

# **St. Margaret Mary Catholic School**



## **Policy Handbook 2022-2023**

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# **PRAYER FOR** **ST. MARGARET MARY CATHOLIC SCHOOL**

Lord,  
Lead us in our endeavors to teach the Gospel as Jesus taught.

Help us as we envision a Catholic education that will assist and develop in our children the ability to become persons of faith with open and eager intellects; to embrace God and the world with courage, love, and understanding.

Assist us in using our talents given by You to develop the necessary skills in our children to choose and be effective in the choices they make.

Develop in us the ability to create a school climate that fosters respect for each person, assists the children in developing a healthy self-concept, and is conducive to learning.

Give us the grace to continually strive to bring our children to an appreciation of the arts and leisure that will ensure in them the necessary means to develop into persons open to the world and opportunities available to them to continually grow.

And finally, we pray that our children will become global citizens aware of their responsibilities in justice and charity to the environment and the people of the world.

## **FACULTY AND STAFF**

<u><b>NAME</b></u>	<u><b>TITLE</b></u>	<u><b>EMAIL</b></u>
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Sara Rivera	<b>School Care/ Instructional Assistant</b>	<b>srivera@stmmschool.org</b>

# **ORGANIZATIONS**

## **School Advisory Board**

Dan Barton	Chairperson
Jason Bonnet	
Ben Rittenhouse	
Kathy Krahl	
Brenna O’Hearn	Principal/Ex-officio
Brian Farrell	
Lisa Koester	
Jennifer May	
Jill Plantz	
Rev. Zibi	Pastor/Ex-officio

## **Home and School Association**

Erika Walker	President
Annie Malinski	
Liz Driscoll	
Monica Saavedra-Kulousek	
Lindsey Farrell	
Jessica Vazquez	
Erin Vidales	
Veronica Esparza	
Natalie Medina	

# **MISSION STATEMENT AND PHILOSOPHY**

***St. Margaret Mary Catholic School is recognized by the Diocese of Rockford and the State Board of Education of the State of Illinois as a School of Excellence.***

## **Mission Statement**

We are committed to Catholic education, developing faith life, building community and Christian service. We endeavor to create a school environment that fosters respect for each person, develops a healthy self-concept, and is conducive to learning. We offer a curriculum that develops the total person through science, mathematics, social studies, language arts, the arts, and religious studies.

## **Philosophy**

Proclaiming the Gospel is a perennial task and joy for the church of Jesus Christ. Catholic education is an expression of this mission entrusted by Jesus to the church He founded. Through education the Catholic Church seeks to prepare its members to proclaim the good news and to translate this proclamation into action (To Teach As Jesus Did).

St. Margaret Mary Catholic School endeavors to create an atmosphere of Christian awareness within the academic program. Realizing that parents carry the basic responsibility to educate their children, we endeavor to supplement their efforts by providing experiences conducive to maximum spiritual, intellectual, emotional, social, and physical growth. Within the school, the program strives to recognize the potential of each student and the student's right to an education commensurate with the individual's abilities in an environment conducive to learning. Being aware that faith in Christian values gives meaning to life, our staff aims to present the Catholic Christian message through witness and doctrine. Faculty and students endeavor to become a faith community founded on spiritual and intellectual growth.

Recognizing our personal giftedness, in the light of world needs, we wish not only to grow in academic learning, but by awareness and empathy to touch the world community through prayer and service.

# **CATHOLIC RELIGIOUS EDUCATION**

Together Catholic parents, the Catholic parish, and the Catholic school must work hand in hand to develop faith. Catholic education is a very vital part of the Catholic Church. We believe that we have an obligation to hand on the faith that we have received from our families to our children and others. In the past, Catholic education was thought of only as "schooling," which we provided for our children, but now we see education as a lifetime process. What we first learn in school is developed and put into practice within our Christian living. We constantly hear the call of God, and we need to respond to it. It is a continuous process of hearing and responding.

In our faith-life particularly, we must be formed in the image of Jesus. The purpose of an education is not to just know more about God, but to form us into His disciples. We need to continually grow into the image of Christ, as we constantly understand His call to us in a deeper way. In the Church, "Catholic Education" is from baptism to death and that is why the Catholic Church is so committed to Catholic education. It is most important to understand that real education is not only a process of "information" but even more importantly a process of "formation." In our parish, as in most parishes, Catholic education takes on many different forms. We have our Catholic grade school and high schools; we have our religious education program for children who attend the public school; we have sacramental preparation programs; we have youth ministry programs with classes and other activities for our junior high and high school youth; and we have adult education programs to help us all grow. Each of these programs has advantages and disadvantages, and we support the parents in their choices of the form of Catholic education for their children.

## **FAITH DEVELOPMENT**

### ***Why St. Margaret Mary Catholic School?***

Since Saint Margaret Mary Catholic School provides a community within our parish community, it can provide in the six hours of each school day a religious atmosphere and laboratory not only to learn about our beliefs and faith, but also to put into practice these beliefs in our relationships, our school work, our worship and prayer, and our Christian way of living. Thus, our Catholic school provides a unique opportunity to develop Disciples of Christ. As much as an advantage that a Catholic school is, it cannot replace the basic structure of faith development--the Christian family.



# **THE ROLE OF THE PARENT IN CATHOLIC EDUCATION**

The Church has always considered the parents as the primary teachers of their children in the ways of faith. We support and aid the parents in their role as "religious educators." This role was spelled out clearly to parents when they participated in the baptismal ceremony of their children and pledged "to accept the responsibility of training them in the practice of the faith and bring them up to keep God's commandments as Christ taught us, loving God and our neighbor."

## **Catholic parents are responsible for:**

1. Living the Catholic faith and training their children to live in this faith.
2. Participating as a family in weekly Sunday Mass at our parish of Saint Margaret Mary.
3. Participating in regular family prayers and family discussions on our Catholic way of living.
4. Participating in the celebration of the sacrament of Reconciliation several times during the year, in addition to the time the children participate in this sacrament during school time.
5. Giving generously of their time, talent, and treasure to the church and her ministries in the spirit of our obligation of Catholic Stewardship.
6. Participating in the parish programs for sacramental preparation and other educational programs required by the school or parish.

The parish and school thank you for your sacrifice to provide this Catholic education for your children, and we know that working together we can provide the church with the next generation of disciples who will carry on the work of Christ and bring about His kingdom.

# **ADMISSION POLICY**

Our school provides a quality religious education as well as a quality academic education. The school can only continue to provide this if ***all school families*** totally support these efforts. The Christian values taught in our school need to be reinforced at home in word and by example.

## ***Expectations of registered participating parish families whose children attend our Catholic School:***

1. Every family celebrates Eucharist each weekend together with the Saint Margaret Mary parish community and participates in the Sacraments of the Church.
2. Each family accepts the responsibility of contributing to the financial support of the parish (using Sunday envelopes), in addition to paying their school tuition, so that the parish is able to continue to support the school ministry and all of the other important ministries of the parish.
3. Every family attending our school is expected to contribute 20 hours per year of time and talent in one or more of our school and/or parish ministries.

These are significant expectations asked of all families who have children attending our parish Catholic school. The combination of all these expectations constitutes our Catholic way of life in worship, in practice, and in supporting our Church's Mission. Failure to meet these expectations may keep a family from enrollment in the school.

\*St. Margaret Mary Catholic School admits students of any race, color, gender, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, gender, nationality, or ethnic origin in administration of educational policies, admission policies, athletic, or other school administered programs.

\*St. Margaret Mary Catholic School does not discriminate against students with disabilities or against individuals based on their status as immigrants.

\*Children are admitted to St. Margaret Mary Catholic School on a "first come, first served" basis within the following guidelines. The order in which students will be admitted is as follows:

1. School age children of families who are presently enrolled in our school, preschool through eighth grade.
2. School age children of families who already have siblings in our school, preschool through eighth grade.
3. School age children of school and/or parish staff members.
4. School age children of registered parishioners who are already on a waiting list.
5. School age children of registered parishioners not on a waiting list.
6. School age children of Catholic families who are registered parishioners in

another parish.

7. School age children of other faiths.

In the event we have more in school families than spaces available, admission will be given to the children of the families with the most years of seniority in the school. Children already attending St. Margaret Mary Catholic School and any siblings entering St. Margaret Mary Catholic School (K – 8) **MUST** have their registration forms for the upcoming school year into the school office by the **deadline listed on enrollment forms.** Any school families who do not have **ALL** of their children registered by the **deadline listed on enrollment forms** will then forfeit the right to early registration and must register in May with registered parishioners, parishioners of other parishes, and the public.

In subsequent years, children in the 3-year-old preschool will be guaranteed a space in the 4 year old preschool; 4 year old preschoolers will be guaranteed a space in the kindergarten; and kindergarten will be guaranteed a space in first grade. Children must be 3, 4, or 5 years of age by September 1 in order to be admitted to 3 year old preschool, 4 year old preschool or kindergarten, respectively, in accordance with the District 300 school code.

St. Margaret Mary Catholic School will admit students who are non-Catholic who reside within the parish boundaries provided that they will not displace Catholic students. Both students and parents must understand that participation in Catholic religious instruction and school activities related to the Catholic character of the school are required. Full tuition (cost per pupil) will be the responsibility of these families.

If a student has special needs that would require special training or counseling not currently available at St. Margaret Mary Catholic School, admission could be denied at the discretion of the principal and/or the pastor.

**Disabled Students (Diocesan Policy 5156)**

A disabled student or disabled prospective student will not be denied a Catholic education in a Diocese elementary or secondary school, on the basis of that student's or prospective student's disability, if the school, with minor adjustments, is able to provide the individual an appropriate education within the School's program or activity.

What constitutes "minor adjustments" is to be determined on a case-by-case basis, examining the needs of the particular individual, and the operations of the school

There is no requirement that a Catholic school provide an aide, attendant, or tutor for the individual, or mechanical or electronic devices or appliances personal to the individual, or educational auxiliary aids.

If the school determines it is able to make minor adjustments that will allow the individual to receive an appropriate education in the school, the school may not charge more for the provision of an appropriate education to a disabled student than to nondisabled students, except to the extent that any additional charge is justified by a substantial increase in cost to the school.

Schools are encouraged to consult with the Diocese's General Counsel for assistance in determining whether an "appropriate education" can be provided to a disabled individual, and what actions constitute "minor adjustments" in a particular situation.

### **Transfer students**

Students that transfer into St. Margaret Mary will be accepted upon the discretion of the principal and/or the pastor. Student records must be reviewed prior to the student being admitted into St. Margaret Mary. Transfer students will be accepted on a six-week trial period. At the end of the six weeks the family will meet with administration to seek official admittance.

Final approval of enrollment will be the responsibility of the principal and/or pastor.

Students and parents are expected to abide by the policies and regulations outlined in the school handbook.

If a student wishes to be readmitted into St. Margaret Mary Catholic School after having transferred to another school, the following policy will be followed:

1. A conference must be held involving the parents, student, and school principal.
2. The students and parents may be readmitted only on a six-week trial basis.
3. The student and parents will be notified by the principal at the end of the six-week trial period regarding acceptance or denial of readmission.

***Any concerns or questions on discrimination or admissions should be brought to the attention of the Catholic Education Office - Superintendent.***

# **ALLERGIES**

St. Margaret Mary does not claim to be, nor can it guarantee to be, free of food items and non-food items that may lead to severe allergic or anaphylactic reaction. St. Margaret Mary will make reasonable efforts to reduce the risk to the children with severe allergies or anaphylaxis. Parents are responsible for alerting the school office and teachers of allergies.

Parents are asked to list a child's allergies on their Family Emergency Form which should be turned in to the office before the start of the school year. If a child's allergies require the administration of medicine, prescription or over-the-counter, during school hours, a parent must follow the guidelines found in this handbook under **Medical Policy** to have the proper medicine available at the school. Although St. Margaret Mary tries to reduce the risk to children with allergies in our classrooms and lunchroom, it does not claim to be, nor can it guarantee to be, free of food items and non-food items that may lead to severe allergic or anaphylactic reaction (see additional notice below concerning nut allergies and hot lunch).

If your child has a severe allergy, we ask you to complete the ***Authorization to Administer Medicine and Permission to Share Knowledge of Allergies Form***.

\* Saint Margaret Mary School is aware that some students have allergies to peanuts or their byproducts. While we take every possible precaution to ensure a peanut-free environment, we cannot guarantee that type of commitment from all our vendors. As such, if your child suffers from an allergy to peanuts or their byproducts, please ensure that they are equipped with the proper remedial equipment and have been thoroughly trained in its use.

# **ARRIVAL AND DISMISSAL**

## **Preschool HALF DAY:**

### **Arrival - 8:40 pm**

- Students are to be dropped off in the back of the school at the preschool doors.
- Your child's teacher will greet you and your child at the door and bring him/her into the classroom.
- Parents will walk their child(ren) to the door but will not enter the classroom.
- 8:55 am – doors are closed and locked. If you arrive after 8:55 am, please drive around to the main doors (Entrance E – facing Algonquin Road) and drop off your child(ren).

### **Dismissal - 11:15 pm**

- Students are dismissed at 11:15 from the WEST doors.
- Parents should drive up to these doors and remain in their cars.
- The teacher and/or assistants will walk your child out to your car.
- The WEST doors are the doors that face the main parking lot.

## **Preschool FULL DAY:**

### **Arrival - 8:40 am**

- Students are to be dropped off in the back of the school at the preschool doors.
- Your child's teacher will greet you and your child at the door and bring him/her into the classroom.
- Parents will walk their child(ren) to the door but will not enter the classroom.
- 8:55 am – doors are closed and locked. If you arrive after 8:55 am, please drive around to the main doors (Entrance E – facing Algonquin Road) and drop off your child(ren).

### **Dismissal- 3:00 pm**

- Students are dismissed at 3:00 from the WEST doors.
- Parents should drive up to these doors and remain in their cars.
- The teacher and/or assistants will walk your child out to your car.
- The WEST doors are the doors that face the main parking lot.

## **Kindergarten – 8<sup>th</sup> Grade:**

- **Arrival – 8:40 am**
- **First Bell/Tardy Bell – 8:55 am**
- **\*\*Student will be given a tardy slip if they arrive after 8:55 am**
- **Second Bell/Morning Announcement/School Begins – 9:00 am**
- Students are let into the building starting at 8:40 a.m.
- Students are dropped off at the WEST parking lot.
- There will be two car lines:
  - A car line at the top of the stairs and
  - An additional car line will be at the bottom of the stairs.

- Students will exit the cars on the passenger side only.
- Once all students in the unloading section have exited safely, the flagger will signal the cars to move.
- Please do not move until directed to do so.
- The west doors will close at 8:50 am.
- If you arrive and the doors are closed please drive around to the school office to drop off your child.
- Children who arrive early and do not have an appointment with a teacher will be sent to before care and you will be charged before school rates.
- **Children dropped off after 8:55 am will be marked as tardy.**

### **Dismissal – 3:15 pm**

- Students are dismissed out of the WEST doors.
- Parents should park in the west parking lot.
- We suggest that parents are parked in the lot no later than 3:10 pm.
- Once the students exit the building, the lot will be closed, and parents will need to wait until the lot is dismissed to pick up their child.
- Students will only be dismissed to the school parking lot (west lot) and not the church lot.
- Students will not be permitted to cross to parents waiting in the church parking lot.
- Parents will be give an “all clear” by the teachers in the lot. Once the “all clear” is given, then cars can move and exit the school parking lot.

### **SCHOOL MASS DAYS – ARRIVAL & LATE ARRIVAL**

- **Arrival: 8:40 am**
- Students walk to church at 9:00 am
- School mass begins at 9:15 am
- If your child is not at school by 9:00 am on school Mass days, please drop off your child at the church.

### **ROSARY TUESDAYS**

- **Every Tuesday: 8:15 am**
- Location depends on weather: Rosary Garden or School Chapel
- Have your child enter through the main school doors (Entrance E) at the school office.

### **EARLY ARRIVAL FOR TEACHER HELP**

- **Arrival: 8:00 am or a time set by the teacher**
- Have your child enter through the main school doors (Entrance E) at the school office.
- Let the school office staff know what teacher he/she is to see.
- Children who arrive early and do not have an appointment with a teacher will be sent to before care and you will be charged before school rates.

**\*\*IMPORTANT\*\* If your child is not picked up on time, at the end of the day your child will be sent to aftercare, and you will incur charges.**

## **Parking and Pick-up of Students**

Students being picked up prior to dismissal (2:45 PM or before) will be dismissed from the office and signed out. Parents must come to the school office by way of the north entrance facing Route. 62. There will be a few parking spaces for visitors' cars. PLEASE BE AWARE that buses will be picking up in this area, and they will take precedence.

If parents need to pick their children up prior to 2:45 PM, they need to come to the office **BEFORE** 2:45 PM since dismissal is a very busy time for both teachers and students.



# **ATHLETICS HANDBOOK**

## **Section 1 - Northwest Suburban Catholic Conference**

St. Margaret Mary School is a member of the Northwest Suburban Catholic Conference (NSCC). The NSCC shall encourage mutual support among the membership, promote good sportsmanship, Christian character, and conduct on and off the field of competition.

The NSCC will:

- Promote and protect athletic and other interests of member schools
- Promote the physical development of each student and increase their potential for improvement in sports
- Develop within each student a philosophy of teamwork and fair play
- Promote growth in social skills and moral development
- Create a spirit of camaraderie

1. The NSCC consists of 5 schools:
  - a. St. Margaret Mary School, Algonquin (STMM)
  - b. SS Peter and Paul School, Cary (SSPP)
  - c. St. Thomas School, Crystal Lake (STT)
  - d. St. Mary School, Woodstock (STM)
  - e. Montini School, McHenry (MONT)
    - i. St. John the Baptist School, Johnsburg (STJ)<sup>1</sup>
2. The conference sponsors the following sports:
  - a. Girls and Boys Volleyball (5-6-7-8)
  - b. Girls and Boys Basketball (5-6-7-8)
  - c. Girls and Boys Track (5-6-7-8)
  - d. Girls Cheer (4-5-6-7-8)
3. St. Margaret Mary offers Girls and Boys Cross Country (5-6-7-8).
4. Sports seasons are as follows:
  - a. Cross Country - August through September
  - b. Girls Volleyball - August through mid-November
  - c. Boys Basketball - October through mid-January
  - d. Girls Cheer - November through mid-January
  - e. Girls Basketball - December through mid-March
  - f. Boy Volleyball - February through mid-April
  - g. Track - April through May

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<sup>1</sup> Montini and St. John have combined athletic programs.

All sports will be subject to Illinois High School Association (IHSA) rules and standards unless amended by conference guidelines.

## **Section 2 - Student Activities Association**

1. The purpose of the Student Activities Association is to provide every student in grades 5-8 attending St. Margaret Mary School an opportunity to participate in an organized athletic activity.
2. The Athletic committee will consist of:
  - a. Principal
  - b. Athletic Director
  - c. Assistant Athletic Director
  - d. Secretary
  - e. Treasurer
  - f. Uniform Chairpersons
  - g. Concessions Chairpersons
  - h. Sports Activities Coordinator
  - i. School Advisory Board Liaison
3. The responsibilities of the AD include, but are not limited to:
  - a. Promote the philosophy and goals of St. Margaret Mary School and the Student Activities Association
  - b. Find and select coaches, which are approved by the Principal, for the various teams, and advise those coaches of the standards of performance expected of them, and monitor their performance
  - c. Provide teams for boys and girls in each conference sport
  - d. Provide an opportunity for boys and girls to register for sports
  - e. Coordinate with school, Religious Education, and Parish functions the scheduling of gym time
  - f. Schedule team practice times, games, and tournaments
  - g. Secure necessary funds to support the athletic program
  - h. Review, purchase, distribute, and collect equipment/uniforms as necessary
  - i. Hire qualified IHSA referees and officials for each home event
  - j. Ensure Head Coaches schedule parents for work assignments during home games (i.e. concessions, admissions, scorebook, and scoreboard)
  - k. Host parent meetings, as needed, including an Awards Night at the end of the school year for the purpose of recognizing all student-athletes who participated in sports this season
  - l. Oversee all home sporting events
  - m. Attend the ADC meetings

All Head and Assistant Coaches are advisors to the Student Activities Association. The AD reports to the Principal. The School Advisory Board Liaison is cognizant of activities associated with the St. Margaret Mary Sports Program.

The Principal is ultimately responsible for the athletic program. The AD is responsible for the day-to-day operation of the entire athletic program. All Head Coaches and Assistant Coaches report to the AD. The committee will meet as necessary during the school year and will be announced in the school newsletter, on the sports website, via email, or other media.

### **Section 3 - Academic Eligibility**

Participation in athletics at St. Margaret Mary School is encouraged. Sports are offered to enrich and complement the academic education of all students. If academic ineligibility is determined, it means that a student may not participate in practice or games, or any other school-sponsored, extracurricular activities. The student may not participate as a spectator while ineligible.

1. Academic effort will be evaluated on a semi-monthly basis. Every other Friday, teachers will inform the Principal if a student is ineligible. Conference rules state that the student will be declared ineligible from participating in contests if he/she has 1 cumulative "F" for the grading period in any class. An unsatisfactory academic effort will bring one-week ineligibility (Monday through Sunday), which begins the following Monday. Ineligibility includes practices, games, and tournaments. The Principal will have final authority regarding academic effort eligibility.
2. If a student receives a third ineligibility, he/she will be removed from that sport for the remainder of that sport's season.
3. Serious misconduct will be evaluated by the staff and Principal on an individual basis and may bring about immediate ineligibility for a period of time to be determined by staff and Principal.

### **Section 4 - Grade / Age Eligibility**

1. Players must be full-time students at St. Margaret Mary School, and may not play on a team at a lower level than their present grade in school.<sup>2</sup>
2. Players may play up a grade.<sup>3</sup> Coaches shall obtain permission from the athlete and the athlete's parents at the beginning of the season to play up during the season.

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<sup>2</sup> NSCC Bylaws, Article III, Section 8

<sup>3</sup> NSCC Bylaws, Article VIII, Section 3

## **Section 5 - Uniforms / Equipment Policy**

1. Athletes in grades 5-8 will be provided with uniforms as follows:
  - a. Girls Volleyball - shorts and jersey
  - b. Boys Basketball - shorts and reversible jersey
  - c. Girls Cheer - skirt and shell
  - d. Girls Basketball - shorts and reversible jersey
  - e. Boys Volleyball - shorts and reversible jersey
  - f. Track / Cross Country - singlet
2. Before uniforms are distributed to the students, parents must sign a uniform waiver, provide a current physical (within the past 13 months), and provide insurance information.
3. Mouth guards or brace wax is strongly recommended for all athletes who wear braces. Sports glasses, athletic cups (for boys), and sports bras (for girls) are also recommended.
4. Sports at St. Margaret Mary may include costs made at the beginning of the season. Examples include:
  - a. Athletes must have a change of shoes when entering the gym for practices or games/matches.
  - b. Volleyball players are required to buy and wear their own knee pads.
  - c. Cheer participants are required to buy spankies, matching socks and shoes, and other spirit wear for competitions.
  - d. Ankle supports, such as "Active Ankle" for volleyball or ankle braces for basketball, are recommended for athletes to avoid ankle injury during practices and games.
  - e. Track and Cross Country athletes may need to provide a running shoe that provides proper support and running shorts for meets.

All uniforms, except cheerleading uniforms, are 100% nylon. Please wash separately in cold water, using a mild detergent, no bleach, and line dry. **DO NOT USE A DRYER ON UNIFORMS!** Cheerleading uniforms must be washed separately in cold water, with mild detergent, and no bleach. Skirts must be line dried, tops must be flat, stretch to shape - **DO NOT DRY CLEAN.**

## **Section 6 - Team Guidelines**

1. **Schedule of Games** - Limitations on the number of home and away conference contests (excluding the conference tournament) shall apply.<sup>4</sup> Non-conference contests may be added by the AD.

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<sup>4</sup> NSCC Bylaws, Article VIII, Section 8

2. **Playing Times** - Excluding external tournaments, over the course of the season, every player should average a minimum of:<sup>5</sup>
  - a. Basketball<sup>6</sup>
    - i. Grade 8 - two (2) minutes per game
    - ii. Grade 7 - three (3) minutes per game
    - iii. Grade 5/6 - near-equal playing time
  - b. Volleyball
    - i. Grade 8 - three (3) serves per match (either team)
    - ii. Grade 7 - six (6) serves per match (either team)
    - iii. Grade 5/6 - near-equal playing time
  - c. Track - participate in one event per meet pending availability of the athlete
  - d. Cross Country - participate in one meet pending availability of the athlete
3. Students must play in each game or match as mandated by the NSCC. Each player listed in the official scorebook must play.
4. It is our goal to provide every student-athlete with the opportunity to participate in any sport, learn the fundamentals, feel part of a team, and to positively contribute to that team's success.
5. **Splitting of Teams:**
  - a. While striving to maintain a "one team" atmosphere for each grade, it will also be necessary to provide more opportunities for playing time for all students. This will be accomplished by creating additional teams and scheduling additional games. Please note that these are guidelines for use by the AD and the Principal to provide our athletes with the best opportunities to play sports and represent their school.
  - b. All practices will continue to be held for all participants on the same dates and times (for example, both Blue and White 5th and 6th-grade team will practice at the same time - the same holds true for 7A & 7B or 8A & 8B). The Head Coach will be responsible for all communication with students and parents (distributing the game and practice schedules, concerns with the student playing time, behavior issues, etc.) and may choose to designate an Assistant Coach as the "game coach" for other team's games if he/she is unable to attend.
  - c. Information will be collected to help understand each athlete's commitment to other sports and activities during the season. This information will be factored into the final decision on team rosters.
  - d. 5th/6th Grade:
    - i. Participants will be divided equally based upon playing ability and other commitments, to form two or more "permanent" squads for conference play.

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<sup>5</sup> Subject to special circumstances listed in Section 8, Numbers 12 and 20

<sup>6</sup> NSCC Bylaws, Article VIII, Section 14

- ii. They will be called Blue and White.
  - iii. Athletes may be shared between 5th-grade teams during the season.
  - iv. 6th grade may not share between teams during the season.
  - v. The roster will be selected by a non-biased committee on a designated observation day early in the season, prior to the start of the games.
  - vi. Teams will be approved by the ADs and the Principal.
- e. 7th/8th Grade:
- i. Players will be evaluated on an observation day tryout conducted by one or more people who are not affiliated with St. Margaret Mary School or sports program. The person(s) will be selected by the ADs and will have coach and/or player experience in the sport.
  - ii. The results from the observation day will be used as inputs towards selecting the “A & B” teams. Factors such as attitude, dependability, other commitments outside of St. Margaret Mary, academic eligibility, and prior performance of the athletes will also be taken into account.
  - iii. The final roster will be subject to the approval of the ADs and the Principal.
  - iv. Conference rules allow a school to enter one “A” team.<sup>7</sup>
  - v. “A” teams will play the “A” conference schedule and may pull players from the “B” team on a rotational basis.
  - vi. “B” teams will play the “B” conference schedule and may pull players from the lower grade on a rotational basis.
  - vii. Every effort will be made to schedule an equivalent number of “B” games and tournaments as are scheduled for the “A” team.

## **Section 7 - Parental Requirements**

1. Register and pay the sports fee prior to the start of the sports season. If the fee will cause financial hardship to the family, a parent may request a reduction or waiver of the fee from the school Principal.
2. Present proof of medical insurance for your child.
3. Arrange for and provide an annual physical examination before the first practice for grades 5-8. If a student’s physical expires during the school year, that student will need to have a new physical completed by the expiration date to endure the athlete can continue to play for the remainder for the season.<sup>8</sup>
4. Sign a Uniform Release Waiver.
5. Perform required parent job duties (admissions, concessions, scorebook, scoreboard, and hall monitor).

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<sup>7</sup> There may be two “A” teams if there are not enough teams (three or more) to create a “B” league.

<sup>8</sup> Physicals are valid for 13 months from the examination date.

6. Attend mandatory Parent/Athlete meetings and maintain communication with the coaching staff regarding student-athlete availability.
7. Make every effort to ensure that the student-athlete has completed all homework and other chores on days that practices/games are scheduled.
8. Make every effort to have the student-athlete attend and be on time for all games and practices.
9. Make every effort to show support for the athletic program by attending games.
10. Pick up the student-athlete promptly after practices or games.
11. Conduct themselves in a manner that represents the Christian values taught at St. Margaret Mary School. Unacceptable behavior may result in a suspension from participating and/or attending sports events.
12. Support the Student Activities Association in its Coaching and Supervisory functions throughout the year. Remember the program is conducted for the benefit of your children.

### **Section 8 - Student-Athlete Requirement**

1. Must remember that academic obligations take priority over athletic participation.
2. Must respect and support your teammates. You are a member of a TEAM.
3. Must remember sportsmanship and fair play are always on display.
4. Team play is the only kind of play allowed. Horseplay is not team play.
5. Must respect the authority of all (St. Margaret Mary School and opposing schools) coaches, ADs, parent helpers, officials, and scorekeepers. Disrespectful or abusive behavior on the part of any participant will not be tolerated and will result in disciplinary actions, as necessary.
6. Must speak in a Christian manner at all times.
7. Must wear protective and required equipment at all practices/games.
8. May not wear jewelry (e.g. watches, earrings, rings, bracelets, necklaces) or had hair clips (barrettes, bobby pins, etc.) at any time except as allowed by IHSA rules. No body or hair glitter is allowed at any time.
9. May not participate in practice or games if absent from school that same day, except in extenuating circumstances and with the permission of the AD and the Principal.
10. During practice sessions, no other friends, siblings, or relatives should be present, so as not to disrupt the session.
11. Must attend and be on time for all practice sessions and games. Absence from practice and/or game requires notifying the coach prior to being absent (i.e. an excused absence). Unexcused absences or continued excused absences may result in limited or a loss of playing time.
12. Must abide by practice rules established by coaches. At no time will an athlete sit or climb on the bleachers while they are closed.

13. Must follow the dress code established by the Head Coach for game day.
14. Must have permission to leave the gym during practice.
15. Must stay with the team (both Home and Away) and not wander in the school building.
16. Must strive to improve their skills by following coaches' instructions and practicing on their own.
17. May not bring any type of gum, food, or beverages into the team bench area (excluding water and sports drinks).
18. Must be in the bleachers together as a team. Showing school spirit is a very important part of having a winning team. Giving encouragement and support with controlled cheering is what school spirit is all about.
19. Must display proper attitude, desire, and attentiveness at practices and contests. If there are excessive problems there may be consequences.
20. Identify to the Head Coach any conflicts with other sports or activities that will prevent the athlete from making St. Margaret Mary Sports their first priority.
21. Any athlete who is charged with a technical foul or yellow/red card for unsportsmanlike behavior shall not be permitted to play in the next game/contest in which his/her team is involved and any practices prior to the next game.
22. Any athlete ejected during any game/contest shall not be permitted to play the next two games/contests in which his/her team is involved and any practices prior to the first game back.
23. Any athlete ejected twice in a season will not be allowed to continue playing the sport and may be barred from playing on any other teams at the school for the remainder of the school year.
24. There is no place for commentary, criticism, or discussion about St. Margaret Mary or other school's sports teams or players by our athletes to others at St. Margaret Mary or other schools across social networking sites or via cell phones.

The Christian Sportsmanship Award is awarded to one 8th grade boy and one 8th grade girl. This award is recognition of the athletes that best exhibit the Christian ideas that we are trying to instill on our young athletes. The Athlete Selection comes as a nomination by the coaches with specific examples of Christian sportsmanship. Criteria considered include; listening to and following directions, having a positive attitude (whether being the "star" or someone who plays very little), cheering on and encouraging fellow team members, willing to assist coaches with getting out/putting away equipment, willing to help out fellow teammates, playing fairly, and being gracious in victory, as well as defeat.



## **Section 9 - Coaching Requirements**

1. Must be, or make every effort to become knowledgeable about the sport they are coaching.
2. Complete the following:
  - a. Submit a signed Coach Volunteer Application Form
  - b. Submit to a criminal background check
  - c. Attend an annual bloodborne pathogen class, and successfully complete exam
  - d. Sign a “mandated reporter” form
  - e. Take a “Protecting God’s Children” class
  - f. Attend the annual coaches meeting
  - g. Complete a concussion training session
  - h. Complete any other paperwork or training as required by the Diocese or the Principal
3. Must always come prepared to ensure that practices are “quality time”. Player safety is always the primary concern. This includes keeping athletes off the stage.
4. Must carry a St. Margaret Mary Safety bag, or equivalent, to all away contests. Complete an Incident Report if there is an injury to an athlete due to practice or a game.
5. Must conduct themselves in a manner that represents the Christian values taught at St. Margaret Mary School.
6. Must remember that participants, opposing coaches and fans, and officials are to be treated with respect at all times. Threats and abuse, either physical or verbal, will not be tolerated at practices or games.
7. Must keep expectations and requirements appropriate for the age group involved.
8. Ensure the inventory of sports equipment is the same at the beginning and the end of practice.
9. At the 5th and 6th grade levels, must provide instructions in the basic fundamentals of the sport and must provide near equal playing time.
10. At the 7th and 8th grade levels, must provide a higher level of instruction and competition in order to prepare these athletes for high school sports.
11. Abide by the playing time rules of the school. Valid reasons, which might limit or exclude an athlete from participating in a game, including ineligibility, excessive absence from practice, or severe disruptive behavior.
12. Should become an active member of the Student Activities Association and attend meetings as necessary throughout the year.
13. Must offer feedback to strengthen the overall sports program at St. Margaret Mary.
14. Must keep a good line of communication with the student-athletes and their parents.

15. Must assure that an adult female is in attendance at all girls' team practices and contests and that an adult male is in attendance at all boys' team practices and contests.
16. Conduct a parent-athlete meeting prior to the season. Attendance by one parent and the athlete is mandatory for participation in the sport.
17. Assist in the collection of all uniforms at the end of the season and notify the Uniform Chairpersons to coordinate a drop off at school. Two adults should be present in all situations.
18. Any coach who is charged with a technical foul for unsportsmanlike behavior shall not be permitted to coach the next game in which his/her team is involved. Any coach ejected during a game while coaching shall not be permitted to coach the next two games in which his/her team is involved. Any coach ejected twice in a season will not be allowed to continue coaching and may be barred from any future coaching positions at the discretion of the AD and the Principal. Coaches must notify the AD and the Principal of the technical foul by the end of the next day in accordance with the NSCC Bylaws. Failure of the coach to notify will result in the suspension of the coach.
19. In the event a player is charged with a technical foul or yellow/red card, the coach must notify the AD and the Principal by the end of the next day. Failure to do so will result in the suspension of the coach.

Being head coach does not guarantee next year's head coach position. The experience and performance of the coach will be considered. Assistant coaches experience and performance will also be considered for a head coaching position. All applications will be decided by the AD and approved by the Principal.

### **Section 10 - Disciplinary Procedures**

1. Abusive behavior, fighting, or disrespect of authority or fellow teammates are not allowed at any time at games or practices, whether on school property or at another school. The first offense will warrant a warning, documented by the Head Coach, and forwarded to the AD. The second offense will result in a referral to the Principal.
2. All property and personal possessions of others should be respected. Any property loss or damage to our school, or to anyone's personal property, will result in a referral to the Principal.
3. Suspension from school is an automatic suspension from a sports function and all related events.
4. Expulsion from school is an automatic expulsion from the sports program and its functions (e.g. games, practice, Awards Night, etc.).

## **Section 11 - Disputes**

1. The Student Activities Association recognizes that there will be times when problems or disputes arise. The Committee strongly recommends that every effort is made to work these problems out on an individual basis.
2. Use of the “ 24-hour rule” is recommended when discussion specific game issues with a coach.
3. If a reasonable attempt to solve the problem at an individual level has failed, the person is urged to use the following escalation process to resolve the situation:
  - a. Fill out the athletic communication form
  - b. Contact ADs
  - c. Contact the Principal

# **ATTENDANCE**

Daily Attendance is required of all students attending St. Margaret Mary Catholic School. Since even occasional absence constitutes a handicap to the pupil in his/her progress, we look for cooperation in keeping absences to a minimum. Parents are asked to report absences to the school office between 8:00 AM and 9:00 AM. Please call your child's absence into school. Parents can report a student absence to the attendance email – [attendance@stmmschool.org](mailto:attendance@stmmschool.org).

## **Absences/Tardies**

- Students not in the classroom by 9:00 a.m. will be considered tardy.
- Students arriving after 9:45 a.m. or leaving before 2:35 p.m. will be marked as having a half-day absence.
- Students that are picked up prior to dismissal at 3:15 will be marked as partial absence.
- If a student is "signed out" for a portion of the day (i.e. doctor or dental appointment) can only qualify (at most) for a half day of attendance.

## **Absenteeism and Truancy Policy 5134B**

The Illinois School Code requires that any school, including a nonpublic school, receiving public funds through participation in the federal/state milk, breakfast, and/or lunch programs shall develop and communicate to its students and their parent or guardian, on an annual basis, an absenteeism and truancy policy, that contains certain provisions. The following is the Absenteeism and Truancy Policy to be implemented by those schools participating in the federal/state milk, breakfast, and/or lunch programs.

### Definitions

1. "Valid cause" for absence includes:  
the student's illness, including the mental or behavioral health of the student,  
the student's attendance at a verified medical or therapeutic appointment or appointment with a victim services provider,  
the student's observance of a religious holiday,  
death in the student's immediate family,  
the student's attendance at a civic event,  
a family emergency,

As determined by the school administrator, such other situations beyond the control of the student, or such circumstances which cause reasonable concern to the student's parent for the mental, emotional, or physical health or safety of the student.

If the student is an expectant parent or parent, "valid cause" for absence includes the fulfillment of a parenting responsibility including, but not limited to, arranging and providing child care, caring for a sick child, attending prenatal or other medical appointments for the expectant student, and attending medical appointments for a child,

If the student is a victim of domestic or sexual violence, "valid cause" for absence includes addressing circumstances resulting from domestic or sexual violence,

including, but not limited to, experiencing domestic or sexual violence, recovering from physical or psychological injuries, seeking medical attention, seeking services from a domestic or sexual violence organization, seeking psychological or other counseling, participating in safety planning, temporarily or permanently relocating, seeking legal assistance or remedies, or taking any other action to increase the safety or health of the student or to protect the student from future domestic or sexual violence. A school administrator may require a student to verify his or her claim of domestic or sexual violence prior to approving a valid cause for an absence of 3 or more consecutive days that is related to domestic or sexual violence.

2. A "truant student" is one who is subject to compulsory school attendance and who, without valid cause, is absent from such attendance for a school day or portion of the school day, when such absence amounts to more than 1% but less than 5% of the past 180 school days.

3. A "chronic or habitual truant" is defined as a student subject to compulsory school attendance and who, without valid cause, is absent from such attendance for 5% or more of the past 180 regular attendance days.

4. "Truant minor" is defined as a chronic truant to whom available supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources either have been offered and refused, or have failed to result in the cessation of chronic truancy.

#### Policy

1. School attendance is compulsory in the State of Illinois. The responsibility of compliance with the law belongs to the parents, but the school is required to keep a record of daily attendance. The record is placed in the student's permanent file at the end of each school year.

2. A student who is subject to compulsory school attendance shall not be absent from attendance without valid cause. A student who is absent without valid cause is a truant student.

3. When a student is truant: The School administrator or delegate shall be in contact with the parent/guardian and the student when a student is absent without "valid cause", when the school has not been notified by a parent/guardian of the student's absence and reason, when the student returns to school after an absence without a written doctor's or with a note of questionable validity, or when the student continues to be absent for no apparent reason. The School's contact with the parent/guardian is for the purpose of determining the reason for the student's absence and further discussion if the absence is without valid cause. If the parents/guardians cannot be reached, the School will contact all parties listed as emergency contacts in the student's file. If the administration is unsuccessful in reaching the parents/guardians or the emergency contacts, the School will notify police and request a well-being check on the student/family.

4. The School is to determine the reason or cause for a student's unexcused absences by interviewing the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problem.

5. When a student is truant or chronically truant, the School will use the following diagnostic procedures to identify the causes of unexcused student absenteeism: Interviews with the student, meetings or requests for meetings with the parent/guardian, and meetings with any school officials who may have information about the reason for the student's attendance problem. The school is to offer the following interventions and supportive services for the truant student and chronically truant student: meet with the student, and meet with or request to meet with the student's parent/guardian to persuade the family and the student to regular attendance, encourage heightened engagement in School activities by the parent/guardian and student, and suggest student counseling with the school counselor if one is provided by the School, or with a specific outside provider or providers, family counseling with the Diocese of Rockford Catholic Charities counselling office or with a specific outside provider or providers, and provide parents with information about existing community services that are available to the student relative to his or her needs. The School is not required to pay for any services. Where the student is chronically truant, the above steps will be repeated.
6. When efforts to persuade the student to regular attendance fails, and the student's absences without "valid cause" exceed more than five percent (5%) of the total student attendance days in the school year, the student is deemed a truant minor and written notice shall be sent to the parent/guardian stating that the student's truancy is being reported to the Illinois State Board of Education. This may be done through the truancy department of the Regional Office of Education. Additionally, the School may drop the student from enrollment.
7. The School is required to regularly collect and review its chronic absence data and determine what systems of support and resources are needed to engage and encourage the habit of daily attendance for chronically absent students and their families to promote academic success.
8. The School is required to post this Absenteeism and Truancy Policy on the School's website and include it in the School's Parent/Student Handbook. School administrators are also required to notify parents where/how this policy can be accessed by providing them with the URL address. This policy is also published on the Education page of our Diocesan Catholic Education Website.
9. The School is required to submit its Absenteeism and Truancy Policy to the Illinois State Board of Education; and to review and re-evaluate its Absenteeism and Truancy Policy every two years and submit its revised policy or a letter to the Illinois State Board of Education stating the policy was re-evaluated and no changes were deemed necessary. This statement must be submitted electronically to the Illinois State Board of Education via their Web Application Security system no later than September 30 of the year it is due.

### **Appointments--Medical/Dental**

Every effort should be made to obtain appointments for Saturday or after school. When this is not possible, a written note is to be presented to the teacher at least one day in advance of the appointment. It is also permissible to call the school office to give notice of an appointment. These appointments are not excused absences.

### **Take Your Child to Work Day**

Students who are absent to go to work with a parent will be counted absent. This will interfere with perfect attendance. We suggest taking your child on a day when school is not in session.

### **Participation in After School Activities**

Students must be in attendance for the entire school day to participate in after school activities.

### **In-service**

Full and/or half day in-services are scheduled throughout the school year to allow additional time for professional growth opportunities.

### **Vacation**

Vacations are strongly discouraged during the academic school year. The best learning takes place when children are in attendance. Nevertheless, the school understands that there may be a time when this is unavoidable. **Teachers are not required nor expected** to prepare any work that will be missed by such vacation. If work is prepared for the student, the work is due upon the student's return to school. Make-up time will not be given. Upon returning, **it is the parent and/or the student's responsibility** to consult with the teacher regarding make-up work. Absences will be recorded as unexcused for vacations taken during the school year.

## **BAND**

St. Margaret Mary Catholic School offers a band program through Music Education Services for students in grades four through eight. Students are responsible for having their instruments for the band. Financial arrangements are made with Music Education Services. Classroom work/assignments/announcements missed while in band are the responsibility of the student.



# **BEFORE AND AFTER CARE**

Saint Margaret Mary School offers before and after school care for students Preschool – 8<sup>th</sup> grade. For more information visit [stmmschool.org](http://stmmschool.org) or call the school office.

## **GOAL**

To provide a safe, welcoming and fun environment that

- gives support to education through a structured environment that allows for homework and study time.
- helps each child reach his/her fullest potential in social growth, physical well being, and mental development.
- helps to role model positive attitudes and Christ-like actions and to teach leadership.
- provides fun and memorable experiences every day.

## **REGISTRATION**

The Program admits children from Kindergarten through 8th grade. To enroll, the registration form should be completed to include the following: days needed, emergency contact information, and agreement signature from a parent/guardian as well as a Medical Authorization Form as needed. The completed form should be submitted to the director of the program or the school office, along with the appropriate registration payment. **Enrollment is not complete unless all parts of this process are completed.** If you wish to enter the program after the first full week of school, forms and payment should be submitted at a minimum of three working days prior to the child's starting date if there is an opening for your child.

## **ADMINISTRATION**

There is a **Program Coordinator**, Mrs. Brenna O'Hearn, who oversees the entire operation of care, a **Care Director**, Cheryl Hagen, who is responsible for the actual running of the program along with **Care Providers** in the morning and afternoon programs, and a staff person in the school office who handles invoicing and assists in keeping the information current. There will be sufficient care providers in the program to facilitate a care provider to child ratio of at least one to twelve.

## **CHANGES IN SERVICE**

Any increase or decrease in schedule should be requested at least one week in advance *in writing* and must be approved by the program coordinator. Changes made after the first day of the month will not be reflected in your fees until the next month's billing cycle.

## **WITHDRAWALS**

In the event of withdrawal other than for emergency situations, parents must submit a withdrawal letter to the program coordinator, care director, or office staff within two weeks prior to withdrawing. Refunds will not be provided for changes initiated after the first day of the month. If the school is not informed, the parent is still responsible for the payment. After a voluntary withdrawal by the parent, the ability to enroll again will

be based upon availability.

### **FEES**

There is a non-refundable registration fee per child per school year that is due at the time of enrollment. Monthly service rate information is provided in the registration packet. The fee will be the same each month with the exception of August. The rate for August will be included with September. All subsequent months will be at the full standard rate. A **late fee of \$15** will be applied if the payment is late unless arrangements are made with the principal *prior* to the due date. **All monthly payments, registration, drop in, and late fees will be processed through your online FACTs account on the 15th of each month.** Please refer to the “Drop-In” and “Program Hours” section for **additional fees**, including fee for late pick up.

### **DROP-INS**

If you are registered in the care program and need to add on a day due to an unexpected event, the set guidelines must be followed. Your request should be submitted to the Program Coordinator in writing *within 48 hours* of the date needed. Additionally, a payment should be submitted prior to the date needed. Before Care Drop-in fee is **\$15 per day**. After Care Drop-in fee is **\$30 per day**. These fees will be processed through your online FACTs account.

If you are NOT already registered in the care program and need to send your child to the care program due to an unexpected event, the set guidelines must be followed.

Your request should be submitted to the Program Coordinator in writing *within 48 hours* of the date needed. A Care Program Registration form should be completed and submitted to the Program Coordinator along with payment. **The fees include a \$60 registration fee per child plus the \*drop-in fee.** \*Before Care Drop-in fee is **\$15 per day**. After Care Drop-in fee is **\$30 per day**. These fees will be processed through your online FACTs account.

### **PROGRAM HOURS / LATE FEE**

Before School Care: 7:00 am - 8:30 am, After School Care: 3:00 pm - 6:00 pm

If you/the person picking up your child is going to be late, please contact a member of the Care Program. When children are not picked up by 6:00 pm, there will be a charge of \$10.00 for each occurrence. If this occurs a total of three times in a month, your child may be removed from the program. The official time is taken from the school clock and the daily sign-out sheet will be kept for tracking purposes. These fees will be processed through your online FACTs account.

### **ARRIVAL AND DEPARTURE LOCATION**

Typically all children should be dropped off and picked up at the back cafeteria door. It is recommended that you park on the back side of the building near the playground area. Please ring the doorbell to gain access to the building. A care program provider will greet you at the door. Please do not allow anyone to follow in the building through that door without authorization given from a care program provider. The majority of the care program hours are held within the school cafeteria; however, we do frequent the library, gym, and go outside to play. When we do move locations, the back cafeteria

door is still the usual place for pick-up unless otherwise notified. If we are outside when you arrive to pick up your child, we ask that the child be escorted by you and a care program provider to go back in the building to gather his/her belongings. All children must be signed in upon arrival and signed out upon departure. Refer to the Sign In and Sign Out Procedure section of this handbook for complete details.

### **PROGRAM DATES**

- The Before and After School Care Program begins as early as the first day of school and continues through the last day of school. The exceptions are as follows:
- On all early release days we only offer Before School Care.
- If school is canceled, there is no Before or After School Care.
- If school is dismissed early due to an emergency or weather situation, there is no After School Care.

### **UPDATING INFORMATION/EMERGENCY CONTACT**

Be sure we are able to reach you, especially if an emergency should arise. The updating of all information, such as change of telephones including cell, work, home, address, family situations, custody agreements, and any additions or removals of individuals from the release/pick up is the **responsibility of the parent**. In divorce or separation cases, it is the responsibility of the enrolling parent to update the school and complete new paperwork. Custodial agreements must be on file with the school. All changes must be made in writing and in triplicate. The three copies are for the following: (1) school office, (2) program coordinator, and (3) your child's teacher.

### **CLOTHING**

Children are welcome to bring a change of clothing to the After School Care Program.

They will be given an opportunity to change out of their uniforms once attendance is taken. Be sure to label uniforms and extra clothing with the child's name. Small children often do not recognize their own clothing, and the uniforms look alike!

Children should wear comfortable "play" clothing that is easy to put on and take off. Rubber soled encased shoes are another useful item. When the children go outdoors, especially in the winter, it is necessary to have appropriate jackets, hats, mittens, and boots. We do go out for snow sledding so don't forget snow pants! During the fall and spring months, we ask that you provide sunscreen and insect repellent, if necessary, for your child.

### **NUTRITION**

Before School Care: Children are encouraged to eat a well-balanced breakfast prior to arrival or bring a nutritious breakfast (that does not require cooking) to the program.

*Breakfast is not provided by the school.*

After School Care: Families should send a nutritious snack & beverage shortly to be eaten at after care after attendance is taken. Snack time is an opportunity for the children and staff to sit and relax together, share experiences of the day, and plan future activities.

**\*PLEASE ALERT PERSONNEL OF ANY ALLERGIES\***

**HEALTH**

Please take time in the morning to check your child for the following symptoms: fever, diarrhea, rashes, vomiting, and any other signs of communicable diseases. If any of these symptoms are present, please do NOT send your child to the program. If a child develops any of the above-mentioned symptoms while at the program, parents will be notified and requested to pick up the child. A notice will be posted if any child comes down with a communicable disease. Any child who is attending the program will be considered well enough to participate in all indoor and outdoor activities. A written doctor excuse will be needed if any exception is to be made.

**MEDICATION**

Medication will only be given when a parent/guardian signed "Medication Authorization Form" is on file with the School Office. This form is available online or from the school office. All medication must be in the original container and must be labeled with the child's name, doctor's name, name of drug, dosage required, and the time that it is to be administered. Children may not carry any medication for self-administration except as allowed by state law. As the school office may be closed during Care hours, any medicine needed during Care hours will be kept by the Care Director. This may require duplicate medications in both the school and Care facilities.

**EMERGENCY PROCEDURES**

In the case of an emergency such as Fire, Tornado, Code Orange-Injury, etc., the children will follow the same emergency procedures as outlined in the Saint Margaret Mary Catholic School parent/student Handbook.

**SIGN IN AND SIGN OUT PROCEDURE**

There are NO exceptions to the sign in/out procedures as listed below:

- All children must be signed in to the Before School Care Program and signed out from the After School Care Program by their parent or authorized adult.
- Children may not sign themselves in or out of the program.
- Children may not be signed in or out of the program by individuals that are not on the authorized pick up form.
- Anyone picking up a child who is on the approved pick up list but may be unfamiliar to a staff member will be asked to show proper identification before the child may be released.
- Authorized people for pick up are documented on your registration form. If someone is to pick up your child that is not on this form, a verbal and written consent from the parent/guardian must be given to the school/care provider. Any changes in pick up should be well communicated before your child may be released for the day.

**BEHAVIORAL EXPECTATIONS**

Staff and students are expected to interact in a manner congruent with the philosophy of Saint Margaret Mary Catholic School. It is expected that students develop self esteem, creativity, and have fun. Because of the indoor setting and types of activities

offered, children are expected to behave in a manner that does not decrease the enjoyment and learning of the other children, and/or cause harm to themselves, other children, or staff.

- ***All students will be expected to conduct themselves the same as in the school day setting, in a manner that demonstrates respect for others and the learning environment. All policies outlined in the Parent/Student Handbook apply to the Before and After School Care Program.***

### **REMOVAL OF THE PROGRAM**

The Program Coordinator and/or Care Director reserves the right to remove a child from the program in situations where registrants do not adhere to the Before and After School Care Program policies. These include but are not limited to;

- Behavioral issues
- Delinquent payment of fees
- Picking up the child late
- Failure to provide or update emergency contact information

A family may be given a one week notice in order to allow them time to find alternate care in some situations. If the cause for termination is serious, immediate termination may result.

# **BEHAVIOR EXPECTATIONS**

The aim of St. Margaret Mary Catholic School is not only to impart knowledge but also to create a genuine Christian community. We endeavor to create a school climate that fosters respect, develops a healthy self-concept, and is conducive to learning. Becoming a Christian is a maturing process; our desire is not only to teach children to be good but also to guide them in the process of making choices that will result in good behavior and to work and play with each other in community guided by Christian values. PARENT SUPPORT IS NECESSARY. The school supports the home in instilling the social habits of respect, courtesy, honesty, and justice. It is from this perspective, balanced with our striving for flexibility, fairness, and respect for each individual, that we at St. Margaret Mary view discipline and upon which our rules for establishing school discipline and order are grounded. Corporal punishment is never part of the discipline.

The students will conduct themselves within the school setting in a manner that demonstrates respect for others and the learning environment.

## **Bullying**

Any action, word, or behavior which harasses, intimidates, or causes physical, emotional, or psychological harm to another student or students is strictly prohibited. This prohibited conduct also extends to the use of technology (“cyber bullying”) as a tool to harass or cause harm.

Bullying is prohibited during any school-sponsored education program or activity; while in school, on school property, or school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; or through the transmission of information from a computer, a computer network, or similar electronic equipment. However, this policy is not limited to conduct that occurs on the premises of the diocese school.

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

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual

harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Examples of “cyber bullying” include but are not limited to the use of e-mail, web sites, text messaging, electronic photos or videos, and social media (i.e. Facebook, Twitter, Snapchat, Instagram, etc.) to harass or intimidate. These lists are meant to be illustrative and non-exhaustive.

Students who violate this policy will be subject to the discipline policy of the student’s school.

Rockford Diocese #5170 revised December 1, 2014

### **Classroom**

- The student will help create a pleasant learning atmosphere.
- The student will listen courteously and speak or leave his/her seat when appropriate.
- The student will help create a positive learning environment by refraining from disturbing or interrupting others.
- The student will help develop and abide by classroom rules that provide for the safety and education of every student.

### **Property**

- The student will show care and personal responsibility for his/her property, the property of fellow classmates and teachers, and the school property including furnishings (desks, lunchroom tables, playground equipment, etc.), buildings, bathrooms, and grounds.

### **Respect**

- The student will act respectfully toward others, whether they be adults or students.
- The student will be considerate of others by respecting their rights and feelings, valuing their differences, and not participating in "putdowns"(name calling, teasing, bullying) whether they be verbal or non-verbal.
- The student will refrain from talking back, fighting or encouraging others to fight, using profane, offensive language, and causing injury to others.
- The student will refrain from verbal abuse/harassment or intimidation directed toward another student, causing genuine discomfort.
- The student will refrain from throwing food or other items when gathered for meals, parties, or other celebrations.

### **Representing the School**

- The student will behave properly on field trips, while riding the bus to and from school, when speaking to visitors, and during athletic events and any other extracurricular school activities.
- The student will abide by the school and uniform dress code.

### **Consequences for Misbehavior**

- Behavior reminders given by teacher and/or school administrator
- Lunch and/or recess detention
- Conference with parent and teacher (and principal depending on the seriousness

and severity of the situation).

- Sent home and/or removed from the classroom for the remaining part of the day.
- Suspension (handled directly through the office of the principal).

In cases of long term suspension or dismissal, students/parents may request a hearing with the principal, teacher(s), and pastor.

Please note that the teacher and principal reserve the right to handle each case on an individual basis. The above methods of assisting students may be altered depending on the situation.



## **BICYCLES**

Bicycles are to be parked and locked at the bike rack at the side of the building.

Scooters, skateboards, and roller blades are not to be brought to school.

St. Margaret Mary is not responsible for bicycles that are on school property during the school day.

## **BOOK/REGISTRATION FEES**

St. Margaret Mary registration is an opt-out program. Families are notified of the registration and tuition schedule for the upcoming year and must give notice to the school, prior to the registration deadline, if they are not returning the following year. If notice is not given, registration fees will be processed. Registration fees for the coming school year are set at the same time the tuition for the following year is set. All fees will be communicated to families at the time of registration. The fee includes rental of hardcover textbooks, consumable books, use of library books, audio-visual aids, art supplies, supplementary material, teacher handouts, achievement and cognitive ability tests, etc. Students are responsible for the care of their books. Lost or damaged books must be paid for by the student. A final book check and damage assessment is completed before the close of school.

<b>Registration/ School Fee</b>	<b>Amount</b>	<b>Due Date</b>
Yearly Registration	\$170.00 (per child)	April 1
Facility Fee	\$70 (per family)	April 1
Textbook Fee	\$140 (per child)	July 1
Technology Fee	\$150 (per child)	July 1
Activities Fee	\$100 (per family)	July 1
School Milk	\$17 (per child) *optional	August 1
Preschool Material Fee	\$100 (per PRESCHOOL child)	August 1

***All fees, including registration fees, are nonrefundable.***

## **BROWN ENVELOPES**

Much of the school communication is contained in a mass email sent to all families during the school year. It is important for all parents to check these communications. Please notify the office if you are not receiving emails. Occasionally there will be information impossible to send via email. These items will be sent home via students in brown envelopes on Friday. They are to be signed and returned to the classroom teacher the following day. ***The oldest child in each family will bring home the brown envelope.*** Please do not return anything to school in the brown envelopes.

# **BUSES**

District 300 buses provide transportation for students whose middle school of attendance is Algonquin Middle School or Westfield. St. Margaret Mary is on the middle school bus schedule. For the safety of all involved, all students riding the bus are required to comply with District 300 bus regulations. A student may ride only his or her assigned bus.

## **Early dismissal days:**

Parents will need to provide transportation home from school on these days. Dismissal times: Full day preschool is 11:45., K – 8th is 12:00. All students must turn in the “No Bus Transportation Form” stating how they are to be dismissed on all early dismissal days.

## **Bus Rules**

1. Students will show respect for others by refraining from any type of physical violence or inappropriate behavior including fighting, hitting, shoving, verbal or physical harassment, or any other forms of physical violence.
2. Students will show respect for property by refraining from any destruction of property.
3. Students will show respect for others by refraining from excessive noise making (screaming, yelling, shouting, etc.).
4. Students will show respect for the bus driver by speaking courteously at all times.
5. Students will show respect for the environment by refraining from littering.
6. Students will remain seated while the bus is in motion.
7. Students will refrain from bringing toys, large objects, or weapons on the bus.
8. Students will show respect for themselves and others by refraining from inappropriate language.
9. Students will show respect for all people through words and actions.
10. Students are not allowed to ride any bus other than assigned District 300 buses.

***Parents will be notified of any conduct that is unacceptable. Appropriate actions to be taken, including suspension, will be at the discretion of the principal. Students whose continued misbehavior endangers the safety of those riding on the bus will be asked to find another means of transportation to and from school.***

# **COMMUNICATION**

***Parents having any questions regarding the education of their child should first contact the child's teacher.***

Parents may phone the teacher, write a note, or send an email. If the teacher is in class, your message will be returned at a later time. Respecting the family privacy of the teachers, ***under no circumstances should a parent call a teacher's personal number.*** Teachers at St. Margaret Mary follow the 24-hour rule – teachers are expected to respond within 24 hours of receiving the communication from the parent(s). Teachers are not required to communicate on the weekend or non-school attendance days.

***Students are prohibited from contacting the teacher directly via electronic communication without a parent's email copied.***

# **COMPUTERS/INTERNET**

Students have the privilege of using school computers in the computer lab. Students are expected to use equipment as directed and in a responsible manner. An acceptable use policy and Chromebook form must be completed and signed by both student and parent each school year. Third through eighth grade students will be issued an individual Chromebook which will be used in class and at home. Although St. Margaret Mary has internet security software in place, no internet filter is 100% secure. Any site that makes the student feel uncomfortable is to be brought to the immediate attention of the teacher or adult supervisor.

## **Chromebooks**

*When referring to Chromebooks throughout the Policy and Procedural, it will be inclusive of Chromebook chargers.*

Students at Saint Margaret Mary Catholic School have been issued Google Chromebooks for school use. This document will provide students and their parents/guardians with information about taking care of the equipment, using it to complete school assignments, Saint Margaret Mary Acceptable Use Policy, and student/parent agreement contract.

*Students and their parents/guardians are reminded that use of technology is a privilege and not a right. Activities on any device, network, or electronic communication device are monitored by Saint Margaret Mary administration. Inappropriate use of the technology can result in limited or banned computer/Chromebook use, disciplinary consequences, removal from school, receiving a failing grade, and/or legal action.*

Students and their parents/guardians are responsible for reviewing the information. Once the policy has been reviewed, please sign and return the Acknowledgement of Chromebook Acceptable Use Policy and Procedures to the school office. **Students will not receive a Chromebook until the Acknowledgement of Acceptable Use is signed and returned.**

## **Ownership of the Chromebook**

Saint Margaret Mary Catholic School retains sole right of possession of the Chromebook. The Chromebooks are loaned to the students for educational purposes only for a one-year period, renewable each year.

## **Receiving Your Chromebook**

Parent/Guardian and Student Agreement Policy - All parents/guardians and students are required to sign the Saint Margaret Mary Chromebook Policy Agreement. Failure to do so will result in the student not receiving a Chromebook for the year.

Chromebooks will be distributed each fall during school hours.

## **Transfer/New Student Distribution**

All transfer/new students will be able to pick up their Chromebooks from a member of the school administration team. Both students and their parents/guardians must sign the Chromebook Agreement acknowledging that they received a Chromebook.

### **Returning Your Chromebook**

At the end of the school year, students will turn in their Chromebooks. Failure to turn in a Chromebook will result in the student being charged the full replacement cost.

### **Transferring/Withdrawing Students**

Students who transfer out of or withdraw from Saint Margaret Mary must turn in their Chromebooks on the last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost.

### **Inspections**

Students may be selected at random to provide their Chromebooks for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. All Chromebooks will be inspected at the end of the year to identify damage.

### **Home Use**

Students in grades 3-8 will use their Chromebooks both at home and at school. It is the students' responsibility to transport the Chromebooks to and from school. Students will be required to have their Chromebooks daily for class. At the end of the school day, the students are required to bring their Chromebooks home for charging. Chromebooks should return to school fully charged.

### **Taking Care of your Chromebook**

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher immediately. If a loaner Chromebook is warranted, one will be issued to the student until his/her Chromebook can be repaired or replaced.

### **General Care Procedures for at home and at school**

1. No food or drink is allowed next to your Chromebook while it is in use.
2. Chromebooks must be shut down properly at the end of each day.
3. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook. Using any external devices is at your own risk and should damage occur to the ports, it will be the family's financial responsibility to cover the cost of repair or replacement (see Warranty & Repairs)
4. Students should never carry their Chromebooks while the screen is open unless directed to do so and should always use two hands to carry.
5. Chromebooks should be shut down when not in use to conserve battery life.
6. Chromebooks should never be shoved into a locker or book bag as this may break the screen.

7. Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
8. Always bring your Chromebook to room temperature prior to turning it on.
9. Never leave the Chromebook in an unsecured location.
10. Students may not remove or interfere with the serial number or other identification tags.
11. Students may not attempt to remove or change the physical structure of the Chromebook, including keys, screen cover, or plastic case.
12. Nothing should ever be placed between the screen and the keyboard when closed as this will crack the screen.
13. Chromebooks will always be stored in their protective cases
14. When putting a Chromebook in your backpack, be conscious of the books and other items that are placed inside. Water bottles can leak and cause water damage, and heavy books or pointy objects can put pressure on a Chromebook causing the screen to crack.

### **Screen Care**

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a backpack that will press against the cover.
- Do not poke the screen with any object, including fingers.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry, anti-static, micro-fiber cloth or pre-moistened eyeglass cloth.
- Do not use window cleaner or any type of liquid or water on the Chromebook.

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or book bag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside. When carrying outside of the bag, carry with two hands.

Please note: All students are required to purchase a Chromebook case to protect the Chromebook when it is being carried by the student both inside and outside of the school building.

### ***Personalizing the Chromebook***



Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Saint Margaret Mary School. Students are not permitted to select their own background image, Google theme, or their own avatar icon. Saint Margaret Mary will set up each Chromebook with a school logo desktop. Spot checks for compliance will be done by the administration, teachers, and technology support staff at any time.

### **Sound**

Sound must be muted at all times unless permission is obtained from a teacher. Headphones may be used at the discretion of the teacher.

### **Printing**

Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Chromebooks will have the ability to print black and white documents to a designated printer in the computer lab for school related assignments and purposes with a teacher's permission. Teachers will direct students on their individual expectations/protocol for printed work.

### **Google Apps for Education**

Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs, Sheets, Slides, Drive, Drawings, Forms, Keep, Sites, and more. All work is stored within Google Apps and will ultimately be saved to their Drive, which is accessible from any computer or smartphone via WiFi.

Students are unable to install additional apps and extensions on their Chromebook other than what has been approved by Saint Margaret Mary Catholic School.

### **Redistribution for New School Year**

Students will receive their exact same Chromebook that they used previously at the start of the new school year; however, Chromebooks will not be issued until a padded case is presented and the Acceptable Use Policy and the Chromebook Policy have been executed and returned. If the student lost his or her charger last school year, he or she will need to purchase a new Chromebook charger before receiving the Chromebook as well.

### **Warranty & Repairs**

If a Chromebook and/or charger is under manufacturer's warranty it may be sent in for repair depending on the defect or issue. Repair costs associated with breakage and damages deemed as willful abuse or neglect will be the responsibility of the student. The school will determine if a repair or a new replacement is necessary and will purchase replacement parts or new replacement items at the best possible price. Repairs or replacements must be paid within thirty (30) days. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full reimbursement price of the new device purchased by the school. Reimbursing for a new

replacement device does not relieve responsibility. The school will handle all purchases of all items regarding replacements and repairs. Students nor families are to attempt any repairs.

### **Student Chromebook Pledge**

Students must pledge the following:

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will make sure that glue, markers, scissors, pens, and pencils are kept away from my Chromebook.
- I will not use my Chromebook to access inappropriate sites or to use inappropriately and am aware that teachers and administration can view my history, usage, and activity on my Chromebook and have the ability to confiscate my Chromebook at any time if necessary.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I know that using an external mouse or any other external devices is done at my own risk and damages to the USB or other ports will result in reimbursement for repairs or replacement.
- I will never leave my Chromebook on the floor or on a chair/seat.
- I will follow the Digital Citizen rules outlined in the Rockford Diocese Acceptable Use Policy.
- I will follow the Fair Use and Copyright laws and will cite my sources when necessary.
- I will not run while holding my Chromebook.
- A loaner Chromebook will be provided should I forget mine at home, or if a repair is needed; however, the loaner Chromebook assumes all policies, and I will be held equally responsible.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Saint Margaret Mary Catholic School.
- I will follow the policies outlined in the Chromebook Policy Handbook and the Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.

- I agree to pay the full replacement cost of my Chromebook, power cord and/or charger, in the event that any of these items are lost or stolen or damaged beyond repair.
- I agree to return the Chromebook, power cord, and charger in good working condition at the end of each school year.
- I will not place items like pencils/pens, papers or earbuds in between the screen and the keyboard.
- I will not pick the keys off of my keyboard.

***Chromebooks are the property of St. Margaret Mary Catholic School. The school reserves the right to review and search Chromebooks at any time. This can be done without notice.***

# **CONCUSSION PROTOCOLS**

The State of Illinois enacted a law effective July 1, 2011, requiring IHSA member schools to adopt a policy regarding student-athlete concussions and head injuries that is in compliance with the protocols, policies, and by-laws of the IHSA. The School and its coaches shall continue to adhere to the IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions and the IHSA Return to Play Policy, as they are now and may hereafter be amended. This Diocesan Policy applies to elementary schools and high schools.

## **Definition:**

A concussion is caused by a blow or motion to the head or body that causes the brain to move rapidly inside the skull. The risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed.

Concussions are a type of brain injury that can range from mild to severe and can disrupt the way the brain normally works. Concussions can occur in any organized or unorganized sport or recreational activity and can result from a fall or from players colliding with each other, the ground, or with obstacles. Concussions occur with or without loss of consciousness, but the vast majority of concussions occur without loss of consciousness.

## **Concussion Oversight Team:**

This team will consist of the following staff members:

Oversight Team - Athletic Committee Members

Athletic Director - Concussion Lead

Administrator - School Principal and/or Assistant Principal

## **Removal from Practice and Game if Suspected Injury**

When a student exhibits signs, symptoms, or behaviors consistent with a concussion or other head injury, such as a loss of consciousness, headache, dizziness, confusion, or balance problems, or when a coach otherwise suspects a student has suffered a concussion or other head injury, the student shall be removed at that time from participation in a practice or game or other competition.

## **No Return to the Practice or Game without Physician Clearance**

A student who has been removed from an interscholastic contest for a possible concussion or head injury shall not be permitted to return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

If not cleared to return to that contest, a student shall not be permitted to return to play or practice until the student has provided the School with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in

all its branches in Illinois.

### **Application of this Policy**

This policy and the attached appendices are to be made a part of the any agreement, contract, code, or other written instrument the School requires a student and his or her parents or guardian to sign before participating in practice or interscholastic competition.

### **Concussion Information and Release Form**

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

### **Symptoms may include one or more of the following:**

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment Signs observed by teammates, parents and coaches include:
  - Appears dazed
  - Vacant facial expression
  - Confused about assignment

- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays incoordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can't recall events prior to hit
- Can't recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

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

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

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

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy. You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

**Return to Learn Protocol:**

Total cognitive and physical rest is the first step in the recovery plan. This should last for three days or less if the student is symptom free for 24 hours.

Light thinking activities are the second step in the recover plan. Once acute symptoms diminish student may return to school.

A modified school day may be applicable. The concussion team will work with the school administration and teachers to identify accommodations for the students while he/she recovers from the concussion.

## **CONFLICT MANAGEMENT CONCERNS**

The classroom teacher or person involved in an issue should be contacted first. Following that, parents may make an appointment with the principal and the teacher.

Parents dissatisfied with the enforcement of school policies and/or regulations may request a hearing with the principal, pastor, and teacher (if applicable) after following the above steps initially.



# **DAILY SCHEDULE**

## **Grades: Kindergarten - 8**

Classes begin: 9:00 AM  
Lunch/Recess: 11:10 – 11:55 AM (Grades K-4)  
12:00 – 12:45 PM (Grades 5-8)  
Dismissal: 3:15PM Walkers / Car riders

## **Pre-School 4 – AM**

Arrival: 8:40 AM Monday, Wednesday, Friday OR Monday  
through Friday  
Dismissal: 11:15 AM

## **Pre-School 3 – AM**

Arrival: 8:40 AM Tuesday, Thursday  
Dismissal: 11:15 AM

## **Full Day Preschool**

Arrival: 8:40 AM Monday through Friday  
Dismissal: 3:00 PM Monday through Friday

# **DRUGS AND ALCOHOL**

Students are prohibited from using or being under the influence of alcohol or drugs while at school or at any school-related function. For the purposes of this policy, the school may also consider drug or drug-related activities in which the student engages outside the school and/or separate from school-related activities due to the potential repercussions on the school and other students of this conduct. Included within the prohibitions set forth in this policy are the following:

- o Use, possession, manufacture, dispensation, or sale of drugs or "look alike drugs," drug paraphernalia, or alcohol on the premises or with respect to school-related activities;
- o Storing in a locker, desk, automobile, or other repository on school premises or in connection with any school-related activity any drug, drug paraphernalia, or alcohol;
- o Being under the influence of drugs or alcohol on school premises or in connection with any school-related activities.

The school reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when reasonable suspicion of such use exists. A "reasonable suspicion" of drug and/or alcohol use may be based on observation of the student's behavior or information received regarding alleged alcohol or drug use and/or giving rise to a suspicion of a violation of this policy. A student's failure to cooperate in testing required by this policy or other violations of this policy may result in disciplinary action up to and including expulsion from the School.

## **POSSESSION OF ELECTRONIC DEVICES**

Student use of personal cellular phones, electronic communication devices, smart watches, or any device with an on/off option is prohibited while on St. Margaret Mary School property, unless directly supervised by school staff. Please be aware that any such personal devices which are brought to school must be stored in the student's unlocked hallway locker. The school cannot be responsible for the security of these items. Students using such devices while in school will have such items taken away from them by a staff member until picked up by a parent at the end of the school day.

### **E-Readers**

Fifth through eighth grade students are permitted to bring an e-reader to school for his/her own personal use during the school day when silent reading is appropriate.

- Saint Margaret Mary School takes no responsibility for the safety, care, or breakage of any e-reader.
- Students must read appropriate books at school. If deemed inappropriate, the reader will be confiscated and sent to the office for parent pick-up.
- No magazines are considered appropriate.
- Nothing other than school approved material may be read while in the school building. It is expected that students know what is considered appropriate. If there is a question, it is the student's responsibility to seek teacher approval of a book.
- Students in 5<sup>th</sup> through 8<sup>th</sup> grade only are eligible for this privilege.
- The e-reader is to be used only by the owner/student and may not be shared with others.

## **EMERGENCY CLOSING**

### **Notifications**

- All parents will be notified via home and cell phones through an automated notification.
- When District 300 buses do not operate because of inclement weather, St. Margaret Mary may choose to not be in session.
- St. Margaret Mary may also choose to have a delayed start to the school day. A delayed start would push the start of the school day back by one hour for all students.

### **Virtual Learning Day**

Virtual Learning Days will be put in place when school is canceled when the school is unable to be open on a regularly scheduled attendance day. These virtual learning days will be counted as days of attendance; therefore, students and staff would not be required to make these days up at the end of the year. There will be no set number of virtual days, rather the faculty and administration will discuss concerns or issues when the virtual days cause issues with our educational program.

### **Emergency Dismissal**

In the event of inclement weather, St. Margaret Mary School will be notified of an early dismissal procedure by the District 300 Transportation Department. Parents will be notified via home and cell phones through an automated notification system.

In the event a school emergency arises during school hours, parents will be notified via home and cell phones through an automated notification system.

***It is extremely important to notify the school office of any change in phone numbers so that automated notification can be effective.***

## **FIELD TRIPS**

Field trips must include an educational component. They are to be planned and scheduled after receiving principal approval. Field trips are a privilege and not automatically guaranteed to all students.

Signed permission slips must be secured from parent(s) or guardian. Verbal permission is unacceptable. These forms will be taken along on each field trip.

## **GANGS AND GANGS RELATED ACTIVITIES**

This school is a gang-free environment. Gangs, as defined in this policy, include individuals who associate with each other primarily for criminal, disruptive, and/or activities prohibited by law and/or by the school's rules and regulations. Gangs, gang-related activities, and secret societies are not acceptable in a school setting as their presence interferes materially and substantially with the educational process and the maintenance of attitudes and practices which may endanger the health, safety, and welfare of all students. Students are prohibited from participating in any activity related to a gang or secret society while on school property or in conjunction with school-related activities. Activities prohibited by this policy include, but are not limited to, the following:

1. Soliciting and/or recruiting others for membership.
2. Participating in and/or inciting physical violence.
3. Extorting or soliciting money and/or services, requesting any person to pay for protection or the payment of dues.
4. Coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any person or thing.
5. Wearing, possessing, using, displaying in any manner, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item commonly associated with membership in or affiliation with a gang or secret society.
6. Using any verbal or non-verbal communications (gestures, handshakes, etc.) suggesting or showing membership in or affiliation with a gang or secret society.
7. Engaging or failing to engage in any activity where such is intended to promote or further the interest of any gang or any gang activity or secret society including, but not limited to, distributing literature, drawing, or displaying gang-related symbols on any surface or teaching others to "represent" or act like a member or a gang or secret society.
8. Any other activity which violates any law, policy, rule, or regulation of the school or the Catholic Diocese of Rockford when such act or activity is taken to further the interests of a gang or secret society.

For the purposes of this policy, the school may also consider gang or gang-related activities in which a student engages outside the School and/or separate from school-related activities due to the potential repercussions on the school and other students of such conduct.

Violations of this policy may result, at the school's discretion, in discipline up to and including expulsion from the school.

## **GRADING SYSTEM**

Parents dissatisfied with the enforcement of school policies and/or regulations may request a hearing with the principal, pastor, and teacher (if applicable).

Our grading system for grades K – 3 is as follows:

- 4 = Mastered Standard
- 3 = Meets Standard
- 2 = In Progress
- 1 = Needs Improvement
- Not marked = not evaluated this quarter

Our grading system in grades 4 – 8 is as follows:

- A = 93 – 100      C = 77 – 84      F = 69 and below
- B = 85 – 92      D = 70 – 76

### **Honor Roll**

Students in grades 5-8 are eligible for the Honor Roll. The guidelines are as follows:

#### **5th-8th grade**

- Highest Honor Roll:      4.0 GPA
- High Honor Roll:      3.9 – 3.5 GPA
- Honor Roll:      3.4 – 3.0 GPA

(Cumulative per quarter: More than 3 zeroes nullify Honor Roll.)

#### **Included in Honor Roll are the following subjects:**

- Religion
- Language Arts
- Math
- Literature
- Science
- Social studies

A student is disqualified from the Honor Roll if he or she receives any D's or F's, or a 1 in effort or conduct in ***any subject including Technology, P.E. and Music.***

#### **Mid-trimester Reports**

Parents will receive an email notifying them when the quarter is halfway complete. Parents of students in grades 3 – 8 should access School Speak, the online grade book system, to see how their student is doing academically half way through the trimester. Parents are required to check and sign (electronically) the midterm report.

#### **Report Cards**

At the end of each trimester, student report cards are published through School Speak. This report card shows academic and social progress. If satisfactory results have not been achieved or a problem arises, it is recommended that a parent/teacher conference be arranged. Students successfully completing (passing grades) the grade level curriculum will be promoted to the next grade. Parents are required to check and sign (electronically) the midterm report.

## **Health Examinations and Immunizations**

### ***All NEW Students***

- ✓ Birth Certificate – Illinois law requires all students enrolling into an Illinois school for the first time to submit a copy of their original birth certificate.
- ✓ Baptismal Certificate



\*Note – Any student entering St. Margaret Mary from another state will need an ILLINOIS physical completed and turned in by the first day of school.

### **Preschool**

- ✓ Official Government issued Birth Certificate
- ✓ Baptismal Certificate
- ✓ Physical Examination (MUST be completed once calendar year prior to the date of entry. This form must include immunization and medical history.) The PARENT section MUST be completed before turning in to the school.

### **Kindergarten**

- ✓ Physical Examination (MUST be completed once calendar year prior to the date of entry. This form must include immunization and medical history) The PARENT section MUST be completed before turning in to the school.
- ✓ Eye Examination (MUST be performed by a licensed optometrist AND completed once calendar year prior to the date of entry.)
- ✓ Dental Examination (MUST be performed by a licensed dentist)

### **5<sup>th</sup> Grade**

- ✓ Sport Physical if planning on participating in athletics

### **6<sup>th</sup> Grade**

- ✓ Physical Examination (MUST be completed once calendar year prior to the date of entry. This form must include immunization and medical history) The PARENT section MUST be completed before turning in to the school.  
*The 6<sup>th</sup> grade physical completes your requirements for the sports physical.*
- ✓ Dental Examination (MUST be performed by a licensed dentist).

### **7<sup>th</sup> Grade**

- ✓ Sport Physical if planning on participating in athletics

### **8<sup>th</sup> Grade**

- ✓ Sport Physical if planning on participating in athletics

Students who do not have the required health forms in by October 15 will be excluded from school until required forms are completed and turned in to the school office.

## **HOME AND SCHOOL ASSOCIATION**

St. Margaret Mary Home and School Association has as its goal the promotion of a feeling of unity, strength, and love through Christ within our homes and school. The purpose of Home and School is for all members to commit themselves to the continual growth of our school and its environment for the benefit of our children and to support the principal, teachers, and students in forming the religious, academic, social, and

economic atmosphere.

All parents are members of the Home and School Association and are expected to volunteer 20 hours annually at school functions.

## **HOMework**

Homework is an extension of the instructional program and part of the student's academic day. It provides opportunities and structured guidelines for continued advancement in areas being studied within school hours. It may be remedial drill, completion of classroom assignments, preparation for class participation, review or reinforcement of skills, or a challenge for further growth or outreach into independent

study. The classroom is but one facet of learning and should be the catalyst for further intellectual growth.

To foster success in learning:

1. The student will come prepared for class, on time, with supplies and completed homework, and ready for tests.
2. The student will participate, listen to, and follow directions.
3. The student will do his/her own best work.

It is difficult to establish a fixed policy as to the amount of homework a student should have each night. There are days when it is easy for a teacher to assign homework; on other days, classroom instruction may not lend itself to assignments to be done at home. If your child is without homework consistently, has too much homework, or has difficulty understanding the assignments, **please contact your child's teacher**. Both parents and teachers are jointly responsible for providing an attitude in which homework can be seen in a positive perspective. Students are expected to complete assignments as given.

***School work takes precedence over extra-curricular activities. If an assignment is not completed due to extra-curricular activities the assignment will not be given full credit.***

### **Make-up Work**

Any student who is absent will have **one calendar day per absence** to complete his or her class work. Arrangements must be made by the student with the teacher regarding make-up work. Work not completed within the guidelines will not receive credit. Make-up work can be picked up in the school office between 3:30 and 4:00. Make-up work is not available before the end of the day.

## **INSPECTION POLICY**

Individuals entering upon the premises of the school -- whether students, employees, or guests -- are expected to conduct themselves in keeping with established norms for personal conduct. In order to provide students and employees with a safe and healthful environment, the school reserves the right, in its discretion, to conduct inspections of school property and the property of students and visitors existing on the school's premises.

Included within this policy is the right to inspect the following:

1. Electronic Devices
2. Lockers;
3. Knapsacks, briefcases, bags, gym bags, or similar such devices brought onto or existing on school premises;
4. Clothing (with appropriate safeguards for the individual's personal privacy);
5. Desks;
6. Other property (whether belonging to the school, student, or visitor) existing on the premises.

A student's failure to cooperate with such an inspection may lead to appropriate action up to and including expulsion.

## **IOWA ASSESSMENTS & COGNITIVE ABILITIES**

The primary purpose of these tests is to provide information that can be used to improve instruction. This information is valuable to the extent that it contributes to better instructional decisions that we could not make without having that information available. Standardized test scores cannot and should not replace teacher observation and classroom assessment information. They can provide unique supplementary information that helps us to make decisions about selecting learning objectives, choosing instructional materials, and creating an effective learning environment. The scores make it possible to determine areas of relative strength and weakness and

estimate year to year growth. These scores also allow us to look at the achievement levels of our students in relation to a national representative student group. These test results are NOT an appropriate tool for making retention decisions, selecting students for special instructional groups, or evaluating the effectiveness of an entire school program (Interpretive Guide for Administrators, Riverside Publishing, 2007).

Iowa Assessments are administered to grades 3-8; Cognitive Abilities Test is administered to grades 3, 5, and 7. Tests are initiated in March and follow the schedule for administration provided by the Diocese of Rockford.

**LIBRARY**

Grades K-8 can use the library on a weekly basis or as needed. To foster responsibility in both promptly returning items borrowed and meeting deadlines, the overdue charge is as follows:

***Library Late Fines:***

<b><i>1 day late</i></b>	<b><i>No Fine – grace period</i></b>
<b><i>2 or more days late</i></b>	<b><i>5 cents per day/per item (MAX fine \$1.50)</i></b>

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If library fines reach \$1.00, the student will have no library privileges until fines are paid. Late fines and book repair fees not paid in full by the end of the end of May can result in withholding student report cards. Donations of canned foods may always be substituted for daily fines.

## **LITURGY**

In fostering the community aspect of worship, all-school liturgies are celebrated every Friday at 9:15 AM. Grades 1 – 8 take turns in preparing the liturgies. Parents are invited to attend all liturgies. The Sacrament of Reconciliation is scheduled each week after Mass for a particular grade.

**Each family is encouraged to assume the responsibility in fostering regular reception of the Sacrament of Reconciliation.**

Classroom prayer services appropriate to the church seasons and feasts are also

celebrated.

On Holy Days of Obligation all students in Preschool - 8th grade will attend Mass at 9:30 a.m. This may differ from the regular Friday schedule.

Monthly preschool students will attend Mass with the whole school.

## **LOCKERS**

Students are issued a locker for storage of backpacks, outerwear, gym shoes, and school items. These lockers measure 11½" wide by 10½" deep. Backpacks must be able to fit completely into the locker and should allow the locker door to close easily. Please be aware that most wheeled backpacks will not fit into our lockers.

Administration has the right to search any locker in the school.

## **MANDATED FORMS - DIOCESE OF ROCKFORD**

***The Diocese of Rockford requires the following forms of all volunteers in our school:***

- Background Check/Annual Verification
- Protecting God's Children class (available on-line)
- Code of Pastoral Conduct booklet receipt
- Sexual Misconduct booklet receipt
- Mandated Reporter form (DCFS)

Additionally, Saint Margaret Mary School requires all parents volunteering as coaches, recess monitors, or recess supervisors to take a Blood borne Pathogen class presented



by the school free of charge.

## **MEDICATION - ADMINISTERING OF (5140)**

Students who are required to take prescription or over-the-counter medications (“medications”) while attending school may do so provided that they abide by the provisions of this policy. Medication may be taken by a student so long as sufficient precautions are taken to assure that the medication is consumed: a) in keeping with the student’s physician’s orders (for prescription medications) and/or manufacturer’s specifications (for both prescription and over-the-counter medications) and, b) only by the involved student and, that c) the medication(s) is safeguarded so that it may not be consumed by others.

This policy applies to all students enrolled in schools operated by entities that are owned or operated by the Diocese of Rockford.

Prescription and/or over-the-counter shall not be administered unless the student and his/her parent or guardian is in compliance with this policy's provisions, and follows the administrative procedures adopted by the particular school.

The following requirements are established for students who take medications while attending school.

1. Duties of the parent or guardian of the child:
  - a. The parent or guardian of the child must notify the principal of the physician's orders and the nature of the prescription. The prescribed medication must be in its original container.
  - b. Where personnel or volunteers of the school may be required to assist the student in administering the medication, the parent or guardian of the student is required to:
    - i. sign a form authorizing the administering of medication and releasing personnel and other appropriate entities from claims arising from the administration of the medication; and
    - ii. provide in advance appropriate instruction or training to the involved personnel (at the parent's/guardian's expense, if any) so that the medication may be properly administered.
  - c. When the child must have immediate access to the medication at all times, due to the nature of the child's condition, the parent or guardian is required to inform the principal of this fact.
2. Who is permitted to administer the medication to the child: Individuals are permitted to assist the child in taking the medication provided the parent or guardian has signed a release form as described in Paragraph 1. b (i) above, and has provided appropriate training as described in Paragraph 1. b (ii) above.
3. Where the medication is kept:
  - a. Unless otherwise required by the physician's orders, the medication must be left in the care of the principal and the student shall report to the office of the principal in keeping with the schedule established by the physician's orders.
  - b. When the child must have immediate access to a medication due to the nature of the student's medical condition, the medication must be maintained in the original container and must be stored in a location in the classroom/facility where it may not be accessed by individuals other than the involved student, except in the case of a student's self-carry of an epi pen or asthma inhaler.
4. How the medication shall be administered to the child: Prescription medications shall be taken only in keeping with the instructions provided by the manufacturer or the medication.
5. A school principal may in his or her discretion decline to permit the consumption of medication on its premises where the principal determines that the procedures have not been met by the parent/guardian, the school lacks safeguards and/or trained personnel, or for other appropriate reasons.

### Sunscreen Possession and Use by Students

A student may possess and use a 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.

Effective January 11, 2019

St. Margaret Mary School believes that prescription and non-prescription medicine should be administered in the home when at all possible. However, under certain conditions, it is in the best educational and health interest of the child to take prescribed medication during the school day.

The school secretary or school principal's designee is authorized to administer medication as prescribed by a licensed physician, dentist, or podiatrist in the school setting. In most cases, it is recommended for the student to self-administer his/her medication under the supervision of the school principal or school principal's designee.

A request to supervise the self-administration of a prescription or non-prescription medication shall be submitted on a form provided by St. Margaret Mary School. Such requests shall be signed by the parent or guardian and the physician prescribing the medication. A doctor's prescription order will be accepted for routine medications.

Medication will be provided to a student after:

1. Receipt of the appropriate signed authorization from a licensed prescriber and the parent or guardian.
2. Review of the individual request by the principal or school principal's designee.

In exceptional cases, a student may be given medication without signed authorization from the licensed prescriber. In such cases, the principal or school principal's designee may call the licensed prescriber to obtain verbal authorization and information related to the medication. Prescribed medication will be kept in the school office. There are some students that may need to carry their medication and use it on an as-needed basis. These situations require a doctor's order. In addition, please inform the school in writing if your child will be carrying medication. Parent/school dialogue is strongly encouraged in such cases. In all cases the school retains the discretion to reject a request for the self-administration of medicine. The medicine must be brought to school by a responsible adult in the original container that includes all prescription or over-the-counter information. **Cough drops are considered over the counter medication and must be kept in the office in a bag labeled with the child's name and appropriate instructions.** The parent or guardian must assume the responsibility for informing the school in writing of any change in the child's health or change in medication. The student is responsible for coming to the office to take the medication.

Parents should notify the office regarding medication to be taken by their child during

school hours. Medication may be dispensed at school under the following guidelines:

1. The student's physician must provide the school with a written order **(renewed annually)** detailing:
  - a. Name of the drug
  - b. Dosage
  - c. Time medicine should be given
  - d. Possible side effects
2. The medication must be brought to the office by the parent in the **original prescription container** plainly marked with:
  - a. Child's name
  - b. Name of the drug
  - c. Dosage
  - d. Current date

## **MILK**

Milk is available for any student wishing to purchase it in grades preschool – 8<sup>th</sup> grade. The payment procedure is yearly or by the semester and is taken initially at Parent Pick-Up Night and again at semester time. Students are not able to bring in money to purchase milk daily.

## **OPEN HOUSE**

An open house and a Home and School Board meeting are scheduled at the beginning of the school year. The open house format is determined by the principal and the faculty.

## **PARTY INVITATIONS**

Party invitations may only be handed out in school if every child in the entire class receives an invitation. All other invitations must be mailed home or distributed outside of the school environment. The school is unable to provide contact information for our school families. Families that wish to share their contact information are listed in the school directory found on School Speak.

## **PETS ON CAMPUS**

Animals are not allowed on school property at any time, except in the case of a service animal. This rule may be waived with permission by the principal for education purposes only. This policy applies to the school building and the surrounding school property. Pets are welcome to stay in vehicles during arrival and dismissal; however, pets should not be taken out in the school parking lot during these times. This policy is necessary for the safety of all students and staff on school property.

## **PHYSICAL EDUCATION**

***GYM SHOES are necessary.*** Students may keep an extra pair of gym shoes at school. If a child does not wear gym shoes on a gym day they must change into gym shoes to participate in gym class.

Students in grades Preschool through 8th grade participate in gym classes and daily recess for physical activities throughout the day.



## **PLAYGROUND SUPERVISION**

The recess schedule is listed below. Volunteer parents together with a supervising teacher monitor lunch recess daily. Volunteer parents are needed for indoor recess. We are extremely grateful to these parents as it gives most teachers a break to have lunch.

### **Recess Schedule:**

11:10 – 11:55 AM (Grades K-4)

12:05 – 12:10 PM (Grades 5-8)

The playground volunteer schedule is kept in the school office. Students requiring first aid are referred to the school office. If you are willing to assist with this supervision you may sign up through the volunteer website found on our school website [stmmschool.org](http://stmmschool.org). Training is provided by the school office. Students will have outdoor recess unless the temperature or wind chill is below 20 degrees. Please send your student with snow gear.

Recess supervisors are not permitted to be on their phones or electronic devices when supervising children. This includes, but is not limited to, headphones, photos being taken, texting, and phone calls. Also, students are not permitted to eat while at recess (candy, gum, snacks, etc.).

***A staff member is on duty at every outdoor recess with a two-way radio. Parents are assigned specific areas of supervision on the playground. It is extremely***

***important that all areas/students are supervised. Specific guidelines for recess duty are in the office for reference.***

Throwing rocks, snowballs, etc. is not allowed. Inappropriate language or gestures, fighting, or disrespect will not be tolerated. Students engaging in these behaviors will result in consequences.

Physical activity and cooperative recreation are important factors in each student's growth and development. Recess affords such an opportunity, weather permitting. Having students remain inside for any other reason than sickness is discouraged. Exceptions to this are made on an individual basis at the teacher's discretion.

Indoor Recess: Students will be kept indoors if the weather conditions are not favorable for outside recess. Every effort is made to have the students play outside so students should dress appropriately. Weather conditions are monitored closely, and decisions are made prior to the students going outside.

## **POSSESSION OF WEAPONS OR VIOLENT ACTS**

It is a violation of the school's policies for a student to possess a weapon on school premises or at any time in connection with school-related activities. Included with the prohibitions of the policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade, or use of any firearm, knife, martial arts device, or other object which, in the school's discretion, may reasonably be considered to constitute a weapon. The Firearm Concealed Carry Act of Illinois prohibits the carrying of concealed weapons within a school.

Violations of this policy may result in disciplinary action up to and including expulsion from the school.

### **5602 Reporting Drug Violations to Authorities**

Each school shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127 which provides that the superintendent of the school or his designee shall report all instances of "drug violations" to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located.

A "drug violation" occurs when any of the following occurs on school property, on a public area within 1,000 feet of a school, or on any property owned, leased or contracted by a school to transport students to and from school or to or from a school related activities.

A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or

A person delivers a controlled, counterfeit, or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and/or 407; or

A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substances containing any methamphetamine precursor on standing dosage from with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 et seq.

Procedure:

Reporting: Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the superintendent or his or her designee shall report such drug-related incident occurring in a school or school property to local law enforcement authorities immediately **and** to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (SIRS) (see link below), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirements to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27. 1B  
[www.isbe.state.il.us/reach/pdfs/userguideV1.pdf](http://www.isbe.state.il.us/reach/pdfs/userguideV1.pdf)

Reviewed December, 2014

### **5603 Reporting Firearms on School Property to Authorities**

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the superintendent or his or her designee shall report such firearm - related incident occurring in a school or on school property to the local law enforcement authorities immediately **and** to the Illinois State Police. If the person found to be in possession of the firearm is a student, the Superintendent or his designee shall also immediately notify that student's parent or guardian. Reports to the Illinois State Police can be made through the School Incident Reporting System (SIRS), a web-based application used by schools to report incidents electronically (see link below). Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/27.1A, 5/34-8.05  
[www.isbe.state.il/research/pdfs/userguidesv1.pdf](http://www.isbe.state.il/research/pdfs/userguidesv1.pdf)

Revised August 2019

### **Battery Against School Personnel:**

The school principal shall immediately notify the local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel.

The principal shall notify the Illinois State Police within THREE days of each incident of battery (A) through the School Incident Reporting System (SIRS) in IWAS.

## **PRAYER**

Prayer is one method of communication with God, and it is an integral part of the daily activity at St. Margaret Mary School. Opportunities for prayer occur regularly within opening day exercises, before meals, during religion class, at times of celebration and sadness, and at the end of the school day.

## **REMOTE LEARNING**

Remote learning may be utilized when there is an emergency school closing (see “Emergency Closing” section for further details. Any other use of remote learning is at the discretion of the principal.

# **SACRAMENTAL PROGRAMS**

## ***The Parish Sacramental Programs***

In all the programs of religious education in our parish (the Catholic school, the religious education program, and the youth ministry programs), information is systematically presented for a gradual understanding and living out of our Catholic faith and most especially of the sacraments. This information and understanding is also supplemented with experiences of prayer and devotions in each one of our educational programs. The Church expects children to reasonably understand the specialness and sacredness of each one of the sacraments before they receive it. The preparation and formation for these sacraments is shared by the parents and the religious education program in which they are participating.

The celebration of the sacraments is always a parish celebration, since it is the church's sacraments and the church is the storehouse and well of God's grace.

In the Roman Catholic Tradition, there is a special preparation period for all the sacraments which does not belong to any one of the educational programs, but there is an immediate preparation provided by the Church for each of the sacraments. Parents of children who are preparing for reception of a sacrament and the children themselves are required to participate in these special preparation programs to receive these sacraments within our parish.

Participation with the Catholic community in its sacramental life consists of: Preparation for and reception of the Sacrament of Reconciliation and the Sacrament of Holy Eucharist in second grade. According to Canon Law, Reconciliation is received before Holy Eucharist.

- Parents are required to participate in scheduled parent preparation meetings for both sacraments for their children to be eligible to participate in the sacraments.
- Parents choosing to live a life of faith and pass their faith onto their children should be attending Sunday worship weekly.
- Children in grade 3 and older who wish to prepare for reception of the Sacrament

of Reconciliation and/or Holy Eucharist for the first time attend an intensive sacramental preparation class in addition to their daily religion classes. It is the parents' responsibility to notify the school office and the classroom teacher of the need for reception of the sacraments. Parents are to contact the parish office. Readiness will be determined by the mutual consent of the parents and the teacher. If consensus is not met, a conference with the pastor may be arranged.

- A Baptismal certificate for all children should be presented to the school office at registration.

**If a parent desires for his/her child to receive the sacraments of Baptism, First Communion, and Reconciliation after second grade, they should contact the school principal.**

**Children who have reached the age of reason (about second grade) and have not been baptized** are no longer permitted by church law to be baptized by the **Rite of Infant Baptism**. Parents would need to speak to the principal about the process of **Christian Beginnings for Children**.

# **SAFETY DRILLS**

## **Civil Defense, Fire, Lockdown, and Tornado Drills**

In compliance with the State of Illinois, the students and faculty practice all drills throughout the school year. These drills are both announced and unannounced.



# **SCHOOL ADVISORY BOARD**

The School Advisory Board is a policy formulating body formed for supporting and implementing the philosophy of Catholic education at St. Margaret Mary Catholic School. The Advisory Board consists of three ex-officio members, the pastor, the principal, and nine lay members who serve three-year terms. Monthly meetings are held the second Tuesday of the month, and all parents are invited to attend. Occasionally a meeting date may be rescheduled. All meeting dates can be found on the annual school calendar. School policies recommended by the board and approved by the pastor are labeled as such in the handbook.

## **CONSTITUTION OF THE SAINT MARGARET MARY SCHOOL ADVISORY BOARD**

### **ARTICLE I**

#### **Name**

Section 1 The name of this body shall be called the Saint Margaret Mary School Advisory Board.

### **ARTICLE II**

#### **Purpose and Function**

Section 1 It shall be the purpose of the Board:

- A. To represent the school community through meeting in order to foster a spirit of shared leadership with the Pastor and Principal
- B. As requested by the Principal, develop policies as needed and in accord with Archdiocesan guidelines which enable St. Margaret Mary School to reach its goals, to promote the implementation of the said policies, and to provide counsel and advise the administration of the school.
- C. To collaborate with the Pastor in the hiring of the Principal and to provide any input where requested by the Pastor.
- D. To engage in a timely review of the annual school tuition plan to consult with the Principal on financial matters.

- E. To establish endowment and development programs for the benefit of the school and implement plans, strategies, and means for involvement with such programs
- F. To collaborate in the formation and implementation of long-range planning for the school.
- G. To establish and maintain bylaws and to evaluate the Board's policies every three years and performance annually.

### **ARTICLE III**

#### **Authority**

Section 1 Since Catholic Education is the legitimate exercise of the Church's right to teach, the Board shall be subject to the authority of the Church represented with the Parish by the Pastor and Diocese by the Ordinary. Subject to their authority, and the authority of the Diocesan Commission of Education and the McHenry Area Education Commission, the Board shall possess responsibility for advising all aspects of Catholic Education pertaining to Saint Margaret Mary School.

### **ARTICLE IV**

#### **Membership**

- Section 1 Membership is open to nine (9) appointed Members. The executive officer (Principal) and the Pastor shall be ex-officio non-voting members of the School Advisory Board.
- Section 2 Nominations shall be submitted to the Board and recommendations from the Board shall be presented to the Pastor and Principal by the May meeting. Collectively they will appoint members from the recommendations of the Board.
- Section 3 No appointed Board member, spouse, or immediate family member may be employed by Saint Margaret Mary in either a part-time or full-time employment during that term of office.
- Section 4 Each member shall serve a term of three (3) years. A member may be appointed for an additional successive term. Two successive terms shall be the limit. However, if a person serves less than one and one-half years by filling an unexpired vacancy, then that person shall be eligible for the two (2) successive terms thereafter. Terms shall expire the day prior to the June meeting. Additional terms shall be approved by the Principal and Pastor no later than the May meeting.
- Section 5 Appointments for the new Board members shall be approved by the June meeting of the School Advisory Board.
- Section 6 All new members shall be seated at the June meeting before the elections of the Chairperson, the Vice-Chairperson, and the Chairperson of the Budget Committee. The June meeting shall be an organizational meeting.

- Section 7 Any Board member missing two (2) meetings in succession, without prior notification, shall automatically be dropped from membership, and any Board member who misses three (3) meetings in a year, without good cause shall be dropped from membership.
- Section 8 Any exiting member shall be invited to return, as a non-voting participant, in a consultant role when available starting with the June meeting.
- Section 9 Any vacancy on the Board shall be filled by the process of a recommendation by the Board and an appointment by the Pastor and Principal.

**ARTICLE V**

**Officers**

- Section 1 The Officers of the Board shall consist of the Chairperson, Vice-Chairperson, Secretary, and the Chairperson of the Budget Committee. They shall be elected annually by the Board at the June Meeting.
- Section 2 All appointed members of the Board are eligible to be Officers. The Chairperson must have been a member for one year to be elected Chairperson.
- Section 3 The duties of the Officers shall be as follows:
  - A. The Chairperson shall preside at all regular and special meetings of the Board and appoint Committee Chairpersons.
  - B. The Vice-Chairperson shall perform all duties of the Chairperson when he/she is absent or unable to act.
  - C. The Secretary shall maintain a written record of all acts of the Board, generally in the form of written minutes. He/she shall conduct, receive, and dispose of all correspondence as directed, and preserve all reports and documents committed to his/her care.
  - D. The Chairperson of the Budget Committee shall meet with the Principal and the Parish Finance Council (as needed) and reports back to the Board.
  - E. If neither the Chairperson nor the Vice-Chairperson is present at the commission meeting a Chairperson *pro-tem* shall be elected by the Board at that meeting.
- Section 4 The Principal shall be the Chief Executive Officer in all matters pertaining to Saint Margaret Mary School.

**ARTICLE VI**

**Meetings**

- Section 1 The Board shall meet in August, September, October, November, December, January, February, March, April, May and June. Meetings are subject to change or postponement by a majority vote of the Board. Special meetings may be called by the Chairperson, Principal, or Pastor as needed.
- Section 2 The committees shall meet regularly as needed throughout the year. Additional meetings may be held at the discretion of the Committee Chairperson.

- Section 3 Two-thirds of the entire Board, which shall constitute a quorum, is necessary for the transaction of business at meetings or an amendment to the Constitution.
- Section 4 All meetings of the Board are to be open meetings, unless a meeting is designated as an Executive Session. Decisions made in an Executive Session must be presented and voted on at an open session before becoming effective. The right of non-members to address the Board shall be limited to those whose written petition has been approved for the agenda by the Chairperson, or the presiding officer, in advance of the meeting. Written petition must be presented at least one week prior to the preparation of the Board agenda. This limitation may be suspended by majority vote of the Board members present at the meeting.
- Section 5 A written record of all acts of the Board and minutes of Board meetings, maintained by the Secretary, shall be preserved in the archives of the Board.
- Section 6 The Board may fix its own rules of procedure, but in the absence of such rules, Roberts "Rules of Order, Revised" shall apply.

## **ARTICLE VII Committee Roles & Responsibilities**

- Section 1 The Board shall be made up of the following Chairpersons who shall have the responsibility to carry out tasks assigned by the Board.  
They should consist of members and a Chairperson who shall:
- A. Recruit and organize the volunteers as needed
  - B. Submit reports at Board meetings to the Board
  - C. Make recommendations of policies and policy changes
  - D. Annually review the goals of the committee and updated the objectives
  - E. Actively pursue the written goals of the committees

- Section 2 Responsibilities:

### **Development Core Chairperson**

- 1. Informs the parish and local community about Saint Margaret Mary School, its mission and activities through media outlets
- 2. Informs the diocesan community through the "Observer" of the activities of the school
- 3. Reports regularly to the board
- 4. Actively works to increase and/or maintain enrollment

### **Third Source Chairperson**

- 1. Plans and involves parents and other members of Saint Margaret Mary Parish in fundraising to keep the cost of education down
- 2. Raises monies that will be used for the following school year budget
- 3. Reports regularly to the Board

### **Foundations / Grants Committee**

- 1. Actively pursues new sources of income for the school through foundations to defray increasing costs/tuition

2. Seeks grants both financially and educationally beneficial to the school
3. Maintains updated list of names and addresses of alumni/Informs alumni of school events
4. Recruits donations from alumni
5. Reports regularly to the board

**Finance Chairperson**

1. Monitors monthly reports for compliance to the Budget
2. Reports regularly to the Board
3. Confer with and advise principal regarding budgetary needs
4. Attends annual parish/school budget meeting

**Home & School Liaison**

1. Serves as liaison between Advisory Board and Home & School Board
2. Seeks, investigates and implements opportunities/programs to meet extracurricular needs of all students
3. Reports regularly to Board

**Technology Chairperson**

1. Meets with principal, school tech teacher and IT person to plan technology needs and costs for the school to facilitate educational and budget planning.
2. Researches trends in technology pertaining to students and teachers
3. Reports regularly to Advisory Board

**ARTICLE VIII**  
*Amendments*

- Section 1 This constitution may be amended, upon approval of the Principal and/or Pastor, and voted on by a two-thirds majority vote of the total membership of the Board.
- Section 2 Amendments must be presented in writing to all Board members at least one month prior to voting on them.

## **SICKNESS OR INJURY**

If a child becomes ill or injured at school, the parents will be notified. When a parent cannot be reached, the person designated on the emergency form will be contacted. Students that are presenting signs of illness and are waiting to be picked up will be given a protective face covering. This covering is intended to prevent the spread of the illness.

Should a student be ill, the following guidelines should be followed when deciding when a child can return to school:

<b><u>Symptom</u></b>	<b><u>Detail</u></b>	<b><u>When to Return</u></b>
Fever	100.0 or more – sign of illness that may be contagious	Fever free <b><u>without medication</u></b> for 24 hours
Vomiting	More than one episode – not induced by cough or reflux	Able to maintain normal diet
Diarrhea	May lead to dehydration or may be infectious	Diarrhea free
Frequent persistent cough	May indicate secondary infection – sinusitis/pneumonia/asthma	Minimal coughing or treatment begun
Infectious illness – strep throat/pink eye/chickenpox/flu etc.	Is contagious to staff and other students	On antibiotics or treatment for 24 hours or until your doctor releases your child to come to school
Rash	Cause unknown or unexplained	Cause determined non-infectious
Persistent Pain	Cause needs evaluation	Pain free

## **SOCIAL MEDIA**

### **Investigations Regarding Student Social Networking (5173)**

An elementary school or high 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.

However, an elementary school or high school may conduct an investigation, and may require a student to cooperate in an investigation, if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, an elementary school or high school may require the student to share the content that is reported, in order to make a factual determination.

A student's failure to cooperate in such investigation may lead to disciplinary action up to and including expulsion.

Elementary and secondary schools are required under the law to notify its students and parents of this policy, by publishing it in the school's disciplinary rules, policies, or handbook, or communicating it by similar means.

Right to Privacy in the School Setting Act (105 ILCS 75/1, et al.)

Effective 12/5/2018

## **STEWARDSHIP**

St. Margaret Mary Catholic School is totally supported by St. Margaret Mary School parents and subsidized by the parish. Parents are required to pay tuition, give financial support to the parish, and help with fundraising. Completion of both the tuition and stewardship commitment forms at the time of registration is required for acceptance in school. Each family is required to contribute 20 hours of stewardship yearly (10 hours for preschool only families).



## **TOBACCO OR SMOKING MATERIAL** **(POSSESSION)**

It is a violation of the School's policies for **any person** to use or possess tobacco or smoking materials (including matches and lighters) on school premises or at any time in connection with school-related activities. Included within the prohibitions of this policy is the use, possession, sale, distribution, manufacture, or dispensation of tobacco or smoking materials. Violations of this policy will result in disciplinary action up to and including suspension and/or expulsion from the school.

## **TUITION**

Parents are encouraged to pay the full cost of educating their child(ren) (cost per pupil). Parents who are unable to pay the full cost of educating their child(ren) are encouraged to pay as much of the full cost as possible. Any payments above the stated Tuition Rate are tax deductible. Parents who are unable to pay the tuition rate must contact the pastor at the parish office and/or the principal at the school office to receive financial aid information. Financial aid information must be completed and verified through your FACTs account by May 15<sup>th</sup> each year.

The tuition rate for non-parish families will be higher than the tuition rate for parish families but less than the full cost per pupil.

In parish tuition rates are monitored through parish records of Sunday collections and registration at St. Margaret Mary and St. Mary-Huntley.

Each St. Margaret Mary School family submits a tuition commitment sheet signed by both parents and/or the responsible adult that indicates preference and payment schedule.

Parents who miss one payment are requested to contact the principal. If no contact is made by the parent, the principal will contact the parent directly.

**Students of families two months in tuition arrears with no contact made to the pastor or principal will not be allowed to attend school until payment is received.**

**If full payment is not received by the final payment due date (per the tuition agreement) and payment plans have not been established, the previous spring's registration will not be accepted or honored for the following year. Final report cards will be held until payment is received.**

Tuition is based on 176 instructional school days. If a family should withdraw from the school, the tuition balance will be calculated at a prorated rate through the end of the month that you withdraw.

If you withdraw from school after May 1, you are responsible for the remaining balance of your tuition in full.

### **Financial Aid**

Financial aid is awarded on an as needed basis. Families must be participating members of St. Margaret Mary or St. Mary (Huntley). If the family is awarded financial aid, the family would agree to sign a contract for the required stewardship hours. Each family is required to complete 20 hours total for the year. These hours are tracked by the school. Ten hours must be completed by the end of the second quarter. If ten hours are not completed by the end of the second quarter, financial aid would be dropped, and full tuition payments would be billed for the 2nd semester. If 20 total stewardship hours are not complete by the end of the year, the family would not be eligible for financial aid for the following school year.

# **UNIFORM POLICY**

## **PRESCHOOL UNIFORM CODE**

- Appropriate school/play clothes, socks, and shoes.
- Shoes must be fully enclosed and safe for outdoor/indoor play.
- All children **MUST BE** toilet trained before entering the 3 or 4-year-old program.
- Children are expected to be able to take care of their own bathroom needs.

## **GRADES K-8 UNIFORM CODE**

- **ALL polo shirts, fleece jackets, and sweaters must have the school logo.**
- These items can be purchased through Land's End.
- Land's End Website Address: [www.landsend.com](http://www.landsend.com)
- St. Margaret Mary School Code: 900054578

## **UNIFORMS: GENERAL INFORMATION**

- Student uniform shirts must have the school logo and be tucked in always.
- Belts must be worn if the shorts or pants have belt loops.
- The entire student uniform must be in good condition. (i.e. no holes, rips, or open/unhemmed seams).
- Uniform checks will occur.
- If a student is not in compliance with the uniform guidelines, parents will be contacted by the teacher.
- The school reserves the right to decide whether certain attire, accessories and hairstyles are appropriate for its students.
- If for some reason, a student needs to be out of uniform, please contact the school principal prior to your child coming to school. If approved, the student will be given a pass to show the teacher.

## **GIRLS UNIFORM CODE: GRADES K-8**

### **BLOUSES/POLOS:**

#### **Grades K-4:**

- White round or pointed collar oxford (long or short sleeve).
- White, red, or navy logo polo shirt (long or short sleeve).

#### **Grades 5-8:**

- White oxford (long or short sleeve).
- White, red, or navy logo polo shirt (long or short sleeve).
- Blouses and shirts should be tucked in at all times.
- No turtlenecks are allowed.

### **SKIRTS:**

**Grades K-3:**

- Red and blue plaid jumper.

**Grades 4-8:**

- Plaid skirt or culottes. (Purchased from Dennis Uniform.)
- Skirt and jumper length is to be no more than 1" above the middle of the knee.
- Solid blue skirts or skorts are not permitted.

**SLACKS:****Grades K-8:**

- Cotton twill loose-fitting plain navy-blue pants.
- No leggings, elastic cuffs, sweat pants, or cargo pants.
- No logos.
- All slacks must be at the natural waist of the student.
- Belts must be worn if slacks have loops.

**SWEATERS/FLEECE:**

- Cardigan, V-neck, or crew in true red or navy blue. They may not be worn below the hip line.
- No designs or hoods.
- No oversized sweaters
- LOGO REQUIRED

**SHORTS:****Grades K-8:**

- Plain navy-blue walking shorts.
- Shorts should be mid-thigh in length, shorts are not being worn below the knee.
- No cargo shorts.
- Shorts may be worn year-round.

**SOCKS:**

- Crew socks – solid black, navy blue, white, or true red
- Knee socks – solid black, navy blue, white, or true red
- Tights – solid black, navy blue, white, or true red
- Leggings - (under the skirt or jumper) in solid black, navy blue, white, or true red.
- No patterns allowed for crew socks, knee socks, tights, and leggings.
- Socks are to be worn at all times with all types of shoes.
- Socks must be visible at the ankle and above the top of the shoe at all times.

**SHOES:**

- Gym shoes or flat dress shoes are permitted.
- Shoes should be neat in appearance and tied properly, using all eyelets.
- No hiker shoes or boots of any kind are to be worn.
- No sandals should be worn.
- Shoes cannot light up in any way.
- All shoes worn by students must be fully enclosed with no open backs or fronts for student safety.
- Proper shoes for the gym are necessary.

**ACCESSORIES:**

- Rings, post earrings (not below the earlobe), watches, necklaces/bracelets, and religious symbols worn not in excess and in good taste are permissible.
- Scarves, ties, and/or smartwatches are not permitted.
- Nails should be of a natural length and shape.

**HAIR:**

- Hair should not be distracting or covering the eyes.
- Bizarre styles, stripes, names, and other designs are not allowed.
- Hair should be of one natural color.
- Distracting headpieces or extensions are not permitted.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school will not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, or twists. Any student's appearance that disrupts the educational process or compromises health and safety standards must modify their appearance.

Rockford Diocese #2435 Effective August 2021

**MAKEUP:**

- Makeup including eye shadow/glitter, lipstick, mascara, etc. may NOT be worn.

**BOYS UNIFORM CODE: GRADES K-8****SHIRTS:**

- White, red, or navy logo polo (long or short sleeves).
- Shirts should be tucked in at all times.

**PANTS:**

- Solid navy twill pants only.
- Pants should not be rolled, pinned, or have elastic cuffs.
- Belts must be worn if pants have belt loops.
- Cargo pants are not permitted.

**SWEATERS/FLEECE:**

- Cardigan, V-neck, or crew in true red, or navy blue. They may not be worn below the hip line.
- No designs or hoods.
- No oversized sweaters; they may not be worn below the hip line.
- LOGO REQUIRED

**SHORTS:**

- Plain navy-blue walking shorts.

- Shorts should be mid-thigh to knee in length.
- Shorts are not being worn below the knee.
- No cargo shorts.
- Shorts may be worn year-round.

**SHOES:**

- Gym shoes or flat dress shoes are permitted.
- Shoes should be neat in appearance and tied properly, using all eyelets.
- No hiker shoes or boots of any kind are to be worn.
- No sandals are permitted.
- Shoes cannot light up in any way.
- All shoes worn by students must be fully enclosed with no open backs or fronts for student safety.
- Proper shoes for the gym are necessary.

**ACCESSORIES:**

- Watches and religious symbols worn in good taste are permissible.
- No earrings.
- Plaid ties in school may be worn.
- Smartwatches are not permitted.

**HAIR:**

- Hair should not be distracting or touching the eyebrows.
- Hair should be neat and hygienic and not longer than the top of the shirt collar.
- Bizarre styles (shaved heads under longer hair), stripes, names and other designs are not allowed.
- Hair should be of one natural color.
- The school will provide bobby pins if necessary.
- Facial hair is not permitted.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school will not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, or twists. Any student's appearance that disrupts the educational process or compromises health and safety standards must modify their appearance.

Rockford Diocese #2435 Effective August 2021

**Socks:**

- Crew socks, knee socks in solid navy blue, white, or true red.
- No patterns on the crew socks or knee socks.
- Socks are to be worn always with all types of shoes.
- Socks must be visible at the ankle and above the top of the shoe always.

**SPIRIT WEAR GUIDELINES**

Spirit wear is a type of alternate uniform offered to students on certain days which

allows the students to express and cultivate a sense of pride in our school community. For this reason, spirit wear is considered an alternate uniform. Thus, students will have a limited set of options for their attire these days.

We recognize that there are many types of St. Margaret Mary clothing options that families have purchased and collected over the years. Without limiting the options, however, the variety of colors and styles the students are wearing makes it difficult to adopt the concept of an “alternate uniform”.

Official spirit wear, in general, consists of t-shirts of classic navy, gray, and/or true red which are plain (no text or design) or references St. Margaret Mary Catholic School in the above colors will be acceptable for spirit wear.

*If families or groups want to make a t-shirt for use on spirit wear days, they must first be approved by the principal.*

**Non-uniform and spirit wear pants and shorts:**

~Students can wear jeans, athletic pants (not yoga or tight-fitting), chino pants, or capris pants.

~**Leggings will not be permitted unless the dress or top worn is at least** one inch above the knee or longer.

~Pants cannot have rips or holes.

We are increasingly sensitive to the fact that measuring short length is a process that can invite unwelcome attention to students. Unfortunately, measuring shorts length is not a science; therefore, to eliminate problems surrounding these judgment calls, **uniform shorts will be the only shorts permitted for spirit wear days and out of uniform days.** Female students can also wear their uniform skirts.

**Requirements:**

~All students are to be neatly dressed.

~Tops must be modest, loose-fitting, and have a sleeve.

~No midriffs, backs, or bare shoulders (tank tops or peek-a-boo shirts) are to be exposed.

~Tight-fitting clothing including tops and bottoms, are not to be worn to school.

~Clothing promoting objectionable products, musical groups, or inappropriate sayings are not to be worn.

~**Uniform shorts will be the only shorts permitted on these days if a student chooses to wear shorts.**

**Uniform/Athletic Uniform Modifications:**

The school allows student athletes to modify their athletic uniform for the purpose of modesty in clothing or attire that is accordance with the requirements of their religion, cultural values, or modesty preferences.

## **VISITING CLASSROOMS**



Arrangements as to specific time and day must be made in advance with the classroom teacher who will then notify the principal.

## **VISITING SCHOOL**

Parents or visitors need to come to the office upon entering the building. **We ask that no one go to the classroom during school hours unless asked to do so by the teacher or principal.** We request that parents do not speak to teachers as students are arriving in the classroom. The teacher's focus must be on the students at this time. **All visitors** must have a visitor's pass from the office before going to other areas of the school.

Late lunches labeled with the student's name should be left at the office. Late lunches will be placed in a bin and taken to the lunch room by a staff member. Forgotten articles should be left at the office. Parents may not go into any student locker.

## **VOLUNTEERS**

Your child's safety is of the utmost importance to us. Saint Margaret Mary School follows the guidelines of the Diocese of Rockford in all areas. To best protect our

students, the Diocese requires 5 forms from each parent volunteering in the school.

Required Volunteer Forms:

- ✓ Background Check
- ✓ Acknowledgement of Mandated Reporter Status
- ✓ Protecting God's Children course
- ✓ Sexual Misconduct Norms booklet
- ✓ Code of Pastoral Conduct

These forms will be sent home to you or you may request them at the school office.

**We ask that volunteers refrain from using cell phones while volunteering with students.**

## **WELLNESS**

Saint Margaret Mary School strives to meet the needs of our students physically, mentally, and emotionally. 1% milk is available for purchase and is served daily in our

cafeteria. All students participate in recess daily. Saint Margaret Mary files a wellness plan with the Diocese of Rockford annually. A copy of this plan can be viewed in the principal's office.

## **WITHDRAWALS**

Parents are to notify the school as soon as possible when they wish to withdraw, and the reason for the withdrawal should be given. A student's permanent record will be mailed to the school a child is transferring to after a records release form is received

from the new school.

Parents are responsible for the tuition payment of the month the student is withdrawn and a prorated balance for the year.

# **APPENDIX ONE**

## **Student Activities Association**

The St. Margaret Mary Catholic School Student Activity Association is a self-sustaining organization that provides an activities program for the grade school children. The program presently provides for cross country (5<sup>th</sup> – 8<sup>th</sup> grade co-ed) volleyball (5<sup>th</sup> – 8<sup>th</sup> grade girls volleyball, 5<sup>th</sup> – 8<sup>th</sup> grade boys volleyball), cheerleading (5<sup>th</sup> – 8<sup>th</sup> grade girls), basketball (5<sup>th</sup> – 8<sup>th</sup> grade girls basketball, 5<sup>th</sup> – 8<sup>th</sup> grade boys basketball), track (5<sup>th</sup> – 8<sup>th</sup> grade coed), and activities for grades kindergarten through four, such as field trips.

**Mission:** To provide activity programs for the grade school children, including athletics and educational opportunities.

The purpose is to:

- A. promote the academic success of student athletes by reminding the children they are students first, athletes second.
- B. promote the physical development of each student and increase their potential for excellence.
- C. develop within each student a philosophy of teamwork and fair play.
- D. develop within each student self-control and self-discipline.
- E. promote growth in social skills and moral development.
- F. instill a school spirit in each student by representing their school that they can share with others.
- G. develop within each student a balance between competition and cooperation.
- H. promote a feeling of self-worth through active team participation.
- I. promote the spiritual well-being of the participants.

## **Rules for Participants**

To be a participant in any sport or activity is a privilege. With this privilege come certain responsibilities.

## **Attendance at School**

To be eligible to participate in a practice or contest scheduled on a school attendance day, the student must be in attendance at school the entire day of the practice or contest. Exceptions, due to extenuating circumstances, may be made only by the athletic director or principal.

## **Academic Eligibility**

Participation in athletics and/or student council at St. Margaret Mary Catholic School is encouraged. Sports are offered to enrich and complement the academic education of all students.

1. Scholastic eligibility will be determined every two weeks. A student shall be declared ineligible from participating in contests (games) for a **one week** period of time (Monday through Sunday) if she/he has one cumulative “**F**” (69% or below) for the grading period. The decision to participate in practice sessions during the period of ineligibility shall be made by the student’s parent(s). We here at St.

Margaret Mary Catholic School **STRONGLY** encourage parents to keep school and academics first and make the decision for their child(ren) that ineligibility applies to both practices and contests (games).

2. Consistent unacceptable behavior could also bring ineligibility, determined by the teacher and principal.
3. If a student receives a third ineligibility, he/she will be removed from that sport for the remainder of the season.
4. Three after-school detentions in the same quarter make a student ineligible for a **one week** period.
5. Serious misconduct will be evaluated by the staff and principal on an individual basis and may bring about an immediate ineligibility for a period of time determined by the staff and principal.

### **Physical Needed**

A current physical exam must be on file each year.

### **Responsibility to the Team and Squad**

1. We encourage that St. Margaret Mary sports come first before any other outside activities.
2. Attendance at practice is mandatory unless excused by the coach before practice.
3. Team members must encourage rather than discourage; this means supporting and complimenting team members.
4. Always respect the coach.
5. Every member of the team is important. One person does not make the team.
6. There will be no betting on games for points, shots, and free throws by students or parents. The first occasion will result in suspension from the next game. The second time will be a suspension from the team.

### **Responsibility to Property**

1. Keep the gymnasiums and locker room clean--both home and away.
2. **Do not enter the gym unless the coaches are there.**
3. Do not go on the stage and do not touch anything that is not property of St. Margaret Mary School.
4. All valuables should be left at home--jewelry, watches, wallets, etc.
5. Uniform shoes should be clean and never worn outdoors.
6. Your complete uniform, provided by the school, should be worn at all games. It should be kept neat and clean.

### **Responsibility to Others (applies to both Coaches and Players)**

1. Always respect the referees. Their decisions are final.
2. Any athlete who is charged with a technical foul or yellow/red card for unsportsmanlike behavior shall not be permitted to play in the next game/contest in which his/her team is involved.
3. The opponents are necessary for a game. Treat them with respect.
4. The coach has the right and duty to pursue disciplinary action within the guidelines for the STMM.S.A.A. These guidelines provide for action up to and including permanent suspension from team participation.

### **Student Activities Association Coaches Guidelines**

1. Head coaches must be at least 21 years of age. An assistant coach may be under 21 provided an adult would be at every game and practice when the head coach was unavailable.
2. At least one adult female is to be in attendance at all girls team practices and contests. At least one adult male is to be in attendance at all boys team practices and contests.
3. All coaches or other adults involved in student supervision must complete all diocesan requirements regarding criminal background checks, blood borne pathogens training, PGC, etc.
4. Coaches shall display good sportsmanship to instill in each student a sense of responsibility for being good examples to one another. Coaches should always be positive in coaching and encourage a good attitude towards officials. Sportsmanship covers not running up the score on another team. Obscene language and behavior will not be tolerated. Coaches should not incite the fans toward opposing coaches, players or officials. Athletic directors are instructed to caution coaches and remind them of their responsibilities in this regard.
5. All coaches will answer directly to their athletic director who will in turn answer to his/her principal.
6. Serious infractions regarding sportsmanship should be brought to the attention of the ADC by the schools involved and principals are to be informed.
7. Any coach who is charged with a technical foul for unsportsmanlike behavior shall not be permitted to coach the next game/contest in which his/her team is involved.
8. Any coach ejected during any NSCC game/contest while coaching shall not be permitted to coach the next two games/contests in which his/her team is involved.
9. Any coach ejected more than twice in a season while coaching in the NSCC will not be allowed to continue coaching and may be barred from any future coaching positions at that particular school in the NSCC.
10. IHSA rules governing sportsmanship and coaches shall apply in all cases.

### **Student Activities Association Spectator Guidelines**

All spectators are expected to exhibit acceptable conduct at all times and may be removed by the game officials or authorized personnel of the host school.

- A) Fans are expected to be courteous and respectful of the host school facility and those in authority.
- B) Obscene language and behavior will not be tolerated.
- C) Kicking and stomping on bleachers is unacceptable.
- D) Local host rules regarding food and drink in gyms must be observed.
- E) All student spectators are to be supervised by an adult.

Any violation of these policies and rules is subject to review by the ADC.

IHSA rules governing sportsmanship and spectators shall apply in all cases.

### **Student Activities Association Parent Code**

It is a commitment for you as well as your child to be a member of a team or squad.



1. At all times parents should conduct themselves in a manner that represents the Christian values taught at St. Margaret Mary Catholic School.
2. Every effort should be made to ensure that your child has completed all homework and other chores on days that practices and games are scheduled.
3. Attendance at practices and games is mandatory unless excused by the coach in advance.
4. Promptness is necessary when delivering or picking up your child for games and practices.
5. Uniforms should be cared for properly. They are costly and cannot be easily replaced. Check with the coaches as to the proper care and cleaning of uniforms.
6. Support your child at all games. Accept the results of each game. Encourage your child to be gracious in victory and to turn defeat into victory by working toward improvement.
7. Be kind to your child's coach and officials. Both are volunteers, giving of personal time to provide a recreational activity for your child. The only reward received is the personal satisfaction of having served the community.
8. During the games, no parental interference with the coaching will be tolerated.
9. If concerns or issues arise, please follow the parent communications process located in the Student Handbook for making arrangements to speak with the coaches. We are a community of faith striving to live the gospel values.
10. Any issues relating to the team and coaching, such as play time, practices or other issues should be communicated by submitting the proper form (available on the web site) to the school office.
11. Parents bringing younger children to view the game must accompany their children and see that they remain in their seats. Playing on the sidelines interferes with the game and is inappropriate.
12. All Student Activities Committee meetings are open to any interested parents.
13. Volunteer services are warmly received.

Necessary fees and forms, and attending the mandatory meeting are needed prior to the beginning of the season.

1. Athletic fees.
2. Registration form.
3. Proof of insurance.
4. Sports physical.
5. Mandatory parent meeting at the beginning of each season and in May in order for your child to participate in the program.
6. Uniform policy form must be signed by parents prior to distribution.

**Parent/Student Handbook Return Form**

**School Year:** \_\_\_\_\_

**Please read this Parent/Student Handbook with your student(s), print this page from the website, if necessary, sign the bottom of the page, and return the entire page to the school office.**

I have read the Parent/Student Handbook with my child(ren) and we agree to abide by it's contents.

\_\_\_\_\_  
**Please print parent name**

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Please print student name**  
**Date**

\_\_\_\_\_  
**Student's signature**

\_\_\_\_\_

\_\_\_\_\_  
**Please print student name**  
**Date**  
*(if more than one student in the family)*

\_\_\_\_\_  
**Student's signature**

\_\_\_\_\_

\_\_\_\_\_  
**Please print student name**  
**Date**  
*(if more than one student in the family)*

\_\_\_\_\_  
**Student's signature**

\_\_\_\_\_

**Acknowledgement of Chromebook Acceptable Use Policy and Procedures**

**School Year:** \_\_\_\_\_

We have read, understand, and agree to abide by the policies and procedures detailed in the Saint Margaret Mary Chromebook Acceptable Use Policy. We understand that the technology resources at Saint Margaret Mary are provided for the purpose of supporting the educational mission of the school to provide all students with a quality education that supports success in an ever-changing world. The school’s goal in providing the Chromebook is to promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning. We accept full responsibility for the care, protection, and use of the school’s issued Chromebook.

**Student Agreement**

Should I commit any violation, I understand access privileges may be revoked and school disciplinary action may be taken.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parental Agreement**

I agree to the above statements and that my child will abide by the Saint Margaret Mary Chromebook Policy and the Acceptable Use Policy guidelines as stated in this document. I understand and will help my student understand and abide by the Chromebook and Acceptable Use Policy Terms. Should a student commit any violation, access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be initiated.

I understand that for my child to utilize Saint Margaret Mary’s electronic equipment and participate in computer related classroom activities, I must provide the following permission:

- Access the Internet (on Saint Margaret Mary owned computers or Chromebooks)
- Online publication of schoolwork (such as Google Docs, Google Presentations, etc.)
- The creation of Unique Accounts for educational purposes (such as Prodigy, Xtra Math, Spelling City, etc.)

Parent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parents Printed Name: \_\_\_\_\_