

St. Mary School Handbook

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ST. MARY
CATHOLIC SCHOOL

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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 and 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 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 to avoid missing academic days.
- ✘ 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 will read all emails sent to us through FACTS and from all St. Mary School faculty/staff members.
- ✘ We agree to log our family's required 10 service hours on FACTS by the last day of school. Families who choose not to complete their 10 hours are assessed a \$500 fee (\$50 per uncompleted hour). Please see the Appendix or the HANDBOOK tab at smplano.com for a list of parent service hour options.
- ✘ 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.
- ✘ 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).

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.
- ✘ Students of families that are not registered and participating members of a Catholic parish can be 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.
- ✘ A child must be fully potty-trained. Students cannot attend school in a diaper or a pull-up.
- ✘ Students who satisfy the definition of chronic absenteeism (absent 18 days) can be denied the ability to register for the following school year. Similarly, students/families who cannot adhere to the school day (chronically tardy or are picked-up early), which is 7:45 am – 2:30 pm, can be prohibited from registering for the following school year.
- ✘ 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. 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. Completion of the Diocese of Joliet Catholic Schools Office Memorandum of Understanding can also be required before a student can officially register. This document is available in the Appendix or by visiting the HANDBOOK tab at smplano.com.

Transfer Students (Grades 1-8):

- ✚ All students entering grades K-3 must pass a readiness screening before registering.
- ✚ Transfer students can only be registered following a face-to-face meeting with the administration and the receipt of **ALL** attendance, health, behavioral, and academic records (IEP/ISP, 504/Accommodations Agreement, Behavior Intervention Plan, Total Absences, etc.).
- ✚ All transfer students are placed on academic and conduct probation for two school years. If at any time during that period a student or his/he family does not maintain acceptable academic and behavioral standards, he/she will be immediately withdrawn from the school. This decision is made exclusively by the administration.
- ✚ If transferring during the school year, all transfer students must shadow for at least one school day before being registered.

Dual Enrollment Students:

St. Mary School does allow for dual enrolled students. 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 and/or home from it. Dual enrolled students still 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 screenings are done each winter/spring. They can be repeated weeks later. 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 School by the first day of student attendance.

First Grade:

A student entering first grade must have successfully completed kindergarten the previous school year (as evident by records) and be six years of age on or before September 1st. A student must also pass a grade 1 readiness screening.

Second Grade:

A student entering second grade must have successfully completed first grade the previous school year (as evident by records) and be seven years of age on or before September 1st. A student must also pass a grade 2 readiness screening.

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:

Pursuant to Section 26-2a of the School Code, “[a] ‘truant’ is defined as a child who is subject to compulsory school attendance and who is absent without valid cause, as defined under this Section, from such attendance for more than 1% but less than 5% of the past 180 school days.” 105 ILCS 5/26-2a

Excused “Valid Cause” Absences or Tardiness:

- ✧ Pursuant to Section 26-2a of the School Code, “[a] valid cause for absence shall be 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 board of education in each district, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.” 105 ILCS 5/26-2a
- ✧ Court appearances and medical/dental appointment will also be excused.

Chronic Absenteeism:

- ✧ As defined in Section 26-18 of the School Code, “‘chronic absence’ means absences that total 10% or more of school days of the most recent academic year, including absences with and without a valid cause and out-of-school suspensions for an enrolled student.” 105 ILCS 5/26-18
- ✧ Students who satisfy the definition of chronic absenteeism (absent 18 days) can be denied the ability to register for the following school year. This determination is made solely by the administration. Families will receive a letter that informs them when their child has satisfied the definition of chronic absenteeism. This letter is available in the Appendix or by visiting the HANDBOOK tab at smplano.com.

Unexcused Absences or Unexcused Tardiness:

- ✧ Unexcused absences and unexcused tardiness include: missing the bus, oversleeping, car trouble, personal appointments, needed at home for (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 to notify the office by 7:50 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 11:00 am when school is dismissed at 2:30 pm.
- ✧ 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 2:15-2:40 pm.
- ✧ Students cannot habitually arrive late or be signed-out early. Students/families who cannot adhere to the school day, which is 7:45 am – 2:30, pm can be prohibited from registering for the following school year. This determination is made exclusively by the administration.

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.
- ✘ 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 can limit the number of student passengers on a bus. Consequently, PCUSD 88 resident students can be denied busing due to a lack of room on the 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 annually complete the Bus Registration Form, which is available in the Appendix or by visiting the HANDBOOK tab at smplano.com.

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 can receive Code of Conduct point deductions for bus misbehavior (bus conduct reports).
- ✘ Students grades K-5 can lose recess time for bus misbehavior.
- ✘ A student's bus riding privileges can be suspended or terminated by the administration or by PCUSD 88 for misbehavior.

Car Line

Drop-Off Procedures:

- ✘ Enter the parking lot using the Church Street entrance and pull up as far as you can to the second thick yellow line.
- ✘ Students cannot exit a vehicle that is behind the first thick yellow line.
- ✘ The Church Street entrance gate closes at 7:50 am.
- ✘ Vehicles are to remain in a single file line and not 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 stops in the No Parking area near the Church Street yellow gates.
- ✘ The row of vehicles closest to the playground 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 playground.
- ✘ The Church Street entrance gate is open from 2:00-2:30 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 or in the faculty/staff parking lot. This includes if they are accompanied by an adult.
- ✘ Walkers are released out of Door 1 after car line has completed. This usually occurs around 2:36 pm.

Communication

Information requiring your attention will be sent out regularly. Parents are to check the school website (smplano.com), FACTS SIS, 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 2:30 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.

Smart Watches:

Similar to cell phones, because smart watches can store and send information, as well as access the internet, other than for telling time, smart watches can not be used during the school day. Smart watches can be confiscated. Parents can be required to pick up smart watches in the office. Students grades 6-8 can lose Code of Conduct points for instances of 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 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 for a time of day that tries to meet the parent need as best as possible. During all parent-teacher/parent-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/or 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 interacting with students and teachers during the school day, such as during recess or at Mass.
- ✧ 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 usually held in November and on Holy Thursday. 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 and 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 classes taught at all grade levels. St. Mary School also strives to provide all students with Art, Music, Physical Education, and Technology classes.
- ✚ To view the Diocesan elementary curriculum, please visit the CURRICULUM tab at smplano.com.

Physical Education:

A written excuse from a parent is required for a student to be excused from PE. After three consecutive missed PE classes, 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 a physician as well. Students who are excused from PE can also be kept inside during outdoor recesses.

Federal and State Constitution Exams:

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

Advanced Math at Rosary:

Rosary High School has offered in some years 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. All hardcover 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. Students cannot return the subsequent school year until all such fines have been paid in full. 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:

- ✘ 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.
- ✘ Students begin each trimester with 0 code of conduct points.
- ✘ Students are immediately withdrawn from St. Mary School upon being assigned their 5th suspension or upon losing their 65th point during the course of the school year.

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
- ✘ 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, trip to the ground, push/shove to the ground, 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...
- ✘ Disrespectful/Uncooperative behavior/attitude/body language
- ✘ 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 – Students are immediately withdrawn from St. Mary School upon being assigned their 5 th suspension or upon losing their 65 th point during the course of the school year.
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. 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

Students are immediately withdrawn from St. Mary School upon being assigned their 5th suspension or upon losing their 65th point during the course of the school year.

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 a 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.”
- ✘ Students who plagiarize 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 a 77% (C-) on the redone work.

Bullying:

Under DIOCESAN POLICIES see 5313 Bullying Prevention Policy.

Detentions:

Detentions are issued the first day of the 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. Needing to ride 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.
- ✘ 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, AND the loss of 18 code of conduct points per violation, can be issued for (but not limited to) the following reasons:

- ✘ Aggressive actions toward others – fighting.
- ✘ Arson – student will be referred to the local police and likely expelled.
- ✘ Assault of Student/Staff – student will be referred to the local police and likely expelled.
- ✘ Bullying/Cyber Bullying.
- ✘ Cheating – on quizzes/tests/exams, major projects, or aiding additional students in cheating.
- ✘ Classroom Disruption – students who repeatedly disrupt the education process in a given classroom will likely be expelled.
- ✘ Disrespectful/Uncooperative behavior/attitude/body language.
- ✘ 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).
- ✘ Extortion/Threat of Extortion – student will be referred to the local police and likely expelled.
- ✘ Fire Alarm False Alarm.
- ✘ Firecrackers/Stink bombs/Incendiaries.
- ✘ Forgery – misrepresentation of signatures.
- ✘ Gambling.
- ✘ 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 per the sole judgement of the administration. Student will also be referred to the local police and likely expelled.
- ✘ Search Policy – St. Mary School reserves the right to search the locker, coat, and personal property of any student at the school or at a school sponsored event. Students who do not cooperate will be suspended.
- ✘ 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.
- ✘ Vandalism – Restitution will be a requisite for reinstatement. Student may also be referred to the local police and likely expelled.

Permanent Dismissal/Refusal to Register:

- ✘ The permanent termination of a student's enrollment is a most serious matter. Students are immediately withdrawn from St. Mary School upon being assigned a 5th suspension or upon losing their 65th point during the course of the school year. Any student who fails two or more core classes both trimester 1 and trimester 2 are immediately withdrawn from St. Mary School. Students who fail two or more core classes in more than one trimester (1 & 3 or 2 & 3) can be prohibited from returning to St. Mary School for the subsequent school year. Students who are chronically absent, tardy, and/or leaving early may also be prohibited from returning to St. Mary School for the subsequent school year. Any student who loses 42 points or who fails 3 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 hindered by the presence of a student or a student’s family (example: a student or a student’s family member disregard for the discipline rules of the school or who are continually uncooperative/disrespectful with the teachers/administration), 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

A student out of dress code can be held out of class, sent home, or be excluded from returning to school until he/she is 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 also be purchased online at www.dennisuniform.com → Shop now → School code = G8MPL or by visiting Dennis Uniform (1141 N. Main St. in Lombard, IL 60148). Their phone number is 630-932-7171.

Spirit Days & Out of Uniform Days:

- ✘ On Spirit Days, students can choose to wear a St. Mary School top. Homemade spirit wear tops are prohibited. Students are in uniform for everything else.
- ✘ 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 K-4 students will wear their school uniforms during PE. Students in grades 5-8 can be required to change into:

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

Any student required to change for PE who does not have appropriate PE clothing cannot participate. 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 teacher or 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 indoor lunch recesses.
- ✘ Because smart watches can store and send information, as well as access the internet, other than for telling time, smart watches cannot be used during the school day. Smart watches can be confiscated. Parents can be required to pick up smart watches in the office. Students grades 6-8 can lose Code of Conduct points for instances of misuse.
- ✘ 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 or on days in which school is cancelled.
- ✘ See the ATHLETICS tab on smplano.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, 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 and St. Mary School is in possession of an up-to-date sports physical.
- ✘ 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 the next day (Saturday).

“No Play” Dates:

A “No Play” date is defined as a date in which students are unable to participate in athletic activities (practices/open gyms and games/matches) due to one of the following circumstances:

- ✘ Days in which school is not in session (legal holidays, school closure)
- ✘ Designated extended breaks in the school year (Thanksgiving, Christmas, Easter/Spring)
- ✘ Days designated by St. Mary Parish in which student participation is strongly encouraged or mandated
- ✘ Other major school functions/events

No Play dates do not apply in cases where coaches cannot attend an athletic event due to a personal conflict. Exceptions are made in the event of a family medical emergency and/or death on the family.

A listing of No Play dates will be submitted by the Athletic Director to the Aurora Area Catholic League prior to the beginning of each sport's season.

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 band classes are offered two days a week for 45 minutes each day. Students can begin band in 4th, 5th, or 6th 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 for Band electronically.

Field Trips

- ✘ Only official school/diocesan field trip permission forms will be accepted for student participation. If a student fails to submit a signed official school/diocesan field 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 field trip permission form.
- ✘ Field trips are privileges afforded to students. No student has an absolute right to attend a field trip. Students can be denied participation if they fail to meet certain academic and/or behavioral requirements. Each teacher/field trip destination may set his/her/their own requirements for participation, which can 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 who have served an out-of-school suspension cannot attend any field/service trips 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 unable or unwilling to attend a field trip can be required to complete an alternative assignment that will be graded.
- ✘ Students shall wear their uniforms on field trips unless otherwise notified.
- ✘ Students typically take one field trip each trimester.
- ✘ 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.
- ✘ A class/organization/group of students cannot run a fundraiser to subsidize the cost of a field/service trip.
- ✘ All field trips must take place within the hours of a school day (7:45 am – 2:30 pm). This allows for all students to be able to participate.
- ✘ When leaving the school grounds, field/service trips are to utilize PCUSD 88 transportation. This means that field trip cannot depart before 8:30 am and all field trips must return to St. Mary School by 1:30 pm.

Chaperones:

All field/service trips will be adequately supervised by faculty members and other approved adults. Only those persons who have completed Protecting God's Children and have a fully compliant VIRTUS account 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. If the parent cannot or chooses not to chaperone, his/her child(ren) cannot report to school on the day of the field/service trip.
- ✘ The teacher assigns students to chaperones. Chaperones do not pick their groups/students.

- ✘ Chaperones must be physically and mentally present to their assigned groups/students at all times. If a parent brings his/her non-school aged children with them to a field/service trip destination, he/she will not have any students assigned to them.
- ✘ A teacher, field/service trip destination, or the administration can mandate that a chaperone be prohibited from bringing his/her non-school aged children on the field/service trip.
- ✘ For any field/service trip, a teacher or the administration can prohibit anyone from serving as a chaperone.

Grades

Each teacher will communicate in writing his/her policies regarding late homework, corrections/retakes, and extra credit at the start of the school year. Late homework can generally 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:

- ✘ Tests/Quizzes/Products (weighted 50% in the final trimester grade)
- ✘ Independent Class Work/Products/Collaborative Work (weighted 40% in the final trimester grade)
- ✘ Homework (weighted 10% in the final trimester grade)

Honor Rolls (5th-8th Grade Students):

- ✘ Honor Roll is based on the GPA of the 6 core classes (Religion, Mathematics, Science, Social Studies, Reading, and Writing, Language, Speaking & Listening).
- ✘ Honor Roll = 3.00-3.49 GPA
- ✘ High Honor Roll = 3.50-4.00 GPA
- ✘ A student must also have earned a C- or higher in every class, including PE, Music, Art, and Technology.

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):

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

- ✧ 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 around the start of the third trimester. The teacher, administration, and parents will then discuss the possibility/need of retention and the rationale behind it prior to the final decision, which is made exclusively by the administration.
- ✧ Absences can result in retention when a student fails to successfully complete the prescribed curriculum. Students shall not be promoted/placed based solely upon age or any social reasons not related to academic performance. Students who satisfy the definition of chronic absenteeism can be denied the ability to register for the following school year. This determination is made solely by the administration.

Academic Probation:

- ✧ Students who fail a core class in any trimester are automatically placed on Academic Probation.
- ✧ If a student fails 2 or more core classes 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 2 or more core classes in more than 1 trimester (trimesters 1 and 3 or trimesters 2 and 3), he/she can be prohibited from registering at St. Mary School for the subsequent school year.
- ✧ If a student fails 3 or more core classes in any given trimester, he/she will be immediately withdrawn from St. Mary School. The student cannot return to St. Mary School for the 1st day of the subsequent trimester.
- ✧ If a student fails the same core class more than one trimester, he/she can be mandated to present proof of extended learning (summer school, tutoring) to be considered for registration for the subsequent school year.
- ✧ Grade 8 students who fail 2 or more core classes trimester 3 are prohibited from attending the 8th Grade Graduation Mass, Awards Ceremony, and Reception.

Homework

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

- ✧ Reinforce instruction that began 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 teacher 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 activities 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 before 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. Example: 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. Example: A student misses the day a test was given. The student will take the test the day he/she returns to school.
- ✘ Teachers do not have to provide makeup assignments for unexcused absences or tardiness

Vacation Work:

Vacations during the school year that result in students missing school 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 (please see the Appendix or visit the HANDBOOK tab at smplano.com) will be contacted.
- ✘ Emergency responders/an ambulance will be obtained if deemed necessary by the parent or a faculty/staff member.
- ✘ The school office must be able at all times to contact a student’s parents in case of an emergency. It is the responsibility of the parents to communicate up-to-date contact information. This includes emergency contact information, phone numbers & mobile carriers, email addresses, home addresses, and places of employment.
- ✘ It is the responsibility of the parents to also ensure that FACTS is fully up-to-date with contact information.
- ✘ 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 able to return to school.
- ✘ 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, his/her 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 can return to school the day after the first pediculicide application.

School Closing Due to Illness:

St. Mary School will be closed the day following back-to-back days when 20% or more of the student population is absent due to illness. If 20% or more of the student population is absent due to illness on a Thursday and a Friday, there will still be school on the following Monday.

Inspection Policy

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. 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. 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 a faculty/staff member. Students cannot consume pop/soda during the lunch period. All classroom and school rules/policies apply during the lunch period, regardless of the adult supervising (parent volunteer).

Milk:

Parents can participate in a milk program in which milk is purchased in advance and delivered to their student(s) during the lunch period. Details regarding the milk program are sent home annually at the start of the school year.

Hot Lunch:

On certain week days, hot lunch is available for students grades K-8 to order on FACTS if is they so choose.

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/Lunch Recess Times:

K-4 Lunch = 11:15-11:35 am	5-8 Lunch = 11:00-11:20
K-4 Recess = 11:00-11:15	5-8 Recess = 11:20-11:35

Medical Examinations, Immunizations, and H&V Screenings

Entrance Examinations:

- ✘ A complete record of required physical exams, vision exams, dental exams, and immunizations must 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 kindergarten 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.
- ✘ 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.

Over-the-Counter:

School personnel cannot distribute non-prescription medications, such as allergy medications (Claritin, Zyrtec) and pain/fever management medications (Tylenol, Ibuprofen). 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

In the absence of a court order to the contrary, St. Mary School will provide the non-custodial parent with access to the academic records and to other school related information regarding the student. It is the responsibility of the custodial parent to provide the school with an official copy of all court orders.

Sacraments

Reconciliation:

Students in 2nd grade participate in the Sacrament of Reconciliation. This usually occurs in the winter. 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. This usually occurs on the last Saturday in April.

Confirmation:

Students in 8th grade participate in the Sacrament of Confirmation. This usually occurs during trimester 1.

Mass:

- ✘ All students attend Mass every Friday at 8:00 AM. Kindergarten does not start attending Mass until October. Students can actively participate in the Mass as altar servers, lectors, gift bearers, and song leaders. Students also 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 typically held monthly from 6:00-7:30 PM at St. Mary School, usually on the 3rd Thursday of the month. There are no meetings the months of May and December. The board also typically also only meets once during the summer when school is not in session. 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 School Board By-laws. To become a member of the school board, one must complete the Statement of Candidacy and Pastor's Approval Form, which are both 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, illness, etc..., an announcement will be made using the following information outlets:

- ✘ Email (requires parents to have updated their contact information)
- ✘ Text via FACTS SIS (requires parents to have updated their contact information)
- ✘ St. Mary School's webpage (smplano.com)
- ✘ School days will only be made up if students would be in session less than the 880 mandated hours by the state of Illinois. In a typical school year, this would require missing more than 5 full days of school.
- ✘ Tuition is not prorated or refunded for school day 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 (between 7:45 am – 2:30 pm).
- ✘ School will be cancelled when the temperature approaches -30 degrees Fahrenheit or colder with the wind chill.

Illness Closings:

St. Mary School will be closed the day following back-to-back days when 20% or more of the student population is absent due to illness. If 20% or more of the student population is absent due to illness on a Thursday and a Friday, there will still be school on the following Monday.

School Hours/Before & After Care

7:00 am	Before Care begins. Arriving students proceed directly 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
11:00-11:35 am	Lunch/Lunch Recess
2:30 pm	Dismissal
2:30-5:15 pm	After Care

Office Hours:

- ✘ The office is open 7:25 am – 2:50 pm Monday-Friday when school is in session.
- ✘ The office is open 8:45 am – 12:00 pm Monday-Thursday in June & August.
- ✘ St. Mary School is closed and the office is open by appointment only the entire month of July.

Before and After Care:

- ✘ Before Care is available on all school days beginning at 7:00 am.
- ✘ After Care is available on all school days that dismiss at 2:30 pm until 5:15 pm. There is no After Care on days of school that dismiss early, before 2:30 pm.
- ✘ There is no After Care on the first day of school.
- ✘ There is an annual cost for After Care.
- ✘ After care space is limited. Parents are encouraged to register early if desiring After Care.

Please note:

- ✘ Students who have not been picked up by 2:40 pm will be sent to After Care and families will be charged for its services.
- ✘ All visitors/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 20 minutes after the conclusion of the school day. Teachers, office, and maintenance staff will not unlock classrooms after 2:50 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:

3 fire drills are conducted during the school year as required by the IL State Code. Students are instructed in proper evacuation procedures. Local 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 areas. A drill is conducted annually. During a tornado warning, St. Mary School can prevent a student from leaving the building. This includes after dismissal or if a parent shows up to sign-out his/her child(ren).

Active Shooter Drills:

Students will participate in an active shooter drill once per year.

Bus Evacuation:

Students will participate in a bus evacuation drill once per year.

School Supply Lists

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

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 – 2:30 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 2:30 pm. This includes releasing to 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.
- ✧ Students cannot be signed-out of school between 2:15-2:40 pm.

Standardized Testing

All students grades K-8 are required to take i-Ready benchmark testing three times per school year. All students in grades 5 and 8 must also take the ACRE test to assess their knowledge of the Catholic faith. Students and/or their parents cannot opt students out of taking these standardized tests. Parents are asked to prepare the students by getting them to bed on time, providing them with a nutritious breakfast each day of testing, and to encourage them to try their best.

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.
- ✧ 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 \$.15/side for all copies made. School records are retained at St. Mary School.
- ✧ 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 (iPad, keyboard, etc...) is financially responsible for replacing the item.
- ✧ All students and their parents must abide by the Student Agreement for Internet Access and Related Technology Use. Please see the Appendix or visit the HANDBOOK tab at smplano.com to obtain a copy of the document.

Temperatures

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 (7:45 am – 2:30 pm).
- ✧ 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 illegal on school grounds. This includes e-cigarettes/vaping.

Tuition, Fees & Fundraising

Saint Mary School is financially supported by St. Mary Church, parent/guardian paid tuition/fees, the Catholic Education Foundation (CEF), St. Patrick Parish, and private donations. 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, or a custom arrangement can be made. Payments in FACTS can be made via credit card or through direct withdrawal from a bank account.

Tuition & Fees:

	Participating Parish
1 Student	\$4,900
2 Students	\$8,000
3 Students	\$10,000
Each Additional Student	Add \$1,000

- ✘ Students of families that are not registered and participating members of a Catholic parish can be accepted at an increased tuition rate.
- ✘ There is an annual \$150 Family Registration Fee and an annual \$300 Fundraising Fee. Families who choose not to complete their 10 service hours by the last day of school are also assessed a fee of \$50 per uncompleted hour. All fees are non-refundable.
- ✘ To reserve placement for the upcoming school year, a family must pay the Family Registration Fee. The 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.
- ✘ If any fees/fines have not been paid in full by the last day of the school year, the outstanding balance(s) will be rolled into FACTS.

Tuition Policies:

Please see the Appendix or visit the HANDBOOK tab at smplano.com to view the latest Tuition Policies.

Prorated/Reduced Tuition:

- ✘ Tuition is not prorated or reduced if a student is dual enrolled, attends Honors Math at Rosary High School, etc.
- ✘ Tuition is not prorated or refunded for school day cancellations.
- ✘ 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 are considered family payments) regardless 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

Daily Dollar Drawings:

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

- ✘ Each family is required to purchase and then either keep or sell 6 "Daily Dollars" tickets at \$50.00 each (\$300.00 total). This is the \$300 Family Fundraising Fee.
- ✘ Families are encouraged to purchase or sell additional tickets at \$50.00 each. Order forms are available at smplano.com.

- ✘ During the month of October, \$100 is awarded each weekday, \$250 every Saturday, and \$500 every Sunday.
- ✘ An individual can win more than once.
- ✘ All winnings must first be applied to any outstanding balances. This includes tuition owed, fees/fines, 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 – 2:30 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 can be required to wear an identification lanyard. When leaving, all visitors/volunteers must report to the office to sign-out.
- ✘ In accordance with the mandates of the Bishop’s committee, no parent will be allowed to interact with students without first completing an online “Protecting God’s Children” training. This includes any and all school-sponsored activities such as field trips, lunch supervision, etc.
- ✘ A parent/volunteer must also have a fully compliant VIRTUS account.

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 operates under the auspices of the Diocese of Joliet. Therefore, St. Mary School adopts in whole all policies set forth in the Handbook of School Policies published by the Diocese of Joliet Catholic Schools Office. The school administrator, faculty and governance board are required to follow all policies of the Diocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those policies and procedures established by Diocese of Joliet.

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.*

- a. 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. The school notifies the parents or guardians of students in possession of drug violations.

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. The school immediately notifies the parents or guardians of students in possession of firearms on property or within 48 hours of becoming aware of the incident if off property.

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

1470 NON-PUBLIC STATE RECOGNITION OF DIOCESAN SCHOOLS

All elementary and secondary schools of the Catholic Diocese of Joliet shall be recognized by the Illinois State Board of Education. Schools must be registered with the State of Illinois and be recognized by the State Board of Education. To maintain ISBE recognition principals must annually comply with requirements which include meeting administrative deadlines as determined by ISBE thus ensuring compliance and recognition.

All elementary and secondary schools of the Catholic Diocese of Joliet adhere to all applicable sections of the Illinois School Code [105 ILCS 5] relevant case law including *Plyler v Doe*, 457 U.S. 202, 102 S Ct 2382(1982).

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. Questions and/or concerns regarding discrimination in admissions should be directed to the principal (if applicable) the pastor (or parish administrator) and the Superintendent of Schools in the Diocese of Joliet. The names of the elementary and secondary schools can be found in the OFFICIAL CATHOLIC DIRECTORY, published annually.

5130 ADMISSION AGES

A child entering first grade must be six years of age (kindergarten, five years; pre-school three or four years of age respectively) on or before September 1 of that year. The verification of age with a birth certificate is presented at application time. The school maintains certified copies birth certificates for each student enrolled upon enrollment.

5140 ADMISSION OF TRANSFER STUDENT

When a student who is transferring from one Catholic school in the Joliet Diocese applies for admission to another Catholic school in the Joliet Diocese a Student Transfer Form must be completed. During the process of completing this form contact between the two principals is advisable. Such contact with the former principal of any school may be needed to clarify reason for student transfer, i.e. suspension/expulsion or unpaid tuition.

Transfer students may be admitted following receipt from the transferring school of attendance records, health and academic records, etc. Until such records have been received and analyzed, the child’s admission status is probationary. Certified copies of transfer students’ records must be requested within 14 days of enrollment.

5145 ATTENDANCE

The State of Illinois provides by law for compulsory attendance of all children between the ages of seven and sixteen years.

It is the duty of the principal and teachers to insist upon daily attendance. Principals have the obligation to see that the requirements of the law of the State of Illinois are met. The responsibility for compliance with the law and the diocesan policy belongs to the parent/guardian of each child.

Schools keep accurate and daily records of attendance which are placed in the student's permanent file each school year. A summary of these records is kept permanently on file.

5313 ANTI-BULLYING POLICY (REVISED 2015)

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

5410 PHYSICAL EXAMINATIONS AND INNOCULATIONS

Physical examinations as prescribed by the Department of Public Health are required of all students immediately prior to or upon entrance into pre-school, kindergarten, (or the first grade), the sixth and ninth grades. Physical examinations of students are required immediately prior to entrance into school if such student has not previously been examined according to Illinois law.

All students are immunized according to Illinois School Code. Students are excluded from school (by October 15) for noncompliance with this law. The law allows for medical and religious exemption.

5460 CHILD ABUSE

According to the revised Abused and Neglected Child Reporting Act, school principals and teachers are mandated to report suspicion of abuse or neglect to the Department of Children and Family Services. According to Illinois School Code licenses/certificates may be suspended and/or revoked if there is proof that professional school personnel had knowledge of suspected child abuse and/or neglect and did not report it.

6510 INTERSCHOLASTIC ATHLETICS

Interscholastic athletics are a part of the educational process, and are consistent with the philosophy and goals of the Diocese and local school. The athletic program is an outgrowth of a sound physical education program and emphasizes good sportsmanship, teamwork, and personal development.

Each local school provides interscholastic sports for boys and girls.

Competitive sports are not permitted below the fifth grade. Where training programs exist before fifth grade; they are not to include competition between schools.

Each local school develops its own specific athletic philosophy, rules, regulations and eligibility standards for interscholastic sports in accordance with direction provided by the Catholic Schools Office. This philosophy and its accompanying policies, rules, regulations are developed under the direction of the principal in collaboration with local school board and athletic personnel.

Eligibility standards are developed in accord with a school's athletic philosophy. When possible, regional consultation is sought before enacting such standards. Behavioral and academic criteria are considered in setting standards. Students who play on school teams should be students of the school, so that other eligibility standards can be maintained.

Every effort should be made to schedule athletic events so that they do not interfere with a family's attendance at liturgy. No games or practices are scheduled in a parish facility before the last Sunday morning or early afternoon liturgy has been completed.

The superintendent, in collaboration with the principals, develops administrative regulations general to the interscholastic athletic program and specific to the various sports. (See Appendix 6C and Athletics Handbook)

Schools comply with these regulations or discontinue sports programs which repeatedly do not comply.

All athletes in grades 5-8 must show proof of an annual sport physical. 6th grade physicals as well as sports physicals are a state requirement. Our diocese requires annual physicals of all athletes in grades 5-8. Without a physical, students will not participate in practices or games. Physicals are also required for 4th grade instructional programs and intramurals.

This information is required by law on the first day of school, with an extension time of October 1st for students who begin school on the first day. Any students entering school after the first day will be allowed 30 days from their entrance date to comply with this policy. Children can be excluded from school if they are not in compliance with the requirements.

6515 Concussion Management Policy

The purpose of this policy is to safeguard student athletes by (1) educating student athletes, school personnel and parents/guardians about concussions, (2) requiring that a student athlete be removed from play when a concussion is suspected and requiring a licensed health care professional to provide clearance for the student athlete to return to play or practice, and (3) implementing the concussion management requirements specified by the Illinois High School Association and Illinois Elementary School Association.

This policy applies to athletic play occurring in Diocese-sponsored sports programs provided by elementary, middle and high schools regardless whether the sports program is *intramural*, *interscholastic*, *afterschool* or *provided during the summer* (e.g. *summer sports camp*). This policy applies regardless of whether the sports activity or program is offered by or through a Diocese consultant, vendor or partner.

Concussion Signs and Symptoms

A concussion is a traumatic brain injury that interferes with normal brain function. A student athlete does not have to lose consciousness to have suffered a concussion. Signs and symptoms of a concussion include the following

Signs Observed by Others	Symptoms Reported by Athlete
Appears dazed or stunned	Headache or "pressure in head"
Appears confused	Nausea

Forgets sports plays	Balance problems or dizziness
Is unsure of game, score, opponent	Sensitivity to light or noise
Moves clumsily	Double or fuzzy vision
Answers questions slowly	Feeling sluggish or slowed down
Loses consciousness (even briefly)	Feeling foggy or groggy
Shows behavior or personality changes	Does not "feel right"
Can't recall events prior to hit or fall	Concentration or memory problems
Can't recall events after hit or fall	Confusion

Removal and Return to Play

Any player who exhibits signs, symptoms or behaviors consistent with a concussion shall be immediately removed from the game or practice and shall not return to play until cleared in writing by a licensed health care professional. If a health care professional is not immediately available at the athletic event or practice and an injured student athlete has any of the described signs, symptoms or behaviors of a concussion, s/he shall be promptly taken to a facility for appropriate medical evaluation and care.

A player must be removed from an *interscholastic* athletics practice or competition immediately if one of the following persons believes the player might have sustained a concussion during the practice or competition:

- a coach;
- a physician;
- a game official;
- an athletic trainer;
- the student's parent or guardian or another person with legal authority to make medical decisions for the student;
- the student; or
- any other person deemed appropriate under the school's return-to-play protocol.

A student removed from an *interscholastic* athletics practice or competition may not be permitted to practice or compete again following the force or impact believed to have caused the concussion until:

- the student has been evaluated by a treating physician (chosen by the student or the student's parent or guardian) or an athletic trainer working under the supervision of a physician;
- the student has successfully completed each requirement of the "return-to-play" and "return to learn" protocols established for the student to return to play;
- the treating physician or athletic trainer working under the supervision of a physician has provided a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn; and
- the student and the student's parent or guardian have acknowledged that the student has completed the requirements of the "return-to-play" and "return-to-learn" protocols necessary for the student to return to play; have provided the treating physician's or athletic trainer's written statement and have signed a consent form indicating that the person signing has been informed and consents to the student participating in returning to play in accordance with the "return-to-play" and "return-to-learn" protocols and understands the risks associated with the student returning to play and returning to learn and will comply with any ongoing requirements in the "return-to-play" and "return-to-learn" protocols. A sample acknowledgement is found in the link below:
[http://www.ihsa.org/documents/forms/current/Post-concussion%20Consent%20Form%20\(RPT-RTL\).pdf](http://www.ihsa.org/documents/forms/current/Post-concussion%20Consent%20Form%20(RPT-RTL).pdf)
- A coach of an *interscholastic* athletics team may not authorize a student's return to play or return to learn.

Licensed Health Care Professional

For purposes of this policy, licensed health care professional means physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

Concussion Policy/Fact Sheet

Information on the school's concussion and head injury policy must be a part of any agreement, contract, code, or other written instrument that a school requires a student-athlete and his/her parents or guardian to sign before participating in practice or *interscholastic* competition. The IHSA/IESA has provided a [Concussion Information Sheet and Sign-Off Form](#) that schools may use to notify athletes and their parents/guardian about the dangers of concussions and head injuries.

<http://www.iesa.org/documents/general/IESA-ConcussionSign-Off.pdf>

The parent/guardian of each student athlete and the student athlete shall receive annually a concussion information sheet and they shall submit written verification(s) that they have read the information. A student athlete may not participate in practice or competition prior to the school's receipt of this written verification.

Each school shall also use education materials provided by the Illinois High School Association, and Illinois Elementary School Association see links below, to educate coaches, student-athletes, and parents/guardians of student-athletes about the nature and risk of concussions and head injuries, including continuing play after a concussion or head injury.
<http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx>

<https://www.iesa.org/activities/concussion.asp>

Concussion Oversight Teams (COT)

Each school shall form a Concussion Oversight Team (COT). The COT's primary function will be to develop return-to-play and return-to-learn protocols for students believed to have experienced a concussion. The protocols should be based on peer-reviewed scientific evidence consistent with guidelines from the Center for Disease Control and Prevention. These teams can contain a range of individuals based on the resources available to the school in their community or neighborhood but must include one person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols.

Per the law, each concussion oversight team must include to the extent practicable at least one physician. If a school employs an athletic trainer, the athletic trainer must be a member of the school concussion oversight team to the extent practicable. If a school employs a nurse, the nurse must be a member of the school concussion oversight team to the extent practicable. At a minimum, a school shall appoint a person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the concussion oversight team. A school may appoint other licensed healthcare professionals to serve on the concussion oversight team.

Coaches Training

All *interscholastic* coaches and licensed officials will need to complete a training program of at least two hours on concussions. Coaches, nurses, and game officials must provide the school with proof of successful completion of the training. Training must be completed every two years. Head coaches and assistant coaches must complete the required training. Compliant courses are available on the IHSA and IESA websites. *IESA member schools may access the course through the IESA Member Center. It is recommended all elementary schools with athletics join the IESA-\$75 dues-to allow access to these materials.*

Emergency Action Plan

Each school must also develop a school-specific emergency action plan for *interscholastic* athletic activities to address the serious injuries and acute medical conditions in which the condition of the student may deteriorate rapidly. There are certain provisions the plan must include and it must be reviewed by the COT before being approved by the school. The plan must be distributed to appropriate personnel, posted at the school, and reviewed annually. Links to sample information may be found below on the IESA website and on the IHSA website.

http://www.ihsa.org/documents/forms/current/Emergency_Action_Plan_Form.pdf

Guidelines

The Superintendent or designee is authorized to issue Guidelines for the effective implementation of the requirements of this Policy.

Compliance

Failure to abide by this Policy or Guidelines will subject employees to discipline up to and including dismissal.

Some Additional Resources

<http://www.ihsa.org/documents/sportsMedicine/Concussion%20Protocols.pdf>

<http://www.iesa.org/documents/general/IESA-ConcussionInfo.pdf>

http://www.cdc.gov/headsup/pdfs/schools/tbi_returning_to_school-a.pdf

http://www.cdc.gov/headsup/pdfs/policy/rtp_implementation-a.pdf

<http://www.ihsa.org/multimedia/articulate/2015-16/concussion/presentation.html>

<http://www.catholicmutual.org/Portals/0/Docs/Risk%20Mgmt/CARES/Healthcare/Concussion%20CARES.pdf>

6745 SOCIAL MEDIA (Revised 4/2021)

The Catholic Schools Office recognizes that the use of social media is being used in a variety of methods as an important evangelizing, educational and marketing tool to promote school and ministerial programs. However, those using the Internet should bear in mind that certain comments and information may have a harmful effect on the school, parish, the Diocese of Joliet, its reputation and its employees. In light of this possibility employees and volunteers are required to adhere to the following policy regarding the use of social media sites, networks and blogs.

This Social Media Policy (the “policy”) applies to all online or mobile-based tools for sharing content and discussing information, whether controlled by the diocese, local school or local parish or hosted on other platforms (such as Facebook), on which employees/ volunteers of the school /parish engage in activities relating to the school, parish or diocese. The term “social media” refers to activities that integrate technology, telecommunications and social interaction through the use of words, images, video or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image- and video-sharing sites, live webcasting and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.

General Guidelines

- **Be selective** –due to the availability of a variety digital tools, be selective in the type of medium for your message – a blog or social network might not be the right place for messages intended only for a small group.
 - **Be responsible** – social media are individual interactions, not official diocesan/parish/school communications. All employees and volunteers at the parish/school are personally responsible for their posts. Official statements of policy may only be made by the Superintendent/ Pastor/ Principal or designee. A blog or community post is visible to the entire world. Remember that what you write will be public, and potentially for a long time. In the event you identify yourself as,(or is manifestly understood to be) an employee of the local school, parish or diocese on a personal blog (or other website with a similar purpose), to help reduce the potential for confusion, the employee is required to put the following notice in a reasonably prominent place on the site:
“The views expressed on this site are mine alone and do not necessarily reflect the views of my employer, or the Diocese of Joliet.”
 - **Identify yourself** – authenticity and transparency are driving forces behind social media. Use real identities to the greatest extent possible rather than anonymous posts and comments.
 - **Honor the privacy of others** – do not publish the personal information of others without their permission or, in the case of minors, written permission of their parents. All guidelines for the Protection of Children as outlined in all agreements and policies are to be followed.
 - **Be respectful** – if you disagree with others, do so with civility. Respect your audience, express your views with appropriate language, and be respectful of the Church and its teachings.
- Comply to-** all guidelines of the Employee/Staff Acceptable Use Agreement and all aspects of the Safe Environment Policy of the Diocese of Joliet.

Specific Policies

1. Use of Official Name and Logo.

Any use of the parish/school name or logo for branding or titling pages, blogs, or other similar elements of social media must be approved in writing prior to use. Requests for prior consent to use such names or logos will be made to the Pastor/Principal or designee. Any uses in existence at the time of adoption of this policy are not grandfathered and would be authorized pursuant to this policy. Permission to use the name or logo of the parish or school may be revoked at any time.

2. Duties of Moderators.

Moderators of **official** parish/school social media are responsible for ensuring compliance with this policy statement. If there is official parish/school social media, there will be an employee /volunteer of the parish/school designated as the moderator. All content, comment and blog response areas must be moderated. Those responsible for such areas must review and approve comments prior to posting, and should not post any comments that do not meet our standards for civility, misrepresent the position of the Church or diocese/ parish/school , or that include profanity, defamatory language or speech that is otherwise inappropriate or off-

topic. Anonymous comments will not be permitted. All moderation functions reserve the right to ban repeat offenders. Moderators who permit users to post materials such as documents or photographs will make clear to users that the site will not archive those materials and will delete e them after a published period of time (typically 12 months, except in cases where a project needs to be preserved for a longer period of time). Moderators must provide login in access to social media to pastor/principal.

3. Prudent Judgment.

A. **Personal Use – Possible Negative Impact.** Even when engaging in social media for personal use, the comments of employees or volunteers of the parish/school may be viewed as a reflection on diocese/parish/school. Users will use their best judgment when engaging in social media activities and should be on guard against actions and discussions that could harm children, the interests of the diocese/parish/school or be subject to question as inappropriate by parents or school/parish administration.

B. Contact With Students

Employees and volunteers of the School cannot engage with current and prospective students on social media sites unless the site is school-sanctioned. Also knowingly interacting with students on a third-party social media page (such as a fan page for a local sports team) is prohibited.

Caution and prudence should be used if there are communications with students who are 18 and have graduated.

The School will strictly limit friendly/engagement with parents to only school-sanctioned sites.

4. *Copyright Laws.*

Anyone who submits content must comply fully with copyright law. Any posting of materials to official parish/school social media must adhere to all copyright laws. Images and other materials from the parish or school websites will not be copied and uploaded to other forums without the prior written consent of the Pastor/Principal or designee.

5. *Privacy.* All users of social media within parish and school communities will take care to safeguard the privacy interests of other community members. In particular, personally identifiable information (that is, information that can identify a particular person, including name, photo, phone number, address or email address) will not be disclosed without the prior written consent of the person identified. In cases where a user has consented to the publication of such information, appropriate privacy settings and levels will be utilized.

6. *Minors.* Public social media maintained by the parish/school are not intended for the use of children under the age of 13. Any site operated by parish/school that is oriented toward youth between the ages of 13 and 18 must require registration for all users and must be password-protected so that only registered users may access the site. Users of such a site may not post images of minors without the prior written consent of a parent or legal guardian of any minor depicted.

7. *Enforcement.* Any use of social media that does not comply with this policy should be brought to the attention of the appropriate party: the Pastor or the Principal or designee immediately. Failure to follow the social media policy may result in the loss of privileges and/or disciplinary action, up to and including termination, for an employee or removal from position, if a volunteer.

8. *Social Networking Website Passwords:* Illinois School Code 105 75/15. Illinois Public Act 098-0129 Students and their parents or guardians are advised that the Diocese of Joliet Catholic Schools 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 school principal **may** conduct an investigation if the school has **reasonable** cause to believe the content of a student's social media account has violated a disciplinary rule or policy of the school. The law allows that in the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination.

This policy may be updated and modified at any time at the sole discretion of the Diocese of Joliet Catholic Schools Office in light of changing circumstances and events

6830 ALLERGIES

If a student has been diagnosed by a physician to have allergies and the necessity to self-administer and to self-carry an epinephrine auto-injector a signed parent permission notification and a signed physician authorization must be provided to the local Catholic School either at the start of a new school year, upon enrollment, or immediately following diagnosis of such requirement. Both the parental permission and physician authorization will be held on file at the school site where the student attends.

Accommodation requests are initiated by a parent/guardian to the local Catholic School and include a physician's report outlining the severity of the allergy and the recommended actions by the physician that are medically necessary to avoid any reaction.

Administration explains to parents/guardians what reasonable accommodations they can make. Allergy free is not a credible accommodation that schools make, however, effective practices to reduce the chance of exposure to allergens may include, but are not limited to:

- ✓ designating a separate table/area for students with an allergy,
- ✓ allowing the allergic student to eat at his/her own desk, keeping the same desk year-round to reduce possible contaminants if there is no common lunchroom,
- ✓ limit/prohibit food in classrooms,
- ✓ remove food as a reward in classrooms or for celebrations,
- ✓ the regular cleaning of classrooms and lunchroom,
- ✓ educate school personnel on the management of students with allergies

6840 ASTHMA

A school, whether public or nonpublic, must permit the self-administration of medication by a pupil with asthma or the use of an epinephrine auto-injector by a pupil, provided that:

- ✓ The parents/guardians of the pupil provide to the school written authorization for the student to self-administer medication or for use of an epinephrine auto-injector, written authorization from the pupil's physician, physician assistant, or advanced practice registered nurse, and
- ✓ the parents/guardians of the pupil provide to the school: the prescription label, which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is administered

If a student has been diagnosed by a physician to have asthma and is required due to this diagnosis to self-administer and to self-carry asthma medication of any type, a signed parent permission notification and a copy of the prescription must be provided to the local Catholic School either at the start of a new school year, upon enrollment, or immediately following diagnosis of such requirement. Both the parent permission and the copy of the prescription will be held on file at the school site where the student attends. Parents/guardians please be informed that the school and its employees and agents incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or the use of an epinephrine auto-injector by the student.

A school or a school employee is not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes. (b) A school employee shall not be subject to any disciplinary proceeding resulting from an action taken in compliance with this Act, unless the action constitutes willful or wanton misconduct.

6850 DIABETES

Students are allowed to self-manage their diabetes in the school setting if they are authorized to do so by their diabetes care plan. The diabetes care plan should specify the nature of the student's self-management and may include: allowing students to check blood glucose levels when and wherever needed; self-administration of insulin; self-treatment of hyperglycemia or hypoglycemia; and allowing the student to possess, at all times, supplies and equipment necessary for diabetes management including, but not limited to, syringes, food and drink.

If a student has been diagnosed by a physician to have diabetes and to self-administer and to self-carry diabetes medication a signed parent permission notification and a signed physician diabetes care plan that would also carry a parent signature must be provided to the local Catholic School either at the start of a new school year, upon enrollment, or immediately following diagnosis of such requirement. Both the signed parent notification and the physician diabetes care plan will be held on file at the school site where the student attends.

Diabetes Care Plan Requirements:

- It is the responsibility of the student's parents or legal guardians to share health care provider instructions concerning the student's diabetes management during the school day.
- The diabetes care plan shall include the treating health care provider's instructions concerning the student's diabetes management during the school day, including the copy of the signed prescription and the methods of insulin administration.
- The services and accommodations specified in the diabetes care plan shall be reasonable, reflect the current standard of diabetes care, include appropriate safeguards to ensure that syringes and lancets are disposed of properly, and include requirements for diet, glucose testing, insulin administration, and treatment for hypoglycemia, hyperglycemia, and emergency situations.
- A diabetes care plan shall include a uniform record of glucometer readings and insulin administered by the school nurse or delegated care aide during the school day using a standardized format provided by the State Board of Education.
- A diabetes care plan shall include procedures regarding when a delegated care aide shall consult with the parent or legal guardian, school nurse, where available, or health care provider to confirm that an insulin dosage is appropriate.
- A diabetes care plan shall be submitted to the local Catholic School at the beginning of the school year, upon enrollment, or immediately after a student's diagnosis, or when a student's care needs change during any given school year. Parents shall be responsible for informing the local Catholic School in a timely manner of any changes to the diabetes care plan and their emergency contact numbers.

105 ILCS 145 states (a) A school or a school employee is not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes. (b) A school employee shall not be subject to any disciplinary proceeding resulting from an action taken in compliance with this Act, unless the action constitutes willful or wanton misconduct.

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 _____