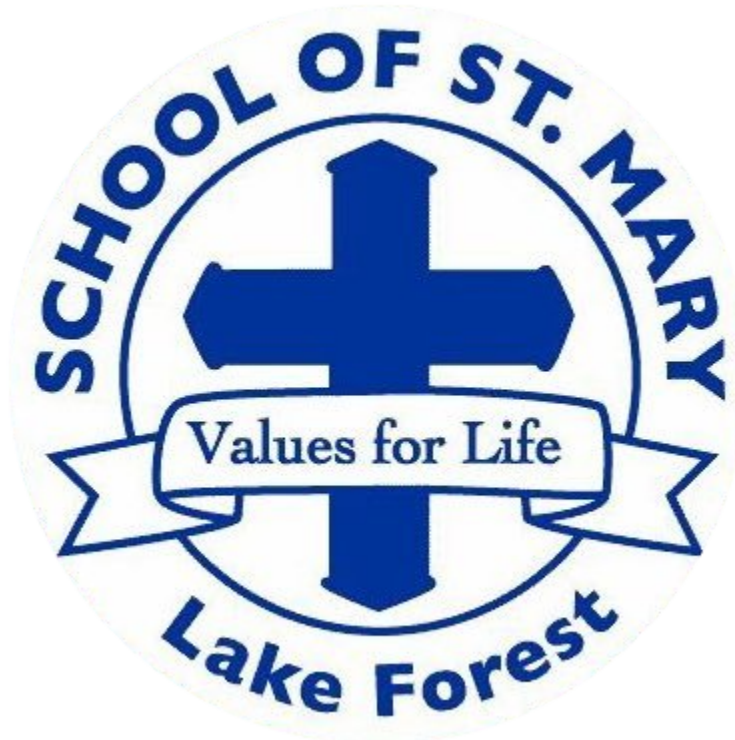


SCHOOL OF ST. MARY
STUDENT & PARENT HANDBOOK
2022 - 2023



To Learn. To Serve. To Lead.

Primary Grade Center
900 West Everett Road
Lake Forest, IL 60045
Tel: 847.283.9800
Fax: 847.283.0742

Upper Grade Center
185 East Illinois Road
Lake Forest, IL 60045
Tel: 847.234.0371
Fax: 847.234.9593

www.schoolofstmary.org

Revised 9/6/-22



School of St. Mary

To Learn, To Serve, To Lead

August 2022

Dear Parent/Guardian:

We are happy to welcome you to the Blue Ribbon School of St. Mary for the 2022-2023 academic year.

As an integral mission of the Church of St. Mary, the educational ministry of the School of St. Mary flows from the underlying mission of the Church - to teach the message of Jesus, to live the message of Jesus, and to model the meaning of Jesus' word in our lives. Students regularly participate in liturgical worship, the celebration of the sacraments, and daily prayer and are provided regular opportunities to demonstrate this commitment to God, neighbor, and self.

To this end, we provide, first, a faith-based Catholic environment where every student is valued as a member of the diverse Body of Christ. Secondly, we offer a supportive academic environment so that each student can live responsibly and effectively in the present as well as prepare for future challenges. Although the education of children is primarily awarded to parents and guardians, we assist in this essential responsibility by providing a caring, positive, student-centered learning environment. This furthers the development of each student's spiritual, intellectual, psychological, and physical capabilities and potential.

We strive to model respect for everyone at the School of St. Mary, modeling respect in action, word, and motivation, among the entire school staff, student body, and school families. We work to build strong responsibility for self and the world by highlighting Christian values-based education throughout the school curriculum and by consistently encouraging responsible Christian personal growth. We work to elevate each student's awareness of his/her essential and unique place in the Body of Christ, a process that also facilitates each child's growth in self-esteem.

Finally, we not only encourage but rely on your continued positive involvement, ongoing support, and respect for all faculty and staff at the School of St. Mary. Inspired and guided by the Holy Spirit, let's work towards making this academic year one of the best in the history of the Church and the School of St. Mary.

Sincerely,
Fr. Mike Nacius, Pastor
Kathy Thompson, Principal
Sarah Rouse, Assistant to the Principal
Janice di Vincenzo, Director of Student Services
Catherine Homan, Social Worker

SCHOOL OF ST. MARY	1
DISCLAIMER	8
ADOPTION OF OFFICE FOR CATHOLIC SCHOOLS POLICIES AND PROCEDURES	8
MISSION STATEMENT	8
PHILOSOPHY	9
SPIRITUAL OBLIGATION OF PARENTS	9
SCHOOL CRUSADER CREED	10
AIMS	10
STATEMENT OF NON-DISCRIMINATION	10
ATTENDANCE	11
Excused Absences – valid cause for student absence:	12
Truancy	12
Leaving Early	12
Tardy	13
Missed Classroom Instruction	13
PARKING LOT DROP-OFF & PICK-UP PROCEDURES	13
CHILD ABUSE REPORTING	14
CUSTODY ISSUES	14
Non-Custodial Parents	14
EMERGENCY INFORMATION	15
BULLYING POLICY	15
Bullying includes:	15
Cyberbullying	15
Bullying acts or conduct described above can include the following:	16
BULLYING PREVENTION ADMINISTRATIVE RESPONSIBILITIES	17
DISCIPLINE	18
Philosophy of Discipline	18
Honesty	18
Responsibility	19
Student Discipline Guidelines	19
LEVELS OF STUDENT OFFENSES AND CONSEQUENCES	20
Disruptive Behavior (Level I - Applies to K-8th)	20
Serious Behavior (Level II - Applies to 4th- 8th)	20
Severe Behavior (Level III)(Applies to 4th-8th)	21
Detention Policy	22
Suspension, Probation, and Expulsion	23
In-School Suspension	23
Out-of-School Suspension	23
Probation	23

Expulsion	23
CONFLICT RESOLUTION PROCEDURE	23
SEXUAL HARASSMENT	24
TECHNOLOGY	24
Filtering Software	25
CELL PHONES	25
SOCIAL NETWORKING	26
ELECTRONIC DEVICE GUIDELINES	26
Technology Used During School Hours	26
Technology Used Outside of School Hours	27
Chromebook Policy	27
Terms	27
Title	28
Loss or Damage	28
SEARCH AND SEIZURE	28
Searchers of School Property	29
Searches of Student's Person and Personal Property	29
Police Involvement	29
PARENT CONDUCT	29
COMMUNICATION	30
School-Wide Parent Communications	30
GUIDELINES FOR CHANNELS OF COMMUNICATION	30
EMERGENCY PROCEDURES	31
Fire Drills	31
Disaster Drills	31
Lockdown Drills	31
SCHOOL CLOSURE	31
HEALTH REGULATIONS	32
Lead Poisoning Prevention Act (410 ILCS 45/1)	32
Sports Physical	32
ILLNESS AND ACCIDENT AT SCHOOL	32
MEDICATION	33
STUDENT SAFETY AND ANIMALS IN THE BUILDING AND CLASSROOMS	33
STUDENT SAFETY AND FOOD ALLERGIES	34
ACADEMIC PROGRAM	34
CURRICULUM AND RELIGIOUS FORMATION	34
SACRAMENTAL PROGRAM	35
Reconciliation	35
First Holy Communion	35
Confirmation	35
DAILY PRAYER AND LITURGY	35

Assignments	36
ADVANCED COURSES	36
Accelerated Reading	36
Accelerated Mathematics	37
HONOR ROLL	37
ASSIGNMENT BOOKS	38
INCOMPLETE ASSIGNMENTS	38
PROMOTION AND RETENTION	38
GRADUATION REQUIREMENTS	38
STANDARDIZED TESTING	38
UGC GRADED SUBJECTS	38
PARENT-TEACHER CONFERENCES	39
STUDENT EVALUATION	39
STUDENT PLACEMENT IN CLASSES	39
SERVICE	40
School-Wide and Grade-Level Service Projects	40
Confirmation and Service Requirements for 7th and 8th Graders	40
Service Requirements for Junior National Honor Society	40
General Service Opportunities for Middle School Students	41
STUDENT SERVICES	41
Enrichment	41
Social Work Services	42
PASSING PERIODS	42
LUNCH	42
CAFETERIA AND RECESS ETIQUETTE	42
PLAYGROUND AND RECESS RULES	43
Students using the playground equipment may not:	43
Students not following the rules and expectations stated above will be:	43
DRESS CODE/UNIFORM POLICY	43
Non-uniform Sweaters or Sweatshirts	43
Hair Styles	43
Makeup/Accessories	44
Dress-down Days	44
Lands' End	44
Primary Grade Center Uniform Guidelines - Kindergarten - 3rd Grade	46
Upper Grade Center Uniform Guidelines - 4th-8th Grades	47
EXTRACURRICULAR PROGRAMS	48
Rationale	48
Program Offerings	48
Volunteer Personnel	48
Supervision of Students	48

Student Discipline	48
Student Eligibility	49
ATHLETICS	49
Athletic Program Policies	49
Athletic Ineligibility	49
Parent Athletic Program Meeting Expectation	49
FIELD TRIPS	49
STUDENT ACCIDENT INSURANCE	50
NATIONAL JUNIOR HONOR SOCIETY	50
ACADEMIC & SPORTS AWARDS RECOGNITION	50
Citizenship Awards	51
Academic Awards	51
PARENT INVOLVEMENT	51
School Advisor Council (SAC)	51
Parents Association (PA)	52
Parent Support	52
Room Parents	
Room parents are needed to help with class activities throughout the school year. The Parents Association recruits room parents.	52
Volunteer Eligibility	52
Termination of Volunteer Service	53
VISITING AND VOLUNTEERING PARENTS	53
FUNDRAISING	53
TRANSPORTATION	53
Bicycles	53
District 67 Bus Service	54
Shuttle Bus Service	54
Bus Rules	54
REGISTRATION AND ADMISSIONS	54
TUITION	55
Fees	55
Tuition Billing	56
Late Tuition	56
Financial Assistance	56
Tuition Schedules	57
Tuition Refund	57
SCHOOL RECORDS	58
SCHOOL CELEBRATIONS	58
Homecoming/Spirit Week	58
Halloween Parade	58
Catholic Schools Week	59

Ribbon & Awards Ceremony	59
May Crowning	59
Graduation	59
BIRTHDAYS AND SPECIAL OCCASIONS	59
Birthday Casual Dress Day	59
Party Invitations and Student Exclusion	59
Treats	59
Special Occasions	60
SCHOOL STAFF ORGANIZATIONAL CHART	60
Parent-Student Handbook Acknowledgement and Acceptance	61

DISCLAIMER

The following policies represent the most recent expression of the administration of the Catholic School of St. Mary to provide for equitable and consistent treatment of the students, faculty, and staff. To assure that the School of St. Mary achieves and maintains the purpose of this student parent handbook and to ensure the organization's continued ability to meet its needs and those of its students and staff under changing conditions, the School of St. Mary reserves the right to modify, augment, suspend or revoke any or all of the policies, procedures, practices, and statements contained in this handbook at any time.

Furthermore, it is understood that the rules contained in this handbook are not all-inclusive. The administration and teachers may take such action as is necessary, and not forbidden by law, to ensure the discipline and orderly conduct of the school. Action may be taken for any offense which interferes with the orderly conduct of the school or which affects the safety and welfare of students and staff, either individually or collectively, regardless of the existence or non-existence of a rule covering the offense.

ADOPTION OF OFFICE FOR CATHOLIC SCHOOLS POLICIES AND PROCEDURES

The School of St. Mary operates under the auspices of the Roman Catholic Archdiocese of Chicago. Therefore, the School of St. Mary adopts all policies outlined in the Educational Policy Manual for School Administrators published by the Office of Catholic Schools of the Archdiocese of Chicago. The school administration, faculty, and School Advisory Council are required to follow all policies of the Archdiocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those set policies and procedures established by the Archdiocese of Chicago.

MISSION STATEMENT

The School of St. Mary is a Catholic educational community in which children learn the Gospel of Jesus, receive excellent academic preparation, and accept responsibility for themselves and others.

The School of St. Mary is committed to the development of the unique gifts of each child - spiritual, intellectual, physical, and emotional. In a supportive atmosphere, students are challenged to academic excellence and are provided with the knowledge and skills necessary for future success. In an atmosphere that deepens Christian values, students experience prayer and worship and are encouraged to make responsible decisions for themselves and to cooperate with and care for others. Faith development, self-awareness, academic achievement, and community responsibility are emphasized to prepare the children of the School of St. Mary to be contributing Christian citizens in the society of the future.

This mission is accomplished in a partnership of cooperative parents, supportive parishioners, and qualified faculty.

PHILOSOPHY

The School of St. Mary provides an excellent Catholic education in a positive, Christian environment where each student is challenged to grow not only in necessary skills but also in critical thinking and decision-making. The expansion of positive human relationships and service to others are integral to the learning experience. All students are encouraged to develop their God-given gifts to their fullest potential.

This philosophy is rooted in the following beliefs:

- Catholic Identity is fostered by providing students with:
 - Optimum conditions for understanding the Gospel of Jesus as well as the sacraments
 - Continual opportunities to reflect on and practice Christian living as followers of Jesus
 - Varied, meaningful opportunities for prayer, worship, and Christian service
- Academic Excellence is facilitated by providing students with:
 - An enthusiastic faculty and staff, dedicated to state-of-the-art Catholic education
 - Daily challenges to foster ownership of learning goals
 - A variety of student-centered instructional and assessment strategies
- Christian Community is encouraged by providing students with:
 - Faculty who model caring, Christian living, and mentoring
 - An ongoing examination of values encouraging service and leadership activities
 - Reflection and individual goal-setting opportunities to further a positive, caring environment

SPIRITUAL OBLIGATION OF PARENTS

The Catholic philosophy of education is the basis of the entire curriculum at the School of St. Mary. Parents are the first and foremost educators of their children in the ways of faith. All parents, if Catholic, are expected to actively practice their faith by regular attendance at the Church of St. Mary or another Catholic parish Mass and frequent reception of the sacraments.

SCHOOL CRUSADER CREED

We, the students at the School of St. Mary, believe that all people are made in the image and likeness of God.

We respect the unique gifts and talents of each person.

We take responsibility for our choices and accept the consequences of our actions.

We treat others as we want to be treated at school, on the playground, and on the playing field.

Putting Jesus above all and putting others above ourselves, we bring charity and joy to everyone around us.

AIMS

In an age where Christian values are being questioned, Catholic schools are needed as much, if not more, than ever.

In the words of the late Cardinal Bernardin regarding the future of Catholic schools:

- Our schools must move from being institutions to being communities;
- The religious dimension of our schools must make a distinctive difference;
- The educational climate must be one of excellence;
- We must attend to the personal development of each child;
- We must promote a proper relationship between culture and the Gospel; and
- The light of faith must illumine all knowledge.

STATEMENT OF NON-DISCRIMINATION

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

In employment practices, the School of St. Mary does not discriminate based on race, color, sex, national origin, age, unfavorable military discharge, marital status, or mental or physical handicap unrelated to the ability to perform the duties of the position.

Questions or concerns regarding discrimination in admissions should be directed to the pastor and then the Regional Director of the Office for Catholic Schools for the Archdiocese of Chicago. Concerns regarding discrimination in hiring should be directed to the Human Resources Department of the Archdiocese of Chicago.

ATTENDANCE

The standard daily schedules are as follows:

<u>PGC</u>	<u>UGC</u>	
8:30 a.m.	8:30 a.m.	Students begin to arrive.
8:50 a.m.	8:40 a.m.	Students are in their homerooms to begin the day.
3:05 p.m.	3:40 p.m.	Students are dismissed.

PGC Details

- Morning Preschool Program: 8:50 a.m. to 11:30 a.m.
- Students should arrive no sooner than 8:30 a.m.
- Parents or guardians should accompany students to and from school.

UGC Details

- Students should arrive no sooner than 8:30 a.m. (supervision is provided in the morning from 8:30 a.m. to 8:40 a.m.)
- Regular dismissal is 3:40 p.m. (supervision is provided after school until the last bus departs)

No children are to be present on school grounds without designated adult supervision.

Plans for picking students up for appointments, trips, etc., should be clear to students before they leave for school in the morning. In the event a change is made, please call the respective school office.

The biggest concern at arrival and dismissal times is the safety of the students. Dismissal procedures should be followed precisely, and students should not be instructed to meet in a location other than the designated lot since those areas are not supervised, and safety would be a concern. *Safety is worth a few extra minutes.* No appointments or schedules are more important than taking proper safety precautions. UGC students are not permitted to walk into town unless they are accompanied by a parent and have been signed out in the office.

Daily school attendance is required in the State of Illinois for children 6 through 16 years of age. Therefore students enrolled in kindergarten through 8th grade at the School of St. Mary are required to attend school daily. **The responsibility for compliance with the law and the school's policy 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.

Excused Absences – valid cause for student absence:

- Illness
- Death in the immediate family
- Family emergency
- Other situations beyond the control of the student to be determined by Administration

For an absence to be excused, a parent/guardian needs to call the school office (PGC at 847-283- 9800, UGC at 847-234-0371) before 10:00 a.m. on the day the child is absent. The parent/guardian needs to explain why the student will be absent. Students who are absent from school cannot participate in athletics or extracurricular activities on the day of their absence. Absent students are required to make up assignments missed, including tests/quizzes, within 24 hours of their absence. Homework assignments may be requested for all excused absences if the request is made before 8:45 a.m. Homework will be ready for pick up at 3:25 p.m. for the PGC and 3:50 p.m. at the UGC.

Truancy

Per the Illinois State Law, Public Act 97-0218, “a child who is absent without valid cause from school for 5% or more of the previous 180 attendance days (9 school days)” is considered to be a chronically truant student. Archdiocesan policy on attendance requires that a written warning be sent to the parent/guardian of any excessively truant student. Students who accumulate excessive absences, even when excused, will work with the school staff and parents to develop a plan to assure daily attendance. If excessive absences continue, enrollment at the School of St. Mary may be in jeopardy.

Leaving Early

If an early dismissal is required, parents or guardians must arrive at either campus prior to 2:45 p.m. This will eliminate unnecessary distractions at the end of the day.

Students who leave early from school are required to present a written note or email from a parent/guardian stating the student’s name, the time their son or daughter will be picked up, and a specific reason for leaving school before dismissal. Notifications are to be received by the front offices prior to 9:00 a.m. Students without a note or verbal consent from a parent/guardian will not be released from either campus. All students must be signed out of school by a parent/guardian before they may leave school grounds. All students who leave early from school are required to make up all work, tests/quizzes by the next school day.

If there is a mid-day change to a dismissal plan, families should communicate their request no later than 2 p.m. Parents should notify the school via a call to the school office.

Tardy

The prompt start of the day is critical to enable the transition from home to school, mentally and physically preparing students for their classes while providing a much-needed time to connect with teachers and peers.

Students at the UGC must arrive no later than 8:40 p.m.

Students at the PGC must arrive no later than 8:50 a.m.

Parents must call either office prior to 8:30 a.m. to request an excused tardy for their son or daughter.

Students who are late to school more than 25% of the school year, excused or unexcused, will receive a letter requesting a meeting with the administration to develop a plan to assure timely arrival to school. If excessive tardiness continues, enrollment at the School of St. Mary may be in jeopardy.

Missed Classroom Instruction

Regular and consistent involvement in the educational process is the expectation for all students. The rigorous pace of courses does not always allow for make-up work since missed class interaction and collaboration cannot be “made up.” **Faculty members are not required to provide student work before an extended period of absence.** In some instances, a faculty member may not have completed lesson plans for the upcoming period. Also, it may be difficult to predict the course of instruction given the variability or occasional unpredictability of student achievement.

PARKING LOT DROP-OFF & PICK-UP PROCEDURES

The school expects that parents and their guardians will practice safety during arrival and dismissal. No student may be dropped off at either campus prior to 8:30 a.m. at the end of the day, students must be picked up by 3:30 p.m. and at the UGC at 3:45 p.m. **The extended day fee will be assessed and billed to any family who leaves their child beyond this time.**

Each campus follows specific parking lot procedures, which have been designed primarily to ensure student safety.

All drivers are therefore expected to:

- Follow parking lot procedures at all times and to actively assure safety;
- Drive with student, faculty, and volunteer safety in mind;
- Cooperate with all faculty requests in the parking lots.

It is a state law that cell phones are not to be used while driving in a school zone or the school parking lots.

Finally, when executed with Christian civility, these procedures will be an opportunity to demonstrate collaboration and cooperation, especially since our students are watching and learning.

CHILD ABUSE REPORTING

School personnel are mandated reporters to the State of Illinois Department of Children Family Services (DCFS) regarding allegations or suspicions of child abuse and neglect. School personnel are required by law to report the suspicion of abuse or neglect. All school personnel at the School of St. Mary are required to obey the law. If any parent has concerns about the safety of a child, the DCFS reporting hotline is 1-800-252-2873.

CUSTODY ISSUES

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal.

The School of St. Mary complies with the prevailing laws of the State of Illinois concerning the rights of custodial and non-custodial parent/guardian. Any legal restrictions placed on a child must be provided to the school through a copy of the legal document so restricting.

All report cards, conferences, or information concerning the process of the child(ren) are sent to legal custodians. The school will not be held responsible for failing to honor arrangements that have not been made known.

Non-Custodial Parents

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

Non-custodial parents wishing to receive school newsletters, flyers, calendars, and so on should stop in the office and notify the administration.

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

EMERGENCY INFORMATION

The school keeps emergency information for each student. Parents must provide current emergency contact information at all times to ensure the safety of their child/children in case of an accident or illness while attending school.

BULLYING POLICY

As Roman Catholics, we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community.

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyber-stalking, theft, public humiliation, and retaliation for asserting or alleging an act of bullying.

Bullying includes:

- Any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically;
- Negative behaviors towards others occurring on-campus or off-campus during school and non-school time;
- Actions directed toward another student or students, that have or can be reasonably predicted to:
 - Place the student or students in an unreasonable fear of harm to the student or student's person or property;
 - Cause a substantially detrimental effect on the student or student's physical or mental health;
 - Interfere significantly with the student or student's academic performance;
 - Impede a student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Cyberbullying

Cyberbullying can include all of the above, as well as the use of electronic tools, devices, social media sites, blogs, and websites to harm a student or students with electronic text, photos, or videos.

Neither the technology of the School of St. Mary nor the broader internet (whether accessed on-campus or off-campus, either during or after school hours) may be used for harassment. **All forms of harassment in cyberspace, often called cyberbullying, are unacceptable.**

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or

images, or web site postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else.

Community members who feel they have been victims of such misuse of technology should not erase the offending materials from the system. They should print a copy of the content and immediately report the incident to the school administration.

Students who slander others in the school community (parish personnel, school personnel, or students) are subject to school consequences—even if the misconduct occurs outside the school. Threats are threats, for example, wherever they are made. What students do off-campus, therefore, can detrimentally impact the reputations of others and the school. Moreover, deliberate defamation, intimidation, or harassment of others is not consistent with Christian values, and students will be held accountable for the intentional harm they cause others.

Threatening another online is a crime in Illinois.

Bullying acts or conduct described above can include the following:

- **Physical**, which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling.
- **Verbal**, which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats, whether in person or through any form of electronic communication and the Internet.
- **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 as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact or sexual assault.

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 school vehicles, at 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 or home computer network, or other similar electronic school or home equipment.

All members of the School of St. Mary, parents/guardians, teachers, staff, administrators, and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ-centered environment. Students are expected to participate in age-appropriate educational programs developed by the school that addresses bullying and teaches respect for all.

Bullying by a student may result in suspension or expulsion from the School of St. Mary.

BULLYING PREVENTION ADMINISTRATIVE RESPONSIBILITIES

The Fifth Commandment calls us to foster the physical, spiritual, emotional, and social well-being of self and others. (*United States Catholic Catechism for Adults, page 389*)

Children are unable to eliminate acts of bullying or harassment without adult support, guidance, and intervention. Therefore, school personnel has a responsibility to see that:

- All allegations and incidents of bullying are investigated;
- Parent /guardian or student reports of bullying must be addressed immediately;
- Written documentation must be prepared and maintained by the school on the Bullying Complaint Report Form.

Appropriate disciplinary consequences are applied to the offending student(s). School personnel will follow reasonable investigative procedures before determining that a bullying incident has occurred.

A typical process would include the following:

- Talk with each of the students involved separately, including those who witnessed the incident, to ascertain what happened;
- Employ open-ended questions to determine the nature of the behavior, such as when and where it occurred, who was involved, what the students were doing before the incident; and, most importantly, how each student feels about what happened; and
- Converse with staff that has direct knowledge of the incidents and behaviors. Students may be asked such things as, "Tell me what you saw," "What else happened," "Has this ever happened before," "Has this person ever bothered you before?" and "What was your response?" Questions are intended to gather information and to allow students to tell their sides of the story before conclusions are drawn.

When disciplinary action is taken as a result of a bullying complaint:

- Written documentation should indicate what happened and what action was taken.
- Written documentation of the complaint must be placed in the student(s) file, as would documentation of any other disciplinary action involving student(s).
- The school must place the record of what action was taken in the student(s) file.

The principal must notify the Archdiocese of Chicago's Office of School's Assistant Superintendent for our District of bullying complaints and the action taken.

Illinois Public Act 92-96, S.B. 1026 provides that whoever by threat, menace, or intimidation prevents a child entitled to attend a public or non-public school from attending that school or interferes with the child's attendance at that school is guilty of a Class A misdemeanor.

DISCIPLINE

Philosophy of Discipline

In order to create an atmosphere of mutual respect that fosters Christian charity, self-discipline, and personal integrity, the school follows established behavior guidelines. The School of St. Mary Discipline Code states the expectations for adherence to these guidelines.

A positive, respectful approach to discipline serves as the hallmark of our school. Discipline techniques that respect the dignity and self-esteem of the individual student while providing formative learning experiences remain essential to the philosophy of the School of St. Mary. Some characteristics of positive discipline include:

- Students learn decision-making skills related to their behaviors and choices;
- Discipline techniques focus on teaching appropriate behavior and practical, related consequences;
- Students share in-classroom responsibilities;
- An environment that encourages self-discipline and self-control;
- Students obey and interact with adults in a courteous, respectful, and appropriate manner;
- All members of the school community communicate respectfully;
- Respect for school property and the property of others;
- Administration, faculty, and staff promote kind and inclusive actions towards others.

Honesty

Truthful representation is essential to creating integrity and a positive school community. To that end, complete honesty is expected at all times. Honesty includes, but is not limited to:

- Telling the whole truth without omissions and allowing others to tell the truth;
- Taking ownership of one's words and actions;
- Submitting one's own work at all times, refraining from cheating and plagiarizing.
 - **Cheating includes, but is not limited to:**
 - Sharing test or quiz information;
 - Referring to any sources or outside materials not explicitly allowed by the teacher during a test, quiz, or other assessment;
 - Making work available for someone else to copy;
 - Copying another student's answers on an assignment or an assessment.
 - **Plagiarism is defined as:**
 - Presenting others' work as your own;
 - Using published work bearing copyrights without giving credit to the author or publisher.

Responsibility

Understanding clear expectations, accepting the consequences of one's actions, and making appropriate choices are crucial to developing self-discipline. Responsibility includes, but is not limited to:

- Arriving on time for school and classes;
- Being prepared for class by submitting homework on time and maintaining instructional materials;
- Adhering to School of St. Mary rules and respecting authority;
- Participating fully in academic and liturgical experiences;
- Accepting consequences for choices and behavior;
- Assuming responsibility for one's own safety and the safety of others;
- Sharing concerns regarding safety and security with a teacher or staff member.

Student Discipline Guidelines

All students will comply with the rules and regulations of the School of St. Mary.

Any and all behaviors that disrupt the educational process of the classroom or school environment are subject to disciplinary action.

All standards for conduct will apply to students during school hours, at school-sponsored events, and in the wider community, regardless of circumstances or locations. Any behavior or influence that is detrimental to our school community or its reputation will result in disciplinary action.

Discipline protects the rights, safety, and privileges of all persons in all matters relating to the conduct of all individuals in the school. Administrators, faculty, substitute teachers, staff, and volunteers assume supervision and disciplinary responsibility for all students.

Addressing the needs of the whole child includes teaching self-discipline. To assist students in developing age-appropriate behaviors, it is the school's responsibility to guide and correct them, so they clearly understand expectations. Should formal consequences be necessary, the following will be taken into consideration:

- Age of the student;
- His or her functioning level;
- Seriousness of the offense;
- Frequency of the inappropriate behavior;
- Circumstances and intent;
- Potential effect of misconduct on the school community.

LEVELS OF STUDENT OFFENSES AND CONSEQUENCES

Disruptive Behavior (Level I - Applies to K-8th)

Disruptive behavior will be handled by the School of St. Mary faculty or staff member or referred to the administration when offenses occur in the common areas of the school or on school grounds. Negative behaviors that take place in the classroom should generally be managed by the teacher. Although disruptive behaviors comprise the lowest level of offense, they nevertheless require prompt intervention. Depending upon the severity of the actions, some behaviors may be classified as Level II offenses.

Consequences for disruptive behaviors include but are not limited to:

- Conference with the student(s)
- Verbal or written apology for misbehavior
- Telephone call to parent(s) and/or guardian(s)
- Opportunity to correct actions
- Warning or directive
- Change of seating location
- Loss of privileges such as ineligibility for athletics, extracurricular activities, and field trips.
- Conference with parent(s) and/or guardian(s)
- Development and adherence to an individualized behavioral plan
- Possible detention before school, during lunch, or recess

For UGC students who receive a third discipline notice will be assigned a detention. Three Disruptive Behavior offenses in one academic trimester will result in progression to a Serious Behavior offense for all further offenses for that academic semester. Detentions will be one hour in length. There will be no exceptions made to the policy. It will be the parent's responsibility to provide transportation for the child on the day the detention is served. Students not bringing back the signed detention slip the following day will receive an additional detention.

Serious Behavior (Level II - Applies to 4th- 8th)

The principal will handle Serious Behavior (Level II) offenses. Depending upon the severity of the offense, some Level II offenses may be classified and treated as Level III.

Serious Behavior Offenses include, but are not limited to:

- Bus misconduct
- Cell phone policy violation
- Cheating, plagiarism, forgery
- Defiance or disrespect to any School of St. Mary adult (faculty, staff, parents, volunteers, substitute teachers, visitors, etc.)
- Failure to abide by corrective measures given for Disruptive Behavior offenses

- Leaving school grounds without permission
- Physical contact that hurts others
- Profane or inappropriate language
- Repeated Disruptive Behavior offenses
- Truancy from school or class
- Violation of Computer/Internet agreement

Any repeated behaviors in this level are subject to Level III consequences.

Serious misbehavior offenses may result in the consequences listed below:

- Removal from class
- Notification of local authorities
- Possible consequences:
 - In-school detention
 - Probation
 - In-school suspension (1 – 5 days)
 - Out-of-school suspension (1 – 3 days)
- Removal from privileges, such as extracurricular activities, athletics, field trips, participating in school events and ceremonies (including graduation), and/or re-enrollment.

In extreme cases of inappropriate behavior, the student's parents will be notified to pick up their child.

If a child receives three behavioral detentions, parents must come to school for a formal evaluation of behaviors. The child will be put on probation. Probation means that the student will not be allowed to participate in extracurricular activities/field trips/assemblies, etc., until the end of the trimester.

After three behavioral detentions, any further disciplinary actions will result in an in-school suspension for one day, following a conference with the parents. An in-school suspension means that the student will sit in the office the entire day without contact with other students. All work, use of the bathroom, lunch, and breaks will be overseen by the administration. Students who earn an in-school suspension are still on probation for the remainder of the semester. Honor Roll, leadership roles, special events, and graduation may be impacted.

Severe Behavior (Level III)(Applies to 4th-8th)

Severe Behavior Offenses (Level III) that occur in the classroom or common areas of the school or school grounds will be immediately referred to the principal, as well as other authorities, when necessary. Severe Behavior offenses include any behavior that violates federal, state, or local law, compromises student safety, or displays gross misconduct by a student.

Suspension and expulsion procedures may be exercised when a student's conduct endangers property, health, or safety of others or is disruptive to the learning environment at the School of St. Mary.

Severe behavior offenses include, but are not limited to:

- Inappropriate conduct on school premises or at school-related activities that endangers the life or safety of another;
- Assault (verbal or written threat) which imply physical or mental harm or battery (physical attack);
- Bullying, Cyber Bullying, or any aggressive behavior that includes threats, harassment, verbal abuse, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidating messages;
- Destruction of school property/vandalism;
- Failure to abide by corrective measures given for Disruptive or Serious Behavior offenses;
- Gross disobedience or misconduct as determined by the principal or local authorities
- Hazing;
- Possession or use of drugs or alcohol;
- Possession or use of weapons, "look-alike" weapons, or any object deemed potentially harmful to others;
- Repeated Disruptive Behavior or Serious Behavior offenses;
- Theft;
- Threats, physical, verbal, or written, intended to cause physical or mental harm or fear.

Severe Behavior offenses may result in the following sequence of consequences. The principal has the authority to use his/her discretion to assign appropriate consequences, responding at any step in the Serious Behavior offenses sequence based on the circumstances and the actions of the student(s) involved. In some cases, additional consequences may be assigned.

- One to ten-day out-of-school suspension and recommendation for expulsion.

In cases of out-of-school suspension or expulsion, the School of St. Mary will follow procedural guidelines established by the Archdiocese of Chicago.

Detention Policy

Three written warning discipline notices in the category of academic difficulties or behavioral misconduct will result in a detention. Teachers or staff may determine that any offense may result in immediate detention without the issuing of a written warning.

Detentions must be served on the day assigned; they are not transferable to another day. If a student does not serve his or her assigned detention, a second detention will be added. When serving the detention, students are to follow the supervisor's instructions. And must be dismissed from detention directly to a parent or guardian.

Suspension, Probation, and Expulsion

Serious or severe behavior or a pattern of behavior resulting from Level II or III behavior infractions may result in an in-school suspension, out-of-school suspension, probation, or expulsion. During any type of suspension, a student remains automatically ineligible to participate in any school-sponsored, extra-curricular activities for a period of time as designated by the administration.

- **In-School Suspension**
 - Students cannot attend classes and work independently in the school office while under the supervision of office staff. Any missed or makeup work is the responsibility of the student.
- **Out-of-School Suspension**
 - If necessary, students will be asked to remain away from school property for an out-of-school suspension. During that time, students are required to complete all assignments for the day or days of suspension. Any missed or makeup work is the responsibility of the student.
- **Probation**
 - Students who have engaged in severe misconduct or who have incurred suspension are ordinarily considered to be on enrollment probation. For a student on probation, further inappropriate behavior will automatically be considered “serious” and will, therefore, incur additional consequences of a serious nature and may result in expulsion or exclusion from further enrollment at the School of St. Mary. No tuition refunds will be provided to families if students have been expelled or excluded from enrollment.
- **Expulsion**
 - Based upon the intent or serious nature of any Level III behavior infraction, a student may be immediately expelled from the School of St. Mary. A student may also be expelled from the school in the event the principal does not believe further efforts in the school would be productive.

The school administration determines disciplinary measures and applies them on a case-by-case basis. Disciplinary actions may be imposed progressively or separately, as the situation warrants and as determined by the school administration.

CONFLICT RESOLUTION PROCEDURE

Realizing that misunderstandings may arise from time to time, the administration, faculty, and staff of the School of St. Mary are confident that amicable solutions may be found for any situation if all involved act with true Christian charity. ***Any parent with a concern is asked to first meet with the teacher involved to resolve issue.*** If, after meeting with the teacher, concerns still exist, a meeting can then be arranged with a member of the school administration. All interactions between faculty, staff, and parents should be carried out in a respectful manner that reflects the School of St. Mary Code of Conduct.

SEXUAL HARASSMENT

Sexual harassment by one employee of another, by an employee towards a student, by a student towards an employee, or by a student towards another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension 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. It will itself be cause for appropriate disciplinary action.

Any employee or student who knowingly makes false charges against an employee or student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above. The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

TECHNOLOGY

The School of St. Mary provides technology resources to its students, and students are not permitted to bring their own approved devices. The goal of utilizing these resources is to promote educational excellence by facilitating resource sharing, innovation, and communication with the support and supervision of teachers and support staff. The use of these technology resources is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that is not of educational value in the context of the school setting. The School of St. Mary firmly believes the benefit of available information, interaction, and research capabilities outweigh the possibility that users may encounter material that is not consistent with the educational goals of the school.

Proper behavior, as it relates to the use of computers, is no different than appropriate behavior in all other aspects of school life. All users are expected to use the computer, computer networks, and other technology in a responsible, ethical, and polite manner.

Failure to do so may incur the loss of technology privileges as well as consequences detailed in the *School of St. Mary Code of Conduct* and [Student Technology Use and Acceptable Use Policy](#).

What do we teach students about using the responsible use of technology?

- Email
 - Etiquette— Teachers inform students about proper communication between themselves and faculty, as well as themselves and other students. They emphasize that everything they send is stored on a server.

- Social Media
 - Students should adhere to the age restrictions for social media apps.
 - Teachers explain that all social media posts can be traced.that everything they send could be traced.
- Texting
 - Once a text is sent, it is permanent since it can be traced. Illinois Law allows for the tracing of text messages regarding social networking.

How does the school promote the use of technology as a tool for learning?

- Chromebooks and Apple iPads are located at each campus for student use. Students in 3rd – 8th grades are assigned a Chromebook.
- Caring for the laptops.
 - Students are responsible for the proper care and basic maintenance of technology devices.
- Personalized login for each student.
 - Students can save their work and access it from a different school computer if necessary.
- Personalized school Gmail account for each student (grades 3-8)
 - Students can email teachers with questions, work collaboratively with classmates, and submit completed assignments when necessary.
 - These accounts prohibit students from using the chat feature, as well as e-mailing anyone outside of the School of St. Mary network.
 - All users are expected to use this technology in a responsible, ethical, and polite manner. Failure to do so may incur the loss of technology privileges as well as consequences detailed above (see also School of St. Mary Code of Conduct and [Electronic Device Guidelines](#)).
 - Parents/guardians may elect not to permit their student(s) to have an active school Gmail account (please contact the school administration).
- Printing
 - Students must print any projects/assignments that are to be completed outside of school at home.
 - School printers are only intended to be used for assignments that are completed in class.

Filtering Software

The school complies with the Children’s Internet Protection Act and utilizes filtering software to ensure inappropriate sites are filtered from the users. Precautions are taken to ensure students do not receive material via the internet which is objectionable to the mission of the school.

CELL PHONES

To maintain student focus on academics, reduce unnecessary distractions, and provide a safe social-emotional environment, students may not bring cell phones, smart watches, Fitbits, laser

pointers, cameras, electronic toys, or games to class, church, or assemblies. Teachers will collect electronic devices each morning. Students may retrieve their devices at the end of the school day.

During the school day, any phone calls or messages to home or parents must be made in the school office. If a student brings an electronic device and does not deposit it at the beginning of the day, he or she will be subject to the consequences detailed in the School of St. Mary Discipline Code.

Cell phones or smartwatches are **ONLY** to be used either before or after school. Any cell phones or other prohibited electronic devices **intentionally visible or in use** at any time during the academic day, the student will need to take the device to the Administrative Offices. Students will receive a disciplinary notice for cell phones, and students who have a cell phone on their person and in use will be issued an automatic detention.

SOCIAL NETWORKING

In January 2015, Illinois Public Act 098-0129 was put into law. The law requires students to provide social networking website passwords or other related account information to gain access to the student's account or profile on a social networking website if the school has reasonable cause to believe the student's social media account has evidence he or she violated a disciplinary rule or policy.

ELECTRONIC DEVICE GUIDELINES

Technology Used During School Hours

Students at the School of St. Mary will utilize technology for academic and educational activities. As with all property, students are expected to use the technology appropriately and to treat the technology devices with care and respect.

Students are expected to:

- Use and maintain all equipment appropriately;
- Name files, folders, and documents appropriately, excluding obscene, disrespectful, or threatening language;
- Adhere to the online data use guidelines at St. Mary's, using only school-approved websites and refraining from all non-school approved electronic communication;
- Avoid downloading music or other copyright protected graphics and materials;
- Protect their own password or access point;
- Save only relevant and appropriate information necessary to complete an academic assignment. Students violating the Electronic Device Guidelines will be subject to the consequences of Disruptive or Serious behavior depending upon the intent and impact of their actions.
- Assume responsibility for any intentional physical misuse; restitution is required.

Technology Used Outside of School Hours

Parents/guardians are responsible for their child's appropriate and ethical use of technology outside of school; however, the inappropriate use of technology outside of school may be subject to student disciplinary action at the School of St. Mary. This improper use may include, but is not limited to:

- Harassment of others;
- Defamatory comments regarding the school, the faculty, other students, or the Parish;
- Offensive communication, including videos, photographs, and threats.

This behavior will be considered either serious or severe behavior and will be subject to disciplinary action for those infractions.

Guidelines for *Facebook* protocols and other social networking can be found on our school website.

Chromebook Policy

Terms

Tuition and fees for fourth through eighth grade students include the use of the device, a case, network resources, school-provided or approved educational software, tech service, support, training, and device warranty*. Students in 3rd - 8th grades may only use their school-issued Chromebook on campus, personal devices are prohibited. Students in 4th - 8th grade are permitted to take their Chromebooks home. Replacement cases cost approximately \$40.00 with a limited warranty during the first eight months on manufacturer defects only. These supplies are required and need to be in good working condition to participate fully in the school's 1:1 program. The School of St. Mary determines the functional status and serves as the sole provider of these supplies. The school prohibits the purchasing of these products from outside vendors.

Students will comply at all times with the School of St. Mary's Student Technology Use & Acceptable Use Policies, as well as the directives in the Student-Parent Handbook. Any failure to comply may terminate students' device privileges, thus jeopardizing their learning experience and academic success.

The School of St. Mary is authorized to charge tuition accounts for any fees, deposits, costs, or liabilities arising under this agreement. Failure to comply with the tuition payment schedule will result in the loss of student device privileges or the inability to participate in technology-related assessments. The School of St. Mary will take possession of the device until the account is rectified.

Title

There is nothing stated in the School's Student Technology Use & Acceptable Use Policies or the Directives in the Student Handbook that you can interpret in a manner that transfers ownership of the device, components, peripherals, or software to a student.

Loss or Damage

Students are responsible for the care and security of the device, components, and case. Their families shall bear the risk of loss for a lost, stolen, or damaged device, case, and components from the date of receipt until its return to the School of St. Mary. Loss or theft of the property must be reported to the principal by the next school day after the occurrence. At that time, the student must complete a device incident report. Theft incidences or vandalism to the device must also be reported to local law enforcement authorities within 48 hours of the occurrence. A police report must be filed and presented to the school within the same 48-hour time frame.

Along with the police report, students are responsible for the payment of a \$250.00 deposit in the event the theft or vandalism of the device occurs either on our premises or when the device is on the student, or if the device is lost, damaged due to intentional neglect (which includes cosmetic damage), or if a theft or vandalism occurs when the device is in an area that is considered to be in the control of the student or family; i.e., home, auto, friend's home, etc. This fee must be paid before a replacement device is ordered and is due within five (5) School days from the date of the school incident report, with the balance paid within thirty (30) days before a device is reissued to the student. As a member of the School of St. Mary, all students are expected to have a fully charged device with them to all classes daily.

Being without a device for any number of days jeopardizes the learning experience and dramatically impacts the student's academic success.

For a full listing of the School's Chromebook Policy, refer to the School's [Student Technology Use & Acceptable Use Policy](#).

Any transgression of the above guidelines may result in the application of the School of St. Mary discipline code (see School of St. Mary Discipline Code, as well as the Archdiocesan Acceptable Use Policy).

SEARCH AND SEIZURE

School personnel are charged with protecting the health and safety of all students at all times; fulfillment of these duties may supersede concern for a student's privacy. The interest of individual students in securing personal privacy must be balanced against the interest of society in protecting students against dangerous, disruptive, or illegal conduct.

Lockers, desks, and other storage areas are provided to students by the school; the school, therefore, retains control and access to all lockers, desks, and other storage areas. These areas

are assigned to students for their use on the condition they will be used in a manner consistent with the law and school rules. School personnel may conduct inspections of these areas at any time, with or without the student present, to fulfill their responsibility to maintain proper safety, control, and management of the school.

Searchers of School Property

All property of the school, including students' desks and lockers, as well as their content, may be searched or inspected at any time without notice. Authorized school personnel has an unrestricted right to search these structures as well as any containers, book bags, purses, or articles of clothing that are left unattended on school property.

Searches of Student's Person and Personal Property

The search of a student's person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug, drug paraphernalia, or other items, the possession of which is prohibited by law or by school policy.

Police Involvement

If a weapon or other substance is suspected, the school contacts the local police department immediately. If a weapon or illegal drug is seized, the school authority must contact the local police department to report the incident and secure the contraband until the police arrive. A parent or guardian will be informed of the situation as soon as possible.

PARENT CONDUCT

Parents/Guardians in the local school community are expected to demonstrate respectful behavior at all times towards faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events, as well as on the phone and in email communications.

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.

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

- Scheduled 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 outside of the student.

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

- Inform parents that the right of the parent/guardian 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.

COMMUNICATION

To increase communication between the teachers, the parents, and students, the School of St. Mary faculty members utilize their website to share coursework requirements. Planbook, for example, enables teachers to post calendars, class assignments, field trip guidelines, and student grades (via *PowerSchool*). If a student is unsure of a project due date, the information may be readily available on the teacher's web page. To maintain confidentiality, the school provides specific access codes to all families. In the interests of ongoing security, it is recommended that parents not share their parent codes with their children and that children not share their codes with other students. To increase communication between parents and the teacher, parents are requested to provide their email addresses for faculty access. In this way, a teacher can quite easily contact a parent, or all parents in a class, with an information update. Other School of St. Mary organizations, such as the Parents Association and the Athletic Program, maintain information (such as calendar dates of activities, meetings, and games) on the school's website.

School-Wide Parent Communications

The school is happy to assist parents and organizations wishing to communicate school-sponsored events or other school information. To respect the privacy of our parents, we must insist that any parent wanting to share information with the School of St. Mary community have all correspondence sent to the Marketing Director to be approved by the principal.

GUIDELINES FOR CHANNELS OF COMMUNICATION

The School of St. Mary remains committed to maintaining open communication in order to adequately address questions and concerns in a timely manner. The following guidelines have been established to provide our families with the proper channels to use when communicating issues relating to the school. Please note that questions or concerns should first be addressed to the person/persons closest to the subject.

- If a student reveals difficulty with academic work and assessments or demonstrates specific classroom behavior or discipline issues, contact the teacher first. If concerns are not addressed, then contact the administration
- In cases of general day-to-day operation of the school, including discipline, curriculum; special programs; extracurricular activities; and uniform guidelines, contact the teacher first, then the administration.

- When concerned about extra support as well as enrichment, allergies, or physical and emotional needs, contact the Director of Student Services.
- With questions related to the athletic program, contact the Athletic Director first, then the administration.
- Reconciliation; First Holy Communion or Confirmation questions should first be directed to the teacher and then the Director of Religious Education and the administration. If concerns are not addressed, contact the pastor.
- With concerns related to bus transportation, bus schedule, or any discipline issues on the bus, contact the administration.
- With questions or concerns related to class trips, class parties, or grade level events, contact the room parent or respective volunteer coordinator at either campus. If concerns are not addressed, then contact the administration.
- For tuition payments or scholarships, please contact the Business Office.

EMERGENCY PROCEDURES

Fire Drills

Both campuses schedule regular fire drills to evacuate the building safely in a minimum amount of time. Students are to walk in silence during the entire drill. All regulations during the drill are per the State of Illinois.

Periodic inspections of the School of St. Mary campuses are made by the Lake Forest Fire Department.

Disaster Drills

The School of St. Mary conducts emergency drills to prepare for the possibility of a tornado or other natural disaster. The school monitors weather conditions and takes appropriate precautionary measures as necessary.

Lockdown Drills

The School of St. Mary conducts lockdown drills to prepare for the possibility of a building intruder.

SCHOOL CLOSURE

The school considers many factors before choosing to close due to weather, including decisions of the local school districts. While the decision to close is most often made locally, that is, by the School of St. Mary, it is possible that the Office of Catholic Schools of the Archdiocese of Chicago can make this decision.

In the event of a school closing, the parents will be notified via the following:

- An e-mail message will be sent through School Messenger (PowerSchool)
- A text message will be sent.
- A notice will be placed on the school's website and Facebook page.
- It will be reported to the Emergency Closings website.

HEALTH REGULATIONS

The State of Illinois requires all children entering preschool, kindergarten, or sixth grade and children new to the school to submit a current physical and provide proof of up-to-date immunizations. Children in kindergarten, second and sixth need dental exams due on or before May 15th of that school year. Kindergarten students also need a vision test on or before the first day of school.

No child will be admitted to school without proof of proper immunization.

Parents should notify the school nurse if any severe or ongoing medical conditions require heightened awareness or continued treatment. If a treatment plan has been designed, the school should have a copy on file in the event of an emergency.

A child who has symptoms of an infectious disease should be kept at home. Parents must notify the school office when there is a suspected or verified case of contagious disease. **Students must be fever-free without medication for at least 24 hours before returning to school.**

Lead Poisoning Prevention Act (410 ILCS 45/1)

Physicians must screen children ages six months to six years for lead poisoning following the intervals established by the American Academy of Pediatrics guidelines. A statement from a physician or health care provider that the child has been screened for lead poisoning must be provided before admission and subsequently in conjunction with physical examinations.

Sports Physical

In accordance with 2016 legislation, students participating in after-school athletic programs must have a sports physical and completed concussion form on file in the office before their first practice.

ILLNESS AND ACCIDENT AT SCHOOL

When a pupil becomes ill or is injured at school, the faculty, staff, and nurse determine the seriousness of the injury or illness. When deemed necessary, a call will be made to inform the parents. Faculty and staff administer appropriate first aid for minor complaints. If your child has any medical or emotional problems, please include current and specific information that will be shared with the respective teacher and school administration, to aid them in understanding precautions and needs.

If the parent, guardian, or emergency contact cannot be reached, the school shall call the police or paramedics to care for the child.

Students should not return to school unless they are fever-free without medication for 24 hours.

MEDICATION

State law forbids school personnel from administering any type of medication to students. When a child is on medication for the short term, immediately following an illness, the parents must determine if it is in the child's and the school's best interest to keep him/her child at home during their period of recuperation.

If medication is necessary to maintain the student in school, parents need to consult with their physician to determine if the administration of the drug can be scheduled outside school hours.

In the event medication must be administered during school hours, a written order for the administration of the medicine must be obtained from the students' licensed prescriber. This order must include the student's name, date of birth, licensed prescriber and signature, licensed prescriber phone/emergency phone, name of the medication, dosage, frequency, time of administration, date of prescription, date of order, discontinuation date, and diagnosis requiring medication.

All medication must be in a container, which is either prescription labeled by a pharmacy or licensed practitioner. The prescription must display the Rx number, student name, medication, dosage, directions for administration, date and refill schedule, pharmacy label, and the name or initials of the pharmacist. Over-the-counter medications must be in their original containers. All medication except rescue drugs should be delivered to the school by a responsible adult, not by the student. Rescue medications may be sent in the students backpack.

If in school medication is required, a medical authorization form must be signed by the parents indicating that they understand the procedures of dispensing medications at school.

STUDENT SAFETY AND ANIMALS IN THE BUILDING AND CLASSROOMS

Dogs, cats, gerbils, mice, snakes, and so on, are not to be brought into the school or *school parking lot*; nor are they to live in classrooms. These represent an unnecessary hazard to students. Some students may have anxieties; some may have severe allergies. Also, even usually docile animals can react negatively to a group of students.

If it seems necessary to have an animal in the classroom for a rare "show and tell" experience or science report, then arrangements should be made with the administration. It is conceivable, for

example, that a student could display his or her snake to classmates during a report if (a) the snake was kept in the office before and after the presentation where the parent or student could retrieve it and (b) students were notified in advance of the visitor. A teacher may receive approval for animals to be used in class for the enhancement of our science curriculum.

STUDENT SAFETY AND FOOD ALLERGIES

The Director of Student Services, in conjunction with the nurse, formalizes a student's health plan.

In the State of Illinois, a physician completes the Illinois Food Allergy Emergency Plan and treatment authorization on a yearly basis. Additionally, in 2018 the State of Illinois has a physician generate an asthma action plan.

This formalized plan is then disseminated to teachers (in the grade level and “Specials”), teaching assistants, cafeteria personnel, lunch and recess supervisors, room parent(s), building receptionists, and first-aid staff, as appropriate.

As required on a case-by-case basis, special accommodations for particular classrooms may be necessary. The school of St. Mary is a nut-aware environment. Due to the high incidence of food allergies in young children, parents are asked to please avoid sending to school any and all snacks with nuts or peanuts.

The School of St. Mary is a *nut aware school*. Nut awareness means you are aware of other people’s nut allergies and take steps to prevent exposing them to food with nuts. You read labels to be sure nuts aren’t in the product and make certain the labels don’t say it was made in a factory that also has products with nuts. It is a commitment to try. It is not a promise to be perfect.

ACADEMIC PROGRAM

The curriculum of our school includes religion, mathematics, science, social studies, English (grammar, writing), reading, Spanish, social-emotional learning, physical education, art, music, technology, library, and STEAM (grades 4th-8th), as well as accelerated reading and honors mathematics courses (grades 6th-8th).

CURRICULUM AND RELIGIOUS FORMATION

The School of St. Mary emphasizes the spiritual education and development of all students as articulated in the Gospel of Jesus Christ, positively regarding all individuals. A robust and well-rounded curriculum, which is fundamentally based on the teaching of the Catholic faith forms the cornerstone of the academic program.

Faculty also stimulate students to maintain high personal academic standards, follow cultural pursuits, think critically and creatively, to value the democratic ideals and processes of our American heritage, and to regard faith formation and education as a lifelong process. The School of St. Mary prepares our students to attend any parochial, private, or public high school in the country. We continue this tradition of academic excellence in a caring, nurturing, student-centered environment based on the latest educational theory and research. It complies with the mandates issued by the Illinois State Board of Education and the Archdiocese of Chicago Office of Catholic Schools in all its curricular Standards.

Students are in self-contained classrooms from preschool through fifth grade. Instruction in grades sixth through eighth is departmentalized. Instruction includes religion, English/grammar, reading, social studies, mathematics, and science. Curriculum committees continually update the core learning resources and standards to maintain relevancy in a child's curriculum. Music, physical education, and art classes are conducted once or twice per week, depending on the grade level. S.T.E.A.M. classes are offered to students in grades 4th-8th and meet multiple times per week, depending on the grade level. Children receive Spanish instruction beginning in preschool.

Our curriculum standards can be located on our website at www.schoolofstmary.org.

SACRAMENTAL PROGRAM

Reconciliation

The reception of the First Reconciliation is done in 2nd grade. Students in 3rd- 8th grades are allowed to receive the sacrament throughout the year.

First Holy Communion

Second grade students who are baptized Roman Catholic receive the Sacrament of the Eucharist in the spring. Other arrangements are made for older students who have not received the sacrament of Holy Communion in second grade through our Religious Education office.

Confirmation

The study and reception of the Sacrament of Confirmation is in 8th grade or Roman Catholic students. The students receive intensive preparation through classwork and service projects.

Parents actively participate in the preparation of their child for the receiving of the sacraments. Parents are required to attend meetings for a review of the requirements to have their students confirmed.

DAILY PRAYER AND LITURGY

Regular celebrations of the Eucharist and prayer opportunities serve as an integral aspect of the spiritual development of each student, as well as the entire Catholic educational community of the School of St. Mary. Students participate in the preparation and celebration of these liturgies. We prioritize Christian values and living, as well as the habit of daily prayer in the classroom. Students follow a routine of prayer in the morning, before lunch, and at dismissal. Formal prayers such as the Our Father, Hail Mary, Act of Contrition, and Glory Be to the Father are to be among the prayers that students know. Additionally, students have the opportunity for informal and spontaneous prayer. The Eucharistic Liturgy is a focal point for our Catholic educational community; we make every effort to ensure that it is celebrated to the best of our abilities. Parents/guardians are always invited to the school Masses and prayer services.

Assignments

Because good reading habits are developed at an early age, the school encourages children to read and be read to daily. Teachers provide homework to reinforce the concepts taught during the school day. For older students, homework also provides an extension and further research into areas initially covered in school. Parental direction and guidance with homework change as the child develops academically, matures, and assumes greater responsibility. Parents of children in kindergarten through third grade should monitor homework closely. By fourth and fifth grade, students should be well on their way to independence with some monitoring. Students in grades six, seven, and eight should be able to handle their own assignments, with parents providing the atmosphere and space needed for concentrated effort.

The value of homework depends upon how it is executed. Each child must have a quiet place to work and definite uninterrupted time for study. Students should be responsible for their assignments and should be able to complete work independently. Independence and integrity are far more critical than the “right” answer. Parents should inform teachers when their child does not understand the assignment. However, parents must not do the work for the child; teachers measure understanding by the accuracy of homework. Suggested homework guidelines (for students not in advanced courses) include:

Kindergarten:	10 minutes	3 rd Grade:	40 minutes	6 th Grade:	70 minutes
1 st Grade:	20 minutes	4 th Grade:	50 minutes	7 th Grade:	80 minutes
2 nd Grade:	30 minutes	5 th Grade:	60 minutes	8 th Grade:	90 minutes

If a student consistently spends far more time doing homework than this (and the reason is not because of distractions from TV, e-mail, phone calls, and video games), parents should consult with his or her teacher.

ADVANCED COURSES

Accelerated Reading

To further expand the curriculum of the School of St. Mary to meet the varied needs of all students, the School of St. Mary provides an accelerated reading curriculum is provided for 6th, 7th, and 8th grade students. The goals of the Accelerated Reading program are to challenge students to read more, enjoy a wider variety of texts, examine content using higher-level thinking skills (e.g., analysis, synthesis, and evaluation according to Bloom's Cognitive taxonomy), write literature reviews, practice various types of writing (narrative, expository, persuasive), and enjoy meaningful, classic and modern literature.

The rigorous pace of these courses requires excellent school attendance. Participation in the Accelerated Reading program for one year does not necessarily indicate admission the following year. Accelerated Reading will not be weighted differently than on-level courses for grade average calculations.

The first criterion for entrance into the Accelerated Reading program is the Cognitive Abilities Test (CogAT), which measures general reasoning and aptitude. The iReady Reading and English scores, along with the CogAT's Verbal and Nonverbal Battery scores, most closely correlate to success in Accelerated Reading. Beyond the study of more challenging literature, the program focuses on interpretive analysis, vocabulary, and writing skills.

In determining admission to the Accelerated Reading program, the second contributing factor for admittance includes report card grades in Reading, English, and Vocabulary. Teacher recommendations serve as the third tier of importance, which considers learning, motivation, and creativity characteristics. These characteristics include such areas as advanced vocabulary, consistent cognitive functioning beyond the literal level, excellent time management skills, the ability to accept constructive criticism, and the capacity to share, respect, and appreciate other points of view.

The School of St. Mary requests that parents trust the judgment of faculty who are quite familiar with the course, the students, and the successful characteristics of students who flourish in the Accelerated Reading program to select the most qualified participants. However, parents may refer their child for consideration as a candidate for the advanced.

Accelerated Mathematics

Similarly, to further develop the curriculum of the School of St. Mary and better meet the varied needs of all our students, a tiered mathematics program, which includes Accelerated Mathematics, is provided for UGC students. The iReady Math scores, the CogAT Quantitative Battery, grades, and teacher recommendations are all considered for placement into math classes. The School of St. Mary asks parents to trust the judgment of faculty who understand

the traits and demands of successful honors students. Accelerated Mathematics will not be weighted differently than mathematics for grade point average calculations.

HONOR ROLL

Students in grades 7th and 8th, who have maintained an average of 93% or better for the entire grading period, will be listed on the Honor Roll for the trimester. Honor Roll students will have their names forwarded to the Church Bulletin for publication. Students who make the Honor Roll for the first two trimesters will be recognized at Honors Night. Any student who receives an “Incomplete” or “Unsatisfactory” in their effort for any subject will be ineligible for the Honor Roll regardless of their overall average.

ASSIGNMENT BOOKS

All students must maintain assignment books in grades three through eight. They are expected to record assignments and due dates. Parents should check the book nightly to ensure assignments are completed. *PowerSchool* may be an additional tool to support this process. *PowerSchool* can be accessed via the school website at www.schoolofstmary.org. Some teachers use varying tools, such as Planbook and Google Classroom, to convey assignments.

INCOMPLETE ASSIGNMENTS

If all assignments have not been completed by the end of the grading period, the student will receive an “incomplete” in that subject. It is the student’s responsibility to finish any missing work within the time frame set by the teacher. Once the work has been completed and graded, the “incomplete” grade will be removed, and the earned grade recorded. No student will be promoted or allowed to graduate with “incomplete” grades on his/her report card.

PROMOTION AND RETENTION

While the decision to promote or retain a student generally shall be a cooperative one made by parents, teachers, and the school administration, the principal has the ultimate authority to make such a decision. Ordinarily, parents shall be notified of the possibility of retention no later than mid-year (January).

GRADUATION REQUIREMENTS

Graduation from the School of St. Mary requires at least a 70% average in all classes.

STANDARDIZED TESTING

Students in grades K - 8TH take the iReady standardized diagnostic assessment three times per academic year. This Archdiocesan mandated testing program is designed to provide data

regarding an individual student's achievement and aptitude as related to grade-level standards. The school administers the tests and results are made available to parents.

UGC GRADED SUBJECTS

All students at the UGC (Grades 6th – 8th) receive achievement grades for classwork in the following content areas: religion, reading, math, science, social studies, language arts, vocabulary, and Spanish.

Specials classes; art, music, physical education, and S.T.E.A.M. in grades 4th-8th and Spanish in grades 4th- 5th, receive effort grades.

All academic grades are used to calculate the honor roll for each quarter for those in grades 7th and 8th.

The 8th Grade Valedictorian and Salutatorian are the students who have the highest percentage grade average for the first three quarters of their 8th grade year.

PARENT-TEACHER CONFERENCES

The school schedules formal, parent-teacher-student conferences in the fall and spring at both campuses. The fall conference is an expectation for all families. In the spring, either the teacher or parent can request a conference. Parents are discouraged from "dropping in" unannounced to meet with a teacher outside of prescheduled conference days. However, parents can always make an appointment to meet by phone or in person with a teacher throughout the year.

STUDENT EVALUATION

Regular objective feedback regarding student progress is essential to keep parents informed of the growth their child is making at school.

At the Primary Grade Center, a formal trimester report along with Parent-Teacher-Student conferences (in the fall and spring) provides an understanding of a child's strengths and areas for growth.

At the Upper-Grade Center, grades may be accessed via *PowerSchool*, and report cards are sent home at the end of each trimester. Parent-Teacher-Student conferences are held in the fall and spring.

STUDENT PLACEMENT IN CLASSES

The School of St. Mary makes class placements for students. Many criteria govern this process, including, but not limited to, student learning strengths, areas for development, social skills (interpersonal intelligence), emotional development (intrapersonal intelligence), spiritual

awareness, psychological maturity, gender ratio, friendships, and, ultimately, faculty suggestions based on year-long experiences with and observations of the students being placed.

Parents are also asked to trust the school faculty and administration to set up and facilitate a positive learning environment for all students.

SERVICE

Service is an integral part of each student's Catholic education at the School of St. Mary, an experience of both giving and receiving from those served. Toward this end, the school has designed a service program to help students become aware of the varying needs of the wider community and to respond actively to those needs. Parental involvement, a critical component of the service program, provides students with Christian role models and promotes students' desires to serve others. Additionally, all students are expected to participate in class service projects that are accomplished within the school day. Learning **'to serve'** others is one of the three pillars of the motto of the School of St. Mary. From our youngest learners, our students learn the importance of dedicating time to helping those in need. To that end, there are many ways that students can be involved in service. The following is a brief overview that may assist parents in guiding their children in their commitment to service.

- **School-Wide and Grade-Level Service Projects**
 - Many service projects are available to all students. Also, all students will embark on grade-specific service projects selected by the teachers and students, that are age-appropriate, and complement the school curriculum. For some grades, these may be a continuation of projects that have occurred for that grade in the past – such as collections for families at Thanksgiving at the PGC, St. Jude Math-a-thon (PGC), Senior Citizen Luncheon (UGC), etc. However, some classes may add new projects. Information on these grade-level service projects will be shared via classroom and school newsletters.
- **Confirmation and Service Requirements for 7th and 8th Graders**
 - Service is a part of a young person's preparation for the Sacrament of Confirmation. During the 7th and 8th grades, students need to complete service projects and reflect on the service they provided. Their service must involve planning and a sincere effort to help others in need. Students may focus upon one large project a year or several smaller ones, all within the scope of direct service to others. A variety of service projects are available through the Religious Education Office, Catholic Charities, the Guild of St. Mary, and the community at large. After completion of a service project, students must submit a reflection using the Works of Mercy as their guide, found on the Religious Education website. Contact the Religious Education Office at (847) 234 - 0090 or religioused@churchofstmary.org with questions.
- **Service Requirements for Junior National Honor Society**
 - To be considered as a candidate for the Junior National Honor Society, a student must demonstrate five essential qualities: scholarship, service, leadership,

character, and citizenship. In addition to achieving a designated academic standard, all students must dedicate a minimum of ten hours of service to the School of St. Mary or the community. Some ideas for projects at the school include helping with a Parent Association event, working before the start of school to distribute school supplies to classrooms, assisting teachers before or after school during the year, etc. These service hours must be completed before spring break of 7th grade. For questions, please contact the National Junior Honor Society advisors.

- **General Service Opportunities for Middle School Students**

- All middle school students (6th through 8th grade) are invited to participate in service projects coordinated by the Upper School Committee and include opportunities at PADs, soup kitchens, Rose Sales for Right to Life, etc. Many of the opportunities are similar to those offered as service projects for 7th Grade Confirmation hours; however, participation in these opportunities is voluntary. The sign-up for these projects occurs in October every year in a form that comes home from school. Students may sign up for as many projects as they want. Service opportunities are an excellent opportunity to begin to explore service to the outside community, and the students involved usually really enjoy these opportunities. For questions, please contact the specific grade-level teachers.

STUDENT SERVICES

The Student Services program is committed to providing an inclusive educational experience for children at the School of St. Mary within the parameters of available resources. The school offers support services and interventions to students with special learning needs, including those who benefit from an extra challenge through differentiation. The Student Services team relies on a data-driven system for screening and referral is implemented. The School of St. Mary Student Services includes academic specialist, social worker, nurse, and speech/language pathologist. Questions or concerns should be directed to the Director of Student Services at either campus.

Enrichment

The enrichment program for kindergarten through third grades provides in-class differentiation, which may include curriculum compacting and accelerated activities when a student demonstrates mastery. Aimsweb and iReady reading and math data, teacher recommendations, student work samples, and parent requests are part of the process in determining which students may require additional challenges through differentiation. The purpose of the enrichment program is to provide additional programming and academic extensions for those students who possess a consistent aptitude for higher-level thinking and the ability to process complex information beyond their grade level.

For 4th and 5th grade students, teachers have designed enrichment opportunity to engage the students in rich, project-based learning opportunities. The goal of the program is to guide our

students to think deeply about real-world problems and to work in cooperative learning groups to research and explore possible solutions.

The selection process for entrance into the enrichment program begins with the review of CogAT results and iReady and Aimsweb reading and math data, report card grades, student work samples including a written essay, and teacher recommendations.

Social Work Services

Social and emotional learning (SEL) is an integral part of education and human development. SEL is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions, achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, as well as make responsible and caring decisions.

The school social Work program assists students, parents, and faculty regarding social and emotional topics, situations, and issues. The social worker facilitates social skills and support groups, works with students on an as-needed or crisis basis, assists administration with discipline during a social/emotional situation, participates on the school's problem-solving team, and presents lessons to students using the Casel Model of SEL. This focuses on relationship skills, self-awareness, self-management, social awareness, and responsible decision-making. We encourage whole person wellness, growth, and learning. The social worker collaborates and assists parents/teachers regarding student issues or concerns. Connecting families with outside providers and aiding with collaborating directly with these resources, the social worker acts as a mediator.

PASSING PERIODS

Students are provided with a 3-minute passing period between each period of the day. If they arrive after the passing period bell rings (the beginning of the period) without a pass, the teacher will issue a tardy discipline notice.

LUNCH

Students may purchase or bring a bag lunch to school. Families buy lunches online at <https://www.kiddoscatering.com>. Parents are expected to be vigilant about what their children eat for lunch. Supervisors encourage the children to eat the nutritious parts of their lunch before dessert items. Parents are not allowed to bring fast food lunches for their children.

CAFETERIA AND RECESS ETIQUETTE

Students must:

- Treat supervisors with respect;

- Remain quiet and courteous in the halls on the way to and from lunch and recess to avoid disturbing classes;
- Display table manners and polite behavior;
- Converse at a moderate volume;
- Remain seated at tables until excused by the lunch supervisor;
- Clean tables prior to being excused;
- Recycle whenever possible.

PLAYGROUND AND RECESS RULES

Students must follow the direction and instruction of teachers, supervisors, or parent volunteers.

Students using the school playground and equipment are expected to play safely at all times. All children must share equipment and take turns. Acceptable use of the playground includes the following considerations.

Students using the playground equipment may not:

- Jump off or push others off the equipment;
- Block or delay passage to slides, steps, or walkways;
- Intentionally damage, misuse, or abuse the playground equipment.

Students not following the rules and expectations stated above will be:

- Assigned a time out of half their age (e.g., 6-year olds = 3 minutes) for the first offense, unless it is serious.
- Assigned a time out for the entire period for repeat or serious offenses.

Parents, teachers, and the administration will be informed of repeat or serious offenses.

LEVEL 1-3 Behavior Infraction Discipline applies to lunch/recess in Grades 4th-8th

DRESS CODE/UNIFORM POLICY

All children attending the School of St. Mary are required to wear a uniform. Lands' End carries school uniform apparel.

Parents of students in violation of the school's uniform guidelines will be notified. The office may provide an appropriate garment or make a parent request to bring proper attire to school.

At the UGC, the consequence of a repeated violation of the uniform guidelines will result in disciplinary notice or detention.

Non-uniform Sweaters or Sweatshirts

Only SOSM logoed sweaters and sweatshirts may be worn with the school uniform. Teachers will ask students to remove sweaters or sweatshirts which do not adhere to the guidelines.

Hair Styles

All students must keep their hair neat and clean. Male hair length should not exceed the shirt collar or cover eyebrows. Extreme hairstyles are not acceptable and include but are not limited to, the following: Mowhaks, odd shavings, unnatural hair color (hair color other than brown, black, blonde, or red). Sports team haircuts must be school-appropriate by the next school day. The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

Makeup/Accessories

Girls in 4th and 5th grade are not permitted to wear make-up (e.g., eye make-up or lipstick). In 6th through 8th grade, girls may wear modest make-up. Nail polish in muted colors is also permitted. The administration will make final determinations on acceptable makeup that does not distract from learning.

Optional accessories include a watch or one piece of jewelry, such as a wrist bracelet, ring, necklace, or one pair of stud earrings (no dangling earrings), and no ankle bracelets.

Dress-down Days

Students (and parents) are to demonstrate good taste as appropriate for a Catholic school environment when choosing attire for dress-down days. For example, jeans may be worn, but not jeans with holes. Clogs and flip-flops are not acceptable. Leggings may only be worn with tunic-style tops.

Students with attire that is not in good taste will be asked to call home to request appropriate attire, which will then be determined by the school administration.

Lands' End

If you choose to order uniforms from the *Lands' End* catalog, you may do so on their website or by phone. If you provide Lands' End with your email address, you will receive notification of special uniform promotions throughout the year.

When ordering, please use St. Mary's preferred school number: **900129859**

Telephone: 1-800-469-2222

Mail: Lands' End School

2 Lands' End Lane

Dodgeville, WI 53595-0640 USA

Fax: 1-800-332-0103.

Fax orders may be placed with a credit card or gift certificate. When ordering, please sign the order form where indicated and include your credit card number and expiration date. Internet: www.landsend.com/school (see instructions below)

Go to www.landsend.com/school. To view your school's dress code, on the left side of the page, within "Resources," click on Find Your School. In the pop-up screen, enter the state, city, and School of St Mary (with no period after St) and click on "find school." Please follow the prompts as relevant to your search.

Our Preferred School Contribution Program donates 3% of your net sales of Lands' End School Uniform products back to the School of St Mary. You must mention or include your preferred school number when placing your order.

Primary Grade Center Uniform Guidelines - Kindergarten - 3rd Grade

	Girls	Boys
Jumper	<ul style="list-style-type: none"> • White Campbell Plaid • The hemline should not be shorter than 2" above the knee • Girls should wear navy or black bike shorts under the jumper 	n/a
Pants	<ul style="list-style-type: none"> • Classic navy, stretch, stain-resistant flare navy twill/chino flat front or pleated pant • Classic navy, stretch 5-pocket flare corduroy 	<ul style="list-style-type: none"> • Classic navy, stain-resistant flat front or pleated pant • Navy twill/chino flat front or pleated pant • Classic navy flat front or pleated cords
Shorts	<ul style="list-style-type: none"> • Classic navy, chino, flat front, or pleated <p style="text-align: center;">April 15 to October 1</p>	<ul style="list-style-type: none"> • Classic navy, chino, flat front, or pleated shorts <p style="text-align: center;">April 15 to October 15</p>
Belt	<ul style="list-style-type: none"> • Black, brown, or navy leather or solid web • White plaid D-ring 	<ul style="list-style-type: none"> • Black, brown, or navy leather or solid web
Shirt w/ Logo	<ul style="list-style-type: none"> • White knit, s/s, or l/s with either plain or ruffle Peter Pan collar with logo • White woven oxford, s/s or l/s with either plain or ruffled Peter Pan collar with logo • White turtleneck with collar logo • White knit s/s or l/s polo, pique or interlock with logo 	<ul style="list-style-type: none"> • White knit s/s or l/s polo; interlock or pique with logo, cotton or polyester • White turtleneck with logo on chest
Sweaters & Vests	<ul style="list-style-type: none"> • Classic navy or maize, fine gauged cotton with logo • Classic navy or maize cotton cable cardigan with logo • Girls zip front cardigan with logo • Fleece jacket with logo • Fleece vest with logo 	<ul style="list-style-type: none"> • Classic navy or maize crewneck sweater, zip-front cardigan, or vest with logo • Fleece jacket with Logo • Fleece vest with logo
Shoes	<ul style="list-style-type: none"> • Black, brown leather loafer • Black, brown, navy leather or suede Mary Jane • Primarily navy or white athletic shoe • No bright or neon colors. • Uggs, fashion boots, and similar styles may NOT be worn 	<ul style="list-style-type: none"> • Black, brown leather loafer • Black, brown, or navy Merrell • Primarily navy or white athletic shoes • No bright neon colors
Socks	<ul style="list-style-type: none"> • Solid navy or white cable or flat knee sock • Solid navy or white tights • Solid navy leggings 	<ul style="list-style-type: none"> • Solid navy or black above ankle sock • White above ankle athletic sock, only with athletic shoes

For physical education, students wear school uniforms with gym shoes (may be kept in their cubby).

Upper Grade Center Uniform Guidelines - 4th-8th Grades

	Girls	Boys
Jumper	<ul style="list-style-type: none"> White Plaid A-line or wrap-around kilt for grades 4- 6 Classic navy box pleated, A-line, or wrap-around kilt for grades 7- 8 The hemline should not be shorter than 2” above the knee. Girls should wear navy or black bike shorts under skirt 	n/a
Pants	<ul style="list-style-type: none"> Classic navy, flat front straight cut or flare pant Classic navy, stretch 5-pocket flare corduroy Navy twill/chino; flat front or pleated 	<ul style="list-style-type: none"> Classic navy, stain-resistant pant; flat front or pleated Navy twill/chino pant; flat front or pleated Classic navy cords; flat front or pleated
Shorts	<ul style="list-style-type: none"> Classic navy, chino, flat front, or pleated <p style="text-align: center;">April 15 to October 1</p>	<ul style="list-style-type: none"> Classic navy, chino, flat front, or pleated shorts <p style="text-align: center;">April 15 to October 15</p>
Belt	<ul style="list-style-type: none"> Black, brown, or navy leather or solid web White plaid D-ring 	<ul style="list-style-type: none"> Black, brown, or navy leather or solid web
Shirt w/ Logo	<ul style="list-style-type: none"> White knit polo; s/s or l/s feminine fit or traditional fit; interlock or pique with logo White woven oxford, ¾ or long sleeve with logo White turtleneck with collar logo 8th graders may wear either light blue or white shirts in any style. 	<ul style="list-style-type: none"> White knit s/s or l/s polo; interlock or pique with logo cotton or polyester White turtleneck with logo 8th graders may wear either light blue or white shirts in any style.
Sweaters & Vests	<ul style="list-style-type: none"> Classic navy or maize, fine gauge cotton or with logo Classic navy or maize cotton cable cardigan with logo Fleece jacket with logo Fleece vest with logo 	<ul style="list-style-type: none"> Classic navy or maize crewneck sweater, or vest with logo Navy crewneck sweatshirt with logo Fleece jacket with logo Fleece vest with logo
Shoes	<ul style="list-style-type: none"> Black, brown leather loafer Black, brown, navy leather, or suede flat shoe Primarily navy or white athletic shoe Uggs, fashion boots and similar styles may <u>NOT</u> be worn 	<ul style="list-style-type: none"> Black, brown leather loafer Black, brown, or navy Merrell Primarily navy or white athletic shoe
Socks	<ul style="list-style-type: none"> Navy or white cable or flat knit knee sock Navy or white tights Solid navy leggings 	<ul style="list-style-type: none"> Solid navy, white, or black above the ankle sock NO below the ankle sport socks
PE	<ul style="list-style-type: none"> Light blue shirt and navy shorts with logo <p>Only available through Kiddles in Lake Forest</p>	

PE Uniforms for grades 4-8 are required for physical education. Parents may order uniforms through Kiddles, located in downtown Lake Forest or online at kiddlessports.com

EXTRACURRICULAR PROGRAMS

Rationale

Catholic education helps students develop and preserve physical and mental health and teaches them to cope with change and adaptation inherent in life outside the classroom, as well as in school. Extra-curricular activities offer supplemental opportunities for students to gain valuable knowledge, skills, and experience about social interaction, physical and emotional growth, and moral development in addition to those provided in the academic curriculum. Ultimately, however, the role of extra-curricular activities is secondary to that of the formal academic program offered in the classroom.

Program Offerings

The School of St. Mary offers a wide variety of extra-curricular programs for its students. A complete list of activities can be found in the student life section of the school website.

Volunteer Personnel

Volunteer personnel usually staff the extra-curricular programs at the School of St. Mary. The extra effort which these volunteers contribute and upon which the programs rely is much appreciated. It is essential, however, that our volunteers adhere to the same standards of integrity and Christian example and reflect the Christian principles as expected of the regular paid school staff. All school personnel, volunteer, or regular staff, are expected to participate in the formation of the Catholic Education Community of St. Mary actively. Volunteers are expected to arrive on time to assume their responsibilities. They will be responsible for their students during the entire time of the activity or event. They are required to make sure parents pick up the children when the activity or event keeps the children beyond the regular school hours.

Supervision of Students

All students must be supervised at all times, from their arrival at an activity, during the activity itself, and until they depart from the activity. The volunteers must remain with the children as long as the children are in their care. Activities that require transportation to and from the event should be arranged before the event so that the students and parents may be informed of the arrangements.

Student Discipline

The volunteers will be expected to uphold the decency, integrity, and sense of Christian values among their students, as would be expected from the regular staff. While minor discipline problems are best dealt with on the spot, volunteers must cooperate with the Athletic Director (in matters dealing with the Athletics Program) and school administration when dealing with problematic student behavior.

Student Eligibility

Students who are not achieving satisfactorily in academics may be suspended from extracurricular activities until the academic deficiencies no longer exist. Situations that could result in curtailing extracurricular activities might include the following:

- Failure to maintain a “C” average;
- Disrespectful and/or disruptive behavior;
- Missing more than two homework assignments.

Also, per the tuition policy, parents whose tuition and fees are not current may jeopardize their child’s participation in athletics.

ATHLETICS

Athletic Program Policies

Students participating in the Athletic Program will receive an [Athlete Code of Conduct](#) and a [Parent Code of Conduct](#) that should be followed.

Athletic Ineligibility

Participating in the School of St. Mary athletic programs is a privilege extended to those students who meet appropriate academic and behavioral standards. Students who are missing work or who are demonstrating an unacceptable level of effort will be ineligible. Students failing a course or achieving below 70% in any class will be ineligible to participate in sports until their grade shows significant improvement. The administration will reevaluate ineligible students’ performance and determine further eligibility. Students may become ineligible to participate in sports for behavioral issues.

Parent Athletic Program Meeting Expectation

The School of St. Mary requires parents to attend a meeting before the start of their child’s specific athletic season. Expectations and regulations will be reviewed at this meeting.

FIELD TRIPS

Field trips have educational objectives and are, therefore, an essential aspect of the curriculum. Field trip participation, however, is considered a student privilege. Students who fail to meet academic or behavior requirements can be denied involvement. The School of St. Mary requires parents to complete an electronic or paper permission slip if they wish their child to participate in the field trip. A phone call from a parent will *not* be accepted in place of the signed permission form. Grade-level field trips are listed on our website.

STUDENT ACCIDENT INSURANCE

The school does not provide automatic medical insurance. Students who participate in school-sponsored sports activities are required to have some type of accident insurance or a waiver on file in the school office.

NATIONAL JUNIOR HONOR SOCIETY

Membership in the National Junior Honor Society is by invitation only, and only seventh and eighth graders are eligible. If a seventh-grader does not meet the requirements, they can apply again in eighth grade. Induction into the NJHS takes place in May at Honors Night. Five qualities are considered for a student to be eligible for the invitation: scholarship, service, leadership, citizenship, and character. A student must have an overall average of 93% and have completed 10 hours of service to the School of St. Mary. The 93% average is calculated at the end of the third quarter. Service hours need to be completed before spring break. Students applying for NJHS should maintain a generally clean disciplinary record. Students who have received more than two detentions for either academic or behavioral misconduct may not apply. Current National Junior Honor Society members who receive more than two detentions during an academic year will forfeit their membership to NJHS. A poor-quality application essay and incomplete applications will prohibit students from acceptance to NJHS. Letters of invitation are mailed in May. Students are reminded throughout the year about the need to accumulate their hours of service **before** Spring Break. NJHS hours have no connection with Confirmation hours. Hours for Confirmation and other Confirmation questions need to be addressed by the Director of Religious Education.

Hours for NJHS are service hours donated to the school by the student. Some ideas for acquiring NJHS hours include:

- Helping a teacher before or after school or during the summer;
- Assisting at Totus Tuus or Summer Vacation Bible School;
- Volunteering at the parish or school events;
- Serving in the school office or at special educational programs during the summer;
- Helping with the Book Fair;
- Other opportunities that have been pre-approved by the school administration.

ACADEMIC & SPORTS AWARDS RECOGNITION

The Eighth-grade Ribbon and Award Ceremonies occurs in May. The primary purpose is to award each eighth-grader with a school ribbon and induct new members into the National Junior Honor Society (NJHS). Eighth-grade members who were inducted as seventh-graders coordinate the induction ceremony. In addition to the NJHS induction, the Awards Ceremony recognizes student achievement.

The following awards are available to eighth-grade students at the School of St. Mary. A faculty committee, in cooperation with the administration and pastoral staff, determines award winners. Students are recognized for these accomplishments at The Academic Awards Recognition.

Citizenship Awards

- Knights of Columbus and Lilian Olson Scholarship Awards
 - These awards are given to students of excellent character who demonstrate devotion to their Catholic faith as well as a genuine love of learning. To be eligible for the awards, students must be continuing their education at a Catholic high school.
- Daughters of the American Revolution and Foreign Legion Awards
 - These awards are given to students based on honor, service, courage, leadership, and patriotism. According to the guidelines set forth, such students have proven themselves to be outstanding citizens in their class.

Academic Awards

- Mullarkey Borkowski Math Award
 - This award is given to the student or students who vigorously strive to grow and improve their mathematical skills. Available to students at any level, it recognizes those students who stand out for their willingness to challenge themselves and for their desire to succeed in math.
- Society of Women Engineers
 - This award is given to three girls who demonstrate not only exceptional scientific ability but also dedication to the study of science. The award is intended to encourage the pursuit of careers in science by young women.
- Valedictorian and Salutatorian
 - These awards are given to students with the highest percentage grade average during their eighth-grade year.
 - Scores from all academic areas (math, science, world languages, social studies, and language arts) are considered. To obtain a complete academic portrait of each student, any students attending alternative classes off campus (i.e., math at Lake Forest High School) will have grades from those classes averaged with School of St. Mary grades when determining class rank.

PARENT INVOLVEMENT

School Advisor Council (SAC)

The primary purpose of the School Advisory Council is to advise and assist the Pastor and Principal in achieving the mission of the school and in assuring that the School of St. Mary remains an integral part of the educational mission of the Parish. The members of the SAC and their committees lend their talents and gifts to meet the present as well as the future needs of

the School. Current sub-committees include Finance, Planning/Development, Technology, Marketing/Publicity, Athletics, Legislative Action, and so on. The Pastor, Principal, and Chair of the council recruit members of the SAC.

Parents Association

One of the primary roles of the Parents Association is a vital one for the school—fundraising. Without the fundraising activities of the Parents Association, tuition rates would rise quickly, making a Catholic education available for fewer children. Through the year-long efforts of the Parents Association, tuition increases are moderate, and additional instructional materials are made available to students (e.g., Chromebooks, interactive boards, document cameras, and iPads have all been made possible as a result of the Parents Association fundraising). In addition to the Gala, the popular annual fund-raiser that reaches out to the entire parish and community, the Parents Association also provides numerous activities and events that are designed to build community. Each spring, new members are recruited through the membership committee.

Parent Support

Schools operate most effectively when parents, school personnel, and students are united toward the fulfillment of the school's mission. Parent support is an integral part of all effective schools. Parents are encouraged to volunteer their talents and stay abreast of school activities by reading the school's weekly newsletter and checking our website resources.

Room Parents

Room parents are needed to help with class activities throughout the school year. The Parents Association recruits room parents.

Volunteer Eligibility

Per Archdiocesan policy, all volunteers, coaches, and chaperones must:

- Complete a Volunteer Application Form (Form 7703);
- Complete an online background check through the Archdiocese;
- Participate in the Archdiocese's VIRTUS child protection program;
- Read and sign a Code of Conduct form; and
- Receive the approval of the school administration to work with students.

Volunteers must be approved by the principal and are ultimately answerable to the principal. Also, the volunteers or the school committees involved in formulating the extra-curricular programs will provide the principal with as complete an outline as they can of the intended program of activities before the start of the term of a season of that activity. Special events requiring school facilities must be cleared through both the school and Parish offices.

Parents, volunteers, coaches, and chaperones who have not completed all of these steps are not eligible to work with students in either during-school or after-school activities per Archdiocese of Chicago policy.

Termination of Volunteer Service

Volunteers who do not act per the Mission and Philosophy of the School of St. Mary or who do not act in cooperation with the faculty, administration, athletic director, or director of a specific activity or sport may be asked to cease volunteer involvement.

VISITING AND VOLUNTEERING PARENTS

Since student safety is of primary importance, monitoring school visitor traffic is, therefore, essential. The following will help ensure the safety of students:

- The Archdiocese of Chicago requires all volunteers to complete the following items before they begin their service with children.
 - Application for employment or volunteer service Protecting God's Children
 - Completion of the CANTS form
 - Signed Archdiocesan Standards of Behavior form
 - Criminal background check through VIRTUS
 - Mandated Reporter Training through VIRTUS
- Parents wishing to visit a classroom need to make an appointment with the teacher.
- All parent visitors and volunteers are required to use the sign-in sheet in the respective school office before going to the classrooms. Likewise, all parent visitors and volunteers are required to sign out in the school office as they leave.
- All parent visitors and volunteers are required to wear a School of St. Mary visitor or volunteer tag.
- Visitors or parent volunteers are not to wander throughout the building after the conclusion of their scheduled activity.
- Forgotten lunches and forgotten homework must be dropped off in the school office. Students will receive them in a timely manner.
- Parents or authorized caregivers coming to either campus to pick up a student at the regularly scheduled dismissal times should wait outside the buildings until the children exit.

FUNDRAISING

To focus efforts on essential school development activities, the school administration must approve all fundraising projects not sponsored by the Parents Association. Additionally, only projects that are proposed by school-sponsored organizations will be considered for approval.

TRANSPORTATION

Bicycles

Bicycles may be ridden to school at the Upper-Grade Center. Children are discouraged from riding their bikes to school at the Primary Grade Center. Each child is urged to lock his or her

bicycle in the racks provided. The School of St. Mary accepts no responsibility if the bike is taken from the school premises. For safety reasons, bicycles and skateboards are not to be ridden on the school grounds.

District 67 Bus Service

Elementary School District 67 provides the School of St. Mary bus service for a fee for residents of the district. Communication regarding the cost is sent home to parents in August. Bus schedules are published in local Lake Forest papers and at the school entrance before the first day of school.

Shuttle Bus Service

Bus service from and to Lake Bluff and from the UGC to the PGC and back is provided daily. Contact the UGC school office for more details.

Bus Rules

Students are expected to be positive representatives of the School of St. Mary and to demonstrate good behavior on the bus. Some expectations for students include:

- Sit facing forward while the bus is in motion;
- Do not walk, stand, or move around while the bus is in motion;
- Refrain from using electronic devices;
- Carry all books and small instruments on their laps or in a backpack;
- Place nothing in the aisle;
- Address the driver respectfully at all times;
- Keep voices at a conversational level;
- Avoid loud, vulgar, or abusive language;
- Avoid all bullying activity;
- Wait for the bus to come to a complete stop before loading and unloading;
- Be at the bus stop five minutes ahead of scheduled time;
- Always cross at least ten feet in front of the bus when crossing to the opposite side of the street;
- Bus passes may be revoked for inappropriate behavior (see also School of St. Mary Code of Conduct).

REGISTRATION AND ADMISSIONS

Re-registration for current students and registration of siblings begins in November. New students are required to bring official Birth and/or Baptismal certificates and report cards, in addition to all educational, psychological, and neuropsychological evaluations and medical and dental forms.

The school admits students of any race, color, or national/ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the

School of St. Mary. The school does not discriminate based on sex, race, color, or national and ethnic origin in the administration of educational policies, loan programs, athletic or other school-administered programs.

Preschool admittance is dependent on the child having reached his or her 2nd birthday by September 1 for the Little Angels program, 3rd birthday by September 1 for the Three-Year-Old programs, and 4th birthday by September 1 for the Four-Year-Old programs.

Kindergarten admittance is dependent on the child having reached his or her 5th birthday by September 1.

New students will be admitted to the School of St. Mary according to the following priorities:

1. All currently registered students and siblings receive first preference.
2. Applications from families of registered parishioners at the Church of St. Mary.
3. Applications from Catholic families not registered at the Church of St. Mary.
4. Applications from non-Catholic families.

Families should contact the school office for additional registration details. The Admissions Director provides tours of the school upon request.

TUITION

While the value of Catholic education is priceless, the temporal reality is that this Catholic education ministry is primarily funded by tuition. Moreover, since tuition covers only a portion of the actual cost of education, timely tuition stewardship is critical to the current viability of the school and its future development. Tuition payment in full on a timely basis allows the school not only to function effectively but to focus on its primary objective: providing students with academic and spiritual excellence.

Fortunately, the School of St. Mary also enjoys an investment from the Parish of St. Mary (i.e., the Parish subsidy) that comes from Sunday collections. We count on and therefore ask that you continue to be generous in your support of the Parish and School of St. Mary.

The price of excellence is costly. When you consider the cost of what you're getting in excellent Catholic education—values for life for your children and family.

Fees

Each family receives an invoice for the payment of various fees before the beginning of the school year. These non-refundable fees are due before the beginning of the school year for a student to be fully enrolled for the coming academic year.

Tuition Billing

The policy of the Parish of St. Mary is that every student enrolled in the school shall pay the tuition rates approved by the Finance Committee of the School Advisory Council and the Parish Finance Council. The school is primarily funded by tuition, and the school's financial obligations must be met on a timely basis (e.g., to fund salaries, instructional materials, and utility payments, to name a few), tuition payment is critical to the school's effective day-to-day operation, as well as its future viability. The school budgets for and therefore expects that tuition is paid on time following the payment schedule.

Late Tuition

If tuition is not paid on the date due, a late fee is added to the balance. If tuition is not paid and no arrangements have been made, a child's attendance at school could be jeopardized. Finally, before a student is permitted to graduate from the School of St. Mary and receive a diploma, all financial obligations must be met.

Financial Assistance

The Church of St. Mary would like to make Catholic education available to all parishioners and therefore supports two forms of financial assistance: the Tax Credit Scholarship (TCS), which is administered through Empower Illinois, and a limited scholarship program that is offered through the Parish. All families are required to seek assistance through the Tax Credit Scholarship first and then apply to the Church of St. Mary's program.

The Tax Credit Scholarship reservation night is typically the second week of January. Forms become available at 6:30 p.m. to allow for submission at 7:00 p.m. Awards are based on financial need and then on a first-come, first-served basis. Please be sure to designate the School of St. Mary as the preferred school. More information may be found on empowerillinois.org and also [on our website](#). Funds are based on donations - from Parishioners and the public alike - that are raised from December through February. We cannot guarantee that all applicants will receive aid.

The second form of tuition assistance is offered through the parish and school and overseen by the principal and pastor. Beginning April 1st, the application for financial aid is available on the School of St. Mary website: <https://www.schoolofstmary.org/admissions/financial-aid.cfm>. Families should complete the application on FACTS and submit it to FACTS by May 15th. Applications are reviewed against recommendations made by FACTS. For families that register over the summer, applications may be submitted through FACTS by September 1st or until all funds are awarded. The cost of the FACTS application is \$30; priority is given to registered Parishioners.

If a scholarship is made available through the parish program, that scholarship applies to the current academic year only. Because the scholarship fund varies from year to year (since scholarship donors and available funds are not predictable), and because the needs of the

community differ as well, scholarship applications must be made annually. Most awards are announced by June 30th. Finally, if a scholarship is made available, families are still expected to follow the tuition payment schedule for the remaining amounts (see Tuition Billing above).

Tuition Schedules

With the help of its parishioners, the Church of St. Mary generously subsidizes the school and would like to make Catholic education more accessible to parishioners interested in enriching their families' spiritual lives and faith journeys via attending Catholic school. Therefore, the church discounts tuition (the parishioner rate) for registered, active, and financially supportive parishioners at both Church of St. Mary and St. Patrick's Church.

Families who are new to the School of St. Mary may validate their eligibility for the parishioner rate by contacting the Billing Coordinator in the Business Office. Eligibility for the parishioner rate is reviewed annually for participation in parish ministries, Mass attendance, and financial contribution. Parishioners at St. Patrick Church should validate their eligibility for the parishioner rate through the business office at St. Patrick Church, with approval from the St. Patrick pastor. Families that are new to the Lake Forest area and would like to join both the school and parish may be eligible for the parishioner rate under two circumstances:

- If the family was an active, contributing parishioner at another parish, especially if they attended another Catholic school, and provides a letter of introduction for both pastors, the pastor of the Church of St. Mary will review the request for the parishioner rate; or
- The family fills out forms to officially register as a parishioner at either Church of St. Mary or St. Patrick Church; then regularly contributes to the Parish via GiveCentral or submits blue envelopes and attends Mass; students will be eligible for the parishioner rate in six months from the time of registration to the Parish

A non-parishioner rate of tuition applies to families who are not registered, supporting members of the Parishes of St. Mary or St. Patrick. Merely being registered as a member of the parish does not qualify a family for the parishioner rate of tuition. Families who regularly support St. Mary's or St. Patrick's Parish for a minimum of six months and with approval from their pastor are eligible for the parishioner rate for tuition.

Catholic students belonging to neighboring parishes without schools shall be charged the non-parishioner rate of tuition unless (and until) the pastor of the Parish of St. Mary receives a letter from the neighboring parish pastor to the effect that:

- the student's family is a registered member in such parish and
- that such neighboring parish will contribute to the difference of the non-parish rate minus the parish rate of tuition in support of the student's Catholic education.

Please see the Tuition & Fees Policy and the [Tuition and Fees Schedule on our website](#).

Tuition Refund

Tuition paid “early” (that is, before it is due) can be refunded if the family were to move from the community during the academic year. For example, if a family pays tuition for the entire year in September but moves away in January, a pro-rated tuition refund would be made. (See full Tuition Refund Policy on our Website www.schoolofstmary.org)

SCHOOL RECORDS

The Office of Catholic Schools of the Archdiocese of Chicago has adopted Guidelines for School Records. These Guidelines describe parent/guardian rights to a child’s records maintained by the Archdiocese of Chicago Catholic schools.

These rights include:

- Right to inspect
 - Following local school procedures, the parent/guardian has the right to review all of a child’s records maintained in the child’s permanent record.
- Right to prevent disclosures
 - The school will not disclose anything to third parties from a child’s records unless
 - The parent/guardian consents in writing before the disclosure, or;
 - The information can be found in the community directory that the parent/guardian has not requested be kept confidential, or;
 - The request for the information meets one of the limited circumstances described in the Guidelines.
- Right to request correction
 - The parent/guardian has the right to present evidence that the school should amend any part of a child’s record that the parent/guardian believes to be inaccurate, misleading, or otherwise in violation of the student’s rights. If the school decides not to change the record, the parent/guardian may insert an explanation into the file.

The School of St. Mary requires seventy-two hours for a request to review records.

SCHOOL CELEBRATIONS

The School of St. Mary has many activities and traditions each year. Parents are invited to attend all events relating to their child.

Homecoming/Spirit Week

Students and staff celebrate their school pride by participating in activities related to the school’s sports teams, wearing school colors, and competing in special spirit week contests. Spirit Week is held during the week before the school’s homecoming.

Halloween Parade

Students at both campuses enjoy Halloween festivities and parties while showing off their costumes.

Catholic Schools Week

Catholic Schools Week is the annual celebration of Catholic education in the United States - to foster a greater understanding of the benefits of religious education. Teachers design activities that showcase learning and faith

Ribbon & Awards Ceremony

Faculty and administration conduct a ceremony each year to induct the new members into the National Junior Honor Society and celebrate students who have earned awards for scholarship, academic excellence, and service.

May Crowning

The entire school participates in prayer services at both campuses in honor of the Blessed Mother of Jesus. Eighth-grade and Second-grade students lead the celebration.

Graduation

Of the many passages celebrated (e.g., Preschool and Kindergarten), graduation from Eighth Grade serves as the culminating point for students at the School of St. Mary. Our graduates receive their diplomas surrounded by family and faculty at an evening mass.

BIRTHDAYS AND SPECIAL OCCASIONS

Birthday Casual Dress Day

On the students' birthday, students may dress in casual clothes on that day. If the student's birthday falls on a Saturday or Sunday, they may celebrate on the preceding Monday or Friday. Students whose birthday falls in the summer may celebrate their ½ birthday.

Party Invitations and Student Exclusion

While birthdays are an excellent opportunity to celebrate, party invitations can become a source of hurt feelings when a child is excluded. If some students in a class will be excluded, all invitations should be mailed rather than distributed at school. Excluded students, however, will likely still suffer since students will no doubt talk about the experience before and after the event. Careful consideration, therefore, is appropriate before excluding children.

Treats

Birthday treats need to be coordinated with the student's teacher:

- The teacher should not be surprised by treats;
- Student allergies must be taken into consideration;
- Teachers will also be able to guide what is appropriate and when delivery can take place.
- Treats should be simple and easy to distribute.

See also Student Safety and Food Allergies and Student Safety and Wellness Program.

Special Occasions

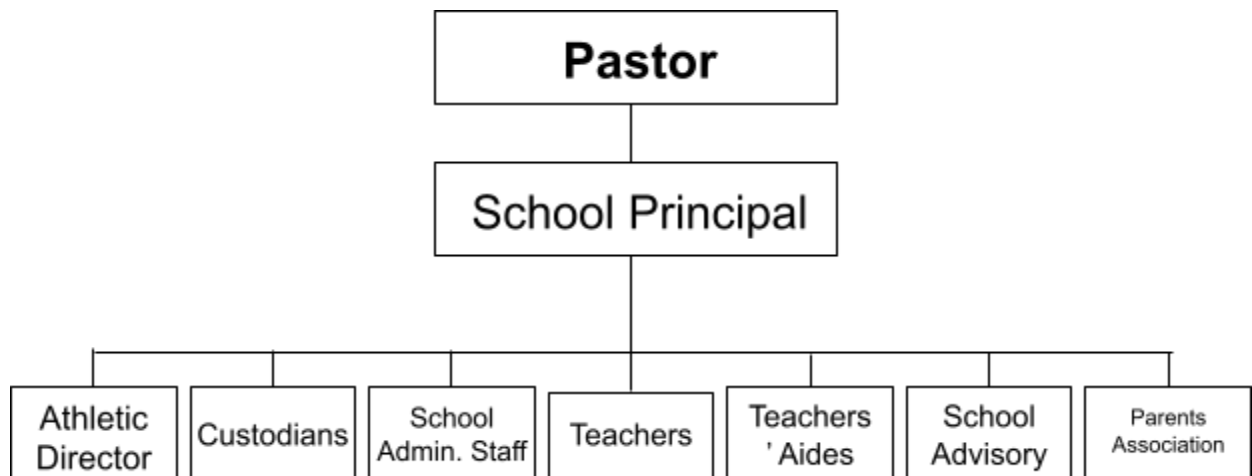
Although the school recognizes the importance of celebrating special occasions, it can be disruptive to the educational process to have flowers, balloons, or other deliveries sent to school for special celebrations. These interruptions should be avoided.

SCHOOL STAFF ORGANIZATIONAL CHART

The school staff is the administrative group of the parish school, and the reporting relationships are illustrated in the chart on the following page.

The principal sets the direction, formulates policy, as well as monitors and evaluates activities to accomplish school goals. In turn, the principal reports to and is accountable to the pastor of the parish.

Groups, such as the Parents Association and School Advisory Council, are fostered as integral parts of the school and parish communities, functioning as a support system for quality programs. A set of by-laws outlining the purposes, operational procedures, and financial accountability of this organization exists. The officers and general membership assume responsibility for leading their respective groups and directly report to the school principal for school-related decisions.



Parent-Student Handbook Acknowledgement and Acceptance

Parents and Students [must complete this form](#) to acknowledge that they received this handbook and acceptance the polices and procedures within.