



St. Mary Star of the Sea Catholic School





St. Mary Star of the Sea Catholic School

FAMILY HANDBOOK

2023-2024

St. Mary Star of the Sea

6424 S. Kenneth Ave.
Chicago, Illinois 60629
Phone: 773.767.6160
Fax: 773.767.7077



St. Mary Star of the Sea School operates under the auspices of the Archdiocese of Chicago. The school adopts all policies set forth in the Education Policy Manual for School Administrators published by the Office of Catholic of the Archdiocese of Chicago.

The school administrator, faculty, sports, and family organization are required to follow all policies of the Archdiocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those set policies and procedures established by the Chicago Archdiocese.

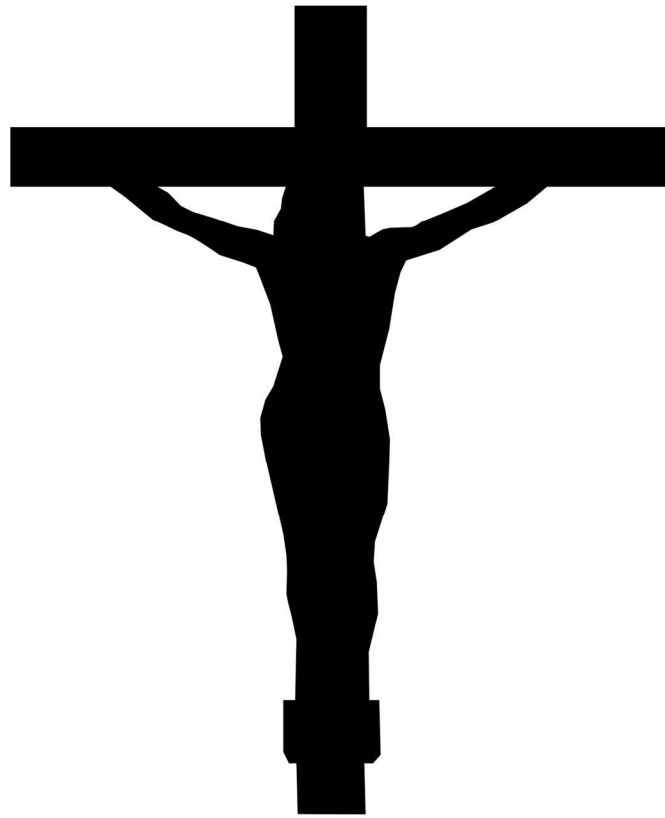
Please contact the school principal with any questions or concerns.

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WHY CATHOLIC SCHOOLS?

We look forward to meeting you and welcoming you to our parish and school. Our school has served the West Lawn community for 75 years. We hope to partner with you and your family for faith, focus, and academic achievement that Catholic Schools offer.

ST. MARY STAR OF THE SEA SCHOOL MISSION AND VISION

MISSION

St. Mary Star of the Sea Catholic School prepares all students spiritually, academically, and socially to succeed in life, to do God's will, and be active members of the church. We create a learning environment which is centered on students, guided by teachers, and supported by families.

VISION

Faith Academics Community Growth Minded

The St. Mary Star of the Sea Catholic School student will immerse oneself in their faith and learning experience as they center active inquiries within a student driven and collaborative environment. Our 8th grade graduates are equipped with spiritual, intellectual, and social emotional 21st century skills to assist in creative problem solving at the high school of their choice and beyond.

ROOT BELIEFS

We believe ...

- Our students are stewards of God's gifts
- As Catholics, all our actions should reflect the teachings of Christ
- Excellence is intentional and occurs when each stakeholder brings their best to our students
- All SMS learners have the ability to achieve at their highest level of rigor
- Optimal learning occurs in an environment of guidance and support
- All children deserve a peaceful and safe environment

ST. MARY STAR OF THE SEA GRADUATE PROFILE

St. Mary Star of the Sea Catholic School students animate our school's mission and transform into highly spiritual, intellectual, social, and global young people. Our students graduate with the skills they need to become leaders and are empowered to make a positive impact on their family, community, and future learning environment.

**ST. MARY STAR OF THE SEA CATHOLIC SCHOOL STAFF AND FACULTY
2023-2024**

Mrs. Candice M. Usauskas, Principal

Name	Grade level	Room number
Ms. Elena Russo	Preschool	M106
Mrs. Maria Alvarez	Preschool aide	M106
Ms. Marykate Merchantz	Kindergarten	M103
Mrs. Ruvalcaba	Kindergarten Aide	M103
Ms. Christine Trovato	1 st Grade	M108
Ms. Elizabeth Valencia	2 nd Grade	M111
Mr. Louie Herrera	3 rd Grade	M202
Mrs. Renee Madgett	4 th Grade	M204
Mr. Michael Klaer	5 th Grade	M206
Mrs. Jennifer Jurasits	6 th Grade Middle School Math	M211
Mrs. Rhonie Hendee	7 th Grade Middle School ELA	M208
Mrs. Rosemary Evans	8 th Grade Middle School Science	M209
Mr. Eli Quintana	PE/Health	M104
Mr. C. Goodman	Computer	M203
Ms. Barb Abarra	Music	M201
Ms. Andrea Figueroa	Spanish	M205
Alexis Jezierski	Counselor	M102
Mr. Albert Curtis	Title I Teacher	M109

To contact any school staff member, simply type their first initial and last name followed by @stmarystaroftheseaschool.com.

COMMUNICATION – WHO TO CONTACT

SMS School/Student general information, School Records, Registration, Events, Etc.	Main Office: 773.767.6160 Mrs. Rita Lane Administrative Assistant office@stmarystaroftheseaschool.org
Student Absence	Main Office: 773.767.6160 Mrs. Rita Lane
General Parish Information English	Mrs. Lynn Konkoleski 773.767.1246
General Parish Information Spanish	Mrs. Yani Flores 773.767.1246
Virtus Training/Compliance	Main Office:773.767.6160 Mrs. Michaela Hernandez
Religious Education/Special Sacraments	Mrs. Terry Navarro Pastoral Associate Rectory: 773.767.1246
Volunteer Opportunities	Main Office: 773.767.6160 Mrs. Rita Lane
SMS Athletic Association (SSA)	Main Office:773.767.6160 Mrs. Michaela Hernandez
Ballet Folklorico	Main Office:773.767.6160 Mrs. Michaela Hernandez
Power School Tuition	Main Office: 773.767.6160 Mrs. Rita Lane
Extended Day	Main Office: 773.767.6160 Mrs. Maria Coleman
Student Concerns	Principal – Candy Usauskas 773.767.6160

TEACHER/PARENT COMMUNICATION

School-home communication is critical to student success. Teachers will communicate to parents minimally on a weekly basis. This communication will vary depending on the teacher. The best way to initially reach teachers is through email - firstinitiallastname@stmarystaroftheseaschoolschoool.org. Once initial communication has been made via email phone conversations and meetings may be set up. Emails, phone calls and notes are answered within a 24-hour school day period. Each teacher may post assignments to Google Classroom, on a weekly or daily basis. Parents/guardians are encouraged to review daily posts to ensure that children are prepared for the subsequent school day. Teachers (3rd-8th grade) enter students' grades in PowerSchool (e.g., classwork, homework, test scores) within a week from the assignment's due date. Parents/guardians are expected to access students' records and ensure follow-up on any/all missing assignments. Failure to review students' records will not exempt students from the consequences associated with missing assignments. When appropriate, it is expected that parents or students question grades or missing information as soon as possible.

GUIDELINES FOR COMMUNICATING PARENTAL CONCERNS

The direction of the school is delegated to the principal. The direction of the classroom is delegated to each classroom teacher. A parent/guardian who has a question or concern regarding a situation involving their child should follow these guidelines:

- Contact the student's teacher first to discuss the concern and work with the teacher to arrive at possible solutions. Appointments with the teacher will be made by writing a note, emailing the teacher or by calling the school office to make an appointment.
- If the concern cannot be resolved with the teacher, the parent/guardian should then contact the principal. After discussing the situation with both parties, the principal will act as a facilitator in making every effort to resolve the issue.
- If a solution is not reached, a request for mediation from the OCS may be requested by the principal.

WEEKLY GREEN ENVELOPE

St. Mary Star of the Sea's Weekly Green Envelope is posted each Thursday on the school's web site to all families. In this electronic packet, you will find important information regarding events occurring in the immediate week(s) and a link to Principal Usauskas' "Principal's Update," a newsletter highlighting positive stories throughout the school while previewing the upcoming week's schedule. Our weekly family packet is our main source for weekly communication.

WEB SITE

St. Mary Star of the Sea's content from the weekly green envelope will always be found on our website under the title "Green Envelope". Please bookmark <https://www.stmarystaroftheseaschool.org>

SCHOOL MESSENGER

School Messenger is a communication source we reserve for urgent information and/or emergencies. This information is communicated via phone message and email. Please take the time to listen to these important messages.

POWERSCHOOL

PowerSchool is a source for parents and students to check homework grades and final trimester grades for students online. There is also a mobile app available. If you are unsure if you are registered for PowerSchool, please inquire with the main office.

SOCIAL MEDIA

St. Mary Star of the Sea is active on most major social media platforms. We use social media to share positive stories about our school, communicate details on upcoming events, and engage our community. While our social media platforms are rich in information, please note that not all essential information will be communicated via social media. Join us and remember to follow, like, comment, and share our content.

ADMISSIONS POLICY

Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, loan programs, athletics and other school administered activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.

- Non-Catholic students may be admitted to the school provided that these students do not displace Catholic students and that both students and parents/guardians clearly understand that participation in Catholic religious instruction and school activities related to the Catholic character of the school is required.

- A child must be three (PK3) or four (PK4) years old on or before September 1 to enter Pre-School. A child must be five years old on or before September 1 to enter Kindergarten; six years old on or before September 1 to enter First Grade at St. Mary Star of the Sea School

- Transfer of student's previous records must be on file prior to acceptance. In the case of delayed records, it may be necessary for an assessment of the student to be completed prior to grade placement.

- To register new school families the following is required: completion of school registration forms, a copy of the student's social security card, a copy of the child's baptismal record, a copy of their birth certificate and a non-refundable Registration Fee.

When applicable, a copy of any early intervention, IEP, 504, or any other specific needs that require professional interventions and may impact a student's social, emotional or learning day.

SOME ADDITIONAL CONSIDERATIONS FOLLOW:

- Children placed on a waiting list will be called if an opening becomes available, following admission policy priority.
- St. Mary Star of the Sea School may require interviews with families and students to determine special needs.
- In the case of transfer students, SMS reserves the right to inspect former school records before admission. The school reserves the right to deny admittance based on what is known about the applicant after a review of required documents and/or interview(s).
- Transfer students are expected to be in good academic and behavioral standing and owe no debts to the previously attended school.
- St. Mary Star of the Sea School endeavors to educate all students within the limits of our school's educational programs. We have limits in our ability to educate all students. We will carefully review the needs of each student to be sure we can serve their needs before admission.
- Failure to cooperate fully with SMS and abide by its policies may lead to removal or non-registration of the student.

MISSING CHILDREN RECORDS ACT (325 ILCS 50/)

For every child enrolled in a Catholic elementary school in the Archdiocese of Chicago, a written notice must be given to the person enrolling the child that within 30 days, he or she must provide either: (1) a certified copy of the child's birth certificate or (2) other reliable proof, as determined by the Illinois Department of State Police of the child's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the child's identity and age shall include a passport, visa or other governmental documentation of the child's identity. When the person enrolling the child provides the school with a certified copy of the child's birth certificate, the school shall promptly make a copy of the certified copy for its records and return the original certified copy to the person enrolling the child. Once the school has been provided with a certified copy of a child's birth certificate as required, the school need not request another such certified copy with respect to that child for any other year in which the child is enrolled in the school.

- Failure to produce a Birth Certificate or Other Reliable Proof Upon failure of a person enrolling a child to comply with the required birth certificate or other reliable, acceptable proof, the school shall immediately notify the Illinois Department of State Police (IDSP) or local law enforcement the school shall immediately notify the Illinois Department of State Police (IDSP) or the local law agency of such failure, and shall notify the person enrolling child in writing that he or she has 10 additional days to comply.
- The school shall immediately report to the Illinois Department of State Police (IDSP) any affidavit inaccurate or suspicious in form or content.
- **Enrolling Transfer Students** Within 14 days after enrolling a transfer student, the elementary or secondary school shall request directly from the student's previous

school a certified copy of his/her record. The requesting school shall exercise due diligence in obtaining a copy of the record requested. Any elementary or secondary school requested to forward a copy of a transferring student's record to the new school shall comply within 10 days of receipt of the request unless the record has been flagged, in which case the copy shall not be forwarded and the requested school shall notify the Illinois Department of State Police or local law enforcement authority of the request.

Alcohol, Smoking and Vaping

Alcohol will never be served at any school sponsored or athletic event when children are present. The use of vaping apparatus or smoking is prohibited with school buildings, including the parish center.

Athletic Association – St Mary Sports Association (SSA)

MISSION

The St. Mary Star of the Sea Catholic School provides a combined competitive and instructional sports program as an extension of the SMS School academic program. Student participants will learn the fundamentals of each sport, and be given the opportunity to develop strong, healthy and disciplined minds and bodies. It is the responsibility of parents/guardians of students that participate in after-school athletic programs to be familiar with the Sports Program Manual, policies of St. Mary Star of the Sea School and the Athletic Eligibility/Disciplinary Policy.

ELIGIBILITY / ACADEMIC AND DISCIPLINARY POLICY

The SMS Athletic Program, as an extension of the St. Mary Star of the Sea School academic program, is subject to the authority of the Principal and Athletic Association Board.

Participation in all extracurricular activities, including athletics, is a privilege. Academic and in-school discipline standards must be met for a student-athlete to continue to participate.

Parents are encouraged to monitor the academic and disciplinary status of the student-athlete and to contact the proper SMS representative (i.e., faculty or coach) if there are concerns or questions.

- The academic standing of all student-athletes will be monitored. Student-athletes with an overall average of 70% or lower, or that are considered to be failing any one subject, will be ineligible to participate in any aspect of the athletic program until the next scheduled PowerSchool posting date or report card averages have been determined. If, at that time, the student-athletes average is above 70% or better and/or he or she is no longer failing a subject, he or she will regain eligibility. In the event that the average has not improved to 70% he or she will remain ineligible until the next PowerSchool posting date or report card distribution at which time the overall average will again be examined.

The following procedure will be applied in all cases:

- The teacher will notify the Principal and parents of the student-athlete's ineligibility.

- Student-athletes, in grades 4-8, are subject to athletic suspension as part of disciplinary consequences
- Disciplinary ineligibility in student-athletes in grades K-3 will be handled at the Principal's discretion.
- The Principal will notify the Athletic Director, who will, in turn, notify the coach.
- The Principal will notify the parents and Athletic Director when participation may be resumed

ELIGIBILITY/DELINQUENT TUITION

Children will not be allowed to participate in any St. Mary Star of the Sea Athletic Association programs for any families:

- In July/August – owing tuition/fees from the previous school year
- In July/August – owing fees for the upcoming school year
- At any point during the school year—owing two outstanding tuition payments. The

following procedure will be applied in all cases:

- a. The Principal will notify the Athletic Director, who will, in turn, notify the coach.
- b. The Principal will notify the parents and Athletic Director when participation may be resumed.

ABSENCE FROM SCHOOL AS RELATED TO PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES

Students that are absent from school for any reason are not permitted to engage in any aspect of the athletic program or school sponsored activity for the remainder of that calendar day. If it is made known to the Principal that this policy was violated, the student will be barred from participation in any aspect of the athletic/school program for a period of one week.

ATTENDANCE / ABSENCE

The state of Illinois requires each school offers a minimum of 176 5-hour days or 880 hours of instruction. St. Mary Star of the Sea School exceeds these requirements annually. It is important for students to be regular and punctual in attendance in order to receive the maximum benefits from SMS's educational program. Illinois law requires compulsory school attendance by all children between the ages of 7 and 16 years. **Therefore, students are required to attend daily during the entire regular school term.** Daily and punctual attendance is the responsibility of the parent/guardian of the student. Irregular attendance jeopardizes the student's chance for successful academic achievement. It is the student's responsibility to complete any missing work within the agreed upon time.

Any day that a student is absent from or tardy to school, the student's parent/guardian must call the school office at 773.767.6160 within 30 minutes of the opening of a regular student

attendance day to report the student's absence or tardy. If a parent/guardian fails to report a student's absence, it will be recorded as **unexcused**. The school will contact the parent/guardian if a student is absent if a notice of absence is not received within 60 minutes of the opening of the student attendance day.

A student absence will be excused if it is due to:

- (1) student illness (including mental/behavioral health);
- (2) observance of a religious holiday;
- (3) death in the immediate family;
- (4) a family emergency;
- (5) other situations beyond the control of the student as determined by the principal;
- (6) other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional or physical health or safety; and
- (7) other reasons approved by the principal.

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

TARDINESS

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

EARLY DISMISSAL

If it is necessary for a student to leave school during the school day, the student's parent/guardian must call the school office at 773.767.6160. Students to be dismissed early from school will be picked up from the school office.

EXCESSIVE ABSENTEEISM

Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year including both excused and unexcused absences. We will periodically review our student absence data to determine if any students are excessively absent and, if so, we may call the parent/guardian to discuss the reasons for the excessive absences. Additionally,

if appropriate, the school may provide the parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success. If there is no improvement in attendance or cooperation by the student or parent guardian with its efforts for their child, the student may be withdrawn from the school.

SHADOW DAYS

8th grade students will be allowed two excused absences and 7th grade students will be allowed one excused absence for the purpose of “shadowing” at high schools of their choice. Students will still be allowed to attend after school activities if they are excused for a shadow day. Anytime students are aware of a planned absence it is good practice to let their teachers know in advance. As with any absence, it is the student’s responsibility to complete any missing work within the agreed upon time. It is the parent’s decision when to use a shadow day, but in order to miss the least amount of instructional time we suggest students take advantage of the ½ day found on the school calendar for parent/teacher conferences or scheduled days off.

PLEASE TAKE NOTE OF THE FOLLOWING:

1. In case of student absence, a parent/guardian must call the School Office (773.767.6160) each day the student is absent. A parent or guardian may call before 7:30 AM. and leave a voicemail message or any time before 8:00 AM.
2. SMS Instructional Time: 7:40 AM.- 3:00 PM. (6.5hrs/day.) Doors open at 7:40 AM.
 - a. Students are considered tardy if they are not in their seats ready to learn by 7:50 AM.
 - b. Dismissal for PreK-8 is 3:00 p.m.
3. If a teacher reports a student absent and a call from the parent/guardian has not been received by the school, St. Mary Star of the Sea will try to contact the child’s parent/guardian, as listed on the child’s Family Information card. Parents/guardians are responsible for keeping children’s Family Information cards updated with current information. If no contact has been made, SMS reserves the right to call the police for assistance.
4. It is very important to keep your child home when he/she is sick. A child must be vomit-free and fever-free for a FULL 24 HOURS prior to the morning of returning to school. If there are symptoms of a communicable disease (reddened eyes, sore throat, fever, headache, rash) please do not expose other children to the possibility of sickness. If a child is sent home during the day due to illness, the child is expected to stay home the following day.
5. Absences will be reflected on PowerSchool and the child’s report card.
6. A doctor’s release is required for absence due to a communicable disease or any absence of 5 consecutive days.
7. Students that are absent from school for any reason are not permitted to engage in any aspect of school sponsored programs for the remainder of that calendar day. If it is made known to the Principal that this policy was violated, the student will be barred from participation in any aspect of the school sponsored program for a period of one week.

8. Students are required to make up any missed work while absent. Time limits on submitting missed work will be arranged by the child's individual teachers.
 9. Medical and dental appointments should be scheduled after school hours.
 10. It is important that all students are in attendance during the weeks of each iReady Diagnostic Assessment and the week after.
 11. Students are to be excluded from school by October 15th if requirements for health examinations and immunizations have not been met.
-

AWARDS / SPEAKERS

PROTECTING THE INTEGRITY OF A CATHOLIC SCHOOL

During the course of the academic year, many schools host fundraisers or other events at which they might seek to honor their alumni or benefactors. While these types of activities are generally encouraged, they can occasionally pose a conflict for a Catholic institution when the honoree, award recipient, or speaker does not live a life in conformity with the Catholic faith. Accordingly, it is mandatory that Principals, Presidents and any development officials connected to our schools comply with the Archdiocesan policy, Awards, Honors and Invitations to Speakers and Organizations.

SPEAKERS OR PRESENTATIONS

No speaker who is publicly known for supporting positions in opposition to the teachings of the Church should be presenting any material in a Catholic school, even if the content of the talk does not touch upon inappropriate subject matter.

BIRTHDAY CELEBRATIONS

In accordance with St. Mary Star of the Sea School practice, edible treats are permitted for birthdays when individually wrapped and prior consent is given by the teacher due to potential allergies. Possible alternatives are non-edible treats for the class such as pencils, stickers or erasers.

Students will refrain from distributing party invitations on school property unless:

- all of the students in the class are invited; or
 - all of the boys in the class are invited to a boy's birthday party; or
 - all of the girls in the class are invited to a girl's birthday party.
-

BULLYING PREVENTION

As Catholics we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community. All members of the Catholic school community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ-centered environment and students are expected to participate in age-appropriate educational programs developed by the school that address bullying and teach respect for all. Bullying by a student or students may result in suspension and/or expulsion from the school.

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

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

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

THE FOLLOWING METHODS MAY BE USED TO REPORT BULLYING TO THE PRINCIPAL OR A TEACHER:

- Phone call to speak to principal or teacher
- Send an email to the principal or teacher
- Make an appointment to speak to principal or teacher

BULLYING WILL BE ADDRESSED AT SCHOOL IF IT IS:

- Any intentional, repeated, hurtful act or conduct of power over another student (physical, verbal, emotional, or sexual) including communications made in writing or electronically
- Occurring on campus during school time
- Directed toward another student, that has or can be reasonably predicted to:
 - Place the student in an unreasonable fear of harm to the student's property
 - Cause a substantially detrimental effect on the student's physical or mental health
 - Interfere substantially with the student's academic performance
 - Interfere substantially with the student's ability to participate in or benefit from the service, activities, or privileges provided by the school

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyberstalking, theft, public humiliation and retaliation for asserting or alleging an act of bullying. Bullying is not a one-time event, but an intentional, repeated act of control and power over another person. It is one-sided.

Cyber-bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos. (See TECHNOLOGY USE OUTSIDE OF SCHOOL for further information.)

BULLYING ACTS OR CONDUCT DESCRIBED ABOVE CAN INCLUDE THE FOLLOWING:

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

NO STUDENT SHALL BE SUBJECTED TO BULLYING:

- During any school-sponsored education program or activity, while in school, on school property, on school buses or school vehicles
- At school-sanctioned events or activities
- Through the transmission of information from a school or home computer network, or other similar electronic school or home devices

BULLYING CORRECTIVE RESPONSES

Appropriate disciplinary consequences are applied to the offending student(s). The following procedures are followed.

- When disciplinary action is taken against a student as the result of a bullying complaint:
 - documentation is collected to indicate what happened; and
 - what action was taken.
- Written documentation of the complaint is placed in the student(s) file, as would documentation of other disciplinary action involving student(s).
- Whenever a bullying complaint is made by or on behalf of student(s), the school places the record of what action was taken in the student(s) file.
- The Principal will notify the school's Assistant Superintendent of bullying complaints and the action taken. Clear, consistent behavioral standards should be publicized, posted and fairly enforced in each school.

- Educational programs that address bullying should be developed and implemented at all grade levels.

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

CARE OF PROPERTY: SCHOOL AND PERSONAL ITEMS

In some classes students are issued textbooks and/or workbooks. New books are purchased as often as possible. All students are expected to take proper care of all books by having them properly covered, not marking them or tearing pages.

It is expected that all school property will be taken care of properly. Fines or requirements for compensation are issued for any damage to books or school property. All materials kept in school, whether school-issued or owned by the student (e.g. pencil cases) must be free of graffiti. If an item is found to have graffiti, the student will be directed to clean the item; if that cannot be done, the item will have to be replaced.

Inappropriate messages and/or pictures found on students' materials might result in disciplinary sanctions.

Personal cell phones must be off and placed in the student's backpack. (Gr K-5). Middle School will turn them in daily.

All phones will be returned at the end of the school day. If students are using phones during the school day, the phone will be confiscated.

The principal will contact parents to arrange a time to relinquish the phone. Students are not to bring valuable personal items (e.g. money, jewelry, collector's cards, audio equipment, hand-held games, electronics, to school. School personnel will not be responsible for lost/stolen articles and may confiscate such items as their use disrupts the learning environment.

CHILD ABUSE

School personnel, by law, are mandated reporters of allegations/suspicions of child abuse/neglect and must make reports to the Department of Children and Family Services whenever such circumstances exist. This means that we work, and fully cooperate, with all the appropriate agencies that handle the investigation of suspicion. In the case of suspected abuse of one of our schoolchildren by a school employee, we work, and fully cooperate, with all the appropriate agencies that handle the investigation of suspicion. If the appropriate investigative agencies were to find that an employee has abused a child, the school community would be notified.

CODE OF CONDUCT FOR STUDENTS

St. Mary Star of the Sea students are expected to conduct themselves as Christians that respect themselves and their supervisors, as well as the rights and property of their fellow students. SMS students must understand that their conduct reflects themselves, their families, and the entire school community. Moral and courteous behavior, therefore, is expected on campus and at school-sponsored activities. Our hope is that our students will be motivated by the greater good. With the guidance and direction of parents, teachers and other significant adults we want to give students the ability and willingness to make choices that are in line with the teachings of Christ and allow them to grow and flourish.

REGULAR ATTENDANCE The school requires students who are enrolled to attend DAILY during the entire regular school term and to be on time for the start of the school day.

WORK HABITS Students are expected to be prepared for and to participate in each class, have necessary class materials, complete classwork and homework accurately and on time, and to be prepared for quizzes and tests. Students should always demonstrate honesty, do their own classwork/homework, and never cheat.

RESPECT FOR SELF AND OTHERS Students are expected to be honest, behave appropriately and treat others with respect and courtesy. Students are expected to follow all guidelines for appearance and hygiene. Behavior of the individual should not interfere with the rights of others. This includes the use of appropriate language and actions. Students are expected to respect others and not bully or mistreat them verbally or physically.

Students should honor different ways of being, acting and believing—even when they don't agree with them. Students should do their best to solve problems peacefully and speak up if others are being mistreated. All students have the right to come to school and feel safe, welcome, and free from judgments. Students will respectfully stand and recite the Pledge of Allegiance every day.

RESPECT FOR AUTHORITY Students are expected to comply with all school rules and to obey all laws; including those referring to weapons, drugs, harmful materials and illegal substances. Students are expected to respond in a respectful manner to all adults and peers while traveling to and from school, in school, and participating in school sponsored activities. Students should display a positive and cooperative attitude at all times. Students should avoid any behavior that reflects negatively on the reputation of the parish or school, particularly when the name of the school/sports teams, teachers, or students are impacted by inappropriate behavior in or out of school.

RESPECT FOR PROPERTY Students are expected to treat all property belonging to the school and to others with care.

COLLECTIONS/SOLICITATIONS/ FUNDRAISERS

Anyone soliciting our students and/or families to raise money or collect any type of donations for any reason must first contact the Principal. It is hoped that this will keep procedures - equitable for any individual or organization.

COMPLIANCE WITH FEDERAL AND STATE REQUIREMENTS

In addition to others described elsewhere in this handbook, St. Mary Star of the Sea School is compliant with federal and state requirements as they relate to private schools:

- Title II of the Americans with Disabilities Act;
 - Title IX of the Education Amendments of 1972;
 - Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
 - Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
 - Americans with Disabilities Act of 1990 (Title VII of the Civil Rights Act);
 - Individuals with Disabilities Education Act; and
 - Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972).
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CONCEALED CARRY: ILLINOIS LAW

Illinois State Law prohibits the possession of any concealed firearm on St. Mary Star of the Sea property, including: the school; parking lot; and Parish Center as well as during all school/parish-sponsored events. Signs are posted throughout the property, warning people with firearms that these weapons are prohibited.

CONCUSSION PROTOCOL

St. Mary Star of the Sea has a principal-appointed or approved concussion oversight team to support students, families, and teachers in the instance a student suffers a concussion. SMS upholds the following measures:

- The oversight team has established a return-to-play and return-to-learn protocol.
- The SSA implements the return-to-play protocol.
- The SMS Principal implements the return to learn protocol.
- The school ensures that students are removed immediately from practice or competition if any statute-specified person believes the student has sustained a concussion.
- The school ensures that students who have been so removed are not permitted to resume practice or competition unless the statute-specified process is followed completely.

- SMS school and SSA work collaboratively with third party organization, Smart Brain and medical professionals, to ensure student/athletes are symptom free and safe before returning to regular activities.
-

CONFLICT MANAGEMENT

The direction of the school is delegated to the Principal. The direction of the classroom is delegated to the teacher. If there is a question/concern regarding classroom procedures or an event, parents should consult with classroom teachers first. As in all human relations, occasions may arise when, due to misunderstanding or lack of communication, some differences of opinion may occur. It is the policy of St. Mary Star of the Sea School that any such occasion should first be dealt with in a meeting between parent and teacher. If this meeting does not prove satisfactory, an appointment may be made with the Principal to further discuss the problem.

CURRICULUM

At the direction of the Office of Catholic Schools, St. Mary Star of the Sea School utilizes the Illinois Learning Standards to guide instruction. A copy can be found on the Office of Catholic Schools portal. Also, teachers regularly post undated instructional goals on the classroom's Google site.

CONSTITUTION: INSTRUCTION AND TESTING

Middle School students prepare for the administration of the Illinois Constitution Test, as well as the United States Constitution Test during social studies classes. Students must achieve a passing grade on each of these tests as a prerequisite for graduation.

DISCIPLINE

St. Mary Star of the Sea School's discipline policy aligns with and sets students up to attain our graduate profile attributes.

In order to learn in the excellent educational climate each student deserves, St. Mary Star of the Sea School has discipline policies in place. Students are expected to respect these rules as well as the people responsible for carrying them out. It is essential that the school and parents work as partners to help each student learn decision-making skills related to their own behavior. Our goal is for each student to learn to be responsible for their own actions. Appropriate behavior is expected of every student at St. Mary Star of the Sea School. Students who are respectful and considerate of others do not have conflicts with teachers or other students.

The discipline policies will be enforced while going to and from school, during any function or activity involving St. Mary Star of the Sea School or parish, regardless of the location or time of the event. A student's behavior reflects on our school at all sporting events, field trips, drama rehearsals, productions, etc. Parents/ guardians of students involved in behavior that is inappropriate, disrespectful or harmful to themselves or others shall be notified as soon as possible.

All faculty will distribute a more detailed explanation of expected behaviors and corrective responses at the beginning of the school year. Please refer to this when necessary. Additional disciplinary action may be imposed, if deemed necessary, by the administration. In compliance with Archdiocesan policy, corporal punishment is never used.

ST. MARY STAR OF THE SEA GRADUATE PROFILE

St. Mary Star of the Sea students animate our school's mission and transform into highly spiritual, intellectual, social, and global young people. Our students graduate with skills that help them lead, and thrive, at the high school of their choice and in their community. St. Mary Star of the Sea students are:

Christian - SMS graduates act in the model of Jesus.

Servant Leaders – SMS graduates serve and advocate for the needs of the less fortunate.

Inspirational - SMS graduates inspire our faith community.

Problem Solvers - SMS graduates solve complex problems.

Optimistic - SMS graduates persevere through intellectual struggle.

Empathetic - SMS graduates interact compassionately with others.

Inquirers - SMS graduates explore their curiosities.

Inclusive - SMS graduates recognize and celebrate the uniqueness of others.

Team-Driven – SMS graduates cultivate relationships within team-driven environments.

Growth Minded – SMS graduates uphold high expectations of themselves and their community.

Courageous – SMS graduates challenge acts of injustice with courage.

Open Minded - SMS graduates appreciate cultural diversity.

Aware - SMS graduates preserve their physical environment.

DISCIPLINE / DETENTION

Detention may be one of three types:

Academic Detention The teacher requires a student to stay after school from 3:00 PM until 4 PM Work must be completed the next school day. Parents will be notified.

Classroom Detention The teacher requires a student stay after school for a length of time specified by the teacher. This type of detention is usually 15 to 60 minutes after school. Parents will be notified.

Regular Detention Regular Detention will be held from 3 until 4:00 PM, Tuesdays and Thursday on days when school is in session. Students will be notified of the location.

Detentions need to be served on days which detentions are scheduled.

Students must report for Detention no later than **3:00 PM**. Tardiness will result in additional detention.

Students must come prepared with paper and pens.

Students must write the assigned task. This task **may not** be homework or regular schoolwork. In some cases, a detention task may consist of the student sitting silently without a written task. This will give the student time to reflect on his/her behavior or complete a task of restitution.

Refusal to write the assigned task, misbehavior in detention, or failure to attend detention will be considered insubordination and the student may be subject to another detention or suspension.

Detentions are a form of punishment for violating school rules or for inappropriate behavior. They are meant to be an inconvenience. Therefore, extra-curricular activities (sports, Student Council, school newspaper, etc.), work (baby-sitting, etc.) will not be accepted as reasons for not serving detention on a given day. If there is a great necessity for not serving detention on a given day, the **parent** must inform the Principal by phone or through a written note, specifying the reason.

Detention supersedes all after-school activities, such as Service, Band, etc.

Parents are responsible for the child immediately after dismissal from Detention. Students who are not picked up immediately after detention will be sent to Extended Day and parents will be charged.

Any student in **Grades 4-8** who fails to return a signed detention slip prior to the assigned detention will be given one additional day of detention for each school day the signed slip is not returned.

Any student in **Grades 4-8** who fails to serve a detention on the day assigned will be assigned an additional day of detention for each school day the detention is not served.

Students who are absent on the day of their detention will serve it on the next day in which detentions are scheduled. If a student receives **three** Regular Detentions for violation of school rules or inappropriate behavior, his/her parents will be called in for a conference with the teacher. If a student receives **five** Regular Detentions for the aforementioned, his/her parents will be called in for a conference with the Principal and teacher. Every Regular Detention **over five** for the aforementioned will result in additional loss of privileges or participation in school activities and may result in In-School Suspension, External Suspension, or Expulsion depending on the seriousness of the violations. Students who have detentions to be served as of the last day of the school year will not receive their final reports cards (or diplomas) until the outstanding detentions are served.

DISASTER DRILLS

Monthly fire drills, tornado drills, lock down, and an annual bus evacuation drill are held during the school year. Students are instructed, at the beginning of each school year, where to go and what procedures to follow in case of fire or tornado alert. Students must maintain silence during disaster drills and in case of an actual disaster.

DISCIPLINARY INFRACTION NOTICE

When a student fails to comply with school rules or exhibits inappropriate behavior, he/she will be issued a Disciplinary Notice. The purpose of this Notice is to inform the parent(s)guardian(s) of:

- 1.inappropriate behavior or violation of school rules committed by the child, and
2. the disciplinary action taken.

The Disciplinary Notice must be signed **ON THE DAY IT IS ISSUED**

- 1.by the teacher issuing the Notice,
- 2.by the homeroom teacher,
- 3.by the Principal and
- 4.by the parent/guardian.

The Disciplinary Notice must be returned **ON THE NEXT SCHOOL DAY** following the day it is issued

A student in Grades 4-8 who fails to return a Disciplinary Notice on the day due will be given a detention. A student in any other grade who fails to return a Disciplinary Notice on the day due will be sent to the Principal's office.

SEARCHES CONDUCTED BY SCHOOL PERSONNEL

St. Mary Star of the Sea School reserves the right to inspect all school and/or personal property brought on school or parish grounds.

- School Property
 - All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.
- Student's Person and Personal Property –
 - The search of a student's person or of any item brought onto school property is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous objects, illegal drugs, drug paraphernalia vaping devices or other item prohibited by law or by school policy. Students who violate these directives are subject to suspension and/or expulsion. Parents/Guardians shall be notified as soon as possible.
- Conducting the Search
 - School personnel should always have another school authority present when a search is conduct

- Secure the safety of the students and staff.
 - If a weapon, dangerous object, explosive, or ammunition is suspected, the school will contact the local police department immediately and will not attempt to disarm the individual.
 - If a student refuses to voluntarily empty pockets or turn over personal items, the student will be detained until a parent/guardian is present. The parent/guardian will be informed that the student is risking possible suspension or expulsion for refusing to comply with the directive.
 - If a weapon, illegal drug or controlled substance is seized, the local school authority must contact the local police department to report the incident and secure the contraband until the police arrive at the school. The contraband must be turned over to the local police jurisdiction.
-

EMBARRASSMENT / INTIMIDATION / TORMENT / HARASSMENT OF SCHOOL EMPLOYEES

Students will not embarrass, intimidate, torment, or harass any school employees through the use of the Internet. Students are banned from (including, but not limited to):

- impersonating an employee and/or perpetrating identity fraud
 - building a fake profile
 - posting a real or doctored image
 - emailing an employee for any/all of the purposes described above and
 - registering an employee for junk electronic mail and/or pornographic materials
-

GANG ACTIVITY

Gang-related activities have no place in the Catholic School, which is fostering a Gospel-based spirit. The following activities/behaviors shall be constituted as violations and are subject to disciplinary action:

- Any conduct on or off school premises that may be gang-related
- Any conduct that may be gang-related during school sponsored events or activities
- Students wearing clothing/symbols that may be, in the manner displayed, gang-related. This includes, but is not limited to, jewelry, jackets, sweatshirts, caps, or other forms of clothing
- The display of signs/symbols on paper, notebooks, textbooks, or other possessions that may be gang-related and
- The use, possession, and/or concealing of a weapon.

The School Principal has the responsibility and authority to gather information on such violations and the totality of the circumstances, and may confiscate any such materials. Such violations may result in probation, suspension, and/or expulsion.

Substance Abuse by a Student

It is unacceptable for any student to possess, use or sell any type of illegal substance (e.g. alcohol, tobacco) and/or drug paraphernalia as well as to abuse prescribed and over-the-counter medications.

This policy is enforceable:

- during school attendance
- on school or parish property
- during attendance at any school-related event or activity.

The procedure to be followed for a violation includes:

- suspension from school pending investigation
 - conference with Principal, parent/guardian, child, and other appropriate persons as determined by the Principal (confidentiality will be maintained)
 - treatment and counseling provided by the parent/guardian
 - possible expulsion
 - police notification will be made at the appropriate time, as directed by law
-

THREATS

Students have the responsibility of informing school personnel of threats made against them. The School Principal has the responsibility and authority to gather information on such violations and the totality of the circumstances. With an actual threat a “duty to warn” exists:

1. parents/guardians of the threatened student will be notified
2. parents/guardians of the student that made the threat will be notified
3. the local police will be contacted.

WEAPONS

Weapons of any kind are not permitted in the school. Students must not carry, possess and/or use weapons in school or on school premises at any time. School officials shall report weapon violations to the local police. Anything that can cause bodily harm, mental anguish, or physical damage shall be considered a weapon. Use of anything that may be considered a weapon can result in student expulsion. Depending on violation circumstances, students will be counseled, suspended, or expelled.

SCHOOL INCIDENT REPORTING SYSTEM (SIRS)

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement authorities and the CPD/Illinois State Police (ISP) immediately. In order to satisfy the reporting of incidents to the ISP requirement, the Illinois State Board of Education (ISBE), in conjunction with the ISP, have created the School Incident Reporting System (SIRS). SIRS is a web-based application used by schools to report incidents electronically as they occur during the year by no later than August 1 for the proceeding school year but which does not satisfy the requirement to report incidents to local law enforcement authorities.

TYPES OF INCIDENTS TO REPORT:

- **Drug-related incidents in schools** “Upon receipt of any written electronic, or verbal report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property...the appropriate administrative officer for a private school shall report all such drug-related incidents occurring in a school or school property to the local law enforcement authorities immediately and to the Department of State Police in a form, manner, and frequency prescribed by the Department of State Police...”
- **Firearms in schools** “Upon receipt of any written, electronic, or verbal report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property...the appropriate administrative officer for a private school shall report all such firearm related incidents occurring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident and to the Department of State Police in a form, manner, and frequency as prescribed by the Department of State Police...”
- **Attacks on school personnel** “Upon receipt of a written complaint from any school personnel, the appropriate administrative officer for a private school shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the Department of State Police Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack.”

ILLINOIS STATE POLICE CLEAR AND PRESENT DANGER REPORTING INSTRUCTIONS FOR SCHOOL ADMINISTRATORS

When a student or other person demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions or other behaviors they may be determined to pose a clear and present danger. The reporting school administrator must complete Person Determined to Pose a Clear and Present Danger form in its entirety and sign it. Specific behaviors and statements leading to the determination must be included in the form’s narrative section. Dates and times of occurrence, as well as the names and contact information of any witnesses, should also be included. Additional supporting documentation should be referenced in the narrative section and submitted along with the form.

Appropriate follow up action with authorities, medical professionals and parents will take place.

EMERGENCY CLOSINGS / COMMUNICATIONS

St. Mary Star of the Sea School will close when the Archdiocesan Schools close due to inclement weather. In our efforts to facilitate communications between families and school, St. Mary Star of the Sea School utilizes a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that

causes early dismissal, school cancellation or late start. When used, the service will simultaneously call all listed phone numbers in our parent contact list (provided on Family Information Cards) and will deliver a recorded message. The service delivers the message to both live answer and voicemail/answering machines. If there is a no answer or busy signal the message will be automatically retried after the initial call.

Be assured, the safety of our staff and students is our first priority. It is important to keep the phone lines open and allow staff the opportunity to assist with the security of all of our students during an emergency. Please do not call the school after receiving these messages unless instructed to call.

E-LEARNING PLAN INFORMATION/ALTERNATIVE

While it may feel wonderful today, we may experience a day(s) when we close school for the safety of our students, faculty, and staff. In such an instance, these days will be designated e-learning days, and students will be expected to complete assignments shared by teachers. In addition, each teacher will host “office hours” from 8:00 to 9:15 AM and 11:30 AM to 12:30 PM via Zoom or Google Meet. All students will be expected to join their class via Zoom or Google Meet at 8:00 AM for prayer and welcome, attendance, and to answer any questions about the day. All assignments will be due, and graded, as determined by the individual teacher.

- Pre-K through 4th Grade Students - The office hours link and assignments will be emailed to parents no later than 8 AM.
- 5th through 8th Grade Students - The office hours link and assignments will be posted to Google Classroom no later than 8 AM.

We acknowledge that some families may need support during an e-learning day. If a family needs a device for their student(s) to access learning activities, please contact Mrs. Lane @ 773.767.6160. St. Mary’s administration will send out a schoolwide message through our emergency communication system, School Messenger, and post the information on our website and social media accounts no later than 7:00 AM.

EMERGENCY LOCKDOWN

At the direction of the Archdiocese of Chicago, we recognize the following types of Lockdowns.

Soft – no one is allowed to enter or leave the building, but students and staff may move freely inside the building, as there is no immediate threat to safety; and

Hard – no one is allowed to enter or leave the building, and students and staff must conceal themselves inside the building, as there is an immediate threat to safety. If possible, parents/guardians will receive a message with details of a lockdown situation, as it is known to school personnel. If a lockdown situation surpasses the normal dismissal time, students will only be released to a parent/guardian or designated caregiver if the principals feel it is safe to unlock doors for parents to gain access.

When a call is received from the Chicago Police Department, advising us of an emergency situation in/around our area:

- We will lockdown and place a call to parents/guardians, via School Messenger
- If possible, the office staff will do their best to describe the type of Lockdown (Soft or Hard) and remind parents that no one may enter or leave the building; and
- Another call will be placed to parents/guardians to inform them that the situation is resolved.

When a Lockdown surpasses normal dismissal time and we receive official confirmation that it is safe for visitors to enter the building, the following procedure is in place for dismissing children.

- Students will remain in their classrooms.
- Adults will enter school through the main doors.
- Adults will visit the classrooms of the children that they are claiming and check-in with the classroom teacher. To account for all of the students, the adult will sign for the child to make a record of their dismissal.
- Parents/Guardians that aren't able to pick-up their children when the all-clear is given, nor send another adult, will know that their children will remain supervised at school until an adult is able to claim them.

EXTENDED DAY CARE PROGRAM

All students of St. Mary Star of the Sea can be enrolled in the Extended Day Program. Students must be pre-registered to attend at no charge. Extended Day Care Program Handbook and essential forms are available from the school office as well as on the school's website.

EXTENDED DAY CARE MORNING SESSION (6:45 AM UNTIL 7:45 AM)

Please consult the monthly school calendar for scheduled school days.

Parents/guardians are required to escort their children to McGuire Hall to sign the children into the program.

EXTENDED DAY CARE AFTERNOON SESSION (2:45 PM UNTIL 6 PM) Parents/guardians must come into McGuire Hall Extended Day room to pick up their children and sign them out. Children must be picked up by 6 p.m. to avoid penalties.

FAMILY INFORMATION PACK

These papers are distributed upon registration and must be completed and returned on the first day of school. The information provided on these papers is used to contact parents/guardians in cases of illness/ injury or emergencies. It is the obligation of the parent/guardian to notify the school office of any changes to the information provided on cards.

FIELD TRIP POLICY

Field trips are an extension of St. Mary Star of the Sea School's educational program and students are expected to attend. They are designed to enrich the student's classroom curriculum in an educational, cultural, and social experience. Transportation and admission fees may be required. The responsibility for the supervision of students becomes that of the parents/guardians if your child does not attend a field trip. Students that do not attend school due to the non-consent of parents/guardians will be recorded absent on the day of the field trip. If there is a financial hardship making it difficult to pay for a field trip, please contact a teacher or the principal for assistance. Each child must present a permission slip signed by his/ her parent/guardian in order to take part in the field trip. Students that have not submitted permission slips on the day of the field trip will not be able to attend the trip--verbal permission over the phone is not acceptable. Completed (signed/dated) permission slips may be faxed to the School Office (773.767.7077).

GRADING SCALE / HONOR ROLL

100	99	98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83
A+		A				A-		B+		B				B-		C+	
	82	81	80	79	78	77	76	75	74	73	72	71	70	69	68	BELOW	
C				C-		D+		D				D-		F/ Incomplete*			

**Incomplete must be fulfilled before advancing to next grade level*

HONOR ROLL FOR 4th, 5th, 6th, 7th, AND 8th GRADERS

In calculating Honors, report card grades are weighted as follows:

- Highest Academic Honors – 'A' / point equivalent is in 3.59 to 4.0 range
- Academic Honors – 'B' / point equivalent is in 3.0 to 3.58 range •

Honors are awarded each term, on the basis of Report Card grade averages as described above) as well as Personal and Social Growth

- Grades for classes which meet once per week (Computer, Gym, Spanish, Music) are averaged and treated as a single subject
- High Honors will not be awarded if the student has earned any of 'C' or lower for the term
- Honors will not be awarded if the student has earned any 2 grades of 'C' or lower for the term
- Honors will not be awarded if the student has earned any checks (Needs Improvement, completes assignments on time, or respect) for the term.

STAR AWARD is for a student who brought up their grades, not falling in any subject or receiving checks, but does not qualify for honor roll.

No student who served either an in-school suspension or off campus school suspension is eligible for any academic award.

It is the responsibility of both parents and students to monitor grades at least every two weeks.

If there are any concerns, parents should encourage their child to address the problem with the teacher. If the issue is not resolved, the parent should contact their child's teacher. If the problem persists or if there was no satisfactory resolution, the parent should contact the principal.

GRADUATION / CERTIFICATE OF ATTENDANCE

At minimum, earning a diploma from St. Mary Star of the Sea School indicates the student has successfully completed academic coursework required of all 8th graders, and deemed necessary for success in high school.

Eighth-grade students will not participate in any/all graduation activities nor will records be released to high schools unless all tuition is current and the graduation fee is paid in full. All fees must be paid in full by April 15th.

HEALTH AND ACCIDENT PROCEDURES AND GUIDELINES

Students having any kind of contagious disease should not come to school until they have recovered and are not contagious to other students. In addition, they must have a doctor's note stating that they may return to school. Any student that comes to school with a contagious disease, or exhibits symptoms of a contagious disease while in school, will be sent to the School

Office. A parent/guardian/caregiver, as listed on the Family Information pages, of the child will take the child home until s/he is well and no longer contagious. It is imperative that two caregivers are listed on the child's Family Information form and that the information on the card is current. Any student having an accident or becoming ill during school hours will be sent to the School Office. Minor ailments will be dealt with in the School Office. If warranted, a parent/guardian will be notified and consulted as to the procedure she/he wants followed. If a parent/guardian cannot be reached, office personnel will notify the emergency contact(s) listed on the Family Information card.

GUIDELINES FOR PREVENTING THE SPREAD OF ILLNESS

Please keep your child at home if there has been vomiting, fever, rash combined with a fever, or diarrhea in the last 12 hours; if the child has started taking an antibiotic in the last 24 hours; if there is heavy nasal discharge or constant cough; or if there are symptoms of a communicable disease (reddened eyes, sore throat, headache, earache, abdominal pain, rash, fever). Notify the school as soon as possible if the doctor diagnoses a communicable disease, such as strep throat or influenza. Please do not bring a child back to school until all symptoms of illness are gone for 24 hours.

If a teacher notices symptom of illness when the child arrives, he/she will ask for clarification from the parent/guardian and perhaps ask that the child not attend school that day. If a child becomes ill during class time, school office personnel will call a parent/ caregiver (as listed on the Family Information card) to ask that the child be picked-up. During the time waiting for the parent/caregiver to arrive, the teacher will send the child to the school office, away from the other children. When children leave school due to illness, they should remain at home for 24 hours.

HEALTH REQUIREMENTS

Schools in the Archdiocese follow the guidelines set forth by the City of Chicago, Cook County and Lake County Health Departments and the State of Illinois. All children in Illinois shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health. These records are to be presented to the school before the first day of school. If a child is not in compliance with the health and immunization requirements by the first day of school, the Principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received required immunizations. Students are to be excluded from school by **October 15th** if requirements for health examinations and immunizations have not been met.

HEALTH EXAMINATIONS AND PROOF OF IMMUNIZATION

All children in Illinois shall have a health examination as follows:

- immediately prior to or upon entrance into any public, private or parochial preschool or transferring from outside of the State of Illinois,
- prior to entering kindergarten or first grade,
- upon entering sixth and ninth grades.
- Sports physicals are required to be on file for all students participating in interscholastic sports

DENTAL EXAMINATIONS

All children in kindergarten and the second and sixth grades shall have a dental examination by a licensed dentist. Parents/guardians are to be reminded of this requirement 60 days before May 15 of each school year. Proof of having had a dental exam is to be submitted to the school no later than May 15. Parents/ Guardians seeking an exemption to this requirement must submit the ***Dental Examination Waiver Form***, provided by the State of Illinois Department of Public Health, to the school administrator.

VISION EXAMINATIONS

Effective January 1, 2008, all children enrolling in public, private or parochial schools for the first time, or entering kindergarten, shall have an eye exam. Proof of having been examined by

a physician licensed to practice medicine in all its branches or a licensed optometrist is to be submitted to the school no later than October 15. Report cards may be held if the student is not in compliance with this regulation. This requirement may be waived for those families that show an undue burden or a lack of access to a physician licensed to practice medicine or to a licensed optometrist.

MEDICAL OBJECTIONS

- The Physician Statement of Immunity must be attached to the Certificate of Child Health Examination form.
- Questions regarding medical exemptions should be directed to the Regional Immunization Representative or the Illinois Department of Public Health Immunization Section at 217-785-1455.

RELIGIOUS OBJECTION TO IMMUNIZATION AND VISION EXAMINATION

- Under Illinois law, a religious objection to immunizations or vision examinations must be in writing and must set forth the specific religious belief which conflicts with each immunization or examination. The written objection must be submitted to the school administrator by the parent or legal guardian. No student whose parent or legal guardian has asserted a religious objection may be allowed in school until a determination has been made as to the validity of the religious objection.
- It is the responsibility of the Archdiocese of Chicago, as the local authority, to determine whether the written statement constitutes a valid religious objection.
- The written objection to immunization or the vision examination must be sent to the appropriate assistant superintendent so a determination can be made as to whether the objection is valid under Illinois law. (Continued)

The parent or legal guardian must be informed by the local school authority of a measles outbreak control exclusion procedure with the Department's rules, Control of Communicable Diseases Code (77 Ill. Adm. Code 690) at the time such objection is presented.

HOMEWORK

Students at St. Mary Star of the Sea School have homework every school night. In some cases, homework is a specific written assignment. In those grades where there are no specific nightly assignments, or on nights when no written homework is assigned, students are expected to read (or be read to) for fifteen to thirty minutes and practice math facts (when appropriate) each night. Families may consult our website for daily students' assignments and current grade reports. Access this information by logging into Power School. Returning a signed form (various types of parent/guardian notification) by the date indicated by the teacher is a homework assignment.

Parents/guardians are encouraged to help children acquire the self-discipline required in doing homework. It is appropriate to check children's work and discuss it. We ask that parents not allow children to submit work that has been done carelessly or is incomplete.

Parents/guardians are encouraged to spend the necessary time to promote responsibility in their students. Teachers will send home homework guidelines at the beginning of each year.

- Primary grade (1 - 3) students might reasonably expect to spend twenty to thirty minutes each evening on an extension of their class activities.
 - Intermediate (4 - 5) students are expected to complete written assignments, which may require one hour of evening time.
 - One and a half hours are required and expected of students at the Middle School level (6 - 8). If the completion of homework takes any longer than the suggested time, a parent/guardian should contact the teacher. Each teacher establishes expectations regarding weekend completion of assignments and the acceptance and grading of late assignments.
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INSURANCE

The school does not provide automatic student accident insurance. Students that participate in school sponsored sports and activities are required to demonstrate proof of accident insurance.

LITURGICAL LIFE

The Pastoral, To Teach as Jesus did, states that the fourfold purpose of Catholic education is to:

- proclaim authentically and fully the message of Jesus
- foster an understanding and building of community in all areas of life
- encourage service to each other for the good of all
- participate in parish worship celebrations Parents/Guardians are the primary educators of their children and part of good teaching is modeling.

Therefore, parents/guardians and students are expected to participate in Parish life by attendance at Sunday Eucharist celebrations. Students in grades 6, 7, & 8 are scheduled to be altar servers. One Sunday each month is designated Family Sunday. Families are encouraged to attend these Eucharistic celebrations. See our monthly calendar for dates.

LUNCH PROGRAM

St. Mary Star of the Sea School serves meals and milk that meet state and federal requirements, which are based on the USDA Dietary Guidelines, through Food Service Professionals (FSP). We encourage parents/guardians to review our menu with children and discuss which meal they would like to order each day. Monthly menus are available online for to pre-order lunches. Any

Lunch Program cont.

allergy concerns, please contact Kathy Chabot @ 773.767.6160.

- Orders received after the due date cannot be processed.
- Hot lunches will not be served on half days (11:30 a.m. dismissal).
- In accordance with state and Archdiocesan wellness policies, lunches may not be brought in from fast-food restaurants.

LUNCH / RECESS SCHEDULE

Grade	Lunch	Recess
3,4, & 5	11:00	11:30
6, 7, & 8	11:30	11:00
Pre-K & K	11:30	12:00
1 & 2	12:00	12:30

Note: Grades 7 & 8 eat lunch in their classroom with adult supervision.

MEDICATION PROCEDURES

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school-related activities is discouraged unless necessary for the critical health and well-being of the student. Students are permitted to possess and self-administer a prescribed epinephrine auto-injector, asthma or diabetes medication provided parents/guardians submit the required medical authorized forms along with physician's emergency action plans and completion of any required training. Students needing regular distribution of medication should contact the principal. It is the policy of this school, under guidelines from the State of Illinois and the Office of Catholic Schools, that school personnel--including teachers, administrators and administrative staff--shall not administer medication to students except as provided in the School Medication Procedures established for the administration of medication.

According to Archdiocesan policy, students are not permitted to use or possess cannabis or cannabis-infused products in our schools except in accordance with the law and school policy. School policy should provide that if a parent/guardian of an elementary student demonstrates their son or daughter is a “registered qualifying patient” and has an individual who is a “registered designated caregiver,” both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis-infused product to the student (non-smoking/nonvaping form) at school. The school may not deny a student attendance solely because he or she requires administration of medical cannabis during school hours. A parent/guardian or other individuals may not administer a medical cannabis product in a manner that, in the opinion of the school, would create disruption to the school’s educational environment or would cause exposure of the product to other students.

All medications to be administered to students at school must be accompanied by a Medication Authorization form signed by both the physician and a parent/guardian.

- This includes over the counter medication such as pain relievers and cough drops.
- New forms must be provided at the beginning of each school year.
- All medication must be provided by the parent/guardian in its original container whether it is prescription or over the counter.
- Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian.
- Detailed guidelines are provided, and all medication forms are available for download on the school website, at: Medical Authorization and Forms.

The school and school personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist. The parents or guardians must sign a statement acknowledging this protection.

A student may possess and use topical sunscreen product while on school property or at a school-sponsored event or activity without a physician’s note or prescription if the product is approved by the United States Food and Drug Administration.

NONDISCRIMINATION

St. Mary Star of the Sea School complies with applicable federal and State laws prohibiting discrimination, including but not limited to the following:

- Title IX of the Education Amendments of 1972 (20 USC 1681 et seq.)
- The Individuals with Disabilities Education Improvement Act (20 USC 1400 et seq.)
- The Age Discrimination in Employment Act of 1967 (29 USC 621 et seq.)
- Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.)
- Title VII of the Civil Rights Act of 1964 (42 USC 2000e et seq.)
- The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.).
- The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

PARENTS CLUB / FAMILY ASSOCIATION (SMFA)

The mission of the St. Mary Family Association (SMFA) is to enhance the educational experience at SMS by supporting our teachers and staff, providing experiences for our students and families, raising school spirit, increasing community awareness and giving back to the school community.

All families are members. Meetings are held the first Tuesday of the month on ZOOM.

PARENT/GUARDIAN CONDUCT

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

Unacceptable behaviors include, but are not limited to:

- acts/behavior that is not aligned with the Catholic values and mission of the school,
- disrespectful, threatening, harassing, abusive behaviors/language,
- acts of intimidation, battery, assault, or threats to the faculty, administration, staff, students and volunteers of the school.

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

In the instance of a battery against a school personnel, the following measures will take place:

- The chief school administrator shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel; and,
- The chief school administrator shall notify the Chicago Police within 3 days of each incident of battery (A) through the School Incident Reporting System (SIRS) in IWAS.

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

- Schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting; or
- Conduct school business with the other parent/guardian of the student. When, in the judgment of the Principal, as confirmed by the OCS, the behavior of a parent/guardian seriously interferes with teaching, learning, or a positive school environment, the administrator may:

1. Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended; or
 2. Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school.
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PARENTS'/GUARDIANS' RIGHTS: SCHOOL RECORDS

The Archdiocese of Chicago, Office of Catholic Schools, has adopted guidelines for school records. These guidelines describe parents'/guardians' rights to their child's records maintained by the Archdiocese of Chicago Catholic Schools.

- **Right to inspect:** Following local school procedures, parents have the right to look at all of their child's records maintained in their child's permanent record. A parent/guardian or eligible student that wishes to inspect education records shall submit a written request to the student's school principal. This request shall identify as precisely as possible the education record or records s/he wishes to inspect. The request shall be placed in the permanent file. The school principal or his/her designee shall be present when a parent/guardian or eligible student inspects records.
 - **Right to prevent disclosure:** The school will not disclose anything to third parties from a child's records unless:
 1. Written consent from the parent/guardian is provided prior to disclosure; or
 2. The parent/guardian has not requested the information to be kept confidential; or
 3. The request for information meets one of the limited circumstances described in the guidelines.
 - **Right to request correction:** Parents/guardians have the right to present evidence that the school shall amend any part of their child's record which they believe to be inaccurate, misleading or otherwise in violation of student rights. If the school decides not to change the record, parents/ guardians may insert an explanation into the record.
 - **Request for Records, Court Order for Records:** In cases when records are subpoenaed, the subpoena should state specifically the records being requested.
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RIGHTS OF NON-CUSTODIAL PARENTS

The school abides by the provisions of the Family Educational Rights and Privacy Act with regards to parents' rights of access to their child's records. The school also abides by the provisions of Illinois law regarding the right of access of non-custodial parent to his or her child's school records. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. It is the responsibility of the custodial parent to provide the school with an official copy of the court order if the non-custodial parent is to be denied access to school records. Divorced or separated parents must file a court-certified copy of the custody section of

the divorce or separation decree with the school office. The school will not be held responsible for failing to honor arrangements that have not been made known.

PARENT TEACHER/FAMILY CONFERENCES

Mandatory parent-teacher conferences will be held in the fall and winter of each school year. In order to maximize the benefits of St. Mary Star of the Sea School's educational program, it is necessary for parents/guardians to meet with the child's teacher for an evaluation of the child's progress. The teacher or the parent/guardian may initiate additional conferences during the year; these meetings must be scheduled in advance and visitors must go to the School Office before proceeding to classrooms to confer with teachers. Teachers can be contacted by sending a note, by email, or by phoning the school office (773.767.6160).

PHOTOGRAPHS / ACADEMIC WORK: USE AND PUBLICATION

On occasion, St. Mary Star of the Sea School uses photos and/or academic work of students in school/parish/Big Shoulder's publications to share information about the school. School publications include, but are not limited to: the website, school yearbook, student academic work, advertisements, annual reports, posters, newsletters, Facebook, Twitter, Instagram, parish bulletins and other public relations material. In addition, local news organizations may hear of our activities or events, and our school may invite or allow them to photograph or record our events. Forms, granting permission for publication of students' photos and work are distributed at the beginning of the school year. This form will remain in effect until the parent/guardian requests a change in writing. If forms are not returned, it will be assumed that permission has been granted for children's photo or academic work to be included in any form of communication.

PUBLICATIONS

All forms, flyers, and news items must be proofed by the principal or the web team. It is important that we always keep our colors, logos and message uniform.

REPORTS OF STUDENTS' PROGRESS/RECORDS

REPORT CARDS

Report Cards are issued three (3) times per year as part of the ongoing communication of progress.

POWERSCHOOL

PowerSchool, an online service, is available to parents/guardians of SMS students. It is expected that parents will access the Parent Portal and review information as it is made current. Teachers will update PowerSchool within a week of an assignment due date. It is hoped that these reports will be discussed between parent/guardian and child--the good achievement recognized, and if needed, help given in areas that need improvement.

Test scores, daily work, other forms of assessment and classroom participation are parts of the ongoing process of evaluation. It is the responsibility of both parents and students to monitor grades at least every two weeks. If there are any concerns, parents should encourage their child to address the problem with the teacher. If the issue is not resolved, the parent should contact the teacher. If the problem persists or if there was no satisfactory resolution, the parent should contact the principal.

SACRAMENTS

- The sacrament of First Reconciliation is celebrated in 2nd grade. Parents/guardians are required to attend a Parent Meeting in preparation for their children receiving this sacrament.
 - First Holy Communion is celebrated in 2nd grade. Parents/guardians are required to attend a Parent Meeting and retreat in preparation for their child receiving this sacrament.
 - The sacrament of Confirmation is celebrated in 8th grade. Preparation begins in grade 7 for this sacrament. Students confirm their commitment by completing the rite of enrollment at a family Mass in winter. Parents/guardians, sponsors and students are required to attend a Parent/Sponsor/Student Meeting for Confirmation. Service hours are required of Confirmation students as part of their preparation for the sacrament.
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SAFE ENVIRONMENT REQUIREMENTS FOR EMPLOYEES AND VOLUNTEERS: PROTECTION OF CHILDREN AND YOUTH

The mission of the Office for the Protection of Children and Youth is to promote the dignity of children and assist those that have been affected by abuse and trauma. All employees and all volunteers that work with children must attend the VIRTUS/Protecting God's Children training program. Registration information can be found on our website. All teachers are mandated reporters, they are obligated to call Department of Children and Family Services (DCFS) if they are suspicious or have proof of abuse.

FIREARMS AND DRUGS

Firearms and drugs are not permitted on school grounds or at any school functions, home or away. The following measures will be taken in the instance this expectation is violated:

- The chief school administrator shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian;
- The chief school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds;
- The chief school administrator shall notify the CPD/Illinois State Police of such incidents (A – B) through the School Incident Reporting System (SIRS) in IWAS.

SAFETY: SOUTH CHURCH PARKING LOT (only acceptable location for parents parking cars)

The safety of our school children is of the utmost importance and concern to all of us. Therefore, we expect parents/guardians to cooperate with the plan for entering and leaving the Church parking lot, enter from 65th and exit on Kenneth. If you park your car, you should greet your child as they exit the building, but refrain from congregating by the silver doors. escort them back to your car. Patrol guards will be present in the parking lot to assist with safety.

SAFETY: SCHOOL SAFETY PATROL

Parents/guardians are responsible for the safety of the child traveling to and from school. The purpose of the student safety patrol is to assist in the safe conduct of students to and from school. However, by providing this service, St. Mary Star of the Sea School and the Catholic Bishop of Chicago accept no liability for the safety of the child. There may be times, due to weather or other circumstances beyond the control of the school, when a student is not on duty at a crossing.

MORNING ARRIVAL

- *Walking to school* - Students must cross at the crosswalks. They may not cross by the rectory, in the middle of Kenneth at anyplace other than the crosswalks.
 - Drop-off from a vehicle. Enter the school parking lot from Kilbourn Avenue only at either the Middle school or grades PreK- 5 drop off signs. PLEASE **do not** drop children off at the intersection of 64th or 65th and Kenneth.
- Drivers choosing to park in the lot, must walk their young children to their gathering/line up area. All doors will be locked to students and not open before 7:40 AM.

Parents wishing to enter the building during arrival should go around to the main door to request entry after the students have entered.

Morning arrival is not an acceptable time to address teachers.

AFTERNOON DISMISSAL

- *Walking from school* - Students must cross at the cross walks. They may not cross by the rectory, in the middle of Kenneth at anyplace other than the crosswalks. Students that walk to and/or from school are to cross surrounding streets only at the corners.
- Pick-up in a vehicle: Enter the church south parking lot only from 65th street. The first car in the parking lot should drive far into the lot and park parallel to the school. Patrol persons are on duty to help, watch for them. Each additional car - pull in next to the car on your right. Leave only enough room for your car door to be opened. When leaving the designated parking area, exit to Kenneth as directed by staff.

Vehicles needing to go north, park on the west side of the lot and wait for directions to exit via Kilbourn.

Cars should not be parked on any of the street adjacent to the school or rectory. near the rectory garage.

SCHOOL SECURITY/ PROTOCOL FOR VISITORS

All visitors must use the main entrance and sign-in at the school office. Anyone seeking to gain entrance to the school building must ring the bell, identify himself or herself, and wait for the buzzer to sound before opening the door. Students are not permitted to open the door for any visitor to the school, even if the student knows the visitor.

- Parents wishing to enter the building during arrival should go around to the main door to request entry.

Morning arrival is not an acceptable time to address teachers.

- Anyone picking up a child after school must wait for the child in the vestibule of the school building.
- Admittance to the building ceases at 3:30 p.m.

SCHOOL SECURITY: SCHOOL VIDEO SURVEILLANCE

Video surveillance is used to maintain a safe educational environment. Video cameras are used inside and outside school buildings in order to monitor and maintain a safe environment for students and employees. Video cameras will not be placed in areas which may unreasonably compromise a student's privacy. The contents of videos are student records; therefore, they are subject to school policies and procedures relating to school student records. The school's regular discipline procedures shall be issued to discipline a student as a result of any actions discovered after review of a video.

In the event that law enforcement official's request a review of video recordings, recordings will be made available to officials.

SPECIAL NEEDS: CATHOLIC EDUCATION SUPPORT PLAN (CSIP) AND REFERRAL PROCESS FOR COUNSELING, LEARNING DISABILITIES, AND SPEECH INCLUSION

Catholic Schools strive to provide an education that is inclusive of a diversity of student learning styles and needs, with consideration of the available resources of the school. Schools formulate and implement a Catholic Educational Support Plan (CSIP) for students diagnosed with defined learning/behavior needs that require educational accommodations/interventions. At the request of parents/guardians, the Learning Behavior Specialist (LBS) will meet with parents to review/discuss the precise needs, provided through medical documentation, the proposed strategies, educational accommodations/modifications, and interventions proposed. Based on available resources, it will be determined what strategies, educational accommodations/modifications and interventions the school is able to provide and document

them in a CSIP.

An evaluation of the child's learning/behavioral needs is typically conducted through at the public-school district or a licensed private practitioner. Either type of evaluation may be provided in support of a request for a CSIP.

School personnel who suspect that a student may have a learning/behavioral need, will speak to the principal. The principal will meet and share the observations with the parents/guardians and inform them of their right to request an evaluation from their local public-school district or their own private medical provider.

Students' needs for support services such as counseling and social work are evaluated when any school staff member believes consideration is needed, such as when there are changes in the student body or stresses within the surrounding community.

If a student is enrolled for the first time with an existing IEP or CSIP from another school, the principal will meet with the parents to review the IEP/CSIP, and submit the document for a local service plan based upon resources and child's current needs.

Catholic schools are not legally obligated to implement any services recommended on an IEP. The principal (or designee) shall ensure that CSIPs goals, strategies accommodations/modifications, and interventions are shared with all relevant school personnel, and that the relevant school personnel receive appropriate training and support in implementing the plan.

REFERRAL PROCESS FOR STUDENTS SUSPECTED OF HAVING A LEARNING DISABILITY AND/OR SPEECH IMPAIRMENT

Referrals of school-aged children take place through the school. If a parent/guardian suspects a learning disability and/or speech impairment, s/he should first discuss her/his concerns with the child's homeroom teacher. If the teacher concurs, s/he will inform the Principal and the referral process will be initiated with the Chicago Public School system.

STAFF SUPPORT

The school monitors the performance of each employee who provides or assists with instruction or has other instructional responsibilities (e.g., teachers, teacher aides, administrators, department chairs). The school's staffing configuration shall reflect decision-making about how the school's individual needs should be addressed.

STUDENT COUNCIL / AMBASSADORS

Student council officers and delegates are elected on a yearly basis and have written guidelines. Delegates and alternates are elected from homerooms in grades 4-8.

Student Ambassadors are an elite group of students that are chosen by the principal for their willingness to serve the school and their parish, exceptional character, enthusiasm and pride in their school. Student Ambassadors will represent the students of SMS during specific events and serve in various capacities such as greeters, tour guides, or ushers.

TECHNOLOGY: REGULATIONS FOR STUDENT ACCEPTABLE USE OF ST. MARY STAR OF THE SEA CATHOLIC SCHOOL TECHNOLOGY RESOURCES

PURPOSE

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

Access to computers, chrome books and iPads provides the potential availability of material that may not be considered to be of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of these devices, is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the computers, chrome books, iPads and computer networks in a responsible and ethical manner. This policy is intended to clarify these expectations as they apply to computer, chrome books, iPad and network usage in school.

SMS SCHOOL IS PRIMARILY RESPONSIBLE FOR:

- Applying blocking to visual depictions of material deemed obscene or to pornography or to any material deemed harmful to minors as determined by the school administration
- Teaching proper techniques and standards for internet participation
- Guiding student access to appropriate areas of the internet
- Informing students that misuse of the Internet in school could result in loss of access privileges and/ or further disciplinary action
- Monitoring privacy, software policy, copyright laws, email etiquette, approved/intended use of the school's internet resource
- The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website;
- The school may investigate 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; and,
- The school may require the student to share content in the course of such an investigation.

ACCEPTABLE USES OF SMS SCHOOL'S TECHNOLOGY RESOURCES:

- Creating reports and presentations as well as other visual displays of knowledge
- Using software to improve academic skills
- Using the internet to research topics
- Viewing educational videos and simulations
- Other technology activities that help the student learn, gain, and share information that is educational in nature

USES OF SMS SCHOOL'S TECHNOLOGY RESOURCES THAT ARE PROHIBITED INCLUDE, BUT ARE NOT LIMITED TO:

- Emailing family for personal reasons or illness
- Violating students' rights to privacy/confidentiality
- Logging onto another student's username or accessing another student's work
- Attempting any unauthorized access to any computer system
- Downloading unacceptable materials
- Re-posting personal communication without the author's prior consent
- Violating copyright law
- Using the school's technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity, and for political purposes
- Downloading, installing or storing software on a school computer or iPad without the approval of appropriate school personnel
- Changing or attempting to alter any configuration, program, and/or password on any computer, iPad or system
- Using a school computer or iPad without the approval of school personnel responsible for the computer or iPad
- Using inappropriate language, pictures, gestures in any form on the Internet or in software;
- Using the Internet for entertainment or limited self-discovery function; and
- Using the Internet for unauthorized purchases; unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

The student and parent/guardian must sign an Internet Acceptable Use Policy and Permission Form before the student is given access to the school's Internet resource. School personnel or the parent/guardian may withdraw permission for student Internet access at any time. Student-owned computers, iPads and cellphones may not be used on school premises during the school day, without the expressed consent of school administration. The school is not responsible for any damages the student may suffer, including loss of data. The school is not responsible for the accuracy or quality of any information obtained through any Internet connection. The school will not be responsible for any unauthorized costs incurred by students; unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family. Nor will the school be responsible for students' negligence or mistakes. The parent/ guardian is responsible for any damage caused by the student's inappropriate use of the Internet system.

CONSEQUENCES FOR UNACCEPTABLE USE OF TECHNOLOGY

Unacceptable uses of St. Mary Star of the Sea School's technology resources will result in consequences including monetary or legal.

TECHNOLOGY USE OUTSIDE OF SCHOOL

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary sanctions. Inappropriate use of technology may include, but is not limited to:

- harassment of others;
- cheating on assignments;
- use of the school name;
- remarks directed to or about teachers and staff; and
- offensive communications including videos/photographs and threats.

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

TELEPHONE

Students may not be called to the telephone during the school day.

Students are permitted to use the office phone to notify a parent/guardian of forgotten:

- prescription eyewear
 - lunches
-

TESTING: STANDARDIZED ACHIEVEMENT TEST

iReady is a summative assessment administered to all students in grades K through 8 in the fall, winter, and spring of each year. The purpose of this testing program is to provide diagnostic information for instructional purposes. The testing program is one element of the assessment and evaluation process at St. Mary Star of the Sea School. iReady is a computer based formative test with personalized lessons attached. Teachers will use these assessments to inform on-going instructional decisions. Teachers will share iReady scores during conferences and the school will report annual results when appropriate.

TRANSFER/STUDENT RECORDS

When a student transfers to another school, or requests a release of records, at least one week's notice is required in order to complete the necessary forms and forward records to the new school. All outstanding financial obligations must be met before transfer records can be processed. Certified copies of transfer students' records are requested within 14 days of enrollment; the school sends unofficial records of students transferring to other schools within 10 days of the request.

Records requests for any current or former student who has been reported as a missing person by the Illinois State Police will be flagged and police will be notified.

TUITION

Families with the means are encouraged to pay the actual cost of your child's education. If the full amount cannot be realized, financial support may be available from Big Shoulders, the Archdiocese, or SMS.

Tuition is paid through an online financial management system called FACTS. Annual fees are divided over 10 payments.

Additional fees include mandatory fundraising and school volunteer hours.

PHOENIX SCHOLARSHIP

The Phoenix Scholarship is a tuition assistance program designed to aid families that are new to the Catholic school system. To be considered for Phoenix tuition, a parent/guardian must complete a FACTS application. All of this information can be found on our website under Tuition Assistance.

DELINQUENT TUITION ACCOUNTS

These policies will be strictly enforced unless families have made acceptable alternative payment arrangements with the Principal and have honored those arrangements.

- Accounts that are overdue will be assessed a \$30.00-per-month late fee.
- PowerSchool access and Report Cards will be withheld for families that are two months delinquent.
- For accounts that are the equivalent of two payments behind schedule where parents/guardians have failed to make any attempt to respond to communications from the Principal:

Children will not be allowed to attend class and parents will be called to pick up students. Students will not be reinstated until the entire balance is paid, in cash.

Because education is compulsory, students who are prohibited from attending school due to delinquent accounts will no longer be enrolled at St. Mary Star of the Sea if their absences exceed ***five*** school days.

Children will not be allowed to participate in any school-sponsored activity that takes place outside of school hours.

- Eighth-grade students will not participate in any/all graduation activities unless all tuition is current and the Graduation Fee has been paid in full by April 15th.
 - A \$30.00 fee will be charged for any NSF check returned to FACTs Management.
 - Accounts with a history of NSF checks, that are delinquent, will have to be made current with cash payments and must be paid in cash each time they are delinquent for the balance of the year.
 - Post-dated checks are not accepted.
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UNIFORM / DRESS CODE

PURPOSE OF THE UNIFORM POLICY

The purpose of St. Mary Star of the Sea School's uniform is to create a look of unified equality among our students. School uniforms instill a sense of pride in our school and they help to foster a sense of pride within the student body. SMS believes that a school uniform can improve learning by reducing distraction, sharpening focus on schoolwork and making the classroom a more serious environment, allowing students to perform better academically.

DISREGARD FOR POLICY

Flagrant disregard for any aspect of the uniform policy will result in a check on the student's report card; in grades 1 through 8, five (5) out-of-uniform notices during any one term will result in a check on the report card. Families are expected to use good sense in students' grooming and dress choices. Should a question arise in regarding the appropriateness of clothing or appearance, the decision of the Principal is final. We encourage you to visit the school's website for online ordering that supports our school. School uniforms (all items except shoes and socks) are to be purchased at: Dennis Uniform (dress apparel) and Ray's T-Shirts (PE apparel).

Supplier	Address	Telephone	Website
Dennis Uniforms Everyday dress uniform	7055 W Higgins Ave, Chicago, IL 60656	<u>(708) 669-7944</u>	https://www.dennisuniform.com
PE uniform – all grades Ray's T Shirts	6134 S Pulaski Rd 60629	<u>(773) 767-7779</u>	

UNIFORM POLICY

BOTTOMS

- Navy slacks for all boys/girls with a leather belt – no gathered pant legs, or outside pockets. (Navy dress shorts Aug-Oct. & April/June)
- Plaid jumper for girls' grades K-2
- Plaid Skort for girls' grade 3-8

TOPS

- Boys – grey polo with monogrammed collar
- Girls – navy polo with monogrammed collar
- Full zippered fleece with school logo over heart

SHOES / SOCKS

- Athletic shoes (black, white, or navy) must secure with laces or Velcro (no flashing lights). Shoes must be only one of the colors depicted.
- Leather school dress shoes, non-slip on style, with nonskid soles. Black, navy or dark brown.
- Snow or rain boots must be removed and replaced with appropriate uniform shoes upon arrival to the classroom during inclement weather.
- Solid-colored ankle socks or knee highs (navy, white or black)
- Solid-colored tights (navy, white or black)

GYM UNIFORMS

Pre-K-8

- Uniform blue sweat pants (worn to the ankle) or shorts
- T-shirt with SMS logo (purchased directly from our supplier)
- White crew socks
- Gym shoes that secure with laces or Velcro (no flashing lights)

SEVERE WEATHER UNIFORM

When the weather is predicted to be unusually hot or cold, the students will be asked to wear the appropriate PE uniform for warmth or comfort. A school messenger call will be made to inform families of these changes.

GUIDELINES FOR APPEARANCE Students are encouraged to present a neat and clean appearance at all times. This includes well-fitting uniforms.

Jewelry should not be excessive and may include religious necklaces or bracelets, one ring or watch. (*No smart watches are acceptable*) Dangle, hoop or large earrings are not to be worn. Students may wear only one post earring per ear. If necklaces are worn, they are to be inside the uniform—out of sight. Choker-type necklaces may not be worn.

In general, facial make-up may not be worn. Creams and powders designed to mask acne are permissible.

School personnel will communicate with families immediately with any questions or concerns

Natural nails (defined as a nail clear of gel, acrylic, or extensions) may have neutral beige or pink polish. No designs or decals are permitted on the nails.

Body piercing as well as temporary/permanent tattoos are not permitted. Nor is writing anywhere on the skin.

Hair is to be natural in color. No extensions, mohawk, shaved heads, man buns, or gentleman pony tails are acceptable. Please refer to policy on ethnic hair style traditions and discuss changes with the administration before securing a hair stylist appointment.

GUIDELINES FOR OUT-OF-UNIFORM DAYS

At times, students will be allowed to attend school out of uniform. Families will be notified of these occurrences in advance. Parents/guardians are asked to pay close attention to the guidelines and clothing their children choose for school on those days—inappropriate choices will result in a phone call to the parent/guardian so that alternate clothing will be brought to school before the child is admitted to class.

As on regular-uniform days, feet must be completely covered by shoes. Inappropriate choices include, but are not limited to:

- Short or short skirts
- No flip flops, sandals, or slip on shoes
- Immodest or revealing pants
- Immodest revealing shirts. Straps must be three fingers wide.
- Shirts depicting violence/drug use/inappropriate messages; no white t-shirts.

USE OF SCHOOL GROUNDS

- Students should not arrive before 7:40 AM. Students should line-up near the door that they enter.
- No student should ever be in a classroom without adult supervision.
- Athletes are not to be in the Parish Center or Duggan Hall without supervision.
- Anyone/Groups wishing to reserve a parish facility must make a reservation with rectory personnel.

VACATIONS

Families that wish to take their child(ren) out of school for several days because of family vacations are advised to discuss the child(ren)'s progress with the teachers to determine what effect such an absence will have on the students' work. The School Office and the students' teachers should be notified of the length of time that the students will be absent.

Parents/guardians that take their child(ren) out of school for a vacation may not request that teachers make special or individual assignments, or to make assignments available to students prior to the vacation. Homework assignments, class work and tests will be made up upon return to school. While we do not condone vacations during school days, we understand that sometimes these situations are unavoidable.

Please do not schedule vacations or appointments during iReady Diagnostic Assessment periods.

VOLUNTEER OPPORTUNITIES

Volunteers are an integral part of St. Mary Star of the Sea School. Archdiocesan guidelines require screening of all volunteers. Required forms are available through our school office (773.767.6160) and must be filled out by anyone wishing to volunteer in the school (see Safe Environment Requirements for Employees and Volunteers – Protection of Children and Youth).

COMPLIANCE

In compliance with guidelines established by the Archdiocese of Chicago, any adult who works with children in our school must have completed professional standards requirements mandated by Archdiocesan policy.

Compliance requirements are as follows:

- Archdiocese of Chicago Application for Employment or Volunteer Service (Form 7703)
- Criminal Background Screening: Volunteers and chaperones are required to complete the eApps form online
- Safe Environment Training: All volunteers who work with children must attend the Virtus/Protecting God's Children training program
- Code of Conduct: All volunteers who work with children must read, sign and date the Code of Conduct Personnel Acknowledgement Form
- Child Abuse and Neglect Tracking System (CANTS): All volunteers who work with children must complete the Illinois Child Abuse and Neglect Tracking System CANTS 689 form

All of the above forms are available online at www.archchicago.org under the Protecting God's Children link.

WELLNESS POLICY

St. Mary Star of the Sea School follows the Illinois State Board of Education and Archdiocesan suggested guidelines/recommendations for school wellness. The ISBE also provides cautionary information about the dangers of food in schools as it relates to severe allergic reactions in students. It strengthens a safer school environment for everyone. Compliance with wellness policies is in students' best interests.

BELIEF STATEMENT

St. Mary Star of the Sea School is 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.

INTENT

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004.

RATIONALE

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk of the development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and wellness programs have been shown to positively influence children's health. Schools also have a responsibility to help students establish and maintain lifelong habits of being physically active. According to the U.S. Surgeon General, regular physical activity is one of the most important things people can do to maintain and improve their physical health, mental health, and overall well-being. Regular physical activity reduces the risk of premature death in general and of heart disease, high blood pressure, colon cancer, and diabetes.

EXCEPTIONS Throughout the year, special lunches and/or treats will be provided by the school or school organizations. Parents/guardians will decide whether to purchase special lunches for their children. During such activities, exceptions to the Wellness Policy will be granted (e.g., Parents Club Ice Cream Social). Parents/guardians will be notified of these activities in advance and will notify children's homeroom teachers in cases where children do not have permission to participate. Individual health-related exceptions to our Wellness Policy may be made upon approval.

DISCLAIMER

St. Mary Star of the Sea School operates under the auspices of the Archdiocese of Chicago. As such, the school administration, faculty and advisory committee are bound to implement and follow all policies and procedures promulgated by the Archdiocese of Office of Catholic Schools outlined in the Handbook for School Administrators. Local school policies and procedures found in the St. Mary Star of the Sea Catholic School Family Handbook and Faculty Handbook are additional directives developed to govern the local needs of the school and may not contradict Archdiocesan and/or Office of Catholic school directives.

The 2023-2024 Family Handbook is not intended to create contractual or other rights between any member of a SMS family and the SMS School, the Office of Catholic Schools and/or the Archdiocese of Chicago. It is to serve merely as a guide. The contents of the Handbook may be amended at any time during the year without prior notice. The school agrees to comply with any other applicable State or federal law or regulatory requirement.

The policies in this book were designed to ensure the safest and most suitable learning environment possible. The school reserves the right to make immediate changes as needed. If changes are made, the school will notify families as soon as possible.

Decisions made by the principal are final.