

TABLE OF CONTENTS

History of St. Mary Nativity School	02	Telephone Calls and Messages	17
School Mission Statement		Health and Safety	
Admission Policy.....	03	Illness	17
New Student Registration.....	03	Medication	17
New Transfer Students	03	Medical Emergencies.....	18
Student Transfers/Withdrawals	03	Fire Drills, Tornado Drills & Other Emergency Evacuations	18
Financial Information		School Crossing and Traffic Safety	18
Tuition Schedule	03	Building Security.....	18
Active Parishioner.....	04	Charter for Protection of Children and Young People .	18
FACTS Business Solution	04	<i>Parent Guide: Understanding & Preventing Child Sexual Abuse</i>	<i>30</i>
FACTS 2019-2020	04	<i>Pastoral Policy Regarding the Sexual Abuse of Minors.....</i>	<i>30</i>
Contacting FACTS	04	Cafeteria Use.....	19
Reenrollment	05	Playground Use.....	19
Kitchen Duty	05	Cellular & Electronic Devices.....	19
Fundraising requirements.....	05	Dress Code	20
Fee.....	06	Discipline Code	19
Billing procedure in case of divorce	06	School Board.....	23
Financial Suspension.....	06	Missing Person and His/Her Record	24
Collection Agency	07	Substance Abuse Intervention Program.....	25
Tuition Credit & Financial Assistance	07	Firearms on School Property.....	25
The School Day		Attacks on School Property	26
Daily Schedule	08	Parent Sex Offenders.....	26
Morning Arrival	08	Issues Regarding School Personnel.....	26
Afternoon Departure	08	Internet Access & Related Technology Use Policy	26
Cafeteria Services.....	08	Diocese of Joliet Information	42
Attendance	08	St Mary Nativity Parent/ School Commitment	23
Attendance Record keeping.....	08		
Vacation & Absences.....	09		
Academics			
Religious Instruction and Sacramental Preparation	10		
Program of Studies.....	10		
Physical Education	10		
Grading Scale	10		
Promotion/Retention.....	11		
Academic Probation	11		
Care of the textbooks and supplies	11		
Testing and Grading	11		
Honor Roll	12		
Graduation Awards.....	12		
Student Records.....	12		
Progress Reports & Report Cards.....	12		
Honor roll for 6 th -8 th grade.....	12		
Graduation requirements.....	12		
High School scholarships.....	13		
Graduation awards/scholarship requirements.....	13		
Curriculum Enrichment Activities			

Extra-Curricular Activities	14
Communication	
Guidelines for Effective Communication.....	15
Change of address and phone number	16
Parent/Teacher Conferences	17

Disclaimer

This handbook consists of guidelines that provide a framework for the school's day-to-day practice. The Administration reserves the discretion to vary these policies so that specific problems are treated on an individual basis. The policies are subject to amendment or discontinuation, as the needs of the school require. The school will attempt to keep families and students informed immediately of all changes, which may be made to meet unforeseen circumstances.

A Brief History of St Mary Nativity School

Croatian settlers initially attended St. John the Baptist and later St. Joseph Church. However, within a short period of time the growing community of 100 Croatian settlers petitioned the bishop to found a Croatian parish reflecting their own language and heritage. Permission was granted and Rev. George Violich came to Joliet from Croatia in May 1906 to establish the parish, which today is St. Mary Nativity.

The parish school, always an integral part of life of St. Mary's and began of the Joliet immigrant community. Through the untiring efforts of the Sisters of the Precious Blood from Alton, Illinois, who originally staffed the school, and later the School Sisters of St. Francis of Christ the King from Lemont, the school thrived. In 1914 an addition was built to accommodate the increasing school enrollment and in 1943 two buses for school use were purchased. The fire that destroyed much of the school on June 27, 1953 proved to be a windfall for the parish because, in the process of rebuilding and updating the structure, a gym was added. Recent additions have provided easy indoor access for students to the church for liturgy and other activities.

The student body represents a wide spectrum of backgrounds. There are children whose forebear were founding families, those of second and third generation's graduates, along with children whose parents newly arrived to the area come searching for a stable educational environment for their children.

SCHOOL MISSION STATEMENT

The mission of St. Mary Nativity School is to provide a safe and dynamic Catholic environment where faith is nourished, knowledge grows and mutual respect is evident. We partner with parents and the parish community to create an inclusive, diverse, and flexible atmosphere for learning that provides for global, responsible lifelong learners.

Philosophy

As Catholic Educators of St. Mary Nativity School, we will work with students at their ability level and with each other to fully develop the academic and spiritual potential they possess.

Non-Discrimination

Schools operated under the auspices of the Diocese of Joliet admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally available to students at the schools. The names of the elementary and secondary schools can be found in the OFFICIAL CATHOLIC DIRECTORY, published annually. (*Handbook of School Policies. Joliet Diocesan School System, 1995, policy 5110*)

ADMINISTRATION

St. Mary Nativity is one of over forty-six Catholic schools in the Diocese of Joliet. Planning and policy development for the diocesan educational program is done by the Diocesan Board of Education.

Administrative responsibility for the schools is in the care of the Superintendent of Schools. The Catholic Schools Office is located at the Bishop Blanchette Center in Crest Hill. St. Mary Nativity School adopts wholly the Handbook of School Policies of the Diocese of Joliet as the school's own policies. **St. Mary Nativity School subject to diocesan policy, is under the administration of the pastor with day-to-day administration by the principal.**

Admission Policy

If there is a waiting list for a particular grade, children will be admitted according to guidelines established by the Joliet Diocesan School Board in the following order.

- Siblings of currently enrolled students;
- Children of parishioners;
- Transfer students from other Catholic schools;
 - from schools that are closing;
 - from schools not offering full 1st-8th grade programs;
- Transfer students from public schools;
- Children of other parishes;
- Children of non-Catholics.

New Student Registration

Registration opens in **January during Catholic Schools Week**. The three-day pre-school students must be 3 years of age by September 1. Three day or five day prekindergarten students must be 4 years of age by September 1. Kindergartners must be 5 years of age by September 1. First grade students must be 6 years of age by September 1.

All students entering school for the first time must present a birth certificate, health record and a social security number. Catholic students must present a baptismal certificate. Parents who wish to register new students may do so in January.

Maximum class size for grades 1-8 as set by the Diocese of Joliet's Office of Catholic Schools is 33 students.

The State of Illinois requires a physical examination for each child entering school for the first time, for preschool, kindergarten or first grade, and again before starting the sixth grade. An eye exam is required for children entering kindergarten, or those transferring from other schools. The State of Illinois now requires a dental examination for students entering kindergarten, second and sixth grade. These examinations must be on file at the start of the school year. All immunizations must be up to date. Physical exams are also required for students transferring from other schools, if they have not been previously examined as required by Illinois law. The exam records are due on or before entrance to classes.

If the medical and dental records **have not been received by October 15**, the child will be excluded from school until the forms are provided, as mandated by the Illinois State Board of Education.

New Transfer Students

Students entering St. Mary Nativity School from another school must present an official certification of grade level, usually a report card or transfer slip from the former school, as well as a health record. **All new students may be put on academic and disciplinary probation for the first trimester.**

The foregoing definition of a Parishioner will not be used to deny access to a Catholic education; rather, it will be used to determine which families qualify for the subsidized Active Parishioner tuition rate.

Extended Day Care: Extended Day Care is available at the main campus Monday through Friday from 7:00 AM until 6:00 PM (except on National Holidays, early dismissals and institute days). Cost is \$5.00 per hour for the first Child, \$3.00 per hour for each additional child. An overtime fee of \$8.00 is charged for each five minute increment after 6:00 PM.

FACTS Business Solutions for Education

Tuition billing and payment may be made by electronic transfer from your bank account, through credit card payments, or by check/money order directly to FACTS or Church Rectory.

FACTS Accounts, 2019-2020

Family tuition accounts for the 2019-2020 school year have been set-up to be paid in twelve payments or less, due on the first, fifth, tenth or fifteenth of the month starting with a first payment in August and a final payment in May. There will be an additional fee if payments need to be extended over twelve. **The \$45.00 FACTS Fee is billed on your first tuition payment.** A late fee of \$40 from FACTS will be applied if payment is not made prior to the due date.

- Families choosing to make a single payment in August will not be charged the \$45.00 FACTS fee. There is also a 2% discount for single payments.
- Families choosing to make two payments (August and January) will not be charged the \$45.00 FACTS fee.

Contacting FACTS: Parents should contact FACTS or the Rectory directly for any inquiries regarding their tuition payment, fees, balances etc.

All school families receive a login and password for access to FACTS. Families can use the FACTS link on the St. Mary Nativity School website at www.stmarynativity.org. Parents can:

- Print a report of all payments made in a particular calendar year, or a particular school year.
- Make tuition payments.
- Review last payment information.
- Change their method of payment.
- Edit their payment information.
- Edit personal information and more.
- **Print your FACTS payment record from your account for tax purposes. The school office or the rectory has that information.**

Contact FACTS in the following cases:

- To make a payment (by electronic transfer or by credit card.).
- To set-up automatic ACH payments.
- To review recent payments.
- To change payment account or personal information.
- To check on a mail-in payment that hasn't been processed yet.
- To notify them of an upcoming late payment due to family financial difficulties.
- To inquire about fees posted to your account.

Mail Payments to:

Please include student's account number on check or money order payable to:

**FACTS
P.O. Box 82527
Lincoln, NE 68501-2527**

Re-Enrollment

Unless the school has previously been notified in writing that a student is not returning for the 2019-2020 school year, families currently enrolled at St. Mary Nativity School will be automatically re-enrolled with FACTS in April 2020 and will be responsible for payment of the \$45.00 FACTS fee and a non-refundable SMN school enrollment fee per family. Families transferring will also be assessed a transfer fee of \$40.00 per student to cover the cost of processing school records. A service fee of \$40.00 will be added to delinquent accounts for each month.

Volunteer & Financial Requirements

Kitchen Duty (grades K–8)

- \$200.00 if not worked per family. Kitchen duty is from 9:00 am until 1:00PM. Parents are required to work four kitchen duties. One kitchen duty each trimester plus one floating kitchen duty. For families not fulfilling kitchen duty, a fee of \$50.00 will be posted to tuition accounts at the end of the first two trimesters, and a fee of \$100.00 for the last trimester.
- *Parents must be signed-up for kitchen duty by **May 1, 2020**, to receive credit for the current school year.*
- *Failure to give any prior notification of inability to work on an assigned day will result in an additional \$50.00 fee being charged to your tuition account.*

Fund Raising Requirements (pre-school–grade 8)

- **Between July 1, 2019 and June 2nd, 2020**, families are required to assist St. Mary Nativity School by participating in two fundraisers (or pay \$100.00).
- *Parents of currently enrolled students must be signed-up for bingo by April 1 of the school year to receive credit for the current school year. Newly enrolled families may sign-up at the time of registration. Parents are required to work four bingos (or pay \$300.00)*
- Failure to give any prior notification of an inability to work on an assigned day will result in an additional \$50.00 fee for fundraisers and an additional \$100.00 fee for bingo being charged to the tuition account.
- Families are also required to sell \$360.00 in Home & School Association Football Tickets.
- *All Bingo requirements must be completed between **June 2019– April 2020** to receive credit for the current school year.*
- *It is the responsibility of the parents to personally sign-in, and sign-out, on the designated St. Mary Nativity “Sign-in Form” to receive credit for Kitchen Duty, Bingo or Fundraisers. Chairpersons are required to return the original (white) “Sign-in Form” to the school office within one week of the event. The chairperson is to keep a duplicate copy for his/her records.*

Any questions regarding completion of kitchen duty, bingos, fundraising requirements or fees should be directed either to the chairperson or school secretary.

Fees

- **Registration Fee:** All families are required to pay an annual non-refundable and registration fee at the time of enrollment at St. Mary Nativity School.
- **Home & School Association Annual Dues** are \$60 per family which covers classroom parties and teacher gifts during the school year are payable in full on Orientation Day.
- **Athletic Association Fees** are payable in full on Orientation Day. A nominal participation fee per athlete will apply prior to each sporting season.

Billing Procedure in Case of Divorce

Tuition bills will be sent to the custodial parent. The custodial parent will be responsible for payment of all tuition and fees and for communication with the non-custodial parent. St. Mary Nativity will not be involved in any family disputes concerning tuition payments.

Delinquent Accounts and Fees

Any payment returned as a result of family error, such as “Insufficient Funds,” “Uncollected Funds,” “Account Closed,” will incur a \$50.00 returned payment fee. This includes payments made electronically.

- Student report cards and official school records can be withheld until all tuition and fees are paid in full.
- *Eighth grade students will not receive their diploma, nor be allowed to participate in any graduation exercises, programs or the class trip if tuition and fees have not been paid in full by **May 15th.***
- To avoid assignment of past due balances to our collection agency, final payment of all tuition and fees must be received no later than June 30 unless an arrangement has been made with the administration.

Financial Suspension

St Mary Nativity school families are expected to stay current with outstanding obligations to the school which includes tuition, fees, and fundraising requirements. All family tuition accounts must be paid and up-to-date to avoid financial suspension. If the family tuition account is not up to date, financial suspension could be imposed.

Financial suspension would mean:

- The student will be unable to attend class
- The student will not be allowed to take exams, submit homework or receive academic credit during the time of suspension.
- No official school records will be released.
- Any previously awarded financial assistance or tuition grants will be forfeited.

It is your responsibility as a parent to work with the principal and business manager in order to avoid financial suspension of your child. We also understand that unforeseen financial difficulties do happen. If you are unable to meet your obligations to St. Mary Catholic School, please ask the principal or business manager to arrange a meeting with the pastor to discuss your situation.

The following consequences will be imposed should your tuition account become one month or

more in arrears:

- If accounts are 30 days or greater in arrears: Student report card(s) will be held in the office and a formal reminder letter will be mailed to the parent(s). Please contact the rectory to discuss with the pastor.
- If accounts are 60 days or greater in arrears, student(s) will be removed or restricted from all extracurricular activities such as class trips, sports or club activities and a telephone reminder call will take place. Please contact the rectory to discuss with the pastor.
- If accounts are 90 days or greater in arrears, the family involved will be required to meet with pastor to discuss action moving forward.
- The family's account will be sent to a collection agency at the pastor's discretion.

Should a family wish to transfer their child to another school due to financial delinquencies, no official school records will be released until all outstanding financial obligations are satisfied. Furthermore, all textbooks, sports fees or uniforms, and any other items belonging to the school must be returned to the school before records will be released.

Collection Agency

If no prior arrangements have been made, at the end of the current school year, delinquent balances will be transferred from FACTS tuition accounts and assigned to our collection agency, C.A.B. Services, Inc., or Meade & Associates, Inc. for payment:

C.A.B. Services, Inc.
90 Barney Drive
Joliet, IL 60435
(815) 725-1303

Meade & Associates, Inc.
737 Enterprise Drive
Westerville, Ohio 43081
614-436-6160

C.A.B. Services, Inc. or Meade & Associates, Inc. will notify credit bureaus of the delinquency and parents will be responsible for any additional late fees, collection fees, attorney fees and court costs.

St. Mary Nativity is not required to send prior notification of delinquencies assigned to C.A.B. Services, Inc. or Meade & Associates, Inc.

Students will remain on Financial Suspension until full payment of past due tuition and fees are received from C.A.B. Services, Inc. or Meade by St. Mary Nativity. **ALLOW SIX TO EIGHT WEEKS FOR YOUR PAYMENT TO C.A.B. OR MEADE SERVICES TO CLEAR OUR BANK.**

Tuition Credits & Financial Assistance

Currently enrolled school families can earn a 10% tuition scholarship for sponsoring new families enrolled for the **2019–2020** school year. The school must be notified of the sponsorship at the time of registration of the new family. The scholarship will be applied toward tuition at the end of the school year. Both sponsoring and incoming families must remain current with their tuition payments throughout the school year to receive this scholarship.

Financial Assistance

Financial assistance is available to any St. Mary Nativity family who finds tuition to be an impossible burden. No student will be denied admission to St. Mary Nativity School solely on the basis of financial need.

Families requesting tuition assistance must apply through FACTS, an outside service that evaluates requests for financial assistance. Tuition Scholarships Awards are available through the Diocese of

Joliet Catholic Education Foundation or the St. Mary Nativity Educational Endowment. For both: Apply online through FACTS at www.factsmgt.com. Diocesan deadline is March 1st; St. Mary Nativity Educational Endowment deadline is in **June for 2019-2020**. FACTS hardcopy applications are available in the spring. An application fee, payable to Facts is required to process the application. Families must include supporting documentation with the FACTS application to qualify for tuition assistance.

The deadline for applications for the 2019-2020 school year is June 23. Families will be notified the week of July 10 of financial awards.

Applications for newly enrolled families should be submitted at the time of registration.

If family financial conditions should change during the school year, parents should notify FACTS Tuition and contact the principal or pastor. Names are kept confidential.

Tuition Refund Policy

Registration fees and activity fees are non-refundable. Kitchen duty and all fundraising fees, such as raffle tickets, dinner dance tickets, etc. are charged for each trimester the student is enrolled.

For students withdrawing from St. Mary Nativity School during the academic year, families will be assessed tuition for each trimester the student is in attendance. Students enrolled for any portion of an academic trimester will be charged tuition for the full trimester. Report cards and transfer of official records will be withheld until all payments are completed.

Families withdrawing students prior to the end of the school year will forfeit any financial assistance or tuition grants previously awarded.

THE SCHOOL DAY

The School Office opens at 7:50 am and closes at 3:30 pm.

Students may arrive at school after 7:45 am. Teacher supervision for the playground begins at 7:45 am. The school cannot assume responsibility for student safety prior to this time. Students must go directly to the school and shall remain on the playground from their arrival until the first bell at 7:55 am when the supervisor directs them to enter the building. During inclement weather, students are directed to assemble in the cafeteria.

All students are expected to leave the school building at dismissal time and must go directly home. **Students not picked up within 10 minutes of dismissal time will be placed in Extended Day Care and will be charged the hourly fee. Children participating in after school activities are to be picked up at the designated time.**

DAILY SCHEDULE

Prekindergarten

Morning Session

7:55 am Doors Open

8:05 am Class Begins

10:55 am Dismissal

Afternoon Session

11:45 am Doors Open

12:00 pm Class Begins

2:50 pm Dismissal

St. Mary Nativity School (Kindergarten–8)

7:55 am - First bell rings

8:05 am - Tardy Bell (late students enter at the office) Classes begin for all students

2:50–3:00 pm - Grades Kindergarten-8 Dismissal

Morning Arrival

Families are to drop students off on the north side of Marble St. Please enter Marble St from Vista Lane. If you have to stop at the School Office, please park in the lot west of Broadway St. During inclement weather parents may drive up to the gym doors for students to depart from their cars. Parents are then to exit parking lot onto Broadway Street.

Afternoon Departure

Families picking up students are to do so on the large parking lot across from the school on Broadway St. Cars are to park in grade order with preschool starting at the Marble St. end of the lot.

The playground lot immediately in front of school is a drop-off area, only if you are late. This area is reserved for field trips, deliveries, and for the safe gathering of the children. **Pick-ups on Marble St. between Vista Lane and Broadway are not allowed.** Only use the parking lot on Broadway across the street from the school. **In case of emergency, a parent must call the School Office to give verbal instructions as to whom their child will be released to at dismissal time.**

Cafeteria Service

A daily home-cooked hot lunch program is available for children in grades PS - 8. Meals are ordered from a menu provided online through SchoolSpeak. Milk Only is available for students in pre-school through grade eight.

Attendance

School attendance is not a matter of parents having jurisdiction. **The Illinois School Code makes it mandatory that all children of school age be in regular attendance.** School is the place where children begin to learn the responsibilities needed in life, especially regular attendance and punctuality. Consistent prompt attendance is necessary for every student's success in school. **The State of Illinois provides by law for compulsory attendance of all children between the ages of six and sixteen years.**

- The parent/guardian must report all absences by **9:00 a.m.** A message may be left on the answering machine. If the school has not been notified a call to the home or workplace will be made after 9:00 am.
- Principals have the obligation to see that the requirements of the law of the State of Illinois are met. Schools keep accurate and daily records of attendance and a summary of these records are kept permanently on file.
- Students with fever are to remain home for at least 24 hours after they no longer have a fever (100°F/37.8°C or greater when measured orally) or signs of the fever without the use of fever reducing medicines.
- A written note, stating the reason for absence and signed by the parent or guardian, must be presented to the teacher when a child returns to school after an absence. This is in addition to the phone call. **Absences of 15 days in one trimester seriously jeopardize a student's advancement to the next grade level.**
- When a child arrives late for school, he/she must report to the office before going to class.
- If a child is to be excused from school during any part of the day, a written note stating the reason must be presented to the School Office before the requested absence. **The parent/guardian must report to the office to sign out and take the child.**

- Parents are not permitted to go to the rooms to pick up children or deliver lunches and other forgotten items. All business is to be transacted in the School Office.
- Doctor and dental appointments should be avoided during school hours, if at all possible.

Attendance Record Keeping

The following guideline will be used for recording attendance on diocesan student attendance forms.

Coming to School:

Arriving before 8:30 am - tardy, not absent

Arriving after 10:00 am - 1/2 day absent

Arriving after 1:00 pm - absent all day

Leaving School

Leaving between 8:00 am - 10:00 am - all day absent

Leaving between 10:00 am - 1:00 pm - 1/2 day absent

Leaving after 1:00 pm - not marked absent

Leaving school for a period of time and returning within an hour is an excused absence for dentist and doctor appointments

Vacations and Absences

The State of Illinois requires children six years of age to attend school. Vacation is not a legitimate excuse for absence. **Teachers are not required to provide academic work or instruction to accommodate vacations.** No assignments will be given in anticipation of an upcoming vacation. Student vacation time should be arranged after considering the school calendar. Although teachers and students attempt to offset the loss of instruction with make-up work, absenteeism definitely presents a difficult problem for both teachers and students.

When an emergency arises that causes a student to be absent during school time, the following steps are to be observed: Written notice to the Principal; Written notice to the teachers; Completion of all missed work after returning to school. No schoolwork will be given to a child before going on vacation.

The teachers will give assignments to be completed at home that will attempt to partially compensate for the loss of instructional time, which is due to an illness or emergency.

Truancy

A “truant” is defined as a child subject to compulsory school attendance and who is absent without a valid cause for such attendance for a school day or portion thereof. “Valid Cause” for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include other situations beyond the control of the student.

Documentation will be kept on a student’s absence and conference will be held with the student, parents and principal about his/her truancy. If tardiness or truancy continues, St. Mary Nativity School will inform the family that their student(s) will no longer be permitted to attend classes and will need to have their records sent to a school that will meet their needs.

Emergency Closing Procedures

If it is necessary to close school because of weather conditions or other emergencies, the announcement will be made over Joliet radio station **WJOL, 1340 AM**, the Chicago radio stations **WBBM, WMAQ and WLS** on www.cancellations.com, www.emergencyclosings.com, and our parish web page, www.stmarynativity.com. If it is announced that the Joliet Public Schools (District 86) are closed due to hazardous weather conditions, St. Mary Nativity is usually closed.

Please do not phone WJOL, the school, rectory or convent.

These phone lines need to be open to communicate for the broadcasts.

An email/text will be made to parents by an administration-approved system. However, parents are advised to listen to the radio or watch TV for the listings

ACADEMICS

Religious Instruction and Sacramental Preparation

Parents are urged to model and encourage in their children an appreciation for religious values. Since children learn by example, full participation in and regular Sunday attendance at Mass by Catholic parents and children is fundamental for conscious, intelligent and active spiritual growth of the child. Non-Catholics are expected to worship and practice morality according to their religious faith.

St. Mary Nativity students prepare for and participate in the Mass regularly during the school day.

- Grades K-8 - Wednesday at 8:30 am
- On Holy Days of Obligation students attend a regularly scheduled parish liturgy.

The opportunity for the Sacrament of Penance is provided during Advent and Lent. A Living Rosary is said in the month of October. The Way of the Cross devotion is held during Lent and Crowning of the Statue of Mary during May.

Children have formal religious education each day when not attending Mass. Non-Catholic students are expected to participate in religion classes and to attend all religious services.

First Reconciliation and Eucharist are celebrated in Grade 2. Confirmation is received in Grade 8. Parents are expected to participate in preparing their children for the reception of the sacraments and to attend respective parent meetings.

Program of Studies

St. Mary Nativity School adheres to the State of Illinois and the Joliet Diocesan guidelines regarding the subjects taught and the time allotments for each subject. Subjects include religion, language arts (English, reading, phonics), handwriting, mathematics, social studies (history, geography), science, music, art, computer, Spanish and physical education. We incorporate into our daily routine the Project Wisdom program where self-esteem is encouraged in all grades.

Physical Education

Students participate in a planned program of physical education. Classes are held in the gym and occasionally outdoors.

If a child has a medical or physical problem and is not be able to take part in certain physical education exercises, the office and the teacher should have a written note from the parent or doctor stating the nature of the problem. At St. Mary Nativity School we promote good health and eating habits. Nutritional instruction is provided by our Physical Education Teacher. Children are actively involved yearly in the Physical Fitness Program.

Grading Scale

St. Mary Nativity School adheres to the Joliet Diocesan Grading Scale.

Primary – 3rd Grade Grading Scale

4 (3.75-4.0) = Work exceeds Expectations - Student demonstrate an in-depth understanding of grade level concepts, skills and processes taught to date and exceeds the expectation of the curriculum. Student completes tasks without teacher assistance.

3 (2.5-3.74) = Work Meets Expectations— Student consistently demonstrates an understanding of grade level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student completes tasks with little teach assistance.

2 (1.5-2.49) = Work Approaches Expectations—Student’s work demonstrates that he/she is approaching an understanding of grade level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student requires some teacher assistance: prompts, directions, and reminders.

1 (1.0-1.49) = Needs to improve—Student has not yet demonstrated an understanding of grade level concepts, skill, and processes taught to date and needs consistent support. Student requires significant teacher assistance with prompts, directions, and reminders.

NG = Student’s work **not graded** when a particular standard in not taught.

4rd–8th Grade Grading Scale

A+	=	100
A	=	99-96 (outstanding)
A-	=	95-93
B+	=	92-91
B	=	90-88 (very good)
B-	=	87-85
C+	=	84-83
C	=	82-79 (good)
C-	=	78-77
D+	=	76-75
D	=	74-72 (needs improvement)
D-	=	71-70
F	=	69- 0 (little or no progress)

Promotion/Retention

Promotion is based on academic achievement, work habits, attendance and overall development. In order for a student to be promoted to the next grade they must have a passing average in each of the seven core subject areas: religion, math, reading, English, spelling/vocabulary, science, social studies.

If a student does not pass in the core subjects, they will be subject to attendance in a summer school program accepted by the school that addresses the subject deficiency in order to be promoted. If a student is absent 15 days or more, his/her progress will be reviewed for its effect on his/her promotion to the next grade. When a student does not perform according to his or her capabilities the following steps will be taken to determine whether or not the student will be promoted to the next grade:

- During the first trimester or **as soon as the problem becomes evident**, the teacher will notify the student’s family. A conference will be held with the family to determine what steps can be taken to help the student succeed academically. The student’s teacher(s) will maintain contact with the family on a regular basis.
- Interim reports and report cards will be used to evaluate academic progress.

At the end of the January, written notice of possible retention will be sent home to the family.

A student’s progress will be evaluated during the last two trimesters to determine grade placement for the next school year. The principal may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for a promotion. The principal will schedule a conference with the

teacher and parents to discuss ways to prepare the student academically or emotionally for the next school year.

Academic Probation

There are situations where a student is not achieving academically and is capable of being successful. In such cases the student, family, teacher(s), and principal will meet to write an academic contract for the student.

Care of Textbooks and Supplies

Each child is responsible for the care of textbooks and supplies furnished by the school. A charge will be assessed if books and/or supplies assigned to a child have been lost or damaged. Textbooks, workbooks, notebooks, spirals, and all materials are to be kept free from graffiti and doodling inside, outside, and on covers.

TESTING AND GRADING

Testing Program

IOWA assessments administered to students in grades 2, 3, 4, 5, 6, 7. Other grades may or may not be tested. The standardized test is intended to give information to teachers and parents regarding children's progress and helps to remedy the weaknesses. Results are sent home and a copy is retained in the child's file. Contact the School Office for help in interpreting test results. Additionally, we use the Testing program, Easy CBM's throughout the year to help identify student learning needs and address them at that time.

Student Records

Parents and legal guardians have the right to review their child's academic records. Allow 10 work days once the school is contacted for records.

Progress Reports/Report Cards

Report cards are issued three times a year; that is once after each twelve-week period. Progress reports are sent home electronically every six weeks in order to provide an indication of a student's progress. Progress reports are not a part of the student's cumulative file. The first report card is distributed prior to the fall Parent/Teacher Conferences. **Report cards may be withheld for any trimester in which the payment of tuition or fees is in arrears. The final report card will not be issued unless tuition and fees are paid in full.**

Evaluation report forms have been designed to convey to parents not only a student's achievement in a given subject area, but also the effort expended in each subject. The "A-F" achievement grade is objective, based on the child's performance, whereas the effort grade is subjective, based on the teacher's assessment of how hard the child is working to achieve his/her potential. Achievement is graded in each subject according to the diocesan code.

Awards

Various scholastic, service, attendance, physical education, and special awards are issued during an assembly at the end of the school year. Eighth grade awards are presented at a graduation banquet. Athletic awards for students who participate in extracurricular St. Mary Nativity sports are offered in Grades 5 - 8 at an athletic banquet conducted by the Athletic Association.

Honor Roll Grades 6th-8th

In order to recognize the work of our students and to encourage them to work to the maximum of their capability, students in grades sixth through eighth can earn recognition on the Saint Mary Nativity Honor Roll in two different categories. Students are recognized for the following:

High Honors - Students need to maintain the following:

- A minimum of five 'A's and no lower than a 'B' in the seven core subjects of religion, math, literature, English, vocabulary, science and social studies.
- No grade lower than a 'B' in specials (music, computer, Physical Education).
- Maintain 'Good Effort' in all subjects.
- Maintain good behavior (as determined by teacher) at all times.

Honors - Students need to maintain the following:

- A minimum of 'B' in the seven core subjects of religion, math, literature, English, vocabulary, science and social studies.
- No grade lower than a 'B' in specials (music, computer, Physical Education).
- Maintain 'Good Effort' in all subjects.
- Maintain good behavior (as determined by teacher) at all times.

Graduation Requirements

To graduate from eighth grade, the following criteria must be met:

- The student is required to satisfactorily complete the course of study designated by the State of Illinois and the Diocese of Joliet.
- The student is required to pass tests on the Federal and State Constitutions.
- All financial obligations must be completed by May 15.
- Student conduct must be acceptable.
- All tuition and fees must be paid-in-full by May 15.

High School Scholarships

Scholarships are offered for incoming freshmen by diocesan and civic organizations. Local Catholic high schools also provide financial awards for new students.

Scholarships are awarded annually by the St. Mary Nativity Scholarship and the Student Council to graduating eighth grade students attending a Catholic high school. An eighth grader must exhibit excellent academic effort, good Christian values and model good character to receive this award. The recipients of these awards are chosen by their junior high teachers.

Note: Both the Student Council and St. Mary's awards are disbursed directly to the Catholic high school in which the recipient is enrolled, after the fall semester has commenced.

Graduation Awards/Scholarship Requirements

At the culmination of every school year the eighth graders have a graduation dinner and awards ceremony. The beginning of every school year the eighth grade class is informed by their homeroom teacher about awards they can work towards during the school year. One award that is presented is a *Memorial Scholarship* funded by the Student Council. In order to receive this prestigious award the recipient must:

- Display exemplary moral Christian values

- Participate in school activities at St. Mary Nativity School
- Treat others in a humane and respectful way
- Donate his/her time to the school and parish communities
- Go out of his/her way to assist others in our school
- Must be attending a Catholic High School in order to be eligible for selection
- Must be an active participant in St. Mary Nativity religious ceremonies and be a practicing Catholic who regularly attends weekly Sunday Mass

St. Mary Nativity Scholarship in past years has granted two eighth grade students a Scholarship funded by Parent Association. In order to have this award bestowed upon an eighth grade applicant:

- Performing academically to the best of their ability.
- Have a positive school attitude which is reflected in their daily attendance record.
- Maintaining a 3.0 GPA and making the honor roll for all three trimesters.
- Treats others respectfully and exhibits a willingness to serve others.
- Participates in school activities at St. Mary Nativity.

Citizenship Awards

Awarded to students who are to be recognized for the following:

- Participates in school and/or community service.
- Shows a positive attitude towards classmates, school and community.
- Displays an understanding and appreciation of civic responsibility.

Academic Achievement Awards

- Highest GPA in Religion
- Highest GPA in Reading
- Highest GPA in History
- Highest GPA in English
- Highest GPA in Vocabulary
- Highest GPA in Science
- Highest GPA in Mathematics
- Highest GPA in Music
- Highest GPA in Computers
- Highest GPA in Spanish

Physical Fitness Awards

This award recognizes youth who achieve an outstanding level of physical fitness. Boys and girls who score at or above the 85th percentile of qualifying standards on all five events are eligible for this award.

One-mile run (Cardiovascular endurance)

Grade 2 = 1/4 mile run

Grades 3 & 4 = 1/2 mile run

Grades 5–8 = 1 mile run

- Sit-Up Test (Abdominal Strength)
- Push Up Test (Upper Body Strength)
- Sit and Reach Test (Flexibility)
- Shuttle Run (Speed & Agility)

President's Education Awards

Outstanding Academic Excellence

Student selection is based on criteria in the areas of:

- Maintain a grade point average of 3.5.
- Standardized Achievement Tests ranked in the 85th percentile
- Recommendation from teachers and staff.

Outstanding Academic Achievement

Student must meet the following criteria:

- Display tremendous growth throughout the school year.
- Demonstrate unusual commitment to learning in academics.

CURRICULUM ENRICHMENT ACTIVITIES

The following opportunities are available to students and serve to enhance the regular school curriculum.

- | | | |
|-----------------------|-----------------|----------------------------|
| • Athletics | Band | Helping Hands Service Club |
| • Altar Servers | Student Council | Art Appreciation |
| • Piano Lessons | Chess Club | Safety Patrol |
| • Battle of the Books | STEM Club | Drama Club |

Extra-Curricular Activity Eligibility Policy

Student participation in extracurricular athletic activities is an honor, not a right. Involvement in these activities assumes that students conform to classroom and school policies as well as be in good academic standing. Failure to conform to school rules and guidelines and/or not meet academic expectations will prohibit the student from participation until such time as the Principal approves the return.

The academic expectations are:

- Student has gotten an F or two D's in their academics studies. All subjects are considered including art, music, and computer and physical education.
- ◆ Coaches and/or moderators will be notified whether or not a student is eligible to participate.
- ◆ Grades will be checked every two (2) weeks and a student deemed ineligible, will remain so until the next grade check. Students who are ineligible for three grading periods (six weeks) will be removed from extra-curricular activity.

As participants in extracurricular activities, the student represents the school, the parish community and their family. For these activities student are expected to exhibit the self-discipline and responsibility necessary to be in a position of leadership and representation.

Safety Patrol

An organized Safety Patrol of 8th graders exists to assist with the safe transport of children across the street at the Broadway and Marble Street intersection.

Altar Servers

Boys and girls in grades 4 through 8 are encouraged to become altar servers to assist the priest at various liturgical functions.

Student Council

The purpose of the Student Council is to foster school spirit and pride, Christian values and to initiate service projects. All students are members of the Student Council. The 5th, 6th, 7th and 8th graders are eligible for representative and officer positions.

Athletics

- ◆ The St. Mary Nativity Athletic Program is led by an athletic director who oversees all extra-curricular athletic activities. **Individual Sport Coordinators work with the Athletic Director to set practice schedules, distribute and make sure uniforms are returned, arrange for proper parental supervision at home events and set the example of sportsmanship for our student athletes.** Activities available to girls include volleyball, coed volleyball, basketball, and cheerleading. Boy's activities have included flag football, football, basketball, cross country and coed volleyball.
- ◆ Transportation to/from practices and games is the sole responsibility of the parents. Please ensure that your student athlete is picked up promptly at the end of each practice/game.
- ◆ **Unacceptable behavior at school functions (home or away) reportable to school administration shall be cause for athletic ineligibility for a period to be determined by the Principal on a case-by-case basis.**
- ◆ All athletes in Grades 5-8 must show proof of an annual sport physical. 5th grade physicals as well as sports physicals are a state requirement. The diocese requires an annual physical of all athletes in grades 5-8. Physicals are also required for 4th grade instructional programs or intramurals. Students may not participate in practices or games without having a yearly physical.
- ◆ This information is required by law on the first day of school, with an extension time of October 1st for students who begin school on the first day. Any student entering school after the first day will be allowed 30 days from their entrance date to comply with the requirement.

Use of Facilities

In accordance with diocesan policy, use of church and school facilities is limited to groups directly affiliated with St. Mary Nativity Parish. Church and school affiliated groups must contact the Rectory Office to schedule all activities. In order to avoid any scheduling conflicts a central calendar is kept in the Rectory Office.

Outside groups must submit a written request to the Rectory to use church and school facilities. The request must include a certificate of insurance naming St. Mary Nativity Parish and the Roman Catholic Diocese of Joliet as the insured. A minimum of \$1 million of liability and property insurance is required. At the time of the application to use church or school facilities, documentation of completion of all required "Safe Environment" policies of the Diocese of Joliet and the United States Conference of Catholic Bishops, including current criminal background checks and fingerprinting must be provided for all adults who will be present at the event. **At no time will activities be allowed that would cause damage to church or school facilities. (i.e.: indoor football, softball or baseball practice and games, etc.)**

COMMUNICATION

On Thursdays an email of information, including the weekly newsletter and any updates or changes to the calendar are

sent to parents via the weekly newsletter through School Speak. Families who do not have email will receive information and the weekly newsletter through the "Communication Envelope." The school supply list, lunch menu, monthly calendar of events, etc. are available on the school website, www.stmarynativity.org. and SchoolSpeak the student information system. Families receiving the

“Communication Envelope” should return it the next day.

Change of Address/Phone

In order to keep our records up-to-date, FACTS, SchoolSpeak, and the School Office **must be immediately notified of any change of address, phone number (home or business) or email as soon as it is effective.**

GUIDELINES FOR EFFECTIVE COMMUNICATION

Defining the Issue

Whether one intends to communicate something affirming or share some concern, it is important to have a clear understanding of the issue. Decide who may be involved in the issue. It may be helpful to write down or outline some of these ideas. Once the issue is clear, sometimes it can be helpful to wait at least 24 hours before making an appointment to communicate the issue or concern. Usually a little time helps to put the issue in better perspective.

With Whom to Communicate

The next step is to decide who will best receive your affirmation or concern. It is usually best to initially communicate with those who are directly involved with the issue. If the issue is not resolved after the initial meeting or conference, then the chart contained in this section may be helpful. This chart is in no way a complete list of every possible issue, but It serves as a guide.

Concerns Dealing with:	Should Initially Involve:	If not resolved, whom to involve next:
Student’s Performance	Student	His/ Her Teacher
Teacher	Involved Teacher	Principal
Unfair Discipline	Person who disciplined the child	Principal
Specific Classroom Assignments	Teacher	Principal
School Board Policy	Principal	School Board
School Rules/Procedures	Principal	Pastor

Verbal vs. Written Communication

A verbal “face-to-face” meeting is a most effective form of communication. It allows for questions, clarification, and collaborative solutions. The preferred form of communication is always a personal “face-to-face” meeting. We will readily receive and give written communication our sincere consideration. All letters must be signed. Any letter that is received that is written anonymously or contains derogatory or insulting comments against any person will not be given any consideration.

Guidelines for Conference/Meetings

The following guidelines are set forth for all conferences or meetings between parents and school personnel.

- Any parent wishing to have a conference should make an appointment.

- Please arrange so that all phone calls or scheduled meetings take place during school days
- All conferences with teachers or staff should be on school days, either before or after school hours.

Confidentiality

When communication is effective and within certain boundaries it can bolster school spirit and morale. Yet communication can also be very destructive especially when it involves non-affected parties or betrays the boundaries of confidentiality. When an issue or concern arises, the process of resolution should involve only those parties directly affected by the issue. Confidentiality is a very essential element in fostering effective communication and respect. All discussions, conferences, and resolutions should remain only with involved parties.

Family Communications

Parents/guardians are encouraged to contact teachers if they have any questions or concerns about their children's progress, curriculum or other school-related matters. Messages may be left on our answering machine at any time or with the School Office between 8:00 am and 3:30 pm. Messages will be forwarded to teachers who will call at their earliest convenience.

Messages and deliveries for students should be brought to the School Office. This will keep class interruptions to a minimum.

In order to develop a sense of responsibility, **students will be discouraged from calling home for assignments, gym clothes and other forgotten items.** Teachers inform their students what is needed for the next day and encourage them to complete those sections in their assignment book for 'things to bring to school'.

Parent/Teacher Conferences

Formal Parent-Teacher Conferences are held in November after the first report card is issued and in February after the second report card is issued. All parents are expected to attend. Students in grades 1 - 8 should accompany their parents and be a participant in the conference. The conference is limited to a 10-minute period. For a longer session, or sessions without the child present, parents/guardians may make special arrangements to meet with the teacher on a different day.

Telephone Calls and Messages

Students may use the office phone only in cases of real emergency. **Children who forget gym apparel, homework assignments, books or lunches are not to call home.** If your lunch/ milk is not ordered before the cutoff, a lunch will be provided at a cost of \$4.00 to be added to your lunch account.

Any materials brought to school for students should be deposited in the School Office.

Parents are encouraged to call the School Office whenever other communications do not meet their needs. School Office: 815-722-8518.

HEALTH AND SAFETY

Illness:

- Children should not be sent to school when there is evidence of fever, sore throat, nausea, rash, swollen glands, abdominal pain, watering or red eyes or lice. Notify school immediately if lice or nits are found in your child's hair or if the child has a contagious disease. **After a fever, the child must have a normal temperature reading for 24 hours**

before returning to school.

- When a child contracts communicable diseases (measles, chicken pox, mumps, pink eye), please notify the School Office immediately so that this information can be forwarded to the County Board of Health.
- Parents will be notified if a child becomes ill during the school day.
- Students will be given adequate time as determined by the teacher to make up work missed due to illness.
- Students unable to participate in Physical Education class or recess must bring a written note to the teacher **and may not participate in athletics on that day.**
- **Students who are absent due to illness or who leave school early due to illness may not return that day to participate in any extra-curricular activity.**
- Students who have been absent for five or more consecutive days must also bring a dated note from a physician which states the reason for the absence and assures the school that the student's presence creates no health danger to other students.

Medication

- The State of Illinois prohibits school personnel from administering any kind of medicine to a child. Therefore, medication of any kind brought to school is to be accompanied by a note from the parent regarding administration.
- Medication to be taken during the school day is to be kept in the School Office for designated use. A log is kept of all administered medications.
- Permission for periodic medication will be kept on file in the office.
- **Asthma Medication:** Immediate access to an inhaler is vital. Children are encouraged to carry their inhaler as soon as the child's classroom teacher and parents agree the child is mature enough. Parents are asked to ensure that the school is provided with a labeled spare inhaler. All inhalers must be labeled with student's name by their parents.

Medical Emergencies

- In the event of injury of a child the school will attempt to contact parents first. If a parent cannot be reached, then the person designated by the parent on the emergency form will be contacted. If neither can be contacted immediately and the physical status of the child is in question by school personnel, emergency medical aid will be summoned.
- It is of utmost importance that parents/legal guardians make sure that current emergency information is on file in the School Office.

Fire Drills, Tornado Drills, and Other Emergency Evacuations

According to Illinois State Law fire drills are held monthly. Directions for exiting the building are posted in each classroom. Everyone must vacate the building despite health or weather conditions. It is the teacher's responsibility to acquaint the children with the correct procedure for fire drills.

- Tornado drills, and other emergency evacuations, are held periodically. Teachers acquaint the children with the proper procedures.
- Silence is to be maintained during tornado, fire, and other emergency building evacuations.

School Crossing and Traffic Safety

The Crossing Guard is on duty from 7:45 to 8:05 AM and from 2:50 PM until 3:10 PM. The school accepts responsibility for the safe crossing of children ONLY at these times. Students are to obey and respect the Crossing Guard and the student patrols at all times.

Building Security

School doors are kept locked to prevent unauthorized access from outside the school building during instruction hours. St. Mary Nativity School doors are designed to allow exiting at all times. Those inside can always get out, but entry is limited and controlled. Please use the bell on the right side of the door adjacent to the rectory marked SCHOOL OFFICE for business purposes and for tardy students. Be sure to sign in and gain approval at the office before moving to any other part of the building.

Children are not permitted to leave the school grounds during the school day, including lunchtime, unless they are supervised by faculty or are in the custody of their parents.

Charter for Protection of Children and Young People

In 2002 the United States Conference of Catholic Bishops implemented the *Charter for Protection of Children and Young People*. The norms of the Charter require the establishment of “safe environment” programs, standards of conduct and background checks for adults having contact with children.

“Prior to beginning employment/ volunteer service, all persons involved with minors on a regular, recurring basis, or those who would have the opportunity to be alone with children during parish, school or religious education sponsored events are required to present the following:

- **Results of a criminal background investigation and fingerprinting.** (Subject to the conditions of the Diocese of Joliet.)
- **Written acknowledgement that the person has read and understood the Pastoral Policy Regarding Sexual Abuse of Minors and the Standards of Behavior for Those Working with Minors.**
- **Proof of attendance at a Protecting God’s Children program.** (Proof of previous completion of the program will be accepted.)

Diocese of Joliet
Approved: December 8, 2004
Effective: February 1, 2005

If you, your spouse, or a family member volunteers in any capacity in the school, this applies to you. Further information concerning these requirements and a schedule of upcoming workshops are available from the Parish Office.

Safe Environment Instruction

Effective August 15, 2005, the *Talking About Touching* program, as modified by the Diocese of Joliet, is the normative safe environment program for children enrolled in a Catholic school or religious education program in grades K–8.

Cafeteria Use

Students are expected to sit in their designated seats which are assigned by classroom teachers. They are assigned a table with their peers.

Cafeteria Expectations of Students:

- are to use inside voices
- remain in their seats
- walk
- leave the tables and floors clean

- clean-up after eating
- follow dismissal directions
- No student is permitted to remain in the classroom during the lunch period unless a teacher or adult supervisor is present.

Playground Rules

The safety of all children on the playground is of the utmost importance and rests in the hands and eyes of the adult supervisors. Major infractions are logged and reported to the principal. The following guidelines are to be observed.

- Students are assigned an area to play in on daily basis and are to remain in those areas.
- Students are to meet school expectations on the playground.
- Students show respect for adult supervision and follow directions.

Cellular Phones and Other Electronic Devices

St Mary Nativity School does not allow the possession or use of cell phones or other electronic devices during school hours. With the advent of picture phones, there is always the potential for improper use of such devices, resulting in safety and legal issues for our students, staff and families. During the school day, teachers may possess a cell phone for use in emergency situations. **At no time is a cell phone to be used to take any pictures while on school premises. This applies to students. Cell phones in a student's possession during school will be confiscated and held until the end of the day in which the infraction occurred. After a second infraction, the principal may keep the cell phone until the end of the school year. Parent must pick up student's phone. The student may also lose the privilege to have it brought to school.**

ST. MARY NATIVITY DISCIPLINE PROGRAM

Discipline is important because it teaches a person to be responsible, respectful, and make smart choices. Discipline promotes good human behavior that betters society and makes the environment safe and welcoming to all.

St. Mary Nativity has established clear expectations for behavior within the school environment to support the learning community. Adherence to these expectations contributes to a positive and effective school community in which children can succeed and grow.

School discipline is a collaborative effort by the parents, guardians, students, teachers and school staff. Each party has a vested interest in the discipline as well-being of each student. There is an expectation on each party to collaborate for the academic, social, spiritual and emotional development of each child.

Parents and guardians must be familiar with the school's behavior expectations and consequences to ensure their child's best learning experience. St. Mary Nativity expects parental support in enforcing acceptable behavior, support in regular communication with teachers, and when receiving all correspondence from school.

I. STUDENT BEHAVIOR EXPECTATIONS

Expectations are based on the needs of the students and the area of curriculum. St. Mary Nativity students are expected to be familiar with all behavioral expectations, both school-wide and within their classrooms. Each teacher establishes individual classroom expectations for the students in that

class. School-wide expectations are as follows:

- Follow the directions the first time given.
- Respect all adults supervising student activities, (not limited to SMN teachers and staff).
- Keep hands, feet and other body parts to yourself.
- Use positive language: avoid harassment, put downs, teasing or foul language.
- Stay in your assigned area.
- Be prepared for class.
- Respect school property and the personal belonging of others.

Students must conduct themselves in a Christ-like manner and take responsibility for their own learning and behavior choices. Failure to demonstrate acceptable behavior will result in discipline action being taken.

II. CONSEQUENCES FOR FAILURE TO MEET EXPECTATIONS

Pre-Kindergarten to Second Grade

- Think sheet addressing behavior will go home and need to be returned and signed the next day by parent/ guardian(s).
- Direct contact from teacher to parent to address issue and to come up with a strategy to correct behavior.
- 20 minutes after school detention.
- Parents, student, teacher, and principal conference to address behavior and or determine if SMN is a good fit for student.

Third Grade to Eighth Grade

- Students receive one or more points for unacceptable behavior depending on the severity of the behavior.
- Notifications of point(s) received will be sent home and returned with a parent/guardian(s) signature on the next school day.
- An accumulation of the three points results in a detention to be served on the designated day. No extracurricular activities are to be attended on the day of a detention.
- A student who receives a third detention in a trimester will serve an in-school suspension and will not attend any extracurricular activities for one week.
- A second in school suspension will warrant a meeting with both parents, students, principal and staff members to determine if SMN is a good fit for the student and if the student should seek another school for their educational needs or serve a three day out of school suspension with no extracurricular activities for two weeks.

Note: This discipline policy also covers student conduct at student activities off school grounds and after school hours. Field trips and extracurricular activities are not a right, but a privilege. Student behavior will determine whether one may participate or be held back from attending special in- school events and field trips.

Harassment/Bullying

All elementary schools in the Diocese of Joliet shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian and strictly prohibited.

For the purpose of this policy, bullying is defined in conformity with Illinois Law as follows; **Any severe**

or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
2. Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
3. Substantially interfering with the student’s or students’ academic performance; or
4. Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.” 105 ILCS 5/27-23.7 (b)

Bullying Conduct

Bullying conduct covered by this policy is conduct that occurs on school property or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events; while students are waiting at school bus stops; or cyber bullying as defined hereinafter.

Cyber Bullying

This policy prohibits bullying and intimidation of students through the use of internet and social media sites on any electronic device (private, public, or school owned), whether on or off the school campus, or during non-school hours.

Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. Behavioral interventions may be included as a component of the disciplinary actions. This may include but is not limited to mandatory counseling.

Retaliatory behavior by a student accused of bullying will also incur consequences. False accusations of bullying will result in disciplinary action taken against the accuser.

Any reported bullying issue will be promptly brought to the attention of the appropriate party: the Pastor or the Principal or designee, and thereafter investigated. Reference: The Illinois School Code, 105 ILCS, 5/27-23.7

Dress Code

St. Mary Nativity School has a specific dress code. This dress code is based on appropriate dress for a Catholic school, not current fashion. **Students are to wear complete uniforms daily. All Uniform Jumpers, vest, shirts, or blouses, sweatshirts or cardigan for both girls and boys must have the St. Mary Nativity School Logo monogram.**

K-4 th Grade Girls	Grades 5-8 Girls
<p><u>Uniform Plaid Jumper</u> (may be no more than 2” above the knee.) <u>Uniform Pants: Khaki or Navy Blue</u> (straight leg style-Twill may be worn. *NO Stretch pants, leggings, ankle Capri, jegging, skinny or yoga pants. <u>A simple belt</u> (navy, black, brown or tan. (Must be worn</p>	<p><u>Uniform Plaid Skirt</u> (may be no more than 2” above the knee.) <u>Uniform Navy-blue vest.</u> (Optional) <u>Khaki or Navy-blue slacks</u> (straight leg style, twill may be worn.) *NO stretch pants, leggings, ankle Capri, jegging, skinny or yoga pants.</p>

<p>with pants that have belt loops) <u>White, Navy, or light blue long or short sleeve blouse or knit shirt with collar. Uniform walking shorts in Navy Blue or Khaki</u> can be worn from the first day of school until October 25 and from April 24 until the end of the school year. No cargo shorts may be worn. *No shorts may be worn Wednesday or Mass Days. <u>Navy Blue or White Plain socks, knee socks, or tights.</u> * socks must cover ankles (*NO LOGOS) <u>Uniform Navy-blue sweatshirt/cardigan with school logo</u> (*NO HOODIES) <u>Shoe:</u> Soft-soled with a heel no higher than 1inch <u>Dress shoes in brown, black, navy or tan.</u> *Laces must match <u>Gym Shoes:</u> SOLID BLACK (*NO LOGOS OF ANY KIND, NO HIGH TOPS) <u>ALL Shoes must be below the ankle</u></p>	<p>A simple belt navy, black, brown or tan. (must be worn with pants that have belt loops) <u>White, Navy, or light blue long or short sleeve blouse or knit shirt with collar. Uniform walking shorts in Navy-Blue or Khaki</u> can be worn from the first day of school until October 25 and from April 24 until the end of the school year. *No Shorts may be worn on Wednesday's or Mass Days. Navy Blue or White plain socks, knee socks or tights. * socks must cover ankles (*NO LOGOS) <u>Uniform Navy-blue sweatshirt/cardigan with school logo</u> (*NO HOODIES) <u>Shoe:</u> soft-soled with a hell no higher than one inch <u>Dress shoes in brown, black, navy or tan.</u> *Laces must match. <u>Gym Shoes:</u> Solid Black (*No Logos of any kind. No high tops) <u>ALL Shoes must be below the ankle</u></p>
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All school clothing must be clean and fit properly. Faded, worn, baggy, torn or tight clothing is never acceptable for school attire.

Boys

Kindergarten- Grade 8th

<p><u>Uniform Navy or Khaki Pants</u> Straight legs style, twill with belt loops *No cargo Pants or twill jeans are allowed <u>A simple belt</u> (Navy, black, brown, or tan) (must be worn with pants that have belt loops) <u>Collar shirt:</u> Long or short sleeve light blue, navy, white or khaki <u>Uniform walking shorts in Navy-Blue or khaki</u> can be worn from the first day of school until October 25 and from April 24 until the end of the school year. No cargo shorts may be worn. *No Shorts may be worn on Wednesday or Mass Days. <u>Uniform Navy-Blue sweatshirt/cardigan with school logo</u> (*NO HOODIES) <u>Navy-Blue or white plain socks, knee socks.</u> * All socks must cover ankles (*NO LOGOS) <u>Dress shoes</u> in brown, black, navy or tan. * Laces must match. <u>Gym Shoes:</u> SOLID BLACK (*NO LOGOS OF ANY KIND< NO HIGH TOPS) <u>ALL SHOES MUST BE BELOW THE ANKLE</u></p>

All school clothing must be clean and fit properly. faded, worn, baggy, torn or tight clothing is never acceptable for school attire.

Gym Uniform

Kindergarten- Grade 2 students do not change into a gym uniform. Students will bring a pair of gym shoes to keep at school to wear on gym days.

Grade 3-8 wear the St. Mary Nativity gym shirt, St. Mary Nativity gym shorts, and gym shoes. The States

requires that students must wear gym shoes in order to participate in Physical Education Classes. **Gym uniforms are available for purchase/order at summer orientation or at the school office during the school year and will be ordered when minimum ordering quantities are reached throughout the school year.**

The gym uniform is available for purchase/order at summer orientation and will be ordered when minimum ordering quantities are reached throughout the school year.

A. No Uniform Day**

Guidelines for length of skirts, socks, hair, jewelry and make up apply to no uniform days.

B. Dress Down Day**

Students may wear **Full length blue jeans, T-Shirts or sweatshirts with gym shoes.** Socks covering the ankles must be worn.

*No boots or fashionable shoes are allowed.

C. Dress Up Days**

Boys: Dress pants and dress skirts, (Ties optional)

Girls: Dress/skirts are recommended

Students are expected to wear socks, tights or nylons,

Dress Shoes must be worn (No sandals)

Follow guidelines for Hair/jewelry/Make-up is in effect

**** A student wearing inappropriate, offensive pictures, logos or saying on shirts or sweatshirt will be asked to call home for their uniform and will be issued a point for dress code violation.**

**** If a student does not follow the guidelines for Dress-Down or No Uniform days, the student will be asked to call home for their uniform and will be issued a point for dress code violation.**

Spirit Day

Students may wear **Knight Spirit wear: T-shirts or sweatshirts with blue jeans or navy-blue slacks and gym shoes.**

- No boots or fashionable shoes are allowed.
- No stretch, leggings, jeggings, skinny or yoga pants are allowed.
- Athletic uniforms are not allowed.
- Uniform shorts are allowed (from the First day of school until Oct.25 and April 24 until the end of the school year.
- Follow guidelines for Hair/Jewelry/Make-up is in effect

*** If students do not have Knights Spirit clothing they must wear uniforms on these days.**

Hair/Jewelry/Make-up

- A simple hairstyle is expected. **NO hair coloring, hair lightening, fad styles and or shaved designs.**

- Boys hair must be above the collar, and eyebrow.
- Make-up/nail polish/ sports grease is not permitted
- Girls may wear only post (stud) earring, (limit one per earlobe)
- Boys may not wear earrings
- Girls' hair accessories must be small and simple (blue, white, yellow or school plaid)
No LARGE bows or hair pieces
- Students may wear a simple, non-distracting religious pin/necklace or medal.
- Students may wear a simple wristwatch No smartphones, Fitbits, Smartwatches
- No excessive cologne or perfume is permitted

****Students who disregard above guidelines will be asked to remove items immediately.**

FIELD TRIPS

Field trips are planned as educational activities directly related to the curriculum or as a reward as approved by the principal. A parent must sign a permission slip if their child is to participate in the activity. All cost, including transportation, must be paid by the student/parent. Those children who do not participate in the field trip may need to attend school.

Overnight activities shall not be sponsored by elementary schools except in the following instances:

- Retreat Experiences
- Outdoor Education Programs
- Vocation Experiences
- In-state Educational Trips (i.e. Springfield, Chicago)
- In-state Competitions (i.e. Science Fair, Music – national competitions may be allowed on a case-by-case basis)
- In-state Conventions (i.e. Student Council)
- No trips to Washington, New York, Boston, Williamsburg, etc. will be allowed at the elementary level.
- The Superintendent's approval is required for all overnight activities. Midnight-to-midnight trips will not be allowed.

Field Trips will not be allowed unless the destination is within a three-hour drive from school.

All field trips must follow Diocesan regulations for chaperones and these additional concerns:

- Protecting God's Children
- Criminal Background Checks
- Number and Sex of Chaperones
- Clearly written Educational Purpose
- Transportation
- Permission Slips
- Medical Release Forms

Off Campus Conduct

The administration of St Mary Nativity School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expected of its students. This off-campus behavior includes,

but is not limited to, cyber bullying.

The School Board

A public school board is constituted as regulatory; one which enacts or uses existing rules and regulations to govern the operation of its institution. This type of board is considered administrative and differs significantly from the consultative board of a Catholic school.

A parish school is part of the educational mission of the parish for which the pastor is the canonical administrator. He delegates, according to diocesan policy, administrative responsibilities to the school principal, who is accountable to him. In the Diocese of Joliet, school committees or boards are consultative in nature. A consultative board participates in the policy-making process, but never enacts policy.

The School Board uses a consensus model of decision making and the work of preparing recommendations is done in sub-committees that correspond with identified areas of responsibilities.

The School Board Members are; The Pastor, Principal, School Board Chairperson and the Chairs of each committee. The Board Chair sets the agenda with the Principal, Monitors the Board's Calendar, and along with the Committee Chairs, oversees the Subcommittees to set their action plan and attend the subcommittee meetings and prepares a report for the School Board Meetings. Subcommittee's members will be identified by the School Board Members and invited to use their skill set in the identified areas. The Subcommittee would meet on a monthly basis or more if called by the School Board Member who oversees that subcommittee. The Subcommittee would develop and execute a yearly action plan for their area that promotes school vitality and is approved by the Executive Committee.

SCHOOL BOARD COMMITTEES

- **INSTITUTIONAL ADVANCEMENT:** Area of responsibility includes; Marketing, Enrollment, Recruiting and Retention
- **GRANTS & THIRD REVENUE STREAMS:** Area of responsibility includes; seeking of Grants and Writing and Exploring Third Revenue Streams
- **HOME & SCHOOL ASSOCIATION:** Areas of responsibility includes; School Fundraising and School Social Events & Activities
- **LEGISLATIVE ACTION GROUP:** Areas of responsibility includes; Receiving and Responding to Legislative Action alerts and Parent/Ambassador Program

ATHLETICS: Area of responsibility includes; set up and oversee the athletic program including representative to conference, scheduling and financial collections and operation.

What the School Board is Not

The Parochial School Board does not act as a **grievance committee**. It does not hire, evaluate, or terminate faculty members. The School Board does not administer the school. It does not tell the Principal how to administer the school; rather it gives recommendation through consensus. The board does not regulate the instructional program or involve itself in matters of curriculum.

Communication with the School Board

Whenever anyone has a concern that falls within the scope of school board matters, they are welcome to come and address the board at any regularly scheduled board meeting. During the school board meeting, a time has been allocated for visitors. Visitors will be welcome to share their concern at that

time provided it falls within these parameters:

- Anyone wishing to address the board needs to outline their issues in writing and submit them to the Principal or Board President one week before the scheduled meeting. If the issues fall within the scope of school board matters, the person will be placed on the agenda.
- Only those people who have been placed on the agenda will be permitted to address the board during the explicit time allocated for such communication.
- Those addressing the board should focus their presentation on only those issues approved prior to the meeting.
- Any communication which is not expressed in a calm respectful manner will not be tolerated.

At the board meeting the board members will simply receive, without response or interaction, the comments of the person making the presentation. The president will thank the speaker. After the meeting it will be determined how to follow-up the speaker's presentation.

St. Mary Nativity School operates under the auspices of the Diocese of Joliet. Therefore, St. Mary Nativity School adopts in whole all policies set forth in the Handbook of School Policies published by the Diocese of Joliet Catholic Schools Office. The school administrator, faculty and governance board are required to follow all policies of the Diocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those policies and procedures established by Diocese of Joliet.

Diocesan Policies needed at local level for ISBE Recognition

1430 MISSING PERSON and HIS/HER SCHOOL RECORD

Each school shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State police.

The procedure is as follows:

Upon notification by the Illinois State Police of a person's disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

1440 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 or her 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” is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school related activity:

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 substance containing any methamphetamine precursor in standard dosage form 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.

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 the 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”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27.1B The school notifies the parents or guardians of students in possession of drug violations.

1450 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 no later than 24 hours after the occurrence of the incident and to the Illinois State Police. 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. 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 The school immediately notifies the parents or guardians of students in possession of firearms on property or within 48 hours of becoming aware of the incident if off property.

1460 REPORTING ATTACKS on SCHOOL PERSONNEL to AUTHORITIES

Upon receiving a written complaint from any school personnel, the superintendent or his or her designee shall report an incident of battery committed against a teacher, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the Illinois State Police’s Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. Note that reporting through the Uniform Crime Reporting Program does not satisfy the requirement to report the incident to local law enforcement authorities as well 105 ILCS 5/10-21.7

1470 NON-PUBLIC STATE RECOGNITION OF DIOCESAN SCHOOLS

All elementary and secondary schools of the Catholic Diocese of Joliet shall be recognized by the Illinois State Board of Education. Schools must be registered with the State of Illinois and be recognized by the State Board of Education. To maintain ISBE recognition principals must annually comply with requirements which include meeting administrative deadlines as determined by ISBE thus ensuring compliance and recognition.

All elementary and secondary schools of the Catholic Diocese of Joliet adhere to all applicable sections of the Illinois School Code [105 ILCS 5] relevant case law including Plyler v Doe, 457 U.S. 202, 102 S Ct 2382(1982).

5110 NON-DISCRIMINATION

Schools operated under the auspices of the Diocese of Joliet admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally available to students at the schools. Questions and/or concerns regarding discrimination in admissions should be directed to the principal (if applicable) the pastor (or parish administrator) and the Superintendent of Schools in the Diocese of Joliet. The names of the elementary and secondary schools can be found in the OFFICIAL CATHOLIC DIRECTORY, published annually.

5130 ADMISSION AGES

A child entering first grade must be six years of age (kindergarten, five years; pre-school three or four years of age respectively) on or before September 1 of that year. The verification of age with a birth certificate is presented at application time. The school maintains certified copies birth certificates for each student enrolled upon enrollment.

5140 ADMISSION OF TRANSFER STUDENT

When a student who is transferring from one Catholic school in the Joliet Diocese applies for admission to another Catholic school in the Joliet Diocese a Student Transfer Form must be completed. During the process of completing this form contact between the two principals is advisable. Such contact with the former principal of any school may be needed to clarify reason for student transfer, i.e. suspension/expulsion or unpaid tuition.

Transfer students may be admitted following receipt from the transferring school of attendance records, health and academic records, etc. Until such records have been received and analyzed, the child's admission status is probationary. Certified copies of transfer students' records must be requested within 14 days of enrollment.

5145 ATTENDANCE

The State of Illinois provides by law for compulsory attendance of all children between the ages of seven and sixteen years.

It is the duty of the principal and teachers to insist upon daily attendance. Principals have the obligation to see that the requirements of the law of the State of Illinois are met. The responsibility for

compliance with the law and the diocesan policy belongs to the parent/guardian of each child.

Schools keep accurate and daily records of attendance which are placed in the student's permanent file each school year. A summary of these records is kept permanently on file.

5313 ANTI-BULLYING POLICY (Revised 2015)

All elementary and secondary schools in the Diocese of Joliet shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian and strictly prohibited.

For the purpose of this policy, bullying is defined in conformity with Illinois Law as follows:

“Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

Placing the student or students in reasonable fear of harm to the student's or students' person or property;

Causing a substantially detrimental effect on the student's or students' physical or mental health;

Substantially interfering with the student's or students' academic performance; or

Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.”

105 ILCS 5/27-23.7 (b)

Bullying Conduct

Bullying conduct covered by this policy is conduct that occurs on school property or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events; while students are waiting at school bus stops; or cyber bullying as defined hereinafter.

Cyber Bullying

This policy prohibits bullying and intimidation of students through the use of internet and social media sites on any electronic device (private, public, or school owned), whether on or off the school campus, or during non-school hours.

Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. Behavioral interventions may be included as a component of the disciplinary actions. This may include but is not limited to mandatory counseling.

Retaliatory behavior by a student accused of bullying will also incur consequences. False accusations

of bullying will result in disciplinary action taken against the accuser.

Any reported bullying issue will be promptly brought to the attention of the appropriate party: the Pastor or the Principal or designee, and thereafter investigated. Reference: The Illinois School Code, 105 ILCS, 5/27-23.7

5410 PHYSICAL EXAMINATIONS AND INNOCULATIONS

Physical examinations as prescribed by the Department of Public Health are required of all students immediately prior to or upon entrance into pre-school, kindergarten, (or the first grade), the sixth and ninth grades. Physical examinations of students are required immediately prior to entrance into school if such student has not previously been examined according to Illinois law.

All students are immunized according to Illinois School Code. Students are excluded from school (by October 15) for noncompliance with this law. The law allows for medical and religious exemption.

5460 CHILD ABUSE

According to the revised Abused and Neglected Child Reporting Act, school principals and teachers are mandated to report suspicion of abuse or neglect to the Department of Children and Family Services. According to Illinois School Code licenses/certificates may be suspended and/or revoked if there is proof that professional school personnel had knowledge of suspected child abuse and/or neglect and did not report it.

6510 INTERSCHOLASTIC ATHLETICS

Interscholastic athletics are a part of the educational process, and are consistent with the philosophy and goals of the Diocese and local school. The athletic program is an outgrowth of a sound physical education program and emphasizes good sportsmanship, teamwork, and personal development.

Each local school provides interscholastic sports for boys and girls.

Competitive sports are not permitted below the fifth grade. Where training programs exist before fifth grade; they are not to include competition between schools.

Each local school develops its own specific athletic philosophy, rules, regulations and eligibility standards for interscholastic sports in accordance with direction provided by the Catholic Schools Office. This philosophy and its accompanying policies, rules, regulations are developed under the direction of the principal in collaboration with local school board and athletic personnel.

Eligibility standards are developed in accord with a school's athletic philosophy. When possible, regional consultation is sought before enacting such standards. Behavioral and academic criteria are considered in setting standards. Students who play on school teams should be students of the school, so that other eligibility standards can be maintained.

Every effort should be made to schedule athletic events so that they do not interfere with a family's attendance at liturgy. No games or practices are scheduled in a parish facility before the last Sunday morning or early afternoon liturgy has been completed.

The superintendent, in collaboration with the principals, develops administrative regulations general to the interscholastic athletic program and specific to the various sports. (See Appendix 6C and Athletics Handbook)

Schools comply with these regulations or discontinue sports programs which repeatedly do not comply.

All athletes in grades 5-8 must show proof of an annual sport physical. 6th grade physicals as well as sports physicals are a state requirement. Our diocese requires annual physicals of all athletes in grades 5-8. without a physical, students will not participate in practices or games. Physicals are also required for 4th grade instructional programs and intramurals.

This information is required by law on the first day of school, with an extension time of October 1st for students who begin school on the first day. Any students entering school after the first day will be allowed 30 days from their entrance date to comply with this policy. Children can be excluded from school if they are not in compliance with the requirements.

6515 Concussion Management Policy

The purpose of this policy is to safeguard student athletes by (1) educating student athletes, school personnel and parents/guardians about concussions, (2) requiring that a student athlete be removed from play when a concussion is suspected and requiring a licensed health care professional to provide clearance for the student athlete to return to play or practice, and (3) implementing the concussion management requirements specified by the Illinois High School Association and Illinois Elementary School Association.

This policy applies to athletic play occurring in Diocese-sponsored sports programs provided by elementary, middle and high schools regardless whether the sports program is intramural, interscholastic, afterschool or provided during the summer (e.g. summer sports camp). This policy applies regardless of whether the sports activity or program is offered by or through a Diocese consultant, vendor or partner.

Concussion Signs and Symptoms

A concussion is a traumatic brain injury that interferes with normal brain function. A student athlete does not have to lose consciousness to have suffered a concussion. Signs and symptoms of a concussion include the following

Signs Observed by Others

Symptoms Reported by Athlete

Appears dazed or stunned

Headache or “pressure in head”

Appears confused

Nausea

Forgets sports plays

Balance problems or dizziness

Is unsure of game, score, opponent

Sensitivity to light or noise

Moves clumsily

Double or fuzzy vision

Answers questions slowly

Feeling sluggish or slowed down

Loses consciousness (even briefly)

Feeling foggy or groggy

Shows behavior or personality changes

Does not “feel right”

Can’t recall events prior to hit or fall

Concentration or memory problems

Can’t recall events after hit or fall

Confusion

Removal and Return to Play

Any player who exhibits signs, symptoms or behaviors consistent with a concussion shall be immediately removed from the game or practice and shall not return to play until cleared in writing by a licensed health care professional. If a health care professional is not immediately available at the athletic event or practice and an injured student athlete has any of the described signs, symptoms or behaviors of a concussion, s/he shall be promptly taken to a facility for appropriate medical evaluation and care.

A player must be removed from an interscholastic athletics practice or competition immediately if one of the following persons believes the player might have sustained a concussion during the practice or competition:

a coach;

a physician;

a game official;

an athletic trainer;

the student's parent or guardian or another person with legal authority to make medical decisions for the student;

the student; or

any other person deemed appropriate under the school's return-to-play protocol.

A student removed from an interscholastic athletics practice or competition may not be permitted to practice or compete again following the force or impact believed to have caused the concussion until:

the student has been evaluated by a treating physician (chosen by the student or the student's parent or guardian) or an athletic trainer working under the supervision of a physician;

the student has successfully completed each requirement of the "return-to-play" and "return to learn" protocols established for the student to return to play;

the treating physician or athletic trainer working under the supervision of a physician has provided a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn; and

the student and the student's parent or guardian have acknowledged that the student has completed the requirements of the "return-to-play" and "return-to-learn" protocols necessary for the student to return to play; have provided the treating physician's or athletic trainer's written statement and have signed a consent form indicating that the person signing has been informed and consents to the student participating in returning to play in accordance with the "return-to-play" and "return-to-learn" protocols and understands the risks associated with the student returning to play and returning to learn and will comply with any ongoing requirements in the "return-to-play" and "return-to-learn" protocols. A sample

acknowledgement is found in the link below:

[http://www.ihsa.org/documents/forms/current/Post-concussion%20Consent%20Form%20\(RPT-RTL\).pdf](http://www.ihsa.org/documents/forms/current/Post-concussion%20Consent%20Form%20(RPT-RTL).pdf)

A coach of an interscholastic athletics team may not authorize a student's return to play or return to learn.

Licensed Health Care Professional

For purposes of this policy, licensed health care professional means physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

Concussion Policy/Fact Sheet

Information on the school's concussion and head injury policy must be a part of any agreement, contract, code, or other written instrument that a school requires a student-athlete and his/her parents or guardian to sign before participating in practice or interscholastic competition. The IHSA/IESA has provided a Concussion Information Sheet and Sign-Off Form that schools may use to notify athletes and their parents/guardian about the dangers of concussions and head injuries.

<http://www.iesa.org/documents/general/IESA-ConcussionSign-Off.pdf>

The parent/guardian of each student athlete and the student athlete shall receive annually a concussion information sheet and they shall submit written verification(s) that they have read the information. A student athlete may not participate in practice or competition prior to the school's receipt of this written verification.

Each school shall also use education materials provided by the Illinois High School Association, and Illinois Elementary School Association see links below, to educate coaches, student-athletes, and parents/guardians of student-athletes about the nature and risk of concussions and head injuries, including continuing play after a concussion or head injury.

<http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx>

<https://www.iesa.org/activities/concussion.asp>

Concussion Oversight Teams (COT)

Each school shall form a Concussion Oversight Team (COT). The COT's primary function will be to develop return-to-play and return-to-learn protocols for students believed to have experienced a concussion. The protocols should be based on peer-reviewed scientific evidence consistent with guidelines from the Center for Disease Control and Prevention. These teams can contain a range of individuals based on the resources available to the school in their community or neighborhood but must include one person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols.

Per the law, each concussion oversight team must include to the extent practicable at least one physician. If a school employs an athletic trainer, the athletic trainer must be a member of the school concussion oversight team to the extent practicable. If a school employs a nurse, the nurse must be a

member of the school concussion oversight team to the extent practicable. At a minimum, a school shall appoint a person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the concussion oversight team. A school may appoint other licensed healthcare professionals to serve on the concussion oversight team.

Coaches Training

All interscholastic coaches and licensed officials will need to complete a training program of at least two hours on concussions. Coaches, nurses, and game officials must provide the school with proof of successful completion of the training. Training must be completed every two years. Head coaches and assistant coaches must complete the required training. Compliant courses are available on the IHSA and IESA websites. IESA member schools may access the course through the IESA Member Center. It is recommended all elementary schools with athletics join the IESA-\$75 dues-to allow access to these materials.

Emergency Action Plan

Each school must also develop a school-specific emergency action plan for interscholastic athletic activities to address the serious injuries and acute medical conditions in which the condition of the student may deteriorate rapidly. There are certain provisions the plan must include and it must be reviewed by the COT before being approved by the school. The plan must be distributed to appropriate personnel, posted at the school, and reviewed annually. Links to sample information may be found below on the IESA website and on the IHSA website.

http://www.ihsa.org/documents/forms/current/Emergency_Action_Plan_Form.pdf

Guidelines

The Superintendent or designee is authorized to issue Guidelines for the effective implementation of the requirements of this Policy.

Compliance

Failure to abide by this Policy or Guidelines will subject employees to discipline up to and including dismissal.

Some Additional Resources

<http://www.ihsa.org/documents/sportsMedicine/Concussion%20Protocols.pdf>

<http://www.iesa.org/documents/general/IESA-ConcussionInfo.pdf>

http://www.cdc.gov/headsup/pdfs/schools/tbi_returning_to_school-a.pdf

http://www.cdc.gov/headsup/pdfs/policy/rtp_implementation-a.pdf

<http://www.ihsa.org/multimedia/articulate/2015-16/concussion/presentation.html>

<http://www.catholicmutual.org/Portals/0/Docs/Risk%20Mgmt/CARES/Healthcare/Concussion%20CARES>

.pdf

6745 SOCIAL MEDIA

The Catholic Schools Office recognizes that the use of social media is being used in a variety of methods as an important evangelizing, educational and marketing tool to promote school and ministerial programs. However, those using the Internet should bear in mind that certain comments and information may have a harmful effect on the school, parish, the Diocese of Joliet, its reputation and its employees. In light of this possibility employees and volunteers are required to adhere to the following policy regarding the use of social media sites, networks and blogs.

This Social Media Policy (the “policy”) applies to all online or mobile-based tools for sharing content and discussing information, whether controlled by the diocese, local school or local parish or hosted on other platforms (such as Facebook), on which employees/ volunteers of the school /parish engage in activities relating to the school, parish or diocese. The term “social media” refers to activities that integrate technology, telecommunications and social interaction through the use of words, images, video or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image- and video-sharing sites, live webcasting and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.

6830 ALLERGIES

If a student has been diagnosed by a physician to have allergies and the necessity to self-administer and to self-carry an epinephrine auto-injector a signed parent permission notification and a signed physician authorization must be provided to the local Catholic School either at the start of a new school year, upon enrollment, or immediately following diagnosis of such requirement. Both the parental permission and physician authorization will be held on file at the school site where the student attends.

Accommodation requests are initiated by a parent/guardian to the local Catholic School and include a physician’s report outlining the severity of the allergy and the recommended actions by the physician that are medically necessary to avoid any reaction. Administration explains to parents/guardians what reasonable accommodations they can make. Allergy free is not a credible accommodation that schools make, however, effective practices to reduce the chance of exposure to allergens may include, but are not limited to:

designating a separate table/area for students with an allergy,

allowing the allergic student to eat at his/her own desk, keeping the same desk year-round to reduce possible contaminants if there is no common lunchroom,

limit/prohibit food in classrooms,

remove food as a reward in classrooms or for celebrations,

the regular cleaning of classrooms and lunchroom,

educate school personnel on the management of students with allergies

6840 ASTHMA

A school, whether public or nonpublic, must permit the self-administration of medication by a pupil with asthma or the use of an epinephrine auto-injector by a pupil, provided that:

The parents/guardians of the pupil provide to the school written authorization for the student to self-administer medication or for use of an epinephrine auto-injector, written authorization from the pupil's physician, physician assistant, or advanced practice registered nurse, and

the parents/guardians of the pupil provide to the school: the prescription label, which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is administered

If a student has been diagnosed by a physician to have asthma and is required due to this diagnosis to self-administer and to self-carry asthma medication of any type, a signed parent permission notification and a copy of the prescription must be provided to the local Catholic School either at the start of a new school year, upon enrollment, or immediately following diagnosis of such requirement. Both the parent permission and the copy of the prescription will be held on file at the school site where the student attends. Parents/guardians please be informed that the school and its employees and agents incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or the use of an epinephrine auto-injector by the student.

A school or a school employee is not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes. (b) A school employee shall not be subject to any disciplinary proceeding resulting from an action taken in compliance with this Act, unless the action constitutes willful or wanton misconduct.

6850 DIABETES

Students are allowed to self-manage their diabetes in the school setting if they are authorized to do so by their diabetes care plan. The diabetes care plan should specify the nature of the student's self-management and may include: allowing students to check blood glucose levels when and wherever needed; self-administration of insulin; self-treatment of hyperglycemia or hypoglycemia; and allowing the student to possess, at all times, supplies and equipment necessary for diabetes management including, but not limited to, syringes, food and drink.

If a student has been diagnosed by a physician to have diabetes and to self-administer and to self-carry diabetes medication a signed parent permission notification and a signed physician diabetes care plan that would also carry a parent signature must be provided to the local Catholic School either at the start of a new school year, upon enrollment, or immediately following diagnosis of such requirement. Both the signed parent notification and the physician diabetes care plan will be held on file at the school site where the student attends.

Diabetes Care Plan Requirements:

It is the responsibility of the student's parents or legal guardians to share health care provider instructions concerning the student's diabetes management during the school day.

The diabetes care plan shall include the treating health care provider's instructions concerning the student's diabetes management during the school day, including the copy of the signed prescription and the methods of insulin administration.

The services and accommodations specified in the diabetes care plan shall be reasonable, reflect the current standard of diabetes care, include appropriate safeguards to ensure that syringes and lancets are disposed of properly, and include requirements for diet, glucose testing, insulin administration, and treatment for hypoglycemia, hyperglycemia, and emergency situations.

A diabetes care plan shall include a uniform record of glucometer readings and insulin administered by the school nurse or delegated care aide during the school day using a standardized format provided by the State Board of Education.

A diabetes care plan shall include procedures regarding when a delegated care aide shall consult with the parent or legal guardian, school nurse, where available, or health care provider to confirm that an insulin dosage is appropriate.

A diabetes care plan shall be submitted to the local Catholic School at the beginning of the school year, upon enrollment, or immediately after a student's diagnosis, or when a student's care needs change during any given school year. Parents shall be responsible for informing the local Catholic School in a timely manner of any changes to the diabetes care plan and their emergency contact numbers.

105 ILCS 145 states (a) A school or a school employee is not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes. (b) A school employee shall not be subject to any disciplinary proceeding resulting from an action taken in compliance with this Act, unless the action constitutes willful or wanton misconduct.

Disclaimer

This handbook consists of guidelines that provide a framework for the school's day-to-day practices. The Administration reserves the discretion to vary these policies so that specific problems are treated on an individual basis. The policies are subject to amendment or discontinuation, as the needs of the school require. The school will attempt to keep families and students informed immediately of all changes, which may be made to meet unforeseen circumstances.