

St. Mary's Catholic School  
Pre-K & K – 8<sup>th</sup>



Family Handbook  
2024-25

Circumstances may arise in which St. Mary's School of Kickapoo determines that changes are required in these guidelines and procedures.

For this reason, St. Mary's School of Kickapoo reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits or procedures set forth in this Handbook.

St. Mary's Catholic School of Kickapoo agrees to comply with applicable sections of Illinois School Code (105 ILCS 5) and 23 Ill Adm. Code Part 425

### **Mission Statement**

St. Mary's of Kickapoo Parish School is a coeducational elementary school which serves society by fostering development of the whole child, within the Catholic faith.

The staff, in cooperation with the parents, provides programs in religious formation, academic and social growth, fine arts and physical education.

The curriculum reflects a Catholic lifestyle that is lived as well as taught.

### **Philosophy**

St. Mary's of Kickapoo Parish School is a community committed to the total development of each child. Realizing that each child is a unique creation of God, the school provides programs which meet the spiritual, intellectual, physical, emotional, and social needs and individual talents of the child. St. Mary's is a faith community which teaches the Catholic faith and develops Gospel values the children demonstrate to the community at large. This reflects a Catholic lifestyle that is lived as well as taught.

Through the teaching of social development skills, leisure time activities and the fine arts, we inspire the children to attain a positive self-image, high self-esteem and to reach their maximum potential. Staff and students strive for academic excellence and continuing social growth. We believe that children learn by doing and imitating. Our emphasis on strong self-discipline nurtures growth in each person.

By making students aware of current events and the need for service to the community, we help them develop awareness and a sense of stewardship of God's planet, Earth. We believe Catholic education, which is first and foremost the mission of parents, involves cooperation with staff, students, church and community.

### **Vision of SMS Graduates**

St. Mary's School graduates have character and self-confidence. Graduates are self-reliant, inquisitive, and service-oriented. Each enters high school with a strong academic and moral foundation. They have a love of learning, an enthusiasm for physical activity, and a commitment to community service.

St. Mary's graduates have mastered the core subject matter and are creative problem solvers. They enjoy reading, write effectively, and are confident public speakers. They enter high school with competitive math, science, and communication skills. Above all, our graduates are happy, balanced, and confident that they have laid the foundation on which to build a successful future.

## **FACULTY AND STAFF**

Pastor  
Principal  
School Secretary  
Finance  
Custodian  
Teacher's Aide

Fr. Jim Pankiewicz  
Mr. Bill Lamb  
Mrs. Jenna Alwood  
Mrs. Janet Doubet  
Mr. Jeff Schmitt  
Ms. Emily Schielein  
Mrs. Ale Zwicky  
Miss Olivia Daugherty  
Mrs. Carol Nelson  
Ms. Terri Reeves

Head Cook

### **Early Childhood Team**

(Pre-K)

Mrs. Jo Bienemann      Miss Sarah Motteler

### **Elementary Team**

(Grades K thru 4)

Miss Josette Baumann

Mrs. Kathy Nester

Mrs. Franke Keefer

### **Middle School Team**

(Grades 5 thru 8)

Ms. Jesscia Hamann

Mrs. Teresa Sager

### **Specials Team**

(Art, Music & Band, Spanish)

Ms. Emily Schielein - Art

Mrs. Sheila Harmon – Band & Music

Mrs. Teresa Sager - Spanish

## **EDUCATION COMMISSION**

The role of the St. Mary's School Education Commission is to provide consultation to the principal and pastor. The commission promotes the school within the parish and larger community. When appropriate, the Board shall recommend policies to govern the operation of the school, in accordance with Diocesan policies and directives. It consists of nine voting members named by the Pastor. Meeting dates are published in the Church bulletin and on the school calendar having been determined by the commission.

## **PARENTS CLUB**

The purpose of the Parents Club is to promote open communications, good will and cooperation among parents, faculty, administration, parish and community. The organization directs and coordinates parental support to St. Mary's School through the school volunteer program, social events and fund raising activities. Parents Club meetings are generally held on the first Tuesday of the month at 6:30 p.m. in the parish hall. All regular meetings are open to parishioners and parents of children attending St. Mary's School. A list of events and activities sponsored by the Parents Club will be available after the start of the school year.

### **PARENTS CLUB EXECUTIVE BOARD MEMBERS**

Fr. Jim Pankiewicz	Pastor (ex-officio)
Mr. Bill Lamb	Principal (ex-officio)
Mrs. Katie DuBois	President
Mrs. Aubrey O'Brien	Vice President
Mr. Joel Jason	Secretary
Mrs. Erin Duvall	Treasurer

### **BOOSTERS CLUB**

The SMS Boosters Club advises the Principal and the Athletic Director in matters concerning the sports programs of St. Mary's School. They follow both the Diocesan Athletic Guidelines and Policies set forth to organize the athletic programs at St. Mary's School. All regular meetings are open to parishioners and parents of children attending St. Mary's School.

Fr. Jim Pankiewicz	Pastor
Mr. Bill Lamb	Principal
Mrs. Teresa Sager	Boosters President
Mr. Adam Duvall	Athletic Director

### **STUDENT COUNCIL**

The SMS Student Council organizes social events, fundraisers, service projects and social justice programs that will enrich the life of the student body. Student Council officers are elected from Grades 7 and 8 to serve for one academic year. Classroom representatives are elected from Grades 5-8 in September.

### **ABSENCES**

Punctual, daily attendance at school is one of the most important responsibilities of every student. Daily attendance helps ensure the student's chances to succeed in his or her work. The school expects strong parental support for school attendance policies.

The school day begins at 8:00 a.m. for students in Pre-Kindergarten through Grade 8. If a child is ill and must be absent from school, the parent or guardian must call the school office before 9:00 a.m. to state the reason for the absence. See "Tardy" for information on when a student is late for school.

If a child must leave school because of illness or injury, the parent or guardian will be notified to come to school and pick up the child. At the time of pick-up, the parent/guardian or a person designated on the emergency form must come into the school office and sign the child out.

### **Health Precautions:**

If your child is not feeling well – KEEP THEM HOME.

Symptoms identified by the IDPH will require a doctor's note to return to school.

- **A fever of 99 degrees or more – child should be fever free for 24 hours before returning to school;**
- **Vomiting or diarrhea within the past 24 hours;**
- **Any rash that may be disease related, until inspected by a physician; ☐ Child complains of not feeling well in the morning.**

*\*\*\*If a student is injured at a school event on or off school premises, the student's parent/guardian are responsible for the students' medical care decisions and expenses. Our school has an emergency action plan in place for all interscholastic athletic activities and we require all statute-specified person have taken the statute-specified concussion training. \*\*\**

### **ACADEMIC RECOGNITION**

Each semester students in grades 5-8 are recognized for their academic achievements. Academic recognition is based on grades achieved in all subjects. Students must have an overall average of 3.00 or above with no grade lower than a C on their report card and must have less than two C's to qualify for honor roll.

'A' Honor Roll	4.0
High Academic Honors	3.5 – 3.99
Academic Honors	3.00 – 3.49

All honor roll students are recognized for each quarter at the end of the year. Students earning honors for all four quarters are honored at the Annual Awards Program that is held in May.

### **ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK**

Each family shall sign and return a receipt verifying they have received this handbook (See Appendix.)

### **ADMISSIONS PROCEDURES**

St. Mary's School endeavors to accommodate all students within the limits of our educational programs and capacity. Families wishing to enroll at St. Mary's should arrange an interview with the school principal. At this meeting, parents and their children share their expectations, past academic achievements of the children and any potential academic or behavioral problems. Students transferring from another school must submit their grade transcripts before being admitted and must pay tuition and fees due to the previous school before starting at St. Mary's. SMS strongly encourages potential students beginning with third grade to "shadow" for a day. Students accepted into St. Mary's are on probation during the first month of the new school year.

A child may be enrolled only by the legal guardian.

As part of the admission process, parents or legal guardians shall present.

- 1) An official copy of the child's birth certificate
- 2) The baptismal record (if applicable)
- 3) A record of compliance with local and State of IL health requirements



St. Mary's School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in this school. This school does not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, athletic, or other school-administered programs.

### **AGE REQUIREMENTS**

The school observes the State of IL school age requirements for admission. The general rule is the September 1<sup>st</sup> cutoff date for admission to preschool, kindergarten or first grade. Rare exceptions are made to allow a child to be tested for early admission.

Children entering the Preschool program must be three years old on or before enrollment. A child entering Kindergarten must be five years old on or before September 1. Verification of age must be provided through an official copy of the child's birth certificate.

### **ALTAR SERVERS**

Interested students are trained as altar servers when they are in 4<sup>th</sup> Grade and have the privilege of serving Mass. The weekly schedule of assignments appears in the Parish Sunday Bulletin. If a student cannot serve when scheduled, a substitute must be obtained.

### **AMENDMENTS TO THE HANDBOOK**

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

### **APPOINTMENTS WITH SCHOOL STAFF**

The teachers and principal are most interested in meeting with you as partners in your child's education. Appointments can be scheduled with the teachers and/or principal either by sending a note or e-mail to the teacher or by calling the office. The date and time of these appointments should be mutually agreed upon by all parties involved. Teachers are not available to meet during class periods when they are responsible for students.

### **ARRIVAL AND DEPARTURE AREAS**

Preschool children may be dropped off at the **gym doors** after 7:30 a.m. until 7:45 a.m. to the teacher on duty. After 7:45 a.m. preschoolers should be escorted to the school gymnasium. Preschool will depart at the northwest entrance on the front of the building (The parish hall door). Parents or appointed person must be seen by the teacher before a child will be released. No child will be sent to the car without an adult or appointed older student.

Students in Kindergarten through 8<sup>th</sup> Grade use the gym/playground entrance for arrival between 7:30 and 7:45 a.m. Parents may park or drive through. After 7:45 a.m., students should be dropped off at the front door and go directly to the school gym. Students through grade 2 must have a "visual contact" before being released by their teacher.

**Any child not picked up by 3:30 p.m. will be in Aftercare. There will not be a charge incurred for infrequent late pick-up before 3:30 p.m. Children will not be left outside on school grounds unattended. )**

## **ASBESTOS ANNUAL NOTICE TO PARENTS**

In compliance with AHEARA requirements, we annually issue a report to parents. This is to notify you that we are complying with all regulations for safety of children and adults. We guard against any disturbance of the asbestos as noted in the recent inspection report. Please notify the office if you see any disturbance. As in the past, the management plan book and files are available in the school office for anyone who may wish to review it.

## **ATHLETICS**

All school teams are under the direction of the principal. The athletic director and head coaches are responsible for the daily programs with assistance from volunteer coaches. Each of these people is an extension of the school staff and responsible to the principal.

### **Athletic Programs**

#### **Fall**

Soccer	Co-ed	All Grades
Baseball	Boys	Grades 7-8

#### **Winter**

Basketball	Boys/Girls	Grades 4-8
Biddy Basketball	Boys/Girls	Grade K-3
Cheerleading	Girls	Grades 7-8

#### **Spring**

Track	Boys/Girls	Grades 5-8
Volleyball	Girls	Grades 5-8

### **Athletic Philosophy**

The athletic program at St. Mary's School centers on the student athlete. The main focus of the program is to promote the development of skills and understanding of the sport, sportsmanship and ethics, teamwork, school spirit, and fun. The physical and emotional progress and welfare of the student athlete is held in high priority. The philosophy and the guidelines apply to all sports and to all leagues to which St. Mary's belongs.

#### **Learning Level (Grades 4-6)**

- Skills, safety, and the rules of the sport will be taught to the student athlete.
- The winning attitude and good sportsmanship for self and team will be fostered as a key to not only athletics but to Christian values and academic performance.
- All players are expected to attend practices and games as scheduled. Coaches should be notified as early as possible regarding an absence. Repeated, unexcused absences may affect playing time.
- Student athletes are expected to exhibit a positive attitude toward the game, the coach, and teammates.
- Equal playing time for each athlete is part of the regularly scheduled games.

### Junior Varsity and Varsity Level (Grades 7-8)

- Building on all of the “learning level” guidelines, this level extends skills and teaches the strategies of the sport.
- The constructive mindset of competition among athletes will be developed.
- A spirit of team will be developed with the importance of each individual’s role emphasized.
- Equal playing time is not guaranteed.

### Athletic Eligibility

When an athlete achieves a “D” or lower in any subject, a conference including the principal, the athletic director, the teacher, the student and the student’s parent or guardian may be called to determine the best way to deal with the student’s lack of academic progress. This will result in suspension of extracurricular activities (soccer, basketball, volleyball, track & school musical) until adequate progress is made. Suspension may also result from repeated or serious behavioral infractions.

### Concussion Oversight Teams (COT)

The COT’s primary function will be to develop return-to-play and return-to-learn protocols for students believed to have experienced a concussion. The protocols will be based on peer-reviewed scientific evidence consistent with guidelines from the Center for Disease Control and Prevention, and as directed from the player’s physician. The Principal, in coordination with the Athletic Director, will act as the COT.

No later than September 1, 2016, all interscholastic coaches and licensed officials will need to complete a training program of at least two hours on concussions. Coaches, nurses, and game officials must provide the school or district with proof of successful completion of the training. Training must be completed every two years. Head coaches and assistant coaches must complete the required training. Once available, IESA member schools may access the course through the IESA Member Center.

### **Concussion Information Sheet**

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.



Symptoms may include one or more of the following:

- |                                |                                      |                                   |
|--------------------------------|--------------------------------------|-----------------------------------|
| *Headaches                     | *Amnesia                             | *'Pressure in head'               |
| *'Don't feel right'            | *Nausea or vomiting                  | *Fatigue or low energy            |
| *Neck pain                     | *Sadness                             | *Balance problems or dizziness    |
| *Nervousness or anxiety        | *Blurred, double or fuzzy vision     | *Irritability                     |
| *Sensitivity to light or noise | *More emotional                      | *Feeling sluggish or slowed down  |
| *Confusion                     | *Feeling foggy or groggy             | *Concentration or memory problems |
| *Drowsiness                    | *Repeating the same question/comment | (forgetting game plays)           |
| *Change in sleep patterns      |                                      |                                   |

Signs observed by teammates, parents & coaches include:

- |                                |  |   |
|--------------------------------|--|---|
| *Appears dazed                 | *Vacant facial expression                      | *Confused about assignment                  |
| *Forgets plays                 | *Is unsure of game, score or opponent          | *Moves clumsily or displays in coordination |
| *Answers questions slowly      | *Slurred speech                                |   |
| *Can't recall events after hit | *Shows behavior or personality changes         | *Can't recall events prior to hit           |
| *Seizures or convulsions       | *Any change in typical behavior or personality | *Loses consciousness                        |

Adapted from the CDC and the 3<sup>rd</sup> International Conference on Concussion in Sport Document created 7/1/2011, Reviewed 4/24/2013, 7/2015, 7/2017, 6/2018

## **Concussion Information Sheet**

### **What can happen if my child keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

### **If you think your child has suffered a concussion**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The Return-to- Play Policy of the IESA and IHSA requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

### **BAND**

All 5<sup>th</sup> – 8<sup>th</sup> grade students will be scheduled in Band and Art.

Music lessons on flute, clarinet, trumpet, trombone, saxophone and drums are available to students in Grades 5-8. Students have a one half hour lesson during the school day. In addition, full band rehearsals are held once a week. There are opportunities for these musicians to perform for school assemblies, concerts, and other school functions as well as church services. An in-school assembly and evening recruitment meeting for parents is held during the year. The band is under the direction of Mrs. Sheila Harmon.

### **BATTERY - INCIDENTS OF BATTERY AGAINST TEACHERS OR OTHER SCHOOL PERSONNEL**

Upon receipt of a written complaint from school personnel, the principal shall immediately report all incidents of battery committed against teachers or other school personnel to local law enforcements authorities. In addition, incidents of battery against school personnel shall be reported to the Illinois State Police within three (3) days of the occurrence through the School Incident Reporting System (SIRS) in IWAS (105 ILCS 5/10-21.7)

**SKATEBOARDS** - Skateboards or scooters are not to be brought to school.

### **BIRTHDAY CELEBRATIONS**

Everyone enjoys his/her birthday. Birthdays may be celebrated by sending a treat for your child's class. Please join us in promoting wellness awareness in your choice of treat. There are many options. A birthday pencil with your child's name or a creative twist on healthy food is always a big hit. If you are hosting a birthday party, invitations may **NOT** be distributed at school unless the whole class is invited.

### **BUCKLEY AMENDMENT**

St. Mary's abides by the Buckley Amendment with respect to 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 there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **BULLYING**

Bullying is contrary to Gospel values and has no place in the Catholic school. Intimidation or disrespect of any person is unacceptable in the Catholic school community. Bullying is an intentional, repeated, hurtful act (physical, verbal, emotional or sexual) committed by one or more persons toward another person or persons. All allegations of bullying must be taken seriously, promptly investigated and dealt with appropriately by the administration and staff of the school.

Bullying is characterized by:

- aggressive behavior toward others;
- intentional repeated hurtful acts over a period of time;
- imbalance of real or perceived power between the bully and the victim.

**In all cases, these negative acts are not intentionally provoked by the victim.**

Bullying may be physical, verbal, emotional or sexual in nature. For example:

- **Physical bullying** includes, but is not limited to, punching, poking, strangling, hair pulling, beating, biting, spitting, stealing, pinching and excessive tickling.
- **Verbal bullying** includes, but is not limited to, hurtful name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication.
- **Emotional bullying** includes, but is not limited to rejecting; terrorizing; extorting; defaming; humiliating; blackmailing; rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation; manipulation friendships; isolating; ostracizing and peer pressure.
- **Sexual bullying** includes, but is not limited to many of the actions listed under emotional bullying as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault.

Bullying actions in any form, including use of the Internet and other electronic communication devices, are unacceptable in the school community. Clear behavior standards should be posted and publicized and consistently and fairly enforced. Children are unable to eliminate acts of bullying or harassment without adult support and guidance. St. Mary's has the responsibility for developing educational programs that address bullying at all levels. Parents/Guardians, teachers, staff, administrators and the community must work together in preventing bullying.

## **CALENDAR**

Prior to the beginning of each school year, parents receive a listing of vacations, holidays and dates school will not be in session. Each family will also receive a printed calendar for the year. Dates for some events and activities do change. Please read weekly memos and class notes for any adjustments that may occur. In addition, the calendar is also posted online at [www.stmaryskickapoo.org](http://www.stmaryskickapoo.org) and on the RenWeb/ParentsWeb site.

## **CELL PHONES**

Any cell phone, **smart device (watches)** or other electronic device should not be out or used during school hours without specific direction by a teacher. Teachers will take possession of any devices being used without specific permission and turn them in to the principal. The first time this happens, the phone may be picked up after school by the student. The second time, the device will

only be returned to a parent. The school is not responsible for loss or damage to these items when brought to school. Inappropriate texting or photos is subject to disciplinary action. Please see the technology policy for further related information.

### **CHILD ABUSE AND NEGLECT**

This school follows the IL Abused and Neglected Child Reporting Act. Educators are mandated to report to the State of Illinois, Department of Children and Family Services (DCFS) any allegations and/or suspicions of child abuse and/or neglect. All staff has attended a mandated reporter training program.

### **CHILD CUSTODY/ SCHOOL VISITATION RIGHTS**

A court order is required to prevent a non-custodial parent access to a child or to deny school visitation rights. This includes the release of a child to the non-custodial parent in addition to school visitation rights. If the custodial parent may not be expecting the child to be released, the custodial parent will be notified. In any cases where the welfare or safety of a child is in question, the non-custodial parent may be denied access while contacts are made. In the absence of a court order, non-custodial parents will receive school information pertinent to the child and may request a parent teacher conference.

### **CODE OF PROFESSIONAL CONDUCT FOR SCHOOL EMPLOYEES** CDOP Policy C- 411

Pursuant to Illinois's **Faith's Law** requirements, the Diocese of Peoria adopts this Code of Professional Conduct for School Employees. Each of the provisions below is contained in existing policies and rules of the Diocese of Peoria, but are restated as a Code of Conduct for School Employees to comply with the law. Each school is required pursuant to Faith's Law to post this Code of Professional Conduct for School Employees on the school's website and to publish this document in the school's parent/family/student handbook, if the school has one.

#### **I. Educator Code of Conduct**

Pursuant to recent Illinois law, the Diocese adopts the relevant portions of the Illinois Educator Code of Conduct, as follows, which applies to school employees who are certified or working toward certification or whose certification has been waived:

Principle 1: Responsibility to Students. Educators are committed to creating, promoting, and implementing a learning environment that enables students to achieve their highest academic potential, and to succeed as a responsible member of society. They are committed to embodying standards of professionalism in the learning environment; respecting the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect for each student; maintaining a professional relationship with students at all times; providing a curriculum based on high expectations for students; and fostering in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.

Principle 2: Responsibility to Self. Educators are committed to establishing high professional standards and striving to meet these standards through their performance. They are committed to assuming responsibility and accountability for their performance and striving to demonstrate proficiency and currency in both content knowledge and



professional practice; developing and implementing personal and professional goals with attention to professional standards through a process of self-assessment and professional development; representing their professional credentials and qualifications accurately; and using sound professional judgment.

Principle 3: Responsibility to Colleagues and the Profession. Educators are committed to collaborating with school and Diocesan colleagues and other professionals in the interest of student learning and to meet state educational standards; working together to create a respectful, professional and supportive school climate for educators to maintain their individual professional integrity; seeking out and engaging in activities that contribute to the ongoing development of the profession; encouraging promising candidates to enter the education profession; and supporting the preparation, induction, mentoring and professional development of educators.

Principle 4: Responsibility to School Parents and Families. Educators are committed to collaborating, striving to build trust, and respecting confidentiality with school parents and families striving to develop and maintain professional relationships with school parents and families; and promoting collaboration and supporting student learning through communication with parents and families.

Principle 5: Responsibility to the ISBE. Educators are committed to supporting the Administrative and School Codes as applicable to Catholic schools, state and federal laws and regulations as applicable to Catholic schools, and the Illinois State Board of Education's standards for highly qualified educators, as applicable to Catholic schools. They are committed to providing accurate communication to the Illinois State Board of Education concerning all certification matters; maintaining appropriate certification for employment; and complying with the state and federal codes, laws, and regulations that apply to Catholic schools.

Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal. The Catholic Diocese of Peoria and its associated schools have no tolerance for any unprofessional conduct.

## **II. Sexual misconduct**

The Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment, prohibits sexual abuse of minors by its employees, clergy members, and volunteers. Pursuant to Faith's Law, the Diocese has amended its Norms to add additional description of acts constituting sexual abuse of a minor:



I. Sexual misconduct, defined by Faith's Law as any verbal, nonverbal, written, or electronic communication or physical activity directed toward or with a minor for the purpose of establishing a romantic or sexual relationship with the minor, including but not limited to a sexual or romantic invitation; dating or soliciting a date; engaging in sexualized or romantic dialog; making sexually suggestive comments that are directed toward or with a minor; self-disclosure or physical exposure of a sexual, romantic, or erotic nature; and/or a sexual, indecent, romantic, or erotic contact with the minor (Illinois' Faith's Law, Public Act 102- 0676, (105 ILCS 5/22-85.5).

II. Grooming behavior, defined by Faith's Law and the Illinois Criminal Code as knowingly using a computer online service, internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, or performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, or another person believed by the person to be a child, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child.

### **III. Expectations of School Employees**

School employees are expected to maintain professional relationships and boundaries, recognizing the age and the developmental levels of the students with whom they interact.

1. Employees are strictly prohibited from using any form of communication with students (e-mails, letters, notes, text messages, phone calls, conversations) that includes any subject matter that would be deemed unprofessional and/or inappropriate between an employee and student.
2. Employees are not permitted to transport students in the employee's privately owned vehicle, unless the employee has obtained the prior permission of the Principal to do so.
3. Employees are not permitted to take or possess a photo or video of a student on their private devices that would be construed as inappropriate.
4. Employees are expected to maintain a professional relationship in all interactions, both in and out of school.

### **IV. School employees are mandated reporters**

The Diocese restates here the Diocese's requirement that its employees, including employees who work at diocesan elementary schools and high schools, shall report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services. Pursuant to the Illinois Abused and Neglected Child Reporting Act, (325 ILCS 5/4), school employees are required to make a report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services by calling the hotline number at 1-800- 25-ABUSE (1-800-252-2873) whenever the employee has

reasonable cause to believe that a child known to the employee in the employee's professional or official capacity may be abused or neglected.

#### **V. Employee training related to child abuse and educator ethics**

The Diocese requires its employees be trained annually in their obligations as mandated reporters and every three years to be trained in preventing, detecting and responding properly to sexual harassment. The trainings are entitled DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and the State of Illinois' Prohibition of Sexual Harassment training. Those requirements are set forth in the Diocese's Employee Handbook and in the Diocese's Safe Environment Requirements for Clergy, Adult/Teen Employees and Volunteers whose role involves direct contact with minors. The Diocese will require its school employee educators to receive training in educator ethics. When those resources are completed, they will be shared with educators.

Effective 7/1/2023

#### **COMMUNICABLE DISEASES**

##### **COVID-19**

Symptoms of COVID-19 vary widely and may appear **2-14 days after exposure to the virus**. In accordance with State and federal guidance, school community members who are sick should not return to school until they have met criteria to return.

It is recommended that medically fragile and immunocompromised students consult their medical provider prior to attending school. Students or staff returning from COVID-19 related illness should check in with the building administrator following quarantine. This list does not include all possible symptoms. CDC/ IDPH will continue to update this list as we learn more about COVID-19.

Notify the school office immediately if your child is diagnosed with a communicable disease. All situations will be handled on an individual basis in compliance with policies set by the Diocese of Peoria. For example, N1H1, Chicken pox or mumps require exclusion from school. Your child should not attend school if vomiting, diarrhea, sore throat, earache, colored discharge from the nose, skin rash, lice, eye infection, or an elevated temperature are evident.

It is important that cases of any communicable conditions or illness be reported to the school office immediately. We take immediate steps which minimize the exposure of others to contagious conditions. Lice, like other communicable conditions, needs to be communicated in order to be contained. As with any symptoms, your child's doctor is the best source of information.

#### **COMPUTERS**

With a teaching computer lab and chrome books available to each student in K-8<sup>th</sup> grade, the students who attend St. Mary's have computers readily accessible to supplement and enhance their education. The use of computers in a school used to be a privilege, but they are now a

necessity for today's education. Computers are networked and have wireless internet accessibility. In compliance with the children's Internet Protection Act, St. Mary's uses Barracuda to protect students when they are on line. All students must enter a password to gain access to the internet. All students are supervised by an adult when they are online. Barracuda is set to filter out material not suited to Catholic education or not age appropriate. Specific sites may be entered for filtering by the site administrator. More complete statements of policy on appropriate and safe computer usage along with an internet release form is in the technology appendix. A parent and child signature affirming they have received this info must be on file before a child is allowed internet access. St. Mary's uses Google Classroom and makes StMarysKickapoo.org available for all K-8 students.

When using any school computer students are expected to abide by accepted rules of etiquette. Any inappropriate use of computer or internet will result in disciplinary action including suspension or expulsion. It is important for every student to know that certain misuse of internet or other public information sites is a police matter even for minors under a new law effective January 1, 2011. For our purposes unacceptable usage includes, but is not limited to, the following:

- Using the internet for illegal activity, including violation of copyright or transmitting any material in violation of U.S. or Illinois regulation;
- Unauthorized downloading of software;
- Downloading copyrighted material for other than personal use;
- Invading the privacy of individuals;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent; ☐ Posting anonymous messages;
- Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal materials;
- Using the internet while access privileges are suspended or revoked.

### **CONFERENCES**

Formal Parent-Teacher-Student Conferences are held in the fall, once a year. Please check the school calendar for the specific dates. Conferences are a "touch base" time for parents to understand how their children are doing in school.

### **CONFLICT RESOLUTION/INTERVENTION**

As in all human relations, misunderstandings between teachers and parents can occur due to lack of communication or unfulfilled expectations. On any such occasion, parents and teacher(s) are asked to communicate directly to seek resolution. If no resolution occurs, the principal should be brought into the discussion. In extreme cases, pastoral input or grievance processes will be implemented.

## **CURRICULUM**

St. Mary's follows the prescribed curriculum of the Diocese of Peoria. It is aligned with Illinois Learning Standards. The curriculum is research-based and evaluated and up-dated on an ongoing basis. The curriculum is available through the school website as a link. Resources are reviewed and selected to best implement these standards and objectives for the students of SMS.

## **DAILY SCHOOL PROCEDURES & EXPECTATIONS**

### **Morning Procedures**

**At 7:30 a.m. until 7:45 a.m. students arrive at the school gymnasium.**

Parents drive in a counter clockwise circle around the parking lot to drop children off. Students wait in the gym until 7:45 a.m.

**At 7:45 a.m.** Students are met by classroom teachers in the school gymnasium; prayers, pledge & announcements will be held at this time.

**At 8:00 a.m. the tardy bell rings.**

**Any student not in the classroom at 8:00 a.m. is considered tardy.**

**The student must check in at the school office for attendance & lunch reporting.**

**Wednesday and Friday Morning 8:00 am School Mass and Prayer Services**

Students follow regular arrival procedures.

Parents may meet children in Church and sit with them. Students may not leave the Church without their teacher's permission.

### **Lunchroom Procedures**

The classroom teacher leads the class in grace before meals.

Children will be seated at grade assigned tables and follow protocol for good manners. Grace after Meals and a Playground Prayer are recited together.

### **Lunch Playground Recess**

Students are to remain on the playground areas during the lunch recess period.

Use playground equipment properly – do not throw stones, sticks or snowballs.

Play fairly – no shoving, pushing, fighting, play fighting, tackling, and wrestling.

Allow others to join in a game – don't exclude anyone who wants to play. At the bell, students line up according to grade level.

### **Dismissal Procedures**

At 3:10 p.m., students return to their homerooms to prepare for dismissal and final prayer.

Teachers dismiss and lead their students out of the building when the 3:15 p.m. bell rings.

Students are to go directly to their parents' vehicles or to walk directly home.

**All arrangements for after school play should be made prior to dismissal.** The school office does not handle messages for play dates.

## **DISCIPLINE**

Parents and educators form a partnership in guiding students in the formation of Christian values that lead to responsible behavior and self-discipline. As a Catholic school, we have high expectations for student conduct based on honesty, respect, and responsibility. As an educational community, our goal is to maintain a safe environment conducive to learning. All members of the school community share the responsibility for maintaining a positive school climate. There are three basic rules for each student, parent and staff person who attends or works for St. Mary's School:

### **1. Always be truthful.**

We all make mistakes. Some mistakes are accidental, because of a lack of facts, acting without thinking, or out of fear. Others are not. The bottom line is that when we make a mistake, we need to own up to it and be honest. When the truth is told, a situation can be dealt with in a fair and reasonable way.

### **2. Respect yourselves, others and property.**

How we treat others often depends on how we feel about ourselves. Through mutual respect, our own self esteem will blossom. By dressing properly and being clean, we show others we respect ourselves. Caring for our own property and the property of others also exhibits proper respect

### **3. Act responsibly.**

Sometimes we act in ways that are not responsible, proper or right. Each person must accept responsibility for his or her actions and the consequences of those actions. Each person needs to take time BEFORE acting to remember procedure, think of consequences, and be ready to accept responsibility.

## **Consequences**

When a member of our SMS community behaves in a way that infringes on the rights of other students and interferes with the learning environment of the classroom, disciplinary measures will be taken by the staff/administration. In Preschool through 4<sup>th</sup> grade classroom management systems are used. For repeated or more serious situations, a behavior notice or phone call will be sent home from the office. A parent conference may be necessary at that time. In grades 5-8, a progressive system of warnings (demerits) and consequences (detentions) is used routinely. This allows for accountability throughout the day.

## **Detentions**

Students may be issued a detention for poor behavior. A detention requires attendance at an assigned 60 minute silent/homework period from 3:15 – 4:15 p.m., or during a recess (noninstructional time). When a detention is issued, a detention notice will be given to the student stating the reason and the date and room for the detention to be served. Parents will be notified by the detention issuing teacher; then written notice or phone call of the detention will be used for parental notification.

If a student receives two detentions, a student, parent and principal conference will take place. A third detention will result in an in-school suspension.

**January 1<sup>st</sup> marks the start of a new year and a clean slate for behavior. Demerits and detentions will not carry into the New Year.**



In more serious cases, such as those below, disciplinary measures such as detention, suspension (in school or at home), probation, expulsion, or contacting local law enforcement may be imposed immediately. The administration will determine the disciplinary measures to be used in such situations.

- Demonstration of serious disrespect (physical or verbal) for teachers, the administration, or any adult working for or in the school.
- Physical or verbal **Bullying**.
- Smoking or possession of cigarettes on school property or at school functions.
- Possession, consumption, use, or sale of drugs, alcohol, or weapons in or on school property.
- Vandalism to or theft of school property, property of school personnel or fellow students, including lockers and bulletin boards. Restitution will be the responsibility of the student in addition to disciplinary action.
- Threatening staff members or students by word or gesture.
- Physical or verbal threats or acts towards individuals or the school.
- Tampering with fire bells, alarms or equipment.
- Serious misuse of the internet or other electronic communications

### **Suspension**

Suspension is the temporary denial of classroom attendance. Suspension may be on school grounds or at home. Students who are suspended may not participate in school related activities on the day or days of suspension.

### **Probation**

Students on academic or behavioral probation **MUST** follow all school policies during the probationary period. If the student does not meet the conditions of the probation, he/she will no longer remain at St. Mary's School. During the probationary period, students may not participate in extracurricular activities.

### **Outside Activities**

A student dressed in clothing representing St. Mary's School or in attendance at a school sponsored event is responsible for behavior in accord with the policies of the school. Students who misbehave in these situations will be subject to any and all disciplinary actions outlined above.

### **DOCTOR/DENTAL APPOINTMENTS**

We strongly urge that these appointments be made outside of school hours. If it is necessary for your child to be excused during school hours for an appointment, we ask that you send a written note to the office or classroom teacher. A parent or person named on the emergency form on file must come to the office to sign the student out before s/he can be released from school.

### **EMERGENCY INFORMATION /STUDENT INFORMATION SHEET**

Each student must have a current Student Information Sheet and an Emergency Sheet on file in the school office. The database lists the parents' address and phone numbers at work and at home. **It must also contain a phone number of at least two other adults who can be responsible to pick up a child in case of emergency. Information also lists any medical conditions or allergies the student has, as well as any medication prescribed for the student. The information must be signed by the parent/guardian. Parents and guardians have the responsibility of keeping emergency information up to-date and checking its accuracy. Under no circumstances will a student be released during school hours (including before and after care) to any person not on the emergency form without written parental authorization.**



## **DRESS CODE**

A uniform identifies a team working to bring individual talents together to achieve excellence and a common goal. It is worn with pride and respect for the team it represents.

### **Uniform Guidelines**

- **Uniforms should be clean and in good condition.**
- **Shirts must be tucked inside pants/skirt.**
- **Pants/shorts must be worn at the waist and those with belt loops need a belt.**
- **No hats/caps may be worn in the building.**
- **T-shirts and undershirts must be plain white.**
- **Gym uniforms may not be worn under the school uniform.**
- **Pants/shorts must be worn at the waistline. The bottom of the skirts/shorts must be 1"-2" below student's fingertips when arms are rested at ones side.**
- **No jean or cargo style pants/shorts, nor sweatpants, nor stretch or ill-fitting (tight) pants such as 'leggings', 'jeggings', 'skinny jeans' or yoga pants. □ Jewelry should not be extreme or distracting.**
- **No make-up is allowed.**
- **No fad haircuts; bangs must be above the eyebrows. Boys must have hair trimmed above their shirt collar in the back and children should have no unnatural colored hair.**
- **The principal reserves the right to determine appropriateness of clothing. □ All belts must be black, brown or dark blue.**
- **No logo wear other than St. Mary's logo items may be worn.**
- **ONLY St. Mary's Sweatshirts may be worn over uniform shirts and they may not be worn during extremely high temperatures.**

### **Girls K-8**

SMS Plaid or navy jumper (Gr. K-3)  
SMS Plaid or navy skirt (Gr. 4-8)  
SMS Plaid or navy culottes (Gr. K-8)  
White, navy or light blue blouse, polo or turtleneck  
Navy twill walking shorts\*  
Navy slacks, twill or corduroy  
SMS Logo Sweatshirt **ONLY**  
Solid white, black, navy socks or tights Navy sweater\*

### **Boys K-8**

Navy twill or corduroy pants  
Navy twill walking shorts\*  
White, navy or light blue Oxford shirt, polo or turtleneck  
SMS Logo Sweatshirt **ONLY**  
Solid white, black, navy socks  
Navy sweater

**\* Walking shorts may be worn only between May 1 and October 15**

## **EMERGENCY PROCEDURES**

Fire drills, tornado drills and crisis drills are important. They are designed to teach students and staff procedures to follow in case of an actual emergency. Crisis Management Plan is reviewed with faculty at the beginning of each year. Crisis folders and maps for evacuation are located in each classroom. Emergency drills occur on a regular basis. Students **MUST** follow the rules during emergency drills. General rules are: ☐ Listen to your teacher.

- Follow all directions
- Stay with your class. If you become separated go to the nearest adult.
- Silence is required so all can hear the emergency information.

## **FIELD TRIPS**

Field trips are an important enhancement when added to classroom learning. Teachers work to create trips that are enjoyable, even fun. However, the school does not sponsor trips without an educational purpose. Field trips are a privilege and require the cooperation of each student. The school requires the written consent of a parent or guardian before a child is permitted to participate in a field trip. Permission forms are sent home with the purpose and details of any field trip. **A phone call from the parent or guardian cannot be accepted in place of a signed form.** On those occasions when parents drive or chaperone, all appropriate paperwork must be in place before departing. (Volunteer file and proof of insurance and driver's license). Additional children/family members are not allowed on field trips. Again, a field trip is an extension of the classroom, so other children should not attend.

## **FIRE ARMS**

Other than police/sheriff's officers, St. Mary's School does not permit fire arms to be carried in the building, under any circumstances (not permitted for concealed carry licenses). Notification signs/stickers are visible at entry doors. Any possession of a fire arm on school grounds shall result in notification of parents, local law enforcement and the State Police.

## **FUNDRAISING**

There are a variety of occasions for fundraising in the school. Support of these by school families and friends is an important part of the operating budget. **Each fundraiser is approved by the principal at the beginning before planning begins.** No individual may undertake fundraising within the school or the school day without approval.

## **GANG ACTIVITY**

Gang-related activities are contrary to Catholic social teaching and have no place in the Catholic school. Intimidation and/or disrespect of any person are unacceptable.

The following may be subject to disciplinary action:

- Intimidation and threat of physical harm of others
- Symbols that may be gang-related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing
- Display of sign/symbols on paper, notebooks, textbooks, and other possessions that may be gang-related
- Conduct on or off premises that may be gang related

Parents/guardians are notified when their children are either suspected of being involved in gang related activities or are victims of gang related activity. Gang activity may result in probation, suspension, and/or expulsion. The principal has the authority and the responsibility to investigate and report suspected gang activity to local law enforcement.

## **GRADING**

Grades will be sent home on a trimester basis. Interim reports will be made to notify parents and students of progress outside of the average range. In Kindergarten through Second Grade development will be indicated by a series of letters as symbols of progress. In second through eighth grade, progress will be indicated by letters according to the scale below.

	5 <sup>th</sup> – 8 <sup>th</sup> grade GPA points
• A – 94-100%	4.0
• B – 86-93%	3.0
• C – 76-85%	2.0
• D – 68-75%	1.0
• F – 67% or lower	0

## **HARASSMENT**

The Pastor, administration, and staff of St. Mary's School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, thorough and confidential manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion or termination.

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

## **HEALTH REQUIREMENTS**

### **Health Examinations**

All children in Illinois must present proof of having had a health exam and received such immunizations against preventable diseases as required by the Department of Public Health.

**These records are to be presented to the school before the first day of school.**

All children must have the health exam as follows:

- upon entrance to Preschool, Kindergarten & Sixth Grades
- when transferring from another school

Children who are not in compliance with this rule will be excluded from school. See Appendix A.



### Dental Examinations

All children in Kindergarten, Second and Sixth grades must have a dental exam by a licensed dentist by May 15 of each school year. Dental exam forms must be on file in the school office no later than that date.

### Vision Examinations

All children enrolling for the first time or entering Kindergarten are required to have a vision exam by an ophthalmologist or a licensed optometrist. A vision exam form must be on file in the school office.

*\*Medical or religious objections to the above must be submitted to the school in writing\**

## **HOMEWORK**

Teachers assign homework to reinforce, review and enrich the material taught in the classroom. All assigned homework must be completed. The parent will be notified if the child did not complete a homework assignment. Time will be made during, before or after school for work not done to be completed. This may be an alternative assignment; a follow-up phone call will be made if notification is not acknowledged the following day. Parents and students can check homework assignments on the Ren Web website.

- ☐ **For every day a homework assignment is late, the work will go down one letter grade.**

### \*Responsibilities of Student\*

- Understand directions and know what is required for completion of the assignment.
- Assume responsibility for completing and returning assignments.
- Understand when some assignments are to be completed independently, others as a team effort.
- Complete assignments neatly and do quality work.
- Turn in the work as directed
- Student must write their homework in their planner daily.

### \*Responsibilities of Parents\*

- Maintain a positive attitude toward learning and the value of homework.
- Be aware of the homework policy and individual teacher assignments.
- Help your child find a study area that is quiet and relatively free of distractions.
- If your child has trouble understanding the directions, help him/her with explanations.
- Do not do the homework for your child.
- Look over the assignment when your child is finished. Confirm the completion and quality of the work.

## **HOMEWORK FOR ABSENT STUDENTS**

If your child is absent and you wish to pick up work, please call the office before noon to request that the teacher gather homework for your child. When the student returns, he/she is responsible for checking with the teacher for work to be completed and for turning in the missing work as assigned. Rule of thumb is one day to turn in per one day absent. Make up tests will be given at

the teacher's discretion. Long term assignments are due as assigned unless cleared with the teacher by that date.

When a student is absent from school for an extended period of time due to illness, the appropriate method of making up work will be determined by the teacher, parent and principal. The school reserves the right to determine how progress will be assessed after an unexcused absence.

Teachers are not responsible for compiling class work for a child to take along on a family trip. If there is not access to school homework sites or a homework buddy, then during this time students should journal, read and complete a log or book report and practice math. Students should meet with teachers on their return to determine work to be completed. For young children, parents should contact the teacher.

### **HOT LUNCH**

St. Mary's students can order daily from a monthly calendar and receive a nutritionally balanced hot lunch with milk. Milk is also available to purchase on a daily basis. All lunches are billed on the RenWeb/ParentsWeb system. (Current Lunch Pricing for the 2024-25 school lunch: \$4.00 per child; milk included Milk Only \$0.75 each)

### **LEAVING SCHOOL GROUNDS**

Since the school is responsible for the child during the entire school day, no child is permitted to leave the school grounds during the school day without a parent or authorized adult "signing them out". If a child is to be dismissed because of illness or an appointment, a parent or person authorized in writing must come to the school office and sign for the child's release before taking the child from the school grounds.

### **LOST AND FOUND**

Lost and found items are placed in the lost and found in the school office. Lost and found items are kept until the end of each month when they will be displayed in the front hall for a week. At that point, uniform items will be placed in uniform exchange boxes and other items will be donated to the needy. Please label all clothing with your child's name – even shoes!

### **MEDICATIONS (See Appendix)**

The responsibility for administering medication rests with the parent. The school is forbidden by Illinois State Law to administer any medication (including aspirin, Acetaminophen, or Ibuprofen). If it is necessary for students to receive medication during school hours, school personnel will oversee dispensing prescription or over the counter medication only if the following requirements are met:

- A parent or guardian must fill out a Medication Authorization Form and it must be approved by the principal and on file in the office.
- A written order from the physician detailing the name of the drug, dosage, reason, time intervals between doses, and possible side effects must be on file in the office.
- Medication must be brought to school in **the original container, appropriately labeled by the pharmacy.**

In any other situation, a parent should come to school and administer the medication. The school retains the discretion to reject requests for overseeing the administration of medication. For the sake of safety, all medications will be kept in the office and administered there by the teacher, secretary, or principal.

**Children are never permitted to independently carry or take medication (including aspirin, Acetaminophen, Ibuprofen and cough drops) unless they meet the guidelines in Section 6 of the Office of Catholic Schools Medication Procedures as they pertain to students with asthma or allergies.** *This school allows the self-administration and self-carry of diabetes & asthma medication upon receipt of a signed parent permission notification and a signed physician diabetes/asthma care plan that also carries a parent signature, both of which are maintained in the school files.*

### **NEWSLETTERS - EBLASTS**

The principal's newsletter is distributed each Monday by e-mail. (Requests for hard copy should be made to the office for anyone without internet access.) This Monday 'e-blast' also contains dates, public recognitions and other current information and announcements parents need from week to week. Please set aside time each week to read and respond.

Teachers are encouraged to write regular newsletters to parents to keep them informed of classroom schedules, events, and curriculum topics. They may also use these newsletters to share photos, student work or to request classroom supplies and enlist parent volunteers. Newsletters are posted on the FACTS Family Portal.

### **NO SMOKING**

St. Mary's School is a smoke free environment. Adults wishing to smoke must do so outside the school building, preferably more than 25 feet from any door or window of the school.

### **NOTICE OF NON-DISCRIMINATORY POLICY**

St. Mary's School admits students of any race, sex, color, national and ethnic origin, age, and handicap to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, national and ethnic origin, age or handicap in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Although we do not discriminate on the basis of race, color, national or ethnic origin, it remains our primary purpose to serve Catholic members of the parish. Under some circumstances, medically justifiable limitations may be place on the admission/retention of students with infectious diseases and/or life threatening illnesses. Likewise, limitations may be placed on the admission/retention of students with debilitating learning and/or behavioral conditions that impede the learning environment. Decisions regarding admission/retention of these students is decided on a case-by-case basis by the principal or his/her designee.

Additionally, we do not discriminate against hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. This law takes effect January 1, 2022.

If you feel you have been discriminated against, you should contact the school principal or the parish pastor.

### **PARISH BULLETIN**

The parish bulletin is an important way to inform the parish at large about the school. Teachers and parents, as well as the principal, can use the bulletin to inform, recruit, and thank the people of St. Mary's. **Articles for the parish bulletin pertaining to the school should be submitted through the school office and are due the Monday for the following Sunday's publication.**

### **Pre-K, Pre-School Program Safety**

St. Mary's Pre-K program qualifies as an "exempt" childcare program, and is not licensed or regulated by DCFS. Our Pre-K program complies with all procedures required by the Illinois Department of Human Services CCAP for license exempt providers.

### **Pre – K DCFS Training, Background Checks and Mandated Reporter Responsibilities**

All staff (paid and volunteers) are required to complete and submit for State/FBI and/or DCFS and IDHS CCAP background checks and clearance procedures. Failure to complete the necessary processes and/or failure to receive a 'clear' background report will prohibit employment. All St. Mary's teachers and staff are required to comply with all Illinois DCFS Mandated Reporter regulations. St. Mary's Pre-School programs are not licensed nor regulated by DCFS.

St. Mary's School is a K-8<sup>th</sup> grade elementary school offering Pre-K (3 year-old and 4 year-old). St. Mary's School offers After Care services until 5:30 pm on school days.

Our confidential student files are kept secure, locked, and retained per ISBE's and Illinois School Code requirements. All confidential records that are no longer required to be kept are shredded on-site.

Our **First Aid kits** are accessible at all times and located on the main floor and upper floor. Minimum contents include multiple sizes of bandages (at least 10 items), small and large gauze pads (at least 3 of each), adhesive tape (1), single use ointment, hand sanitizer, scissors, and gloves (at least 6). Contents also include a chemical ice bag and directions for first aid reference. Our designated Nurse and Principal inform staff of their location and contents during our August staff meeting (and upon first day of employment for new hires). Contents are refilled at the start of each year, and refilled after staff request or injury reports.

All staff have access to working (land line) telephones in the school office, the teacher's lunchroom, and school kitchen.

### **PHOTO RELEASE PERMISSION**

Photos of students are used with permission on school websites, in press releases, Sunday bulletin articles and other media throughout the school year. A parent who does not want a

child's photo used should NOT check the form and return the form declining to release. If no form is received, the release is assumed.

### **PRAYER AND LITURGIES**

School-wide liturgies and prayer services are held Wednesday and Friday mornings. Teachers and students take an active role in preparing the school liturgies and prayer services. Parents are invited and encouraged to attend these services with the students and teachers and to model respectful participation in formal prayer. Each day begins with a short Bible reading and prayer led by the principal and two students and ends with prayer. Creative prayer is also a part of every day. We teach children that God is a part of our lives and prayer is the way we can talk with Him whenever we want.

### **REGISTRATION PROCEDURES**

New registrations are taken in the school office. A tuition agreement form and birth certificate are needed along with the family and student information forms to complete the registration process. Students transferring from another school must submit a transcript of their grades as well as any testing information available. All new students are admitted on a one month probation period. A meeting may be held at the end of the month where the principal, student and parents will review the transition.

Registrations are categorized into 2 priority groups: Parish Members & Non-Parish Members. Families in the first group receive priority during registration. By registering at St. Mary's School, students and parents/guardians understand and agree to adhere to the educational objectives and practices and rules and procedures of St. Mary's School.

Families registering in school as parishioners must be registered with the rectory and participate in the stewardship of this parish. Our ability to provide financial assistance is quite limited. Families seeking aid should talk to the business manager and pastor to obtain required application forms and additional information.

### **RELIGIOUS FORMATION**

Preeminent among the school's goals are those related to the formation of the child's faith life: the teaching of dogma, the traditions and ritual of our faith, and the living of that faith through service to others. Instruction in religious truths and values is an integral part of the school program. The experiences and the activities planned, along with the doctrinal teachings, are meant to provide strong foundations upon which each child can build a life of faith and Christian attitudes. Through the example of parents and teachers, each child will enjoy the rewarding experiences of growing in love, trust and faith. Mass and Eucharist is the centerpiece of our community as Church. We ask each family to foster an appreciation of this celebration of the most sacred sacrament by regular family attendance and participation at Sunday Mass. All of our students from preschool on have learned and practiced proper Church and Mass etiquette. We ask parents to reinforce this during Sunday Mass by encouraging participation in prayer and song.



## **RETENTION**

When a student is being considered for retention, parents will be notified in February. A conference is then recommended with the teachers, parents or guardians, principal and any other support staff who work directly with the child. Interventions and options will be discussed and a plan for implementation and monitoring will be put in place. Following that process it may be determined that a retention recommendation may be in the student's best interest. Ultimately, it is the parent/guardian's decision whether or not to retain a child. It is the administration's decision whether the child will be promoted at this school. Documentation of the school's recommendation and the parents' decision will be placed in the student's cumulative file.

## **SACRAMENTAL PREPARATION**

The sacraments of First Reconciliation and First Eucharist are received in the second grade. Students are prepared during school hours by the classroom teacher. The pastor as director of religious education works with the teacher. Parents are informed of their responsibilities through parent meetings and newsletters.

The Sacrament of Confirmation is conferred every two years upon students in the 7<sup>th</sup> and 8<sup>th</sup> grades. Students will be prepared in class, complete service hours with their parents or sponsor, and attend a retreat prior to the reception of the sacrament. Meetings are held for parents and sponsors to inform them of their roles and responsibilities.

## **SAFE ENVIRONMENT REQUIREMENTS**

All employees and all volunteers who work with children are required by the Diocese to meet Safe Environment Requirements and to provide the school with proof of having done so. These requirements include:

- Completion of Diocese Application for Employment / or Parish form for Volunteers
- Completion of Criminal Background check including completion of the form on-line at the Diocese of Peoria website: <https://peoria.cmgconnect.org/>
- Completing the online Safe Environment training program within three months of beginning employment/service <https://peoria.cmgconnect.org/>
- Reading, signing and dating the Code of Conduct Personnel Acknowledgement form
- Completion of the Illinois Child Abuse and Neglect Tracking System CANTS 689 form
- For employees, completion of the CANTS 22 form regarding mandated reporting and completion of mandated reporter training
- For employees, fingerprinting before employment begins

## **SCHOOL CLOSING**

If it is necessary to close the school due to a weather related situation, the Emergency Closing Center will be notified. Please watch local news stations for closings (WEEK/WHOI & WMBD/WYZZ), notifications will be added to the Facebook page and parents will also be notified of closings via email send through the RenWeb/ParentsWeb system, and the REMIND App.

## **SCHOOL DAY – SCHOOL HOURS**

PreK – Grade 8	8:00 a.m. – 3:15 p.m.
7:45 a.m.	1 <sup>st</sup> Bell – Children enter the gym
8:00 a.m.	2 <sup>nd</sup> Bell – Tardy bell
3:15 p.m.	Dismissal

**Students arriving before 7:30 a.m. should attend the Extended Day program. Students who are not picked up by 3:25 p.m. can be picked up at the Extended Day program.**

## **SCHOOL RECORDS**

These guidelines describe your rights to your child's records maintained by the Diocese of Peoria Schools. These rights include:

- Right to Inspect: Following local school procedures, you have the right to look at all of your child's records maintained in your child's permanent record.
- Right to Prevent Disclosure: The school will not disclose anything from your child's record to third parties unless (1) you consent in writing prior to the disclosure, (2) the information is directory information you have not requested to be confidential, or (3) the request for information meets one of the limited circumstances described in the guidelines.
- Right to Request Correction: You have the right to present evidence that the school should amend any part of your child's record which you believe to be inaccurate, misleading, or otherwise in violation of student rights. If the school decides not to change the record, you may insert an explanation into the record.
- Students designated as missing persons by the Illinois State Police will have any records requests held, with police notification.

## **SCHOOL SUPPLIES**

Students are given a list of school supplies for the year. Please replenish the supplies as necessary throughout the year.

## **SCHOOL VISITATION**

The School Visitation Rights Act (effective July 1, 1993) permits employed parents and guardians who are unable to meet educators because of a work conflict the right to an allotment of time by their employer during the school year to attend necessary educational or behavioral conferences at their child's school. This act applies to all eligible employees who have been employed for at least six months.

## **SEARCH AND SEIZURE**

All property of the school, including student netbooks, desks, lockers and cubicles, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses or articles of clothing that are left unattended on the school campus. This will only be done by the principal or teacher in the company of another adult.

- ☐ The search of a student's person or of any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy.

## **SECURITY**

All exterior school doors are kept locked during the school day. Visitors must ring the door buzzer and be admitted into the building by someone in the school office. All parents (no matter how well known) or visitors must sign in at the office after entering the building; parents may not enter a classroom during school hours without staff or faculty permission. Visitors will be asked to wear a name tag.

## **SERVICE**

Part of the philosophy of St. Mary's School is to be of service to others. Throughout the year, students will be asked to give of their time, talent and treasure for the good of others. This can be through performing civic duties like flag patrol or setting up and cleaning up for school and parish functions. It can be participating in Soup Kitchen. It may be by using their talents at school prayer services and events. Service can also be performed by making donations to the food and clothing drive during Thanksgiving and Christmas seasons or by participating in projects sponsored by the Student Council, the parish committees or the Parent's Club. All projects will be undertaken with consideration for the students' first responsibility to their academic progress.

## **SNOW**

Students may wear boots to school when there is snow on the ground, but must change into shoes once they are in the building. The throwing of snow, either loose or in the form of a snowball, is not permitted on school grounds. Climbing on snow hills is not allowed.

## **SOCIAL NETWORKS - STUDENT PRIVATE SOCIAL NETWORK ACCOUNTS**

In accordance with state law (105 ILCS 75/15), the school shall not request a student to provide a username, password, or similar information in order to gain access to the student's private account or profile on a social networking site (e.g., Facebook, Twitter, Snapchat). However, the school may require a student to cooperate in an investigation by sharing the content of their private social network account if the principal determines there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy. Nothing in this policy shall prohibit the school from having unrestricted access to school computers, e-mail addresses given by the school, or anything else owned or operated by the school. The school has the right to regulate its own equipment, monitor Internet traffic, block social media sites with a firewall, and the like.

## **SPEECH Concerns**

Students with auditory language problems can be tested through the public school district. Services may be provided at the local public school for those with diagnosed need.

## **STANDARDIZED TESTING**

Standardized testing is just one element of the assessment/evaluation process. All Diocesan schools, including St. Mary's, have adopted NWEA MAP testing in the fall, winter & spring. The faculty uses these results to review curriculum and priorities for instruction as well as to assess individual development.

## **STUDENT COUNCIL**

The purpose of Student Council is to promote student leadership, school spirit, and to make St. Mary's a better place for all students. The Student Council is made up of all students with representatives from grades 4-8. Any student serving on the Council must maintain at least a C grade average. When a member achieves a D or less in any subject, checks on his/her report card or detentions, the member may be temporarily suspended from the Council. Officers are elected for one school year. Classroom representatives are elected in September.

## **STUDENT WELLESS PLAN**

### **D-151 / P-CDOP**

**Catholic Diocese of Peoria Policy Adopted: 5/06 Reviewed: 9/07** All elementary and secondary schools of the Diocese of Peoria shall be committed to providing a learning environment that supports and promotes wellness, good nutrition and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life. It is the policy of the Diocese of Peoria that:

1. Each school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and reduce childhood obesity.
2. All students in early childhood programs and grades K-12 will have opportunities, support and encouragement to participate in physical activities on a regular basis.
3. Qualified food service providers will provide students with access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of the students; will accommodate the religious requirements of the students; and will provide clean, safe and pleasant settings and adequate time for the students to eat.
4. To extent practical, the schools in the Diocese will participate in available federal school meal programs.
5. Foods and beverages sold and/or served as part of the school meal programs will meet the nutrient recommendations of the U.S. Dietary Guidelines for Americans.
6. Each school will engage students, parents, teachers, food service providers, health professionals and interested community members in monitoring and reviewing the implementation of the Diocesan Student Wellness Plan.

### **Healthful Food and Beverage Options for School Functions**

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are listed below.

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges – cantaloupe, honeydew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit – nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits – raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)



- Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)
- Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars) ☐ Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Breadsticks with marinara
- Fat-free or low-fat flavored yogurt and fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk and milk products (string cheese, single-serving cottage cheese, cheese cubes)
- Flavored soy milk fortified with calcium

*This list is not all-inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.*

### **SUBSTANCE ABUSE**

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

Procedures for handling violations:

- Notify the parent/guardian and suspend the student during the school investigation.
- Conference with the principal, parent/guardian, student, pastor and other appropriate persons as determined by the principal.
- Notify the police as directed by law.
- If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian.
- Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include but are not limited to continued suspension and/or expulsion.
- Appropriate confidentiality will be maintained.

### **TELEPHONE USAGE**

See cell phone policy. The office phone is available to students with permission during the school day for special situations – forgotten book, assignments, and lunches. This is for infrequent occasions not habitual use. Students who become ill during the day will have their parents called from the office as directed by staff.

### **TEXTBOOKS/NETBOOKS/CHROMEBOOKS**

All students are responsible for the care and condition of their textbooks and workbooks. To protect the substantial investment made each year in textbooks, please make sure the books are properly covered. Books which are damaged in any way must be replaced; the student responsible for damaging the book must pay to replace it. Likewise, lost books are also to be replaced by the student. Students may be assigned a CHROMEBOOK for their use in school. Each student is responsible for the care and condition of these tools.



## **TRANSFERS**

When a student transfers to another school during the school year, at least one week notice is required in order to complete the transfer forms. A student's tuition must be up to date before leaving our school or leaving another school to come here. Students transferring into St. Mary's School must present the proper transfer form from the school previously attended. All records for the student must be sent to St. Mary's upon request.

## **TUITION**

St. Mary's parish establishes the tuition and fees which are to be charged for the school year. To obtain a current list of tuition rates, please call the school office. Prompt and regular payment of tuition and related fees is vital to the operation of St. Mary's School. Statements will be sent to families when a payment is due. If tuition is not paid when due, a reminder note is sent to the family. They are asked to either make a payment or contact the business manager explaining the situation. They will make a reasonable arrangement for payments. If tuition becomes 90 days late, students may be excluded from school until partial payment and complete arrangements have been made.

The actual cost to educate a child at SMS is greater than tuition. We are grateful that our school receives the enthusiastic support of the parish through a subsidy. The fund-raising efforts of the Parent's Club and Booster's Club combine to give the school additional monetary support. All of these efforts help to keep tuition costs down. We ask all families to provide their financial support through prompt payment of tuition and fees and to support the fundraising efforts of the parish groups.

## **VACATIONS**

The school calendar has scheduled vacation times. Parents are asked to fit their family vacations into these time slots as much as possible. A student's academic performance may suffer if he/she misses school for an extended period of time. Families leaving early or arriving after a calendared vacation should contact the school office and the child's teacher. Teachers may not be able to provide work for your child ahead of time. In those cases, students should read daily, practice math, and keep a daily trip journal. When they return, students or parents should contact the teacher(s) to discuss assignments missed.

## **VISITORS**

In the interest of safety, any person entering the school building must report to the office, sign in, and wear a name tag. Students are not allowed to bring friends/other children to school as visitors.

## **VOLUNTEERS**

Volunteers are a vital part of any school. They assist the teachers and staff in providing the students with important programs. Volunteers are directly accountable to the principal. Each volunteer agrees to abide by the established rules and procedures of both St. Mary's and the Diocese of Peoria. All volunteers must have completed the online background check, fingerprinting and participated in the Safe Environment training required by the Diocese of Peoria.

## **USE OF BUILDING**

Use of the building should be scheduled through the parish office. It is expected that at the end of the use, the responsible person will turn off lights and fans in the auditorium, gym and washrooms and secure all doors. All outside doors are to be locked by the responsible persons. Doors should not be propped open. It is a visual invitation to strangers. Take the lock off the door and close it. Relock at the end of event. It is expected that all users of parish facilities will note any damage to the property and report it to the parish or school office at the first opportunity.

## **WEAPONS**

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

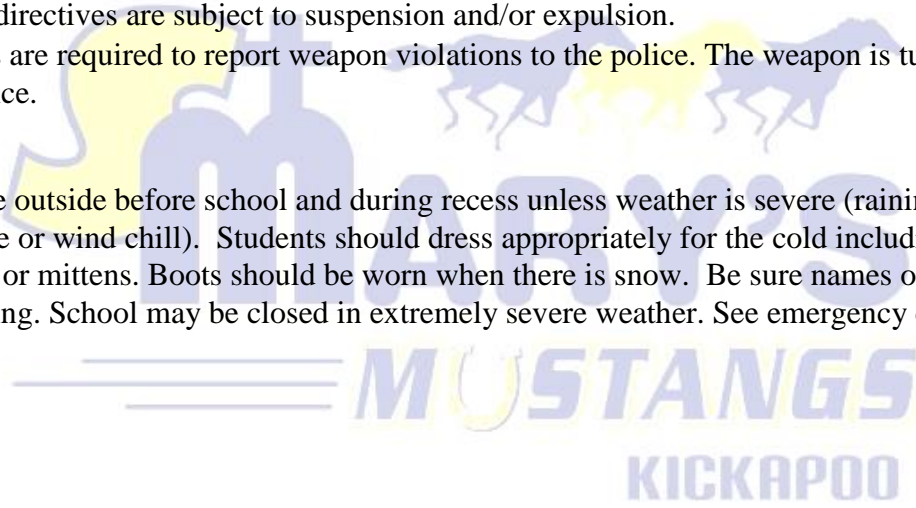
- Students shall not carry, possess, or use weapons in school or on school premises.
- Weapons include, but are not limited to the following: knives, handguns, brass knuckles, "billy clubs," bats, pipes, sticks and any other object that causes bodily harm.

Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to report weapon violations to the police. The weapon is turned over to the local police.

## **WEATHER**

Students will be outside before school and during recess unless weather is severe (raining, very low temperature or wind chill). Students should dress appropriately for the cold including hats, scarves, gloves or mittens. Boots should be worn when there is snow. Be sure names or initials are on all clothing. School may be closed in extremely severe weather. See emergency closing section.



**Hepatitis B**

The Hepatitis B vaccination is a requirement for children below the kindergarten level and children entering 5<sup>th</sup> grade. A series of three vaccinations is required. The first two doses should be no less than four weeks apart with at least a two-month interval between the second and third dose.

**HIB (Homophiles Influenza Type B)**

All children age 59 months and under entering a school program below the kindergarten level must have had Hib vaccinations on or after 15 months of age.

**Polio (TOPV)**

Any child entering kindergarten or first grade must show proof of having received three or more doses of polio vaccine with the last dose being a booster administered on or after the 4<sup>th</sup> birthday. (Children two years of age or older must show proof of having received three or more doses administered at no less than six-week intervals.)

**Diphtheria, Tetanus, Pertussis (DTP)**

Any child entering kindergarten or first grade must show proof of having received four or more doses of DTP with the first 3 doses received no less than 4 weeks apart and the final dose being a booster received no less than 6 after the last dose AND on or after the 4<sup>th</sup> birthday. If ten years have elapsed since the last booster, an additional Td booster is required. (Children two years of age or older must show proof of having received four or more doses of DTP with individual doses administered no less than four weeks apart with the interval between the third and fourth dose at least six months.)

**Measles**

Children entering school at any grade level, K-12, must show proof of having received two doses of live measles virus vaccine with the first dose at 12 months of age or older and the second dose at no less than one month after the first. (Children two years of age or older entering a school program must show proof of having received one dose of live measles virus vaccine at 12 months of age or older.)

**Rubella**

Any child entering a school program at any grade level must show proof of having received at least one dose of rubella vaccine at 12 months of age or older.

**Mumps**

Any child entering a school program at any grade level must show proof of having received at least one dose of mumps vaccine at 12 months of age or older.

## ANTI-BULLYING

## Appendix B

**Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.**

### **Students should:**

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to adults. **Examples of bullying include:**
- Hurting someone physically by hitting, kicking, tripping, pushing and so on.
- Stealing or damaging another person's things. ☐ Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone's race, or making fun of someone for being a boy or a girl.
- Touching or showing private body parts. ☐ Spreading rumors about someone.
- Writing cruel or threatening notes
- Leaving someone out on purpose or trying to get others not to play with someone.

### **Direct Bullying**

Direct bullying is characterized by open attacks on the targeted child, including physical and verbal aggression. Examples of direct bullying include:

- Causing physical harm or making threats.
- Insulting, taunting, or engaging in name-calling.
- Telling a student to his or her face in a mean way that he or she cannot play.

### **Cyber bullying**

Cyber bullying includes misusing email, inappropriate instant messaging or on-line blogging.

### **Indirect Bullying**

Indirect bullying is more difficult to recognize and respond to because the person being bullied may not be present when the bullying happens. Examples of indirect bullying include:

- Spreading malicious rumors or lies about another student.
- Writing hurtful graffiti about another student.
- Encouraging others not to play with a particular student.
- Encouraging others to do harm to another student.

### **Sexual Bullying**

Sexual bullying occurs when one student is targeted by another with unwanted words, actions, or media images about sex. Examples of sexual bullying include:

- Sharing unwanted jokes, comments, or taunts about sexual body parts.
- Teasing or starting rumors about sexual activities or sexual orientation.
- Passing unwanted pictures or notes about sex.
- Engaging in physically intrusive behaviors, such as brushing up against someone or grabbing someone in a sexual way or forcing someone to engage in unwanted sexual behaviors.

## Appendix C - Forms

**Technology Acceptable Use**  
**St. Mary's Catholic School of Kickapoo**

Dear Parent/Guardian,

Please review these guidelines with your child and return the signed agreement to the school as soon as possible. If you have questions regarding these guidelines or any other technology questions in general, please feel free to call the school to speak to our Principal or your teacher. Thank you!

**GUIDELINES**

These are guidelines to follow to prevent the loss of network privileges at St. Mary's Catholic School.

1. Students are not to be left unattended at the computer.
2. Students are not to use email at school without the expressed permission of their teachers.
3. Students are not to use the computer during the lunch hour without direct supervision of the homeroom teacher.
4. Do not use a computer to harm other people or disrupt their work.
5. Do not damage the computer or the network in any way.
6. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
7. Do not violate copyright laws.
8. Do not view, send, or display offensive messages or pictures.
9. Do not share your password(s) with another person.
10. Do not waste limited resources such as hard drive space or printing capacity.
11. Do not access any folders, work, or files other than your own.
12. Do notify an adult immediately, if by accident, you encounter materials that violate the guidelines of appropriate use.
13. Students are not to use Chat rooms.
14. Do not use a computer to facilitate illegal activity.
15. Do not use computers to access obscene or pornographic material.
16. Do not intentionally obtain or modify files, passwords, and data belonging to other users.
17. Computers are not to be used for commercial or non-profit purposes, non-work or non-school related work.
18. Keep all food and drink away from the computer desk and/or computer area.
19. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Acceptable Use Policy for Technology is violated.

**ONLINE SAFETY RULES**

1. I will not give out personal information such as my address, telephone number, parents' work address/telephone number, or the name and location of my school without my parents' permission.
2. I will tell my parents or teacher right away if I come across any information that makes me feel uncomfortable.



3. I will never agree to get together with someone I “meet” online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along. (Students will not be in chat rooms or use instant messenger at school.)
4. I will never send a person my picture without first checking with my parents.
5. I will not respond to any messages that are mean or make me feel uncomfortable in any way. It is not my fault if I get a message like that. If I do, I will tell my parents and teacher right away so that they can contact the online service.
6. I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day and the length of time I can be online and appropriate areas for me to visit. I will not access other areas without their permission or break these rules.
7. I will not give out my Internet password to anyone other than my parents or teacher. (not even my best friends)
8. I will be a good online citizen and not do anything that hurts other people or is against the law.

**\*\*\*Our school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student’s social network account violates the school’s disciplinary policy.\*\*\***

## **TECHNOLOGY APPROPRIATE USE AGREEMENT**

1. I will treat all computer equipment with care and will leave it in good working condition when I am finished. I will be SAFE, RESPONSIBLE, and KIND to the computers when I am using them.
2. I understand that the school computer software cannot be copied by me to use on any other computer. I also understand that I may not bring computer software from home to copy onto school computers as both of the above actions would violate copyright laws.
3. I agree to abide by all rules and guidelines which are listed in the St. Mary’s Catholic School of Kickapoo Acceptable Use Policy for Technology (copies are available upon request from the school office).
4. I understand that if I violate any of the above rules or guidelines, I will lose my computer privileges.

## **CONSEQUENCES FOR INAPPROPRIATE USE**

The user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage to files belonging to others; copyrighting violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user, the Internet, and/or other networks. This includes but is not limited to the creation or uploading of computer viruses.

Loss of network and/or computer privileges at St. Mary’s School may be the result of failure to follow the guidelines of this policy.

## Parent Acknowledgment Form

St. Mary's School of Kickapoo

2024-25

**Be it known that**

**CHRIST**

**Is the Reason for this School**

.....  
**Student(s) Name(s)** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

.....  
Check the box for Agreement

- ☐ We have read & discussed the online Parent/Student Family Handbook for the 2024-25 school year and we agree to support all of its provisions.
- ☐ \*USE OF STUDENT INFORMATION/PICTURES – We authorize St. Mary's to use student photos. The school reserves the right to use student pictures in publications and on the school website. (Any parent that does not wish to have his or her child's picture used, must notify the principal in writing prior to the beginning of the school year.)
- ☐ PND High School – We authorize St. Mary's to release 8<sup>th</sup> grade standardized testing Scores, report cards and faculty academic recommendations to PNDHS for course selection and enrollment purposes.
- ☐ We understand the school policy regarding Acceptable Computer/Technology Use, and will support & reinforce the school rules and guidelines of St. Mary's School.
- ☐ We, the parents/legal guardians, authorize the school staff to administer urgent medical care should the parents or emergency personnel not be available and that staff shall incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## School Medication Authorization Form

*To be completed by the student's parent/guardian and signed by the student's doctor.. A new form must be completed each school year. Please complete one form per medication. Medications must be brought to the school office in the original container.*

Student's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

*To be completed by the student's physician.*

Physician's Name (printed): \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Medication Name: \_\_\_\_\_

Purpose of Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_

Time medication is to be administered at school or under what circumstances: \_\_\_\_\_

Prescription Date: \_\_\_\_\_ Order Date: \_\_\_\_\_

Discontinuation Date: \_\_\_\_\_

Expected Side Effects (if any): \_\_\_\_\_

Other medications student is receiving: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Parents must also complete the next page*

## Medication Waiver

### For all parents/guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize St. Mary's School of Kickapoo and its employees and agents, on my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer while under the supervision of the employees and agents of St. Mary's School of Kickapoo), lawfully prescribed medication in the manner described above, or over-the-counter medication that has been brought in by the student in the manner indicated on the container.

I acknowledge that St. Mary's School of Kickapoo does not have a school nurse. I agree to indemnify and hold harmless St. Mary's School of Kickapoo and its employees and agents against any and all claims, except a claim based on willful and wanton misconduct, arising out of the administration or the child's self-administration of medication.

### Asthma, Diabetes medication or an Epinephrine auto-injector

#### For parents/guardians of students who need to carry asthma or diabetes medication or an epinephrine auto-injector:

I authorize St. Mary's School of Kickapoo and its employees and agents, to allow my child to possess and use his/her asthma or diabetes medication and/or epinephrine auto-injector while in school. Illinois law requires St. Mary's School of Kickapoo to inform parents/guardians that it, and its employees and agents, incur no liability, except for willful and wanton misconduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto injector (105 ILCS 5/22-30).

The school will report such use to ISBE, Parents, and activate our EMS system.

### Medical Cannabis Administration during school hours.

Only students who are qualifying patients who are registered with the Illinois Department of Public Health (IDPH), have written authorization from a parent/guardian, and provide a registry identification card can use a medical cannabis-infused product in a school setting, but ONLY administered by a school nurse or administrator.

Topical Sunscreen possession and use is permitted on school grounds without a physician's note or prescription if the product is approved by the USD

#### All parents must sign below:

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date