



A private Catholic Elementary School sponsored by Saint Mary Parish under the direction of the Office of Catholic Schools, a division of the Archdiocese of Chicago.

Saint Mary School

Parent/Guardian/Student Handbook

2023 / 2024



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MISSION STATEMENT

Saint Mary School is a community where children learn to see God in all things, develop their faith in the Gospel virtues of Jesus Christ and demonstrate the highest levels of academic achievement and service through Jesus.

PHILOSOPHY OF EDUCATION

Saint Mary School, a Catholic educational community, is an integral part of Saint Mary Parish Community embracing the values and traditions of the Catholic faith.

We believe that children learn best when they are fully involved in learning activities. Through our educational programs and various teaching methods, we strive to enhance positive self-concepts in each student, incorporate aspects of values education, teach the basic skills and augment skills of critical thinking, and self-direction necessary to function as a contributing person in society.

We believe that faculty in partnership with parents, who are the primary educators, recognize the uniqueness of each child. We seek to provide an atmosphere where students develop a wholesome self-image that they may reach their full potential.

Faculty, staff, contracted employees, and volunteers of Saint Mary School are expected to act in accordance with our stated Philosophy of Education.

This handbook has been developed to provide accurate information regarding policy and procedures; for Saint Mary School families. Information contained within this handbook is subject to change at the discretion of the school and parish administration, or as a result of changes to policies from the Archdiocese of Chicago.

Principal's Message

Welcome to Saint Mary School!

It is an honor to be a part of the Saint Mary community that has been educating children and serving the Northwest Suburbs since 1855. I am extremely excited to work alongside the students, faculty and staff, families, and other members of the Saint Mary community to carry out our mission of fostering “a community where children learn to see God in all things, develop their faith in the Gospel virtues of Jesus Christ and develop the highest standards of academic achievement and service through Jesus.” I am looking forward to continuing the tradition of excellence at Saint Mary School by providing outstanding student-centered academic experiences, and outstanding Catholic formation for our children. As a Catholic community, we have the unique ability to truly educate the whole child and form life-long learners; we will transform the lives of our children and they, in turn, will transform their communities. Together, we will do great things.

Saint Mary, pray for us.

John Fuja

School Board, Administration and Staff

Lists of Board Members and Board minutes, Administrative Staff as well as school Faculty and Staff are posted on the Saint Mary School website - [Saint Mary School](#).

Saint Mary School is staffed with professional teachers who are certified by the Illinois Department of Education, and by the Archdiocese of Chicago.

ADMISSIONS

Non-Discrimination Policy

Saint Mary School does not discriminate in its employment or admission policies on the basis of sex, race, color, or national origin in administration of educational policies, loan programs, athletic or other school-administered programs.

Accreditation

Saint Mary School participates in an ongoing evaluation process by the State of Illinois and the Archdiocese of Chicago. Evaluation by both the State and Archdiocese takes place annually; Saint Mary School received full accreditation in all aspects. Saint Mary School has been recognized twice as a Blue-Ribbon School of Excellence.

Admission Policy

Saint Mary School has an enrollment policy to be used at the time of registration by the administration in the case of maximum enrollment. The following sequence will be used for admission:

1. Students currently enrolled at Saint Mary School
2. Children of Saint Mary/St. Edna's active parishioners who have siblings enrolled in Saint Mary School
3. Children of Saint Mary/St. Edna's active parishioners who are new to Saint Mary School
4. Children of parents who are registered in neighboring parishes without parochial school
5. Children of parents who are registered in neighboring parishes with parochial schools where enrollment is at capacity
6. Children of parents who are registered in neighboring parishes with parochial schools where enrollment is not at capacity
7. Non-Catholic children are welcome at Saint Mary School

Applicants for 6TH-8TH grades are interviewed by the principal as part of the entrance procedure.

Age of Admission - Entry Level

State Law requires that a child has reached the entry age by or on September 1st of the given year. Admission age is in accordance with state law.

- Preschool Age 3 and Age 4
 Three or Five Half Days 7:55 am – 11:30 am
 Three or Five Full Days 7:55 am – 3:00 pm
- Kindergarten Age 5
 Full Day 7:55 am – 3:00 pm
- Grades 1 through 8
 7:55 am – 3:00 pm

Required Documentation

1. Birth Certificate issued by the County, State or National Agency evidencing that the child meets the age requirement and containing the Live Birth number
2. Evidence of a mental health examination, physical examination and required immunizations for Preschool, Kindergarten, and 6th Grades
3. Baptismal certificate, if baptized
4. Official copy of the transfer (if a transfer student)
5. The cumulative record file of a transfer student will be requested in writing from the school of which the child is transferred
6. Dental exams are required for Kindergarten, 2nd and 6th Grades
7. Eye Exam required for Kindergarten

Incoming Screening

Preschool and Kindergarten screening is given to all incoming students. Screening is used as a baseline for teachers and to determine a level of academic readiness. Placement testing may be required for transfer students in the upper grades.

Determination of Academic Supports

If after due consideration, adequate testing, conferring with parents/guardians, and/or social worker, it is determined that Saint Mary School cannot provide the needed supports, the principal shall request a transfer into a situation which may better ensure maximum growth of the student.

Academic Partnership

The Archdiocese of Chicago, as well as Saint Mary School, recognizes parents/guardians as the primary educators of their children. The education of students at Saint Mary School is a partnership between parents/guardians and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent/guardian to withdraw his or her child. This is a decision which is made in partnership with

the principal and pastor. The Saint Mary School Advisory Board holds the principal responsible for executing the above policy.

Student Placement

When multiple classrooms per grade level exist, the principal in consultation with the teachers, will determine student placement. This decision will be made in the best interest of individual student growth and development with efforts to maintain a classroom environment of balanced size, gender and ability level.

Withdrawal from School

When transferring to another school the office must be notified as soon as possible. All student records, psychological testing results, etc., will be released upon notification by the parent or legal guardian. School policy stipulates that all outstanding tuition and fees must be paid in full or suitable arrangements made with the school administration, before records can be transferred.

ATTENDANCE

School attendance is fundamental to the academic success and spiritual growth of our students. For this reason, students are expected to attend school on a daily basis for the school term, unless an absence is excused. A student is absent from school when he/she is not physically present on a required student attendance day. A student is tardy when he/she is not physically present at the posted opening of a regular required student attendance day.

Reporting Process - Absences

Any day that a student is absent from or tardy to school, the student's parent/guardian must call the school office at **847.459.6270** or email **attendance@stmarybg.org** within 30 minutes of the opening of a regular student attendance day to report the student's absence or tardy. If a parent/guardian fails to report a student's absence, it will be recorded as unexcused. The school will contact the parent/guardian if a student is absent and a notice of absence is not received within 60 minutes of the opening of the student attendance day. A student absence will be excused if it is due to:

- (1) student illness (including mental/behavioral health);
- (2) observance of a religious holiday;
- (3) death in the immediate family;
- (4) a family emergency;
- (5) other situations beyond the control of the student as determined by the principal;

(6) other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional or physical health or safety; and

(7) other reasons approved by the principal.

Absences due to medical reasons may be required to provide medical documentation. If medical documentation is required and is not provided, the absences will be marked as unexcused. Students whose absences are excused will be allowed to make up missed assignments. An unexcused absence is as an absence from school for a reason other than those listed above as an excused absence. Students will lose credit for assignments on school days or for classes from which the absence was unexcused.

Tardies

Students are expected to be in class on time so they maximize their learning opportunities. Students that arrive at school after the first bell has rung are considered tardy and must report to the school office upon their arrival. After reporting to the office, the student will be permitted to join his/her class. Tardies are recorded in the school office and are reported on the student's report card. Excused tardies are not counted. Students may accrue up to 5 each semester - Excessive absences or tardiness will be addressed on an individual basis and may be subject to disciplinary action.

Early Dismissal

If it is necessary for a student to leave school during the school day, the student's parent/guardian must call the school office at [insert number]. Students to be dismissed early from school will be picked up from the school office.

Excessive Absenteeism

Excessive absenteeism means absences that total 10% or more of school attendance day in the current school year including both excused and unexcused absences. We will periodically review our student absence data to determine if any students are excessively absent and, if so, we may call the parent/guardian to discuss the reasons for the excessive absences. Additionally, if appropriate, the school may provide the parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success. If there is no improvement in attendance or cooperation by the student or parent guardian with its efforts for their child, the student may be withdrawn from the school.

ACADEMICS

Daily Schedule Grades PreK-8

Academic:	7:55-8:27	1st period:	8:30-9:16	2nd period:	9:19-10:05
3rd period:	10:08-10:54	4th period:	10:57-11:43	5th period:	11:46-12:32
6th period:	12:35-1:21	7th period:	1:24-2:10	8th period:	2:13-3:00

Daily Schedule Preschool

Three or five half days 7:55 – 11:30

Three or five full days 7:55 – 2:55

To ensure students do not miss out on learning opportunities it is imperative that students be in school on time.

EXTENDED DAY PROGRAM

Available before and after regular school hours, the extended day program provides professional care, supervision, and recreation and enrichment activities for your child. It serves the working parent/guardian who desires both Catholic school education and supplementary daycare in a Christian environment. The program is open only to students enrolled full time at Saint Mary School, with the only exception being for preschool students who are enrolled for three full days.

This program allows children to experience a rich diversity of growth activities planned to compliment the philosophy and value system of our school and our school families. Arts and craft projects, indoor and outdoor recreation, snack time, and rest periods are available. In addition, there is time set aside for homework, with some adult assistance and resource materials available. The program is operated by an experienced director and staff.

Hours: Before School: 6:45 AM – 7:40 AM (8:00 AM for Preschool)

After School: 2:45 PM (2:30 PM for Preschool) – 6:00 PM

The program will operate ONLY when school is in session. A weather emergency or other emergency which causes school to be canceled will also result in canceling the Extended Day Program.

When there is early dismissal, the program will operate until 6:00 p.m. On these days, students should bring their own lunch. Milk and snacks will be provided. There are everyday and drop in options, but registration is required for students to attend the program.

Special Services

Saint Mary School is committed to educating the whole child and meeting the students cognitive, spiritual, social and emotional needs. We utilize a team approach to provide the following services to aid students in the educational process:

- Screening of new students and all incoming preschool and kindergarten students
- Benchmark assessment of K-8 students three times per year in the areas of language arts, math and religion. Benchmark assessment of preschool in religion.
- Development of Individual Service Plans (ISP) for students requiring special education and/or academic supports.
- Coordination with the public-school district to provide speech services and evaluations as needed
- Implementation of the Response to Intervention (RTI) process

Response to Intervention is a process of instruction, assessment, and intervention that allows schools to provide academic support and increases the likelihood that the students can be academically successful.

When a classroom teacher recognizes that a student may need intervention to master the curriculum, the following steps will be taken:

1. Universal benchmark screening
2. Share concerns with Special Services Team
3. Alert the parent/guardian and invite them into partnership
4. Brainstorming strategies and interventions with colleagues and parents/guardians
5. Implement research-based interventions
6. Collect data and monitor student progress

Homework Statement

Homework assignments are an extension of the student's daily learning experiences and are to expand and reinforce the education process. Homework can include written assignments, reading, projects, studying and reviewing material covered in class. Students should find a quiet place, free from distractions. Even if no formal homework is assigned on a particular day, the student should use the time to read or engage in some other activity related to school work.

Report Cards & Parent Teacher Conferences

All students receive a trimester report card (November, February and end of school year). Preschool 3 does not receive a report card for the first trimester.

Parent Teacher Conferences will be held in October and February. At other times, parents/guardians may arrange for a conference with the teacher. In the interest of time management, it is important that parents/guardians either come together for conferences or when one parent/guardian represents both parents/guardians that communication between the parents/guardians takes place. Individual requests for conferences, particularly for

parents/guardians living in the same household, are strongly discouraged. Parents/guardians will be notified during the year of unsatisfactory, failing or incomplete work. This may take the form for an ineligibility notice or a phone call. Parents/guardians can view their child's progress in PowerSchool throughout the school year.

If a student is absent ten or more days during a marking period, an INCOMPLETE may be given for work until the assignments missed have been completed.

Grading Key

The purpose of grades is to determine mastery of a particular subject area. Grades provide students with feedback on their own learning, clarifying for them what they understand, what they don't understand, and where they can improve. Grading also provides feedback to the teachers on their students' learning, information that informs and drives future instruction.

Preschool thru 2nd Grade:

The report card follows a number system in evaluating student academic achievement and social emotional learning.

- 1 – Beginning – first level, showing some aspects of the benchmark
- 2 – Progressing – second level, showing more understanding of the benchmark
- 3 – Proficient – third level, demonstrating proficiency of the benchmark

Parents of students in grades 3-8 may view their child's progress on PowerSchool:

All students in grades 3-8 will receive a written letter grade

A+ = 99-100%, A = 95-98%, A- = 93-94%

B+= 91-92%, B = 87-90%, B- = 85-86%

C+ = 83-84%, C = 79-82%, C- = 77-78%

D+ = 75-76%, D = 71-74%, D- = 69-70%

F = 68% and below

Academic Standards, Grade Reports, and Honor Roll

Highest Honor Roll: All A's during the trimester

High Honor Roll: All A's and B's during the trimester.

Grades K-4 Pass/Fail Art, Music, P.E. Spanish

Grades 5-8 will be given letter grades in all subjects

All students in Grades 5-8 have an opportunity to be recognized for their achievements through a trimester honor roll system. Honor Roll presentation is at the end of each trimester. Students who have met the following criteria are recognized. Honor Roll certificates will be presented at the end of each trimester with report cards.

Promotion

Promotion and the opportunity to graduate take place when a student demonstrates satisfactory completion and mastery of the work of the previous grade level.

Students at the seventh-grade level are required to pass an examination on the Constitution of the United States and of the State of Illinois.

Student Records

The Archdiocese of Chicago, Office of Catholic Schools, has established guidelines for school records. These guidelines describe your rights with regard to the records of your child which are maintained by your Catholic school.

Parents have a right, by state law, to review the cumulative records of their child. (Family Educational Rights and Privacy Act – 1974, and the Illinois School Student Records Act, 1975). Student records will be made available to parents within fifteen school days from the time a written request is received. When parents inspect the records, a qualified staff member will be present. Non-custodial parents have the same rights as custodial parents unless specifically denied by a court order. Records include report cards, health records, accident reports, attendance records, and biographical information.

Saint Mary School will release records to another school in which the student has enrolled or intends to enroll. An official request must be made for the records. This is usually provided to the parent for signature at the time of enrolling the student.

Right to Prevent Disclosure – The school will not disclose anything to third parties from your child’s record, unless you consent in writing prior to the disclosure; the information is directory information which you have not requested by a school to which your child is officially transferring; or the request for the information meets some of the limited circumstances described in the “Guidelines for School Records.”

Right to Request Correction - You have the right to present documentation to the school requesting to amend any part of your child’s record which you believe to be inaccurate, misleading or otherwise in violation of student rights. If the school decides not to change the record, you may insert an explanation in the records. Once a child reaches the age of 18, he/she obtains all the above rights.

BEHAVIOR

Philosophy

All students, families, teachers, and staff who make up the Saint Mary School Community will strive to create a positive, respectful school environment that promotes learning. Every member of the community has the responsibility to maintain this environment so that all students are supported in their growth, and all teachers and staff are supported in their work.

Saint Mary School is dedicated to educating the whole student. Promoting positive behaviors among our students is an essential part of their academic, social, emotional, and spiritual development. The school as a whole, and teachers with their individual classes, will establish

the behavioral expectations for students. Any consequences outlined for behavior that does not meet the established expectations are intended to promote positive students behaviors, and support students in their social, emotional, and spiritual growth.

The purpose of discipline is to teach better behaviors and to help our students make good choices. It is the philosophy of Saint Mary School that students learn through proper guidance, motivation and discipline. The following policy is intended to clarify Saint Mary School's behavioral expectations that will promote safety, respect, and a positive learning environment.

General School-Wide Behavioral Expectations

Students of Saint Mary School are expected to be Respectful, Honest, Safe, Dependable, and Reverent:

1. Respectful

- Treat others kindly and with dignity
- Respect the personal space of others by keeping your hands, feet and objects to yourself
- Only use others' property with permission, and return borrowed items in good condition
- Keep spaces clean, pick up after yourself and don't destroy or deface the property of others or the school
- Follow directions from teachers and staff the first time they are given

2. Honest

- Tell the truth at all times
- Keep your promises
- Avoid gossip, spreading rumors, and talking negatively about others behind their backs
- Make sure that all school work you do is yours and that it is done individually unless you have permission to work with others. Refrain from cheating, copying, plagiarizing, or any other actions that do not accurately represent your work

3. Safe

- Walk in the hallways, church and classrooms
- Use equipment as it is intended
- Refrain from throwing stones, woodchips, snow, ice or other objects
- Refrain from contact sports during recess
- Refrain from actions that could harm yourself or others

4. Dependable

- Arrive on time to school and class
- Follow the dress code
- Be prepared for class by bringing all the supplies you need and your completed work

5. Reverent

- Demonstrate reverence and respect in the church, during Mass, and during prayer by maintaining a prayerful silence, and taking all prayer and liturgical celebrations seriously
- Participate appropriately during Mass, liturgies, and group prayer by singing, listening, praying, reflecting, and following the lead of the priest or others leading the prayer
- Use appropriate language at all times, refrain from foul language or unkind comments
- Live out Catholic values in all of your words and actions

Academic Integrity Policy

Honesty is a value that Saint Mary School students are expected to live up to both within the classroom and outside of the classroom. Students are expected to uphold the standards of academic integrity on all school assignments and school activities, including but not limited to homework, projects, essays, presentations, tests and quizzes. Unless students are explicitly given permission by their teacher to work with others, students are expected to work individually and turn in their own original work.

Violations of academic integrity include, but are not limited to plagiarism; using a cell phone, smartwatch, or other device during a quiz, test, or other assessment; copying another student's work during a test, quiz, or other assessment; using notes without permission or any form of a cheat sheet on an assessment; sharing, copying, or collaborating on an assignment without permission from the teacher; or submitting another individual's work as your own.

Plagiarism is the use of another's words, ideas or works without permission or without proper citation. If a student uses another text (print or digital), photo, video, or music they must give credit to the source with proper citation. Given the complexity of plagiarism, a student will be given an explanation of the violation, and given the opportunity to correct the violation for a first offense.

Consequences for a first violation of the academic integrity standards include: a meeting with the teacher and student to discuss the infraction, notification of the parents/guardians of the student of the infraction, and no credit for the assignment. For a first offense, a student will be allowed to resubmit the assignment or an alternative assignment. The score of this assignment will be averaged with the grade of zero.

Consequences for subsequent violations of the academic integrity standards include: a meeting with the teacher, the student, and the student's parents/guardians; no credit for the assignment; and a detention. Students who violate the academic integrity policy may be placed on probation or removed from positions of leadership and honor societies. For subsequent violations, students are not allowed to resubmit the assignment or an alternative assignment for any credit.

Anti-Bullying Policy

Bullying is contrary to Gospel values, Catholic teaching, and the Saint Mary School Mission. Bullying is unacceptable and will not be tolerated.

Per Illinois State Law, and for the purposes of this handbook, bullying is defined as follows:

“Bullying” includes “cyber-bullying” and means any severe or pervasive physical or verbal act or conduct, including communications made in writing, or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

"Cyber-bullying" means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectric system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. "Cyber-bullying" includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. "Cyber-bullying" also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this Section
105 ILCS 5/27-23.7

In accordance with Illinois State Law:

No student shall be subjected to bullying:

- during any school-sponsored education program or activity;
- while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities;
- through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment; or
- through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or

from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and does not require a district or school to staff or monitor any non-school-related activity, function, or program - 105 ILCS 5/27-23.7. (2017).)

Reporting Procedures

Saint Mary School's Principal, Mr. John Fuja, and Assistant Principal, Mrs. Laura Georgen, are the designated individuals who will investigate reports of bullying. Anyone who has concerns of bullying involving a Saint Mary student may make a report to Mr. Fuja or Mrs. Georgen in person, via email or by phone.

Mr. John Fuja- jfuja@stmarybg.org, 847-459-6270

Mrs. Laura Georgen- lgeorgen@stmarybg.org, 847-459-6270

Any student who is targeted by bullying or who witnesses bullying is expected to make a report. Students may report any incidents to the Principal or Assistant Principal, the school counselor, or a faculty or staff member. Any faculty or staff receiving a report from a student will relay the report to one of the Principal or Assistant Principal.

Parents who have a concern of bullying should also report any instances to the Principal, Assistant Principal, or school counselor.

Note: an allegation of bullying does not guarantee disciplinary action will be taken without the report being investigated.

School Procedures for Investigating Reports of Bullying

When a report of alleged bullying comes to the attention of the Principal or Assistant Principal, the parents/guardians of all students involved will be notified by the Principal or Assistant Principal within **two school days**. The school counselor and the Principal will also be informed.

Per 105 ILCS 5/27-23.7:

(A) Saint Mary School will make all reasonable efforts to complete the investigation within 10 school days after the report of the incident of bullying was received and [take] into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.

(B) Saint Mary School will involve appropriate school support personnel and other staff with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

(C) Consistent with federal and State laws and rules governing student privacy, Saint Mary School will provide parents/guardians of the students who are parties to the investigation an opportunity to meet with the Principal to discuss the investigation, the findings of the investigation, or the actions taken to address the reported incident of bullying.

Interventions to Address Bullying

Bullying is a complex social issue and every instance of bullying is different. Interventions to address bullying may include traditional disciplinary consequences including but not limited to detention time, social probation, suspension, or expulsion; or consequences including but not limited to mediation, counseling, or activities designed to build social and emotional skills.

Reprisal, retaliation, or intimidation against any person who reports bullying, or threatening or intimidating an individual so that he or she does not report bullying is strictly prohibited. Falsely accusing another student of bullying as a means of retaliation or a means of bullying is strictly prohibited. This is not to be construed to mean reports that are determined not to be bullying, but rather false accusations. These actions may result in disciplinary consequences including but not limited to detention time, social probation, suspension, or expulsion, mediation, counseling, or activities designed to build social and emotional skills.

Anti-Bullying Education

Students will participate each year in age appropriate educational programs developed by the school that address bullying and teach respect to all.

Cell Phone and Smartwatch Policy

For the purpose of this section, “smart watches” are defined as wearable technology that can send or receive text messages, make or receive phone calls, record audio or video, have the ability to access the Internet, connect to WiFi, or have Bluetooth capabilities.

1. Cell phones must be turned off prior to entering the building and must be left off until exiting the building, and students may not wear smartwatches on campus during the school day. This includes during lunch time or recess.
2. Students must store their cell phones and smart watches in their locker during the school day.
3. With teacher permission, students may use cell phones for classroom activities. Cell phones must be turned off and returned to lockers immediately following the class in which they are used.
4. The school is not responsible for the loss of or damage to a cell phone or smartwatch.
5. Exceptions for medical necessity (eg. to track blood glucose levels or administer insulin via a pump) will be made on a case-by-case basis with written documentation from the student’s doctor.

If a student does not follow the policy of cell phone and smartwatch usage, they may be asked to bring their device to the Main Office until the end of the school day. For serious or repeated violations of the rules guiding cell phone or smartwatch usage, parents/guardians may be contacted to pick up the phone or watch from the main office, and a student may receive disciplinary consequences.

Earbuds, Headphones, and Audio Technology Policy

Students are not allowed to wear earbuds, headphones, or other types of audio technology during the school day, unless the student has received permission from a teacher or staff member and the technology has an educational purpose. This includes during arrival, lunch, recess, and passing periods.

Sexual Harassment

Sexual harassment is unacceptable conduct. Students, employees, parents/guardians, or volunteers who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

Student Conduct Off-Campus or Outside of School Hours

Students are expected to represent themselves, their families, and the Saint Mary School community in a positive manner at all times. Conduct that comes to the school's attention which is contrary to the Mission of Saint Mary School, violates the behavioral expectations outlined in the handbook, or harms the reputation of Saint Mary School— regardless if the conduct takes place during school hours, or outside of school hours and off school property— may result in disciplinary consequences.

Positive Behavior Recognition: Decision Dollars

The first layer of our discipline policy is positive reinforcement; students will be recognized for positive behaviors. Any staff member can reward students with Decision Dollars when they exhibit positive behaviors. On a regular basis (as determined by the classroom teacher), students can redeem their Decision Dollars for rewards. Students can pool their Decision Dollars to earn rewards for their class. Examples of rewards include, but are not limited to:

- Snacks, treats, candy (must be on approved snack list)
- Small toys, stickers, trinket
- Coupons for restaurants
- Non-Uniform Dress Down Day
- Lunch with the teacher or principal (with 3 friends, from a restaurant the student chooses)
- Board Game Party in class
- Pajama Day for class
- Sports Jersey Day for class
- Movie in class
- Extra Recess for the class
- "Tech Hour" in Class (students can bring video games, tablets, etc.)

Disciplinary Consequences

If behavioral expectations are not met, consequences may result. These consequences are designed to foster positive student behavior. When expectations are not met, Saint Mary School teachers and staff will:

1. Redirect students and promote positive behaviors
2. Speak with the student concerning the behaviors in question
3. Communicate with family and work together with parents/guardians and students, to change behavior. Communication may include formal disciplinary notices, written letters, phone conversations, email, or face-to-face meetings.
4. Assign disciplinary consequences, as needed. Consequences may include, but are not limited to:

(May be assigned by any staff member)

- A verbal warning
- A meeting between the staff member and the student(s)
- A written warning
- Being sent to the principal's office
- A written apology
- A written reflection
- Activities designed to build the student's social-emotional skills
- Loss of privileges, including having to eat lunch in the main office, or loss of recess time
- Detentions
- A conference with parent/guardian, student, and staff member

(May only be assigned by the principal)

- The student being sent home for the day
- A written behavioral agreement
- Removal from positions of leadership, co-curricular activities, or athletic teams
- In-school suspension
- Out-of-school suspension
- Expulsion

Consequences will be assigned on a case-by-case basis given the specific facts and circumstances of each incident.

Conduct Notice Process

When a student's conduct results in a consequence (other than a verbal warning or a meeting between the staff member and student), the following procedure will take place:

1. The staff member witnessing the conduct will complete a Conduct Notice form. This form will include the student's name, the student's grade, the date of the conduct, a description of the student's conduct, the staff member completing the form, and the consequence assigned.
2. The consequence may be assigned by the staff member or the principal, but the principal must approve all consequences.
3. The staff member completing the form will make a copy of the completed form and turn the copy in to the Main Office. The principal will review and sign the form.
4. The Conduct Notice form will be sent home with the student after the principal has reviewed and signed the form. A parent/guardian of the student must read, sign, and return the form to school the next school day with the student. The student will turn the form in to the Main Office. Signing the form acknowledges that the form was received and read, not necessarily agreement with the consequence assigned.

5. The principal or staff member overseeing the consequence will follow up with the student to communicate when and where the consequence will be completed, and any other details regarding the consequence.
6. Once the consequence is completed, the staff member overseeing the consequence will sign off and date the form. This form will be turned into the Main Office.

Detentions

The staff member assigning the detention will notify the principal and contact the parent/guardian of the student to determine if the detention will be served before or after school, and the day the detention will be served. Students must serve a detention within 3 school days of being assigned the detention, unless alternative arrangements are made with the school's principal or assistant principal. The detention may be served with a teacher or a school administrator. The students may be given an activity to complete, help around the school, or have time to reflect in silence.

In-School Suspensions

In-school suspensions require the student to attend school but the student does not attend class, participate in athletics or co-curricular activities, or other school-related events. Students will be able to complete school-work assigned during the suspension and turn it in for full credit at the completion of their suspension.

Any student may receive an in-school suspension for serious or chronic violations of the Parent-Student Handbook that include, but are not limited to: substance use; repeated or serious bullying; serious and repeated lack of respect for school authorities; repeated violations of the academic integrity policy; intentional damage to school or student property; or theft.

An in-school suspension will not be used if the principal determines that the student's presence on campus would present a threat to the student or others.

Out-of-School Suspension

Out-of-school suspensions bar the student from the school entirely. The principal will determine the number of days a student is suspended. A student who is suspended is ineligible to participate in athletic or co-curricular activities during the suspension, and could lose the opportunity to participate in athletic or co-curricular activities upon returning from the suspension. Students will be able to complete school-work assigned during the suspension and turn it in for full credit either upon their return to school, or after their return to school.

Any student may receive an out-of school suspension for serious or chronic violations of the Parent-Student Handbook that include, but are not limited to: physical, verbal, or sexual threats; substance use; chronic or serious bullying; serious and chronic lack of respect for school authorities; serious damage to school or student property; theft; or physical harm to student/staff.

The following procedures will be followed when determining if a student will be suspended (applies to in-school or out-of school suspensions):

1. An investigation of the alleged misconduct by the school principal or the principal's designee will be completed
2. An in-person conference will take place between the parent(s)/guardian(s) and the principal, as well as other designated and appropriate personnel, to discuss the proposed or actual suspension. The student may attend at the discretion of the Principal. Attorneys, parent-advocates, or other parties invited by the parents/guardians may not attend.
3. This conference will include time for the student, or parent/guardian to present any evidence to refute the allegations.
4. Written notice will be provided to parent(s)/guardian(s) citing the misconduct and the length of the proposed or actual suspension.
5. Written notification of the suspension will be provided to the Regional Director for Vicariate I and the Pastor of Saint Mary School.

Expulsion

Expulsion is the permanent dismissal of a student from Saint Mary School. Any student may be expelled for serious or chronic violations of the Parent-Student Handbook that include, but are not limited to: physical, verbal, or sexual threats; substance use; selling or distribution of drugs, alcohol, or other illegal substances; possession of weapons or illegal drugs; chronic or serious bullying; serious and chronic lack of respect for school authorities; serious damage to school or student property; theft; or physical harm to student/staff.

The following procedures will be followed when determining if a student will be expelled:

1. The student is placed on suspension for the duration of steps 2-5.
2. Written notice is sent to the parents/guardians describing the reasons for the student's suspension and proposed expulsion. The Pastor of Saint Mary will also be notified.
3. A face-to-face conference shall be held between the Principal, other appropriate school staff, and the parents/guardians. The student may attend at the discretion of the Principal. Attorneys, parent-advocates, or other parties invited by the parents/guardians may not attend.
4. The Principal shall submit the details of the issue and the rationale for the expulsion to the Regional Director for Vicariate I in writing. Permission must be obtained from the Regional Director before the expulsion proceeds.
5. Students may no longer participate in any school-sponsored co-curricular or athletic activities once expelled.
6. Parents/Guardians may submit an appeal to the expulsion, in writing, to the Superintendent.

COMMUNICATION

Virtual Backpack

The “Virtual Backpack” facilitates communication between the school office, classroom teacher and home. An email blast will be sent weekly, containing pertinent and upcoming information. Some correspondence will require action from home; please make sure that we have your email on file. If you do not receive weekly email blasts from us, contact the office immediately. Organizations that wish to include material must have the approval of the principal then submit it in an electronic format.

NOTE: Please send any documents (.doc files) or .pdf files that you would like to have distributed to ggrassl@stmarybg.org.

PowerSchool

PowerSchool is a School Information System that Saint Mary School uses for school and class organization. It provides a school and classroom level website support for administrators, parents, teachers and students from preschool through 8th grade. PowerSchool aims at improving communication between parents and Saint Mary School. PowerSchool is also the vehicle for 3rd-8th grade parents to follow their students' progress.

Website: sms.stmarybg.org

Important announcements, monthly calendars, updated news and newsletters, teacher websites and Virtual Backpack items can be found on our school website. School closings, late arrival and emergency information will be posted when necessary.

Invitations and Private Notices

The school does not distribute invitations to private parties. Please be sensitive when having your child give out invitations to classmates, that all of the same gender are invited, otherwise do not use the school setting to distribute the invitations. The school does not distribute or collect information, permission slips or money for any other agencies, organizations, or individuals, other than the school/parish and then only following approval.

DRESS CODE

Uniform Policy

Saint Mary students are expected to wear the designated uniform on all days. They are expected to dress neatly and be clean in appearance at all times. This includes having uniform shirts tucked in at all times. It is the responsibility of the parent that the child is dressed according to the uniform code. The judgment of the principal is final in all questions regarding the school dress code.

Preschool students will wear any navy-blue pants/shorts/skort with red Saint Mary logo shirt (ordered through the office), white or navy socks, and gym shoes.

Girls K-3 rd	Girls 4 th -8 th	Boys K-8 th	Optional Attire	Gym
<p>SMS Plaid A-Line Jumper (bike shorts should be worn under Jumper)</p> <p>White or light blue polo shirt*</p> <p>White or navy socks or tights (socks must show)</p> <p>Navy blue uniform pants</p> <p>Black, brown, navy, white or gray shoes</p> <p>Jewelry should be of moderate size; no dangle earrings.</p> <p>Make-up is not allowed.</p> <p>*all tops must be logoed through Dennis Uniforms</p>	<p>SMS Plaid skirt or skort (bike shorts should be worn under skirt)</p> <p>White or light blue polo shirt*</p> <p>White or navy socks or tights (socks must show)</p> <p>Navy blue uniform pants or shorts</p> <p>Black, brown, navy, white or gray shoes</p> <p>Jewelry should be of moderate size; no dangle earrings.</p> <p>Make-up is not allowed.</p> <p>*all tops must be logoed through Dennis Uniforms</p>	<p>Navy blue uniform pants</p> <p>White or light blue polo shirt*</p> <p>White or navy socks (socks must show)</p> <p>Black, brown, navy, white or gray shoes</p> <p>*Boys may wear navy blue uniform shorts April 1 – October 31</p> <p>Extreme hairstyles and unnatural hair colors are not allowed. Boys may not wear earrings.</p> <p>*all tops must be logoed through Dennis Uniforms</p>	<p>¼ zip navy sweatshirt*</p> <p>Zip-through navy fleece sweatshirt*</p> <p>Navy button down cardigan*</p> <p>Navy polar fleece vest*</p> <p>Black, brown or navy belt</p> <p>*all tops must be logoed through Dennis Uniforms</p>	<p>Gray SMS gym shirt</p> <p>Navy SMS mesh shorts (students may wear solid navy-blue sweatpants in cold weather)</p> <p>White, navy or black socks</p> <p>Athletic shoes</p> <p>*K-4 wears gym uniform to school on gym days; grades 5-8 bring gym uniform to school and changes before/after gym class</p>

Non-uniform Day Dress Code

If the school is having a special dress-up day or if the students may dress out of uniform to go on a field trip, the attire worn to school should be proper and appropriate. Torn jeans or clothes that have inappropriate messages, which the school philosophy would not endorse, are not to be worn. If a student does wear such inappropriate clothing, (“inappropriate” as decided upon by the administration) he/she will be required to call home for a change of clothes or he/she will not be allowed to participate in any of the activities of that special day. Tank tops, spaghetti straps, low cut tops, short shorts, or shirts which expose the midriff are never allowed.

May Crowning Attire

This is a reverent occasion that the eighth graders look forward to all year and it is traditional for the eighth-grade students to dress up on this day. As befits this holy occasion, Dress-up Day or more formal attire is appropriate. Rules for proper attire will be strictly enforced and any student

who does not follow these guidelines will not be allowed to participate in the procession or Mass.

Girls may not wear gowns; No backless dresses, halter dresses, low cut dresses, strapless dresses, or spaghetti strap dresses are permitted. Skirts or dresses must be 3 inches above the knee or longer. Jackets or sweaters may be worn over their dresses if needed.

Boys must wear a shirt with a collar and tie with dress pants and dress shoes. Sport coats are optional. Denim and gym shoes are not permitted for girls or boys

CO-CURRICULAR ACTIVITIES

ACADEMICS

Battle of the Books

A reading incentive program for students in 4th and 5th grades. Students read books and come together, usually in groups, to demonstrate their abilities and to test their knowledge of the books they have read.

Robotics Club

The intent of this program is to build teamwork, be innovative and use creativity to solve problems and challenges. We encourage all club members to work together, sharing their strengths and talents to create an enjoyable atmosphere for all.

Spelling Bee

Students in fourth through eighth grade participate in the school Spelling Bee. The Bee begins in the classrooms with each class winner going to the School Bee.

THE ARTS

Band

For those interested in the performing arts, our school offers band to students in grades 4 through 8. Band provides a wonderful opportunity for children to develop a better sense of musical knowledge, skills, and an appreciation for music. It enriches their education by improving concentration, increasing hand-eye coordination, and establishing good study habits. Learning how to play an instrument has been noted to provide the same brain development properties as learning a foreign language! Our band is showcased many times throughout the year including winter and spring concerts, Solo Contest and the Buffalo Grove Days Parade.

As a step toward enriching the musical education of our third graders, the band offers a free six-week flutophone class. The third graders then perform with the SMS junior and senior bands at the spring concert.

Spring Musical

Our spring musical is a musical theater performance opportunity for interested 5th-8th grade students. Performers rehearse after school in December through March. A large number of students act as performers and sound, lights and stage crew members. Recent productions include The Young Performer's Version of The Wizard of Oz, Bye Bye Birdie, Peter Pan, Jr., and Madagascar Jr.

SMS Choir

For students in grades 3 through 8 who are interested in singing, we encourage you to join Father Roc each Wednesday and lead us in song during mass. Our Catholic faith teaches us that singing is praying twice!

ATHLETICS

Basketball

Boys' and girls' basketball is a winter sport. Students in grades 5 through 8 can participate in the basketball teams beginning in November. Many of our alums have gone on to play at the Varsity level in High School.

Cross Country

Our cross-country team is open to all boys and girls from 5th – 8th grade. The cross-country program has four teams, Junior Varsity Boys and Girls (5th and 6th graders) and Varsity boys and girls (7th and 8th graders). We compete during the fall from August to mid-October in 8-10 races and Invites including state competitions at the end of the season.

Flag Football

Third through eighth grade boys and girls practice once a week and compete on Saturday mornings. Flag football is a fun and friendly environment to learn the fundamentals of a team sport. Homecoming and Spirit Week are all traditions that surround our football programs and bring a sense of fun and community to our school.

Softball

Fifth, sixth, seventh and eighth grade girls are welcomed to come out for the spring softball season. Girls will learn fundamentals while having a great time and becoming a team! The team participates in the Northwest Catholic Conference.

Track and Field

Track is a spring sport which runs from early March to Mid-May. Comprised of 5th through 8th grade students, the four teams are Junior Varsity boys and girls and Varsity boys and girls. The JV runners compete in events such as the Long Jump, Softball Throw, 50M Dash 200M Dash, 800M Dash, 4x100M Relay and the 4x200M Relay. The varsity runners compete in the Long

Jump, Shot Put, 100M Dash, 400M Dash, 1600 Run, 4x100M Relay and the 4x400M Relay. During the IESA State competitions, events such as Discus, High Jump and Hurdles are added.

Volleyball

The volleyball teams hold registration in August for girls and in February for boys. The programs are open to 5th through 8th graders.

SERVICE

Buddies

The buddy program at Saint Mary School supports our holistic approach to learning and growing in preschool and kindergarten. The 7th graders pair up with preschool students and the 8th graders pair up with kindergarten students and work with them all year, promoting academic, social and spiritual growth. They kindergarteners attend weekly school mass with their buddies and learn the routine of church through their 8th grade role models.

Mass Mates

The Mass Mate program pairs our 1st grade students with a 6th grade “mate”. The students attend school mass together with the sixth grader serving as a helper and example to the first grader. The program extends outside of mass into the classroom with projects.

National Junior Honor Society

The National Junior Honor Society (NJHS) recognizes 7th and 8th grade students at Saint Mary School. NJHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, character, and citizenship. The goal of NJHS is to build leaders and provide service.

Service and Spirit

The Service and Spirit Committee is responsible for supporting Student Council activities, events, and special projects.

Student Council

The Student Council exists as a go-between between school administration and the student body. By working with every group within the school and by staying aware of the needs of the student body the council sets goals and works to get them approved and make them happen. The student council is to be role models in behavior for their classmates and remain in good academic standing.

Eligibility Rules - Grades 5 through 8

All Saint Mary School students participating in sports, or any other extracurricular activities, must maintain satisfactory grades. Students who receive deficiency notices in any subject may continue on a probationary basis.

Students who receive one D in any subject on the six-week progress report may continue on a probationary basis. Those students who receive an F or two or more Ds within the six-week progress report time may not participate in any sports or co-curricular activities for one week, and may only participate until their grades are brought up to standards.

FAITH DEVELOPMENT

Religious and Spiritual Formation

One of our primary responsibilities at Saint Mary School is to assist in the Christian growth of your child through religious and spiritual formation. This goal gives us our reason for existing. To enhance the spiritual growth of the child, Saint Mary School provides opportunities for prayer, celebration of Liturgy, reception of the Sacrament of Reconciliation and many other spiritual opportunities. Through planning and celebrating the Liturgy, the students will grow to appreciate their faith and experience the joy of being a Christian. You are encouraged to participate in special school liturgies, to unite with your children in the Eucharistic celebration, and to be an active part of building a Faith Community. All-school liturgies are celebrated weekly. School masses are outlined on our website calendar. All are welcome!

The spiritual encouragement given at school merely builds upon that already received at home. Sunday Mass, in particular, does much to impress upon children an attitude of reverence for their religion. The ideal situation is for the family to celebrate the Liturgy as a family unit, thus helping emphasize a oneness with God and each other.

Sacraments

The Parish & School Staff direct the sacramental programs for Reconciliation, Holy Eucharist and Confirmation. Programs are planned which call for parental participation and involvement.

Saint Mary prepares children for the sacrament of Reconciliation and the reception of Eucharist as part of the second-grade program. The Sacrament of Confirmation is received in high school.

HEALTH

A child who becomes ill or injured during the school day is to notify the teacher or staff member in charge who will send the child to the school office. Should it be deemed necessary for the student to be sent home, the parent will be notified. If a parent cannot be reached, the designees listed on the Emergency Form will be called. Should those persons not be available and if the nature of the illness or injury is considered serious for the place and circumstances, (911) will be called to provide care for the sick or injured student.

Sick Child Pick-up

A child will not be released to anyone other than a parent or guardian unless there is written permission given by the parent. When picking up a sick child, the parent must come to the office. All children leaving early must be signed out in the office before leaving. We ask your cooperation with this so that we may ensure the safety of all of our students.

Child Abuse

State of Illinois requires school personnel to inform the Department of Children and Family Services of any allegation/suspicion of child abuse/neglect. Abuse may include physical abuse, sexual abuse or psychological abuse. By Law (P.A. 81-1077) school personnel are required to make a report when they have reason to believe that a student may be abused or neglected.

Health Records/Requirements

Health records are kept in the school office on each child. A physical examination is required by State Law for all students new to Saint Mary, all preschool students, kindergarten students, and students entering 6th Grade. For the safety and well-being of all children, each student is required by the State of Illinois School Code to furnish documented evidence of a physical examination and proof of immunization against Diphtheria, Pertussis, Tetanus, Polio myelitis, Measles, Mumps, and Rubella, Hepatitis B and lead poisoning screening when indicated, and in compliance with the HIB vaccination schedule. All immunization records must be up to date and in compliance with state health laws.

The school is required by the Illinois State Board of Education to use a **standard form** furnished by the state to record and verify the physical examination and immunization data which is available in the school office. No other form will be accepted from your doctor. **The form must include the dates of each immunization required by the state of Illinois Code, the physician's signature, the signature of the health care provider verifying immunizations, and a completed health history filled in by the parent and signed.**

Medical forms are available in the office. These forms should be sent to the school office as soon as possible. This required form must be returned to the school office on or before the first day of class. If you do not comply with this health requirement before October 15th of the given year, your child will not be permitted to attend school. The only exceptions are those that are religious in nature or if a particular vaccine is medically unsafe for your child as determined by a physician.

If a **religious objection** is made to any immunizations, a written and signed statement from the parent or legal guardian must be sent to the health office detailing such objections. If a medical objection is being made, the family physician must state in writing the reason for the exception and the immunizations that are contraindicated. Any statements need to be attached to the physical exam form. This is mandated by the State of Illinois.

The state requires **dental examinations** for new students and children in grades kindergarten, 2nd and 6th grades.

The state requires **vision examinations** for new students and kindergarten.

Forms can be found on the school website.

Medication

Medication should ordinarily be administered in the home whenever possible; however, there are circumstances when medication must be administered during the school day in order for that child to attend school on a regular basis.

State law prohibits school personnel from dispensing medication to students. It is only permissible for school personnel to dispense medication under the following conditions:

- Written permission on the appropriate form is required from the parent or guardian requesting that the directions of a current prescription be followed.
- Medication must be brought to school in a pharmacy labeled container.
- Medication must be brought to the office and kept there. Students are responsible for reporting to the office at the proper time to take their medication.
- A written order from the physician detailing medication, dosage, and time intervals for dispensation must be on file in the Health Office.

Nonprescription drugs

Documented permission from the parent/guardian must also be on file in the school office to permit the child to receive over the counter medication during school hours. All medications must be kept in the school office, with the case by case exception of prescribed inhalers and epi-pens. The school does not distribute over the counter drugs, including aspirin and cough drops without parental consent.

Inhalers, Epi-pens & Insulin

If your child has asthma, requires an epi-pen, or has diabetes, he/she must have a doctor's note to self-administer medication and carry it on themselves. If you choose for your child to self-administer, an additional form must be completed by the parents. If this option appeals to your situation be aware that the school is completely absolved of any liability in the administration of the drug, the storage, and potential injury/side effect that may result from self-administration.

Vision and Hearing Screening

The Board of Health requires all students to have a vision screening before entering school. Annual hearing and vision screenings are provided for students in grades selected by the Board of Health; hearing for preschool, kindergarten, 1st , 2nd and 3rd graders; vision for preschool,

kindergarten, 2nd and 8th graders. Referrals by parents and teachers of students at other grade levels are honored. Parents will be notified when and if it is determined that their child should be referred for further testing.

Peanut Allergies

Although we are not a peanut-free facility, we ask that you follow our requirements, such that any class that has a student with a peanut allergy is a peanut-free room. We do provide a peanut-free table/area in the lunchroom. Classroom snacks must be purchased from a store and be peanut-free.

Mental Health Protocol from the Office of Catholic Schools

Saint Mary School takes all indications of self-harm, suicidal thoughts and other significant mental health concerns seriously. When there is a threat to others, the school's discipline policy will be followed. When we have concerns about a student's emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed clinical professional counselor, licensed clinical social worker, licensed psychologist or licensed psychiatrist) prior to the continuation of academics and co curricular activities at [Saint Mary School.

Below are the steps parents/guardians follow when a student displays a threat of harm to themselves or others:

1. Require the child undergo a crisis mental health assessment in the community by a licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies, hospitals and services who may be able to assess the student.
2. Parents/guardians are expected to follow the recommendations provided by the clinician, which may include outpatient therapy, partial or inpatient hospitalization, and/or medication management.
3. Parents/guardians are expected to sign a consent for release of information, and arrange for the clinician to share the recommended treatment plan with the school to determine the student's reentry.
 - a. Treat information received from the student/family/treating medical provider confidentially.
 - b. All documentation should be faxed or emailed to the attention of the principal or school designee.

POST-ASSESSMENT FOLLOW UP

1. If the assessment and recommended treatment plan result in an immediate return to school, please see step 3.

2. If the assessment results in a recommended extended absence, defined as more than five days (or as designated by the school), the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan as outlined by the treating clinician. The principal or designee will communicate with any treatment facility and school faculty to collaborate on the therapeutic and academic needs for the student. The principal or designee will coordinate the provision of necessary information for the student's return to school in a sensitive and confidential manner. The principal or designee should utilize the assessment information to determine whether the school has the resources available to meet the child's needs and, if it is able to do so, to begin drafting the student support plan that will be finalized at the reentry meeting.
3. Reentry back to Saint Mary School academics and cocurricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and/or designee:
 - a. Evaluation date and crisis mental health assessment results, including a statement indicating the provider is informed of the reason for the assessment; e.g., suicidal ideation, threat to others.
 - b. Safety statement: The student is not at risk of self-harm or of harming others, and it is appropriate for the student to return to Saint Mary School
4. Upon receipt of documentation, the principal or designee will review the documentation of assessment and any relevant treatment plans to determine if the school has the resources to provide a safe learning environment for the student based on their demonstrated needs. If additional information is needed to make this determination, the school will obtain such information from the treating mental health professional.
5. If the school determines it has sufficient resources to support students schedule a meeting to discuss the student's potential return.
 - a. The purpose of this meeting is to review the recommendations from the assessment and treatment plan and to inform the family whether it has the resources to meet their child's needs. If it does, a draft student safety plan will be shared with the family. If necessary, this plan will include a plan to make up missing homework, tests, and other academic supports. The school may, but is not required to, revise this plan based on information presented by the parents during the meeting. The parents/guardians must indicate their approval with the plan by signing it and committing to implementing the plan as a condition of continued enrollment. If the parents/guardians agree with the school's student safety plan, a date will be scheduled for the child's return to school. If the school does not have the resources to meet the child's needs, the child will be excluded for such a reason.
 - b. Once all aspects of the reentry meeting are accomplished and meet expectations, the students will be authorized to return to classes and cocurricular activities.
6. Following the child's return to school, the principal or designee will schedule a meeting to review the student support plan and determine what, if any, changes are necessary.

Medical Cannabis

Students are not to be permitted to use or possess medical cannabis infused products in our schools except in accordance with the law and school policy. If a parent/guardian of an elementary student demonstrates his/her son or daughter is a “registered qualifying patient,” has an individual who is a “registered designated caregiver,” and both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis infused product to the student (non-smoking/non-vaping form) at school.

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

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

The policy/procedures allow for a school administrator or school nurse to administer the product subject to the restrictions outlined in 105 ILCS 5/22-33

- i. While on school premises,
- ii. While at a school-sponsored activity, or
- iii. Before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus.

HOT LUNCH PROGRAM

Saint Mary School has partnered with an outside vendor to provide a nutritious lunch program. This program begins after Labor Day and ends on the last full day of school. Families receive a monthly menu and order online.

Special Food Days & Birthdays

Once a month our FSO (Family & School Organization) offers a special food day to our students and staff. Food is typically brought in from a local restaurant. A separate order form will be available online. Refunds will not be issued for any student absent on that day. The special food is from a local restaurant.

Preschool through 8th grade students will have a designated day, once a month, to dress down (casual dress) for their birthday month. Birthday treats may not be passed out in the lunchroom.

Snack time is a designated time (set aside by the teacher). Classroom snacks **must be peanut free.**

PARENT/GUARDIAN TOPICS

Parent/Guardian Contact

In choosing to register at Saint Mary School, it is expected that parents/guardians, along with their child accept the school's academic and discipline standards and that the parents/guardians and school will work together to assist the child in developing a wholesome self-image and reach their full potential, as stated in the philosophy and mission statement of the school.

Teachers, the principal, and parents/guardians will communicate with parents by: phone, emails, and/or conferences. It is the school's desire to work with parents/guardians in meeting the needs of the student and to assist the child to be self-motivated and self-disciplined.

The normal channel of communication about a particular class will be through the teacher first. We feel strongly that there must be communication back and forth in order to meet the needs of each child. After contacting the teacher, you may contact the school office for an appointment with the principal and teacher, if further discussion is desired.

Parent Directory

Each year, Family School Organization (FSO) publishes a Parent/Guardian Directory that is sold to all school families. The following information appears in the Parent Directory: Parent's Last Name, Father's First Name/Mother's First Name, Address(es), City, State, Zip Code, Telephone Numbers, Email Address(es), Student's Name(s) and Grade(s).

This information will appear in the Parent Directory unless specific notification is given to withhold that information. Inform the school office by 9/1 if you want to remove any or all personal information from the Parent Directory. Unless we are notified, the information will appear in the current school year's distribution of the Parent Directory.

Rights of Non-Custodial Parents

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

Parent Organization - Family School Organization

The parent organization is the Saint Mary Family & School Organization (FSO). The mission of the FSO is to provide financial and operational support to Saint Mary School that will focus on enhancing curriculum for students, promoting community among students and among school families, and demonstrating appreciation to the faculty and staff. Meetings are held once a month. The FSO hosts events throughout the school year to support their efforts. Volunteering

for this organization is a great way to be involved in your child's school experience. FSO is always looking for volunteers and sincerely hopes that parents will actively participate.

SCHOOL OFFICE PROTOCOLS

Office Hours

The school office is normally open from 7:15 a.m. to 3:15 p.m. each school day. In June, after the last day of class, the office will be open from 8:00 a.m. to 12:00 p.m. for the summer and resume normal business hours on the first day of the new school year.

Office Telephone Usage

The office telephone should only be used by students in an emergency. Students should ask their teacher for a phone pass in order to use the office phone.

Lost and Found

Clothing and belongings found will be placed in the "Lost and Found" container located under the stairway outside the office. Valuables will be turned into the office. Please be sure to label your children's belongings with your last name.

SCHOOL PICTURES

Occasionally students are photographed or videotaped by the media and staff at Saint Mary School. Your child's likeness or image may be used in yearbooks, local newspapers, website, church bulletin, or other media. Parents/guardians who choose not to have their child photographed must indicate their preference on the registration form. Please contact the school office if you have any questions.

SCHOOL SAFETY

Asbestos Management Plan

Asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Buildings built before the 1970s contain at least some asbestos in pipe insulation and structural fireproofing. The primary concern arises when these materials begin to deteriorate or become damaged.

Our building contains asbestos materials in various locations such as; floor tile, pipe insulations and mechanical areas not readily accessible to building occupants or students. The Inspection Report and Management Plan outlines in detail the methods used to maintain the materials in a safe manner. We have people properly trained to successfully administer this program.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act. That law requires all schools, Kindergarten through Twelfth Grade, to be inspected and identify any building materials containing asbestos. The law further requires the development of a Management Plan, based upon the findings of the inspection.

A copy of the inspection report and the management plan is on file at the Administration Office of the Archdiocese of Chicago and at the school office of Saint Mary School for your review if you so desire. (Notification as specified by the Archdiocese of Chicago.)

Drug & Alcohol Policy

The use of drugs and alcohol by students is contrary to our Catholic moral values and can negatively impact the intellectual physical, social, emotional, and spiritual development of individuals. The use and or sale of prohibited or illegal substances (e.g., tobacco or nicotine products, narcotics, marijuana or any other cannabis products, hallucinogenic drugs, alcohol, or inhalants, medication not prescribed to the individual student.

Students will be held accountable if they are in possession of, sell or distribute prohibited or illegal substances, or there is reasonable suspicion they are under the influence of any prohibited or illegal substance. Drugs, alcohol and all associated paraphernalia, on school premises, at school related activities, on or off campus, on the school bus, or in transit to and from school are prohibited.

The following course of action will be taken in response to drug or alcohol use, possession, or selling or distribution.

1. The students shall immediately be removed from the class, activity or event.
2. A member of the administration shall be notified as soon as possible.
3. If, in the opinion of the designated members of the school staff, a student is deemed to be under the influence of, in possession of, and or has sold or distributed a banned or illegal substances or related paraphernalia and/or in possession the parent or guardian will be contacted and will be responsible for removing the student from the premises.
4. The parent or guardian will then meet with a member of the administration to determine a course of action depending on the circumstances. This may result in any or all of the following:
 - Consultation between the staff and the student's parents/guardians
 - Counseling by qualified personnel at parents/guardian's expense
 - A required referral to a recognized non-school agency to determine possible dependency, at parents/guardian's expense
 - Required participation in a support group for a specified period of time
 - Referral to law enforcement or probation agencies, if appropriate.

- Required participation in a dependency program outside of school, to be determined by the school
- Disciplinary action such as continued suspension or expulsion.

If a student is allowed to remain at Saint Mary School, a contract will be initiated which defines the terms of the student's continuance in the school. Any breach of the contract, either on the part of the student or parent/guardian, may result in automatic expulsion.

A student who sells or transfers, or attempts to sell or transfers, any illegal substance herein mentioned shall mandatorily be recommended for expulsion. Cooperation with law enforcement officials in the matter of illegals sale or transfer, or attempt to sell or transfer, of drugs or intoxicants shall be in compliance with the State of Illinois.

Weapons Policy

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, on school premises, on the school bus, or at any school related event on or off campus.
- Weapons include but are not limited to the following: knives, handguns, brass knuckles, "Billy clubs", bats, pipes, and any other object that could cause bodily harm.

Search Policy

- School officials have the right to inspect and search lockers, desks, parking lots, school property, and property of students left on campus without prior notification of the student or the student's parents/guardians. Parents/guardians of the students involved shall be notified as soon as possible. Students who violate these directives may be subject to suspension and/or expulsion. School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.
- If there is reasonable suspicion that a student is in possession of any item that can pose a danger to the school community, is illegal or is prohibited by the school, the student's possessions may be searched by a school administrator. If a student or their belongings are searched the student and parent/guardian will be notified.

Emergency Closing Announcements

Please be aware of the **Winter** Weather Closing Procedure. We will send an email communication to parents by 6:00 am. The message will also be posted on the school website: <https://sms.stmarybg.org/>. The information will also be sent to the Emergency Closing Center.

PLEASE DO NOT CALL THE SCHOOL OFFICE OR RECTORY

If Saint Mary School is closed due to inclement weather, all sporting and c0-curricular activities scheduled for that day, at Saint Mary School or another school, are also canceled. Rescheduling for a later date will be at the discretion of the coaches or moderators involved.

Emergency Drills

Mandatory fire and tornado drills are held during the school year. Bus evacuation and lockdown drills will be held annually. Staff and faculty will prepare students to minimize fear and maintain student safety.

TECHNOLOGY

Acceptable Use Policy – Technology, Internet & Social Media

Saint Mary School may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

The School may conduct an investigation or require a student/parent to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy, state or federal law, or local ordinances. The school may require the student to share content in the course of such an investigation.

It is a general policy that any school technology or resources are to be used in a responsible, efficient, ethical and legal matter. Computing/information technology facilities and resources are provided to help students achieve learning outcomes, fill research requirements and assist in high school preparation. School computer facilities are not provided for social or recreational purposes. Access to the network is a privilege, not a right and may be revoked if abused

Policy 504.03 Acceptable Use of Technology Policy

This policy shall prohibit users from:

- Violating students' rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information
- Attempting any unauthorized access, including hacking of any computer system: accessing or downloading unacceptable or obscene materials; re-posting personal communication without the author's prior consent
- Using school technology resources for financial gain, credit card fraud, electronic forgery, other other illegal activity and political purposes
- Downloading, installing or storing software on a school computer without the approval of appropriate school personnel
- Changing or attempting to alter any configuration, program or password on any computer or system (approved school personnel may be permitted to change their own passwords at the discretion of the principal)

- Using a school computer without knowledge/approval of school personnel responsible for the computer
- Using inappropriate language, pictures and gestures in any form on the internet
- Using the internet for unauthorized purchases

Students' and staff members' emails are not considered a confidential means of correspondence and may be accessed by designated school personnel. Disciplinary action, including expulsion/dismissal from school or loss of employment may result if the policy is violated.

Computer User Policy

It is a general policy that all computers are to be used in a responsible, efficient, ethical and legal manner. Computing/Information Technology facilities and resources are provided to help students achieve learning outcomes, fill research requirements and assist in high school preparation. School computer facilities are not provided for social or recreational purposes. ACCESS TO THE NETWORK IS A PRIVILEGE, NOT A RIGHT, AND MAY BE REVOKED IF ABUSED.

Network Etiquette

Students are expected to abide by the rules of network etiquette. The student will use the technology facilities in a way that will not harm the system or another person's work.

The student will use appropriate language. The student is to use language that is acceptable in school when communicating with classmates or on the Internet.

Internet Access

During online time, classroom teachers will strictly monitor students. Students will access only the approved and bookmarked sites during instruction time. Computer hardware and software on the server will continually monitor Internet traffic through the use of a firewall and content filtering software.

Electronic Mail (email) Etiquette

Saint Mary School email is not private. Saint Mary network administrators will monitor email at all times. Network administrators may review files and communications to maintain system and user integrity. Using Saint Mary School email for personal use is prohibited.

Consequences of Inappropriate Network Behavior

Any user who does not comply with the policies and guidelines may lose network privileges. Repeated or severe infractions of the policies and guidelines may result in termination of access privileges for the remainder of the year. Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users, or copyright violations may result in further disciplinary action.

Security on any computer system is a high priority, especially when the system involves many users. Students and staff must identify and inform administration of any security problems they encounter. Any user identified as a security risk may be denied access to the school network and/or the Internet.

Saint Mary School declares unethical and unacceptable behavior as a just cause for taking disciplinary action, revoking information network access privileges, and/or initiating legal action. The judgment of the principal is final regarding acceptable use concerns.

TRANSPORTATION

In order to safeguard our children, specific rules have been set for the parking lot.

1. All children are to be dropped off and picked up in the drop-off line, NEVER on Buffalo Grove Road or Church Street.
2. Whenever driving through the lot, please drive SLOWLY.
3. The entrance to the lot from Church Road is an EXIT ONLY from 7:00-8:00 a.m. and 2:00-3:00 p.m.
4. NO PARKING is allowed around the Virgin Mary Island.
5. No cell phone usage is allowed while driving on school property for the safety of children.

VISITORS AND VOLUNTEERS

Saint Mary School is fortunate to have parent and non-parent volunteers. The service they render to the school is invaluable. If you or someone you know is willing to volunteer, you are invited to call the school office.

All volunteers must complete the Archdiocesan training for volunteers as well as Virtus training with a completed background check.

It is very important, for the safety of our students, that guidelines and procedures are followed by volunteers and visitors. All visitors and volunteers must enter through Entry #1 and sign in and out. While in the school a visitor pass must be worn at all times. We appreciate parent/guardian support to do all we can to make this a safe environment in all ways. All perimeter doors are locked and students are instructed not to open any door for persons trying to enter the building, please do not ask a student to open an outside door for you.

If you would like to meet with a teacher or staff member, you will need to schedule a meeting in advance. Upon arriving for the meeting, come to Door #1 and sign in at the office.