trimester 2 are immediately withdrawn from St. Mary School. Students who fail three or more core classes in more than one trimester in a single school year cannot return to St. Mary School the subsequent school year. Any student who fails 5 or more core subjects in a given trimester are immediately withdrawn from St. Mary School.

Students must abide by the discipline policies of the school. Parents are expected to uphold these policies. If, in the judgment of the administration, the educational process is severely hindered by the presence of a student or a student’s family (Example: a student or family of a student’s disregard for the discipline rules of the school, are continually uncooperative/disrespectful with the teachers/administration, etc.), St. Mary School can exercise the right to immediately remove from the school or refuse to register a student and all members of his/her family (siblings).

Dress Code

Students can be held out of class or sent home until they are in full compliance with the Dress Code according to the administration.

Dress Code:

To view the Dress Code, see the Appendix or visit the HANDBOOK tab at smplano.com.

Uniforms can be purchased:

Dennis Uniform
 1141 N. Main St.
 Lombard, IL 60148
 Ph: 630-932-7171

Uniforms can also be purchased online at www.dennisuniform.com → Shop now → School code = G8MPL

Warm Weather Dress Code:

From March 1 – Oct 31, students can wear solid navy blue or khaki Bermuda dress shorts. Female students can also wear solid navy blue or khaki loose-fitting capris.

Spirit Days & Out of Uniform Days:

On Spirit Days, students can wear a St. Mary School top or choose to wear their uniforms.

On Out of Uniform Days, students do not have to wear their uniforms or a St. Mary School top. Students are typically charged a fee to participate in an out of uniform day. Form-fitting clothing is still prohibited unless worn underneath another article of clothing.

Physical Education Uniforms:

All students grades K-4 will wear their school uniforms during PE.

While participating in PE, all students grades 5-8 are required to wear:

- ✘ Athletic pants or shorts (no leggings, tights, yoga pants, or other form fitting articles of clothing)
- ✘ A t-shirt (no sleeveless shirts, tank tops, etc...)

Any student who does not have the appropriate clothing for PE cannot participate in the day's activities. Students in grades 6-8 will also receive a Code of Conduct point deduction.

Electronic Devices

Electronic devices such as (but not limited to) cell phones, tablets, etc... are not allowed during school hours unless authorized by the administration. These devices must remain off and out of sight during the school day. If a device is seen or heard, it will be confiscated and taken to the office. Students in grades 6-8 will also receive a Code of Conduct point deduction. Following the first offense, a student will be allowed to pick up his/her device at the end of the school day in the office. Beginning with the second offense, a parent will need to come to the office to collect the electronic device.

Students in grades 6-8 can use their personal electronic devices during lunch recess when lunch recess is indoors.

St. Mary School is not responsible for lost, stolen, or broken electronic devices.

Extracurricular Activities

An individual must be enrolled in St. Mary School to participate in any St. Mary School extracurricular activity.

Extracurricular activities (sports and clubs) cannot meet on Sundays and on days in which school is cancelled.

See the ATHLETICS tab on smpiano.com to view the Aurora Area Catholic League Policy Handbook, the IESA Handbook, eligibility requirements, and the documents that must be completed for a student to participate on a St. Mary School sports team.

Athletics:

St. Mary School offers 5th-8th grade students the opportunity to participate in coed soccer, boys' football, girls' volleyball, girls' basketball, boys' basketball, and coed track. There is a cost per student, per sport to participate. Students cannot practice or participate in any team activities unless their fees have been paid in full.

If a student is absent from school because of illness, that student is ineligible for practices or games scheduled for that day. A student that is absent due to illness on Friday can participate on a Saturday.

Concussion:

All parents must read, complete, and turn in the IESA Concussion Information Sheet before a student can participate on a sports team.

If a physician diagnoses a student with a concussion, that student is prohibited from returning to play until a physician clears him/her.

All St. Mary School coaches must complete the state mandated 2-hour concussion training.

Band:

St. Mary School's band program is provided by Music Education Services. Beginner, Intermediate, and Advanced classes are offered two days a week for 45 minutes each day. Students can begin band instruction in the fourth, fifth, or sixth grade. Classes begin in mid-September. Information regarding signing up for Band will be sent home at the start of the school year. All students must register electronically.

Field Trips

Only school/Diocesan trip permission forms will be accepted for student participation. If a student fails to submit a signed official school/Diocesan trip form, he/she is prohibited from attending the field trip. Parent permission granted over the phone will not be accepted in lieu of an official school/Diocesan trip permission form.

Field trips are privileges afforded to students. No student has an absolute right to attend a field trip. Since field trips are privileges, students can be denied participation if they fail to meet certain academic or behavioral requirements. Each teacher/field trip destination may set their own requirements for participation, which may include an evaluation of a student's prior conduct. Students not in compliance with the school discipline code can be excluded from field trips at the discretion of the faculty and/or administration. Students unable to attend a field trip can be required to complete an alternative assignment.

Students who have served an out-of-school suspension cannot attend any field/service trip until the first academic day of the subsequent trimester. This includes all third trimester field/service trips.

- ✘ All field trips shall have the approval of the administration.
- ✘ Students shall wear their uniforms on field trips unless otherwise notified.
- ✘ Because classroom teachers serve as chaperones for all field trips, students who do not attend a field trip (for any reason) cannot report to school on the day of the field trip.
- ✘ If a student rides the bus to a field/service trip destination, he/she must ride the bus back to school. A parent cannot sign a student out of school anywhere other than in the school office.

Chaperones:

All field trips will be adequately supervised by faculty members and other approved adults. Only those persons who have completed Protecting God's Children and had a background check will be allowed to serve as chaperones.

- ✘ Teachers or the administration can require a parent to serve as a chaperone on a field/service trip. In such cases, the parent will be notified. If the parent cannot or chooses not to chaperone, their student cannot report to school on the day of the field trip.
- ✘ The teacher will assign each chaperone a group of students. Chaperones must be physically and mentally present to their assigned group at all times.
- ✘ A teacher, field trip destination, or the administration can mandate that a chaperone be prohibited from bringing his/her non-school aged children on the field trip.
- ✘ On any given field trip, a teacher or the administration can prohibit a student's parent from serving as a chaperone.

Grading

Each teacher will communicate in writing his/her policies regarding late homework, corrections/retakes, and extra credit at the start of the school year. Generally, late homework can be turned in no more than 1 day late to receive any academic credit, and a student can complete corrections/retakes and earn up to a 77% (C-).

Report Card Rubric K-3:

Please see the Appendix or visit the HANDBOOK tab at smplano.com.

4th-8th Grade Grading Scale:

Percentage	Letter Grade	GPA
93-100	A	4.00
85-92	B	3.00
77-84	C	2.00
70-76	D	1.00
0-69	F	0.00

Categories and Weights:

For students grades 4-8, all graded work is divided into three categories. They are:

1. Tests/Quizzes/Products (Weighted 50% in the final trimester grade)
2. Independent Class Work/Products/Collaborative Work (weighted 40% in the final trimester grade)

3. Homework (weighted 10% in the final trimester grade)

Honor Rolls:

- ✚ For students in grades 5-6 as well as those students in grades 7-8 who are not in Spanish, Honor Roll is based on the GPA of the 6 core classes (Religion, Mathematics, Science, Social Studies, Reading, and Writing, Language, Speaking & Listening).
- ✚ For students grades 7-8 who are in Spanish, Honor Roll is based on the GPA of the 7 core classes (Spanish, Religion, Mathematics, Science, Social Studies, Reading, and Writing, Language, Speaking & Listening).
- ✚ A student must also have earned a C- or higher in every class, including PE, Technology, Music, and Art.
- ✚ Honor Roll = 3.00-3.49 GPA
- ✚ High Honor Roll = 3.50-4.00 GPA

Promoted:

All students who successfully complete their grade level's curriculum by the end of the school year are promoted to the next grade level for the subsequent school year.

Placed:

A student who has not successfully completed all of the prescribed curriculum, but who will be enrolled in the next grade level for the subsequent school year, are considered "Placed". This distinction appears in the student's permanent record.

Grade-Skipping:

Students must register for the subsequent grade in school. Skipping a grade is prohibited.

Non-Promotion (Retention):

Absences can result in retention when a student fails to successfully complete the prescribed curriculum. Students shall not be promoted based upon age or any social reasons not related to academic performance.

Teachers are expected to keep parents informed of student progress throughout the year. If a teacher believes that retention (non-promotion) should be considered for a student, he/she will inform the administration before the start of the third trimester. The teacher, administration, and parents will meet to discuss the possibility/need of retention and the rationale behind it prior to making a final decision.

Unless the option exists for the student to have a different teacher, a student cannot repeat a grade at St. Mary School.

Academic Probation:

Students who fail a core class are automatically placed on Academic Probation.

If a student fails 3 or more core subjects in more than 1 trimester, he/she can be retained, not allowed to graduate, or be prohibited from registering at St. Mary School for the subsequent school year.

If a student fails 3 or more core subjects both trimester 1 and trimester 2, he/she will be immediately withdrawn from St. Mary School. The student cannot return for the 3rd trimester/finish the school year.

If a student fails 5 or more core subjects in a given trimester, he/she will be immediately withdrawn from St. Mary School.

If a student fails the same core subject more than one trimester, he/she can be retained, not allowed to graduate, or mandated to present proof of extended learning (summer school, tutoring) to be considered for registration for the subsequent school year or to receive their graduation diploma.

Homework

Homework is a crucial aspect of the learning process for St. Mary School students. Homework is given to:

- ✚ Reinforce instruction begun in the classroom

- ✘ Allow students an opportunity to practice desired learning targets
- ✘ Evaluate skills taught in class and help determine future instruction
- ✘ Prepare students for assessments
- ✘ Facilitate students becoming responsible persons
- ✘ Assist parents of being aware of what a student is learning
- ✘ Complete unfinished class assignments

Parents should:

- ✘ Help students identify and utilize a place and time conducive to completing homework.
- ✘ Never do a student's homework or permit anyone else to do it for the student.
- ✘ Frequently check homework upon the student's completion.
- ✘ Notify a student's teachers immediately if they notice a student having excessive difficulty or undue stress from the subject matter or amount of homework assigned.
- ✘ Understand that homework can be assigned nightly, Monday-Friday, over weekends, as well over extended holidays.
- ✘ Sign corrected homework or assignment notebooks when requested by a student's teachers to verify that they are knowledgeable of the student's work, progress, and needs. Failure to return signed homework, assignments, quizzes/tests, etc... can result in consequences being issued.
- ✘ Check the assignment notebook to verify good study habits are being exercised and to see if there has been any communication from a teacher.
- ✘ Ensure that student participation in an extracurricular activity does not interfere with homework completion. Participation in an extracurricular game/match/event is not an excused reason for incomplete work.

Students grades 6-8 will lose 1 point for homework that is incomplete or not done. Homework turned in more than 1 day late will typically not receive any academic credit.

Absent Work:

Parents who wish to pick up their student's homework or have the homework sent home with another student must make this request by 11:00 am.

When a student is absent from school, it is the student's responsibility to find out what is required of him/her to makeup.

The "Day-for-a-Day" rule applies to absent work. Ex: A student is sick from school for two days. When the student returns to school, he/she will have two days to complete the missed work. The student must turn in his/her work on the third day back to school to receive appropriate credit.

If a student misses the day an assignment is due, including homework, a project, or a quiz/test, the assignment is due the student's first day back to school. Ex: A student misses the day a test was given. The student will take the test the day he/she returns to school.

Dental appointments, medical appointments, and vacations during the school year are discouraged. Teachers do not have to provide students who will be taking a vacation with the homework/assignments that they will miss while absent. Make up work will be discussed and assigned by the classroom teacher upon the student's return to school.

Illness & Accidents

If a student becomes ill or injured, the parent will be notified immediately. If the parent is not available, persons listed on the Emergency Information Sheet will be contacted. This process is channeled through the office.

Emergency responders/an ambulance will be obtained if deemed necessary by the parent or a faculty/staff member.

The school office must be in a position at all times to contact a student's parents in case of an emergency. It is the responsibility of the parents to maintain up-to-date contact information in SchoolSpeak. This includes emergency contact information, phone numbers, email addresses, home addresses, and places of employment.

An Emergency Information Sheet must be completed and returned with all other registration materials or at the start of the school year.

Parents should make every effort to pick up their student ASAP after being notified that their student is ill or injured.

Parents should strongly consider keeping their student home from school when the student is experiencing a severe headache, a severe stomachache, a severe earache, a sore throat, chills, or diarrhea.

Students with undiagnosed rashes can be sent home at the discretion of the faculty/staff until the rash is diagnosed and a physician deems that the student is non-contagious.

If a physician prescribes an antibiotic for a student, the medication is to be started at least 24 hours before the student returns to school.

Fever/Vomiting Policies:

- ✧ If a student has a fever, their parents will be notified. If the student's fever is greater than or equal to 100.0 degrees, he/she must be picked up and taken home. The student can return to school when he/she has been fever free for 24 hours without the use of fever reducing medication.
- ✧ If a student vomits at school, the parents will be notified to come and take the child home. The student can return to school when he/she has been vomit free for 24 hours.

Head Lice Policy:

- ✧ Students can be checked periodically for nits/head lice.
- ✧ If a student is found to have nits/head lice, his/her parents will be notified to come pickup their student. Parents are instructed to begin treatment and/or contact their physician.
- ✧ A student found to have nits/head lice may return to school the day after the first pediculicide application.
- ✧ The date is recorded when a student is sent home and a second inspection is made after ten days or earlier if deemed necessary.

Inspection Policy

Individuals entering St. Mary School, whether they are students, employees, or guests, are expected to conduct themselves with established norms for personal conduct. In order to provide students and employees with a safe and healthy environment, the administration reserves the right, in its discretion, to conduct inspections of school property and the property of students and visitors existing on the school's premises.

Included with this Inspection Policy is the right to inspect the following:

- ✧ Desks
- ✧ Lockers
- ✧ Book bags, athletic bags, or similar carriers brought onto or existing on the school premises
- ✧ Vehicles on school premises
- ✧ Clothing on the person
- ✧ Other property (whether belonging to the school, a student, or a visitor) on the school premises.

Library

Library books can be signed-out for use and taken home. A set fine per day will be charged for an overdue book. Fines can also be assessed for damaged or lost books. Students cannot check books out of the library until fines are paid in full. All fines must be paid in full in order for a student to receive his/her trimester 3 report card. If library fines have not been paid in full by the last day of the school year, the outstanding balance(s) will be rolled into FACTS. All classroom and school rules/policies apply in the library.

Lunch

All students will remain at school for lunch. Students cannot consume pop/soda during the lunch period. All food and drinks must be consumed in the classroom. Food and drink are not allowed in other locations of the school unless authorized by the administration. All classroom and school rules/policies apply during the lunch period.

Milk:

Parents can participate in a milk program in which milk is purchased in advance and delivered to their student during the lunch period. Details regarding the milk program are sent home in August annually.

Hot Lunch:

Hot lunch is available for students grades 1-8 about once per week. This is an optional purchase. Parents place their orders on SchoolSpeak.

Recess:

A student who is well enough to be in school is well enough to be outdoors at recess time. This activity time, as part of the entire school program, is important to the physical, social, and mental well-being of the student.

Supervision:

Students are supervised during lunch and recess by faculty/staff members and parent volunteers.

Students are expected to follow school rules during lunch and recess. Rules of common courtesy, politeness, manners, and Christian behavior in respecting the elements of safety, fair play, and obedience to authority on the playground and in the classroom during lunchtime are expected. Rules not respected will result in a consequence. Students in grades 6-8 can earn a Code of Conduct points deduction.

Lunch Periods:

K-3 Recess / 4-8 Lunch	11:10-11:30
K-3 Lunch / 4-8 Recess	11:30-11:50

Medical Examinations, Immunizations & Screenings

Entrance Examinations:

A complete record of required physical exams, vision exams, dental exams, and immunizations will be kept on file for each student. Students are excluded from school beginning October 16th if requirements for health examinations and immunizations have not been met. Dates of all immunizations must be recorded on the physical examination forms according to State Law.

Physical examinations must be dated within one year of the student’s first day of school. Physical examinations must be completed by a licensed physician. Sports physicals are insufficient.

Records of dental examinations must be turned into the school office by May 15th.

Records of vision examinations must be turned into the school office by October 15th.

- ✘ All K-8 students entering St. Mary School from an out-of-state or from a home school setting must have a physical examination, a dental examination, and a vision examination.
- ✘ Students entering **K** must have a physical examination, a dental examination, and a vision examination.
- ✘ Students entering **2ND** grade must have a dental examination.
- ✘ Students entering **6TH** grade must have a physical examination and a dental examination.

Examination	Due	Students
Physical	1 st Day of School	Kindergarten, 6 th Grade, Out-Of-State, and Home School
Dental	May 15	Kindergarten, 2 nd Grade, 6 th Grade, Out-Of-State, and Home School
Vision	Oct 15	Kindergarten, Out-Of-State, and Home School

Immunizations:

St. Mary School requires up-to-date immunizations so that all students are in compliance with the requirements of Illinois State Law.

Hearing Screenings:

The hearing of Kindergarten, 1st, 2nd, 3rd and all students with IEPs/ISPs/Accommodation Agreements will be tested annually. After failure of two screenings, a student is then referred to a physician for further examination.

Vision Screenings:

The vision of Kindergarten, 1st, 2nd, 8th and all students with IEPs/ISPs/Accommodation Agreements will be tested annually. After failure of two screenings, a student is then referred to a physician for further examination. Students wearing glasses are not screened. A glasses referral may be sent if the child has not seen an eye doctor for 2 years or if the glasses are bent, scratched, or broken. A vision screening is not a substitute for a complete eye examination by an optometrist. A student is not required to undergo a vision screening if an optometrist or an ophthalmologist has signed a report form indicating that an examination has been administered within the previous twelve months.

Medication

If it is determined by a doctor that it is necessary for a student to take medication during school hours, parents are asked to remember:

- ✘ All prescribed medications must be kept and taken in the office.
- ✘ Parents must submit a written request authorizing the administration of any prescribed medication at school. Please see the Appendix or visit the HANDBOOK tab at smplano.com to complete the Permission to Administer Medication document.
- ✘ Prescription medication must be in its original pharmaceutical container and be clearly marked with the student's name on it.
- ✘ A physician's written orders must accompany the medication indicating the disease/medical condition being treated, the name of the medication, the dosage, and the time interval regarding administration.
- ✘ Possible side effects and an emergency phone number where the physician may be reached should also accompany the medication.
- ✘ Any student self-administering asthma medication prescribed by a physician must have a completed and signed an Authorization for the Self-Administration of Medication for Student with Asthma. Please see the Appendix or visit the HANDBOOK tab at smplano.com to view this form.

Each dose of medication shall be documented in the student's individual medication record. Documentation shall include the date, time, dosage, route by which the medication was administered, and the signature and initials of the person supervising the student in self-medication. This documentation is considered part of the student's temporary record.

It is the responsibility of the student to come to the office for medication. Parents are advised to schedule medicine dosage(s) at times when the student is not at school.

School personnel cannot distribute non-prescription medications, such as allergy medications (Claritin, Zyrtec) and pain/fever management medications (Tylenol, Ibuprofen) without a signed note from the parent. Cough drops can be taken by students in their classrooms provided the parent has provided the teacher with signed permission for this to occur as well as with specific directions regarding the quantity and frequency that the cough drops can be consumed.

Non-Custodial Parents

St. Mary School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, it will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Sacraments

Reconciliation:

Students in 2nd grade participate in the Sacrament of Reconciliation. For all students grades 3-8, there is an opportunity to receive the Sacrament of Reconciliation during Advent and Lent.

First Communion:

Students in 2nd grade participate in the Sacrament of Eucharist.

Confirmation:

Students in 8th grade participate in the Sacrament of Confirmation.

Mass:

Students grades 1-8 typically attend Mass every Tuesday and Thursday at 8:00 AM. Kindergarten students attend Mass (usually Thursdays) once a week beginning in October. Students plan the Thursday Liturgy and actively participate in the celebration as altar servers, lectors, gift bearers, and song leaders. Students attend Mass on all Solemnities and Holy Days of Obligation.

Parents are invited and encouraged to attend Mass with the students whenever possible. All students are required to sit with their classes during all Masses.

School Board

The Saint Mary School Board operates as an advisory board, giving advice and lending support to the administration. Board meetings are held in February, April, June, August, and October from 6:30-8:00 PM in the St. Mary School Library, traditionally on the 3rd Thursday of the month. Parents of school children are welcome to attend all meetings that are not close session.

Please visit the SCHOOL BOARD tab at smplano.com to view the dates of upcoming meetings, the application to serve on the board, the School Board By-laws, etc. To become a member of the school board, one must complete the Statement of Candidacy, which is available in the Appendix or under the HANDBOOK tab at smplano.com.

School Closing

In the event that school cannot be held due to snow/ice, extreme cold/heat, flooding, etc..., an announcement will be made by 7:00 am using the following information outlets:

- ✘ Email (requires parents to have updated their profiles on SchoolSpeak)
- ✘ Text via SchoolSpeak (requires parents to have added their mobile phone number and carrier on their SchoolSpeak profile)
- ✘ St. Mary School's webpage (smplano.com)
- ✘ The Emergency Close Center (<http://www.emergencyclosingcenter.com/complete.html>)

School days will only be made up if students would be in session less than the 880 mandated hours by the state of Illinois.

Tuition is not prorated or refunded for school cancellations.

Temperature Closings:

School will be cancelled when the air temperature will not reach 0 degrees Fahrenheit at any point when school would be in session.

School will be cancelled when the temperature approaches -30 degrees Fahrenheit or colder with the wind chill.

School Hours/Before & After Care

7:00 am	Before Care begins. Students must enter the school through Door 3 (playground side)
7:25 am	Arriving students can enter through Door 1 (off of Center St) or Door 3 and proceed to the gymnasium
7:45 am	School begins
7:50 am	Students are considered tardy if they are not in their classrooms by this time
11:10-11:50 am	Lunch/Recess
3:00 pm	Dismissal
3:00-5:00 pm	After Care

Office Hours:

- ✘ The office is open 7:25 am – 3:25 pm Monday-Friday when school is in session.
- ✘ The office is open 9:00 am – 12:00 pm Tuesday-Thursday in June & August.

✘ St. Mary School is closed the entire month of July.

Before and After Care:

- ✘ Before Care is available on all 7:45 am school start days from 7:00-7:25 am.
- ✘ After Care is available on all 3:00 pm school dismissal days from 3:00-5:00 pm.
- ✘ There is a cost per student per hour for Before and After Care. Please make checks payable to “St. Mary School”.
- ✘ If Before & After Care fees have not been paid in full by the last day of the school year, the outstanding balance will be rolled into FACTS.
- ✘ Parents must complete the Before and After Care Registration. Please see the Appendix or visit the HANDBOOK tab at smplano.com to obtain the form.

Please note:

- ✘ Students who arrive to school before 7:25 am will be sent to Before Care and families will be charged for its services.
- ✘ Students who have not been picked up by 3:10 pm will be sent to After Care and families will be charged for its services.
- ✘ For security and educational reasons, parents must exit the building by 7:45 am.
- ✘ If a student forgets something in a classroom he/she/a parent will only be allowed to retrieve it up to 25 minutes after the conclusion of the school day. Teachers, office, and maintenance staff will not unlock classrooms after 3:25 pm.

School Safety

Management Plans:

The Asbestos and Crisis Plans are on file in the school office and may be reviewed at any time upon request.

Please see the Appendix or visit the HANDBOOK tab at smplano.com to view the Diocesan Student Wellness Policy.

Fire Drills:

Fire drills are conducted periodically during the school year as required by State Code. Students are instructed in proper evacuation procedures. Local and state officials annually visit the school to inspect fire hazards and/or to conduct a fire drill.

Severe Weather Warning:

In the event of a tornado warning, students will move to their assigned safety area. Periodic drills are conducted for these routines. If an actual tornado warning occurs near the end of a school day, students will not be dismissed until the "all clear" signal is given.

Active Shooter Drills:

Students will also participate in an ALICE drill a minimum of once per year.

Diagrams of Procedure:

Diagrams of procedures for drills are posted in each room.

School Supply Lists

Please see the Appendix or the HANDBOOK tab on smplano.com.

SchoolSpeak

Families must log their required 10 service hours per year on SchoolSpeak. SchoolSpeak is also used to register for parent-teacher conferences, order hot lunch (grades 1-8), view report cards, and to view Code of Conduct point deductions (grades 6-8).

Because the school sends out so much information electronically via email, parents must always ensure that they have an updated email address that they can check daily entered into their SchoolSpeak profile.

Entering Email Addresses, Mobile Numbers, and Mobile Carriers on SchoolSpeak:

1. Go to simplano.com
2. Select "SCHOOLSPEAK"
3. Login
4. Select "My Profile" (top right)
5. To the right of Email: enter your information
6. To the right of Phone: enter your information for Mobile and Mobile Carrier
7. Select "Update"

Viewing a Report Card:

1. Go to simplano.com
2. Select "SCHOOLSPEAK"
3. Login
4. Select "Report Card" (NOT **Report Cards**) beneath the desired grade level
5. Select **View**
6. Click "Sign" at the bottom of the report card.

Signing-In/Out Students

Parents must be physically present in the St. Mary School office to sign a student in/out of school any time between 7:50 am – 3:00 pm.

The St. Mary School office must be in possession of a written, signed note from a parent to release a student into the care of anyone other than a student's parent any time between 7:45 am and 3:00 pm. This includes grandparents, neighbors, members of a carpool, etc... In the note, the full name of the individual signing the student out, the date, and the time must be clearly stated.

Standardized Testing

All students grades 3-8 are required to take the IOWA assessments. All students in grades 5 and 8 must also take the ACRE tests. Students and/or parents cannot opt students out of taking these standardized tests. Parents are asked to prepare the students by getting them to bed on time and by providing a nutritious breakfast.

Student Records

A cumulative folder shall be established for each child who enters school for the first time and will be retained permanently in the school. This folder shall contain a transcript, an academic testing record, a health form, and an emergency sheet.

A record of daily attendance shall be maintained in the school office and these records shall be kept among the permanent records of the institution.

Parents have access to the contents of their student's records. Examination of student records takes place in the presence of the administration. Parents are asked to make an appointment with the administration to review a student's records. School records are the property of the school and will not be released without written authorization of a parent or legal guardian. Parents are charged \$.10/side for all copies made. School records are retained at St. Mary School.

Transfer of Student Records:

Requests for records are completed at the school a student is transferring to. Once St. Mary School has received a records request, the student's records will be sent directly to the student's new school.

Technology

The family of a student who breaks a piece of technology (mouse, keyboard, etc...) is financially responsible for replacing the item.

All students and their parents must complete and turn in the diocesan Acceptable Use Agreement: Intranet/Internet. Please see the Appendix or visit the HANDBOOK tab at simplano.com to obtain a copy of the document.

Temperatures

St. Mary School uses WeatherBug to check the weather/temperature. Sandwich Community High School is the location.

Indoor Recess:

Students will not go outside for recess when the temperature is at or below 10 degrees Fahrenheit with the wind chill.

Mass:

Students will not walk to Mass when the temperature is at or below 0 degrees Fahrenheit with the wind chill.

School Cancellation:

School will be cancelled when the air temperature will not reach 0 degrees Fahrenheit at any point when school would be in session.

School will be cancelled when the temperature approaches -30 degrees Fahrenheit or colder with the wind chill.

Tobacco

The use of all tobacco products is prohibited on school grounds. This includes e-cigarettes. 105 ILCS 5/10-20.5b and 105 ILCS § 5/34-18.11.

Tuition, Fees & Fundraising

Saint Mary School is supported by tuition/fees, the diocesan Catholic Education Foundation, private donations, St. Mary Church, and participating parishes. All families are expected to share in their parishes' financial burdens via regular contributions to the Sunday collection/offering. Families can pay tuition in one lump sum prior to July 1, through FACTS, or a custom arrangement may be made through the Parish Business Office. Payments in FACTS can be made via credit card or through direct withdrawal from a bank account.

Tuition & Fees:

	Participating Parish	Non-Participating Parish
1 Student	\$4,075	\$5,500
2 Students	\$6,792	\$11,000
3 Students	\$8,603	\$16,500
Family (4 or more students)	\$9,810	\$22,000

There are annual \$100 Family Registration and \$300 Family Royal Raffle fees. Families who choose not to complete their 10 service hours by the last day of school are also assessed a \$500 fee. All fees are non-refundable.

To reserve placement for the upcoming school year, a family must pay both the Registration and the Royal Raffle Fundraising fees. The \$100 Family Registration Fee cannot be rolled into FACTS.

If tuition is unpaid at any time without satisfactory alternative arrangements having been worked out, the parents will be informed and their student(s) can be denied enrollment. The family's account will be sent to a collection agency, and all fees and legal services for this action will be recouped from the family. In addition, students who are not current with their tuition payments will not be issued report cards or diplomas until all fees are paid. Students will also be denied participation in field trips. All financial obligations and fees must be paid in order for a student to participate in his/her graduation ceremony.

If Before & After Care fees and/or Library fines have not been paid in full by the last day of the school year, the outstanding balance(s) will be rolled into FACTS.

Should a family leave the school during the school year, tuition will be prorated for the time that the student(s) was in attendance. The Family Registration Fee and the Family Royal Raffle Fundraising Fee are non-refundable.

Prorated Tuition:

Tuition is not prorated or reduced. This includes if a student is dual enrolled, attends Honors Math at Rosary High School, etc... Tuition cannot be reduced or offset in exchange for goods/services.

Payment Responsibility Hierarchy:

Tuition/Fees are applied in the following order:

1. The family (SCRIP/Royal Rebates are considered family payments) – regardless of if those payments are allowed to be spread out over several months through FACTS (Example: A family withdraws mid-year. The family should have paid \$2,500 after scholarships. The family will be charged and need to pay their portion of the \$2,500 before the CEF funds, etc... are considered and applied)
2. Catholic Education Foundation
3. Other scholarships or tuition assistance
4. Parish subsidy

Fundraising:

In order to fulfill the budget requirements for the operation of St. Mary School, and to provide equitable contribution by all school families for fundraising:

- ✦ Each family is required to work a minimum of 10 service hours per year. The hours must be logged into SchoolSpeak by the last day of school. Families who choose not to complete their 10 hours are assessed a \$500 fee.
- ✦ Additionally, each family is required to purchase and then either keep or sell 6 “Royal Raffle” tickets at \$50.00 each (\$300.00 total). This is the \$300 Family Royal Raffle Fundraising Fee. It is non-refundable.
- ✦ Families are encouraged to purchase or sell additional Royal Raffle tickets at \$50.00 each. Order forms are available at smplano.com under the ROYAL RAFFLE tab.
- ✦ A schedule of Royal Raffle drawings will be determined at the start of the school year. Typically, there are 20 total drawings that occur every other week while students are in session. Each drawing is for \$1,000. Winner’s names are re-entered.
- ✦ All Royal Raffle winnings must first be applied to any outstanding balances. This includes tuition owed, Before & After Care, Library, etc...

Selling and Solicitation Policy:

All students are strongly discouraged from performing door-to-door sales or soliciting alone. Parent supervision is strongly advised to protect students from potential physical and moral dangers.

Videotaping/Photography

Please see the Appendix or visit the HANDBOOK tab at smplano.com to view the Videotaping and Photographing Students Agreement.

Parents have the right to object to the use of their child’s/children’s name(s), picture(s) or voice(s) in the media and may do so by completing the Catholic Schools Videotaping and Photographing of Students Agreement Opt Out Form. Please see the Appendix or visit the HANDBOOK tab at smplano.com to obtain a copy of the document.

Students cannot take pictures/videos or post pictures/videos of students, faculty/staff members, or any other person without their permission. Students in grades 6-8 who violate this policy will lose Code of Conduct points and/or be suspended.

Visitors/Volunteers

All visitors/volunteers, including parents, between the hours of 7:50 am – 3:00 pm, must enter the school using Door 1. Upon entering the building, all visitors/volunteers must first report to the office and sign-in. While in the school, all visitors/volunteers must wear an identification lanyard. When leaving, all visitors/volunteers must report to the office to sign-out.

Saint Mary School considers parent volunteers to be an essential part of the learning experience, however, in accordance with the mandates of the Bishop’s committee, no parent will be allowed to interact with students without first completing “Protecting God’s Children” training. This includes any and all school-sponsored activities such as field trips, lunch supervision, etc... Training is offered throughout the year at many churches and diocesan offices. For a complete listing of times and places, please visit the VIRTUS tab at smplano.com.

Parent volunteers must also first complete a background check before interacting with students.

Parents are asked to remember:

- ✘ If there are limitations to visitation rights, it is the responsibility of the custodial parent to provide the school with an official copy of any court orders. St. Mary School administration reserves the right to designate special days when parents, including non-custodial parents, grandparents, or others may visit with the students.
- ✘ Eating lunch with a student is not permitted, even on a student's birthday.
- ✘ If it is necessary to deliver a message or item to a student, please come to the office to have it delivered to the student.
- ✘ All volunteers who engage in activities with the students are to also comply with the philosophy and policies of the school.

Diocesan Policies

St. Mary School adopts wholly the Handbook of School Policies of the Diocese of Joliet as the school's own policies.

1140 COMMUNICATION WITH STUDENTS (CONFIDENTIALITY)

Confidentiality generally refers to information given with the understanding it will not be revealed to another person. Illinois State Law regulates some confidentiality issues i.e. the Mental Health Act, the School Records Act, the Social Workers Act and the Abused and Neglected Child Reporting Act. Catholic schools follow these laws, regulations and guidelines as applicable.

Staff members inform students of ground rules regarding confidentiality before receiving confidences. Students are told that confidences will be respected except in cases of health, life and safety.

The above rules also apply to written communication. Teachers are expected to read what students write. If a teacher cannot read the assignment, such assignments are not made. If students engage in journal writing, confidences will be respected except in cases of health, life and safety.

Confidentiality regarding information revealed during school retreats etc. follows the same rules. If student leaders are used, they must understand about reporting confidences.

1220 POLICY of CHRISTIAN CONDUCT

Our Catholic school are rooted in a **vision** and **values**:

- The **vision** for the Diocese of Joliet Catholic Schools is: an integrated network of vibrant schools that makes Catholic education available to all within a community of lifelong learners formed in faith, educated for excellence and sent to serve.
- The **values** for the Diocese of Joliet Catholic Schools are: incorporating faith into the classroom, balancing challenging courses with a nurturing environment, collaborating with families, holding each other to a higher standard, and looking ahead.

The vision and these values are based upon the Gospel and summarized by Jesus' command to "...love the Lord your God, with all your heart, all your soul, with all your mind, and with all your strength... You shall love your neighbor as yourself." (Mk 12:30-31)

In light of our Gospel vision and values, all our parents and their guests at our schools are expected:

- To display a truly Christian attitude in all activities and relationships with adults and other students. Treat others how we want to be treated.
- To be courteous and considerate of others.
- To extend courtesy to guests and visitors of the school.
- To treat the entire school community with dignity and respect.

Respect for ourselves and everyone who makes up our school community is an essential requirement for Christian environment. Children first learn appropriate behavior demonstrated by their parents and other role models. As adults, it is our charge to help children accept responsibility for their actions and to understand consequences.

Our whole child approach integrates Catholic doctrine, prayer, sacraments, and moral decision-making with academic achievement and physical health. This is accomplished in partnership with parents.

The ideal of discipline within Catholic education is to enable students to move from externally imposed discipline to self-discipline and finally toward adult discipleship.

As we teach, advocate, and model the virtues and values we wish to instill in our children, we, as adults, must also enforce rules related to our own behavior, as well as accept responsibility and consequences.

1310 ISSUES REGARDING SCHOOL PERSONNEL

The administration and staff are committed to effective and appropriate communication. If an issue arises, it is first addressed to the person(s) involved. If the issue is not resolved, the supervisor of the school staff is contacted. At the local level, the principal supervises teacher/staff members and the pastor supervises the principal.

The Catholic Schools Office may be contacted for advice at any time during the process. Before the Catholic Schools Office acts to resolve the issue, all local recourse is to be exhausted.

If an issue about an individual employee is brought to a supervisor, the employee involved is advised of the nature of the issue. The employee is given opportunity for explanation, comment or presentation of the facts as he/she sees them.

If a personnel issuer is expressed to the local school board as a whole or to a board member as an individual, it is referred to the person's supervisor for study and possible solutions. The employee is given an opportunity for explanation, comment or presentation to the supervisor of the facts as he/she sees them.

1380 PARENT SEX OFFENDERS

When the parent or guardian of a student is on the sex offender list, it is necessary to clearly outline the parameters of that parent's or guardian's presence on school property. It is necessary to have these parameters formally written, reviewed and agreed upon by the parents, principal, pastor and the Diocesan attorney. The signature of these parties is necessary before the child is accepted in the school. Failure to comply with the agreement may be cause for disenrollment of the child. (adopted 2010)

1430 MISSING PERSON and HIS/HER SCHOOL RECORD

Each school shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State Police.

The procedure is as follows:

Upon notification by the Illinois State Police of a person's disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

1440 REPORTING DRUG VIOLATIONS to AUTHORITIES

Each school shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127 which provides that the superintendent of the school or his or her designee shall report all instances of "drug violations" to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located.

- a. A "drug violation" is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school related activity:

A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or

A person delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Acts, 720 ILCS 570, Sections 401(b) and or 407; or

A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substance containing any methamphetamine precursor in standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 et seq.

- b. Reporting. Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the superintendent or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27.1B

1450 REPORTING FIREARMS on SCHOOL PROPERTY to AUTHORITIES

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the superintendent or his or her designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/27.1A, 5/34-8.05

1460 REPORTING ATTACKS on SCHOOL PERSONNEL to AUTHORITIES

Upon receiving a written complaint from any school personnel, the superintendent or his or her designee shall report an incident of battery committed against a teacher, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the Illinois State Police’s Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. Note that reporting through the Uniform Crime Reporting Program does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-21.7

5110 NON-DISCRIMINATION

Schools operated under the auspices of the Diocese of Joliet admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally available to students at the schools. The names of the elementary and secondary schools can be found in the OFFICIAL CATHOLIC DIRECTORY, published annually.

5313 BULLYING PREVENTION POLICY

All elementary and secondary schools in the Diocese of Joliet shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian and strictly prohibited.

For the purpose of this policy, bullying is defined in conformity with Illinois Law as follows:

“Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- (1) Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
- (2) Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
- (3) Substantially interfering with the student’s or students’ academic performance; or
- (4) Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.”

105 ILCS 5/27-23/7 (b)

Bullying Conduct

Bullying conduct covered by this policy is conduct that occurs on school property or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events, while students are waiting at school bus stops; or cyber bullying as defined hereinafter.

Cyber Bullying

This policy prohibits bullying and intimidation of students through the use of internet and social media sites on any electronic device (private, public, or school owned), whether on or off the school campus, or during non-school hours.

Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. Behavioral interventions may be included as a component of the disciplinary actions. This may include but is not limited to mandatory counseling.

Retaliatory behavior by a student accused of bullying will also incur consequences. False accusations of bullying will result in disciplinary action taken against the accuser.

Any reported bullying issue will be promptly brought to the attention of the appropriate party; the Pastor or the Principal designee, and thereafter investigated.

Reference: *The Illinois School Code*, 105 ILCS, 5/27-23.7

Handbook Agreement

Please detach, complete, and return this page of the handbook to the office.

A copy of the St. Mary School handbook is available at smplano.com under HANDBOOK.

Acknowledgement:

We have read and discussed the handbook. We understand its contents, and we know that by sending our child(ren) to St. Mary School that we agree to abide by all of its policies and guidelines as stated.

Family Last Name: _____

Date: _____

Parent(s)/Guardian(s)
Signature(s): _____

Student Signature _____

Student Signature _____

Student Signature _____

Student Signature _____

Student Signature _____

Student Signature _____