PARENT-STUDENT HANDBOOK 2022-2023



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St. Mary School operates under the auspices of the Archdiocese of Chicago. As such, the school administration, faculty and governance board are bound to implement and follow all policies and procedures promulgated by the Archdiocese and Office of Catholic Schools outlined in the **Handbook for School Administrators.** Local school policies and procedures found in the St.

Mary School parent/family/student and faculty handbooks are additional directives developed to govern the local needs of the school and may not contradict Archdiocesan and/or Office of Catholic School directives.

Statements in this handbook are subject to amendment. The school principal will keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

# MISSION

The St. Mary School mission is to provide our children with a strong academic foundation in an environment of Christ-centered love, while providing them with a strong spiritual and academic foundation rooted in the Catholic tradition.

**Living out our mission enables our students** to engage others in the world in a way that promotes peace and justice with respect for the human person and the common good by:

* Building a sense of community within the entire school, while reflecting the message of Christ.
* Instilling a strong value system grounded in an understanding of our Catholic heritage, faith and tradition.
* Implementing a curriculum that provides productive learning experiences for each student.
* Providing opportunities to spread God’s Word through service to others.
* Promoting an academic environment that encourages curiosity, creativity, critical thinking, and a lifelong love of learning.
* Fostering a sense of personal responsibility and good citizenship in each student.
* Celebrating and respecting diversity within our community.
* Nurturing a cooperative and supportive atmosphere between home and school.

# VISION

Our school is a vital and valued ministry within the evangelizing mission of St. Mary Parish of Riverside and its neighboring suburbs, and of the global Catholic community. Believing that each student is a child of God, St. Mary School challenges each to achieve academic excellence, to embrace the gospel message, and to make a difference in the world through Christian witness, service, and leadership.

Grounded in the gospel values and teachings of the Catholic Church, we, the faculty and staff of St. Mary School, commit ourselves to:

Support families in developing in their children a firm foundation of moral values and a belief in God;

Provide opportunities for students to form a strong Christian value system with an

understanding of our Catholic heritage and a desire to spread God’s word through evangelization;

Foster in our students a sense of personal responsibility, self-sufficiency, and concern for others while discovering in themselves their individual giftedness;

Provide quality instruction that promotes academic excellence by challenging students to think critically, solve problems creatively, communicate effectively through the integration of current technology, as well as through spoken and written word;

Provide flexible and diversified learning situations that encourage self-directed learning;

Develop an inclusiveness that will celebrate and incorporate the diversity within our community; Promote a safe, nurturing environment that facilitates emotional, social, and intellectual growth;

Witness to interpersonal relationships based upon human dignity, mutual respect, love, concern and service;

Establish a school climate in which peace, justice and environmental issues can be understood in personal as well as global terms;

Recognize that parents and guardians are the primary educators of their children, and strive to build a cooperative and supportive atmosphere between home and school.

This commitment will continue to challenge each of us, as Christian educators, to develop and act from a global perspective, enrich our own academic life, deepen and share our faith-life, while calling ourselves and others to recognize and fulfill the uniqueness of our gifts.

# PHILOSOPHY

In cooperation with the parish community and in partnership with the parents and/or guardians of our students, we at St. Mary School are committed to provide the children of our school with

a firm foundation in the faith, traditions, and moral values of the Catholic Church. With this as our foundation, we strive to develop each student’s individual skills and abilities in many areas: spiritual, intellectual, artistic, interpersonal and technological.

Because we believe that children learn in different ways, we employ various teaching methods, styles, techniques, and strategies to meet the developmental and ability levels of our students. Furthermore, we believe that children learn from the example of faculty, staff and administration, who model Christian values of integrity, responsibility, honesty, courtesy, respect, concern, and forgiveness.

Our goals support academics and personal excellence. The faculty strives to foster in our students, a sense of personal responsibility; provide quality instruction that will challenge students to think critically, solve problems creatively, communicate effectively; and witness interpersonal relationships based upon human dignity, mutual respect, love, concern and service. We expect our students to develop a belief in God, in themselves and in others, and to develop their individual capacities into Christian habits of action and thought.

We at St. Mary School seek to graduate students who are responsible, educated Catholics prepared to meet the challenges of the future.

# HARASSMENT

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

Harassment involves persistently bothering someone else. Harassment by itself does not necessarily involve intent to harm; it may simply mean one person refusing to leave another alone. In a school environment, it could involve one student repeatedly bothering another about the answers to homework, or about joining a team. A parent or guardian constantly contacting members of the staff or administration to debate an academic or administrative decision already declared to be final can also amount to harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated, and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

# ADMISSION AND ATTENDANCE

Admission

*St. Mary School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. St. Mary School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in this school. St. Mary School does not discriminate on basis of gender, race, color, or national and ethnic origin in administration of educational or employment policies, athletic or other school-administered programs.*

Age of Admission

The law in Illinois states two options for admission to pre-kindergarten, kindergarten, or first grade:

* Observe the September 1st cutoff date with no exceptions.
* Observe the September 1st cutoff date as the general rule and make exceptions by allowing a child to be tested. A local assessment tool may be used in determining a child’s readiness for early age admission.

Registration

For purposes of new admissions to St. Mary School, a primary registration period will be scheduled each year (late January to mid-February). Children registered at this time will be considered for admission in accordance with the following order of priority.

1. Children currently enrolled at St. Mary School (Grades 1-8).
2. Siblings sisters of students in grades 1-8.
3. Children entering school for the first time, whose parents are active, registered members of St. Mary Parish (regular attendance at mass, as well as financial support of parish).
4. Transfer students from other Catholic schools, or from schools that are merging, consolidating, or closing.
5. Transfer students from public schools whose parents are active, registered members of St. Mary Parish.
6. Catholic students whose parents are not registered members of St. Mary Parish.
7. Non-Catholic students

Qualifications for Admission

1. New students and those transferring to St. Mary School will be admitted upon review of transcripts, report cards, and test scores if there are openings at the appropriate grade levels as specified in the Class Size Policy.
2. Parents must present an official copy of the child’s birth certificate and baptismal record (if applicable) by the first day of school.
3. For admission of a pre-k, kindergarten, sixth grade, or a transfer student from out of state, parents shall present a record of compliance with local and State of Illinois health requirements. (St. Mary School should receive the above documentation prior to the first day of attendance or your child will not be admitted to class.)
4. Each transfer student 1-8 will be admitted to St. Mary School if, after reviewing academic and health records from the transferring school, the principal makes a determination that St. Mary’s academic program is appropriate for the child. Transfer students who have outstanding financial obligations at another Archdiocesan school will not be accepted at St. Mary School until satisfactory arrangements have been made to fulfill those obligations and make required payments to St. Mary School
5. Children who register after the primary registration period will be accepted only if there are openings in the classes requested. Otherwise, they will be put on a waiting list and will be accepted according to the date of completed registration as openings occur.
6. A commitment is made on the part of the child’s parent(s)/guardian(s) to support St. Mary School’s mission and philosophy and to comply with the policies and procedures contained in the *Parent-Student Handbook.*

Class Size

**PRE-K**: It is our aim to keep maximum class size of not more than 20 students with a certified teacher and an aide.

**GRADES K-8**: It is our aim to keep maximum class size of not more than 26 students per class and 52 per grade.

SCHOOL HOURS

7:30 a.m. Teachers arrive.

7:50 a.m. First Bell Students begin to arrive.

8:00 a.m. Tardy Bell Morning prayer, pledge to the flag, attendance, announcements, etc.

3:00 p.m. Grades PreK 3, 4, 5 dismiss from the Parish Center Doors; 6, 7, 8 dismiss from the Herrick Doors; 1, 2, 3 dismiss from the Link Doors led by their homeroom teachers.

# STUDENT ARRIVAL

Children are not to arrive on school premises before 7:45 a.m. unless they are enrolled in the morning LEAD Program, scheduled for band or choir practice, or to meet with a teacher. Students must notify teachers ahead of time if they are coming in early.

The school doors are locked at all times. Students arriving late must enter at the school office entrance to receive a tardy slip to take to their classroom.

Parents dropping off their children for the LEAD Program in the morning may use the church elevator door off the east parking lot.

The school does not provide playground supervision before the 7:50 am bell.

Students may enter the school by the main office doors only prior to 7:50 a.m. for the following reasons:

* **Pre-arranged** appointment with a teacher
* **Pre-arranged** appointment in technology or library/resource centers
* During severe weather (heavy rain, snow or below zero temperature) students may enter through any door.

Traffic Patterns Before School Arrival

**DROP-OFF PROCEDURES**: To be followed from 7:45 to 8:00 a.m. daily “Drop-Off Only”:

###### Parish Center Doors (primary drop-off location):

* 1. Traffic enters the East Parking Lot from Herrick and stops at the area **in front of the Parish Center doors.**
	2. Drop-off Zone is located at the Parish Center doors – 6 cars can unload at a time.
	3. Children may only exit vehicles from the **passenger side** of the car.
	4. Drivers continue straight out of the parking lot through the southeast exit
	5. Drivers **may turn either direction – east or west – upon exiting** the lot at the southeast driveway. There will be a left turn lane and a right turn lane leaving the southeast driveway.
	6. Drivers: absolutely **NO PASSING allowed** in the Drop-Off Only lane – delays will bebrief.
	7. **Pedestrians will be crossing** at all sidewalks and also at the pinch-point between the East and South Lots.

###### Herrick Road Entrance (secondary drop-off location):

1. Parents and caregivers may drop children off **at the curb in front of the school before the intersection of traffic** west of the main crosswalk.
2. Drop-off Zone is located at drop-off sign – 6 cars can unload at a time – **pull forward**
3. **NO left-hand turns** are allowed onto the “Little Herrick” curved street in front of the school.
4. Traffic merges into **one lane** before the Herrick crosswalk. Please be courteous.
5. Children may NOT BE dropped off on Herrick after traffic merges – please proceed to the parking lot at that point for the safety of all students and staff.

“PARK AND WALK”:

1. Parents and caregivers may enter the **South Parking Lot** from the southwest entrance on Burlington Street, park, and walk their young children to the door.
2. Parking during drop-off will only be permitted in the five (5) south rows in the center of the lot; not next to the school building.
3. Vehicles exiting the parking area **must merge** into the south-bound line of traffic and exit the parking lot through the southeast exit.
4. No “dropping off” in the park and walk area is allowed.
5. Two-way traffic is prohibited at drop-off time in both East and South Lots.
6. Parking in a non-parking spot will not be permitted. Cars must be parked in a designated parking spot.

STUDENTS WHO WALK OR RIDE BIKES:

1. Please note that several children walk or ride bikes to school. Walkways from the Burlington Street sidewalk to the school on both the East and West sides of the lot are indicated using orange cones**. DRIVERS: PLEASE BE AWARE OF THESE PEDESTRIAN STUDENTS.**
2. From the Herrick side, pedestrian crossings are indicated north of St. Mary Church

After School Dismissal

**PICK-UP PROCEDURES**: To be followed from 2:45 to 3:15 daily

Parish Center Doors (Pre-K, 3rd, 4th and 5th grades are dismissed from these doors):

* 1. Only cars with a Parking Placard are permitted to park in the east parking lot next to the church and gym.
	2. **Pedestrians will be crossing** at all sidewalks and also at the pinch-point between the East and South Lots. Please be courteous and alert drivers.

###### Link Door next to Pre-K classroom (K, 1st, and 2nd grades are dismissed from these doors) Herrick Road Entrance (6th, 7th and 8th grades are dismissed from this door):

1. Parents and caregivers may pick up children **at the curb in front of the school before the intersection of traffic** west of the main crosswalk. Children should enter the car on the passenger side.
2. **NO left-hand turns** are allowed onto the “Little Herrick” curved street in front of the school.
3. Traffic merges into **one lane** before the Herrick crosswalk. Please be courteous.

##### “PARK AND WALK”:

1. Parents and caregivers may enter the **South Parking Lot** from the southwest entrance on Burlington Street, park, and walk to pick up their children.
2. Vehicles exiting the parking area **must merge** into the south-bound line of traffic and exit the parking lot through the southeast exit.
3. No double parking in the South Parking Lot is allowed.
4. Two-way traffic is prohibited at pick-up time in South Lot.
5. Parking in a non-parking spot will not be permitted. Cars must be parked in a designated parking spot.
6. Parents are asked to wait on the black top (BEYOND THE SIDEWALK) and take their children directly to their cars and depart.
7. Parking during pick-up will only be permitted in the five (5) south rows in the center of the lot; not next to the school building.

##### REMEMBER PARENTS THAT CELL PHONE USE IS ILLEGAL IN SCHOOL ZONES

We ask parents to cooperate for the safety of students and efficiency of drop-off and pick-up times for all concerned. Please be courteous and alert drivers.

To ensure the safety of all children, school personnel and members of the Safety Patrol will be on the parking lot to assist with orderly arrival and dismissal. Drivers must be cautious and patient. Have the children prepared to depart from the cars when you drive up in the morning. It delays everyone else in line if a few parents stop, have their children retrieve books, etc. from the trunk, and remain to watch them enter the building. Parents are not expected to enter the school through the main entrance unless they have an appointment or need to conduct business at the school office

Parking Placards

There are reserved parking spots in the Herrick/Church parking lot near the Parish Center doors for vehicles displaying a St. Mary School parking placard. Parking placards are available to those families with small children in car seats. They are for the purpose of being able to park close to the door so you can keep an eye on sleeping children in the car while you are picking up a student. You may apply for a parking placard in the school office. They are given on a first come, first served basis. We have limited space, only 25 are allowed.

PARKING PERMIT #

Bike Riders

Park and lock bikes at the racks located at the west side of the Parish Center. Enter school at the Link entrance and go directly to your classroom.

#### Daily School Attendance

Daily school attendance is compulsory in the State of Illinois for children 6 through 16 years of age. The responsibility for compliance with the law belongs to the parent(s)/guardian(s) of the child. The school is responsible for keeping an accurate record of each student’s daily attendance. The attendance record is placed in the student’s permanent file each school year.

School is the place where children begin to learn the responsibilities needed in life, especially regular attendance and punctuality. Consistent prompt attendance is necessary for every

student’s success in school. It is not recommended that children leave early on any given day, nor is it recommended that children miss school for any other reason than illness.

* The parent/guardian must report all absences by 8:30 a.m.
* Students unable to participate in Physical Education class or recess must bring a written excuse to their teacher and may not participate in athletics on that day

###### Students who are absent due to illness or who leave school early due to illnessmay not return that day to participate in any extra-curricular activity.

* Students who have been absent for three or more consecutive days must also bringa dated note from a physician which states the reason for the absence and assures the school that the student’s presence creates no health danger to other students.
* Students with fever are to remain home for at least 24 hours after they no longer have a fever (100F/37.8C or greater when measured orally) or signs of the fever without the use of fever reducing meds.
* A child who must leave at any time before dismissal must be signed out by a parent/guardian at the school. A written note must be sent to the teacher in the morning with the specific time of pickup.

A parent/guardian taking their child(ren) out of school for an extended period of time must send a note to the classroom teacher at least 10 days prior to the absence, indicating dates and reason for absence.

According to the State of Illinois, the following guidelines must be followed:

Full day is 6 hours or more in attendance Half day is 2.5 hours – 5 hours & 59 minutes A student in attendance less than 2.5 hours is considered absent the entire day.

A student who is tardy is counted as in attendance all day if they arrive prior to 8:50 a.m. A student arriving after 9:50 a.m. is considered in attendance for half a day.

A student leaving before 10:25 a.m. for the rest of the day is considered not to be in attendance for the day.

Students are expected to be in attendance for special school functions that are outside of regular school hours. Attendance and grades are assigned to these. These include the

* 1. Christmas Chorale Concert
	2. Sunday Mass and Open House kicking off Catholic Schools Week.

#### Late Arrivals Marked Tardy

Students are expected to be in their homerooms by 8:00 a.m. Students must be in their classrooms before the tardy bell rings or they will be marked tardy. Those arriving after the 8:00 a.m. tardy bell must enter at the school office doors and report to the School Office to receive a tardy slip.

If habitual, unexcused tardiness persists; parents will be contacted to correct the disruption of classes.

###### Junior High Students (grades 6, 7, and 8) will receive a detention after three (3) tardies (combination of “late to school” and “late to class”) are issued per trimester

#### Absences and Reporting Absences

An adult must call the school office, (708) 442-5747, before 8:30 a.m. to report a child’s absence. State the child’s name, grade/room number, and reason for absence. Homework assignments and books can be requested at this time, but can only be picked up between 3:00- 3:30 p.m. at the school office. You may request that the books be sent home with a sibling or classmate. The

Homework Calendar on the school’s website is the preferred way to obtain homework assignments. **A written note or email explaining the child’s absence must be sent to the homeroom teacher the day the child returns to class**. The school secretary will call a parent at home or work if a child fails to appear for class when no report of absence has been made.

Truancy

Truancy is the absence of a student from school without a valid excuse or without prior approval from the principal. When a student is truant, a parent or legal guardian is required to provide the principal with a satisfactory explanation before the child will be allowed to return to school. In addition, class work must be made up and missed assignments completed on the student’s own time.

The State of Illinois Code provides for compulsory attendance of all children between the ages of six and sixteen years. Although responsibility for compliance with this law belongs to the parents/guardians, the school is obliged to keep an accurate record of daily attendance. If all efforts to correct sustained truancy are not effective in correcting the problem, the case shall be referred to the appropriate official of the public school district in which the child resides.

Dental and Medical Appointments

Dentists and physicians are aware that appointments for children should not be scheduled during the school day unless there is an emergency. We ask families to comply with this direction so that students do not miss important class time. For dental or medical appointments that can only be scheduled during school hours, a parent/guardian must sign the child out of the building at the

school office. Upon return to school, the child must report to the school secretary to sign in and secure an admission form to class.

Early Dismissal Requests and Family Vacations

Any request for an early dismissal must be in writing and is to be given to the homeroom teacher, who in turn will forward it to the school office. The request should indicate the reason for the early dismissal and the time that the parent/guardian will call for the child. If an adult, other than a legal guardian, is coming for the child, that person’s name and relationship to the family must be indicated on the requests. At times of early release from school, children must be picked up at the school office.

Family vacations should be scheduled during school holidays; however, in the unlikely event that an emergency should arise, **written notification must be submitted to the school office**.

Parents are expected to discuss the possible effect of the absence on the pupil’s academic progress with the teachers involved. Recommendations shall be documented. The final decision, however, shall be the responsibility of the parent/guardian. **When a child is out for extenuating circumstances, make-up work will not be assigned until the child returns to school.** The teachers will determine a reasonable date when all make-up work is due and necessary tests administered. This date will be communicated to the student and parent, who are then responsible for seeing that this work is completed on time and the child is prepared to take required tests. Teachers are not expected to provide individual tutoring in order to facilitate these processes, but should allow sufficient time for mastery of skills and content

taught during the child’s vacation before tests are administered.

Scheduling Appointments

The official school calendar lists holidays, in-service and institute days. This is designed to assist parents as they schedule childcare, medical/dental appointments, visits to high schools by eighth graders, and family trips on days when school is not in session. **Please consult the monthly calendar sent home for updates.**

Child Custody

The school shall release a student to either parent unless the school has a copy of a court order giving one parent exclusive custody.

# ACADEMIC PROGRAM

Faculty and Administration

Full time faculty members hold at least a bachelor’s degree and meet certain requirements of the Office of Catholic Schools and the State of Illinois. Several teachers also hold higher degrees, and for members of the administrative team, it is a requirement to minimally have a Master’s Degree.

Values-Centered Catholic Education

The primary reason for the existence of a Parish School is to assist parents in the Catholic education of their children. For this reason, Religious Education is the common thread woven

throughout a child’s curricular experiences at St. Mary School. Formal instruction in both Religion and Family Life are essential to our curriculum. Religious formation takes place in all aspects of school life from the time the children arrive on the playground in the morning, until they leave

the building after the last activity of the day.

Each day begins with prayer, followed by instruction in scripture, Catholic doctrine, tradition, and values. Children participate in an all-school liturgy and are given the opportunity to serve as lectors, commentators, cantors, choir members, and altar servers. They are also introduced to various forms of prayer, para-liturgies, retreat experiences, and service opportunities during the course of the school year. Students study the lives of the Saints, with emphasis on the life and lessons of the Blessed Mother, as well as contemporary models of Christian virtue.

Children in the 2nd grade are prepared to receive the Sacraments of Reconciliation and the Eucharist and those in 8th grade are prepared to receive Confirmation. The Parish Director of Catechesis works with classroom teachers, parents/guardians and parish staff in these sacramental preparation programs. One year of religious instruction is required to receive these sacraments.

#### Curriculum

The Curriculum of St. Mary School meets the requirements set forth by both the State of Illinois and the Archdiocese of Chicago Office of Catholic Schools. The school received full recognition during an Advanced Ed visit and the State of Illinois visit.

St. Mary School works to meet the needs of all students. When appropriate, St. Mary will create an ICEP (Individual Catholic Education Plan) to accommodate student needs. Upon request of a parent or teacher, students will be referred to their local public school district for educational/psychological testing to determine eligibility for special services. Referral is made after meeting with parents/guardians to discuss a child’s academic and/or behavioral performance. Staffing with the public school district personnel include parents/guardians, teachers and possibly the principal.

St. Mary faculty and administration collaborate in writing and updating the local curriculum to meet student needs. The core curriculum includes religion, reading, English grammar and writing, mathematics, social studies, science, art, music, physical education, and computer literacy. Supplementing this at appropriate levels are classes in family life, drug/substance abuse, and band. Spanish is taught in all grades in some capacity.

#### School Day

PRESCHOOL DAY

Preschool classes may be full or part-day at the discretion of the principal. Instruction in language arts and mathematics shall occur daily in preschool. Regular instruction shall also occur in science and social studies. Religion shall be offered as a daily subject. Preschool students shall begin and end the instructional year on the same days as students in grades 1-8 unless special permission is granted by the Regional Director.

KINDERGARTEN DAY

Kindergarten classes may be full or part-day at the discretion of the principal. Kindergarten classes shall be offered all days in which the school is in session. Kindergarten classes should be offered for at least 5 and a half hours per day. Lunch, recess periods, classroom breaks, announcements, snack times, and nap times do not count toward this time. The following are the Archdiocesan recommended time allocations for kindergarten:

|  |  |  |
| --- | --- | --- |
| Organization/Circle Time | 40 | 8 |
| Religion | 60 | 20 (3 days a week) |
| Reading Readiness | 150 | 30 |
| Language Development | 75 | 15 |
| Writing | 30 | 10 (3 days only) |
| Mathematics | 150 | 30 |
| Science | 20 | 10 (2 days only) or 20 (1 day) |
| Social Studies | 20 | 10 (2 days only) or 20 (1 day |
| Health | 20 | 10 (2 days only) or 20 (1 day) |
| Music | 50 | 10 |
| Art | 50 | 10 |
| Physical Education | 75 | 15 |

This schedule assumes a full day kindergarten program.

Kindergarten students shall begin and end the instructional year on the same days as students in grades 1-8 unless special permission is granted by the Regional Director.

ACADEMIC DAY GRADES 1-8

A full day of instruction shall include at least 5 ½ hours of school per day. Lunch, recess periods, class bathroom breaks, and announcements do not count toward this time. Students in grades 1-8 are required to attend for the full school day. Students may not be enrolled for more than 8 instructional hours a day. Students in grades 1-8 shall regularly participate in Masses and other Sacramental opportunities. The following are the Archdiocesan recommended time allocations for the daily schedule.

|  |  |  |
| --- | --- | --- |
| CORE CLASSES | GRADES | MINUTES PER WEEK |
| Religion | 1-8 | 200 |
| English/Language Arts | 1-3 | 900\* |
|  | 4-8 | 450 |
| Mathematics | 1-8 | 300 |
| Social Studies | 1-2 | 60 |
|  | 3 | 90 |
|  | 4-8 | 200 |
| Science | 1-2 | 60 |
|  | 3 | 90 |
|  | 4-8 (labs encouraged) | 200 |
| Technology | 1-3 | 60 |
|  | 4-8 | Integration with all core classesrecommended. |

Minutes for special subject areas (art, physical education, foreign language, music, etc.) should be established in consultation with the Regional Director.

\* = More minutes are provided to ELA in grades 1-3 to allow teachers to address the foundational skills required by the reading standards. Literacy is not the sole responsibility of ELA teachers but should be developed and assessed across the curriculum.

This is based on a daily allocation of 5 ¾ hours. Differentiated Instruction

Differentiated Instruction is a teaching theory that promotes the use of varied instructional

approaches for different students in the classroom. Curriculum is adjusted to learners rather than expecting students to modify themselves for the curriculum. It allows for all students to be equally engaged and appropriately challenged. It focuses on the same concepts with all students but adjusts for the diversity of learners in the classroom. It is a dynamic process.

Grouping and regrouping of children is based on subject matter and ongoing teacher evaluation of each student’s progress. No child is kept in a static group or labeled because the student readiness and achievement differ between subjects and over time. Differentiated instruction focuses on three distinct areas of teaching: whole classroom, small group, and individual instruction thereby striving to ensure that all student’s needs are met. Students in grades 3-8 will take the Aspire Interim Benchmark tests 3 times in the school year. The results of these interims will be used to differentiate instruction.

Assessment and Evaluation

Multiple forms of assessment are used to evaluate the curriculum and to determine student- learning needs. The standardized testing program, Aspire, adopted by the Office of Catholic Schools of Chicago is administered to students. Aspire testing is administered in April. Aspire Benchmark testing occurs twice a year; fall and winter in grades 3rd-8th. (Fountas and Pinnell and Aimsweb are used to assess our primary students and older students with special learning needs.)

#### Educational Field Trips

###### Purpose

Field trips enhance classroom learning and open new ideas of interest for the students. School personnel are encouraged to use the extensive resources available for one-day educational trips for students. The purpose and goal of the trip should correlate with the instructional level of the students and the curriculum. Details concerning the field trip should be sent to parents/guardians well in advance and should include the nature of the trip, its education value, transportation arrangements, supervision and the cost per student.

St. Mary teachers believe in educating the whole child, so they continually seek ways in which to involve outside resources in the education process. Parents/guardians will be informed in advance about a pending trip. Information will include: the destination, academic purpose, travel arrangements, type of supervision, time out of the school building, approximate return time, and cost. Participation in a field trip requires written permission from the parent/guardian. A student will not be allowed to participate in the field trip unless the signed authorization is received prior to departure. Oral permission granted via the telephone will not be accepted as legitimate authorization.

The classroom teacher reserves the right to determine if a child should be accompanied by a parent/guardian or excluded from participation in a Field Trip because of unacceptable behavior patterns. Teachers will notify parents of such a situation prior to the scheduled trip and will confirm parent/guardian attendance. If a situation arises where a child does not participate in a particular field trip, the parent/guardian has full responsibility for their child’s well-being.

###### Approval of Field Trips

The principal approves field trips and local policy determines the number of field trips allowed annually. Consideration should be given to the financial burden field trips place upon families. Overnight trips for elementary school students are not advised.

The principal reserves the right to exclude a student from participating in a field trip. If the principal or the parent/guardian chooses not to allow the student to participate in the fieldtrip, alternate plans for the day will be approved by the principal. Only those students enrolled in the school for which the field trip is planned are eligible to participate in school-sponsored field trips.

###### Chaperones

Adequate supervision must be provided for all field trips. Chaperones must be 21 years of age. All

chaperones (volunteers) must be in compliance with the Protecting God’s Children and Youth regulations:

* eAppsDB – online application – employees and volunteers regardless of year of hire or service
* CANTS form (Child Abuse and Neglect Tracking System) submitted yearly
* Code of Conduct
* Safe Environment Training: attend a Virtus session and keep up with monthlybulletins.

# FINANCIAL RESPONSIBILITIES

The St. Mary School Advisory Board, in dialogue with the Parish Finance Committee, develops an annual operating budget. In accord with Archdiocesan Policy, the School Advisory Board determines appropriate rates for tuition and fees

|  |  |  |
| --- | --- | --- |
| 2019-2020 Tuition and FeesK – 8 Family Tuition Rates | Grade | Tuition Rates |
| One Child | K – 8 | $ 6,000 |
| Two Children | K – 8 | $ 10,250 |
| Three Children | K – 8 | $13,510 |
| Four or more | K – 8 | $15,550 |

Pre-K Tuition per child

|  |  |  |
| --- | --- | --- |
| Pre-K (3yr old only) | 3 Mornings | $ 3,030 |
| Pre-K | 5 Mornings | $ 4,200 |
| Pre-K | 5 Full Days | $ 6,730 |

PLEASE NOTE: Tuition payments are due by the due dates you selected in your agreement with FACTS. A fee of $30 will be charged by FACTS for each occurrence of late payments and NSF checks. St. Mary reserves the right to discontinue service due to unpaid tuition or fees

All tuition and fees for students in Kindergarten and grade 8 must be up-to-date by May 1st and paid in full before graduation in order for the student to participate in graduation activities.

Refunds

The registration fee is due at the time of registration and is **non-refundable** for both new and returning students. A student transferring to another school may be entitled to a prorated refund if all ten tuition installments have been paid in full, less the registration fee.

###### Overpayment

###### The refund for overpayment of tuition is calculated as follows:

Full tuition (all ten installments) – months in school = refund for overpayment, less the registration fee.

No school records will be released until all financial obligations have been paid in full. In accordance with the State of Illinois Code, records of transfer students will be released/forwarded within 10 days of settlement of all outstanding financial obligations.

FACTS Management Company

FACTS Management manages our tuition payment process. FACTS is one of two companies recommended by the Chicago Archdiocese Office of Catholic Schools. We are excited to be working with FACTS and are confident that their program will improve the financial stability of our school. Primary benefits of the program include

* + Improved cash flow and ability to forecast income
	+ Increased revenue than can be directly invested in the education of our children
	+ More efficient billing, collecting, posting, and follow-up of deferred payments
	+ Increased payment option flexibility for parents
	+ Best practices payment policies that clearly communicate expectations, increase on- time payments, and reduce delinquencies

All families are required to enroll in FACTS regardless of payment method. Parents are able to view all payment activity online, change payment method from month to month, make additional payments, and view upcoming payments. The available methods of payment are automatic bank transfer (ACH), credit card, or invoice (check). Credit card payment options include MasterCard, Discover, or American Express. Visa is not available. Families will be charged a 2.5% convenience fee by FACTS when a credit card is used. The FACTS system can be accessed via the FACTS logo on the school website.

FACTS charges a one-time $30 fee each school year for families that elect to pay tuition quarterly or on a monthly basis. This fee is passed onto the families choosing to pay by invoice. St. Mary School charges an additional $50 fee to those families paying by invoice. St. Mary School absorbs the $30 FACTS fee for the families paying by automatic withdrawal or credit card. The FACTS annual one- time fee for families that pay tuition in two payments is$10

We will have Holding Days on the following dates when students, whose tuition is in arrears, will not be allowed to attend classes until their bills have been paid.

|  |  |  |
| --- | --- | --- |
| September 27, 2019 | December 20, 2019 | March 27, 2020 |
| October 25, 2019 | January 31, 2020 | April 24, 2020 |
| November 22, 2019 | February 28, 2020 | May 29, 2020 |

Unfortunately, while we feel strongly that every child deserves an education, private education requires tuition, and we cannot operate without the tuition coming in from every family. It is important that every family recognize we offer a tuition assistance program in order to make Catholic Education affordable for everyone in the community and surrounding communities.

We want every child to have the opportunity to be educated in a Catholic School

Fundraising

We wish to emphasize that the school’s ability to offer a substantial family discount is largely related to the continued support of our school fundraising efforts. Each school family is encouraged to raise/contribute $400 to the fundraisers.

Financial Aid - St. Mary School Scholarship Fund

If a serious situation affects a family’s ability to meet their financial obligations prior to the beginning of the school year, they may request to have their financial need reviewed by the confidential FACTS Management with whom the school contracts. It is required that a parent be an active, contributing member of St. Mary Parish for a period of one year before he/she will be eligible for financial aid; however, consideration will be made on a case-by-case basis. This service will then make an objective recommendation regarding the applicant’s eligibility for a grant from the St. Mary School Tuition Assistance Fund. Based on their recommendations and our available resources, a final confidential decision regarding a deferment of payment or a partial tuition grant will be made by the pastor and principal. The decision will be forwarded to the parents completing the application.

Applications for financial aid are available to every school family that has been at St. Mary School for one year and who has a child in Kindergarten through 8th grade. All families will be notified when the FACTS application is available. The application is completed online, and the processing fee is paid by the family at the time of applying. Completed applications received by the indicated due date will be taken into consideration. APPLICATIONS RECEIVED AFTER THE DUE DATE will be considered only if there are funds still available.

# COMMUNICATION

Parent-teacher communication is an important factor in each child’s education. The youngest child in each family will be given a weekly Family Envelope. In an effort to be “green”, all other correspondence will be posted on the school website ([www.stmaryriverside.org/school](http://www.stmaryriverside.org/school)) on Thursday afternoon by 5:00 p.m. If you do not have computer access, please contact the school office. **The principal must approve all information before it will be posted**.

Communication is a two-way street. While it is important that teachers keep parents updated on their child(ren), it is equally important that parents inform teachers about special occasions or changes that take place in a child’s life (birth or adoption of a sibling, illness or death of a loved one, family separation or divorce, etc.). These situations could affect a child’s emotional and academic progress.

#### Teacher Contact

We recommend that you schedule an appointment if you wish to talk with a teacher. You may make an appointment either by writing a note, emailing the teacher, or by calling the school office to arrange a time convenient for both of you.

Please note that teachers will not be called from their classrooms to talk to parents while class is in session; nor will they meet with a parent for what amounts to an impromptu parent-teacher conference without prior arrangements. All teachers have 24 hours or 1 school day to respond to your inquiry

School Preparation

Children must come to school prepared for class. They will not be allowed to call their parents for forgotten items, i.e., homework, as this presents unnecessary classroom distractions.

Exceptions will be granted by the administration on a case-by-case basis; leniency will be given on first offense.

# DISCIPLINE CODE

St. Mary Discipline Policy

### CODE OF EXPECTED BEHAVIOR

At St. Mary School, the students follow a code of expected behavior, which defines the character traits of respect and integrity.

Each student is taught to learn and appreciate, at the level appropriate to his/her age, the values of the Code and to make the appropriate application of it to his/her behavior.

###### Respect

My respect of others is shown by the courteous way I speak and act and by my cooperation because courtesy and cooperation are visible signs of true respect. For example:

Saying “please” when requesting something and saying “thank you” when receiving something. Saying “excuse me” when physically requiring space, and also when needing to interject or otherwise interrupt.

I respect my classmates’ right to be safe at school, free from physical violence or threats of any

kind, because Our Lord has said, “Blessed are the peacemakers”, and we want that blessedness in our school.

I respect all persons in legitimate authority in my school, my parish, and my community by obeying them because they take the place of my parents while I am away from home, and I honor my parents by respecting other adults.

I respect my classmates and schoolmates because Jesus wants me to love my neighbors and treat them as I would like to be treated.

I respect the property of my school, my parish, my community, and the personal property of others because I should follow the example of Jesus as he respected the possessions of others.

I respect my schoolmates’ right to a quiet and purposeful atmosphere in the classroom and in the school building because I myself can learn more easily in that kind of atmosphere.

I respect the rules of my school about the consumption of food, beverages, candy, and gum because I know that cleanliness helps keep me and others healthy.

I respect the regulations set by the Lunch Period supervisors because they set those regulations out of concern for my safety and the safety of others and to ensure a pleasant lunch period for everyone.

I respect the requirement that I dress in full school uniform regularly because the uniform requirement was made by the parents and teachers of the school, including my own parents.

I respect my classmates’ and teachers’ right to privacy by not recording anything at school without getting the prior approval of any student or teacher whose voice or words are going to be recorded because every person has the right to control the use of his/her spoken words.

I respect my schoolmates’ and teachers’ right to feel safe while at school and I will not bring anything to school which can be used as weapons or may be viewed as weapons, such as toy guns or knives because I understand that everyone has the right to feel safe in his/her learning environment.

###### Integrity

I do what I think is right, even when my classmates or schoolmates choose to do what is not right because it is the mark of a Christian to stand up for what he or she believes is right.

I take credit only for the work and deeds that are mine, and I am honest about giving others credit that is theirs because God has given us all different gifts and He asks us all to us them wisely.

I speak only what I believe to be true because only the truth should be in the mind and heart of a child.

I return anything I find that is not mine, and I do not take from another what is his or hers because the Lord has commanded that we do not steal.

I protect the reputation of others by speaking well of them or by being silent because our good name and the good name of others are precious rights. Only our own actions should determine if we keep or lose our good name.

### RIGHTS AND RESPONSIBILITIES

As a student in St. Mary School each child has the:

Right to a Catholic educational environment where charity and justice prevail.

Right to a strong education – to be presented with challenging, well-prepared instructional opportunities, supplemented with appropriately designed reinforcement and/or homework assignments.

\*\*Right to be safe; not to be endangered, threatened, or intimidated

Right to be treated with respect and understanding; not to be laughed at, called names, be the object of sarcasm or ridicule, or have his/her feelings hurt by deliberately unkind remarks.

Right to hear and be heard.

Right to a clean and safe school facility. Student Responsibilities

As a student of St. Mary School, the child must:

* Accept responsibility for one’s behavior and for consequences of misbehavior as detailed in the school discipline code.
* Be respectful and courteous at all times.
* Demonstrate respect for school property (books, lockers, classroom furniture, etc.) as well as the personal property of other students and teachers.
* Arrive on time for all classes and school activities.
* Come prepared for classes, with all materials needed to participate fully (texts and workbooks, paper, pens, supplies, etc.)
* Accept responsibility for one’s own education: pay attention while lessons are taught, ask pertinent questions for clarification; know, record and complete homework assignments on time and bring these to class as specified by each teacher; when
* needed, seek the teacher’s assistance at the time of instruction or when an assignment is given.
* Remain on school grounds during school hours.
* Obey all regulations regarding safety, good manners and order at recess and during the lunch period.
* Cooperate fully during safety drills.
* Strive to do the very best work possible in order to benefit from the academic program and the expertise of the faculty.
* Not chew gum anytime on school grounds or in the buildings. Candy, cold drinks and other items of food are to be eaten only during lunch or as a special classroom treat.
* Not bring cell phones, iPods, CD players, toys, etc., to school. Such items will be taken from the student and will remain in the custody of the Principal until picked up at the end of the school day by the parent.

### DISCIPLINE POLICY

As members of a Catholic Education Faith Community, St. Mary students are expected to display a positive attitude toward their education and thus, behave in a manner that enhances the learning process. Each child is expected to put forth the necessary effort to make our school a place where everyone is welcome and where each can pray, study, socialize and play in an atmosphere of mutual respect. In order to ensure this educational environment, every student has the same rights and corresponding responsibilities within the St. Mary school community.

If a student fails to respect the rights of other members of the school community and/or fails to accept his/her responsibilities, and thus fails to abide by the school’s Discipline Code, the teacher will attempt to resolve this problem before it becomes a major issue. Any

consequence/punishment that may be given should be in correspondence with the student’s behavior and appropriate to the nature and degree of the offense.

###### School Discipline Code for Grades Kindergarten – 2nd

Our classrooms will use a clip chart to monitor behavior. A clip chart is a great tool that allows students to be rewarded for positive behavior, while discouraging negative behavior.

Each student has a clothespin, or clip, with his or her name on it. Everyone will start on green at the beginning of each day, and clips can be moved up and down throughout the day based on behavior.

PINK - The Super Student level is reserved for outstanding behavior.

PURPLE - Students can move to the Great Job level for continuing to display good behavior. You should be very proud of your child for reaching this level.

BLUE - Students will move to the Good Choices level for showing that they are making the right behavior decisions! Ending the day on this level is great!

GREEN - Every student will start the day on the Ready to Learn level. As the day goes on, clips can be moved up and down, based on behavior. This level is a good one to be on!

YELLOW - A student will be moved to the Think About It level. This level is a warning about his/her behavior, and a reminder to follow the rules.

ORANGE - Students who continue to display poor behavior can move down to the Teacher’s Choice level. Here, the teacher can decide what action to take.

RED - When a student moves to the Parent Contact level, the teacher will notify parents via email or phone call. A visit to the Principal’s office might also be in order.

###### School Discipline Code for Grades 3-8

A warning slip may be given to a student when an adult observes inappropriate or disruptive behavior. A copy of the slip is given to the student and the student’s homeroom teacher. The

student copy is to be taken home, signed by the parent/guardian and returned the following day. Disruptive and inappropriate behavior is defined as that which requires an excessive amount of attention/correction in order for an activity to proceed as it should. Once a third warning slip is received, the homeroom teacher issues a detention, and notifies the parents/guardians.

Warning slips issued for:

* disruptive behavior-anything that causes the adult to stop the lesson and correct the behavior.
* out of uniform
* chewing gum
* not following lunch room rules
* not following playground rules

A detention will be given:

To any student who fails to meet the standards of conduct contained in the School Discipline Code. After 3 tardies (combination of “late to school” and “late to class”) per trimester.

Detentions are served each Tuesday and Thursday after school from 3:00 to 3:45.

Parents will be informed in writing that a detention has been given and the day it is to be served.

Some behaviors are considered a serious disruption to the school day and may be given automatic detentions. These behaviors include but are not limited to:

* Fighting
* Disrespect or disobedience toward persons of authority
* Dishonesty including cheating
* Vandalism/disrespect to property
* Stealing
* Inappropriate language
* Leaving school grounds without permission
* Not doing homework -- A student who is absent or has a legitimate excuse may make up the assignment. The student will have one day to make up the work for each day of absence. Make-up tests will be after school on Tuesdays or Thursdays from 3:00 – 3:45.
* Disrespect to other students
* Aggressive play on the playground

St. Mary students are required to adhere to the code of behavior at ALL school functions, i.e. athletic events at St. Mary and other schools, music concerts, play, Christmas program, talent show, etc.

After a third detention, there will be a meeting with administrator, homeroom teacher, parents/guardians and student to develop an academic/behavioral action plan.

If the student does not improve their behavior after creating an action plan, there will be a meeting with parents and administrator to decide if St. Mary is an appropriate placement for the student.

1st Incident

Alert the child to the problem and expect a prompt correction of the behavior. Keep them after school to discuss the problem and reach a resolution.

A detention may be served, depending on the offense.

2nd Incident

A conference with the teacher and parent is required. An appropriate discipline plan will be created to provide support for the student.

When appropriate, the principal may impose other disciplinary measures, such as probation, in- school suspension, suspension, and/or expulsion.

These disciplinary measures may be imposed separately or progressively, as the situation warrants in accord with St. Mary School’s disciplinary procedures.

Corporal punishment is not permitted.

Field trip attendance is dependent on student behavior. Field trip attendance may be denied to students who receive three (3) detentions in a trimester.

The use of phones for texting, calling or picture taking in the school building is not allowed. If cell phones are seen or heard in school, the phone will be confiscated and sent to the office. A parent must come to pick up the phone in the office.

Any student who exceeds three (3) detentions in an academic trimester will be required to schedule a meeting with teachers, parents and the principal. A plan for behavioral and academic improvement will be formed at that time and the process will be monitored.

It is our belief that together we can instill and shape the values of respect, responsibility and cooperation in our students.

### DISCIPLINARY PROCEDURES

Under Archdiocesan policy, the school shall provide a discipline code. The St. Mary School discipline code includes measures that foster personal growth. When conflicts arise regarding disciplinary matters, an effort is made to find a resolution at the level closest to the source of the conflict: student and student; student and teacher; parent and teacher; student and principal; parent and principal.

###### Probation

Probation is disciplinary action that may be taken when an act of serious misconduct has not yet risen to a level warranting suspension or expulsion. Disciplinary probation affords the student the opportunity to continue education in the school setting contingent upon cooperation and satisfactory behavior. Further infractions of school regulations may result in suspension and/or expulsion.

###### Suspension

Suspension is the temporary removal of a student from some or all school-sponsored activities. The suspension shall not exceed a period of five school days. The student may return to class only after a conference has been held to identify and discuss the problem and develop a plan to correct the misbehavior. Participants in this conference must include the student, custodial parent(s) or guardian(s), the principal and the teacher(s) involved. Suspension is invoked to prevent disruption of the school environment or to assist the affected pupil in overcoming a disciplinary problem.

###### In-School Suspension

In-school suspension is the exclusion of a student from one or more classes because of repeated, deliberate and defiant misbehavior and disruption of classes. Terms of the suspension will be determined by the principal and communicated to the parents/guardians, student and teacher(s).

###### Out-of-School Suspension

Out-of-school suspension is the exclusion of a student from school. Terms of the suspension will be determined by the principal and communicated to the parents/guardians, student and teachers.

###### School Work During Suspension

Students who are suspended at-home or in-school will be expected to complete all work. All assignments are due the day after suspension ends. The student will be admitted back to school upon parent/teacher/ administration meeting to discuss the behavior plan and expectations of the student.

###### Expulsion

Expulsion is the termination of the pupil’s privilege to attend the school and requires transfer of the pupil to another school. Expulsion will be imposed after a period of probation and/or (2) suspensions, unless serious circumstances necessitate immediate exclusion, as determined by the principal.

Expulsion is invoked when drastic action is required to prevent disruption of the school environment, including but not limited to the following situations:

* The misconduct has been consistently repeated whether or not prior warnings have been given.
* Other forms of punishment have previously been pursued.
* The school has been in contact with the parent(s)/guardian(s) regarding the child’s misbehavior.
* Probation or suspension would deprecate the seriousness of the student’s misconduct.
* The misconduct, at the time of its commission or if repeated, might jeopardize the physical or mental well-being of others.

### BULLYING/HARRASSMENT POLICIES AND PROCEDURES

As Catholic school educators, we respect the dignity of each person created in the image of God. From this reverence for the individual, we are committed to shaping Catholic school communities of faith and kindness, communities in which all students are welcomed and in which bullying or harassment is not tolerated.

Bullying acts may be:

* Physical which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, pinching, and excessive tickling, theft destruction of property;
* Verbal which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person, through any form of electronic communication or social media, the Internet or written communication;
* Emotional which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;
* Sexual which includes, but is not limited to, many of the emotional acts or conduct described above (in person or through electronic communication or social media) as well as exhibitionism, voyeurism, sexual propositioning, gestures, sexting, sexual harassment and abuse involving actual physical contact or sexual assault.

###### School Response and Consequences to Bullying/Harassment:

* INTERVENTION: The inappropriate/unacceptable conduct should be stopped immediately.
* INVESTIGATION: The complaint will be investigated promptly, thoroughly, impartially. In cases in which the severity of the incident may imply a criminal act, the matter will be turned over to the local police department and the parents/guardians will be notified.
* DETERMINATION: Parents/guardians will be informed of the findings (allegation substantiated OR allegation unsubstantiated) when the investigation is complete.
* RESPONSE: Disciplinary or restorative action for bullying/harassment and/or violation of the School Discipline Code may be taken which is not limited to an action plan, probation, suspension, and/or expulsion from the school.

### PARENT/GUARDIAN CONDUCT

As partners in the education of children, the parent/guardian in the local school community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. If, in the opinion of the principal, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child(ren) from the school or not accept registration for the next school year.

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students, and volunteers of the school.

Parents/guardians who post defamatory or threatening statements about the school, its staff, or students on social media can be required to remove the offensive material or withdraw their child(ren) from the school.

Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:

Schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting

Conduct school business with the other parent/guardian of the student.

When, in the judgment of the principal, as confirmed by the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, or a positive school environment, the administrator may:

* Inform the parent/guardians that their right to be present on school grounds is temporarily or permanently suspended;
* Dismiss the child (ren) of the parent/guardian temporarily or permanently from the local Catholic school.

All teachers and staff will conduct themselves according to the professional policies of the Archdiocesan Office of Catholic Schools.

### CONDUCT AT SCHOOL-RELATED OR OUTSIDE FUNCTIONS

St. Mary students must always remember that while enrolled at the school, they represent St. Mary no matter where they may be. Student behavior at particular functions such as field trips or other events reflects back on the school. Our students are expected to conduct themselves as representatives of St. Mary School at all times. School dress code shall be enforced at all St. Mary functions and events.

### CONFLICT MANAGEMENT

Conflicts involving faculty members, staff, parents, or administration are handled according to Archdiocesan policy. This ensures a professional, collegial resolution to such issues. Parents and guardians are reminded that St. Mary School operates according to applicable State and local policies, as well as those of the Office of Catholic Schools, and cannot simply alter the rules of those institutions under which it operates.

### PROPER CHANNELS AND PROTOCOL

Questions or concerns about policies, procedures, personnel, etc. must go through the proper channels. For example, if you have a concern about some aspect of your child’s experience at school, the adult you should contact first is ordinarily your child’s homeroom teacher (or the

teacher of the particular subject/activity in question); please bring up your concern with that staff member first. If you need additional assistance, please consult with the Principal.

When addressing concerns about any individual member of the staff, please assume good faith and positive intent on the part of the individual(s) in question, and that faculty always attempt to act with the best interests of your child in mind, in compliance with applicable policies. St. Mary School prides itself on its caring, committed staff, whose goal is the education and care of its students.

##### TELEPHONE USE

Unless a student is authorized by a staff member to use the office telephone, this telephone is strictly for business or emergency use. Students are not allowed to carry any cell phone or communication device at school during the school day. All devices should be turned off and stored in their backpacks in their locker/cubbie at the start of the day. Confiscated devices are returned only to a parent or guardian.

##### VALUABLES

It is not recommended that students bring cash or valuables to school. Students assume full liability for loss of any money or valuables brought into the school. Cash or items of substantial value may be left with the office for safekeeping.

##### PLAGIARISM

All of the following are considered plagiarism:

* Turning in someone else’s work as your own
* Copying words or ideas from someone else without giving credit
* Failing to put a quotation in quotation marks
* Giving incorrect information about the source of a quotation
* Changing words but copying the sentence structure of a source without giving credit
* Copying so many words of ideas from a source that it makes up the majority of your work, whether you give credit or not.

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism.

### FIGHTING, GANGS, AND ILLEGAL POSESSION OF WEAPONS

Serious acts of misbehavior, as well as infractions of civil law, which may result in probation, suspension or expulsion include, but are not limited to the following:

* The possession, sale or use of alcohol, drugs, alcohol/drug paraphernalia or any other controlled substance on the school campus or at school-sponsored activities.
* Any act that threatens the life or safety of another student, teacher, or other person on school grounds during school hours.
* A continuous pattern of bullying, intimidation, or fighting with other students on school property; in classrooms, gym, hallways, lavatories, playground, etc.
* The continuation of a fight in retaliation for an altercation that took place on the school

grounds, especially when such action is in deliberate defiance to an administrator’s specific directives regarding such an occurrence.

* The possession and/or use of matches, lighters, or any flammable substances or mechanisms on school property.
* Indication of gang membership, display of gang symbols, etc.
* The possession of weapons or use of weapons of any kind in school, or on school premises. Weapons include but are not limited to the following: knives, handguns, brass knuckles, “billy clubs”, bats, pipes, sticks or any other object that causes bodily harm. Any act, which committed by an adult, would constitute a crime as defined by the Illinois Revised Statutes in effect at the time of the act of misconduct.

### SCHOOL ADMINISTRATION

* Immediately notifies a local law enforcement agency of firearm incidents at the school;
* Immediately notifies the parents or guardians of students in possession of firearms on school grounds, which includes the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident; and
* Notifies the municipal police department or the office of the county sheriff or verified incidents involving drugs occurring in a school, on the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident; and
* Notifies the Illinois State Police of such incidents through the School Incident Reporting System (SIRS).

School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction. Parents/Guardians of the students involved shall be notified immediately. Students who violate these directives are subject to suspension and/or expulsion.

### VANDALISM/MISUSE OF PROPERTY

Willfully damaging or destroying school property or equipment is cause for immediate suspension and possible expulsion. In particular, students must exercise special care with textbooks, computer equipment, and classroom book libraries; these things tend to suffer the most damage during the school year and need to be used again the next year. Classroom libraries especially, whether of individual titles or entire sets of novels, hold a place of central importance in our school and must be treated with utmost care by every student who uses them, regardless of which class they belong to.

The school requires that damages be paid before the student responsible is allowed to return to class. If a student accidentally causes damage, he or she should report it to the teacher or principal immediately so that the damage is not misconstrued as vandalism.

### SUBSTANCE ABUSE

Substance is defined as illegal drugs and drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.

Substance abuse means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

Illegal Violations: The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school sanctioned events is expressly forbidden.

### SCHOOL PROCEDURES FOR HANDLING VIOLATIONS

Notify the parent/guardian and suspend the student during the school investigation.

Conference with principal, parent/guardian, pastor, and other appropriate persons as determined by the principal.

Notify the police as directed by law.

If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian.

Based on the results of the certified clinical evaluation, the status of the student for continued

attendance in the school will be determined by the principal. Options include but are not limited to continued suspension and/or expulsion.

Appropriate confidentiality shall be maintained at all times.

\*Mitigating circumstances such as first offense, age, seriousness of the offense, prior conduct, cooperation of parent/guardian, attitude of student, and initial success of rehabilitative measures may warrant differences in procedures for the principal.

The approach to substance abuse should focus on education, not experimentation and provide a supportive environment for the learners. In determining consequences for violation, treatment and counseling shall have priority over, but not necessarily exclude disciplinary measures.

### SEARCHES OF SCHOOL PROPERTY

All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

##### SEARCHES OF STUDENTS’ PERSON AND PERSONAL PROPERTY

The search of a student’s person or of any item brought onto school property is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, firearm, dangerous object, illegal drug, drug paraphernalia or other items prohibited by law or by school policy.

##### ROLE OF SCHOOL ADMINISTRATOR

The Principal reserves the right to refuse admission to a child when his/her behavior is so disruptive and/or threatening to other children that safety or right to an education is at risk. Admission may be denied any time during the course of the school year, but is the last measure employed in addressing a disciplinary problem. Admission may also be denied until a family initiates professional counseling for a student exhibiting a pattern of serious misbehavior, drug or alcohol abuse. The Principal retains the right to amend this handbook for just cause. Parents will be given prompt notification if this becomes necessary.

### LUNCHROOM RULES

* Students are to enter the lunchroom quietly.
* They are to sit at their assigned table and speak in a moderate tone.
* Students are expected to be polite and respectful to each other and all adults.
* Students must keep their area clean.
* Walking from table to table and shouting are not permitted.
* After finishing lunch, students are to walk their trash to the garbage can (not throw)
* When tables are cleaned, students will be dismissed grade by grade.
* For indoor recess, pass silently from Oak Room to classroom. Causing teachers to close their doors to continue teaching is disruptive.

### RECESS RULES

* Students who argue or are disrespectful to the supervising adult or teacher will be sent to the office and parents will be contacted.
* Students who swear or are fighting will be sent to the office, receive a detention, and parents will be contacted.
* Students who fight will receive a detention or possibly an in-school suspension (depends on the severity of the fight). Parents will be contacted.
* Students should play cooperatively and invite other students to play.
* There will be no high kicking of balls.
* Students are to stay on the blacktop and away from fences and cars.
* When the bell rings, playing will stop and students must line up.
* Any student who has equipment when the bell rings, must return the equipment to the supervising adult.
* Students should walk inside in a quiet and orderly fashion.
* Teacher rules for indoor recess will be posted in each classroom.
* No student is ever allowed to use the computer during indoor recess.

### EXCLUSION FROM SCHOOL SPONSORED ACTIVITIES

Students must maintain grades according to their individual ability and be in compliance with the School Discipline Code in order to participate in certain extra-curricular activities, events or field trips sponsored by St. Mary School faculty or administration. Any student who is on probation, or who is under suspension from school, may not participate in these activities until the period of suspension or probation is completed. Such activities and events from which students may be excluded for serious lack of academic achievement/effort or misbehavior include, but are not limited to the following:

-Assemblies – on and off campus

-Field Trips

-LEAD Program

-St. Mary Student Council

-School Plays/Musicals

-School Safety Patrol

-School or Parish-Sponsored Athletic Programs

# DRESS CODE

Compliance with the dress code is important because it helps the children develop a sense of pride in themselves and their school and is a unifying sign of school spirit. The school depends on parental support and cooperation to enforce this uniform policy.

Students in K-8 are expected to be in full uniform on all school days unless an “out-of-uniform day” is indicated

Preschool

* Play clothes
* Soft-soled casual shoes or gym shoes
* No backless, light up, or sparkle shoes

Kindergarten

* St. Mary navy blue t-shirt and navy shorts (prior to October 1st and after May 1st)
* St. Mary sweatshirt and sweatpants
* Soft-soled shoes or gym shoes
* No backless shoes, crocs or sandals, light up, or sparkle shoes

GIRLS: Grades 1-8

* Uniform jumper: Gr. 1-4
* Uniform pleated skirt: Gr. 5-8
* Uniform length is no more than 2 inches above the knee.
* White collared blouse, white knit polo shirt, or turtleneck appropriately sized, neither too tight nor too large are allowed. No logos are allowed. A solid white undershirt or camisole may be worn but may not be visible. (SHIRTS MUST BE TUCKED IN AT ALL TIMES)
* A navy blue sweater, navy or royal blue St. Mary sweatshirt or hoodie withoutthe Demon logo, may be worn over the uniform blouse.
* During the winter, navy blue dress pants or navy blue corduroy pants may be worn. Pants should be fitted at the waist. Pants may not be worn under the uniform skirt or jumper in class. No cargo pants allowed.
* Navy blue, dark green or white knee socks, anklets or tights. (Low cut sport socks are not allowed.) Ankles must be covered.
* Black or brown dress shoes are required. They must be properly laced and tied at all times.
* A watch, one ring, and a religious medal or cross may be worn.
* A matched pair of post style earrings (studs), one in each ear lobe may be worn.

BOYS Grades 1-8

* Navy blue dress pants or corduroy pants. In grades 5-8, pants must be worn at the waist with a leather brown or black belt.
* White collared shirt or white, navy, or royal blue knit polo.
* Navy blue sweater, navy or royal blue St. Mary sweatshirt or hoodie without the Demon logo, may be worn over the uniform shirt.
* Navy blue, dark green or white socks. (Low cut sport socks are not allowed.) Ankles must be covered.
* Black or brown dress shoes are required. They must be properly laced and tied at all

times.

* A watch, one ring, and a religious medal or cross may be worn
* A student’s hair must be neat, clean and well groomed. Hair should be cut above the ears and the nape of the neck and out of one’s eyes. Final determination for what is considered appropriate hairstyles rests with the administration.

Gym Uniforms K-8

* St. Mary sweatshirt and sweatpants are worn throughout the year on gym days.
* No flashing lights, neon or solid brightly colored gym shoes should be worn. Colored trim is acceptable.
* Under shirts may be worn but not visible
* No mesh, nylon or athletic shorts are allowed.
* Students will be permitted to attend gym class only if they are wearing the approved gym uniform, which they may wear to school only on the days of their scheduled gym classes.

Walking Shorts –Seasonal Option

From the first day of school until October 1st, and after May 1st, students may wear either uniform, knee length, walking shorts with their uniform blouse or shirt or their full school uniform.

The Following is Not Permitted

1. Hair – distracting cuts, styles, dyes, bleaches, gels or distracting hair bands.
2. Jewelry Girls: hoops or dangling earrings

Boys: earrings or large, excessive chains

1. Make-up or colored nail polish
2. Body-piercing or any kind of tattoos
3. Shorts, nylon or mesh athletic shorts, short-shorts or those with logos
4. Shoes – ankle-high shoes, hiking boots, high-top athletic shoes, clogs, crocs, flip-flops, “wheelies”, light up, or sparkle shoes.
5. Winter boots may not be worn in the classroom. Children must change into their shoes.
6. Any St. Mary DEMONS clothing.
7. Neon or solid brightly-colored gym shoes.

Art Smock

All students must wear their own smock to art class to protect their uniforms. This can be an old oversized shirt or apron. On days when paint is used, they will not be able to participate without one.

Out-of-Uniform Days

Students are allowed to be out of uniform for special occasions. There are generally two kinds of out-of-uniform days: dress-up days and dress-down days. On dress-down days, the school may collect a fee of $1.00, used for charitable needs.

On dress-down days, jeans, gym shoes and a more casual look is allowed. Students must dress modestly at all times. Students are never allowed to wear clothing with off-color comments imprinted on them, advertisements of alcohol, etc. Leggings, jeggings, halters, midriffs, spaghetti straps, low cut or strapless tops are not allowed. When in season, shorts must be at least a 7 inch inseam or Bermuda shorts. Make-up and jewelry code apply on out-of-uniform days. Students must exercise common sense. Parental cooperation is needed and appreciated. A student may be required to change clothing if it does not meet standards.

###### An out-of-uniform slip will be issued to any student who does not comply with uniform rules. After three (3) out-of-uniform slips have been given, a detention will be served.

# PUPIL PROGRESS

Archdiocesan guidelines regarding reports of student progress and grading are used at St. Mary School in 1st through 8th grades to insure uniformity for students who transfer between Archdiocesan Schools. A paper copy of the Report Card will be sent home in a Report Card envelope for parent signature. Grades will be posted online every week. (New students/parents will be given an Activation Code at the beginning of the year so they may receive a user name and password.)

St. Mary School Grading Scales

Grading Scale for Kindergarten

|  |  |
| --- | --- |
| 4 | Mastered |
| 3 | Proficient |
| 2 | Progressing |
| 1 | Beginning |
| NM | Not Marked (skill not introduced) |

Grading Scale for Grades 1 – 3 and Specials

|  |  |  |
| --- | --- | --- |
| S | 100-85 | Satisfactory |
| I | 84-77 | Improving |
| N | 76-69 | Needs Improvement |
| U | 68-0 | Unsatisfactory |

Grading Scale for Grades 4 – 8

|  |  |  |  |
| --- | --- | --- | --- |
| A+ | 99 - 100 | C+ | 83 - 84.99 |
| A | 95 - 98.99 | C | 79 - 82.99 |
| A- | 93 - 94.99 | C- | 77 - 78.99 |
| B+ | 91 - 92.99 | D+ | 75 - 76.99 |
| B | 87 - 90.99 | D | 71 - 74.99 |
| B- | 85 - 86.99 | D- | 69 - 70.99 |
|  |  | F | 0 - 68.9 |

Honor Roll for Grades 5 – 8

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Point System | A+ | 4.33 | C | 2.00 |
|  | A | 4.00 | C- | 1.67 |
|  | A- | 3.67 | D+ | 1.33 |
|  | B+ | 3.33 | D | 1.00 |
|  | B | 3.00 | D- | 0.67 |
|  | B- | 2.67 | F | 0.00 |
|  | C+ | 2.33 |  |  |

In order to achieve honor roll status a student must first meet the following requirements: High Honors: 3.70 and higher

Honors: 3.20 -3.69

The following subjects are considered in the above grading: Religion, Vocabulary,

Reading, Language Arts, Math, Science, and Social Studies. A “D” (69-76.99) in any of the above subjects automatically excludes the student from the honor roll.

Although grades received in Art, Music, Spanish, and Physical Education are not averaged for purposes of achieving honor roll status, a “U” grade (unsatisfactory) will automatically exclude a student from the honor roll.

Honor Roll status at St. Mary School is a testimony to excellence in educational achievement and personal development as reflected in a student’s academic progress, Christian behavior in school and on the playground, as well as, his/her spirit of cooperation and respect for self, others and school rules.

Students who are suspended, who have 2 or more detentions, or who are on probation are not eligible for honor roll status during the trimester in which the suspension or probation occurs.

#### Exclusion from School – Sponsored Activities

Students are expected to maintain grades according to their individual ability and be in compliance with the School Discipline Code in order to participate in extra-curricular activities, events, or field trips sponsored by St. Mary School. Any student who is on probation, or who is under suspension from school, may not participate in these activities until the period of probation and suspension is completed. Such activities and events from which students may be excluded for serious lack of academic achievement/effort or misbehavior include, but are not limited to the following:

* Assemblies - Parish Sports Club Activities
* Field Trips - School Safety Patrol
* LEAD Program - St. Mary Student Council

#### Service Hours

In order to fulfill St. Mary School’s commitment to building up our community and in order to encourage a spirit of service amongst our students, each year St Mary students will be required to fulfill a number of service hours as part of their educational experience. Requiring service is meant to educate students of their ability to improve the world around them, develop Gospel values, promote personal growth and moral development, and to improve the quality of life for those served.

Service Hours by Grade Grades 1 & 2: 5 hours

Grades 3 – 5: 10 hours

Grades 6 & 7: 30 hours

Grade 8: 24 hours per year plus Confirmation Candidate Work of Mercy Project of 30 hours

What counts for hours in grades 1 – 5:

Helping at school or church service projects, volunteering at a community charity or service organization, attending weekly family Mass, doing extra chores around the house.

What counts for hours in the junior high grades (6 – 8):

The teachers will instruct the students as to what counts for service hours.

#### Graduation

Students shall be issued a diploma upon satisfactory completion for the school’s academic requirements. One of the requirements for graduation is that each student receives a passing grade on an examination covering the Constitution of the United States and the State of Illinois. The fulfillment of this requirement shall be documented on the student’s permanent record.

Diplomas will not be issued to students with a failing grade(s) in one or both of these. Another requirement to graduate is that students adhere to the school’s Discipline Code.

Diplomas will not be awarded until all school materials have been returned and all financial obligations are paid in full.

A diploma may not be denied as a disciplinary measure for a student who has completed the requirements for graduation. However, under certain circumstances a student may be denied the privilege of participation in the formal graduation ceremony as determined by the principal and/or pastor.

#### Homework

Homework assignments vary according to the grade level of the student. Parents who find that a child consistently spends an excessive amount of time doing homework should contact the teacher(s) involved to identify the cause and resolve the situation. Students in grades 2-8 should have an assignment book in which they record homework assignments. Homework assignments for students can be found on the individual teachers’ webpages. The student will have one day to make up work for each day of absence to get full credit.

Homework is meant to reinforce and build upon material covered in class not just to keep students busy. Homework is assigned when appropriate and after concepts have been covered

in class, or as an introduction to material coming up in the curriculum; the teacher determines the frequency and amount of out-of-school work.

In addition to completing any homework they have, students should make a habit of reading at home if time permits. The time for homework, study, and reading will vary from day to day and between grade levels but may average from one to two hours for older students.

Parents/Guardians must help create optimal conditions for homework and study. Please make

sure that your child(ren) do their homework in a well-lit, quiet area without television, loud music, or other distractions. Extra-curricular activities must not interfere with a student’s academics, which take first priority.

**Early Childhood Level (Kindergarten through Grade 2)** Kindergarten homework is assigned at least once a week. First and Second Grade homework is given on a daily basis. They may also be required to complete work at home that was not finished during the school day. They are also assigned word lists, prayers and number facts to commit to memory. At times, they may bring home a reader to practice oral or silent reading.

**Intermediate Level (Grades 3-5)** will have about 60 minutes of homework each night, including written as well as reading and review work. On occasion, these children will also have long-term assignments. Parents will receive a copy of the assignments, time-line, requirements and materials needed, such as poster board, a trip to the library, etc.

**Junior High Level (Grades 6-8)** will be assigned 70-100 minutes of homework on a given day. Written assignments are not usually given over the weekends, during holidays (except for long- term projects or assignments), or on the evening of a school event in which the children are involved: concerts, conferences, etc.

#### Mid-Term Reports

Grades will be posted regularly so no formal mid-term report will be issued. Parents are asked to check online grades and request a conference with the teacher(s) of subjects in which the child is having difficulty. If the teacher feels the need, he/she may call a conference at anytime, not just mid-trimester.

#### Trimester Report Cards

Formal report cards, issued every nine-ten weeks during the school year, are the permanent records of academic and behavioral progress. Copies are maintained in student files in the school office.

#### Mandatory Parent-Student-Teacher Conferences

Formal conferences are scheduled in late November and March for every child in grades PreK-8. All parents/guardians are required to meet with teachers at this time. While we do not encourage students in the primary grades to attend these conferences, participation is mandatory for all students in grades 4-8 in order to promote a sense of responsibility for their education. Both fall and spring conferences are mandatory.

#### Problem Solving

If any area of concern arises between a parent and a teacher, or between a student and teacher, both parties will meet to discuss the situation keeping in mind the child’s best interest is always our first concern. **The principal will not meet with either a parent or student until they have first met with the teacher(s) to resolve the problem/situation**. If a solution cannot be reached, or if the problem continues to occur after that first meeting, the principal will meet with all parties concerned.

#### Retention

The decision to retain a student will be made only if there has been adequate evaluation and documentation, which indicate that the student would most likely profit from retention.

* + The decision to retain a student shall be a cooperative one made by parents/guardians, teacher(s), and administrators. Ordinarily, parents shall be notified of the possibility of retention no later than January. Parents have the final decision.
	+ If a student is to be retained, the school shall provide a special program toensure growth and progress.
	+ Retention should be used rarely above the primary grades.

#### Teacher or Team Conferences

Parents are encouraged to request an appointment with their child’s teacher(s) as the need for such communication arises. **Parents are not permitted to go to classrooms without an appointment or explicit permission from the school office**.

Individual and team conferences can be arranged, and problems discussed by writing to the teacher or leaving a message with the school secretary. Requests for a conference should be made in advance so that both parties have time to prepare. Teachers have only a limited amount of “free” time within the school day and are not expected to return calls in the evening. They will, however, make an appropriate response within a reasonable period of time.

# STUDENT RECORDS

Access to Student Records

By law, all parents/guardians have the right to inspect and review a student’s permanent educational record. This right also belongs to non-custodial parents unless the school has a copy of the court order indicating otherwise. (It is the custodial parent’s responsibility to supply the school with a copy of such a court order.) Prior to inspecting a student’s educational record, the school office must receive a written request to inspect the records. The office will set a date (within 10 school days) and time when the records will be made available.

A parent/guardian may seek a correction of the educational records in which he/she believes to be inaccurate, misleading, or in violation of student rights. The parent may challenge only letter or numerical grades on grounds that the grades have been inaccurately recorded. Grades may

not be challenged because of disagreement with the teacher’s marking procedures.

Privacy of Student Records

St. Mary School abides by the provisions of the Family Educational Rights and Privacy Act with regard to parent’s right of access to their child’s school records. The school also abides by the provisions of the Illinois law regarding the right of access of the non-custodial parents to the

children’s school records. St. Mary School will not disclose anything from a student’s educational records except the following:

* By the prior written consent of the parent/guardian or “eligible student”
* As Directory Information (parents wishing to restrict disclosure must notify the principal in writing at the time of registration)
* By court order or lawfully issued subpoena
* Under certain limited circumstances, at the discretion of the principal: i.e., to the parent, guardian or student; to teachers providing educational services to the child; to other educational agencies providing support services to the child, to pastors, associate pastors, counselors and other school support personnel when it is necessary to serve

the student or the student ‘s family, to the Archdiocesan Office of Education; to another principal when the child is seeking enrollment elsewhere, etc.

# STUDENT HEALTH

#### Wellness Policy

Schools of the Archdiocese of Chicago are committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. It recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.

St. Mary School complies with the local and State of Illinois regulations regarding physical examinations, immunizations and contagious diseases of students.

#### Physical Exams and Immunizations

Illinois State Law requires all students immediately, prior to, or upon their entrance into prekindergarten, kindergarten, sixth grade, or entering a school for the first time in Illinois to have a complete medical examination along with showing proof of receiving the required immunizations. If a child is not in compliance with the health and immunizations requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received required immunizations.

###### Documentation of the physical exam and immunization must be on file in the school office on or before the first day of school.

#### Religious Exemption for Medical Examinations and Immunizations

Beginning in the 2015-2016 school year, parents or guardians who object to the examinations or immunizations on religious grounds must present the local school authority with a Certificate of Religious Exemption detailing the grounds for the objection and the specific examinations or immunizations to which they object. The Certificate of Religious Exemption must be signed by the student’s parents or guardians, must set forth the specific religious belief that conflicts with the

examinations or immunizations, and must reflect the parents’ or guardians’ understanding of the school’s exclusion policies in the case of a vaccine-preventable disease outbreak or exposure. The school must inform the parents or guardians of the exclusion policies at the time the objection is presented. The Certificate of Religious Exemption must also be signed by the authorized examining healthcare provider confirming that the provider provided education to the parent or legal guardian on the benefits of immunization and the health risks to the student and to the community of the communicable disease for which immunization is required. The parents or guardians claiming the exemption must present Certificates for each child to the local school authority prior to each child entering kindergarten, sixth grade, and ninth grade. At the time the

objection is presented, the school must inform the parents or guardians of the school’s exclusion procedures. The Illinois Department of Public Health will create the Certificate of Religious Exemption form, which will be available for parents and guardians for the 2015-2016 school year.

The local school authority is responsible for determining whether the contents of the Certificate of Religious Exemption constitute a valid religious objection.

#### Dental Examination

All children in kindergarten and the second and sixth grades shall have a dental examination by a licensed dentist. Parents/guardians are to be reminded of this requirement 60 days before May 15 of each school year. Parents/Guardians seeking an exemption to this requirement must submit the **Dental Examination Waiver Form**, provided by the State of Illinois Department of Public Health, available in the school office.

#### Vision Examination

A new law effective January 1, 2008 requires that all children enrolling in public, private or parochial school for the first time or entering kindergarten shall have an eye exam.

Proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist is to be submitted to the school. Report cards may be held if the student is not in compliance with this regulation. This requirement may be waived for those families who show an undue burden of a lack of access to a physician licensed to practice medicine or to a licensed optometrist. A **Vision Examination Waiver** is available in the school office.

#### Non-Compliance

If a child is not in compliance with the health and immunizations requirements by the first day of school, the principal may exclude the child from school until the child presents proof of having had the health examination and presents proof of having received the required immunizations. The State of Illinois requires any student who is not in compliance to be excluded from school on October 15th.

#### Contagious/Communicable Diseases

The Department of Health requires that contagious/communicable diseases be reported to the school office as soon as parents become aware of the fact so that the principal can alert parents of children in the grade level affected. Appropriate information on the disease will be attached to the school’s notification if the information is available from the Cook County Department of Health.

#### When to Keep Sick Children Home

DO NOT send your child to school sick, especially if he or she has any of the conditions listed below.

* Had a fever within the last 24 hours.
* Diarrhea, a stomach ache, or is vomiting.
* A constant cough or a sore throat.
* A bad cold or runny nose.
* A rash.
* Yellowish skin or eyes.
* Red eyes with tears or discharge.
* Signs of a communicable disease.

The school will not allow children to come to class if they show any of the above signs of illness. Parents or guardians will be called to come and take the child(ren) out of school in a timely fashion when this happens. You must arrange for the care of your child outside of school whenever your child becomes sick. If your child has displayed any of these symptoms within the last 24 hours, your child must stay home until they are symptom free for 24 hours.

School administration reserves the right to exhibit extra caution in case of an increased presence of disease (flu, head lice, etc.) or health condition.

A doctor’s release note is required for returning to school if a child has had a contagious disease.

###### Head Lice

Head lice is not a disease, but it is a nuisance. Infestation caused by head lice occurs in students of all ages. Most commonly head lice is **directly transmitted** through close contact from a person who is infested or **indirectly transmitted** through contact with an object that has been contaminated with the lice (hairbrushes, combs, shared clothing or towels). The symptoms of infestation include an itchy scalp as well as evidence of nits that adhere to the scalp. The period of communicability lasts as long as lice or eggs remain alive on infested person or clothing.

#### Exclusion from school

Those who have become infested with head lice are to be excluded from school. Parents are advised to seek treatment for their child/ren from either their family physician or through over- the-counter medicated shampoo recommended by a pharmacist. The student may return to school when the student is nit and egg-free. Students are re-checked for head lice before re- admission to the classroom.

Parents/guardians are advised to check other family members, disinfect combs and brushes with medicated shampoo. Disinfect contaminated articles such as clothing and bedding by machine washing the articles in HOT water and detergent or having items dry cleaned. Thoroughly vacuum rugs, upholstered furniture, mattresses or other articles that cannot be laundered or dry-cleaned.

#### Illness and Accident at School

When a student becomes ill or is injured at school, the principal shall take appropriate, immediate action, including contact with the parent/guardian.

Emergency Information: At the beginning of the school year, each family is required to fill out and return to the school office the *Medical and Emergency Notification Information* form. It is the parent/guardian’s responsibility to keep this information up to date throughout the school year.

Illness: The school office will notify the parent/guardian or designated emergency contact if a student becomes ill at school. Please do not list a parent as an emergency contact. It should be

someone we can reach if the parent(s) are not reachable. It is the parent/guardian’s responsibility to arrange to have the child picked up within a reasonable period of time. The child will remain at the school office where an adult must come and sign for the child’s release.

Accident: In the event of an accident or serious injury to a student during the school day, the school will contact the parent/guardian or designated emergency contact. If the injury appears to be serious enough to require medical attention and the parent/guardian cannot be reached, the school will notify the person(s) whose name has been provided as an emergency contact.

If neither a parent/guardian, nor an emergency contact can be reached at a time of illness or accident, the school shall contact the police or paramedics. When the child must be transported to a local hospital, a school representative will accompany the student (if allowed) or meet them at the hospital and stay until a parent/guardian arrives. Documentation of such incidents is kept on file at the school. Parents must assume full financial liability for transportation and services rendered.

#### Medical Release Forms

Each child must have a medical release form on file indicating the name, address and phone number of the family physician and authorizing the administration to request transportation to the hospital for an injured or seriously ill child in cases where no parent or emergency contact person can be reached. Authorization for emergency treatment by the receiving medical facility is also requested. Parents must accept financial liability for transportation by the paramedics and for all resulting emergency medical care at the hospital.

#### Students with Food Allergies

Parents of students with food allergies or other life-threatening allergies are required to have an Emergency Action Plan Form completed by the child’s physician and kept on file for the administration of life-saving medication in the event of an allergic reaction.

#### Dispensing of Medication

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during school hours and during school related activities are discouraged unless necessary for the critical health and well-being of the student. It is the policy of this school that school personnel, including teachers, administrators, administrative staff, shall not administer medications to students except as provided in the School Medication Procedures. Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian.

No student shall be allowed to possess or consume any prescription or non-prescription medication unless the school principal has received a complete Medication Authorization Form for such student. If medication is necessary to maintain the child in school, parents are asked to consult their physician in order to determine if the administration of the medication can be scheduled outside of school hours. If this is not possible, the ideal situation would be to have the parent or responsible adult appointed by the parent, come to school to administer the medication. In the event that this cannot be done, the parent must adhere to the guidelines from the Office of Catholic Schools.

Appropriate Containers It is the responsibility of the parent/guardian to provide the School with all medication in appropriate containers that are:

* + Prescription-labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) or
	+ Manufacturer-labeled for non-prescription over-the-counter medication.

Storage of Medication

Medication received by the School in accordance with a completed Medication Authorization Form and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the School Principal, his/her designees.

Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.

At the end of the school year, or the end of the treatment regime, the student’s parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the School will appropriately discard the medication.

The Medication Authorization Forms, Medical Information and Emergency Notification Forms and Parent/Guardian Permission and Authorization Forms are available on the school website and in the school office.

#### Transferring Health Records

When a student withdraws or graduates, the student medical/health records are retained permanently in the student’s cumulative file in the school.

Smoke Free Environment

St. Mary School Campus is a smoke-free learning environment.

# CLASSROOM FOOD AND WELLNESS POLICY

**Food in the Classrooms/Lunchroom**

Student safety is taken very seriously at St. Mary School. Each year, we see more students with life-threatening allergies, some cases in which even a microscopic amount of the offending food may cause a life-threatening anaphylactic reaction. The eight most common allergies are peanuts, tree nuts, fish, shellfish, milk, egg, wheat and soy. An anaphylactic reaction is a sudden, widespread, potentially severe and life-threatening allergic reaction.

People then rapidly develop severe symptoms, including generalized itching and hives, swelling, wheezing and difficulty breathing, fainting, and/or other allergy symptoms.

***Therefore, St. Mary Parish School does NOT allow any products that contain or have been processed in a facility with peanuts and/or tree nuts to be eaten in any of our classrooms.*** We require that during the school day no food items with peanuts and/or tree nuts be eaten in the classroom for a snack or any other class events, including birthday/class/holiday parties, or packed for lunches on field trips. The Classroom Food Policy must be followed at all times. Only food items found on the St. Mary School

Approved Classroom Snack/Treat List may be eaten in the classroom. Students are allowed to bring peanut butter and pre-shelled peanuts and tree nut products for their school lunches since there is a dedicated nut-free table provided for children with allergies in the Oak Room school lunchroom. Due to the increased risk of cross-contamination, shelled nuts are not allowed at St. Mary School at any time, including the lunch periods in the Oak Room/school lunchroom.

**Classroom Food/Celebration Policy**

* + Only foods found on the Approved Snack/Treat List will be allowed to be eaten in the classroom.
	+ **Homemade snacks/treats are no longer allowed in the classroom or to be shared in the lunchroom.**
	+ **Food that is brought in for birthdays that is not on the Approved Classroom/Snack Treat list will not be distributed.**
	+ Treats sent to school for birthdays or other parties/celebrations must from the Approved Snack/Treat List.
	+ Classroom parties may still be held with food from the St. Mary School Approved Classroom Snack/Treat List only.
	+ **We strongly urge you to bring non-edible prizes/treats to share on birthdays, etc.**
	+ **ONLY Peanut and Tree Nut free snacks/treats/lunches will be allowed on field trips.**

**Extracurricular/After School Activity Policy**

With regard to After School Activities and Extracurricular Activities, only food on the Approved Snack List will be allowed. As is stated above, ***St. Mary Parish School does NOT allow any products that contains or have been processed in a facility with peanuts and/or tree nuts to be eaten in any of our classrooms.***

**Other After School or evening Activities i.e. school dances, cotillion, etc.**

**All other school activities must have on their flyer that this is not an allergen free event. Please include on event flyers a contact for any parents that have a food allergy concern so that they can help their child to attend the event safely.**

**Time to celebrate**

Here are just a few non-edible ideas you can use to celebrate that special day with your classmates!

* + Stickers, erasers or fun pencils
	+ A favorite book you would like to share by donating it to your classroom or to the library
	+ A favorite game you would like to donate to your classroom for use on days when recess is indoors
	+ Sports equipment for use during outdoor recess

With our continued emphasis on healthy eating and in consideration of the increase in as well as severity of food allergies among our students, we would like to begin to shift the focus of our celebrations away from edible treats in the classroom and on to non-edible options.

# STUDENT SAFETY

#### School Safety Patrol Grades 6th – 8th

Safety Patrol students serve to protect St. Mary’s children. Each student is on post for one week at a time. Those dates are hanging up in the Parish Center lobby, outside of the school office as well as in the Junior High hallway and will be emailed to the parents. Each student is on the list no more than twice. If it is their week, they need to be here at 7:30am and are dismissed in the afternoons at 3:10pm. If you child cannot make it, we are asking them to get a sub as we

know unforeseen events pop up. This is part of their service hour requirements only. It is not a letter grade that is given out. Mrs. Rasinski or Mrs. Keehn can sign your child's service hours sheet.

#### St. Mary School Safety Patrol Guidelines

1. A Safety Patrol member must always be on time, kind, and respectful especially onduty.
2. Do not socialize during your duty time; do not talk with friends at this time, youare watching for the safety of the children.
3. Keep the students safe:
4. Make sure students walk;
	1. Make sure students stay on the sidewalk;
	2. Make sure there is no throwing on school grounds;
	3. Make sure there is no yelling or profanity;
	4. Make sure there is no fighting or bullying;
	5. Make sure students walk their bikes;
	6. Get an adult if any unsafe conditions arise;
	7. Wear your belt at all times.

Safety Positions are as follows:

Front Door –

* + In the morning you are to let people into the front door, and send them to the office to check in.

Link Door (2 positions at this post) –

* + In the morning you are to let Pre-K parents and students in early;
	+ You are to direct early students to the school office to check in;
	+ In inclement weather open door for students and watch them. Students are to stay in the Link area;
	+ In the afternoon you are to go to the end of the sidewalk and monitor the area for any unsafe activity/behavior issues.

Gym Door/East Lot –

* + In the morning you monitor the door and give students access in case of inclement weather;
	+ Motion students to the front door for early access to the school;
	+ In the afternoon, you are to monitor the area at the east end of the parking lot for unsafe situations/behavior issues.

Outside Gym Doors –

* + You are to watch for cars and students in need of crossing the street;
	+ Help the teacher who is there;
	+ Make sure traffic flows smoothly and students get into cars with their rides. Please stay on the sidewalk.

All patrol people are required to attend training. All problems should be taken up with the directors of the Student Safety program.

#### School Security

The school doors are open for entry from 7:50 – 8:00 a.m. and are locked the rest of the day. Parents and visitors must enter through the main office doors on the south side of the school. Upon arrival on school premises, all visitors, including parents and volunteers, are required to sign in at the school office and receive a Visitors Badge. Before leaving the premises, they must return the badge and sign out.

Crisis Plan

The school’s crisis plan is reviewed by all school personnel at the beginning of each school year.

#### Emergency Closing of School – School Website

In the event of a closing or emergency, St. Mary School will issue a recorded message that will be sent to all phone numbers in the school’s School Messenger directory. Please make sure that your contact information is up-to-date in the school’s records. Every effort is made to post

emergency closings on St. Mary’s website ([www.stmaryriverside.org/school](http://www.stmaryriverside.org/school)). We have found this to be an efficient method of notification, but parents are encouraged to also check [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com/) and local radio and TV stations that have a computerized list of school closings.

#### Fire, Disaster, Lockdown, and Civil Defense Procedures

Each homeroom teacher is instructed in fire and tornado procedures, which are also clearly posted at the door of each classroom. All procedures are reviewed and approved by representatives of the Riverside Fire Department prior to the opening of school each year.

Periodic drills are conducted throughout the school year. Silence and cooperation are expected of all students during fire or disaster drills.

If a **TORNADO WARNING** is in effect in the locality of St. Mary School, students will be directed to designated areas. Students will not be sent home during a tornado warning.

#### Lockdown Procedures

St. Mary School has procedures in place for both soft and hard lockdowns. All lockdown procedures are done with the safety of the students and staff in mind. These procedures have been approved by the Riverside Police Department.

A soft lockdown is activated when circumstances do not present an imminent danger to students or staff. Examples include, but are not limited to, a robbery nearby, hazardous material spill or bomb threat in the area. During a soft lockdown no one is allowed in or out of the school building until we have been advised by the proper authorities. The children will go about their normal school day. If a soft lockdown occurs near dismissal, the school office will notify parents of the situation and as soon as the situation is rectified, students will be dismissed.

A hard lockdown is a very serious situation that could possibly jeopardize the safety of students and staff. During a hard lockdown 911 would be called immediately. Students stay in their classrooms. No one roams the building. No one is allowed in or out of the building. Students and staff will maintain their position until the police department gives an all clear signal.

Parents are requested to remain at home until such an alert has been discontinued**.**

Scooters, Skateboards, In-Line and Roller Skates

Scooters, skateboards, in-line and roller skates are prohibited on school property. They are

deemed an unacceptable means of transportation to and from St. Mary School. Student’s safety and limited space on the school parking lot necessitate this directive.

Bicycles

Bicycles must be “walked” on school grounds when other children are present, including times when LEAD children are using the playground after school. Bikes should be parked and locked at the racks located along the west wall of the Parish Center near the south LINK entrance. St.

Mary School does not accept responsibility for bikes parked at the racks. At no time are bikes to be brought into the school building. Any student who engages in vandalism of bikes parked at school racks is subject to School Discipline Code procedures.

Student Accident Insurance

The school does not provide student accident insurance.

#### Sexual Harassment

Sexual harassment by one employee of another, by an employee of a student, by a student of any employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action.

Any employee or student, who knowingly makes false charges against an employee or a student, in an attempt to demean, harass, abuse, or embarrass that individual, shall be subject to the sanctions for misconduct set forth above.

#### Suspected Child Abuse

When school personnel suspect child abuse or neglect by a person responsible for a child’s welfare, they must follow the procedures of the State of Illinois and report their suspicions to proper authorities (Illinois Department of Children and Family Service).

# STUDENT SUPPORT PROGRAMS

#### Hot Lunch – Food Service Program

The Archdiocese of Chicago sponsors a food service program through Food Service Professionals, which offers meal service to elementary and secondary schools. Information regarding the process to determine student eligibility for either free or reduced rate meals is available through Food Services Professionals.

Parents can order and pay for hot lunches online each month by the posted due date. Parents choose which lunch and which type of milk their child wants. Lunch stickers indicating their choices are given to the students who ordered lunch before they go to the lunchroom.

#### School Social Worker

St. Mary employs a part-time Social Worker for the purpose of supporting our students and families academically, socially and emotionally.

#### Peacebuilders Program

Peacebuilders is a science based and research backed program. The program promotes kind and caring behaviors in our community and helps our students to make the best choices to be part of making our school the most positive and caring environment it can be.

#### Extended Day Program/LEAD

St. Mary’s extended day program is designed to promote a positive self-concept in each child within a secure environment. Morning LEAD is open to all students and afternoon LEAD is open to all students who are enrolled at St. Mary School on a full-time basis.

Before School: from 7:00 a.m. to 7:50 a.m.

After School: from 3:00 p.m. to 6:00 p.m.

###### The LEAD Program follows the school calendar, and is not in operation on days of early dismissal (except 2:00 dismissals on the first Friday of each month), or when the school is closed for holidays, teacher institutes, or vacation periods.

If a special event precludes the operation of the after-school LEAD Program, parents will be notified in advance by the program coordinator. On rare occasions, severe weather conditions may necessitate early closure of the after-school program and parents must make the necessary arrangements for an early pick-up upon notification by the school. Qualified personnel operate LEAD Programs under the direction of the principal.

The LEAD coordinator and principal reserve the right to exclude any child from the morning or afternoon LEAD Program who is too immature to handle the situation, or who is consistently disruptive and does not respond to appropriate correction, intervention, or referral for parental assistance. Exclusion may also result if parents are repeatedly late for pick-up, or uncooperative in dealing with their children’s behavioral problems.

Fees are structured on an hourly rate per-child based on the number of children in the family that attend LEAD. For the safety of all the children, parents must complete the Registration Form and Authorized Personnel Pick-Up Form located on our website. Contact the LEAD coordinator for more specific details. St. Mary reserves the right to discontinue service due to unpaid invoices.

#### Pre-Kindergarten

St. Mary Pre-K Program is operated under the direction of the school principal. Children are introduced into a school environment in a positive manner where they are encouraged to explore and enjoy the learning experience. A certified teacher and aide guide the children in opportunities to explore, create, have fun and enjoy learning.

|  |  |  |  |
| --- | --- | --- | --- |
| PK 3-3 | 3 year olds | Monday, Wednesday, Friday | 7:50-11:00 a.m. |
| PK 3A | 3 year olds | Monday through Friday | 7:50-11:00 a.m. |
| PK 3F | 3 year olds | Monday through Friday | 7:50- 3:00 p.m. |
| PK 4A | 4 year olds | Monday through Friday | 7:50-11:00 a.m. |
| PK 4F | 4 year olds | Monday through Friday | 7:50- 3:00 p.m. |

#### Extra-Curricular Activities

Extra-curricular activities enhance the learning experience at St. Mary School, and emphasize the importance of service to the community. A well-rounded scope of activities offers students a chance to apply and augment knowledge, values and skills developed in the academic program to leisure activities in athletic, social, leadership and service organizations

#### Sports Club Activities

The St. Mary Parish Sports Club sponsors an Interscholastic Sports Program. Program development incorporates the guidelines approved in March 1995 by Council 8-B of the

Archdiocesan Principal’s Associations for Interscholastic Sports Programs. Information regarding the sports program schedule is enclosed in the Family Envelopes as each of the following activities is organized:

School Grade-Level Teams

Basketball grades 5-8

Volleyball grades 5-8

Soccer grades 5-8

Track & Field grades 3-8

Football – joined with St. Francis Xavier grades 3-8

# SCHOOL ADVISORY BOARD

The pastor and principal establish the board to assist the school community in the governance in specified areas of the school, consistent with the policies, procedures, guidelines, regulations and best practices promulgated by the Archdiocese of Chicago and the Office of Catholic Schools.

It is recommended that the board be composed of 11 to 21 members. An individual is appointed by the pastor and/or principal based upon a certain skill set and expertise for a specified term, usually 3 years. A maximum of twenty percent (20%) of the Board members may be non-Catholic. Board members may be

* + Parishioners;
	+ Alumni/alumnae and parents of alumni/alumnae;
	+ Leaders within the neighborhood, business and professional communities;
	+ Parents/guardians.

The Archbishop empowers the members of the board through the pastor or the superintendent of schools with specified responsibilities/powers. The following are the areas of responsibility of the board:

* + Fiscal management (financial resources; physical plant)
	+ Institutional advancement (communication; development; marketing; enrollment/recruitment and student retention)

The board also has responsibilities for the following areas. The Executive Committee may decide the manner of implementation, either themselves or through an ad hoc committee of the board:

* + Ministry effectiveness (mission/vision/faith-based core values)
	+ Member development (on-going professional development for board members
	+ Planning and policy (development of local policy as needed)

The commitment of board members is to prepare for and attend board meetings and actively participate in at least one of the committees of the board which include: Executive, Fiscal Management, and Institutional Development, Marketing/Recruitment. The school community shall have an active and supportive parent organization (P.I.E.); its president or designated representative sits on the Advisory Board.

The board uses a consensus model of decision-making; work is prepared in committee before presentation to the board membership. The Executive Committee includes the board chair, assistant chair, board secretary, the pastor (or superintendent’s delegate) the principal. The

school administrator and the board chair set the board agenda and monitor the board calendar. An agenda packet, including the minutes for each current committee’s work, is sent to board members in a timely manner so that board members may come to the meeting prepared.

Information regarding the approved bylaws, other supporting documents, and the process of establishing a board is available from the Director of Board Development, Office of Catholic Schools.

### LEGISLATIVE ACTION

The Office of Catholic Schools Legislative Advisory Board works with the Catholic Conference of Illinois to promote effective legislative action for the Catholic schools in the Catholic dioceses in the state of Illinois. The legislative Action Network of the Archdiocese of Chicago Office of Catholic Schools includes one or two Legislative Action Persons (LAPs) from each school. The LAPs are appointed by the principal.

The role of the Legislative Action Person (LAP) is to:

* + connect to the legislative action email network at the Office of Catholic Schools and the Catholic Conference of Illinois;
	+ communicate legislative action alerts, in collaboration with the principal, tothe shareholders in the local school community;
	+ inform the pastor, parents/guardians and parishioners about appropriate legislative activity;
	+ provide legislative reports to the local family and school organization and the parish council;
	+ build a relationship between the school and local legislators – write, visit and/or call legislators and invite them to visit the school;
	+ attend rallies sponsored by the Catholic Conference of Illinois and the Office of Catholic Schools;
	+ participate in Legislative Action workshops and conferences sponsored by the Office of Catholic Schools

### PARENT ORGANIZATION

The purpose of Family School Association (FSA) is to respond to the Archdiocesan challenge:

“…to reach, to stretch, to communicate, to grow parents and teachers together-in order that we might establish between teachers and parents the close rapport, mutual respect and Christian concern that gives living witness to our children of what Christian community is all about!

The FSA is an organization of the school dedicated to collaboration between parents/ guardians and members of the school and parish staff in the pursuit of a quality, faith-centered Catholic education.

The school community recognizes that parent/guardians are the primary educators of their children in the Catholic faith.

The FSA promotes and encourages the following goals:

* + Support of the school in its role of educational and spiritual development ofchildren;
	+ Spiritual, educational, and formational development for parents/guardians and their families who are part of the school community;
	+ Regular communication that fosters the partnership of home and school;
	+ Social interaction among the members of the school community;
	+ Volunteer service to the school
	+ Involvement in legislative action that supports non-public schools;
	+ Promotion of the school in the local community.

The FSA is not:

* + A policy-making organization
	+ Primarily a fund-raising organization
	+ A forum for grievances

The FSA officers include, an executive board, standing and special committees. The organization functions under the auspices of its written Constitution and Bylaws which follow policies, procedures and directives of the Archdiocese of Chicago and the Office of Catholic Schools.

###### Financial Practices

The FSA follows the best practices of authorized financial policies and procedures required for the collection and disbursement of funds as determined by the Finance Office of the Archdiocese of Chicago.

#### Fundraising Initiatives

The members of the FSA may be involved with fundraising activities for the school. They work together with the school administrator to accomplish the school’s funding goals

#### School Volunteers

Our volunteers, coordinated by FSA, provide treasured gifts of service to St. Mary students and teachers in a wide variety of capacities, both during and after regular school hours. Volunteers are often the heart of school events that would not take place without their generous gifts of time and talent.

**All volunteers, who will work with or around children are required to complete the following:** Virtus/Protecting God’s Children training session, sign a Code of Conduct Acknowledgement Form, and complete a yearly CANTS (Department of Children and Family Service Child Abuse and Neglect Tracking System) form. Coaches must also become Mandated Reporters. Volunteers cannot participate unless all requirements are met.

#### Tuition Reduction Program (TRP) Program

The TRP Program is an innovative way to save money on tuition and to raise funds for theschool at no cost to you. Instead of going directly to the store and spending cash to make your purchase, you buy the gift certificates from the TRP Program and use the gift certificates to make your purchases. These are the same certificates you would purchase directly from the participating stores. The program makes money by purchasing the certificates at a

discount. For example, you purchase $100 in Riverside Foods certificates. It only costs St. Mary

$95. The $5 profit is split 75/25 between you and the TRP Fund. You receive a tuition credit for

$3.75 and the TRP Fund receives $1.25. The total TRP Fund, less expenses, is given to the school. It is that easy and the credits do add up quickly.

The program is available all year long if there are enough volunteers to run it. Orders are due at 9am on Mondays. (*Please try to send in orders on Friday when you return your Thursday envelope.)* Orders are sent home on Wednesdays. Orders can also be picked up in the office beginning Wednesday afternoon. During the summer, the orders can be picked up at the rectory during daytime office hours.

Order on-line at [www.shopwithscrip.com](http://www.shopwithscrip.com/). The TRP Coordinator will assist you when setting up an account for the first time. Payments must be received before we can place your order.

Some points to remember:

* + Tuition credits are applied to your May tuition (and April if you’ve earned that much). Credits will be applied to your August tuition of the following year if you paid your current tuition in full. Credits can be carried over to the next school year as long as your children are still enrolled at St. Mary or if they are attending an approved high school. Any unused credits will be given to the TRP Fund.
	+ Tuition credits will not be paid out in cash or to an individual under any circumstances. The payee must be an approved school.
	+ Tuition credits less than $25 as of the payout date will not be paid out. These amounts will be given to the TRP Fund.

If you would like to have your order returned in the Thursday envelope, you must sign the family folder disclaimer form each school year

* + You must use a check or Presto Pay to pay for your orders. We do not accept credit cards or cash.
	+ You can order TRP while you’re in the store as long as you are registered for Presto Pay.
	+ TRP may not be distributed in certain weeks due to holidays or otherconflicts.
	+ TRP is run by volunteers.
	+ Returned checks are subject to a service charge.
	+ Orders received after the deadline will be filled the following week.
	+ Certificates are just like cash and will not be replaced if lost or stolen.
	+ Family and friends can order on your behalf to increase your credits.
	+ You can track your progress in your online account.
	+ “Change back” and expiration policies vary by store. Check the certificate or the store for the policy. The general rule is to expect little or no change when using certificates.
	+ Periodically, a limited supply of certificates will be available for immediate purchase through TRP Express.
	+ Tuition credits can be applied to an approved high school. This can only be done if

the family has no students enrolled at St. Mary. The 25% will be given to the TRP Fund.

* + St. Mary staff, teachers and parishioners are able to purchase TRP. 100% of the credits accumulated will be given to the TRP Fund if they have no children in qualifying schools.

For more information, please contact the TRP Coordinator or the school office.

Smile Amazon

The school receives a percentage of your purchases when you order through smile.amazon.com instead of Amazon. It does not cost you anything extra and the prices are the same. When registering, be sure to select St. Mary Riverside as your donation choice.

# GUIDELINES FOR COMMUNICATING ELECTRONICALLY WITH MINORS

Basics

Electronic communication includes (but is not limited to) use of cellular phones, webcams, email, text messaging, and instant messaging and, electronic publication of content on websites, message boards, blogs, and social networking sites.

All decisions related to the means used to communicate electronically with minors should be made by a pastor or principal, rather than by individual employees or volunteers.

Before communicating with minors electronically, obtain written permission from parents to do so. Ask parents, in writing, which forms of communication they prefer be used to contact their children. Teachers, catechists, coaches, youth ministers and others should not collect student e- mail addresses and phone numbers from students; this information must be provided, in writing, by parents. In the case of young children (i.e., elementary school and middle school students), only parents should be contacted directly. In the event minors are contacted directly by employees or volunteers, parents must be copied on the content of all messages (although the duplicate message need not be sent using the same means of communication used to contact the minor).

The content of electronic communication should be brief and on topic. When communicating with a minor, write or speak as if you are also communicating with their parents; the boundaries that must be respected in oral communication extend to electronic communication. All communication must conform to Archdiocesan Safe Environment Training and the Code of Conduct [(http:](http://www.archdiocese-chgo.org/keeping_children_safe/code_of_conduct.shtm%29)/[/www.archdiocese-chgo.org/keeping\_children\_safe/code\_of\_conduct.shtm).](http://www.archdiocese-chgo.org/keeping_children_safe/code_of_conduct.shtm%29)

Communication that violates the Code of Conduct will not be tolerated, regardless of the medium used to convey it. Except in extraordinary circumstances, all communication between adults and minors should take place between the hours of 7:00 a.m. to 10:00 p.m. This includes the posting of content to websites and social networking sites.

Cellular Phones/Text Messaging

* + Whenever possible, use school or office lines to conduct ministry/school-related

conversations.

* + Except in cases of emergency, do not call minors directly (e.g., on a minor’s cellular phone). Instead, call parent or family lines.
	+ Avoid sharing your personal cell phone number with minors.
	+ Do not communicate with minors via text messages. A possible alternative to the use of traditional text messaging is the use of Twitter or social networking sites (see point one under “Social Networking Sites.”)

Email

* + Do not contact minors using a personal email address. Only official Archdiocesan or parish accounts should be used for communication.
	+ If possible, always copy parents on emails sent to minors. In the case of certain minors (i.e., elementary school and middle school students), only email parents.
	+ Do not add minors to personal, electronic mailing list (e.g. when sending or forwarding an email unrelated to educational or ministry-based activities, do not add minors to the list of recipients.)
	+ If you receive an inappropriate personal communication from a minor, keep a copy of the message and inform your supervisor.

Social Networking Sites

* + Employees or volunteers should not use personal social networking site accounts to contact minors. Instead, a parish or school can create a group or organization page used strictly for education or ministry-related communication. These accounts must be registered to the school or parish, instead of to individuals within an organization. All group pages or ministry/education-related accounts should be titled to reflect their official nature. Passwords to such accounts should be accessible to at least two employees.
	+ No personal contact information should be listed in the profile fields. Only official email addresses, office phone numbers and job titles should be listed.
	+ Account settings should be set to maximize privacy
	+ While schools and parishes are free to publicize their presence on social networking sites, minors should not be sought out as “friends” (i.e. individually invited via site communication tools to associate with the group or page.)
	+ Do not post pictures of minors or “tag” pictures of minors (i.e. label photos to increase their accessibility or visibility on a site.)
	+ Only comment on education or ministry-related threads.
	+ Do not use instant messaging programs (e.g., Facebook chat).
	+ Official walls and pages must be frequently monitored for inappropriate posts. Inappropriate posts should be promptly removed/deleted. A specific individual should be responsible for monitoring sites and removing inappropriate content.
	+ If third parties create unofficial groups or fan pages about your group, periodically review them for inappropriate content (e.g., unauthorized use of logos, bullying, harassing or defamatory language, etc.) You may report these pages/groups/users to the hosting site and ask that they be removed.
	+ All content posted by employees and volunteers must reflect Catholic teachings and values.

Questions regarding these guidelines are to be directed the appropriate Regional Director in the Office for Catholic Schools.

# Technology Use Outside of School

Parents/Guardians are primarily responsible for the student’s appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs, and threats.

The amended Juvenile Court Act (effective January 1, 2011) prohibits a minor under the age of 18 from electronically distributing or disseminating any material that depicts another minor nude or engaged in any sexual or lewd conduct.

The possession of sexually explicit images of minors on any device is prohibited regardless if any state laws are violated or not. Parents/Guardians and the police may be contacted to investigate all involved in sexting. Cell phones may be searched if reasonable suspicion exists that the phone contains evidence of a violation of school policy.

Students will be disciplined for sexting and each case will be referred to local law enforcement to determine whether or not criminal charges are appropriate.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family

#### Social Media

Regarding social media, Twitter, Facebook, Snapchat, Instagram, and Tumblr all have a legal minimum age of 13. However, it is very easy for children under the age of 13 to create accounts. Many parents are not aware of the age restrictions or the risk they put their children in when they are allowed to use social media. Because of the ease of setting up an account, many parents are

totally unaware that their children are using social media. Children who have “followers” on social media fail to understand that they are being “followed” by strangers and think their number of followers is a gauge of their popularity and worth. They are too naive to realize how dangerous this could be.

Regarding gaming, Grand Theft Auto has been around for years. Multiple versions and updates of the game have been made available. This game has been extremely controversial since its inception. Depending on the version, a child playing can pay for and later kill a prostitute, gain points for harming a woman, witness full frontal nudity and role play a variety of violent acts including drunk driving, drug peddling, shooting and killing police officers, waterboarding, electrocution and more.

PLEASE HELP by prohibiting your children from using social media and mature video games. We will continue to address these issues in our curriculum.

Below are some additional resources

Why Social Media is Not Smart for Middle School Kids [https://www.psychologytoday.com/blog/mental-wealth/201703/why-social-media-is-not-smart-](https://www.psychologytoday.com/blog/mental-wealth/201703/why-social-media-is-not-smart-middle-school-kids) [middle-school-kids](https://www.psychologytoday.com/blog/mental-wealth/201703/why-social-media-is-not-smart-middle-school-kids)

Instagram might not be great for young people’s mental health [https://www.usatoday.com/story/tech/nation-now/2017/05/24/why-instagram-worst-your-](https://www.usatoday.com/story/tech/nation-now/2017/05/24/why-instagram-worst-your-kids/344256001/) [kids/344256001/](https://www.usatoday.com/story/tech/nation-now/2017/05/24/why-instagram-worst-your-kids/344256001/)

Instagram: Why your kids love to use it [https://www.usatoday.com/story/tech/news/2017/10/04/instagram-why-your-kids-love-](https://www.usatoday.com/story/tech/news/2017/10/04/instagram-why-your-kids-love-use/715891001) [use/715891001](https://www.usatoday.com/story/tech/news/2017/10/04/instagram-why-your-kids-love-use/715891001)

Instagram safety tips

<https://www.lifewire.com/instagram-safety-tips-for-parents-2487800>

The following two agreements (also available on our school website) must be read and signed by both the students and a parent. Please click on (or copy and paste into browser) the following link to electronically complete and submit the following St. Mary School Technology Acceptable Use Policy & Agreement [**http://goo.gl/forms/pRfFg0ZzAi**](http://goo.gl/forms/pRfFg0ZzAi)

## St. Mary School Technology Acceptable Use Policy & Agreement

This Acceptable Use Policy (AUP) and Agreement has been designed for Parents/Guardians as well as St. Mary School students ranging from Pre-Kindergarten through 8th grade. Please carefully read through each section and check the boxes as you progress through the form. St. Mary School students are expected to agree to such policies prior to using any internet -based technology.

* Required

**Technology Use Code of Conduct**

All students have regular access to computers and mobile device technology linked to the In ternet in their classrooms, as well as in the Technology and Resource Centers. While these connections increase student access to up-to-date information sources, the school is aware that Internet access, if improperly used, may expose students to some risk s. To reduce the potential for exposure to these risks, all students at St. Mary School are bound by the rules and procedures contained in the following acceptable use policy.

o Yes, we understand and agree.

**Technology Acceptable Use Policy | Pre-Kindergarten - 3rd Grade**

St. Mary School provides technology resources to its students. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents/guardians, teachers, and support staff.

The use of these technology resources is a privilege, not a right. St. Mary School believes

communication tools can enhance the learning experience, broaden the students’ global horizons and discover a vast scope of information. Appropriate behavior, as it relates to the use of computers, is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the computers and computer networks in a responsible and ethical manner. This document is intended to clarify these expectations as they apply to computer, network usage, and all forms of communication tools in schools. Parents, please go over the Computer Rules and Guidelines for t he Internet with your child. Then digitally agree to the User Agreement with your child to show that you and your child understand and accept the rules for using St. Mary's Technology Resources and Communication Tools.

o Yes, we understand and agree.

**Terms of Agreement Computer Rules**

I promise to use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network. I will handle all equipment with care. Have clean hands and no food or drink by the computer. Listen to instructions before beginning my work. I will not run programs or print without being told. Every time I leave a computer I will make sure the desktop is as I found it. I promise to ask for help if I don’t know what to do. I promise to tell my teacher if I read or see something on a computer that is not appropriate. I promise to only use

my own file or my own folder on the student network. Never use a computer to harm other people, snoop around in their files, harm or destroy another person’s data, or the school’s software or hardware. Vandalism will not be tolerated. I will never share my passwords. I promise to use the Computer and the Internet for schoolwork only. I will use the programs and websites that my teacher has approved.

o Yes, we understand and agree.

**Netiquette: Internet Safety**

Never give out personal information such as address, phone number, full name, or passwords to anyone you meet online. Keep information about you and your family private. Tell an adult when

you’re uncomfortable with anything you see or read while online. I will not send my picture to anyone or meet anyone that I encounter online without telling my parents and never do any of

these actions from school. Treat other online users’ as you would like to be treated. Know where you are in cyberspace and follow the rules. Do not use language that is considered offensive or threatening to anyone. I will not view, send or display inappropriate messages or pictures. I will tell my teacher or parent right away i f I read anything that makes me feel uncomfortable. I will not use my personal email account or any personal electronic device at school. If someone says something to you online that makes you feel unsafe or strange, sign off. Do not respond to any messages that are mean or that makes you feel uncomfortable. It is not your fault if you get a message like that, tell an adult right away. I promise never to use any form of electronic communication to harass, frighten, or bully anyone. I will not buy or order a nything online.

* Yes, we understand and agree.

**Cite Your Source Always Give Credit to the Sources of Information You Used**

Don’t copy, cut, paste, or plagiarize Internet content/information. Always cite your sources. I promise to obey copyright laws. I under stand that if I break any of the rules or any of my promises, I might not be able to use the St. Mary Computers/Communications Tools.

* Yes, we understand and agree.

**Technology Acceptable Use Policy | Grades 4 through 8**

St. Mary School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents/guardians, teachers, and support staff. The use of these technology resources is a privilege, not a right. Access to computers provides the potential availability of material that may not be considered of educational value in the context of the scho ol setting. St.

Mary School believes communication tools can enhance the learning experience, broaden the students’ global horizons and discover a vast scope of information, which outweighs the possibilities that users may obtain material that is not consi stent with educational goals of the

school. Appropriate behavior, as it relates to the use of computers, is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the computers and computer networks in a responsible and ethical manner. This document is intended to clarify these expectations as they apply to computer, network usage, and all forms of communication tools in schools. "Netiquette" is how you manage your online reputat ion. Be Polite, Be Aware, Be Considerate. The use of an account requires you to abide by Computer, Network, Internet, Social Networking, and Telecommunication etiquette. Protect your future.

* Yes, we understand and agree.

**Acceptable Use (Defined)**

All use of computers, networks, and online telecommunication services shall be consistent with the mission, vision, and policies stated in the Parent -Student Handbook. Successful participation in the schools Technology Resources requires that its users regard it as a shared resource and that students conduct themselves in a responsible, safe, ethical, and legal manner. Access entails responsibility. Use of computers, networks, Internet and online telecommunications is a privilege and must support teaching, learning and research and is provided to the student for educational purposes and research consistent with the school’s curriculum and instructional goals. Students must comply with all St. Mary School policies, school rules and expectations concerning student conduct and communications when using school computers, whether on or off school property.

Inform the teacher about your purpose when using the computer. Students also must comply with all specific instructions from school faculty, staff, and volunteers when us ing school computers. When students access information from a school computer the student must realize they are a guest on the computer and a representative of our school community. Respect and practice the principles of community. Protect the rights of ot hers by respecting the privacy of other network users. Trespassing into files of others, even with their permission, is strictly prohibited. Use only assigned accounts. Treat others online with respect, as you would like to be treated. Communicate only in ways that are kind and respectful. When online, have no expectations of privacy. Time on

the Internet is valuable. Use it wisely. Learn to question and judge information. Just because it is on the Internet, does not make it accurate; get a second and third opinion/source. Always cite your Internet sources. If you come across any information that makes you feel uncomfortable, seems suspicious or is questionable, alert your teachers.

* Yes, we understand and agree.

**Unacceptable Use (Defined)**

Improper use of St. Mary School Communication Tools is prohibited. Uses that are prohibited include but are not limited to: Using the Internet/Intranet when the classroom teacher is not present is not allowed. Use of computers during recesses is prohibited . Never log on the Internet

without a teacher’s knowledge. Students may not engage in any malicious use, disruption or harm/ damage to the Computers, Computer Systems, Computer Networks or Internet Services. Never try to learn or share another person's password; use other users’ passwords or attempt to circumvent network security. Never violate students’ right to privacy/confidentiality by trespassing in other's folders, work or files. It is prohibited to delete, examine, copy, or modify files or data belon ging to other users, without their prior consent. Also, do not view, use, copy passwords, data, or network folders that are not authorized. I will not download, upload, save information, or install software

on a school computer. Downloading unacceptable ma terials is prohibited. I will not print without the teachers' approval and assistance. Never intentionally waste limited resources. No surfing the net. Employing the school’s computers, network, and Internet services for commercial purposes, entertainment or unauthorized purchases is prohibited. I will not subscribe to any services. Using the school’s technology resources for financial gain, credit card fraud, electronic forgery, illegal activity, and for political purposes is also prohibited. The school’s communication tools are used for the educational program and school assignments. Never post any of your personal information such as home address or phone number or send your picture or that of any member of our school to anyone on the Internet at any time. Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, threatening, discriminatory, harassing, suggestive, bullying and/or illegal materials or messages. I will not reply to, nor will I

send, any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my teacher right away. Never use IM, email, post, or text message vulgarities, harassing messages, inappropriate language or symbols while using the computer or when writing on the Internet. Never repost personal communication without the

author’s prior consent. Young people should be aware that some forms of online bullying are considered a criminal act. Cyber bull ying is everyone's business and the best response is a pro - active or preventative one. I'm not allowed to post any information on the school Web pages without the approval of my teacher. The privacy of others must not be infringed upon. Be considerate, respectful and protect the integrity of others by not transmitting or posting text or images of fellow students, faculty or staff. Never send or post information on websites, blogs, or social networking sites that include the St. Mary name, logo or any infor mation associated with school/clubs, faculty, staff, and students. I will not log onto any of my personal accounts or social networking sites while at school and will not use the school name or logo in any form when using social networking sites at home. Never write or post anything on the Internet/e-mail that you wouldn't want the whole world - including your parents to read. Violating Copyright Law - Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc.) I understand that to copy another person's work from the Internet and call it my own is a violation of copyright law. This pertains to text, graphics, video, or sound.

When Internet sources are used in student work, the author, publis her and web site must be identified. Ask permission when possible and credit the author accordingly.

* Yes, we understand and agree.

**Consequences for Violation of Acceptable Use Policy**

Violations of these rules may result in disciplinary action, including th e loss of a student’s privileges to use the school’s information technology resources. The student will still be

responsible for all class assignments. This Acceptable Use Policy does not attempt to articulate every required or proscribed behavior by its users. Successful operation of the network requires

that all users conduct themselves in a responsible and ethical manner. T he user is ultimately responsible for his/her behavior and actions when accessing the network. We ask our parents to be equal stakeholders in the implementation of our Technology Acceptable Use Policy. The signatures on this document indicate that you have read and discussed this document with your student, and that you and your student understand the terms of this agreement.

* Yes, we understand and agree.

**St. Mary School Program Computer Technology Guidelines and Contract**

I will not change the settings of t he classroom computers. I understand I may not use an audio CD/Video/DVD on a SMS computer unless it is for a school assignment. I know I can use SMS computers to access information worldwide (i.e. Internet databases) but must abide by the rules of “netiquette” when doing so. I will respect copyright laws and will not make nor download unauthorized copies of copyright protected materials. I will not intentionally access information that may be obscene or offensive toward any individual (including or seeming ly gang-related) nor will I place any such information on the network or Internet. I will respect the security of any computer system or network and will not try to gain unauthorized access to system programs, computer systems, or another person files. I will not use the computer systems to disturb or harass other computer users. I will not waste or take supplies and will print only school assignments. I will not use the network for financial gain or any commercial or illegal activity. I will not engage in vandalism, including bypassing security systems, harming or destroying any data on the SMS network or Internet. I understand I should not make any purchases online and if I violate this rule, SMS is not responsible for any expense I incur or purchases I ma ke in addition to losing internet privileges I understand Internet access to free email, chat rooms, bulletin boards and guest books is not allowed. I understand school computers and all files or information stored is the property of SMS, and as a user, I have no privacy when using these computers. I also understand SMS staff reserves the right to inspect contents of my folders at any time and may delete any non -academic or inappropriate files. I understand the computers are used for saving academic work, n ot for downloading games, sound files, image files or video files for personal use. I understand that violation of the above statements will make me subject to disciplinary action and can include the immediate suspension of computer privileges. I understan d that I am responsible for any of my actions that violate the St. Mary School TECHNOLOGY USE CODE OF CONDUCT and will face the consequences associated regarding any violations.

o Yes, we understand and agree

Please click on (or copy and paste into browser) the following link to electronically complete and submit the Online Safety Pledge [**http://goo.gl/forms/COIuhNKKdE**](http://goo.gl/forms/COIuhNKKdE)

# Online Safety Pledge

By agreeing to the points below, you pledge to follow these rules to stay safe while online.

* Required

**First and Last Name of Student:** \*

**Grade Level:** \*

**Homeroom Teacher:** \*

* **I will set up rules for going online: time of day, length of time online, and sites allowed** \*
	+ Yes, I understand and agree
* **I will be a good online citizen and do nothing to hurt others or that is against the law.** \*
	+ Yes, I understand and agree
* **I will check with an adult before download or installing software.** \*
	+ Yes, I understand and agree
* **I will report inappropriate information to an adult right away.** \*
	+ Yes, I understand and agree
* **I will not give out my Internet passwords to anyone other than my parents or teacher.** \*
	+ Yes, I understand and agree
* **I will not plan to meet anyone without first checking with a parent.** \*
	+ Yes, I understand and agree
* **I will not give personal information without a parent’s permission. This includes my photo, name, address, phone number, parent’s work number, school, name, location, or places I go.**

\*

* + Yes, I understand and agree
* **I will not respond to or forward messages that make me feel uncomfortable.** \*
	+ Yes, I understand and agree

**First and Last Name of Parent/Guardian Performing as Witness:** \*

**ST. MARY SCHOOL**

# PARENT-STUDENT HANDBOOK ACCEPTANCE AGREEMENT

2019-2020

We have read, discussed, and agree to abide by all of the policies and procedures set forth in the St. Mary Parent-Student Handbook, including but not limited to

* + Discipline Code
	+ St. Mary School Technology Acceptable Use Policy & Agreement
	+ Online Safety Pledge

as well as with any amendments to this Handbook while we are members of the St. Mary School Community, or until a new handbook is published and presented to parents.

###### Student Name (Please Print) Grade

###### Student Name (Please Print Grade

###### Student Name (Please Print Grade

###### Student Name (Please Print Grade

###### Parent Name (Please Print)

###### Signature of Parent/Guardian Date

###### This form is kept on file in the school office for verification of parental agreement. Each parent/guardian and each child (grades 1-8) are expected to sign the form and return it to school.

66