

# **St. Mary School Parent-Student Handbook**



105 E. Main Street  
P.O. Box 39  
Brussels, Illinois 62013  
618-883-2124

St. Mary School  
P.O. Box 39, 105 E. Main Street  
Brussels, IL 62013  
618-883-2124  
FAX: 618-883-2511  
[www.stmarysbrussels.org](http://www.stmarysbrussels.org)

Dear Parents and Students,

Welcome to St. Mary School! By choosing St. Mary School, you have shown your commitment to making Catholic education a top priority in your life and in the life of your child. This commitment will allow your child to receive a quality education set in the foundations of our Catholic faith and traditions.

This Parent/Student Handbook sets forth the policies of St. Mary School. It is important that you read it carefully and sign the attached agreement. By signing the agreement, you are stating that you agree to abide by the policies of St. Mary School.

The faculty and staff of St. Mary School look forward to working with you and your children to promote both academic excellence as well as spiritual development in the context of the teachings of the Catholic Church. I am confident, with all of us working together in partnership, that your child will reach his/her full potential, both academically as well as spiritually.

God bless you,

Rebecca Lorts  
Principal

## UNITY

I dreamed I stood in a studio  
And watched two sculptors there,  
The clay they used was a young child's mind,  
And they fashioned it with care.

One was a teacher, the tools she used  
Were books, music and art;  
One, a parent who worked with a guiding hand,  
And a gentle, loving heart.

Day after day, the teacher toiled,  
With a touch that was deft and sure,  
While the parents labored by her side  
And polished and smoothed over.

And when at last their task was done  
They were proud of what they had wrought,  
For the things they had molded into a child,  
Could neither be sold or bought.

And each agreed they would have failed  
If he had worked alone;  
For behind the teacher stood the SCHOOL,  
And behind the parent, the HOME.

--Kentucky Teacher's Directory

"Beautiful, therefore, and truly solemn is  
the vocation of all who assist the parents in  
fulfilling their task, and who represent society  
as well, by undertaking the role of a school teacher.  
This calling requires extraordinary qualities  
of mind and heart, extremely careful preparation,  
and constant readiness to begin anew and to adapt."

Declaration on Christian Education  
Vatican Council II, 1965

## **MESSAGE FROM THE FACULTY**

Saint Mary School has the unique privilege of serving the parents and children of three churches: Saint Barbara Church in Batchtown, Saint Joseph Church in Meppen, and Saint Mary Church in Brussels worshipping together as Blessed Trinity Parish.

This STUDENT/PARENT HANDBOOK has been prepared to provide you with information concerning the educational programs, policies, and procedures which are in effect here at St. Mary School.

We recognize that you, as parents, are the primary educators of your child. For the first six years of your child's life, you have been responsible for introducing your child to God. Through Baptism your child became God's child in a special relationship, and you taught him/her to talk to God in prayer. Simple truths and practices of our faith which you treasure became part of your child's relationship with God. However, the greatest influence on your child—has been and will be in the future—the Christian life you lead.

The role of the faculty is to complement the parents in providing religious education for their children, to nourish young people's faith by providing an atmosphere conducive to spiritual growth, and to fulfill the Church's mandate to teach service.

While you may be familiar with many of the policies and procedures within this handbook, it is important to read and review its contents with your child/children each year as it is revised regularly.

With God's blessing, we look forward to a successful school year as we work together: faculty, students, and parents as a Faith Community in the spirit of love and understanding.

Saint Mary School Faculty

# ***Student and Family Handbook***

## **Table of Contents**

### **MISSION STATEMENT & EDUCATIONAL PHILOSOPHY**

Mission Statement.....	8
Philosophy, Objectives, and Purpose of Program.....	8

### **ADMISSION & ATTENDANCE POLICIES**

Non-Discrimination Policy.....	9
Admissions.....	9
Disabilities.....	9-10
Transfer Students.....	10
Gender Identity.....	10
Attendance/Absenteeism/Tuancy	
Student Attendance.....	10
Student Absences.....	11
Diagnostic Procedures- Identifying Truant/Chronically Truant Students..	11-12
Excessive Absence/Chronic Truancy.....	12
Late Arrival/Early Departure/Tardiness.....	12
Missed Work.....	12
Pre-arranged Absence.....	13

### **ACADEMICS & RECORDS**

Accelerated Reader.....	13
Books.....	13
Catholic Instruction.....	13
Catholic Schools Week.....	14
Liturgy.....	14
Missions.....	14
Prayers.....	14 and 65-67
Religious Obligations.....	14
Sacramental Preparation.....	14-15
Field Trips.....	15
Grading, Honor Roll, Promotion, Retention.....	16
Graduation Requirements.....	17
Homework.....	17
Library.....	17
Student Records.....	17-20
Flagging Records of Missing Children.....	20
Non-Custodial Parents.....	20
Transfer of Records.....	20
Standardized Testing.....	20
Students with Disabilities.....	21
Student Service Requirements.....	21

### **BUILDING OPERATIONS**

Animals on School Property.....	21
Arrival and Dismissal Procedures.....	21
Asbestos Abatement.....	22
Building and Grounds Access Policy.....	22

Purpose of the Policy.....	22
Access to and Security of the School Building.....	22
Access to and Security of the School Grounds.....	22
Access to School Classrooms during Instructional Periods.....	22
Concealed Carry.....	23
Crisis Management Plan.....	23
Parishioners on School Grounds during School Hours.....	23
Removal of Unauthorized Persons from School Grounds and Building.....	23
Use of School Grounds/Facilities.....	23
Emergency School Closings.....	23
Birthdays.....	24
Break Snack.....	24
Recess.....	24
School Calendar.....	24
School Pictures.....	24
Unauthorized Items.....	24
<b><u>DISCIPLINE &amp; CONDUCT</u></b>	
Respect for All.....	25
Building Conduct.....	25-26
Prohibited Student Conduct.....	26-28
When and Where Conduct Rules Apply.....	28-29
Behavior Expectations & Consequences/Behavior Model.....	29-30
Disciplinary Measures.....	30-31
Suspension.....	31
Expulsion.....	31-32
Re-Engagement of Returning Students.....	32
Bullying, Intimidation, and Harassment, Including Cyberbullying .....	32-34
Conflict Resolution.....	34
Corporal Punishment.....	34
Firearms and Other Weapons Prohibition.....	34
Firearms, Drugs, Battery, and Student Information Reporting System.....	34
Grievance Procedures.....	35
Harassment and Teen Dating Violence Prohibited.....	35
Harassment Prohibited.....	35
Sexual Harassment Prohibited.....	35
Teen Dating Violence Prohibited.....	35
Making a Report or Complaint.....	35-36
Investigation Process.....	36
Enforcement.....	36
Retaliation Prohibited.....	36
Isolated Time Out, Time Out, and Physical Restraint.....	36
Lunch and Cafeteria Rules.....	36
Search and Seizure.....	37
School Property and Equipment, Personal Effects of Students.....	37
Student Searches.....	37
Seizure of Property.....	37
Questioning of Students Suspected of Criminal Activity.....	37
Student Appearance.....	38

Uniform Dress Code.....	38-39
Threats.....	39
Video and Audio Monitoring Systems.....	39
<b><u>EXTRACURRICULAR &amp; ATHLETIC ACTIVITIES</u></b>	
Activities Code of Conduct.....	39
Athletic Programs.....	39
Requirements for Participation in Athletic Activities.....	40
Academic Eligibility.....	40
Absence from School on Day of Extracurricular or Athletic Activity.....	40
Travel.....	40-41
Code of Conduct.....	41-42
Violating the Code of Conduct.....	42
Modification of Athletic or Team Uniform.....	42
Uniforms.....	42
Clubs.....	42
School Dances.....	42
Student Athlete Concussions and Head Injuries.....	43
<b><u>FINANCIAL MATTERS</u></b>	
Lunch Program.....	43-44
Tuition and Fees.....	44
Refund Policy.....	44
<b><u>HEALTH &amp; SAFETY</u></b>	
Anaphylaxis Prevention.....	44
Communicable Diseases.....	45
Counseling and Guidance.....	45
Diabetes Care for Students.....	45
Illness/Injury/Emergency Care.....	45-46
Immunization and Health, Eye, and Dental Examinations.....	46
Required Health Examinations and Immunizations.....	46
Eye Examination.....	47
Dental Examination.....	47
Exemptions.....	47
Insurance.....	47
Medication for Students.....	47-48
Self-Administration of Medication.....	48
Administration of Medical Cannabis.....	48-49
Undesignated Medications.....	49
Non-Prescription Medication.....	49
Emergency Aid to Students.....	49
Safety Drill Procedures and Conduct.....	49
Bus Changes/Bus Safety.....	49-50
Student Situation-Pregnancy.....	50-51
Toxic Art Supplies and Required Eye Protection.....	51
Wellness Policy.....	51
<b><u>MEDIA, INTERNET, TECHNOLOGY, &amp; PUBLIC RELATIONS</u></b>	
Acceptable Use of the School's Electronic Networks.....	51
Terms and Conditions.....	51
Acceptable Use.....	51

Privileges.....	51-52
Unacceptable Use.....	52
Network Etiquette.....	52
No Warranties.....	52-53
Indemnification.....	53
Security.....	53
Vandalism.....	53
Use of Telephone.....	53
Use of Email.....	53
Internet Safety.....	54
Access to Student Social Networking Passwords and Websites.....	54
Computer Literacy.....	54
Social Media.....	54
Student Photographs and Names.....	54-55
Student Use of Cell Phones and Other Electronic Devices.....	55
Technology Vendors: Annual Notice.....	55-56
Unauthorized Use of Artificial Intelligence.....	56-57
Website: stmarysbrussels.org.....	57

## **PARENT COMMUNICATIONS & INFORMATION**

Change of Address and Communication Records for the School.....	57
Custodial and Non-Custodial Parents.....	57
Communications.....	57
Office Communications.....	57-58
Administration Communications.....	58
Ladder of Communication – Conflict Resolution.....	58
Parent-Teacher Communications.....	58
Parent/Support Club.....	58
Parent Service Requirement .....	58-59
Parent and Teacher Conferences.....	59
Policy Making.....	59
Responsibilities of School, Parents, and Students.....	59-60
School Advisory Board.....	60
School Visitation Rights.....	60
Safety Training – Protecting God’s Children.....	60
Sexual Abuse Awareness and Prevention.....	61
Warning Signs of Child Sexual Abuse.....	61
Warning Signs of Grooming Behaviors.....	61-62
Warning Signs of Boundary Violations.....	62-63
Faith’s Law Notification.....	63
Mandated Reporters.....	63
Sexual Abuse Response and Prevention Resource Guide.....	63
Sex Offender Notification Law.....	63-64
Visitors.....	64-65
Volunteers.....	65
Safe Environment Training/Background Check.....	65
Volunteer Opportunities.....	65
Right to Amend.....	65
Field Trip Permission Form.....	72



## **MISSION STATEMENT**

### **MISSION STATEMENT & EDUCATIONAL PHILOSOPHY**

#### **MISSION STATEMENT**

##### **DIOCESE OF SPRINGFIELD IN ILLINOIS**

Loved and chosen by God, we are the Diocese of Springfield in Illinois. Through Baptism, we share responsibility for continuing the mission of Jesus. We are called to be a community whose members enable and support the gifts given to each by the Spirit. We are sent to make Christ visible in our world through worship, proclamation of the Word, and service to God's people.

##### **ST. MARY SCHOOL**

Be it known to all who enter our doors, that Christ is the reason for St. Mary School. Saint Mary School's mission is to provide a well-rounded religious education, a quality academic instruction, an integration of Catholic faith knowledge and values in all subject areas, a challenge to students in the development of service to others and peace and justice to the world. The faculty of Saint Mary School, in fulfilling the teaching mission of the Church strives daily to do what God requires of all of us:

"To act justly, to love tenderly, and to walk humbly before God."

Micha 6:8

#### **EDUCATIONAL PHILOSOPHY**

As teachers here at Saint Mary School, it is our privileged role to assist you in the awesome task of nurturing the relationship that you have established between God and your child. This relationship is nourished daily by the atmosphere in our school through prayer, daily instruction in Catholic Doctrine, and the teaching of Catholic Christian values. It is in our school where the children experience Catholic community at worship, work, and play and where we as their teachers accept the Church's mandate to share the Gospel message, build a faith community, serve, and teach service while providing a high quality education.

It is this philosophy that has been the primary source in the development of this STUDENT/PARENT HANDBOOK. These policies direct the everyday operation of our school and ensure adherence to Saint Mary School's philosophy and mission, the policies of the Diocese of Springfield in Illinois, and the regulations of the Illinois State Department of Education.

## **ADMISSION & ATTENDANCE POLICIES**

Saint Mary School supports and abides by all policies contained in the Handbook of Catholic Education Policies for the Diocese of Springfield in Illinois. The school will comply with all applicable state and federal statutes.

### **Non-discrimination Policy**

St. Mary School admits students of any race, sex, color, national or ethnic origin and offers to them all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarships, athletic and school-administered programs. Our school does reserve all its rights as a religious entity in accord with the teachings of the Catholic Church, the protections of the First Amendment of the U.S. Constitution, and the Illinois Religious Freedom Restoration Act 775 ILCS 35/.

The pastor and school administration will ensure that these policies are followed. Concerns will be addressed through the Grievance Procedure listed in the Discipline and Conduct section of this handbook.

### **Admissions**

To be enrolled in first grade, a child must be six years old on or before September 1 of the school year. Catholic students, unless baptized at Blessed Trinity Parish, must present a Certificate of Baptism. A certified copy of each student's birth certificate must be submitted to the school office within 30 days of student enrollment. Illinois state law requires a physical examination for each student upon entering kindergarten and sixth grade or into any grade if the student has not previously been examined as required by the State Code of Illinois. Students who transfer to St. Mary School should have their academic and health records forwarded from their previous schools.

Furthermore, we do not discriminate against immigrant children lacking in legal status, as required by Plyler v. Doe. The purpose of Catholic education is to give a well-rounded spiritual and academic education to Catholic children. Since the purpose of the parish school is to extend and deepen the life of faith and provide quality education, preferential admission is given to baptized Catholic children living with parents or guardians within the boundaries of Blessed Trinity Parish. However, consideration for admission may be given to children of non-parishioners, non-Catholics, or parishioners living outside of parish boundaries at the discretion of the pastor. Rejection of the Catholic faith and its tenets shall be a reason to deny admittance to programs and activities.

### **Disabilities**

St. Mary school shall make every reasonable attempt to provide a Catholic education to students with disabilities. Those students who cannot be fully integrated into the total regular school program shall be encouraged to take advantage of dual enrollment. When students in the Catholic school are in part-time enrollment in public schools or public-school programs, every reasonable effort shall be made to cooperate with public school personnel to facilitate such attendance. Present state statutes require that public school districts accept part-time attendance, via dual enrollment procedures, for students who are enrolled in non-public school. These students do not need to withdraw from the non-public school. Once enrolled part-time in the public school, they have all the rights, responsibilities, and privileges of special education and related services as any student in the public school.

Students who are eligible for speech services may receive such services at a frequency and length of session(s) as determined by the Speech Therapist offered by the Brussels Public School District. In addition, students who are identified eligible for other special services through Four Rivers/Brussels school district assessments may receive such services in cooperation with St. Mary School and Brussels CUSD Special Education or they may be offered a modified program at SMS; however, this is dependent on the degree of the disability.

Discussion of whether our school is the best situation for the student will occur after such testing. St. Mary School assists parents in placing children where their needs are best served. The school does not have the personnel to handle certain students with special needs. At times this means that the students will be asked to seek placement in a school other than St. Mary School. Ordinarily the decision follows educational testing requested by the parents or teacher. For St. Mary School to keep a child who cannot be served adequately would be a serious disservice to that child.

### **Transfer Students**

Students who wish to transfer to our school must provide documentation from their previous school placement of having been a student in good standing at the time of their departure. Every student will be admitted on a probationary basis for one quarter to determine if the school can meet the needs of that student before making acceptance to the school final. The school may not have the resources to meet every child's needs. This trial period provides time for the student to adjust to a new school setting and to demonstrate academic commitment and responsible behavior consistent with St. Mary School's standards. In the event that a student does not demonstrate satisfactory academic commitment and responsible behavior during this trial period, the student may be required to withdraw from the school.

### **Gender Identity**

Students and their parents are expected to live virtuous lives guided by Gospel values and the teaching of the Church as described in the Family School Agreement (BK3:404.1). Students shall conduct themselves in accord with their biological sex at all times.

## **Attendance/Absenteeism/Ttruancy**

### **Attendance**

Daily attendance is required. The Illinois School Code, Article 26-1, requires those who have custody of any child between the ages of six (by September 1<sup>st</sup>) and seventeen years shall assure the child attends school daily the entire time it is in session during the regular school term.

Attendance at school has a direct correlation to student performance, and absences from school are regarded as deterrent to success in school. Parents/Guardians have the responsibility for requiring and promoting their child's regular school attendance. Our attendance policy is designed to develop student punctuality, self-discipline, and responsibility.

The school calendar provides for extended weekends and breaks throughout the school year. Parents/Guardians are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child's learning process.

## **Absences**

Each school day begins at 8:30am and ends at 3:15pm. Any time a student is not in school he/she is designated absent. The parent or guardian is required each time a student is going to be absent to call the school to report the reason for the absence. If parents do not call the school by 8:45 am, the school will call the parents. Upon return to school, parents or guardians need to provide a written note explaining the absence.

If a student is absent more than 1½ hours, during any part of the day, he/she will be marked as ½ day absent. A student is tardy when he/she arrives after 8:30 am and/or leaves school prior to the day's scheduled dismissal time, unless they are gone more than an hour and half at which time they are absent.

Each student's absence will be determined as either Excused or Unexcused.

1. **Excused** – A student will be excused for the following reasons:

- Student illness (including up to 5 days per school year for mental or behavioral health of the student)
- Student medical appointment that cannot be scheduled outside the school day
- Death in the immediate family or family emergency
- Observation of a religious holiday or event
- Circumstances that cause reasonable concern to the parents or guardians for the mental, emotional, or physical health or safety of the student
- Situations beyond the control of the student, as determined by the principal
- Attending a military honors funeral to sound TAPS (gr 6-8 only)
- Other reasons approved by the principal with the parents' prior request. In emergencies the principal may excuse absences without prior request if it was determined that prior approval was not possible.
- Involvement in school-related activities (i.e. field trips, extra-curricular events, etc.)
- A student will be excused for up to 5 days in cases where the student's parent or guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The school administration, in its discretion, may excuse a student for additional days relative to such leave or deployment.

2. **Unexcused** – All other absences will be unexcused, including an absence that the parent neglects to report to the office unless the family presents the school office with documentation indicating otherwise.

## **Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students**

State law requires every school to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that schools are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies. Schools should also make resources available to families such as those provided through the State Board of Education's Family

Engagement Framework to support and engage students and their families. These resources are meant to foster heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions. The school uses the following diagnostic procedures for identifying the causes of unexcused student absences: interviews with the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include parent conferences, student counseling, family counseling, and information about existing community services.

### **Excessive Absence/Chronic Truancy**

Student attendance is critical to the learning process. Truancy is therefore a crucial issue and will be dealt with in a serious manner by the school. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants (this equates to 9 or more days of unexcused absences). Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located, or after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

### **Late Arrival/Early Departure/Tardiness**

A student is tardy if he/she arrives after 8:30am until 10:00am or leaves after 1:45pm. If a student arrives late to school, he/she must report to the office immediately. A parent or guardian should accompany the student to the office to sign him/her in. Bus students will not be considered tardy if their bus is late. If it is necessary for a student to leave during the school day, a written note, email, or phone call with an explanation must be received by the office. The parent or guardian is asked to pick up the student at the school office to sign them out and sign them in upon their return to school.

### **Missed Work**

When a student is absent, he/she is responsible for any work that was missed. The student is allowed one school day for each day absent to make up any work that was missed. For example, a student who was absent two days would be given two school days to complete the missed work.

A parent may call the school office to arrange to pick up any missed work for an absent student. The work can be sent home with a sibling or be picked up from the office between 3:15pm - 3:30pm, unless other arrangements are agreed upon.

### **Pre-Arranged Absence**

A student may obtain a pre-arranged excused absence when he/she knows he/she will be absent. The parent must provide the office with a written note stating the dates and reason for absence as early as possible, preferably at least 2 weeks in advance. The parent/student is to contact individual teachers about work that will be missed during the absence.

Adopted: January 13, 2023

## **ACADEMICS & RECORDS**

### **Accelerated Reader**

The Accelerated Reader program is a computer-based program utilized at St. Mary School to supplement and support our existing Reading curriculum. The program is designed to engage students in reading practice with current material at individually appropriate reading levels. Students read books and take tests on the computer. The test results determine point values and comprehension percentages. Students are expected to accumulate a total point value that is double their grade number and maintain at least a 75% comprehension level each quarter. The average of their test scores is recorded as an assignment grade at midterm and end of quarter. It is strongly recommended that students read continually and consistently throughout each quarter toward meeting these goals rather than wait until the end of the quarter and “cram” in their reading. Setting aside a designated reading time at home (based on grade and reading ability) each night will help your child reach his/her goal.

Parents should visit [arbookfinder.com](http://arbookfinder.com) to see if a book is on the AR List. Renaissance Home Connect is a tool that connects the school and home to keep parents informed of their child's progress in Accelerated Reader. Teachers will supply parents with the web address for Home Connect. The same login and password that your child uses at school will work at home.

### **Books**

Students are responsible for the care of their textbooks and school library books. A fee will be charged for books that are lost or damaged. Books should be brought to and from school in a book bag. It is required that textbooks be covered to prevent damage.

### **Catholic Instruction**

St. Mary School is deeply committed to helping students see and understand the ways in which faith and reason complement and reinforce one another in the life of the virtuous man or woman. This motivation animates our rigorous academic curriculum and is at the heart of our earnest efforts to shape the character and cultivate the spiritual life of our students. For this reason, St. Mary School provides regular activities and lessons focused on worship and praise of God, spiritual reflection, catechesis, and service to the wider parish and regional community. The aim of these endeavors is to encourage every student to become his or her noblest and best self.

Each Catholic school in the diocese must provide daily instruction in the Catholic faith for every student. Liturgical celebrations (especially Mass and Reconciliation), in accord with approved liturgical norms, and service opportunities shall be an integral part of the catechetical program, and all students shall participate as appropriate.

## **Catholic Schools Week**

One week each school year is designed as a week of celebration and reflection on the benefits of Catholic Education. The students and faculty participate in many activities suggested by the National Catholic Education Association. Generally, the celebration begins the last Saturday in January and runs through the Friday of that week. The celebration is kicked off with a CSW student Mass and an open house following Mass at St. Mary School to showcase the students' academic and artistic abilities.

## **Liturgy**

The children have the opportunity and privilege to participate frequently in the Mass. Your child represents you and your family in the most perfect form of worship: the Liturgy. Your child is also learning to use his/her talents by being an active participant through singing, praying, lecturing and composing the Prayer of the Faithful. Students of St. Mary School attend Mass weekly on Fridays at 8:30am and on all Holy Days of Obligation when occur on regular student attendance days.

## **Missions**

The Diocese of Springfield encourages the students to participate in the Holy Childhood activities and to be a member of the Association. The students are encouraged to pray for missionaries and the poor with whom missionaries work. They are also asked to share their allowances or spending money with the children of the Third World who will never know what it is like not to be hungry.

## **Prayers**

By the time a child is enrolled in first grade he/she should have learned from their home environment the importance of prayer in their daily lives. In school, children are taught the necessity to pray well; opportunities are provided each day to pray formal (memorized) prayers or to pray spontaneously. A list of prayers, which we encourage the children to memorize, is included at the end of this handbook.

## **Religious Obligations for Parents/Students**

The parents of our students are the first teachers in the ways of the Catholic Tradition. Parents who send their children to St. Mary School are required to practice their faith along with their children. They are to ATTEND MASS EACH WEEKEND AND HOLY DAYS OF OBLIGATION.

All children who attend St. Mary School are expected to participate in religion class, learn Catholic doctrine, and participate at Mass and other prayer services. They are expected to read and study the Bible. Those of appropriate age are expected to receive the sacraments of Reconciliation and Holy Communion regularly.

Seasonal Penance Services are held at the school twice each year and the priest is available to hear confessions on Friday mornings one-half hour before the school Mass. It is hoped that the practice of receiving the sacrament of Reconciliation frequently will be a part of the students' life during summer break and after graduation from elementary school.

## **Sacramental Preparation**

Parents are expected to participate in their child's preparation for each sacrament. The parents' example and their teachings are essential in the preparation. The parents and the students are required to attend and take part in four sacramental preparation meetings in the months leading up to their child receiving their sacrament. The meetings are led by the teacher and the priest.

Preparation for the sacrament of First Reconciliation is stressed from the beginning of and throughout second grade. Preparation for the sacrament of First Holy Eucharist and Confirmation is received from the beginning of third grade until the reception of the sacraments which is usually in late winter/early spring.

### **Student Retreat**

Students in third grade, along with their parents and sponsors will attend a retreat as part of their preparation for the sacrament of First Holy Communion and Confirmation.

### **Field Trips**

The school administration shall authorize only those field trips that are appropriate educational or catechetical experiences. Field trips are a privilege for students, not a right. Students must abide by all school policies during transportation and participation in all field trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Furthermore, children, adolescents, and accompanying adults attending field trips or other parish sponsored trips shall be informed that participation in such events requires that they adhere to a code of behavior. This code of behavior, which applies to both minors and accompanying adults attending said functions, is as follows:

1. Each person will respect his or her individual dignity, self-worth, and value in God's eyes.
2. Each person will respect the dignity, self-worth, and value in God's eyes of other persons.
3. Each person will respect the physical property and possessions of other persons and institutions.
4. Each person has a duty to report violations of the conduct code.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority using the approved diocesan form to give permission. Phone permission is neither accepted nor allowed. Parents have the right to refuse to allow their child to go on an outing by stating so on the approved form. Students who do not attend a field trip will remain at home and will be marked absent on that day. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent or guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

On field trips there shall be an adequate number of adult chaperones (age 21 or older) for students, and all chaperones must abide by the Policy on Working with Minors for the Diocese of Springfield in Illinois. An acceptable ratio of chaperones is 1 adult (age 21 or older) for every 8 students, but the number of chaperones depends on the age of the children and the nature of the event. Siblings are not allowed to attend field trips.



## **Grading, Honor Roll, Promotion, and Retention**

School report cards are issued to students four times a year. The first report card is given to the parents during the Parent-Teacher conference; the remaining three report cards are issued to the student. For questions regarding grades, please contact the classroom teacher.

### **Grading System**

<u>Grade Points</u>	<u>Grading Code</u>	
10	A	95-100
9	A-	93-94
8	B+	91-92
7	B	88-90
6	B-	85-87
5	C+	82-84
4	C	78-81
3	C-	75-77
2	D	72-74
1	D-	70-71
0	F	69-Lower

### **Honor Roll**

Students in grades 4 through 8 are eligible for honor roll at St. Mary School. There are two levels of academic achievement recognized in this program. Eligibility is based on the grade point accumulation (see grading system) of the letter grades earned in the six major subject areas: Reading, English, Spelling, Math, Science, and Social Studies. The levels and their related criteria are as follows:

High Honor Roll:	minimum of 54 grade points with no letter grade below B
Honor Roll:	minimum of 42 grade points with no letter grade below C and no more than 1 "C" letter grade

### **Promotion/Retention**

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, test results, and recommendations of teachers. A student will not be promoted based upon age or any other social reason not related to academic performance. A child's progress will be treated on an individual basis between the child, teacher, parents, and principal. The minimum academic requirements for primary students are that they must have adequate social skills and maturity for that grade. Failure in reading or math may result in retention. For students in grades 3-8 a failure in two or more core subjects is grounds for retention.

Careful vigilance of the child's progress is a responsibility of parents. Checking with the teacher from time to time may help prevent the child from getting behind in his/her work. A thorough study of the report card will also prove beneficial. If a student is failing, the parents will be contacted and informed about the possibility of their child not being promoted to the next grade. A conference will be held in which the parents, teacher, and principal will discuss the work needed for the student to be promoted.

## **Graduation Requirements**

A formal graduation is held on the completion of eighth grade. Diplomas may be withheld at the time of the graduation ceremony if work is not completed to the satisfaction of the teacher(s). To graduate all students must also pass the Illinois State and United States Federal Constitutions tests. Graduation for the 8<sup>th</sup> grade class will be set as close to the last day of school as possible, no more than one week prior to the last day of school. (Diocesan Policy, 2008)

ST. MARY SCHOOL IN NO WAY SUPPORTS, ENDORSES, FINANCES, NOR SPONSORS AN 8<sup>TH</sup> GRADE GRADUATION TRIP. AS A RESULT, THE ST. MARY SCHOOL NAME MAY NOT, UNDER ANY CIRCUMSTANCES, BE USED IN PROMOTING, ADVERTISING, SOLICITATION OF FINANCING/SUPPORT AND/OR FOR ANY OTHER PURPOSE IN CONNECTION WITH SAID TRIP.

## **Homework**

Homework consists of study or written work to reinforce a concept taught in a particular lesson. If the work is not completed in class time or study period, it will need to be completed at home. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. Assigned work is not necessarily written work. So called "drill work": ABC's, multiplication tables, addition and subtraction facts, memorization of prayers, reading aloud or silently, research using multiple resources, and creative or independent work such as writing an essay, composing poetry, or visual project/presentation are all excellent means of reinforcing and applying classroom learning.

Sending your child to his/her room is no guarantee that the work will be completed. Most children need supervision. If a child consistently brings too much work or NO work home, it might be a good idea to check with his/her teacher. Usually, no work should have to be done over holidays or weekends but may become necessary under special circumstances. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe (please see Absences policy).

## **Library**

In addition to the use of our own library, the children have access to the public library. We encourage children to form a habit of reading a variety of wholesome literature.

## **Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents or guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s school records. They are:

**1. The right to inspect and copy the student’s education records within 10 business days of the day the school receives a request for access.**

The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copyrights to both permanent and temporary records. A parent or guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent or guardian or student of the time and place where the records may be inspected. In certain circumstances, the school may request an additional 5 business days in which to grant access.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to request the amendment of the student’s education records that the parent or guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent or guardian or eligible student may ask the school to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent or guardian or eligible student wants changed and the specific reason a change is being sought.

If the school decides not to amend the record, the school will notify the parent or guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or guardian or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent or guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the school discloses education records without consent to officials of another school in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents or guardians or eligible

student will receive prior written notice of the nature and substance of the information, and have an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent or guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

#### **4. The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent or guardian or to the student if the student has succeeded to the rights of the parent or guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

#### **5. The right to prohibit the release of directory information.**

Throughout the school year, the school may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent or guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sports or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

*Any parent or guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*

**6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

**7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

### **Flagging Records of Missing Children**

The school checks the missing person report in the Nonpublic Registration and Recognition Renewal report prior to releasing student records. Upon notification from a law enforcement agency that a present or past student is missing, his or her records will be flagged with a written notice of the information. That flag will remain until the law enforcement agency has contacted the school that the missing child has been recovered. If a request for the student's records is made before the flag has been removed, the school will immediately notify the law enforcement agency and will hold the records until their release has been approved by the law enforcement authority. For written requests, the school will provide the law enforcement agency with a copy of the request. If the request is made in person, the school will ask for identification from the person making the request, including contact information and a copy of a driver's license, as well as the birth date of the child and their relationship. He or she will then be informed that a copy of the records will be mailed. The school will provide the law enforcement agency with the obtained information as well as a description of any individual making the request in person.

### **Non-Custodial Parents**

The school respects the right of non-custodial parents to be involved in the education of their children. In the absence of a court order and with due provision to State law, what is said in these policies applies to any parent or legal guardian, whether or not the student lives with the parent. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Transfer of Records**

Certified copies of transfer students' records are requested within 14 days of enrollment. When a student transfers to another school or graduates, a duplicate copy of the student's cumulative permanent file will be sent within ten days to the receiving school upon request.

### **Standardized Testing**

Students and parents or guardians should be aware that the school requires students to take certain standardized tests. All students in grades 1 -8 will be given the NWEA MAP Test in April. The ACRE test is given to grades 5 and 8 in February.

Parents or guardians can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep during the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind students and emphasize the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests

## **Students with Disabilities**

Students who are eligible for speech services may receive such services at a frequency and length of session(s) as determined by the Speech Therapist from the Brussels Public School District. In addition, students who are identified eligible for other special services through Four Rivers/Brussels school district assessments may receive such services in cooperation with St. Mary School and Brussels CUSD Special Education or they may be offered a modified program at SMS; however, this is dependent on the degree of the disability.

The school does not have the personnel to handle certain students with special needs. At times this means that the students will be asked to seek placement in a school other than St. Mary School. Ordinarily the decision follows educational testing requested by the parents or teacher. For St. Mary School to keep a child who cannot be served adequately would be a serious disservice to that child.

## **Student Service Requirements**

The importance of service to others is taught, emphasized, and modeled at every grade level throughout the school. Students engage in various service projects throughout the year.

## **BUILDING OPERATIONS**

### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

## **Arrival Procedures, Dismissal, and Parking Instructions**

### **Arrival**

Students should not arrive at school before 7:45am. School begins at 8:30am. Depending on the need, Before School Care may be offered. If so, the students arriving between 7:00am and 7:45am will be charged a fee for supervision and students must go directly to the designated area and report to the Before School Teacher. Bus students should go directly to their classrooms. Students arriving after 8:30am are tardy and must first report to the office before going to their classroom.

### **Dismissal**

Students will be dismissed at 3:15pm, except on Wednesdays at 2:00pm. All students are to follow their teacher in an orderly fashion out the door. Teachers on bus duty will lead the bus riders to the bus stop. It is recommended that parents/guardians picking up students should pull through the pickup line at the back of the school building. Once all students are loaded into the vehicles and the area is clear, the principal or designee will release the line of vehicles to leave. If parents/guardians park on the side road, they should walk to the school entrance to retrieve their student. Students will only be released to those people listed on the parent's approved transportation list.

For any bus or pickup changes, the parent must send in a note specifically explaining the change. The note must be signed by the parent and dated. If you need to make any last-minute changes for that day, you MUST call the school. DO NOT send an email, because it may not be seen prior to dismissal. Please refrain from calling the last fifteen minutes of the day.

## **Asbestos Abatement Plan**

Saint Mary School has an Asbestos Management Plan which is on file in the principal's office and is available during normal business hours in accord with federal regulations. Asbestos is present in the school but contained, according to regulations.

## **Building and Grounds Access Policy**

### **Purpose of the Policy**

The church, school building, and rectory along with associated grounds are an integral portion of the many facets of the parish community. The purpose of this Building and Grounds Access Policy is to establish appropriate measures and guidelines to maintain the security and safety of the children attending St. Mary School while respecting the use of the church by parishioners and visitors. The multi-use nature of parish facilities and grounds necessitates a continuing effort by the parish, school administration, faculty members, parents, and parishioners to provide appropriate access for the various facilities while protecting the school children during the school year. All use of facilities will follow the diocesan policy book 5§800 *Diocesan, Parish, School, and Agency Facilities Use*.

### **Access to and Security of the School Building**

On all school days provided by the academic calendar, the St. Mary School building shall be available for authorized access by parents and authorized visitors from 7:45am until thirty (30) minutes past the scheduled dismissal time. All parents and visitors to the school building must report to the school office for access during this period. Entry to the school building shall be through the south door of the school off the parking lot.

### **Access to and Security of the School Grounds**

On all school days provided by the academic calendar, St. Mary School grounds shall be available for authorized access by students, parents, faculty members, and authorized visitors from 7:45am until thirty (30) minutes past the scheduled dismissal time. Except for children enrolled in a before-school or after-school supplemental program, participants in school-sponsored extracurricular activities, or students engaged in other authorized school activities, no child shall be left unsupervised by a parent. Assigned faculty members shall be available from 7:45am until the commencement of class and from the scheduled dismissal time until the completion of the dismissal process to supervise children present at the rear of the school and at the school bus stop.

### **Access to School Classrooms during Instructional Periods**

No parents or visitors shall be permitted in classrooms during instructional periods except as provided in this paragraph. Parents wishing to observe classroom instruction must make a request to the teacher, who will receive approval from the Principal. A mutually convenient time and date must be agreed upon with the classroom teacher. After such arrangements, the parents/teacher must notify the Principal of the arrangements for observation. The principal may make such additional rules and policies regarding parental observation as he or she deems necessary to maintain the normal educational process.

Parents and authorized caregivers may be allowed access to classrooms for the purpose of picking up an ill child or one leaving school at any time other than the normal dismissal time. In all such cases, the adults picking up the child will report first to the school office upon arriving to the school.

**Concealed Carry**

In accordance with Illinois State law 430 ILCS 66, carrying a concealed weapon is prohibited in school buildings or on school property. St. Mary School is required by law to report any/all violators to the local law enforcement agency.

**Crisis Management Plan**

A crisis management plan is in place in the school. The faculty/staff reviews the plan on a regular basis. Should a crisis involving the entire school occur, parents/guardians will be contacted on how to retrieve their child(ren).

**Parishioners on School Grounds during School Hours**

Parishioners who are not parents of currently enrolled school children are requested to avoid the school building and playground area during, before, and after school, during lunch hours, and during recess periods. The entrances to the rectory and church are available during these periods for access to those facilities.

**Removal of Unauthorized Persons from School Grounds and Building**

Faculty and staff members of the school are authorized to request any person who is not a parent or authorized visitor to the school facilities to leave the premises. In the event that any person fails to comply with such a request, the faculty or staff member shall inform the Principal who shall determine what additional action is necessary or appropriate to obtain compliance with the request. Any person who fails to comply with a request of the Principal or the Pastor to leave the school premises shall be considered a trespasser and may be subject to arrest.

**Use of School Grounds/Facilities**

Use of the school facilities and grounds is scheduled through the school/parish offices. Activities not connected with school must be cleared with the Pastor and Principal before the activity will be scheduled. Anyone wishing to use the school grounds or facilities for non-school related activities must present proof of adequate insurance coverage as determined by the Diocesan Insurance Offices. When any school facility or the grounds are used for outside activities such as scouts, sport meetings, etc. the area must be left in good order. Any trash accumulated must be placed in the dumpster. St. Mary School students are not permitted on the grounds at any time without adult supervision. St. Mary School faculty/staff will not be held liable in the case of accident or injury when a child is unsupervised.

**Emergency School Closings**

For school cancellations please watch your local ABC, NBC, CBS, FOX affiliates television stations 2, 4, 5 & 11 beginning at 6:00 AM. Parents will also receive messages from the principal or designee through the Remind App on cell phones or your email address, whichever you signed up for, informing parents/guardians of a cancellation, delayed start or early dismissal as related to weather conditions or an emergency.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If the school dismisses early for an emergency, all after-school functions are automatically cancelled.



## **Birthdays**

Students celebrating their birthdays are acknowledged at school. Parents may send a small treat (cookies, or cupcakes) to school to be shared during the morning break with their child's class. NO CAKES, PLEASE! Homemade treats are acceptable; however, this policy may be changed at any time if the principal deems best for the safety of students and staff.

Students wishing to pass out party invitations at school must bring enough to include everyone from one of the following: whole class, whole grade group, or whole gender group. Students need to check with the teacher for the best time to pass them out. Gifts for classmates should not be brought to school to be distributed.

## **Break Snack**

Students receive a morning break around 10:00am. Each student will need to bring his/her own nutritious break snack. Students can bring a water bottle to keep at their desk, which can be refilled using the school water/bottle filler fountain.

## **Recess**

**Outdoors** – Students are to play in assigned areas. No students are allowed to leave the playground without the permission of the teacher or volunteer. Only students with written notes from their parents or physician may stay inside during noon recess. These students with notes must report to the office or principal.

**Inside** – Students will remain in their respective classrooms and can engage in games using their inside voices. There is to be no yelling, running around or throwing things in the classroom.

## **School Calendar**

A copy of the school calendar is made available to the parents at the beginning of each school year so that dental and doctor appointments can be arranged on days that school is not in session.

Our school calendar coincides with the local public schools as closely as possible while still complying with State Law and Diocesan Policy.

## **School Pictures**

Students' pictures are taken in early fall as a service to the school. Parents will be informed in advance of the date the photographer will be at the school. The pictures are purchased directly through the photographer. A student yearbook containing individual student activity photos will be available for purchase in the spring.

## **Unauthorized Items**

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. In general, students are not to bring toys or unusual items to school unless they are intended for specific use in the classroom and the teacher's permission has been obtained. Hand-held video games, portable stereos, laser pointers, pagers, etc. are not permitted at school (please see Building Conduct and Student Use of Cell Phones and Other Electronic Devices).

## **DISCIPLINE & CONDUCT**

### **Respect for All**

Parents, students, faculty, and staff make up the school community and are always representatives of St. Mary School. The school takes very seriously its responsibility to ensure a safe, Christian environment for all parents, students, staff, faculty, and campus guests. As such, parents, students, faculty, and staff are called to always exemplify The Golden Rule and to actively advance the mission and philosophy of the school by displaying behaviors that foster school pride, courtesy, and respect for the dignity of all as we strive to educate students in a Catholic environment. This Christian behavior and respect shall characterize all verbal and non-verbal communications at all levels within the school community.

Enrollment at St. Mary School is not a right, but a privilege that is extended to families who have pledged to be and who are working as cooperative partners with the school, especially in the key areas of academics and discipline. Parental failure to consistently cooperate with and treat school personnel with courtesy and respect may result in the reconsideration of a student's enrollment status. We acknowledge that we are not the school for all families; we reserve and exercise the right to ask families to leave, if circumstances warrant, according to our understanding of these policies and expectations as outlined in this handbook.

### **Building Conduct**

The following actions and attitudes should characterize everyone studying at St. Mary School, and failure to abide by the expectations may result in discipline:

- Students arrive at school in the appropriate full and clean uniform. A student's personal presentation should reflect respect for others as well as respect for himself or herself.
- Students should be at their desks with all books and materials ready before the bell rings.
- Students are not permitted to leave the room during class without permission.
- When the student has a question to bring to the class, he or she should raise his or her hand and wait until the teacher gives permission to speak.
- Students should keep classrooms and personal belongings orderly and clean. At the end of each class, the student is responsible for keeping the area around his or her desk tidy.
- Students are expected to act appropriately during class changes, both in the school buildings and across campus. Student conduct in the hallways will be appropriate and quiet. Students must walk—not run—to and from class and the cafeteria.
- All students are expected to greet priests, school staff, parents, visitors, and fellow students politely and courteously.
- At lunch or at recreational periods, each student is expected to act in a controlled and respectful manner while using the areas designated by school staff. Students are expected to keep the grounds neat and litter free.
- Each student should respect others and their property as the student would want to be respected.
- Personal belongings should be kept in good form. Uniform items, books, binders, folders, jackets, and backpacks must be free of any inappropriate writing or decoration.

- Standard cafeteria norms are to be practiced at all times according to the directives given by school staff. Good table manners, proper dining etiquette, orderly and quiet cafeteria lines, cleaning up after oneself, and leaving the dining room clean make for a pleasant dining experience for all.
- When participating in school activities like playing on a team, or participating in an academic competition, students should be considerate of others and always participate to the best of their ability. Every student is to practice good sportsmanship, encourage others, and refrain from complaining, criticizing, or being disrespectful in any way.
- Food and beverages are to be consumed only in the cafeteria unless directed otherwise by the teacher. The only exception permitted to this policy is that students may, to ensure adequate hydration during the day, bring a water bottle to school, if it is shatter-proof (i.e., not glass) and has a threaded, non-spill cap. Nothing other than water is to be brought in the container. Chewing gum is not permitted during the academic day.

### **Prohibited Student Conduct**

Enrollment at St. Mary School is a pledge that all students and parents will partner with the faculty and administration to forge a culture that results in all members being consistently treated with dignity and respect as made in the image and likeness of God. For that reason, obscenities, harassment, bullying, intimidation, and other behaviors that are not consistent with living as a disciple of Jesus Christ, will be called out for correction. Parents are expected to support school personnel in addressing these issues and any behavior not consistent with extending the love of Christ to all members of our community.

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling, or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the

brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- e. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- g. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Firearms and Other Weapons Prohibition section of this Handbook.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones, and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, plagiarizing, giving or receiving unauthorized help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, yelling, screaming, profanity, coercion, threats, intimidation, stalking, harassment, sexual harassment, public humiliation, defamation, slander, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure and sexual assault.

12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property (including any act of vandalism).
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
20. Making an explicit threat on a website against a school employee, a student, or any school-related personnel if the website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the information could be reasonably interpreted as threatening the safety and security of the individual named because of his or her duties or employment status or status as a student inside the school.
21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of the student, such as in the student's clothing or backpack; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or at a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent or guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

### **When and Where Conduct Rules Apply**

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may

- reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

### **Behavior Expectations/Consequence**

In order to assist students in developing a positive and productive personal sense of right and wrong, St. Mary School provides clear and consistent expectations and consequences for student behavior. Classrooms, playground, cafeteria and church expectations, and consequences are posted in each classroom. If a student chooses to disregard the expectations, then they choose the consequences. Infractions are recorded daily by the teachers on behavior charts. Consequences start over each day for students in grade one, every two days for grade two, three days for grade three, four days for grade four and weekly for grades five through eight. St. Mary School Behavioral Model/Expectations and Consequences are listed below. A student who is accused of a serious infraction may be subject to police notification and/or placed on a home study program pending the outcome of the investigation.

### **BEHAVIOR MODEL/EXPECTATIONS**

“Even by his manners the child betrays whether his conduct is innocent and right.”

Proverbs 20:11

#### **A. Be Prompt and Prepared**

1. Come on time and in appropriate manner.
2. Come to class with needed supplies.
3. Come to class with assignments completed.

“There is a time for everything, and a time for every affair under the heavens.”

Ecclesiastes 3:1

#### **B. Respect Authority**

1. Follow all school rules.
2. Listen to and obey all adults in charge.
3. Follow directions the first time they are given.
4. You are responsible for your own behavior.

“Remind the people to be subject to rulers and authorities, to be obedient, to be ready to do whatever is good.”

Titus 3:1

#### **C. Respect the Rights of Others**

1. Keep hands, feet, and objects to yourself.
2. Treat others with respect.
3. Use proper language and voice.
4. Listen politely to the speaker.

“Treat others the way you would have them treat you”

Matthew 7:12

#### **D. Respect Property**

1. Respect other people's property.
2. Respect your own property.
3. Respect school property and equipment.

“For everyone to whom much is given, from him much will be required; and to whom much has been committed, of him they shall ask more.”

Luke 12:48

#### **E. Display a Concern for Learning**

1. Display a positive attitude.
2. Keep working on own assignments.
3. Allow others to work on own assignments.

“Apply your heart to instruction, and your ears to words of knowledge.”

Proverbs 23:12

**F. Display Appropriate Social Skills**

1. Do unto others as you would have done to you.
2. Interact with others appropriately and tactfully.
3. Be kind and courteous.

“Be kind and compassionate to one another, forgiving one another as God has forgiven you.”

Ephesian 4:32

**G. Display Appropriate Character**

1. Display a Christ-like character.
2. Be honest, loyal, trustworthy, and forgiving.
3. Make home, school, and the world a better place because you are here!

“Be imitators of God, as beloved children.”

Ephesians 5:1

**Progressive Consequences:**

Developing Ownership and Responsibilities

1. Verbal Warning
2. First recorded Warning:
  - Simple Interaction – Teacher/student
3. Second Recorded Warning:
  - Verbal Correction and 10 minute time-out
4. Third Recorded Infraction:
  - Student writes Behavior Improvement Plan (B.I.P). describing inappropriate behavior
  - Student makes commitment to improve
  - B.I.P. sent home to be signed by parents & returned the following day
5. Fourth Recorded Infraction:
  - Student phones parent - student must follow parent calling form
  - Witness signs form
6. Fifth Recorded Infraction:
  - Student meets with Principal immediately!
  - Second B.I.P., including phone call to parent
7. Sixth Recorded Infraction:
  - Student is immediately removed from classroom
  - Meeting with Parents/Guardians the following day during school hours.
  - Meeting includes Parents/Guardian, Teacher, Student and the Principal
  - Behavior Improvement Plan is developed
  - **Immediate meeting for violent, belligerent, or destructive behavior.**
8. Seventh Recorded Infraction:
  - In-School suspension (1-3 days)

Severe Infraction of rules such as bullying, violent, belligerent, or destructive behavior will result in moving immediately to steps 6, 7, or 8. Three in-school suspensions will result in expulsion. These consequences are guidelines for St. Mary School. The teachers of each classroom set up their own amount of verbal and recorded warning before B.I.P. will be sent home. The teachers of each classroom have a certain amount of days between each set of consequences before a new set begins.

**Disciplinary Measures**

St. Mary School seeks the integral formation of the whole student. This formation program involves motivating the will to pursue the good and requires, at times, the proper correction of that will when it goes astray. St. Mary School has established disciplinary norms and a code of conduct that aim to help students form themselves as well as assist the school in creating a safe, orderly, and positive atmosphere. As part of this process of formation, students are taught that poor choices result in consequences and that

they must accept responsibility for their own behavior. Depending on the seriousness of the infraction, a range of disciplinary measures may be applied. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents or guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal of the student from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. Before or after-school study or detention, provided the student's parent or guardian has been notified.
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities. An expelled student is prohibited from being on school grounds.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the school and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and properly address the disruption is a suspension or expulsion.

### **Suspension**

A student in the Catholic school shall not be suspended by the principal until there has been a conference with the parent(s) or legal guardian. The period of suspension may not exceed five (5) school days. The date of the suspension and a summation of the parent conference shall be kept on file.

### **Expulsion**

The expulsion of a student from a catechetical program is so serious that it should be invoked rarely and then only as a last resort. The catechetical administrator shall use reasonable means to discover the cause of the problem and should exhaust all appropriate remedies such as conference with parents or referral to a guidance clinic, physician, or the pastor, parochial administrator, or priest moderator. Situations meriting expulsion are published in the Handbook above (please see Conduct section). Serious violations which may result in expulsion include, but are not limited to, the following:

1. A student engages in delinquency or immorality, which would merit criminal punishment or constitute a menace or danger to other persons.
2. A student engages in such chronic or incorrigible behavior, as defined in the Conduct and Discipline policy, which undermines classroom discipline and impedes the progress of the entire class.



When all other means have failed and expulsion is being considered, the following procedures are to be observed:

1. The student is to be suspended for a period not to exceed one week.
2. The parents of the student are to be granted a conference with the pastor and principal in the hope that a solution to the problem will be found which will forestall the necessity of expulsion.
3. The pastor, in consultation with the principal, is to make the final decision and to communicate this decision to the parents. If expulsion is necessary, he will also help them make arrangements for the further education of their child.
4. If the pastor decides to expel the student from school, charity would suggest that some help be given to the family in finding another Catholic school, if possible, that would accept the student on a probationary basis.
5. If expulsion is necessary, the date of withdrawal and the word “misconduct” are sufficient for the permanent records. (At the discretion of the school, if the reason for expulsion is for possession of a weapon as defined in the Gun Free Schools Act, related to the possession or distribution of a controlled substance, or battery of a staff member or a fellow student, said reason(s) can be specifically indicated on a transfer record).

### **Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion, or alternative school setting. The goal of this meeting shall be to support the student’s ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

### **Bullying, Intimidation, and Harassment**

Because St. Mary School is committed to maintaining a culture characterized by charity, civility, and respect for the human person, all forms of bullying—including cyberbullying—will be addressed swiftly. Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, status of being homeless, actual or potential marital or parental status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

**Bullying** includes cyberbullying and means 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.

**Cyberbullying** means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage, blog, or vlog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates or is intended to create any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates or is intended to create any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents or guardians, who has information about actual or threatened bullying is encouraged to report it to the school office or any staff member. Anonymous reports are also accepted by phone call or in writing.

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school, within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the

availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

### **Conflict Resolution**

The faculty, and administration, teach and support peaceful and non-violent conflict resolution. Students are not to utilize violent, threatening, or bullying behaviors to resolve conflicts. If a conflict arises, the faculty and administration will handle the situation as appropriate, utilizing the necessary conflict resolution skills. The school counselor may also assist with situations as appropriate. Parent or guardian contact will be made as necessary.

### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others.

### **Firearms and Other Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, to any school-sponsored activity or event, or to any activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one year:

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 2012. The expulsion period may be modified by the school administration or pastor on a case-by-case basis.
- (2) A knife, brass knuckles, or other knuckle weapon regardless of its composition, a "billy" club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement or period may be modified by the school administration or pastor on a case-by-case basis.

### **Firearms, Drugs, Battery, and Student Information Reporting System**

St. Mary School will report any qualifying incident to the appropriate authorities within a timely manner. The school administrator shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel, and schools shall also report all of these incidents to the State Board of Education through existing school incident reporting systems in IWAS as they occur during the year by no later than August 1 for the preceding school year.

The chief school administrator shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian. The school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds. Both types of incidents will also be reported to the Illinois State Police through the School Incident Reporting System (SIRS).

## **Grievance Procedure**

Complaints from students, parents, and other legitimate sources about the operation of the school will be treated courteously (anonymous complaints will not be addressed). In order to help a parent or student resolve a grievance with a teacher, administrator, or the school in general, and to do so in an effective, efficient manner with mutual consultation, it has been established that the following order of people are those to whom the grievance should be brought: 1. The teacher involved; 2. The school principal; 3. The pastor. In fairness to both parties, the principal and/or pastor will meet with all parties involved, document the grievance or complaint, document the answer to the grievance or complaint, document the agreement reached or not reached, and read the report to both parties. If the grievance is not satisfactorily resolved at one level, either party may appeal to the next level, as listed above. The pastor's decision will be binding and final on all concerned.

## **Harassment and Teen Dating Violence Prohibited**

### **Harassment Prohibited**

No person, including a school employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The school will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Sexual Harassment Prohibited**

The school shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by state and federal law.

### **Teen Dating Violence Prohibited**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Principal, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

### **Investigation Process**

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the school's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

### **Enforcement**

Any school employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any school student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the school in the context of the relationship of the third party to the school, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

### **Retaliation Prohibited**

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

### **Isolated Time Out, Time Out, and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

### **Lunch and Cafeteria Rules**

At lunch each student is expected to act in a controlled and respectful manner while using the areas designated by school staff. Students are expected to keep the cafeteria neat and litter free. Each student should respect others and their property as the student would want to be respected. Standard cafeteria norms are to be practiced at all times according to the directives given by school staff. Good table manners, proper dining etiquette, orderly and quiet cafeteria lines, cleaning up after oneself, and leaving the dining room clean make for a pleasant dining experience for all.

## **Search and Seizure**

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Student Searches**

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent or guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

### **Questioning of Students Suspected of Committing Criminal Activity**

When students become involved with law enforcement officers, the officer shall be requested to confer with the student when he or she is not under the jurisdiction of the parish or school if this can be arranged. Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent or guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student's parent or guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

## **Student Appearance**

The dress code for St. Mary School contributes in a very important way to the overall sense of unity as a school community. The dress code enhances the learning atmosphere, adds a sense of pride, and reduces negative competition among students. Our students are expected to wear their uniform in a way that portrays a positive and modest self-image, conveys personal neatness and cleanliness, and demonstrates an attitude of excellence in performance and achievement. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Modesty in attire is expected for students, and all staff, faculty, and volunteers, supporting any event on St. Mary School property or a school-sponsored activity off campus. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

## **Uniform Dress Code**

All students are expected to wear the full, appropriate uniform each day and maintain it throughout the entire school day. School uniforms promote school spirit and a sense of unity. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities.

- ALL clothes are to be CLEAN, NEAT, AND MENDED
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school
- SHORTS may be worn year-round when appropriate for the weather
- SHORTS & PANTS must be worn at the waist and modest length for shorts
- SKIRTS should be no shorter than 3 inches above the knee and must be worn at the waist
- SHIRTS must be long enough to be tucked into waist band
- SOCKS must be worn with all shoes
- NO make-up or dangling earrings
- NO boots or hiking shoes, open toe or open back shoes
- NO sagging or low-cut/low-riding waist garments
- NO low cut, sleeveless, strapless, or midriff shirts
- No pictures/words of an offensive nature or in conflict with the school's mission or church teachings
- HAIR must be clean and neatly combed; bangs must be at or above the eyebrows or held back with a barrette and boys hair length may not be below shirt collar.
- NO coloring or dying of the hair is allowed
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day unless it is being permitted for a special event
- If there is any doubt about dress and appearance, the principal will make the final decision
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff, or others may be subject to discipline

**Student Uniforms include:**

- SMS Navy Quarter-zip
- SMS Navy Crewneck Sweatshirt
- Traditional Uniform Pants in Khaki or Navy (dockers style - no cargo/carpenter or jeggings)
- Polo Shirt: Navy, White or Light Blue (short & long sleeve)
- Dress Shorts in Khaki or Navy (no cargo)
- Dress Capris in Khaki or Navy (no cargo)
- Skirt or Jumper in SMS Plaid, Navy or Khaki
- Polo Dress in Navy or Light Blue
- Button-down Sweater in Navy or White (plain/no embellishments)
- Socks: Plain Navy, Black, or White
- Appropriate shoes meaning tennis shoes or tie/slip-on shoes

This list is not all inclusive, anything that is a disruption to the educational environment or that could pose a danger to students, faculty, or staff will not be allowed.

**Threats**

All threats are to be taken seriously and investigated. If, after investigation, the principal deems it warranted, the school may require a student who threatened others through words or actions to be removed from school and not permitted to return until it has been determined that it is safe for both the student and others in the school for the student to return to school.

**Video and Audio Monitoring Systems**

A video and/or audio monitoring system may be in use on Unit #42 school buses and a video monitoring system may be in use in public areas of Unit #42 school buildings. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel.

***EXTRACURRICULAR & ATHLETIC ACTIVITIES*****Activities Code of Conduct**

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

**Athletic Programs**

St. Mary School cooperates in the athletic program with Brussels Grade School, St. Norbert School and Calhoun Elementary School. Any school-sponsored athletic programs shall be part of the school curriculum and shall be subject to policies of the pastor, and school board as well as to the general administrative responsibilities of the principal of the school. Further, school-sponsored athletic programs shall be guided by the general curriculum goals of the school and should in no way detract from the academic and religious goals of the school.



## **Requirements for Participation in Athletic Activities**

A student must meet all academic eligibility requirements, have appropriate equipment including properly fitting protective gear, and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity, including practices:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant dated within one year of participation. The preferred certificate of physical fitness is the IESA's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent or guardian.
3. Proof the student is covered by medical insurance.
4. Signed documentation agreeing to comply with the school's policies and procedures on student athletic concussions and head injuries.

## **Academic Eligibility**

Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IESA and this Code, the most stringent rule will be enforced.

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches. Students must maintain at least a "C" average in ALL subjects and be passing ALL classes (not including P.E. and Religion) to be eligible to participate in that week's extracurricular and athletic activities. An "F" is an automatic suspension from the athletic program for one week or until academic requirements are met, whichever is longer. Grades will be averaged on Monday of each week or the first day back after a break for that week's participation.

Notices of ineligibility will be sent to the coaches and parents/guardians. Parents will be notified as to whether their child may return to the athletic program or be disqualified for another week. Students who are academically ineligible may not attend practices nor games until parents/coaches are notified they are in good academic standing. This time should be used to focus on academics. At the beginning of the second, third, and fourth quarters, the student's grades from the previous quarter will be used for ten school days, giving time to earn grades on which to base eligibility.

## **Absence from School on Day of Extracurricular or Athletic Activity**

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor, or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor, or coach.

## **Travel**

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. The parent/guardian can sign a release form provided by the coach to have their child ride home with them provided the parent or guardian

appears and accepts custody of the student. Oral requests will not be honored, and oral permissions are not valid.

### **Code of Conduct**

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is investigating the student's conduct.

#### **The student shall not:**

1. Violate the school rules and policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look-alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any 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 detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or

4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Violating the Code of Conduct**

If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

- a. Sanctions for violations other than those related to drugs and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
  - A specified period of time or percentage of performances, activities or competitions;
  - The remainder of the season or for the next season; or
  - The remainder of the student's school career.

The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the pastor. All students remain subject to all the school's policies and the school's Student and Parent Handbook.

### **Modification of Athletic or Team Uniform**

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

### **Uniforms**

Uniforms are furnished by the cooperating schools for students participating in their respective programs. The parents are requested to make sure the uniforms are in good condition – laundered and mended.

### **Clubs**

All school clubs must be officially recognized and approved by the principal in order to meet in the school building and to enjoy the privilege of using school facilities. Recognition requires a faculty advisor or school-appointed leader.

### **School Dances**

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances unless the principal approves otherwise. A guest must be "age appropriate,".

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent or guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

## **Student Athlete Concussions and Head Injuries**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies, and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

Students are removed immediately from practice or competition if any statute-specified person believes the student has sustained a concussion. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, signing the post-concussion consent form and the school's return-to-play and return-to-learn protocols. If the school has high school athletes, it reports instances of concussions to the appropriate organization that governs the school's interscholastic athletic participation.

St. Mary School in conjunction with the cooperating school will work together with the approved concussion oversight team composed of at least one person who is not a coach, and administration or their designee must supervise the individual appointed to implement the return-to-play return-to-learn protocol.

## **FINANCIAL MATTERS**

### **Lunch Program**

The students participate in the hot meal program at Brussels CUSD #42. They use EZSchoolPay.com for their payment system. You can use [www.EZSchoolPay.com](http://www.EZSchoolPay.com) to check your lunch balance, meal activity, and **MAKE PAYMENTS** (plus a convenience fee) to your student's account. Each family should deposit at least \$25.00 to \$50.00 in the family's account.

We ask that you please enclose your family's money in an envelope with the amount and the student's name on the outside. Checks are made payable to the BRUSSELS COMMUNITY SCHOOL DISTRICT #42.

Example:                      September 7, 2013  
                                     Oscar Smith ..... Grade 8    \$50.00  
                                     Saint Mary School

Parents will need to create an account and link your children to the parent's account using the child's lunch ID number (this is NOT their PIN #) or birthdate. Contact Yvonne [ynolte@brussels42.net](mailto:ynolte@brussels42.net)) for the ID number.

There will be a letter and form at registration regarding free and reduced prices for meals. The amount listed in the letter for free and reduced prices is your annual gross income NOT your take-home pay. Free and reduced request forms will be approved by St. Mary's principal and kept on file in case there is an audit. Free and reduced meal applications can be submitted anytime during the school year.

Our students are supervised in the cafeteria by one of our faculty members. Since a balanced diet is important for a growing child, we will encourage the students to eat at least a small amount of every item offered. No child will be forced to eat the food. A new policy starting 2012 school year: there will be no seconds on desserts.

## **Extras**

Each family must sign a permission form allowing your child(ren) to receive EXTRAS on entrees and sides. There is a charge for each extra item they take in addition to the first plate of food received. If the form is not returned your child will not be allowed to receive extra food or extra milk.

## **Tuition and Fees**

Saint Mary School is funded proportionately by a determined tuition/book fee, parent's contributions to their parish church, regular church funds, and fund-raisers. The book fee and tuition rates for all students; parishioner, non-parishioner, non-Catholic are set each spring by the pastor in consultation with the school board and principal for the following school term. Tuition may be paid monthly, quarterly or yearly. First payment is due at school registration.

In addition to the tuition/book fee, Catholic parents of Blessed Trinity Parish whose children receive their education at Saint Mary School are expected to contribute weekly to Blessed Trinity Parish in support of the church and school.

No Catholic child whose parents are registered members of Blessed Trinity Parish of South Calhoun shall be denied a catholic education because of inability to meet the following financial obligations. Tuition assistance is made available through application each school year.

## **Refund Policy**

If a child is taken out of St. Mary School by the parent or legal guardian due to family relocating or any other reason except expulsion, tuition shall be refunded for all remaining full months for which it has already been paid. No book fees will be refunded.

# **HEALTH & SAFETY**

## **Anaphylaxis Prevention**

While it is not possible for the school to completely eliminate the risks of an anaphylactic emergency, the school maintains comprehensive policies and procedures on anaphylaxis prevention, response, and management in order to reduce these risks and to provide accommodations and proper treatment for anaphylactic reactions. Parent(s) and guardian(s) and students who desire more information or who want a copy of the school's policy may contact the principal.

Parents of students with known life-threatening allergies and/or anaphylaxis should provide the school with written instructions from the student's health care provider for handling anaphylaxis and all necessary medications for implementing the student-specific order on an annual basis. This may be provided as an Individual Health Care Plan, an Emergency Action Plan, or as part of a student's Accommodation Plan. Students who have a known allergy may carry an auto-injector prescribed for them with appropriate notification to the school. In accordance with 105 ILCS 5/2-3.182, St. Mary School will follow individual emergency plans, ensure staff members receive appropriate training, and provide annual notice to parents or guardians of all students to make them aware of this policy.

## **Communicable Diseases**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school if they suspect or have knowledge that their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. The principal shall follow local procedures for notifying the Department of Public Health when this occurs.
3. The school will provide written instructions to the parents and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

## **Counseling and Guidance**

Students' needs for support services such as counseling and social work are evaluated when any school staff believes consideration is warranted, such as when there are changes in the student body or stresses within the surrounding community. When additional assistance is required, the principal will contact the administration of Brussels Unit #42 School District to receive services from the district's school counselor.

## **Diabetes Care for Students**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents or guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated school representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

## **Illness or Injury**

To protect the health of all of our students and staff, a student must remain at home if he/she has a temperature of 100 degrees or greater, vomiting or diarrhea. The student may not return to school until he/she has been fever/vomiting/diarrhea free for 24 hours without the use of fever reducing medication. Giving a fever reducer and sending your child to school will almost guarantee a call from school when the medicine wears off and will expose other students to your child's illness.

If you are in doubt about whether or not your child is sick, please err on the side of caution and keep your child at home as to avoid the risk of spreading the illness to others. In general, children with improving symptoms should be able to attend school. Some common reasons a child might need to stay home include:

1. Vomiting or diarrhea within the past 24 hrs.
2. A sore or discharging eye or ear. Pink eye is highly contagious.
3. An undiagnosed rash.
4. Strep throat or any disease requiring antibiotics, unless the child has been on the antibiotics for at least 24 hrs.
5. Runny nose, sore throat, severe cough.
6. Ringworm, or scabies.
7. Chicken pox – may not return until all pox are scabbed over and dry.

If your child is sick and will not be able to come to school, you need to call the school and inform us of their absence by 8:45am.

### **Emergency Care**

Emergency forms are filled out on registration day. If your child has a health problem, please note this on the form. If your child becomes ill or injured, you will be notified by phone. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students.

## **Immunization and Health, Eye, and Dental Examinations**

### **Required Health Examinations and Immunizations**

In accord with Illinois State Law and the Illinois School Code, all students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Vision - entering grade 1 and all new enrolling students at any grade
2. Health - entering grade 6
3. Dental – entering grades 2 & 6
4. Enrolling in an Illinois school for the first time, regardless of the student's grade.

All vaccinations must be up to date including the Tdap and meningococcal for students entering grade 6. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of three and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent or guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

## **Eye Examination**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year prior to the first day of school. Failure to present proof by October 15, empowers the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

## **Dental Examination**

All students entering second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof empowers the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

## **Exemptions**

A student will be exempted from the above requirements for:

- Medical grounds if the student's parent or guardian presents to the principal a signed statement explaining the objection;
- Religious grounds if the student's parent or guardian presents to the principal a completed Certificate of Religious Exemption;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student's parent or guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student's parent or guardian shows an undue burden or a lack of access to a dentist.

## **Insurance**

It is required that schools offer a student accident insurance plan. The school shall make certain that parent(s) or legal guardian(s) of every student in the school declare(s) in writing that they either do or do not want their child or children to be covered by the student accident insurance. If a student does not take the student accident insurance, the school must require a signed waiver releasing the school and staff of any liability. These signed waivers must be kept on file for all who do not participate in the student accident insurance plan. If a parent does not take the student accident insurance, the parent must show proof of other health insurance coverage. Students without proof of insurance coverage shall not be allowed to attend school.

## **Medication for Students**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent or guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent or guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

State laws prevent our dispensing any prescription and non-prescription medications (including but not limited to aspirin & cough drops) without



1. Written parent permission on the medication form,
2. Medication in its original container, and
3. Statement of Physician form.

Each time a new prescription is sent to school a new medication release form and Statement of Physician form must be filled out and signed. Please request extra copies from the office as needed. It would be very helpful to us if your child's prescription states to give it three times a day that you do this before school, after school, and at bedtime rather than sending it to school.

No school employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent or guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

### **Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent or guardian has completed and signed a School Medication Authorization Form. **Students with asthma should provide the school with a copy of an Asthma Action Plan that has been completed by their physician.**

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment, and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent or guardian has completed and signed a School Medication Authorization Form.

The school shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from administration of medication or a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent or guardian must indemnify and hold harmless the school and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

### **Administration of Medical Cannabis**

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. A parent or guardian or other designated caregiver is allowed to administer the product subject to the restrictions outlined in 105 ILCS 5/22-33. A school administrator may administer the product, and a student who is a registered qualifying patient may self-administer the product under the supervision of a school administrator, subject to the restrictions outlined in 105 ILCS 5/22-33. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The school may not deny a

student attendance at a school solely because he or she requires administration of the product during school hours.

### **Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents or guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents or guardians should consult their own physician regarding these medication(s). The school follows all requirements for reporting the supply of undesignated prescription medications and any administration of undesignated prescription medications.

### **Non-Prescription Medication**

State laws prevents our dispensing any non-prescription medications (including but not limited to aspirin & cough drops) without

1. Written parent permission on the medication form,
2. Medication in its original container, and
3. Statement of Physician form.

### **Emergency Aid to Students**

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

### **Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address an active threat or an active school shooting incident, and a minimum of one (1) bus evacuation drill (if applicable) each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent or guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

### **Bus Changes/Bus Safety**

If a child needs to ride a bus other than the one he/she has been assigned, a written request signed and dated by a parent/guardian must be brought from home and turned into the office so a bus pass may be assigned. For any bus or pickup changes, the parent must send in a note specifically explaining the change. The note must be signed by the parent and dated. If you need to make any last-minute changes for that day, you MUST call the school. Do not send an email, because it may not be seen prior to dismissal. Please refrain from calling the last fifteen minutes of the day as it can become quite hectic.

Students are under the supervision of the School District #42 bus drivers while on the bus and are required to cooperate with him/her. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Unit #42 Superintendent and St. Mary School Principal.

Students are expected to follow District #42 rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. If a student is suspended from riding the school bus it is the parent's responsibility to find alternative transportation.

In the interest of the student's safety and in compliance with state law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time for the bus and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Go to your assigned seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are prohibited on the bus unless the student receives the driver's permission.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Video cameras with audio may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

Due to the number of students being transported, there is a need to instruct students how to vacate a school bus in case of an emergency. Therefore, emergency drills will be held every year. Bus drivers will inform students of the proper procedures or students will be shown a bus evacuation procedure video.

### **Student Situation – Pregnancy**

St. Mary School affirms the moral teaching of the Catholic Church including the teaching of holiness and the giftedness of life. We equally assert the values of forgiveness and compassion. Believing that the truly Christian response to an adolescent boy/girl facing adult situations and decisions is focused on the person, the administration will deal with each boy/girl involved in pregnancy/parenting in a sensitive

and Christian manner on an individual basis. A conference will be held with the student, his/her parents, the principal, and the pastor to determine arrangements for the student's completion of his/her education and maintenance of his/her health and well-being.

### **Toxic Art Supplies and Required Eye Protection**

Toxic art supplies are not used in grades 1-6. Art supplies containing toxic substances are not used in grades 7 & 8 unless the materials are properly labeled according to statute. Students, teachers, and visitors are required to wear industrial quality eye care protective devices when participating in or observing chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids, or vocational or industrial arts shops or laboratories involving hot molten metals; milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid metals; heat treatment, tempering, or kiln firing of any metal or other materials; gas or electric arc welding; repair or service of any vehicle; caustic or explosive materials.

### **Wellness Policy [required for schools that participate in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP)]**

St. Mary School follows the Student Wellness Policy of the Diocese of Springfield in Illinois since the school participates in the National School Lunch Program and/or School Breakfast Program. A copy of the policy may be requested from the school office.

## **MEDIA, INTERNET, TECHNOLOGY, & PUBLIC RELATIONS**

\*All students, teachers, and staff are bound to the Diocesan Information Technology, Electronic Communications, and Social Media Policies in addition to school policies.

### **Acceptable Use of the School's Electronic Networks**

All use of the school's *electronic networks* shall be consistent with the school's mission and the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

#### **Terms and Conditions**

The term *electronic networks* includes all the school's technology resources, including, but not limited to:

1. The school's wireless networks (Wi-Fi);
2. Access to the internet or other online resources via the school's networking infrastructure or to any school-issued online account from any computer or device, regardless of location;
3. School-owned and school-issued computers, laptops, tablets, phones, or similar devices.

**Acceptable Use** - Access to the school's electronic networks must be: (a) for the purpose of education or research, and be consistent with the school's educational objectives, or (b) for legitimate business use.

**Privileges** - Use of the school's electronic network is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The

Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

- a. Using the electronic network for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any state or federal law;
- b. Using the electronic network to engage in conduct prohibited by school or diocesan policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic network for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his or her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic network for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using the electronic network while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that the school's electronic network is not private. People who operate school technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via electronic networks to be private property.

**No Warranties** - The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its

negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - By using the school's electronic network, the user agrees to indemnify the school for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

**Use of Telephone**- The school telephone is a business phone. Children may not use the phone except in the case of an emergency and with permission. We discourage calls which interrupt the teaching principal or another teacher during classes. Messages should be left with the school secretary; 883-2124 or on the school answering machine.

**Use of Email** - The school's email system, and its constituent software, hardware, and data files, are owned and controlled by the school. The school provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The school reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the school's internet gateway carry with them an identification of the user's internet *domain*. This domain is a registered name and identifies the author as being with the school. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the school's email system constitutes consent to these regulations.

## **Internet Safety**

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures. Staff members will supervise students while students are using school internet access to ensure that the students abide by the *Terms and Conditions* for internet access contained in these procedures. As digital citizens, students are responsible for their own actions at all times. The school responds to incidents as we become aware of them; however, we cannot offer perfect and complete supervision in this area, despite our consistent and conscientious vigilance.

Parents should speak with their son or daughter about appropriate conduct regarding the use of electronics and instruct him or her to inform a staff member if another student is using electronics inappropriately or sharing material that is impure, inappropriate, or makes the student or others uncomfortable. Parents are solely responsible for monitoring their student's activity on social media platforms and should therefore maintain constant vigilance in reviewing what their child is posting online to avoid violation of school policies and/or state and federal laws, along with the possible disciplinary and legal consequences.

## **Access to Student Social Networking Passwords and Websites**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. The school 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. However, in the course of an investigation, the student may be required to share the content that is reported to allow school officials to make a factual determination in the investigation.

## **Computer Literacy**

Technology is another tool available for teacher/student use to enhance the child's education and prepare him/her for the future. Computers/tablets are used for the Accelerated Reader Program, to reinforce skills in other subject areas and to enhance specific lessons at the discretion of the classroom teacher. Chromebooks/tablets are accessible for student use, with teacher supervision, and are connected to the Internet. A Technology Awareness Contract must be signed and returned to the office before the student can use the computer or tablet. This contract is made available at registration.

## **Social Media**

St. Mary School utilizes a Facebook page to market and promote the school, as well as provide important school information to the families and the public. A private SMS Chat-page is used for parents and staff to share school information to keep everyone up to date.

## **Student Photographs and Names**

Throughout the year St. Mary School may wish to publish examples of student projects, or other work and/or students photographs and names. These announcements/articles are used to promote special events, recognize accomplishments and awards achieved by our students, and to promote the school, parish, and the greater community. They are generally submitted to Catholic Times (Diocesan newspaper), local newspapers, and SMS Facebook page and SMS website. Parents are asked to sign a permission/ release form for each student. The forms on file will be reviewed by parents each school

year. A parent/guardian who wishes that their student(s) name or likeness **NOT** be included will need to inform the school in writing.

### **Student Use of Cell Phones and Other Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During school hours, electronic devices must be kept powered-off and kept in the student's book bag unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's accommodation plan; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules, or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school is not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this policy are subject to the following consequences:

1. First Offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second Offense – The device will be confiscated. The student's parent or guardian will be notified and required to pick up the device in the school office.
3. Third Offense – The device will be confiscated. A detention will be assigned. The student's parent or guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year.
4. Fourth and Subsequent Offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent or guardian will be notified and required to pick up the device in the school office.

### **Technology Vendors: Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act**

Schools throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations. Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate internet websites, online services, online applications, or mobile applications that are designed,



marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as schools and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our school may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent or guardian name and student or parent or guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic or extracurricular activities
- Special indicators (e.g., disability information, English language learner, free or reduced meals, or homeless or foster care status)
- Conduct and behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents or guardians
- Other activities that are for the use and benefit of the school

### **Unauthorized Use of Artificial Intelligence**

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator to do so. Students may not use AI, including AI image or voice generator technology, to violate school rules or policies. To ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

### **Website: [stmarysbrussels.org](http://stmarysbrussels.org)**

With the help of a parent volunteer, St. Mary School maintains a website dedicated to our school; [stmarysbrussels.org](http://stmarysbrussels.org). The website is used to promote upcoming events and student accomplishments and provide other important information about the school.

## **PARENT COMMUNICATIONS & INFORMATION**

### **Change of Address and Communication Records for the School**

It is imperative that school records have the correct name, mailing and street address, and telephone numbers of parents. Please notify the school immediately of any such changes.

### **Custodial and Non-Custodial Parents**

The school must also have on file court papers of divorce decrees, custody decrees, and restraining orders to use as guidelines for communications between the school and the home. The principal should be notified when parents are divorcing or separating. Office forms can then be changed with new addresses and phone numbers for both parents. This may also enable the faculty and staff to better meet the students' needs at this transitional time.

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

### **Communications**

At St. Mary School, the norms for communications are based on respect and the Golden Rule. This is the frame for the messages we send out to our school families. We therefore aim to be honest and direct but consistently respectful, professional, and constructive in our messages to parents and guardians. For this reason, we also insist that messages sent to faculty and staff are likewise courteous, kind, and helpful. These norms are not only in keeping with our Christian character, but also are the basis for all effective communications since most problems do not get better through an adversarial approach.

### **Office Communication**

Both the home and the school depend on the student for the faithful carrying of messages to and from school. Each month students receive a large envelope from the school office which contains the monthly newsletter. This newsletter has relevant information concerning school activities/events for the month

as well as forms which need to be filled out, signed, and returned promptly to school. Parents are responsible for reading the newsletter so as to keep themselves informed of important upcoming events. The newsletter and other flyers with pertinent information will be sent home with the oldest child in the family.

### **Administration Communication**

Any parent who needs to communicate a problem, concern, suggestion, or compliment to the principal is welcome to come into the school office to do so. If the principal is available, a conference can immediately take place. By calling the school office first, you can ensure that time is set aside for communication between you and the principal. Administration and office staff will also contact you with questions and concerns.

St. Mary School uses a message/alert system called **Remind**. This App is free and is a fast, efficient way for the school to communicate messages regarding school closings, bus route changes, etc. All families are required to sign up. Don't forget to add Grandparents or family friends who might be transporting your child(ren) to and from school. Administration will contact all new families prior to the start of the school year to be added to the SMS group.

### **Ladder of Communication – Conflict Resolution**

If a problem or question concerning your child should arise, contact the child's teacher first. If further discussion of the topic is needed, please contact the school principal. If it is necessary to involve the Pastor, the principal will contact him and request a meeting. School Board members should never be contacted; they are advisory only and have no decision-making authority or jurisdiction.

### **Parent-Teacher Communication**

Open communication between home and school is essential for a child's success in school. Classroom teachers communicate through classroom newsletters, student's assignment planners, electronic messaging (Class Dojo, Remind, Google Classroom), emails and phone calls to parents. Please feel free to call upon your child's teachers using the same means of communication whenever you have a question or concern; however, keep in mind that the teacher does not always have the availability to return the message during the day. Teachers are preparing for their day in the morning and often have meetings and scheduled appointments after school, so occasionally they may not be able to reply to your message the same day. Teachers are not always available on a "walk in" basis. The ideal situation would be to set up an appointment with the teacher so as to conduct a meaningful interruption-free conference.

**NOTE:** Teachers & staff should not be contacted through their "Personal" social media accounts or communication devices. Please refrain from contacting the teachers, administration and staff after school hours (especially evenings & weekends). Be respectful of their personal/family time.

### **Parent/Support Club**

All parents who have children enrolled in Saint Mary School are members of the Parent Support Club. Active participation in this organization's meetings and activities is an important means to learn first-hand what the school is doing to help your child. Meetings are usually held monthly in the school.

### **Parent Service Requirement**

At St. Mary School, we are proud to provide an outstanding program, both spiritually and academically to our student body. Fundraising is necessary to help with the rising costs in education, while keeping

tuition at a reasonable rate. At the end of each school year the Parent Support Club and Principal adopt a Support Club Fundraising Agreement stating all the fundraising events for the next school year. Each family in grades 1-8 will be required to participate in fundraisers planned as stated in the policy. The events are discussed and agreed upon at the Parent Support Club meetings in the Spring. Attendance is strongly encouraged at the monthly meetings usually held the first Wednesday of every month at 6:30 p.m. starting in September.

### **Parent and Teacher Conferences**

Parent-Teacher conferences are scheduled at the end of the first quarter for all parents. At these conferences the progress or lack of progress made by your child is discussed and the first report card is issued.

Conferences may be scheduled at any time during the school year either at the request of the parent or the teacher. Any difficulty perceived by the parent or teacher should be promptly communicated so that corrective measures can be taken.

### **Policy Making**

The policies of the administration and educational mission of St. Mary School are enacted and thereby formalized by the Pastor. The School Advisory Board is advised of the formation of such policies by the Principal, the Pastor, or other members of the Board. The execution and implementation of the policies are the responsibility of the school Principal. All school policies are available to parents of the students enrolled and to the school staff, as well as to other individuals upon request.

### **Responsibilities of School, Parents, and Students**

St. Mary School commits itself to a number of responsibilities in the service of our families and students. We require that families and students likewise meet their responsibilities so that the vital process of teaching and learning can be conducted in a safe, healthy, and salutary environment for all.

#### **School Responsibilities**

When enrolling your child in a Catholic school, the school accepts certain important responsibilities, including the following:

1. To have children receive an academically sound education in a Catholic environment
2. To communicate with parents and to have requests for meetings answered in a timely manner
3. To have students supervised in a safe and appropriate manner
4. To nurture the spiritual growth of students through Catholic traditions and rituals
5. To develop the social and emotional growth of students through various activities and opportunities

#### **Parent Responsibilities**

When enrolling your child in a Catholic school, you agree to certain important responsibilities, including these:

1. To participate in the life of the school by being present for meetings, fundraising events, academic activities, athletic events, and special worship services whenever possible
2. To be a partner with the school in the education of your child
3. To consistently treat all school personnel with respect and courtesy
4. To work with the school in the administration of student discipline
5. To understand and support the religious nature of the school
6. To read all communications (newsletters, daily and weekly folders, planners, etc.) from the school and request clarification, when necessary

7. To know who your child's teachers are and to observe mandatory parent-teacher conference dates and any special requests for meetings
8. To discuss concerns and problems with the person(s) most directly involved before appealing to higher authorities; contact with teachers should be during school hours and not at home on teachers' personal time. However, if a parent who intends to speak first with a teacher about an issue finds that he or she is rather upset or agitated when they are preparing to establish contact, they should seek the assistance of the school administration for making a first enquiry. It is important that all communications in these matters be respectful, charitable, and fair as parents check their understanding, bearing in mind that a child's account of an event may not be either fully complete or wholly accurate.
9. To be as actively involved as is feasible in the life of the school and to volunteer assistance when possible
10. To promote St. Mary School and to speak well of it to others
11. To meet financial obligations in a timely manner
12. To support the fundraising efforts of the school when possible
13. To appreciate that Catholic education is a privilege that many persons do not have

### **Student Responsibilities**

When enrolled in a Catholic school, students accept certain important responsibilities, including the following:

1. To abide by all school rules and guidelines
2. To keep the lines of communication open with one's parents, teachers, and other school personnel
3. To take responsibility for personal spiritual growth by participating in Christian traditions and rituals
4. To conduct oneself with dignity and to always show respect for all school personnel and students.

### **School Advisory Board**

Representatives from Blessed Trinity Parish are members of the Saint Mary School Board. The Board is an advisory body which aids the pastor and principal in the assessment and formation of school policy and program needs.

The Board meets the fourth Tuesday of every month in September through May. School Board meetings are open to the public. Anyone wanting to address the Board should present his/her request in writing to the president of the board or the principal five days before the meeting.

### **School Visitation Rights**

The School Visitation Rights Act permits employed parents or guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings, and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

### **Safety Training – Protecting God's Children**

St. Mary School teachers are required by the Diocese to provide student personal safety training for all students annually. The program implemented by the Diocese is through the Virtus Group. The Empowering God's Children Program works to advocate children's safety needs through age/grade appropriate lessons teaching personal safety, boundaries, prevention and disclosing. Parents are asked to sign a permission request form at registration for each child to participate in this program.

## **Sexual Abuse Awareness and Prevention, Grooming Behaviors, and Boundary Violations**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent or guardian, the school's environment, and the community at large, while diminishing a student's ability to learn.

### **Warning Signs of Child Sexual Abuse**

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

### **Warning Signs of Grooming Behaviors**

School employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels. Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents or guardians have indicated as unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

### **Warning Signs of Boundary Violations**

School employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent or guardian knowledge or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos and videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee’s home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student’s physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information

- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the school.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](https://online.rainn.org)

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

## **Faith's Law Notification**

### *Employee Conduct Standards*

Schools are required to include in their student handbook the school's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be requested from the school office.

## **Mandated Reporters**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

## **Sexual Abuse Response and Prevention Resource Guide**

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at [www.isbe.net](http://www.isbe.net) or you may request a copy of this guide by contacting the school's office.

## **Sex Offender Notification Law**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the school administration or pastor. Anytime that a convicted child sex offender is present on school property – including the three reasons above – he or she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct



supervision of a school official at all times he or she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry,

<https://isp.illinois.gov/MVOAY/Disclaimer>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

## **Visitors**

All visitors are required to enter through the main entrance at the back of the school building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Upon receiving permission, visitors are to proceed to their location in a quiet manner. All visitors must return to the main office to notify office personnel they are leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference and preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other unlawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other unlawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.

13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

## **Volunteers**

### **Safe Environment Training/Background Check**

All school volunteers must complete the free online Safe Environment Training (formally Protecting God's Children) through the Catholic Mutual Group and be approved by the principal prior to assisting at the school. While it is about child safety the content material is for adults. All adults who volunteer as room parents, chaperones for field trips, tutor, or aide in the classroom, on the playground, or any other school related events must have completed this training program and a criminal background check. The volunteers are asked to pay \$10 which is a portion of their background check. Background checks need to be renewed every five years. CMG informational forms are available by contacting the principal.

### **Volunteer Opportunities**

Some teachers utilize parent volunteers in the classroom. The individual teachers and/or principal make this decision. For school-wide volunteer opportunities, please contact the principal. Volunteers are required to check in and out at the main office.

Volunteers represent and serve the Church and School. They are therefore expected to always show support for the school and its governing policies. Diocesan policies bind all volunteers with respect to confidentiality. School administration may remove any volunteer who fails to uphold the policies and procedures of the school, including those related to behavior, confidentiality, and attire. All comments and concerns regarding volunteers or volunteering at St. Mary School should be addressed to the administration.

## **Right To Amend**

The principal retains the right to make exceptions and/or amend any policies in this handbook for cause. Faculty, staff, parents and students will be given prompt notice.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for cause at his/her discretion. Parents will be notified if changes are made.

## **PRAYERS TO BE LEARNED BY THE STUDENTS**



### **GRADE ONE**

***The Sign of the Cross:*** In the name of the Father, and of the Son, and of the Holy Spirit. Amen

***The Our Father:*** Our Father, who art in heaven, hallowed by thy name; thy kingdom come; thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us and lead us not into temptation but deliver us from evil. Amen

***The Hail Mary:*** Hail Mary, full of grace, the Lord is with thee. Blessed art thou amongst women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen

***Glory Be:*** Glory be to the Father, and to the Son, and to the Holy Spirit, as it was in the beginning, is now, and ever shall be, world without end. Amen

***Grace Before Meals:*** Bless us, O Lord, and these thy gifts, which we are about to receive from thy bounty, through Christ our Lord. Amen

***Grace after Meals:*** We give thee thanks, almighty God for all thy blessings, which we have just received from thy bounty, through Christ our Lord. Amen

***Angel of God:*** Angel of God, my guardian dear to whom God's love commits me here. Ever this day be at my side to light and guard to rule and guide. Amen

### **GRADE TWO - All of the above prayers plus...**

***Act of Contrition:*** O my God, I am heartily sorry for having offended you and I detest all my sins, because of your just punishments, but most of all because they have offended you, my God, who are all-good and deserving of all my love. I firmly resolve, with the help of your grace, to sin no more and to avoid the near occasions of sin. Amen

***Pledge to the Cross of Christ:*** I pledge allegiance to the Cross of Christ and to the Faith for which it stands: One Church, Holy, Catholic, and Apostolic with grace and salvation for all.

### **GRADE THREE & FOUR - All of the above plus...**

***Daily Offering:*** O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of your Sacred Heart: The salvation of souls, reparation for sin, the reunion of all Christians, I offer them for the intentions of our Bishops and all the Apostles of prayer and in particular for those recommended by our Holy Father this month. Amen

***Apostles' Creed:*** I believe in God, the Father Almighty, Creator of Heaven and Earth; and in Jesus Christ, His only Son, Our Lord; who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell; the third day He rose again from the dead; He ascended into heaven, sits at the right hand of God, the Father almighty; from thence He shall come to judge the living and the dead. I believe in the Holy Spirit, the Holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen

## **GRADE THREE & FOUR – continued**

### ***The Angelus:***

V. The Angel of the Lord declared unto Mary,  
R. And she conceived of the Holy Spirit.  
Hail Mary ...

V. Behold the handmaid of the Lord.  
R. Be it done unto me according to Your Word.  
Hail Mary ...

V. And the Word was made flesh,  
R. And dwelt among us.  
Hail Mary...

V. Pray for us, O Holy Mother of god.  
R. That we may be made worthy of the promises of Christ.

Let us pray:

Pour forth; we beseech You, O Lord, Your Grace into our hearts; that as we have known the incarnation of Christ, your Son by the message of an angel, so by His passion and cross we may be brought to the glory of His resurrection. Through the same Christ our Lord. Amen

***Regina Coeli:*** (Queen of Heaven) Pray at noon from Easter to Pentecost

V-Queen of heaven, rejoice. Alleluia.  
R-For He whom thou didst deserve to bear, Alleluia.

V-Hath risen as He said, Alleluia.  
R-Pray for us to God, Alleluia.

V-Rejoice and be glad, O Virgin Mary, Alleluia.  
R-Because Our Lord is truly risen, Alleluia.

Let us Pray:

O God, who by the resurrection of Thy Son, Our Lord Jesus Christ, hast vouchsafed to make glad the whole world. Grant that through the intercession of the Virgin Mary, His Mother, we may attain the joys of eternal life, through the same Christ our Lord. Amen

**GRADE FIVE – EIGHT** - All of the above plus...

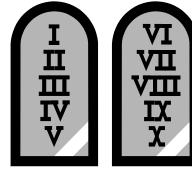
***Hail Holy Queen:*** Hail, Holy Queen, Mother of mercy, our life, our sweetness, and our hope. To you do we cry, poor banished children of Eve. To you do we send up our sighs mourning and weeping in this valley of tears. Turn then most gracious advocate, your eyes of mercy toward us; and after this exile, show unto us the blessed fruit of your womb, Jesus. Oh clement, Oh loving, Oh sweet Virgin Mary! Pray for us, Oh Holy Mother of God, that we may be made worthy of the promises of Christ. Amen

***Memorare:*** Remember, Oh most gracious Virgin Mary, that never was it known that anyone who fled to your protection, implored your help or sought your intercession, was left unaided. Inspired with this confidence, I fly to you, oh virgin of virgins, my Mother. To you I come, before you I stand, sinful and sorrowful, O Mother of the Word Incarnate, despise not my petitions but in your mercy hear and answer me. Amen

ALL students should be introduced to spontaneous prayer and to writing their own prayers. Prayers should include a greeting (Hail Mary), giving thanks and praise, asking, and a closing (through Christ, our Lord. Amen)

### ***The Ten Commandments***

1. I am the Lord your God. You shall have no other gods before me.
2. You shall not take the name of the Lord your God in vain.
3. Remember to keep holy the Sabbath day.
4. Honor your mother and father.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not desire your neighbor's wife.
10. You shall not desire anything that belongs to your neighbor.



### ***Seven Sacraments***

Baptism  
Confirmation  
Eucharist  
Holy Orders  
Holy Matrimony  
Anointing of the Sick  
Reconciliation or Penance

### ***Special Holy Days***

The Solemnity of Mary (January 1)  
Ascension Thursday (40 days after Easter)  
The Assumption of Mary (August 15)  
All Saints' Day (November 1)  
Immaculate Conception (December 8)  
Christmas (December 25)



### ***Mysteries of the Rosary***

#### **Joyful Mysteries**

1. The Annunciation
2. The Visitation
3. Birth of Our Lord
4. Presentation
5. Finding Jesus in the Temple

#### **Sorrowful Mysteries**

1. Agony in the Garden
2. Scourging at the Pillar
3. Crowning of Thorns
4. Carrying of the Cross
5. Crucifixion of Our Lord

#### **Glorious Mysteries**

1. Resurrection
2. Ascension into Heaven
3. Holy Spirit Descends Upon the Apostles
4. The Assumption
5. The Coronation

### ***Luminous Mysteries***

1. Baptism of Jesus
2. Wedding at Cana
3. Proclaiming the Kingdom
4. Transfiguration
5. Institution of the Eucharist (Last Supper)

### ***Names of the Apostles*** – Remember Baptism

**B** – Bartholomew  
**A** – Andrew  
**P** – Peter, Paul  
**T** – Thomas  
**I** – James, John, James, Judas, son of James, Judas Iscariot  
**S** – Simon  
**M** – Matthew

## **Student and Family Handbook Acknowledgement and Pledge**

Name of Student: \_\_\_\_\_

### **Student Acknowledgement and Pledge**

I acknowledge receiving and/or being provided electronic access to the Student and Family Handbook and Diocesan policies. I have read these materials and understand all the rules, responsibilities, and expectations. In order to help keep my school safe, I pledge to adhere to all School and Diocesan rules, policies, and procedures.

I understand that the Student and Family Handbook and School and Diocesan policies may be amended during the year and that such changes are available on the School or Diocesan website or in the school office.

I understand that I have an obligation to actively support the Catholic culture of my school that begins with treating my peers, teachers, school administrators and staff, priests, seminarians, and all campus visitors with respect at all times, as being made in the image and likeness of God.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and Diocesan rules, policies, and procedures.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### **Parent or Guardian Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student and Family Handbook and Diocesan policies. I have read these materials and understand all the rules, responsibilities, and expectations.

I understand that the Student and Family Handbook and School and Diocesan policies may be amended during the year and that such changes are available on the School or Diocesan website or in the school office.

I understand that I have an obligation to actively support the Catholic culture of my school that begins with treating my peers, teachers, school administrators and staff, priests, seminarians, and all campus visitors with respect at all times, as being made in the image and likeness of God.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and Diocesan rules, policies, and procedures.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date



## Diocese of Springfield in Illinois

### Family School Agreement – Basic Plan

What does discipleship and stewardship ask of active parish stewards? It expects:

- an active witness to the Catholic faith by our daily teaching and living, making discipleship a way of life.
- the entire family's participation at Mass in the parish every Sunday and Holy Day of Obligation.
- active involvement in the various parish ministries, each according to his or her time and talents.
- a respect for and cooperation with those who actually provide Catholic education – the priests, parishioners, and all school personnel – and their policies.
- each family to live as disciples of Our Lord Jesus Christ by giving of their time and talent and striving to fulfill the Biblical command to tithe by donating the suggested amount of at least 8% of their income to their parish, as adopted by our Fourth Diocesan Synod; and
- the full participation of the child, according to age and ability, to practice stewardship as well.

As parents we ask \_\_\_\_\_ parish to help us provide our child(ren) with a Catholic education. We understand and agree that our child(ren) will be taught the teachings of the Catholic Church in their fullness even if we are living a way of life that is contrary to those teachings. We also understand that if we do not live in accord with Catholic Church teaching, we are expected to discuss with the pastor of our Catholic parish ways in which we could. We further accept a commitment to the stewardship way of life as practiced in our diocese and in our parish. We pledge our full cooperation with the school and parish to prepare our child(ren) to be a disciple of Jesus Christ. We will make every effort to supervise our child(ren)'s commitment to this agreement.

\_\_\_\_\_  
Father/Adoptive Parent/Legal Guardian's Name                      Signature

\_\_\_\_\_  
Mother/Adoptive Parent/Legal Guardian's Name                      Signature

\_\_\_\_\_  
Student's Name                      Grade                      Signature

\_\_\_\_\_  
Student's Name                      Grade                      Signature

\_\_\_\_\_  
Student's Name                      Grade                      Signature

\_\_\_\_\_  
Student's Name                      Grade                      Signature

\_\_\_\_\_ Parish accepts your request for a Catholic education and your commitment to the discipleship and stewardship way of life. In order that cost not be a barrier for your children to receive a Catholic education, the Parish is committed to help pay tuition through the use of public and/or private scholarships, as adopted by our Fourth Diocesan Synod. We acknowledge our obligation to assist you in your task of nurturing your child(ren) in the practice of the Catholic faith. We will make our best effort to form your child(ren) as a disciple of Jesus Christ.

\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Principal's Signature



## Diocese of Springfield in Illinois

### Family School Agreement Alternate Plan for Families Practicing Other Faith Traditions

As parents we ask \_\_\_\_\_ School to help us provide our child(ren) with a Catholic education. We understand and agree that our child(ren) will be taught the teachings of the Catholic Church in their fullness even if we are living a way of life that is contrary to those teachings. We also understand that if we do not live in accord with Catholic Church teaching, we are expected to discuss with the administration of the school ways in which we could. We agree to pay for our child(ren)'s Catholic education as determined locally. We pledge our full cooperation with the school and parish to prepare our child(ren) to be a disciple of Jesus Christ. We will make every effort to supervise our child(ren)'s commitment to this agreement.

---

Father/Adoptive Parent/Legal Guardian's Name      Signature

---

Mother/Adoptive Parent/Legal Guardian's Name      Signature

---

Student's Name      Grade      Signature

---

Student's Name      Grade      Signature

---

Student's Name      Grade      Signature

---

Student's Name      Grade      Signature

---

Student's Name      Grade      Signature

\_\_\_\_\_ School accepts your request for a Catholic education and your commitment live in accord with biblical teaching. We acknowledge our obligation to assist you in your task of nurturing your child(ren) in the practice of the faith. We will make our best effort to form your child(ren) as a disciple of Jesus Christ.

---

Pastor's Signature

---

Principal's Signature