

Family Handbook

2018-2019



St. Mary of the Angels School
1810 North Hermitage Avenue
Chicago, Illinois 60622
(773) 486-0119

The Archdiocese of Chicago and the Illinois State Board of Education recognize St. Mary of the Angels School. St. Mary of the Angels School, as a member of the Archdiocese of Chicago, adheres to all the policies and guidelines established by the Office of Catholic Schools. The regulations and procedures to be found in this book are an expansion on the local level of those policies and guidelines. Statements in this handbook are subject to amendment with or without notice.

The school principal will attempt to keep the school families informed of all changes as soon as possible.

Some changes might have to be made immediately due to unforeseen circumstances.

Revised August 2018



Mission Statement

Our Ideal:

That our students be:

Today's good citizens of the family, community, and Church; and
Tomorrow's good spouse-parents, friend-leaders, and saint-apostles.

Our Mission:

St. Mary of the Angels School collaborates with parents to welcome each child as a unique gift, cultivating the intellectual, moral, and spiritual talents that will enable the child to take full possession of his self-gift, directing his emotions with discipline so as to be a respectful son or daughter, a generous and loyal friend, and a responsible high school student who has the courage to live his Catholic faith among peers in service to God, family, and country.

We strive to develop each child's whole human character, constantly looking to the child's adult potential, through:

- A challenging academic curriculum augmented by enriching extracurricular activities, including mastering basic subjects, exploring the arts, sciences, and the foundational tenets of Catholic doctrine, American heritage, and the great events and ideas that gave rise to world civilizations;
- The Maryland Charter—a positive, constructive, pro-family response to the needs of our children in contemporary culture—which is an educational approach that develops the whole student by forming a healthy identity in each one based on good relationships with family, peers, and teachers;
- Seminars and classes that inspire parents to exemplify the character they seek for their children, coaching parents to create a whole family environment that will nurture a deeper relationship with their son or daughter while cultivating the child's full humanity—mind, body, and spirit;
- A safe and secure environment, under the Virgin Mary's protection, in which good moral habits and Christian virtues are both exemplified and made attractive.

General Information

School Office	(773) 486-0119
School Fax	(773) 486-0996
Parish Office	(773) 278-2644
Ms. Elizabeth M. Dolack, Principal	bdolack@sma-school.org
Ms. Kathleen Driscoll, Director of Evangelization and Catholic Identity	kdriscoll@sma-school.org
Mrs. Heather Kracik, Director of Admissions	hkracik@sma-school.org
Ms. Meghan Elfelt Marketing and Development	melfelt@sma-school.org
Ms. Emily Murray, Director of Exceptional Student Services	emurray@sma-school.org
Ms. Nidia Flores, School Secretary	nflores@sma-school.org
Fr. John R. Waiss, Pastor	(773) 278-2644
Fr. Hilary Mahaney, Pastor Emeritus	(773) 278-2644
School Website	www.sma-school.org
E-mail	info@sma-school.org

First Bell	7:50 a.m.
Dismissal	3:00 p.m.
Half Day Dismissal	1:30 p.m.
Before School Program	7:00 a.m.-7:50 a.m.
Athenaeum Program	3:00p.m. – 6:00p.m.
School Office Hours	7:00 a.m.- 3:30 p.m. on school days
Mass	8:15 a.m. on Fridays

*Mass is held on Tuesdays of the weeks when school is not in session on a Friday. All parents/guardians/families are welcome to join in the celebration of Mass with the children.

Who to Contact

Academics

Specific to a class or teacher.....	the classroom teacher
Specific to learning issue.....	the classroom teacher
Questions about curriculum.....	Ms. Elizabeth M. Dolack
Activities for the day/Calendar.....	Ms. Elizabeth M. Dolack
Admissions.....	Mrs. Heather Kracik
Exceptional Student Services	Ms. Emily Murray
Financial Matters (tuition, fees etc).....	Ms. Elizabeth M. Dolack
SMA News	Ms. Meghan Elfelt
Religion Curriculum.....	Miss Kathleen Driscoll
Spiritual Direction.....	Fr. John Waiss or Fr. Hilary Mahaney
Student Records (health and academics).....	Ms. Nidia Flores
Volunteer Compliance.....	Ms. Nidia Flores

Absence

In the event of an absence, the parent/guardian is to notify the school office at the beginning of the school day by 8:30am. In the event of an extended absence, please notify the school in writing. It is the obligation of the student and parents to make arrangements for any class work and homework missed during an absence. Students and parents are responsible for any material and work missed during an absence within a specific time period (number of days absent +1). Families are strongly encouraged to schedule family vacations during regular school vacations.

Academics

Program

The curriculum of St. Mary of the Angels School is based on the Archdiocese of Chicago Standards and Illinois State Standards. Our curriculum emphasizes academic excellence in the areas of:

- Art Education
- History
- Language Arts
- Mathematics
- Music Education
- Pathways - Middle School
- Penmanship
- Physical Education
- Reading
- Reading
- Science
- Spelling
- STEM
- Technology Literacy
- World Languages

Study: A Vocation, Not a Job

St. Mary of the Angels School cultivates in her students a sense of mission: that each one ought to make a difference in the world by making a difference in other people’s lives. Students must not wait until they become adults to make this contribution, but discover how to help their classmates learn and how to make the school a better place to learn and grow.

Learning itself is a positive response to God’s love, responding to God’s call to self-giving by heroically developing one’s gifts and talents so as to better use those gifts and talents in the service of others. Students are called by God to share their gifts and talents with their fellow students, especially with younger ones. We try to give students practical opportunities to live this out by assisting students in other classes.

Grading

Grading at St. Mary of the Angels School is seen as a way to measure what students have learned. They should see it as a way for them to get to know themselves so as to develop ways to improve in their academic studies. Teachers do not use evaluations as a value judgment of the student—his or her self-worth and identity are based on relationships, not performance—but as a way to better adapt their teaching and methodology to help students grow as a whole person.

Parents are also encouraged to use grades as a way to get to know their children, to acknowledge their true progress so as to find ways to motivate and challenge their further growth.

All students are encouraged to strive to achieve at least a minimum standard in each of their classes equivalent to a “C” grade.

Grading Scale

Letter	Percentage	Letter	Percentage
A+	100% - 95%	C+	81% - 80%
A	94% - 93%	C	79% - 77%
A-	92% - 90%	C-	76% - 74%
B+	89% - 88%	D+	73% - 72%
B	87% - 85%	D	71% - 69%
B-	84% - 82%	D-	68% - 66%

***A grade of 66% or higher is considered passing. A grade of 72% or lower could result in make-up coursework.**

Homework

At St. Mary of the Angels School, we consider homework an essential educational component. Evening study reinforces the day's learning activities and emphasizes for children that this is the time in their lives when their job is to learn. We encourage all parents of students in 3rd through 8th grade to consult their child's Powerschool account often to monitor progress.

We view parents as partners in their children's educational progress, and stress the critical need for parents to enforce homework time and provide a suitable study environment. We encourage parents to stay aware of their children's work. Assignments allow parents/guardians to see what is being taught. Timely completion of all assignments is the responsibility of the students and parents/guardians.

Daily time allotted for homework varies by grade level and by subject area. In general, homework should be increased by 10 min increments per grade level each night (1st grade = 10 minutes, 6th grade = 60 minutes). In addition, each student should do 15-20 minutes of independent reading. Older students often receive longer-term assignments, usually for a week, to help them develop more sophisticated study skills, learn to plan ahead and become accustomed to budgeting their time.

Academic Integrity

St. Mary of the Angels strives to raise awareness and focus on prevention when it comes to any form of cheating or plagiarism. Teachers use lessons and educational activities to raise awareness about intellectual property and to encourage our students to respect the work of an owner/author.

Standardized Testing and Student Assessment

The ACT Aspire is administered to students in third through eighth grades in the 4th quarter of the academic year. ACT interim tests are administered quarterly through computer based testing. The scoring process compares students within the whole Archdiocese and across the nation who take the Aspire tests. Parents/Guardians will be provided with Aspire interim and summative test results.

Aims Web Plus Benchmark Assessment is administered three times a year in Reading and Math for grades K-2nd. The Aims Web is a tool to monitor progress to ensure students meet grade level standards.

The Kindergarten Readiness Test and other informal assessments monitor the Preschool children.

The purpose of these assessments are to measure student achievement and skills, and to help teachers direct and adapt instruction.

Foreign Language

Latin is a foundational language upon which is based the Romance languages including Spanish. At St. Mary of the Angels School Spanish and Latin are offered. Spanish is part of the K-4th grade curriculum. In Middle School Latin is required for 5th and 6th grades. Students choose between Latin or Spanish in the 7th and 8th grades.

Physical Education

Physical education class is an integral part of the St. Mary of the Angels School educational program and is required of all students. All students are required to wear the official gym uniform of St. Mary of the Angels School in order to participate in Physical Education class. (See: Uniform)

PE class is held both indoors and outdoors. In order to be excused from class for more than one class period, a student must have a written excuse from a doctor stating the reason and the duration of the excused period.

Students who, due to asthma or other health conditions, cannot participate in PE should have those conditions documented by a doctor in their file and brought to the attention of the PE teacher during the first week of school so the appropriate accommodations can be made in the child's physical education program.

Promotion

Promotion is an indication that a student has satisfactorily completed and mastered the work of a previous grade level and is progressing towards completion of the St. Mary of the Angels School program for graduation. Promotion is conditional upon meeting at least minimum academic standards, and upon passing at least two in each academic subject. If they achieve lower than 66% in two quarters, they need to go to summer school to be promoted. If students achieve lower than 66% in two quarters, parents need to arrange for summer school or summer tutoring to bring the student up to passing.

Required Summer School

Students in 4th-7th grades who do not meet the academic standards consistent with St. Mary of the Angels School are required to attend summer school at Metro Achievement Center, Midtown Center for Boys, or a mutually agreed upon summer program by the teacher and parent(s)/guardian(s). ***Students who receive two consecutive Us in third and fourth quarters do not meet the academic standards.***

Retention

Retention may be recommended for a student who falls below minimum standards as evidenced by a grade point average of below 2.0 or, in the primary level, indication that the child is not consistently working at a developing or independent level. A student may also be recommended for retention if he or she is unable to complete certain work and, as such, does not appear to be progressing toward completion of the St. Mary of the Angels School program and graduation. Parents/Guardians reserve the right to make the final decision regarding the benefit of the child remaining in the grade another year; however, St. Mary of the Angels School reserves the right to refuse registration of a student being retained or of a student whose parent has refused retention.

Progress Reports

At mid-quarter, students receive a Progress Report to inform parents/guardians about their child's progress in the classroom. The dates of Progress Report distribution are indicated in the school calendar. In order to ensure proper communication between the school and the home, parents/guardians are expected to sign and return Progress Reports immediately the next school day, as indicated on the calendar.

Deficiency Reports

4th quarter progress reports are given to students who are receiving a C- or below in a given subject(s).

Report Cards

Formal report cards are issued quarterly for all grades. In order to ensure proper communication between the school and the home, parents are expected to sign and pick up report cards at the 1st quarter parent teacher conferences. Report cards for the 2nd and 4th quarters will be sent home. Third quarter report cards may be picked up at the spring parent teacher conference or will be sent home. Report cards for the 1st, 2nd and 3rd quarters must be signed and returned to the homeroom teacher.

Honor Roll for 3rd-8th Grade Students

Dean's Honor Roll = All As in every subject

A Honor Roll = As in every subject (with a maximum of 1 B)

B Honor Roll = As and Bs in every subject (with a maximum of 1 C)

Graduation

The state of Illinois requires all students to successfully pass a course of study on the federal and state constitutions in order to receive their diploma. In addition, all students must master the curriculum of St. Mary of the Angels School in order to graduate.

Participation in all graduation activities and ceremonies is considered a privilege and is contingent upon appropriate behavior, completion of all course work, observation of school policies, and payment of all fees and tuition.

Admissions

St. Mary of the Angels School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in the school. St. Mary of the Angels School does not discriminate on the basis of gender, race, color or national and ethnic origin in administration of educational policies, loan programs, and athletic or other school-administered programs. It is the goal of St. Mary of the Angels School to admit those who contribute to the overall positive atmosphere of the school.

PreKindergarten

Our PreKindergarten Program is open to children 3 and 4 years of age. Birth certificate, baptismal certificate and proof of a physical examination are also required. Every child who enters the school must be potty-trained.

Kindergarten

In order to enroll in Kindergarten, a birth certificate issued by a county, state or national agency evidencing that the child will be 5 years of age on or before September 1st of the academic year.

All Kindergarten students must show evidence of meeting all current State health guidelines on the appropriate forms. A baptismal certificate for Roman Catholic children who will be preparing to participate in the sacramental program must also be presented at the time of admission.

New Students: 1st-8th Grade

Illinois law requires that all students demonstrate evidence of physical examination and all require immunizations by October 1st of the current academic year. Failure to comply with State guidelines will result in the exclusion of the child from school until compliance is met.

Registration

Current SMA students are guaranteed a place in the class for the following academic year by the payment of the registration fee. The registration fee for the 2018-2019 school year is \$150 per family.

If a registered student does not attend school during the first 10 days of classes without prior notification to the school regarding the absence, their registration is forfeited.

Registration fees are non-refundable.

Transfers

Families transferring from St. Mary of the Angels School during the school year or at the end of the school year should notify the school office at least two weeks prior to the date the child (ren) would be leaving. A release of records form, signed by the parent/guardian of the child, must be on file in the school office before academic and health records can be released to another school. All financial obligations to the school must be met before a transfer request is granted.

Families wishing to enroll after the official start of the school year should contact the development office. The school reserves the right to refuse acceptance for any student about which the school is not satisfied it can meet the child's educational and financial needs or for students who have demonstrated an inability or lack of desire to behave in a respectful manner and to cooperate with school policies and procedures.

Attendance - Arrival/Dismissal

Daily Attendance

Students are expected to be at attend school daily.

Arrival

The school does not provide supervision and cannot assume responsibility for students until the doors open at 7:50 a.m.

Students are admitted to the building at 7:50 a.m. For their safety, students are not allowed in the building before 7:50 a.m. unless they are under direct adult supervision. At the discretion of the principal and when appropriate adult supervision is available, during inclement or extremely cold weather, the students may enter the center Hermitage Avenue doors and wait in the auditorium until 7:50 a.m.

Students who arrive prior to 7:45 a.m. will be automatically enrolled in the Before School Program and charged accordingly.

In order to ensure the safety of all of our students:

- **PreK-K Arrival:** PreK and Kindergarten students are to be walked to their classrooms by parent/guardian or approved older sibling. A child may enter his/her classrooms any time after 7:50 a.m. Any time after 8:00 a.m., a parent/guardian or approved older sibling is to walk student to the main office, where they will be checked in at front desk.
- **1st-8th Grade Arrival:** All students, grades 1-8, are to be dropped off at the main entrance beginning at 7:50 a.m. and proceed directly to their classrooms. First bell rings at 7:50 a.m. **Students may not be in the hallways prior to 7:50 a.m.**
- Students may only be dropped off on the curb in front of the school building-they may not be dropped off in the street or on the east side of the street.
- No parking will be allowed in the drop off lane. Parents will not be allowed to leave their cars unattended.
- No double parking will be allowed anywhere in the area; cars may not be left unattended unless legally parked on Bloomingdale or in the church lot.
- Children will not be allowed to walk between or behind cars; all children must be dropped off on the curb or walked in from the parking lot.

- For the children's safety, the speed limit on Hermitage Avenue is 20 mph and there is no parking on the west/school side of Hermitage Avenue.

Dismissal

Dismissal is at 3:00 p.m. daily. Half-day dismissal is at 1:30 p.m. Special exceptions can be made per Archdiocese of Chicago.

Students will be dismissed from the school parking lot. Parents, guardians, or other designated adults should walk onto the lot to take the child to a parked car. No student may leave the parking lot unescorted unless they are taking public transportation or walking home.

Students may not be released from school before the dismissal time without prior written parental/guardian consent. Parents/Guardians are required to sign students out in person in the Main Office. Students will not be released to anyone other than their parent or guardian without prior written consent sent to and approved by the office; such release will be only to authorize persons with proper identification.

Students must be picked up no later than **10** minutes after the final bell. For the safety and security of the students, children who are not picked up 10 minutes after the final bell will be automatically enrolled in the Athenaeum Program and the parents of the student(s) will be responsible for all ensuing Extended Day Program fees for the care of their child.

The same pick-up guidelines apply for students participating in after school activities. Students who are not picked up **10** minutes after the end of their activity will be automatically enrolled in the Athenaeum Program and the parents/guardians of the student(s) will be responsible for all ensuing fees for the care of their child.

In the event a student-athlete is not able to leave school grounds with his/her parent/guardian and return for practice, he/she is required to attend the Athenaeum Program from the time of dismissal until his/her sport begins. Athenaeum fees will apply.

Except for emergencies, students may not wait in the school office prior to or following an after-school activity. Students may not wait in front of the school or church or in the church building for a ride.

Students are not allowed to go to Midtown after school unless specific arrangements have been made between the parent, the school and Midtown. Students under the jurisdiction of Midtown are not allowed in the school building.

Tardiness

Students are expected to be at school promptly at 7:50 a.m. Students are considered tardy if they are not in the homeroom when the 8:00 a.m. bell sounds. After 5 tardies in a quarter, parents will be notified by email. If the tardiness persists, parents will be asked to meet with the principal to discuss a solution.

Asbestos Management Plan

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA), which requires all schools, kindergarten through twelfth grade, to be inspected and to identify any asbestos containing building materials. The law further required the development of a Management Plan, based upon the findings of the inspection. St. Mary of the Angels has been inspected and some asbestos-containing materials were identified in our building. The asbestos-containing materials are distributed in various locations and include floor tile, pipe insulation and mechanical areas not readily accessible to building occupants or students. Your school's Inspections Report and Management Plan outlines in detail the methods used to maintain the materials in a safe manner. A copy of the inspection report and the management plan is on file in the school office.

Before School & Athenaeum Program

As a service to our parents who work outside the home past school hours, St. Mary of the Angels School offers an Extended Day Program that provides before and after school care from 7:00 a.m.-7:50 a.m. and from 3:00 p.m.-6:00 p.m. All children in the building after school hours who are not otherwise supervised are automatically under EDP supervision and must be signed out of the EDP program before they are released. Parents of the student(s) will be responsible for all ensuing Extended Day Program fees for the care of their child.

Board of Advisors

The Archdiocese of Chicago and the Office of Catholic Schools calls all Catholic schools to implement best practices to ensure their financial health and to maintain them as an excellent, effective and vital Catholic schools. Following the Archdiocese's policies, procedures, guidelines, and regulations St. Mary of the Angels School has established a Board of Advisors under the guidance and jurisdiction of the pastor, Rev. John R. Waiss. The mission of the board is to cultivate skills, talents, and expertise in specific areas in order to support the infrastructure dedicated to an enriching Catholic education.

Local school boards are, by their very nature, consultative to the pastor and principal. The pastor and principal participate in all regular, special, and executive session meetings of the board. The pastor and principal participate in all deliberations of the board. The pastor has final approval of all board decisions. The principal is the executive officer of the board, in addition to other duties, and provides in-service and guidance to the board in school matters. The Archdiocesan and Elementary School Policies shall be the policies of the local board.

Board members are valued because of the expertise, skills, and support they bring to the local Catholic School community, and their generosity in sharing their talents with the school community and parish. Questions and concerns pertaining to the operation of School Advisory Boards should be directed to the principal of the school.

Breakfast and Lunch Program

St. Mary of the Angels School offers a breakfast and hot lunch program presented by the Food Service Professionals Company for families who are interested; lunch may also be brought from home. Order forms are sent home monthly. If forms are not returned by the designated date, meals will not be ordered. Since this program is federally funded, free or reduced price meals are available for those who qualify. Application forms are available and must be completed and approved before a free or reduced-price meal can be given.

Character Development & Virtue of the Month

A school that respects freedom of the individual requires each individual to rule him- or herself, not wait for God to impose it from outside. Thus virtue should be approached from the perspective of self-dominion that leads to true freedom, just as a person who has self-control in sports is free to accomplish more in that sport. Without virtue, people will be “controlled” to do the right thing only by external force and fear.

St. Mary of the Angels School’s *Virtue of the Month Program* is designed to assist parents in the character development of their children. The purpose of the program is to focus on one virtue that can be communicated to the students through example (of parents and teachers), lessons, and positive reinforcement of behaviors that exemplify the virtue.

Fostering virtues in each child, the administrators, priests, and teachers in collaboration with the Character Education Committee strategize on ways to foster the virtue to be highlighted in the coming month. Our school has adopted the ***Four Core Values: We are Kind, We are Respectful, We are Responsible, and We Make Smart Choices.*** These principles help guide behavior in our classrooms, hallways, and all areas of our school community.

Throughout the month, faculty members integrate the virtue of the month into their daily lessons using the lesson plans in the Character Development Guidebook and by integrating the theme into their daily program. Generally, the virtue of the month is presented in a formal lesson at the beginning of the month. Students may be asked to write about the virtue; teachers may focus classroom discipline around the virtue, etc.

Service Program

In addition to the knowledge of the Faith transmitted in daily religion classes and the opportunity to grow in pious practice, the St. Mary of the Angels School program affords its students an opportunity to grow in the living of the Faith through service. This service can be performed in a variety of ways through a regular service commitment faithfully fulfilled by the student. This service might include such work as holding a volunteer position with a hospital, coordination of group service opportunities like a canned food drive, or through single acts of service within school, parish or community. Service learning gives our students the chance to make meaningful contributions and reflect on their experiences. The service opportunity aligns with the Virtue of the Month Program.

Student of the Month

The Student of the Month award honors one student in each classroom who best demonstrates the virtue of diligence. The Student of the Month is chosen by the classroom teacher and awarded at the monthly assemblies.

The pastor, administration and staff of St. Mary of the Angels School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.

St. Mary of the Angels adheres to Senate Bill 3266, signed by Governor Pat Quinn on June 27, 2010. Stated by Governor Quinn, “This new law helps schools protect students so they can succeed both inside and outside of the classroom.”

The new law expands the definition of bullying to include any communication made through writing or electronic means such as text messaging, email or social networking websites. Anything from race, gender, religion, a physical disability or sexual orientation can be targets for school bullying.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion or termination (as needed).

Child Abuse

The Archdiocese of Chicago shall follow the Illinois Abused and Neglected Child Reporting Act and Archdiocesan procedures when allegations and/or suspicions of child abuse are made against Archdiocesan personnel. The Illinois Child Abuse and Neglect Reporting Act mandates that school personnel report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child’s welfare at the time of the abuse or neglect.

All school personnel including administration and both certified and noncertified staff must contact the Department of Children and Family Services when they have reasonable cause to believe that a child who is seventeen years of age or younger whom they know in their professional capacity has been harmed or is in danger of being harmed – physically, sexually, or

through neglect – and that a caregiver either committed the harm or should have taken steps to protect the child from harm. This call must be made immediately and no one in the workplace is permitted to restrain the call. It is not sufficient to make the report only to the principal or school nurse. The mandated reporter must be certain that the call has been made.

Child Custody

St. Mary of the Angels School complies with all local, state, and federal laws regarding child custody. A court order is required to prevent a non-custodial parent access to the child or to school visitation rights. This includes the release of the child to the non-custodial parent in addition to school visitation rights.

In the absence of a court order, the school will provide the non-custodial parent the opportunity (upon request) for a parent teacher conference. The conference can be scheduled at a time other than that of the custodial parent unless both parents do not object to the same conference. Likewise, the sharing of school information pertinent to the child will be provided to the non-custodial parent in a timely fashion. Non-custodial parents should contact the school office with the necessary information.

The school abides by the provisions of the Family Educational Rights and Privacy Act with regard to parents' rights of access to their child's school records. The school also abides by the provisions of the Illinois law regarding the right of access of non-custodial parent to his or her

child's school records. Release of copies of school records to the non-custodial parent is granted unless there is a court order to the contrary.

Child Requests to Call Parents/Guardians

Children will be allowed to call home at the discretion of the principal, his or her assistant, or the office staff. In the event of an illness, or a need to communicate, that which was not the child's responsibility (such as a canceled athletic practice), the child will be allowed use of the phone and/or the office will call home.

Closed Campus

For the safety of the students, St. Mary of the Angels School is a closed campus. Students may not leave the school building and/or grounds during the school day or when participating in school activities (such as the Athenaeum Program, sports, etc.) unless accompanied by an adult authorized by both the parents/guardians and the school. For example, students may not leave after school to go to the store and then return for basketball practice.

Parents/guardians may allow their child to go home after school and then return for practice or a school-sponsored program. The student may not, however, return to school grounds until the appointed time of the activity and he or she may not take other students with him/her unless he or she has been properly authorized by his/her parents/guardians. For the student's safety and for the clarity of communication, this authorization to leave school grounds must occur in writing.

As indicated above, it is not acceptable for parents/guardians to give their child blanket authorization to come and go from school grounds. If parents/guardians give their child permission to leave school grounds, the child must leave school grounds directly after the last bell and stay off school grounds until their activity begins. Because leaving school grounds without proper authorization and supervision is such a serious threat to a student's safety, if a student chooses to leave school grounds without proper authorization, he or she is subject to a possible suspension from school.

Co-Curricular Activities

Co-Curricular Activities at St. Mary of the Angels provide for the personal and intellectual development of the students outside of the classroom experience. We ask that parents/guardians support their children in the co-curriculum program by encouraging their child's commitment and good sportsmanship and by supporting his or her attendance at practices/rehearsals and through the parent's/guardian's own attendance at these activities.

Eligibility

All students participating in co-curriculars must be working to the best of his or her ability. This includes completing all coursework and demonstrating SMA School core values. In the case of a pattern of virtue violations, the student's mentor/homeroom teacher will meet with the student and generate a behavior contract to address the pattern and help him/her create an action plan.

Communication (Parent-Teacher)

Parents are the primary educators of their children and as such it is vital that the school and parents engage in constant and open communication. Teachers are expected to communicate regularly with parents. Emails and webpages are two methods of communication implemented by St. Mary of the Angels School faculty. The primary role of the faculty is to educate the students during instructional hours. Therefore, faculty will be reading and replying to emails at 7:30a.m. and 3:30 p.m. If there is an immediate need please call the school office.

Conduct Towards School Personnel

(Per Archdiocese of Chicago - Office of Catholic Schools: The statement below must be published in each school's local handbook for families and students)

Upon receipt of a written complaint from any school personnel, the appropriate school administrator for a private school, shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. The school administrator also must notify the Illinois State Police (ISP) within 3 days of each incident through the School Incident Reporting System (SIRS).

The Office of Catholic Schools (OCS) should be notified of an Attack on a School Employee incident as soon as possible. However, a written copy of the Archdiocese of Chicago, Office of Catholic Schools **Accident/Incident Report** must be faxed (312-534-5295) or emailed in PDF form to the school's Regional Director/Secondary Field Expert in the Office of Catholic Schools within twenty-four (24) hours of the incident.

School Administrators may download the ISBE **School Incident Reporting System (SIRS) User's Guide (2006)** which contains the guidelines for reporting the three types of incidents required of nonpublic schools in the state of Illinois: 1) Attacks on School Personnel; 2) Substance Abuse; and 3) Weapons and Firearms. The **SIRS** is a web-based application used by schools to report incidents electronically which does not satisfy the requirement to report incidents to local law enforcement authorities.

Attacks are of two types and both are to be reported to law the police, OCS, and to the ISP on SIRS:

Aggravated Battery – A person commits aggravated battery if she or she intentionally or knowingly without legal justification and by any means causes bodily harm to an individual or makes physical contact of an insulting or provoking nature with an individual, he or she knows the individual harmed to be a teacher or other person employed in any school and such teacher or other employee is upon the grounds of a school or grounds adjacent thereto, or is in any part of a building used for school purposes. **Note: Aggravated Battery means there was physical harm to the victim.**

Aggravated Assault – A person commits an aggravated assault, when, without legal authority, he or she engages in conduct that places another in reasonable apprehension or fear of receiving an aggravated battery, and, he or she knows the individual assaulted to be a teacher or other employee is upon the grounds of a school or grounds adjacent thereto, or is in any part of a building used for school purposes. **Note: Aggravated Assault means there was no physical harm to the victim, only the fear or threat of harm.**

Cumulative Records

Parents have the right, by State law, to access the cumulative records of their child. With respect to the parents'/guardians' and child's rights to privacy and confidentiality, only authorized personnel may have access to the cumulative record files. Written permission is required for the transmittal of record to other persons or agencies.

Directory Information

(Per Archdiocese of Chicago - Office of Catholic Schools: The statement below must be published in each school's local handbook for families and students)

Directory information may be released to the general public, unless a parent or guardian requests that any or all directory information not be released on his or her child. Schools shall notify parents or guardians annually of the information that is considered "directory information" and of the procedures to be used by parents or guardians to request that specific information not be released. Without written notification to the school administrator, the school assumes that the parent or guardian does not object to the release of designated directory information.

Treating Student Conduct Relationally

In addition to a solid academic foundation, St. Mary of the Angels School also seeks to provide a firm grounding in the moral and ethical life of her students.

Identity and sense of self-worth—of being loved and called to love—is based on relationships, whether with God, family, teachers, schoolmates, or friends. These relationships are built up or destroyed by our free actions. The school tries to help students discover the meaning of their free

actions, how these can affect their relationships with God, with parents and teachers as representatives of God; and with brothers, sisters, and fellow students as other Christs. This way

of seeing the impact of their freely chosen acts will be reflected in students' personal conduct, expressions of attitude, and even their external appearance. Students should feel the responsibility of enhancing the school's learning atmosphere as they prepare each other to live in a world of other individuals, each with his or her own needs, opinions, and expectations.

Self-discipline—proper to virtually all aspects of academic life—is seen as taking possession of one's self-gift, including dominating and directing one's emotions in such a way as to build up relationships and better serve others. Respect is fostered as a way of recognizing the role of teachers, and others in authority, to serve and direct the common good of the class and of the school, which students too should learn to seek and support. At the same time we cultivate each person's active imagination and creativity, channeling them in positive and productive directions that should benefit the others and the group as a whole—the freedom of each individual is to serve and acknowledge the freedom of all the others to be creative in their gift of self.

At St. Mary of the Angels School, calmly handing out consequences to individuals or groups without anger or resentment serves to create an atmosphere of civility that is conducive to learning. It fosters respect for teachers and students, as well as respect for the property of others, helping everyone to pursue learning in an orderly manner without undue distraction.

Consequences should be instructive in nature and have as its goal the growth and development of each student's character. Consequences used by a teacher should facilitate a student's understanding of right and wrong, appropriate and inappropriate, respectful and disrespectful, and the discipline process should help students form their consciences and freely react to their consciences by making good decisions.

To maintain order and a respectful attitude in class, students are called upon to:

- respond to teachers with politeness and deference;
- maintain quiet and attention during lessons and individual work;
- raise hands and wait quietly for permission to speak;
- interact with one another in appropriate ways;
- at the discretion and direction of the teacher, acknowledge adult visitors.

Cultivating unity of life in teachers and students means that good conduct will be exhibited off campus too, preparing students to be good citizens. Accordingly, students will be expected to adhere to the general rules of the school as well as those rules established by each teacher within his or her classroom, and these are provided to each family in the school handbook.

Faculty members should have clearly stated and communicated rules and guidelines for conduct. These rules and guidelines should be consistently enforced. Whenever appropriate, attempts should be made to discuss a breach of conduct with a student prior to taking disciplinary measures.

Virtue Violation

Failure to meet expectations may lead to consequences that are dependent upon the degree of seriousness and the frequency of the offenses. Consequences include but are not limited to missing recess, silent lunch, or revoking of privileges.

Students in grades 5-8 who choose to commit more serious or frequent offenses will receive an appropriate consequence. For example, the following offenses will incur an automatic Virtue Violation:

- Disrespect of a teacher or staff member;
- Leaving an assigned seat without permission;
- Speaking without permission;
- Teasing, roughhousing or fighting;
- Lying, cheating or creating a false impression;

In general, displaying conduct deemed by the teacher or Principal to be unbecoming of a St. Mary of the Angels student.

Virtue Violations are served during lunchtime for 35 minutes. Students who receive a Virtue Violation must have their form signed by a parent/guardian and return it to their homeroom teacher. If a student experiences repeated violations, teachers may recommend placing the student on behavior probation.

Rebellious Behavior

Rebelliousness—the desire to make one’s own decisions and not to be told what to do by others—is seen as a natural desire instilled by God to achieve independence. The desire, good in itself, needs to be properly channeled, away from manipulating disrespect and toward developing the intellectual tools and virtues by which the young person can take on more responsibility for his own life and for others, with the goal that each one will be able to form his own home and family as well as contribute positively to the common good of society without having to be told what to do.

To properly direct the students toward virtue and proper independence, St. Mary of the Angels School employs reason and consequences (including Virtue Violations), encouragement, conversation with the students, and motivational rewards. All our consequences are guided by a commitment to each and every student, fulfilling the responsibility of caring educators that the parents have granted us.

Consequences may include Virtue Violations and suspension, as well as not being able to participate in co-curricular activities.

We make every attempt to identify any academic or behavioral issues that may impede a child's progress or contentment, keeping in close contact with parents so as to be aware of any special needs or home concerns and to anticipate difficulties that might be developing.

We willingly invest in the children who have become part of the St. Mary of the Angels School family; yet we are aware that sometimes our approach may not be effective for a particular student who needs to experience a different learning environment. Therefore we may request that a student leave our school, either temporarily or permanently, for their good and for the good of the other students in the school. We make that clear to all parents who consider placing their children into our care.

The Principal may suspend any student when, in his/her judgment, circumstances necessitate it.

Probation

Probation is an opportunity to teach the student that continued education is contingent upon the demonstration of a desire to correct previous problems. Lacking remediation in behavior may mean expulsion and/or withholding admittance for the next academic year.

Behavioral probation occurs when a student fails to behave in accordance with St. Mary of the Angels School standards. The student and parent(s)/guardian(s) will meet with the administration to discuss the terms of the probation.

Suspension

A suspension is an extreme measure enforced when the behavior is blatant or the problem is chronic. It is used to respond to problems such as continuing disrespect, harassment, and harmful behavior. All suspensions are served either in school or at home. Parents are expected to take advantage of the suspension time at home to provide appropriate discipline and to discuss with the child the need for appropriate behavior.

Expulsion

Expulsion is an extremely serious consequence and used as a last resort when a student through a single act, threat of an act, or series of acts demonstrates the lack of desire or inability to behave in a respectful manner and to cooperate with school policies and procedures.

An expulsion may occur when, despite attempts to remediate behavior over an appropriate period of time, the student still chooses not to make a change and is asked to be withdrawn.

Distribution of Materials

Materials distributed at school must be school-supported projects or directly related to school programs and are subject to the approval of the principal. Materials may not be distributed without the expressed permission of the principal.

Dress Code

The school uniform promotes a handsome, business-like appearance, encouraging students to see their attire as an aspect of the seriousness of purpose of their work. It also cultivates a sense of identity with the school and equality among the students, while avoiding comparisons and social competition based on fashion trends. Parents appreciate how the uniform keeps students focused on learning.

The complete school uniform is worn from the first full day of school until the end of the school year. Required uniform items may be purchased from Dennis Uniform. Any new or returning student who needs to purchase a uniform item must follow the policy listed below.

PreK Uniform

Girls:

- Navy jumper with SMA logo
- Navy Polo dress with SMA logo
- White Peter Pan Collar long or short sleeve blouse (may be purchased elsewhere)
- White long or short sleeve polo (may be purchased elsewhere)
- Navy or Red crew neck cardigan with SMA logo
- White or Navy socks (covering the ankle) or knee socks
- White or Navy tights
- Navy leggings may be worn with socks
- Gym shoes or black or brown leather dress shoes (No flip flops)

Boys:

- Navy dress pants (may be purchased elsewhere)
- Navy blue walking shorts (before October 1st and after May 1st) *May be purchased elsewhere*
- White long or short sleeve polo with SMA logo
- Navy or Red pullover sweater vest with SMA logo
- Navy or Red crew neck pullover sweater with SMA logo
- White or Navy socks
- Gym shoes or black or brown leather dress shoes (No flip flops)

Kindergarten-Grade 3

Girls:

- Marymount Plaid Shift with hem to the knee
- White Peter Pan Collar long or short sleeve blouse (may be purchased elsewhere)
- White long or short sleeve polo (may be purchased elsewhere)
- Navy or Red crew neck cardigan with SMA logo
- White or Navy socks (covering the ankle) or knee socks
- White or Navy tights
- Navy leggings with socks may be worn in place of tights
- Black or Brown leather dress shoes (no gyms shoes, boots or shoes above the ankle)

Boys:

- Navy blue dress slacks (no cargo or baggy slacks or slacks with option to shorten) *May be purchased elsewhere*
- Navy blue walking shorts (before October 1st and after May 1st). *May be purchased elsewhere*
- White long or short sleeve polo with SMA logo
- Navy or Red pullover sweater vest with SMA logo
- Navy or Red crew neck pullover sweater with SMA logo
- White long or short sleeve Oxford cloth button down **Mass Days Only**

- Marymount plaid tie **Mass Days Only**
- White or Navy socks
- Navy or Black belt
- Black or Brown leather dress shoes (no gyms shoes, boots or shoes above the ankle)

Grade 4-Grade 8

Girls:

- Marymount Plaid Box Pleat Skirt or Skort with hem to the knee
- Navy or White long or short sleeve polo with SMA logo
- Navy or Red crew neck cardigan with SMA logo
- Navy or Red crew neck pullover sweater with SMA logo
- White or Navy socks (covering the ankle) or knee socks
- White or Navy tights
- Navy leggings may be worn in place of tights with socks
- Black or Brown leather dress shoes (no gyms shoes, boots or shoes above the ankle)

Boys:

- Khaki dress slacks (no cargo or baggy slacks or slacks with option to shorten) *May be purchased elsewhere*
- Khaki walking shorts-no cargo shorts (before October 14 and after May 1). *May be purchased elsewhere*
- Navy or White long or short sleeve polo with SMA logo
- Navy or Red pullover sweater vest with SMA logo
- Navy or Red crew neck pullover sweater with SMA logo
- White long or short sleeve Oxford cloth button down **Mass Days Only**
- Marymount plaid tie **Mass Days Only**
- White or Navy socks
- Navy or Black belt
- Black or Brown leather dress shoes (no gyms shoes, boots or shoes above the ankle)

Gym Uniform

Students in grades PreK-3 are allowed to wear the gym uniform throughout the school day on designated PE class days:

- SMA Spirit Wear - blue Jasper t-shirt
- SMA spirit wear navy shorts (mandatory)
- SMA spirit wear navy sweatpants (optional)
- White athletic socks
- Gym shoes
- NO Leggings

Students in grades 4-8 are to wear the following for gym only during PE class:

- SMA Spirit Wear - gray logo t-shirt
- SMA spirit wear navy shorts (mandatory)
- SMA spirit wear navy sweatpants (optional)
- White athletic socks
- Gym shoes
- NO Leggings

Art Shirts

The art department in the art room provides Art shirts. Out of respect for the uniform and consistent with the virtue of order, all students are required wear an art shirt during art class as directed by the art teacher.

Dress Shoes

In order to maintain safety in the building, dress shoes must be low or no heel, thin sole and end below the ankle. Shoes must also cover the entire foot. For their own comfort and safety, students may not wear high/large heels, boots, thick-soled shoes, sandals, or clogs at any time. Socks must also be worn at all times according to the dress code.

Lost and Found

The school office maintains a lost and found. To avoid losing items, please write your child's name on every item of clothing he or she wears to school. Periodically, items not claimed within a reasonable amount of time, usually two weeks, will be sold and the proceeds will go to service learning projects.

Attending School Out of Uniform

If a student cannot be in uniform, he or she should come to school dressed up for school in tasteful clothing and dress shoes accompanied by a note from the parent explaining why the child is out of uniform. If a student cannot be in uniform, he or she should not come in jeans, sweatpants, gym shoes, etc.

At various times throughout the year, students do not have to wear the uniform. On those days, the dress code will be announced; for example, a "jeans day." On days that are non-uniform dress-up days, students are expected to come to school dressed up for school in nice clothing and dress shoes. All students are expected to follow the guidelines for appropriate appearance at all times. For all students, appropriate attire is functional and modest. The principal reserves the right to make final judgment as to whether a student is appropriately dressed for school based on the school dress code. Students who are not appropriately dressed for school will be subject to disciplinary measures as outlined in this handbook.

Appearance

In keeping with the concept of Christian dignity, students are encouraged to present a neat, clean appearance each day by observing the following:

- All clothing is clean, in good repair and presentable.
- Shirts and blouses are worn correctly and in place.
- Skirts are a modest length, at or below the knee.
- Clothing fits properly and is not excessively large or excessively tight.

Students are likewise expected to maintain appropriate personal grooming including:

- Hair is to be neat, clean and well groomed at all times. Boys' hair may not extend below the top of the collar and must not cover the face. The school does not consider asymmetrically or partially shaved heads, mohawks, wedges, dreadlocks, tails, corn rows or any hairstyle that brings undue attention to the student as acceptable. Dying and highlighting of hair that brings undue attention to the student is also unacceptable.
- We encourage general cleanliness, especially hand washing before eating and after bathroom use.
- Nails trimmed and worn in a natural style and color (Artificial nails are not allowed.)
- With safety in mind, large, dangling and/or expensive earrings/jewelry are inappropriate for school. Parents should stress only simple jewelry with the school uniform - one necklace or chain, one pair of small earrings, one ring, etc. Boys may not wear earrings.
- No makeup is to be worn in school.

Electronic Devices and Cell Phone

Cell Phones and Other Communication Devices

Because they distract the attention of a student from their learning and because of the safety hazards associated with such devices, communication devices such as pagers, cell phones, etc. are inappropriate for school and not allowed in the possession of student during the school day. All communication devices will be collected by the homeroom teacher at 8:00 a.m. and returned at dismissal. Parents/guardians who want their child to have cell phones for safety and

communication purposes are required to instruct their students to turn it off after arrival to school and to turn it on after they are dismissed. If a student chooses to disregard this policy, the cell phone will be confiscated and held by the school until the parent or guardian personally retrieves it from the office. Further violations of the policy will result in more serious consequences including but not limited to detentions, fines and/or behavior probation.

If a parent/guardian needs to immediately communicate with his/her child (ren), please call the school office.

Electronic Devices

Electronic devices distract and disrupt students learning. The use of electronics, which includes and not limited to the use of cell phones, digital cameras, iPods, and other such devices, is not allowed in the school during the academic day. If the student does bring one of these devices to school, it must be given to the teacher to be stored in the classroom. If a student chooses to disregard this policy, the device will be confiscated and held by the school until the end of the day. If a student disregards this policy a second time, the device will be confiscated and held by the school to be picked up by the parents. St. Mary of the Angels is not responsible for the loss or damage of electronic devices..

Emergency Cards

To insure the ability of the school to contact a parent/guardian, each family member is required to have an Emergency Card on file. The information on the Emergency Card is the responsibility of the parent/guardian and must be updated as needed.

Field Trips

Throughout the school year, the students of St. Mary of the Angels School are offered the opportunity to take the learning outside of the school, engaging in wonderful field learning experiences.

In order to protect the child, a student must have written permission to participate in a field trip. The school cannot accept permission given over the phone. Permission sent by fax is acceptable. Because field trips are paid for in advance, in the event a child misses a field trip due to absence (including a disciplinary absence) the fee for the trip cannot be refunded.

Chaperone Guidelines

In order to provide appropriate supervision for students and to provide parents/guardians an opportunity to participate in the school life of their child, St. Mary of the Angels School often requests parents/guardians to chaperone field trips and other school events. In order to act as a chaperone on a school activity, the adult must: be at least 21 years of age, actively support all school rules and policies, and follow the indication of the teacher sponsoring the activity such that the safety of the children is ensured and the academic and other goals of the field trip are met. St. Mary of the Angels School chaperones are prohibited from:

- Engaging in activities other than those indicated by the teacher
- Failing to attend activities scheduled by the teacher
- Purchasing food, show tickets or other items for the students in their care
- Driving students in their own cars
- Leaving the premises of the activity
- Smoking or drinking alcohol while acting as a chaperone

Failure of a chaperone to behave in an appropriate manner and/or follow the instructions of the teacher during an activity may result in the individual being prevented from chaperoning any future activities. The principal reserves the right to deny a parent/guardian or other adult member of the community from chaperoning an activity if it would be detrimental to the students and/or to the success of the activity. Chaperones who volunteer regularly would be required to follow policies set forth by the Office of Catholic Schools. These can be found under the Safe Environment Requirements for Volunteers section of this handbook.

Gang Activity

Gang related activities are contrary to Catholic Social teaching and have no place in the Catholic School. Intimidation and/or disrespect of any person are unacceptable. The following may be subject to disciplinary action:

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

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

Head Lice (*Pediculosis*)

Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. The head louse is a parasitic insect that can be found on the head, and at times, the eyebrows, and eyelashes of people. Head lice feed on human blood several times a day, live close to the human scalp and are found worldwide.

Head lice move by crawling; they cannot hop or fly. They are spread by direct contact with the hair of an infested person. Anyone who comes in head-to-head contact with someone who already has head lice is at greatest risk. It is also possible that contact with clothing (hats, scarves, coats) or other personal items (combs, brushes, or towels) used by an infested person is a means of spreading head lice.

Although highly qualified and experienced groups such as the American Association of Pediatrics and the National Association of School Nurses advocate that “no nit” policies should be discontinued, the local school principal, in consultation with the Board, should determine what will work best for the treatment procedures and control of the infestation of head lice in their local school community.

If the local school is not sure if a student has head lice, the diagnosis should be made by the family's health care provider or other person trained to identify live head lice. ***Notify school families when a case of head lice occurs in a classroom reminding parents/guardians to check their child's hair. If head lice are found in several students in one classroom or in more than one classroom in a school, all students should be examined with respect by trained personnel.***

Health Requirements

Schools in the Archdiocese of Chicago follow the guidelines set forth by the City of Chicago, Cook County and Lake County Health Departments and the State of Illinois.

All children in Illinois shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health. These records are to be presented to the school before the first day of school. For the 2017-2018 school year, all documentation must be presented by September 30, 2017. If a child is not in compliance with the health and immunization requirements by this date, the principal reserves the right to exclude the child from school until the child presents proof of having had the health examinations and of having received the required immunizations.

Health Examinations and Proof of Immunizations

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

- Immediately prior to or upon entrance into any public, private or parochial preschool or transferring from outside the state of Illinois
- Prior to entering Kindergarten
- Upon entering 6th grade

Dental Examinations:

All children in Kindergarten, 2nd and the 6th grades shall have a dental examination by a licensed dentist. Parents/guardians seeking an exemption to this requirement must submit the Dental Examination Waiver Form, provided by the State of Illinois Department of Public Health, to the school administrator.

Vision Examination

A new law, effective January 1, 2008, requires that all children enrolling in public, private or parochial school for the first time in Illinois or entering Kindergarten shall have an eye exam.

Illness

If a child is ill in the morning before school, it is requested that a parent not send the child to school that day for the child's own benefit and for the health of the other students and staff members. Parents should also notify the school if the child will be absent that day for our records.

If a child becomes ill during the day, he or she will be sent to the office. If the child feels better within the hour, the child will be sent back to class. If the child does not feel better within the hour or if the child is vomiting, has a fever or rash, or a severe respiratory problem, the parent will be called and will be required to come and take the child home.

Communicable Disease

If a child contracts a communicable disease, we ask that the parents/guardians notify the school as soon as possible. According to State health regulations, children with contagious diseases are not allowed to attend school until given the appropriate release by a doctor.

Insurance

All students are required by the Archdiocese to be covered by an accident insurance policy.

Letter of Recommendation

The administration, faculty and staff of St. Mary of the Angels School are happy to write letters of recommendation for our students. All requests should be made in writing directly to the teacher/administrator via email, using the proper courtesy. A stamped, addressed envelope or fax cover sheet should accompany letters so that the writer can easily submit the letter of recommendation. In order to maintain the writer's freedom to accurately recommend a student, the administration, faculty and staff reserve the right to mail or fax all letters and keep them confidential.

Medication Procedures

State law forbids school personnel to administer any type of medication to students. When a child is on medication for a short term immediately following an illness, the parent must

determine if it is in the child's and the school's best interest to keep the student at home during this period of recuperation. Except for the medications associated with asthma, students may not carry medication with them, including simple over the counter medications such as Tylenol or Advil. Parents requiring further assistance should call the school office.

Asthma: According to State law, students diagnosed with asthma by a licensed physician may carry prescription asthma medications with them during the school day. This right, however, carries with it the danger of the student over-medicating himself or herself or of not reporting an asthma attack in its early states, when the office can give proper assistance.

Self-Administration

A student may self-administer medication at school if so ordered by his or her licensed prescriber per the student's current completed Medication Authorization Form.

Nut Allergy Policy

1. The child's classroom will be peanut/nut-free
 - Snacks eaten in the classroom will not contain peanuts or nuts
 - Children who bring snacks containing nuts/peanuts will eat them in designated spaces and wash his or her hands immediately following.
2. A peanut/nut-free table will be provided in the cafeteria for children with nut/peanut allergies
 - Friends or classmates may eat at the peanut/nut-free table as long as they do not have peanut/nut products in their lunch.
 - Children will be encouraged to wash their hands after eating to reduce the potential of cross-contamination of common materials in the school (keyboards, balls, playground equipment etc.)
3. If your child has eaten peanut butter, peanuts or nuts before coming to school, please have them wash their hands to help prevent accidental cross-contamination of common items.
4. An Epi-ped or Epi-pen Jr. will be available in the school office for each child with a know peanut/nut allergy.

5. An Emergency Action Care Plan should be signed by both the parent and physician and kept on file in the nurse's office.
6. Staff members will be trained in the administration of the Epi-pend/Epi-pen Jr.
 - all snacks should be store bought
 - teachers to provide approved snack list, for parents bringing in the snack
 - water only for snack
 - no homemade birthday snacks, all store bought
 - bakery list: nut free list

Parent/Teacher Conferences

Conferences give the parents/guardians and teachers an opportunity to evaluate the concepts and skills mastered by the individual students. These parent-teacher discussions aid in determining the progress of the student and lead to mutually agreeable means for the student to progress in school, maximizing student's academic, spiritual and social growth.

In November, Parent-Teacher Conferences are scheduled for all parents/guardians. The specific date of this conference is listed in the monthly school calendar. Conferences are to be pre-scheduled prior to Parent-Teacher Conference Day. These conferences are mandatory, and if the parent(s)/guardian(s) fail(s) to keep their appointment, students are unable to attend class until the conference has been completed.

To initiate a conference other than the regularly scheduled Parent-Teacher Conference, parents/guardians are asked to contact the teacher indicating the nature of the request and convenient conference times. This may be done via email or through the office, but parents/guardians are asked to refrain from meeting with the teacher without an appointment.

Religious Formation

Holy Mass

All Catholic students are expected to attend Sunday Mass in accordance with the teachings of the Church. The entire school attends Mass on Fridays, holy days of obligation and other special occasions. These days are listed in the school calendar. In the event that school is not in session on a Friday, students will attend Mass on Tuesday of that week. Attendance at weekday masses

does not fulfill the Sunday obligation and should not be substituted for regular attendance at Sunday Mass. Parents are always invited and encouraged to attend Mass with their children during the week.

Sacramental Preparation

All students who are members of the Roman Catholic Church through baptism are eligible, through parental consent, to receive the Sacraments as appropriate. Parents are responsible for preparing their children and guiding them towards the sacraments. The school assists the parents with this responsibility through its sacramental preparation program during the religion classes and by organizing and scheduling the reception of the sacraments.

In addition to this, parents may make special arrangements with the parish office to help them further prepare their children for the reception of the Sacraments after 2nd grade.

Reconciliation (Sacrament of Confession)

Students who have made their first confession are afforded the opportunity to participate in the Sacrament of Reconciliation with their class. In addition to this, parents/guardians are encouraged to bring their children to the Sacrament of Reconciliation on a regular basis throughout the summer months.

Safe Environment Requirements for Volunteers

The mission of the Office for the Protection of Children and Young is to promote the dignity of children and assist those who have been affected by abuse and trauma. Compliance requirements are as follows:

Archdiocese of Chicago Application for Employment or Volunteer Service (form 7709) is to be completed by all prospective employees at the time of their interview. References are called and documented (local principal's initials, dated) on the 7703 form of the person being considered for employment. The school retains all application forms for 3 years following the interview.

Criminal Background Screening

All employees and all volunteers who work with children must complete an online background check and Virtus Training. No one may begin to work or volunteer unless the criminal background check has been completed and approved. All school employees and volunteers are required to complete the eAppsDB form online. For assistance, call the Office for the Protection

of Children and Youth at (312) 751-5238. School employees hired after July 1, 2007 must be screened through digital fingerprinting procedures. Dates and sites are posted on the Archdiocese of Chicago website.

Safe Environment Training

All employees and all volunteers who work with children must attend the Virtus/Protecting God's Children training program within three (3) months of beginning employment, ministry or service. Verification of completing Virtus Training is filed in the personnel or volunteer file at the place of employment/ministry.

Code of Conduct

All employees and volunteers, who work with children must read, sign and date the Code of Conduct Personnel Acknowledgement Form. The signed Code of Conduct form is to be kept in the personnel or volunteer file at the place of employment/ministry.

Child Abuse and Neglect Tracking System (CANTS)

All employees and volunteers who work with children must complete the Illinois Child Abuse and Neglect Tracking System CANTS 689 form. The form is to be given to the local administrator. The local administrator mails one copy to the Department of Children and Family Services (DCFS), Springfield; a copy is retained in the personnel file at the place of employment/ministry.

Mandated Reporter

All school employees and volunteers must complete CANTS 22 form acknowledging and understanding the reporting requirements. They must attend a training workshop for Mandated Reporter and sign the appropriate forms.

Safety Drills

For the safety and security of all, the school organizes various safety drills. All students are required to cooperate fully with all drill procedures. Failure to fully cooperate with drill

procedures may result in disciplinary action including suspension or expulsion. Any parents in the building during a drill are required to cooperate fully with the drill procedures.

Bus Evacuation: All students participate in an annual bus evacuation drill by certified company.

Lockdown: When a situation occurs in or around the school building that threatens student safety there will be an immediate lockdown of the school. Any students in the halls are required to immediately go into the nearest supervised classroom. Parents in the building during a lockdown safety drill are required to return to the school office. During a safety drill, no parent or other adult will be allowed in the building and no student will be released from the building.

Fire Drills: the Chicago Fire Department conducts Fire drills monthly.

Tornado Drills: Tornado drills are usually scheduled and practiced in the springtime each school year. Students are instructed to seek protective positions.

School Closure -Emergency

In the event of an emergency school closing, usually due to weather conditions, the following radio stations will be notified: WBBM, 720; WIND, 560. Because additional information will not be available, please do not call the school or parish office for school closure information.

Searches Conducted By School Personnel

All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

School personnel should always have another school authority present when conducting a search.

Searches of Student's Person and Personal Property

The search of a student's person or of any item brought onto school property (including vehicles) is permissible when there is any suspicion that the student may be carrying contraband.

Contraband is defined as any weapon, firearm, dangerous object, illegal drug, drug paraphernalia or other items prohibited by law or by school policy.

Conducting the Search

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

Reporting the Incident

The Regional Director should be contacted as soon as possible. An Incident Report should be completed and faxed (312-534-5295) or emailed to the Office of Catholic Schools Regional Director within 24 hours.

After contacting the local police jurisdiction if contraband was seized, the principal must report the incident on the Illinois School Board of Education (ISBE) School Incident Reporting System (SIRS).

Sexual Harassment

Any person who feels that he or she has been a victim of sexual harassment shall bring the problem to the immediate attention of the principal. The principal shall answer questions about this policy, engage in fact finding to determine the details regarding the complaints of sexual harassment, and take appropriate corrective action. If the complainant is uncomfortable for any reason with discussing such matters with the principal, or if the complainant is not satisfied after bringing the matter to the attention of this individual, the complainant shall report the matter promptly to the pastor or the school consultant at the Office of Catholic Schools. The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action as warranted.

Reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades or work assignments.

Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

Substance Abuse

All students at St. Mary of the Angels School have the right to a school environment conducive to learning. The use of alcohol and other drugs is illegal and interferes with learning, both physical and emotional. With the parents, the school has the responsibility to prevent drug abuse and maintain a safe and drug-free environment for all students. The principal, with appropriate consultation, shall develop local policies and procedures regarding student substance abuse and use of alcohol.

“Substance” is defined as illegal drugs and drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.

Substance abuse means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

Illegal Violations: The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represent as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is strictly prohibited.

School procedures for handling violations:

1. Notify the parent/guardian and suspend the student during the school investigation;
2. Conference with principal, parent/guardian, student, pastor and other appropriate persons as determined by the principal;
3. Notify the police as directed by law;
4. If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian;

5. Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options included but are not limited to continued suspension and/or expulsion.

Appropriate confidentiality shall be maintained.

While students are in attendance, smoking and the consumption of alcoholic beverages are not allowed by anyone anywhere within the school building or on school property, regardless of the legal age of the individual. Smoking is likewise not allowed where students are in attendance outside the school property such as at the park or on a field trip. Consumption of alcoholic beverages by individuals over the age of 21 may be allowed at times when students are not in attendance in specifically identified areas of the premises in accordance with Archdiocesan policies and federal and city codes. Violation of any of the above policies may result in suspension or perhaps even expulsion/termination depending on the seriousness of the incident.

Technology

Philosophy

St. Mary of the Angels School recognizes the important role that computers and other forms of technology play in a student's education and in the conduct of the school's mission. St. Mary of the Angels School, therefore, makes available computing and network information resources, such as the Internet, which may be used by the school students, faculty and staff. These resources are intended to be used for educational purposes and to carry out the mission of St. Mary of the Angels School. The use of these resources is a privilege afforded to students by the school and not a right of the student.

Guidelines

St. Mary of the Angels School expects all students, faculty and staff to act with Christian character, to be law-abiding citizens, to respect the rights of others, and to refrain from behavior that impairs the user's moral development and the school's purpose. The framework of responsible, considerate and ethical behavior expected by the school, and set forth in the following guidelines, covers use of the school's microcomputers, workstations, computing laboratory facilities, general access time sharing systems, network and networked resources, and networks and networked resources throughout the world to which the school provides computer access.

While it is impossible to predict every situation that may arise in the use of these resources, the school has established the following guidelines for use of the school's information resources and

network access. Every user, student, staff member, and faculty member alike, of the school's information resources or the network access that the school provides, is charged with the responsibility for adhering to these guidelines. They are as follows:

- A staff member or authorized adult allows student use of the computer, computer network and associated technology only under direct supervision. Failure to be appropriately supervised constitutes a serious violation of these guidelines.
- All students must agree to these guidelines and network etiquette as outlined in the "student contract" and have the consent of their parents as indicated by their signature on the contract, prior to use of the School's technology resources.

Technology Use Outside of School

(Per Archdiocese of Chicago - Office of Catholic Schools: The statement below must be published in each school's local handbook for families and students)

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs, and threats.

The amended Juvenile Court Act (effective January 1, 2011) prohibits a minor under the age of 18 from electronically distributing or disseminating any material that depicts another minor nude or engaged in any sexual or lewd conduct.

The possession of sexually explicit images of minors on any device is prohibited regardless if any state laws are violated or not. Parents/Guardians and the police may be contacted to investigate all involved in sexting. Cell phones may be searched if reasonable suspicion exists that the phone contains evidence of a violation of school policy.

Students will be disciplined for sexting and each case will be referred to local law enforcement to determine whether or not criminal charges are appropriate.

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

- Users should avoid accessing information damaging to the user's moral development and contrary to Christian values. Attempts to knowingly access information damaging to the user's moral development and contrary to Christian values and/or to circumvent security measures constitute a serious violation of these guidelines.
- A student bringing damaging and contrary materials into the school's electronic environment will be subject to a suspension and/or revocation of privileges of the school's system and will be subject to disciplinary action in accordance with the student code of conduct.
- An employee knowingly bringing prohibited material into the school's electronic environment will be subject to disciplinary action in accordance with School and Archdiocesan policies.

Enforcement of Guidelines

Failure to behave in accordance to the technology guidelines will result in the following disciplinary procedures:

- 1st Offense- Warning and/or detention and/or suspension from use of the computers
- 2nd Offense- Suspension from use of the computers and/or 1 day suspension from school
- 3rd Offense- Permanent suspension for use of technology and/or suspension from school and/or expulsion from school

The principal, through the technology department, shall ensure the development and usage of the appropriate letter(s) and form(s) relative to the implementation of this policy.

Textbooks and School Supplies

Non-consumable textbooks are used by the students during the school year and returned to the school in good, usable condition when collected by the teachers at the end of the school year. Students are responsible for returning textbooks in good condition so they can be used the following year.

Textbooks that are lost or returned to the school in a non-usable condition because they have been written in, torn or otherwise damaged, cannot be returned to the school and the student will be charged the cost of replacing the book in the school's inventory.

School supply items are not provided by the school, are listed on the school supply list and must be purchased by the student as indicated on the supply list.

Toys

The school is not responsible for any toys brought to school. Parents are asked to prohibit their children from bringing toys to school. The school may prohibit certain toys from the school building and grounds due to the distraction to learning caused by the toy or by its danger to others. If a student chooses to bring a prohibited toy to school, it will be confiscated. The return of such and returned or not returned at the discretion of the principal. Weapon type toys (play guns, squirt guns, laser tag, etc.) are never allowed and if brought to school will be returned to the parents.

Tuition and Fees

Registration Fee: There is a non-refundable registration fee due at the time of registration.

Preschool Tuition 2018-2019

Full Day Per Child
5 days= \$8,469
3 days= \$7,638
Half Day (per child)
5 days= \$7,638
3 days= \$7,638

Kindergarten-8th Grade

1 child= \$7,682

2 children= \$14,506
3 children= \$18,437
4 children= \$22,280

PreK Sibling Discount: Families with students enrolled in both the PreK and K-8 program or with two or more Pre K students will receive a discount of \$500.

Tuition Assistance Policy: Our mission is to educate any child who desires a Catholic education. St. Mary of the Angels offers a variety of options to make a Catholic education accessible to all families. Tuition assistance is available for students in grades K-8. Applications for tuition assistance will be distributed beginning Catholic Schools Week 2019 and are due, complete with necessary paperwork by March 2019. St. Mary of the Angels can give no assurance that financial assistance will be available for applications received after April.

Payment: Full and timely payment is essential to the operation of the school. We cannot remain a vital and productive institution without prompt payment by our families.

Options: There are three options for tuition payment:

- 1) Pay in full and receive 5% off of the total tuition
- 2) Pay according to the 10-month payment plan with monthly installments beginning August with the final payment due May. Payment is due on the 1st or 15th of every month through FACTS automatic withdrawal.
- 3) Bi-Annual paid in September and March.

Delinquent Tuition Policy:

- Payment not received on due date will incur a late fee through FACTS Tuition Management.
- Families who have checks returned due to non-sufficient funds will be assessed a \$50 fee. If a second check is returned due to non-sufficient funds, the family will incur an additional \$50 fee and the school will no longer accept a check as a form of tuition payment; only cash, money order or certified bank check will be accepted.
- For returning families seeking re-enrollment, outstanding tuition balances from the previous year must be paid in full in order to guarantee a child's spot for the next academic year. A child may not begin the academic year if payment from the previous year has not been made in full.

- EXCLUSION DAYS are implemented in the school year for families who are seriously delinquent.
- Families with unforeseen financial distress are to contact the principal immediately.

Refund Policy

Tuition is non-refundable after the October. All fees, including registration, are non-refundable.

Tuition Tax Credit

All taxpaying families in the State of Illinois are eligible for a tuition tax credit of up to \$500 for money spent on tuition and textbooks for their children in grades K-12. Families are encouraged to take advantage of this. All families applying for financial aid should apply for the Illinois Tuition Tax Credit. ALL tax credit requests MUST be submitted to the principal by email request no later than March 15th.

Use of School Grounds

All activities on school grounds require appropriate adult and/or faculty and staff supervision. Arrangements for the use of the school grounds are to be made with the principal.

Vacation

Regular student attendance helps ensure that learning is meaningful and that the child's knowledge and skills are developed. A break in the schooling process is disruptive to the student's learning and will require your child to catch up, having to learn materials that other students already know. Since striving for excellence is a primary goal of the staff at St. Mary of the Angels School, parents are asked not to withdraw their children from school during regular attendance days. Please plan family vacations during the school's regularly scheduled vacation periods. By doing so, you send a message to your child that learning is the priority.

Visitors

St. Mary of the Angels School welcomes parents/guardians and other visitors. In order to ensure the safety of the students and the continuity of the school program, SMA reserves the right to

refuse visitation if it is perceived to be contrary to the best interest of the child and/or disruptive to the ordinary operation of the school.

Because of the disruption it causes in the learning environment, students are not allowed to bring other children as visitors to the school except in approved circumstances and with the permission of the principal. This includes not only classroom activities, but also activities such as field trips and school picnics.

As a courtesy and security measure, all visitors are requested to make advance arrangements. For the safety and protection of all, visitors are required to report to the office before entering the main part of the building. All visitors are required to wear appropriate identification or a visitor's pass and register in the school office.

Volunteer Service

Each family is asked to volunteer 15 hours of their time to make Saint Mary of the Angels a thriving and efficient school for their children. If conflicts prevent participation, or you do not complete the 15-hour requirement, each family is responsible for an extra charge of \$15 per hour up to \$225. Families receiving parish scholarship money may be required to commit additional volunteer service.

Weapons

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment, students shall not carry, possess, or use weapons in school or on school premises. Weapons include but are not limited to the following: knives, handguns, brass knuckles, "billy clubs", bats, pipes, sticks and any other object that causes bodily harm. School authorities have the right to inspect and search lockers, desks, parking lot and school property.

Parents/guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion. School officials are required to report weapon violations to the local police. The weapon will be turned over to the local police jurisdiction.