

Sister Thea Bowman Catholic School



FAMILY HANDBOOK 2024-2025

"FOR WE WALK BY FAITH"

Communication Procedures and Line of Authority Communication is the key to understanding and handling problems that may arise at school. Parents/Guardians are encouraged to communicate with the administration, teachers, and staff as required for support of the child. Several avenues of communication are offered: school websites, written notes, email, phone, and visit to school. Parents/Guardians who wish to observe in a classroom may do so by arranging a time with the principal and at the convenience of the teacher.

In order to resolve any issues, please follow these steps:

- 1. Contact the teacher involved.**
- 2. *If the issue is not resolved to your satisfaction, Contact the principal.***
- 3. *If the principal does not resolve the issue, Contact the Diocesan Superintendent.***

TABLE OF CONTENTS

INTRODUCTION	7
Philosophy.....	7
Mission Statement.....	7
Vision.....	7
Core Values.....	7
Adoption of Handbook	8
Principal	8
Advisory Board.....	8
ACADEMIC POLICIES.....	8
Curriculum	8
Education Through Music and the Arts	8
Peacemaker Program	9
Special Education.....	10
Advent Prayer Service	10
Prayer Experiences.....	10
Extracurricular Activities.....	10
Athletics	11
Second Step/Anti-Bullying Procedures	11
Books, Materials, Technology, Violins, and School Property.....	12
Testing.....	12
Homework.....	12
Grading	13
Midterm Reports	13
Report Cards and Conferences.....	13
Honor Roll	13
Promotion/Retention.....	14
Graduation Guidelines	14
ADMINISTRATIVE POLICIES AND INFORMATION	14
Non-Custodial Parents	14
Harassment/Intimidation/Bullying/Firearms	15
Non-Discrimination	15
Policy Statement of the Diocese of Belleville	15
Relevant State and Federal Law Compliance	16

Procedure for compliance with the Missing Children Records Act	16
COMMUNICATION & CONTACT	16
FACTS Communication	16
Thursday Envelope	17
Emergency Dismissal and School Closing	17
Concerns Or Complaints.....	17
School Communication through FACTS.....	17
Parent/Teacher Organization (PTO)	17
Information will be distributed in the Thursday envelopes as it becomes available.	18
Family Engagement Program and Family Participation.....	18
Student Information Reporting System	18
CONDUCT/BEHAVIOR	18
Counselor/Wellness	18
Student Conduct & Safety Behavior Policies.....	19
Code of Catholic/Christian Conduct Covering Students	19
Virtue Based Restorative Discipline.....	21
Behavior Improvement Tools	21
Suspension (Causes for In-School Suspension or Suspension from school).....	22
Expulsion	23
Appeals	23
ENROLLMENT & ATTENDANCE	23
Admission	23
Parent/Guardian Witness Statement	24
Registration.....	24
Transfer Students	25
Tuition/Fees	26
Attendance	27
Absenteeism, Tardiness, and Truancy	27
Truancy	28
Absence for Trips or Vacations	29
Extended Day---4 days not 5.....	29
Dismissal.....	30
Early Dismissal Days (Staff Meetings/Professional Development)	30
GENERAL POLICIES	30

Meals.....	30
Field Trips.....	30
Classroom Party or Celebrations	31
Pictures.....	31
Spring Concert	31
Lost & Found	32
Computers/Technology.....	32
Student Password Notification.....	32
Library.....	32
Recess Periods	33
Cell Phones & Electronic Devices	33
Visitors.....	33
Volunteers	33
HEALTH & SAFETY	34
First Aid	34
Illness/Injury	34
Medication at School	34
Undesignated Medications.....	35
Sunscreen	35
AIDS	35
Communicable diseases	35
Diabetes Management.....	36
Medical Cannabis:	37
Alcohol and Drugs	37
Pregnant Student Policy.....	38
Insurance Plan.....	38
Building Security	38
Bus/Earthquake/Fire/Tornado/ Intruder Drills.....	38
Search and Seizure	38
Police Questioning of Students:.....	38
Notification Regarding Asbestos-Containing Materials and Management Plan	38
Pest Control and Lawn Care Management Program.....	39
SCHOOL OFFICE AND RECORDS.....	39
Emergency Procedure Card	39

Change of Address or Telephone Number.....	39
Telephone Policy	39
Student Records	39
Transfer of Pupils’ Records	40
Viewing of Records	40
TRANSPORTATION.....	41
Bus Service - <i>Currently Unavailable due to District# 189 staffing issues</i>	41
UNIFORMS	41
Purpose of Uniforms	41
Name Tags/Lanyards	41
Uniform Policy Specifics	41
Make-up/Accessories/Jewelry	42
Peacemaker Day / Dress Down Day Uniform	43
Clothing not permitted	43
APPENDIX I: Sister Thea Bowman Academy	44
ACCESS Academies Overview	44
Sister Thea Bowman Academy.....	45
Sister Thea Bowman Summer Session	45
APPENDIX II Authorization for Internet Access (Diocesan Policy 1341).....	47
APPENDIX III Concussion Protocol.....	50
APPENDIX IV Sample Field Trip Permission Slip	51

INTRODUCTION

Philosophy

As educators at Sister Thea Bowman Catholic School, our philosophy is to:

- provide quality education through a holistic approach to learning
- challenge students to achieve academic success according to their potential
- teach and provide experience in Catholic doctrine, spirit, and tradition
- provide opportunities for developing spirituality in students
- teach students skills for becoming peacemakers at school, at home, and in their communities
- involve students, parents/guardians, and teachers in the total educational process
- outline for students and parents/guardians the practical, religious, academic, and economic responsibilities that accompany attendance at Sister Thea Bowman Catholic School
- respect the dignity of all persons, without discrimination on the basis of race, sex, religion, or economic status
- model lifelong learning

Sister Thea Bowman Catholic School uses EDUCATION THROUGH MUSIC AND THE ARTS, an integrated curriculum that engages artisans and academic teachers in providing a holistic approach to learning. The fine arts (violin, ballroom dance, modern dance, liturgical dance, vocal music, and visual art) are used as tools for strengthening academics and for heightening inner discipline, focus, self-esteem, creativity, and teamwork. Teachers participate in the fine arts classes as well, as a way to partner with the artisans in reinforcing skills and to model life-long learning for their students.

Mission Statement

Sister Thea Bowman Catholic School prepares grades K-8 students through holistic learning, academic excellence, personal empowerment, and a deepening faith in Jesus Christ within the Catholic tradition.

Vision

Graduates are ethical, responsible, and dedicated leaders inspiring good in their community and the world.

Core Values

Faithfulness

to God's love and expectations is expressed through our actions and words.

Learning

through a holistic approach and education through music and the arts strengthens academics and heightens inner discipline, focus, self-esteem, creativity, and teamwork.

Peacemakers

are respectful in actions and words to God, self, others, and all creation.

Service

is central to our desire to help all thrive: our community, our school, ourselves.

Community

is our shared experience of lifting up our school, our families, and our neighbors to create a sense of belonging and a desire to give back.

Adoption of Handbook

This handbook was adopted as submitted by the Advisory Board, August 24.

This handbook contains policies and procedures for the 2024-2025 school year. As it is impossible to address every situation that may arise during the school year, the school administration reserves the right to amend or revoke the policies and procedures in this handbook at any time as circumstances may warrant. When changes are made, parents/guardians and students will be informed of the changes in a timely manner.

Principal

The principal is responsible for the proper administration of the school in cooperation with the Advisory Board, the Diocesan Office of Education, and state and local community officials. The principal must be the professional person who ensures the Catholic atmosphere and directs and supervises the teaching-learning situation of the entire school.

Advisory Board

The Advisory Board of Sister Thea Bowman is a consultative board. A consultative board is established to assist the principal in the governance of the school. Governance may be divided into two parts: policy and administration. The board's responsibilities are in policy matters; they are not responsible for the administration or the details of administration.

Mrs. Michelle Ruppel
Mr. Dan Barger
Ms. Marilyn Neu
Mr. Jay Willes
Ms. Phakisha Horne

Rev. Carroll Mizicko, OFM
Sister Kathleen Murray, DC
Ms. Roberta Trost
Sister Sharon Van Horn, ASC

ACADEMIC POLICIES

Curriculum

Sister Thea Bowman Catholic School's curriculum consists of language arts (reading, English, spelling/vocabulary, handwriting, technology), religion includes Family Life and Second Step, mathematics, science, social studies, physical education, violin, visual art, ballroom dance and liturgical dance. Instruction is in the English language. The curriculum places emphasis upon the development of knowledge, skills, and understanding appropriate to its student body in accordance with its stated purpose, goals, and objectives.

Education Through Music and the Arts

Sister Thea Bowman Catholic School uses EDUCATION THROUGH MUSIC AND THE ARTS, an integrated curriculum which engages artisans and academic teachers in providing a

holistic approach to learning. The fine arts (violin, ballroom dance, liturgical dance, and vocal music) are used as a tool for strengthening academics and for heightening inner discipline, focus, self-esteem, creativity, and teamwork. Teachers participate in the fine arts classes as well, as a way to partner with the artisans in reinforcing skills and to model life-long learning for their students. Education through Music and the Arts features the following objectives:

- To develop an integrated approach to mental, social, emotional, and physical health skills that are responsive to the educational and developmental needs of students
- To build critical thinking skills, creativity, and general intelligence
- To create avenues for achievement that enhance self-confidence in dealing with tasks
- To provide a medium for self-expression that enhances dignity, respect, and inventiveness
- To challenge physical inertia into agility, flexibility, and expressive ensemble work
- To afford opportunities for cooperative skill development through ensemble work, performance, and musical and theatrical projects
- To train students in performance etiquette that engenders respectful touch and movement
- To instill compassionate understanding among diverse culture and religions
- To engender a motivated student body prepared to succeed in secondary school and beyond
- To create an environment where learning is a pleasurable experience
- To participate in all public presentations featuring the arts at Sister Thea Bowman Catholic School

All students participate in a weekly vocal music time (song practice). Students, kindergarten through grade 8, attend violin class two times per week. During the second semester, students in grade 6 – 8 participate in ballroom dance. All students and staff actively engage in a liturgical dance preparation twice a year in preparation for our Advent Service and Spring Concert.

Peacemaker Program

Sister Thea Bowman Catholic School develops PEACEMAKING skills in all students in order to create a peaceful environment. PEACEMAKING behavior is promoted and is encouraged through daily affirmation, recognition, and role modeling. PEACEMAKING behaviors are discussed, taught, and practiced.

Monthly, all students who remain PEACEMAKERS participate in a class award event or experience. Students who are NOT peacemakers will not participate in the monthly peacemaker event and will attend a Second Step class at that time in order to strengthen peacemaking skills. Ordinarily, non-peacemakers who are absent on the day of the Peacemaker event, will be required to attend the Second Step class the following month.

A student is a peacemaker when s/he keeps the following guideline:

**WE ARE PEACEMAKERS.
WE ARE RESPECTFUL IN ACTIONS AND WORDS TO
GOD, SELF, OTHERS, AND ALL CREATION.**

A student is not a Peacemaker when she/he does not follow the above guidelines. The teacher(s) will determine non-peacemakers based on:

1. Three(3) similar minor behavior concerns that are not improving during the month
2. Major Referral or major behavior concern during the month
3. Lack of active/proper participation in liturgical activities (mass, song practice, special events)
4. Lack of active/proper participation in artisan practice/activities (violin, dance ministry)
5. Continual missing or incomplete work
6. Missing Advent Service or Spring Concert

A Peacemaker Dress-down pass will be sent home the day before Peacemaker Day for Peacemakers.

Special Education

Special educational services are available through the public school system.

Advent Prayer Service

All students and staff participate in an annual Advent Prayer Service. This prayer service uses movement, song, reflection, music, and scripture to celebrate the liturgical season of Advent. Students and staff are required to wear plain white/shirts/blouses, dark slacks and dark shoes while following other uniform policy specifics i.e. hair, jewelry, socks. All students are required to be in attendance for this event. (Local Policy)

Prayer Experiences

Students and staff participate in Morning Prayer, song practice and weekly Mass (Catholic Liturgy) and Reconciliation Service (annual). Special prayer practices include the Advent Service, Stations of the Cross, and the Living Rosary. Church Liturgical seasons and feasts are also celebrated. Students actively participate in prayer experiences by being prayer leaders, dancers, choir members, readers, ushers, or gift bearers for school liturgies. Communal prayer experiences are also used to bring us together as a community with God.

Extracurricular Activities

Sister Thea Bowman Catholic School offers a variety of special programs to expand student's learning. Some of these programs may include science fair, academic contests, athletics, and Extended Day. Students in grades 5-8 interested in after school athletics may be able to join Blessed Sacrament School's athletic program or another Catholic school's after school athletic program if space is available.

Extracurricular activities are just that. . . "extra." If a child chooses to participate in any extracurricular activity, it is the responsibility of the parents/guardians to assume all costs. Transportation to and from practice and events is the responsibility of the parents/guardians.

A student is not normally excluded from participating in extracurricular activities due to a low grade or unfinished homework. However, if it is determined that these activities interfere with the student's academic progress or classroom behavior, the student may be excused from participation until the issue is resolved. These situations shall be thoroughly investigated by the staff and principal before any disciplinary action is taken regarding participation.

Any disciplinary action connected with athletics should be determined with joint participation by the student, teacher, parent/guardian, principal, coach and/or athletic director.

Athletics

Sister Thea Bowman’s primary goal is the academic development of each student. Sports are an extension of this, demanding a lot of time for some children. If a student is performing and achieving satisfactorily in class work, sports can be an extra aid to total growth and development. To be sure students are not allowing the time spent on sports to detract from their schoolwork, the following policy is in effect:

- Scholastic Rating – please see section on extracurricular activities.
- Conduct – Behavior issues could result in sports suspension.

Any student suspended from school is automatically suspended from all extracurricular activities including sports. Any other circumstances, which could result in a student being suspended from games and practices or dropped from a team, will be left to the discretion of the principal. The athletic director and coaches of each sport have the right to restrict students’ participation in that activity for just reason.

When a school does not have a sufficient number of students to participate in a certain sport, the principal shall contact the schools in their parish cluster first. The principal will work with school’s athletic director to place the students with a school if that school agrees. (Diocesan Regulation 6145.2)

Currently, parent/guardian/student participation is insufficient to provide an athletic program. **According to the Diocesan Athletic policy, students may play on the nearest Catholic School team that can accommodate more players.** Transportation to and from athletic events (practices, games, etc.) is the responsibility of the parent/guardian.

GIRLS and BOYS

Volleyball	January through March	Grades 5-8 eligible
Basketball	October through January	Grades 5-8 eligible
Track	February through May	Grades 5-8 eligible

Teams play or practice no more than four times per week.

Diocesan regulations require that “All students participating in the sports program must have a sports physical exam each year and have a copy of the report on file. A permission form must be on file for each student’s participation in the athletic program.”
(Diocesan Policy 2145.2a)

Concussion Protocol can be found in Appendix III.

Second Step/Anti-Bullying Procedures

Second Step, a peace building curriculum, is taught in kindergarten through grade 8. This curriculum provides students with skills in empathy, problem solving, impulse control, and anger management. Second Step provides students with practical ways to become peacemakers at

school, in the family, and in the community. It is the skill-building component of Sister Thea Bowman Catholic School's PEACEMAKER program.

Books, Materials, Technology, Violins, and School Property

All students are expected to cover their textbooks and to replace book covers when it becomes necessary during the school year. It is the policy of the school that unreasonable damage to a textbook must be paid by the student's parents/guardians. Lost textbooks, workbooks, or library books must be paid for before a child receives their final report card.

Any damage to technology including Chromebooks or violins will be the parent/guardians responsibility.

If a student damages or defaces school property, the parents/guardians of the student may be called for a conference with the principal and teacher involved. Parents/guardians will be asked to pay for damages to the school property.

Parent/guardians will be notified of fees and responsibility via direct message and an incidental fee applied in FACTS Tuition.

Testing

Admission Testing

Pupils entering kindergarten for the first time will be given a readiness test. All transfer students are tested in math and reading to assure appropriate placement.

Annual Academic Testing Program

The Iowa Assessment, as required by the Diocese of Belleville, is administered in September for diagnostic purposes and are given annually to grade 2 – 8 students during September. The April testing is administered for achievement purposes. ACRE (Assessment of Catechesis/Religious Education) is given on alternate years to grade 5 and grade 8.

Homework

Homework is an important reinforcement of work done in school. It is relevant to the daily class lessons and is designed to foster a habit of independent study. It is an important and integral part of your child's learning experience. It is each child's responsibility to do his/her homework each evening and to turn it in the following school day. (Diocesan Policy 6154)

Homework doesn't necessarily mean something written. Reading and studying are a very important part of home assignments. All children, especially the younger ones, require some help in this area.

Here are some suggestions:

- Show an interest in your child's work.
- Set up proper conditions for study at home – a quiet area without distractions.
- Encourage good study habits and ways to stay with one task until it is finished.

Students are responsible for completing homework assignments and turning them in on time. **Late assignments impact a student's Work Habit grade.** When a teacher sees a pattern of incomplete or missing assignments, she/he will contact the parent/guardian. **Students who consistently have late or missing assignments will be put on probation. A meeting will be required with the student, parent/guardian, principal and homeroom teacher to develop a plan to ensure success.**

A general guideline for homework time is approximately 10 minutes per grade level. For example: Grade 1 – 10 minutes; Grade 2 – 20 minutes; Grade 3 – 30 minutes. If your child is spending an unusual amount of time on homework, it is important to inform his/her teacher to see if any adjustments are appropriate.

Grading

A Excellent Progress	93 – 100	O Outstanding Progress
B Good Progress	86 – 92	G Good Progress
C Satisfactory Progress	78 – 85	S Satisfactory Progress
D Poor Progress	70 – 77	P Progressing
F Failing	Below 70	N Needs Improvement

Grades K – 2 use the O, G, S, P, N scale for grading.

Grades 3 – 8 use a Final grade which is a cumulative average of four quarter grades. Any quarter grade below 50 will be replaced as 50 for final grade calculation. The actual score will be annotated in the comments.

Midterm Reports

At the mid-way point of each quarter, a progress report will be sent to parents/guardians. Reports are to be signed by a parent/guardian and returned to the school the following week.

Report Cards and Conferences

Report cards are issued on a quarterly basis. All students are required to attend report card conferences with their parents/guardians at the end of the 1st and 3rd quarters. Report card conferences will be held at the end of the 2nd and 4th quarters at the request of the teacher or the parent/guardian. If a parent/guardian is unable to attend the all-school report card conference, he/she is required to call the school office a week ahead of time to arrange another appointment. **A student may return to Sister Thea Bowman Catholic School ONLY after a conference has been scheduled** (when a conference is required) or the report card has been given to the parent/guardian (when a conference is not required).

When a student transfers to another school or enters high school, all outstanding balances must be current for a transfer of report card records. At the time of registration, new students are required to provide their current report card and school records from the previous school. (Local School Policy)

Honor Roll

“Honor Students” have high standards for achievement and their conduct is conducive to learning for themselves and their classmates. This program is for students in grades 3 – 8.

The honor roll guidelines are as follows:

For High Honors, students must have all “A’s” and may have only one “B.” All subject areas are included along with artisan classes. For all conduct and effort grades, as well as those classes that do not have letter grades, they must have a “G” or “O.”

For Honor Roll, **all individual class** grades must be a B- or higher. The same guidelines are in effect for non-letter grades (all “G” or “O”).

If a student has received major referral, they are ineligible for either of the Honor Rolls. (Local Policy)

Promotion/Retention

Sister Thea Bowman Catholic School reserves the right to retain any student for academic, social, emotional, attendance (missed more than 18 days) or maturity reasons.

Students will be promoted from 8th grade to the high school level when they have successfully completed the work for all academic subjects for that year. Students in grades K – 7 may be retained if there are academic, social, and/or developmental readiness concerns. A student who fails two or more core academic subjects for the year will be retained. Student may also be retained if they are below grade level by more than one year in reading and/or mathematics.

Parents/guardians will be notified in a written communication and at conferences when retention is a concern by the end of the third quarter. (Diocesan Policy 5123 p.r.)

If a student fails to pass twice in his/her school career, that student will be requested to enroll at another school.

Graduation Guidelines

Students will be promoted from 8th grade to the high school level when they have successfully completed the work for all academic subjects for that school year, including passing the Illinois and U.S. Constitution tests.

To participate in the graduation ceremony, all outstanding tuition, fundraising, and graduation fees (\$80 which covers graduation gown rental and other expenses) must be paid by May 1. All fees incurred after May 1, must be paid five (5) working days before graduation.

ADMINISTRATIVE POLICIES AND INFORMATION

Non-Custodial Parents

Sister Thea Bowman Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial with access to the academic records and to other school-related information regarding the child.

If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. (Diocesan Requirement)

Harassment/Intimidation/Bullying/Firearms

“A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe environment and is, therefore, not acceptable behavior.” (Diocesan Policy 5142.2)

“Racial harassment of any nature is absolutely prohibited. Violation of this policy shall subject a student to disciplinary action, up to and including, discharge or expulsion. It is strictly forbidden for any parent or student to express racial slurs, make racial jokes, produce, or distribute racist cartoons, or engage in verbal conduct of a racist nature within or relating to any school setting or activity. Such conduct is contrary to the Catholic belief in the dignity of every human person.” (Diocesan Policy 4116.2)

Any employee or student who believes he or she has been subjected to racial harassment or has witnessed such misconduct shall follow the procedure outlined under the non-discrimination policy found in this handbook.

Non-Discrimination

Sister Thea Bowman Catholic School has adopted the following non-discrimination resolution: “Sister Thea Bowman Catholic School admits students of any race, color, sex, national ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.” (Diocesan Policy 5111.1)

Discrimination Complaint Process

Any student who believes he or she has been subjected to prohibited discrimination, sexual or racial harassment or has witnessed such misconduct must report the incident to the principal or staff member and appropriate action will be taken. The following steps shall be taken:

1. A written complaint must be submitted by the person who reported the incident.
2. A thorough investigation must take place.
3. Any person who is found to have engaged in the prohibited action will be subject to appropriate, corrective action, depending upon the circumstances, up to and including, termination or expulsion.
4. The person who reported the incident will be advised of the findings and action taken.
(Diocesan Policy 4116.2)

Policy Statement of the Diocese of Belleville

Diocesan clergy, religious personnel, lay employees and volunteers of the Diocese of Belleville, while performing services for the Church, shall not engage in sexual conduct that is unlawful or harmful and contrary to the moral instructions, doctrines and canon law of the Catholic church.

Such conduct is contrary to Christian principles and is outside the scope of the duties and/or employment of all personnel or volunteers of the Diocese.

Relevant State and Federal Law Compliance

The school, employees and/or volunteers must comply with all relevant state and federal laws, including:

- The Illinois Abuse and Neglected Child Reporting Act. This Act is summarized in the “Care Enough to Call” of the Illinois Department of Children and Family Services.
- The laws prohibiting sexual harassment in the workplace. Sexual harassment includes but is not limited to slurs, jokes, sexual advances,
- Requests for sexual favors and all verbal, graphic or physical conduct of a sexual nature.

Any employee or volunteer of the Diocese of Belleville who suspects an incident of any sexual misconduct by any diocesan clergy, religious personnel, lay employee or volunteer must immediately report such incident to the Vicar General of the Diocese. The matter will be investigated, and where appropriate, disciplinary action will be taken.

Do not assume that the Diocese is aware of any sexual misconduct. It is your responsibility to report incidents of which you know.

Volunteers in the schools of the Diocese of Belleville must complete a Questionnaire for the Diocese of Belleville and a Volunteer Application form before beginning to work with children.

Procedure for compliance with the Missing Children Records Act

Upon notification by the Illinois State Police of a child’s disappearance, the school will flag the record of the child in such a manner that whenever a copy of information regarding the record is requested, the school is alerted that the record is that of a missing person. “Missing person” in this context means a person 17 years old or younger reported to any law enforcement authority as abducted or a runaway.

The school will immediately report to the State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the State Police that the missing person has been recovered, the school will remove the flag from the student’s record. (Diocesan Policy/Regulation 5125)

COMMUNICATION & CONTACT

FACTS Communication

FACTS is a web-based service that allows parents/guardians online access to their student’s assignments, grades, and activities from any computer with a connection to the internet. Families are provided with user friendly software that makes it easy to track their student’s progress and support their educational goals.

Teachers have the ability to enter attendance and grades, flag missing assignments, comment on student work, and provide increased communication with families.

Parents/Guardians are responsible to periodically check assignment completion and grades on FACTS.

Thursday Envelope

One way Sister Thea Bowman School facilitates communication with school families is through the weekly “Thursday Envelope.” This envelope contains information requiring parent/guardian’s attention and signature. The envelope, with the parent/guardian’s signature, must be returned the following school day. Returning the envelope the day after it is sent home is considered a homework assignment. **The cost of envelope replacement is \$1.00. The newsletter is also posted weekly on the school website: www.stbcs.com**

Emergency Dismissal and School Closing

Information on school cancellation or early dismissal due to bad weather will be broadcast on television Channels 5. **In addition, an email blast and/or text message will be made through the FACTS notification system.**

Concerns Or Complaints

If a parent/guardian has a concern or complaint you should begin by talking it over with the teacher. If it is not resolved to your satisfaction, you may then contact the principal. If unable to resolve at the school level the principal will involve the Diocese of Belleville superintendent.

School Communication through FACTS

Sister Thea Bowman utilizes FACTS communication to keep parents/guardians updated about upcoming events, school cancellations, or any other significant announcements. Families will be notified through text messages. Weather related school closings will also broadcast on KSDK channel 5. In order for this communication to work effectively, it is critical that a current phone number and/or email address is on file in the school office, and families keep FACTS information current.”

Interruptions

Forgotten lunches, glasses, etc. must be brought to the office by parents/guardians and will be delivered to the student by the secretary. **Teachers are not called from class for telephone calls or unscheduled conferences, but messages will be taken.** Parents/guardians wishing to visit the classroom need to contact the teacher before the visit to avoid a major disruption to the classroom environment. Students and Parents/Guardians are not permitted to communicate with each other during school hours using either cell phones or school-issued technology devices. Any messages that need to be relayed to either party will need to be completed through the office.

Parent/Teacher Organization (PTO)

The PTO should support the programs and activities of the school. The objectives of this organization include:

1. To foster and strengthen communications between the school and parents.
2. To support, sponsor and maintain activities and programs which assist the school in achieving its spiritual, scholastic, and administrative objectives.

Information will be distributed in the Thursday envelopes as it becomes available.

Family Engagement Program and Family Participation

The Catholic school system is based on a spirit of loving service and generosity, both on the part of parents/guardians and teachers, in order to keep the system in operation.

Sister Thea Bowman Catholic School is committed to providing a quality education for all students in our school. We recognize families are an integral part of their children's academic success and encourage family involvement through our Family Engagement Program.

All volunteers working in the school during school hours (including field trips) must complete a volunteer packet prior to starting their service hours; Child Protection Training is required.

Examples of volunteer service are classroom helpers, PTO participation, school administrative helpers, lunch/recess duty, clean-up days or work projects, etc. A list will be provided routinely during the school year to families for service hour possibilities.

During the Annual Fund Drive, all families will receive an envelope in early fall. Families are asked to pledge financial and/or prayer support of the school. The other fundraiser is a social event held at the school. Each family is encouraged to purchase and sell tickets to the event in order to support the students and the school. The event is open to the public and open to friends, extended family benefactors, general community.(Local School Policy)

Student Information Reporting System

For the purposes of (a) and (b) only, school grounds is defined as the entire school property including the grass field and the church, and the public way within 1,000 feet of the school.

- a) The principal immediately notifies local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel at the school. The administrator will also notify the Illinois State Police within 3 days of each incident through the School Incident Reporting System (SIRS) on IWAS.
- b) The principal will immediately notify local law enforcement officials of firearm incidents at the school. If a student is in possession of a firearm, the principal will also immediately notify the student's parent or guardian. The principal also notifies such officials of verified incidents involving drugs in the school. The principal will also notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS)

CONDUCT/BEHAVIOR

Counselor/Wellness

A licensed and certified counselor or student liaison is available to work with students, parents/guardians, and staff members during school hours. Students may personally request to meet with the counselor or be referred by a parent/guardian or staff member. Students are required to meet with the counselor if they are referred by a parent/guardian or staff member.

Student Conduct & Safety Behavior Policies

Responsible self-discipline in students is another key to quality education. Students are expected to practice Christian behavioral techniques and attitudes. Misbehavior, physically harming or threatening another person, disrupting the learning environment, lying, cheating, sarcasm toward school staff, or the use of inappropriate language will be dealt with firmly.

Each classroom at Sister Thea Bowman Catholic School is organized in such a way that child-centered, positive behavior is consistently reinforced. In order to ensure responsible self-discipline in the students, the school environment encourages the following actions:

Respect for God

- Being faithful to God's expectations through our actions and words at school and at home
- Participating fully in prayer and worship
- Showing reverence and respect for God in our prayer spaces and chapel

Respect for Self

- Being on time for all classes
- Following school dress code
- Being honest and trustworthy
- Using respectful language
- Keeping safe
- Being prepared for class
- Completing homework

Respect for Others

- Cooperating with staff, students, and others
- Playing without hitting or fighting
- Communicating respectfully with staff, students, and others regarding academic/social concerns
- Walking at all times inside school buildings
- Keeping hands to self
- Following the direct requests of staff
- Allowing others to learn

Respect for Property

- Keeping school property clean and safe
- Respecting the property and belongings of self and others
- Restoring or replacing items or property that students have damaged.

Code of Catholic/Christian Conduct Covering Students

“Attendance at Catholic elementary and secondary schools in the Diocese of Belleville is at the will and discretion of the particular school. As such, attendance and enrollment may be terminated at any time when the school determines that continued enrollment would not be in the best interest of the students, the school, or the educational purposes of the school.

All students who attend any Catholic elementary or secondary school in the Diocese of Belleville are expected, as a condition of continued enrollment, to conduct themselves in a manner

consistent with the policies and principles of the school. These principles are set out in the student handbook and in the mission and purpose of the Catholic school, as determined by the school.

Conduct by a student that the school determines is contrary to, or inconsistent with, the Catholic/Christian principles of the school, is grounds for terminating the student's enrollment in the school. These principles and expectations apply to students both on campus and off campus during school (e.g., Extended Day, athletics, field trips, bus transportation) and non-school sponsored programs and events. These principles and expectations apply during and after school hours, and during times when school is in session and when school is out of session.

The school, in its discretion, may determine how to deal with any particular conduct or pattern of conduct depending upon the nature and severity of the problem, surrounding circumstances, and prior records. In some instances, the conduct may be of such a nature that immediate withdrawal may be determined to be appropriate even if it is the first such instance. In cases where the conduct is not as severe or serious, problems may be dealt with using other forms of corrective action, including but not limited to a written warning, suspension from the school, and not participating in or attending school activities, volunteer work, etc. The school's procedures for appeal shall be available to students and parents when this policy is implemented.

The student's interest in receiving a quality morally based education can best be served when students, teachers and school officials all work together and set a proper example. Normally, differences between these individuals should be resolved as quickly as possible. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child/children when the situation is warranted." (Diocesan Policy 5131)

The safety and welfare of students enrolled in a Catholic school in the Diocese of Belleville is of the highest priority. For this reason, a student's written or verbal threat of violence toward other students and/or persons within the school will be taken seriously. For the purpose of this procedure, a threat of violence will be interpreted as a verbal or written threat of action that may cause physical harm to others.

The principal of the school will take immediate action upon learning that a threat occurred. This action includes non-disciplinary suspension of the student into the custody of parent or guardian until a satisfactory psychological evaluation by a licensed mental health professional is completed and the principal agrees that the student may return to school. The local police will be promptly notified of the threat.

Students who engage in such activities as vandalism, assault and battery, theft, arson or carrying or use of a weapon on school grounds or at school activities, are subject to serious penalties. The penalties may include multiple days of suspension, up to and including, ten days, but also expulsion. (Diocesan Policy 5142.1)

Weapons include firearms, ammunition, sling shot, any type of knife (including pocketknives), mace, pepper mace or any other object or device that serves no educational purpose and which the principal determines may cause physical harm or disrupt school activity.

Virtue Based Restorative Discipline

In line with our current approach to working with each student to grow holistically as well as academically, we are using the Virtue Based Restorative Discipline (VBRD) approach to deal with behavioral issues in the school. Use of VBRD takes time, patience, and training, but it is a research-proven method to build long-term positive decision-making skills that mirror and enhance our Sister Thea Bowman Catholic School Peacemaker and Second-Step approaches.

The key goal of VBRD in the school is to continue to empower the students to make good choices with the guidance of staff and families. Students and staff will focus on both traditional and faith-based virtues to guide their relationships, words, and actions.

Procedure: When harm occurs, Restorative Discipline seeks to do the following:

- What happened: Establish the injustice, or harm that occurred
- What needs to be done: Restore equity, repair harm to property and restore relationships
Establish appropriate future intentions (How can we guarantee a better future?)
- What can be expected: Establish appropriate future intentions.

Discipline Procedure Escalation

- 1) Handled directly in the classroom between student and staff.
- 2) Parent/Guardian notification through phone call, message, note, or referral.
- 3) Principal involvement.
- 4) Parent/Guardian conference with staff and student.
- 5) School Disciplinary Action.

Behavior Improvement Tools

Teachers will use these tools after students receive expectations and guidance for proper behavior. The next steps include parents/guardians receiving calls, where our goal is to work together to help the student improve behavior. Actions considered to be misbehavior because they do not reflect our Sister Thea Bowman Catholic School values are categorized as either minor or major.

A Minor Referral or Major Referral may be given by any staff member. The student must take the Referral home for signature and bring it back the next school day. Parents/Guardians must sign the referral to acknowledge receipt of it, not necessarily agreement. If the parent/guardian disagrees with the referral, or has questions about it, they must send back a note with the signed referral.

The following list includes possible actions for which a student may receive a Referral:

Minor Referral (Minor Concerns)

- Having gum, sunflower seeds, candy, soda, fast food items, and/or glass containers in school, except on teacher-designated occasions
- Returning to school without an absence excusal note
- Bringing stuffed animals, toys, gadgets, CD's, CD players, MP3 players, etc. at any time, except on teacher-designated occasions
- Bringing non-school related items and/or printed materials
- Missing assignments

- Being unprepared for class: not bringing books/materials/assignments
- Non-participation in Faith based activity

Major Referral (Major Concerns)

- Disrespectful language
- Bullying, Lying, Cheating, Stealing
- Disrespecting self or others in word or action—in any situation
- Failure to participate in public events featuring STBCS students, such as, but not limited to the Advent Prayer Service, Living Stations, and the Spring Concert
- Using lewd words or actions towards others (sexual harassment)
- Repeatedly violating the dress code (including name tag)
- Endangering self or others
- Threats to anyone
- Fighting or hitting (play fighting or snowball fighting included)
- Disrupting the learning environment of other students
- Improper use of the Internet
- Disrespecting or destruction of the property of self or others
- Bringing cigarettes, matches, lighters, cell phones (without permission), or laser pointers to school
- Failing to follow safety directions
- Repeatedly missing homework
- Tardiness, after three times per quarter
- Receiving three Minor Referrals within a month for any misbehavior
- Failure to return a signed Minor Referral
- Using social media to harass or embarrass another student

Suspension (Causes for In-School Suspension or Suspension from school)

- Deliberate fighting (non-verbal, verbal, or physical)
- Bullying, aggression, and intimidation in any form
- Leaving school grounds without permission
- Endangering the health or safety of a student, teacher, or anyone on school premises
- Repeatedly disrupting class so that other students cannot learn
- Repeatedly using lewd language or actions (sexual harassment)
- Threats to anyone
- Receiving three Major Referrals within a month
- Improper use of the Internet and/or social media

The length of time a student will be suspended depends on the seriousness and frequency of the violation.

The process for handling suspension is:

- A parent/guardian will be requested to meet with the principal and keep the suspended child home for the length of the suspension.
- The student will be expected to make up all schoolwork missed while suspended. The student is readmitted when the schoolwork is completed, and a parent/guardian conference has been held. A conference with the student and parent/guardian set up by the parent/guardian, who needs to call the office to set up the meeting.

- After a suspension, the student will be placed on probation.
- After the second suspension, the student may face expulsion.
(Diocesan Policy 5114)

Expulsion

An expulsion is extremely serious. If a student is expelled, she/he will not be allowed to re-enroll in Sister Thea Bowman Catholic School. Incurring two (2) suspensions may be cause for expulsion.

The following are causes for immediate expulsion from school:

- Carrying weapons or any item that appears to be a weapon
- Carrying, handling, using, or selling drugs or alcohol
- Threats to anyone (in person or through social media)
(Diocesan Policy 5114.1)

Appeals

Students who are dismissed from the school may appeal this decision in writing to Sister Thea Bowman Catholic School Advisory Board within ten (10) chronological days of the Principal's decision.

ENROLLMENT & ATTENDANCE

Admission

Parents/Guardians enrolling their children in Sister Thea Bowman Catholic School must:

- want their children to receive an education with a strong religious emphasis
- be willing to make sure their children are on time and ready for school everyday
- attend all school related meetings, events, and attend report card conferences with their child
- see that their children are present for mandatory participation special events such as report card conferences, the Advent Service, and Spring Concert
- meet with teachers and administration when requested
- be respectful and cooperative with school staff
- refrain from using any form of social media to criticize any member of the STBCS family
- support and follow school policies
- remain current in tuition/meals/Extended Day fees
- participate in fundraising activities by:
 - paying a fundraising fee of \$120.00, and/or
 - give \$120 financial support to the Annual Fund Drive by December 20th, and
 - participate in school fundraising activity.
- understand that a parent/guardian's presence, participation, and cooperation in a child's school life is critical to his/her success and growth
- support the school through gifts of time, talent, and/or treasure
(Local School Policy)

Parent/Guardian Witness Statement

We believe that parents/guardians are the primary religious educators of their children. We believe that each person has a religious aspect to his/her life and personality. We also believe that the primary purpose of Catholic education is to reinforce, deepen, and enrich the faith that the children experience at home. When the Catholic school clearly and effectively communicates the truths of faith, and when a child sees these truths practiced in the family, there is hope that faith will take root in the heart of that child. A parent's/guardian's own witness is essential to the religious development of the child.

Therefore, we ask that:

- all families participate in weekly worship at the church of their choice
- all parents/guardians speak to their children about God
- all parents/guardians make prayer an integral part of their home life
- all parents/guardians accept responsibility to become familiar with the religion curriculum and become more knowledgeable about the Catholic faith
- all parents/guardians support the moral teachings of Christian faith in order to not contradict in the home what is taught at school
- all parents/guardians, by word or example, teach their children love and concern for the needs of others, especially for those who are poor.

Registration

The school's website has a registration tab that provides step by step instructions for the registration process. The process is different for new families vs. returning families so be sure you follow instructions for the correct one. If you are unable to access the information online, you can contact the school office for instructions.

After an inquiry form is received from a new family the school staff will contact the family to set up a family intake session. Intake session will provide the family with a school tour, information about what the school offers students and families, expectations students and families, and information on registration and tuition. After the intake session is complete families can proceed with the application and enrollment step of registration online.

Returning families will be notified by the school when registration is open for the next school year. At this time they will access the family portal using their account information or creating one using instructions online. Once logged into the family portal click on the enrollment/reenrollment link and provide the information requested.

A certified birth certificate, or other acceptable proof, and social security number must be provided for every student at the time of registration. Transfer students must provide records from the previous school(s) attended. (Diocesan Policy 5111). Any child entering kindergarten must be five years of age on or before September 1 of that school year.

The registration fee, due at the time of enrollment, is non-refundable. Fee information is available in the registration packet.

Physical Exam - "Physical examinations are prescribed by the Department of Public Health and are required of all pupils prior to or upon their entrance into kindergarten or the first grade, and

upon entrance into the sixth grade, and ninth grade, and irrespective of grade, immediately prior to entrance into school if such pupil has not previously been examined according to Illinois law. In addition, prior to entering kindergarten or first grade, every pupil shall be immunized.” (Illinois School Code, Section 27-8) The students in kindergarten and grades 1 and 6 and all new students to Sister Thea Bowman Catholic School must have these on file by October 15. After October 15, children may not attend school until health forms are on file.

Students entering Kindergarten and Grade 6 must present a Certificate of Health as required by the School Code of Illinois.

Eye exam- A law, effective January 1, 2008, requires that all children enrolling in kindergarten in a public, private, or parochial school and any student enrolling for the first time in a public, private or parochial school shall have an eye exam by October 15th of the school year.

Dental exam- By law, students entering Kindergarten, 2nd and 6th grade will have dental exams performed before May 15th of the school year.

Students entering sixth grade will be required to provide proof of Tdap (Pertussis booster vaccination). Illinois Department of Public Health, effective Fall, 2012.

Unless otherwise noted, all health forms must be turned into the office by the first week of the school year.

Transfer Students

Students enrolling for the first time in Gr. 1 – 7 at Sister Thea Bowman Catholic School or a student who transfers during the year are accepted provisionally for the first quarter they attend. During this time, teachers and the parent/guardians assess the student to ensure the opportunity for academic excellence, note student effort, achievement, self-discipline, and responsibility. Progress reports, along with a conference that will include the parent/guardian, student, teacher(s), and principal, at the end of the first quarter will help determine continued enrollment.

Sister Thea Bowman Catholic School follows the recommendation of the Diocese of Belleville of not admitting eighth grade students unless they have moved into the area and are transferring from another Catholic school. Exceptions will be made only at the principal’s discretion.

Continued enrollment at schools in the Diocese of Belleville is dependent on the school’s ability to provide for the academic needs and behavior of each student. When the school believes that it cannot adequately provide for the needs of the student, the principal will provide recommendations for placement in an academic setting that best fits the needs of the child.

In order for current students to re-enroll at Sister Thea Bowman Catholic School, all fees and tuition for the previous school year need to be paid.

The Principal or designee shall, prior to completion of enrolling a transfer student, request directly from the student's previous school a certified copy of the student's record.

The Building Principal or designee of the transferring school must, within 10 days of the notice of the student's transfer, forward a copy of the student's school record to the student's new school. 105 ILCS 10/8.1.

If the student has unpaid fines or fees and is transferring to a public school located in Illinois or any other state, an official record of the student's grades will be sent in lieu of the student's official transcript of scholastic records. 105 ILCS 5/2-3.13a(a), 23 Ill.Admin.Code §§375.75(i).

Tuition/Fees

Tuition is due in advance in one of two ways: (1) in full at the time of registration or (2) monthly.

All tuition payments and fees must be current in order for students to remain enrolled at Sister Thea Bowman Catholic School, and in order to receive midterm reports and report cards.

Payments are made directly through FACTS. Tuition payments will not be accepted in the school office unless a special arrangement is made with the principal. If payments need to come directly to the school, families will use a special deposit slip to make payments at a Regions Bank branch, and they will bring the receipt to the school for payment credit.

It is the responsibility of the parent/guardian to contact the school and FACTS when contact information, such as an address or phone number is changed or when bank account information is revised.

The school does not receive the late fees or insufficient fund fees from FACTS. They go to the company, so they do not count toward tuition payments. FACTS collects all fees before they credit family payments towards tuition.

- When a student withdraws from school before the 15th of a month, a half of a month's tuition is charged.
- When a student withdraws from school after the 15th of a month, a full month's tuition is charged.
- When a student who receives tuition assistance withdraws prior to the last day of school, no tuition refund is given.

Tuition assistance must be reapplied for and approved on a year-by-year basis. (Local School Policy)

Families that are consistently late on tuition payments risk the following:

- Students are not allowed to attend classes until tuition is paid or the family provides a written plan for payment, which is agreed upon by the family and principal
- Loss of Tuition Assistance package

Attendance

Sister Thea Bowman Catholic School requires **Daily – on time** attendance during the entire regular school year.

Sister Thea Bowman Catholic School uses the following attendance procedures:

School begins at 7:45 a.m. and ends at 3:00 p.m. for Grades K-8.

Accesses Academy (Grades 6-8) and Extended Day (Grades K-5) begins at 3:00 a.m. and ends at 5:00 p.m. Mon – Thu.

Fridays, Grade K-8 students dismiss at 2:00 PM.

Sister Thea Bowman Catholic School assumes responsibility for students when they arrive at any of the following times:

- 7:15 a.m. – 7:50 a.m. – Breakfast in the cafeteria
- 7:45 a.m. – 8:00 a.m. – Go to classrooms
- 8:00 a.m. – Prayer and Peace Pledge

Cell phones must be turned into the supervisor of the cafeteria or the office secretary upon arrival.

All students arriving before 7:45 a.m. must go to the cafeteria. Once on school premises, students are not permitted to leave school without permission of the principal. If a student must leave the school premises during school hours, a note or a phone call explaining the circumstances must be brought at the beginning of the school day to the school office. A dismissal notice is then given to the classroom teacher. Upon dismissal, the adult picking up the student signs the sign-in/sign-out register in the office. If possible, all medical appointments should be made outside of school time.

If a student becomes ill during the day, the child will be sent to the office, and the principal or the secretary will call the parent/guardian.

Absenteeism, Tardiness, and Truancy

School arrival is before 7:45 a.m., since the prayer and school day begin promptly at 8:00 am.

After 8:00 a.m. students must be accompanied by a parent/guardian/caretaker into the school.

(Please use side door on the east side of the building). The Parent/Guardian will wait at the office until the student receives an ADMITTANCE SLIP. This slip is then presented to the homeroom teacher. Students who arrive late and enter the building without a parent/guardian to sign them in will receive a minor referral.

When a student arrives at school late but within 30 minutes of the beginning of the school day, the student will be considered tardy. Five (5) tardies will be counted as a half day absence.

When they have reached their 5th tardy in a quarter, the principal may have a meeting with the parents to find out how we can help them get to school on time.

Doctor or authorized appointment: If a student arrives at school within an hour or leaves to go to the doctor or other appointment and returns within one hour, the student will not be considered absent. If the student is gone for more than one hour, the student will be considered as a half day absent.

If a student leaves school within one hour of normal dismissal, the student will not be considered absent. However, a written note signed by the parent/guardian must be presented to the teacher and in the office stating the reason for leaving early. If a child goes directly to the doctor or dentist from home, he/she must have a written note signed by the parent/guardian or the doctor in order to be admitted to class. (Diocesan Policy 5113)

A tardy will be recorded for any student arriving between 8:00 – 8:29. Every five tardies equals a half day absence. Excessive tardiness may lead to loss of Tuition Assistance. (St. Clair County ROE Truancy Policy)

Parents/guardians **are required to call and inform the office before school begins if their child will be absent or will leave early that day.** A phone call (using the emergency card for data) will be placed as to the whereabouts of the student and reason for absence if the school office is not notified of the circumstances of their absence.

After being absent, a student is re-admitted **only** with a written note signed by parent-guardian that states the following:

- Name of student
- Reason for absence(s)
- Date(s) of absence(s)
- Signature of parent/guardian

Written documentation is required, even if the school has received notification in person or by phone. If a student arrives without an absence note, a reminder is sent home. Absent note must have reason for absence.

When a student is absent, tardy, or dismissed early from school, he/she is responsible for any work missed and is expected to inquire concerning what was assigned.

After five absences per quarter, a parent/guardian conference with the principal may be required for the student to be re-admitted to school. Excessive unexcused absences (more than 3) will be reported to the Regional Office of Education Truancy Office.

Truancy

After three (3) days of unexcused absences, the principal of designee should send to the parents/guardians a 3-day letter (see sample) stating the student's days absent. The mailing should include a copy of the following document(s):

After six (6) days of unexcused absences by a student, a Local Truancy Review Board Meeting must be scheduled. A letter stating the time and place for the Local Truancy Review Board Meeting should be sent to the parents/guardians by the District Superintendent (see sample). The mailing should include the following document(s):

After nine (9) days of unexpected absences by a student, the school district should send notification to the Regional Office of Education. The Regional Office of Education will schedule a Regional Truancy Review Board Hearing for the student and their parents/guardians. (Illinois State Board of Education and Local School Policy)

Who is a "Truant?" (105 ILCS 5/26-2a) Sec. 26-2a. A "truant" is defined as a child subject to compulsory school attendance and who is absent without a valid cause from such attendance for a school day or portion thereof.

What is a valid cause for a school absence? 1) Illness, 2) Observance of a religious holiday, 3) Death in immediate family, 4) Family emergency, 5) Other situation beyond the control of the student as determined by the district's board of education

What is a "Chronic Truant?" A child at compulsory attendance age who has accumulated 5% or more unexcused absences of the previous 176 regular attendance days.

Absence for Trips or Vacations

Absenteeism for vacation during the school year is strongly discouraged. If parents/guardians decide to take their children on vacation, advance written notice stating the exact days the child will be out of school needs to be given to the teacher and office. The school will not assume responsibility for assisting students to make up missed work or provide schoolwork ahead of class presentations. Families are allowed up to five (5) absences for trips or vacations. Parents are expected to keep their children accountable for making up missed work in a reasonable amount of time.

Extended Day----4 days not 5

The Extended Day Program is for students in Kindergarten through Grade 5. This program is in response to a growing need for more academic support and healthy alternative ways for students to spend after-school time. Extended Day begins the first full week of school and is offered Monday - Thursday in six-week sessions. The program begins at 3:00 p.m., and it ends at 5:00 p.m. Parents/guardians, who at times, may need to pick up their children after 5:00 p.m., should contact the principal to make arrangements. Students who participate in Extended Day must commit to attending every day of the six-week session, and stay until 5:00 p.m. All rules and expectations of the school day apply during Extended Day, as well. Extended Day is NOT provided on faculty meeting dates or any other early dismissal days.

While we have received some grant money to cover a portion of the expenses, it is necessary to charge the following fees to cover the rest of the costs:

EXTENDED DAY ONLY: One child: **\$96.00** (\$4 per day) for every six weeks.

Family rate: **\$150.00** (\$6.25 per day) for every six weeks.

* A \$20 surcharge will be added to any registration fee that comes in after the session has begun

Dismissal

School is dismissed at 3:00 pm, Monday – Thursday for K-5 students not participating in Extended Day. Families with students in Kindergarten through third grade pick their children up in the front of the school. Grade 4-5 pickup behind the school. Drivers must pull into the parking slots; students will not be allowed to cross the street to get into their parent/guardian's car.

Grades sixth through eighth are dismissed at the front of the school along with Extended Day students at 5 p.m. Monday through Thursday. On Fridays and early dismissal days, K-3 dismiss out the front door, and grades 4-8 dismiss out the back at 3:00 pm.

Students who are not a part of the Extended Day program will end their school day at 3:00 p.m.

- All K-5 students, not in Extended Day, who have not been picked up by 3:15 p.m. will be charged \$10 for every 15 minutes they are late.
- All 6-8 students and Extended Day students not picked up by 5:15 p.m. will be charged \$10 for every 15 minutes they are late.

Early Dismissal Days (Staff Meetings/Professional Development)

On early dismissal day, all students are dismissed at 12:30 p.m. If students are not picked up by 12:45 p.m. on early dismissal days, there is a \$10.00 charge per child for each additional 15 minutes they are not picked up. Lunch will be served, but **Extended Day will not be available on early dismissal days.**

GENERAL POLICIES

Meals

The school will provide breakfast and lunch including milk on all full and early dismissal days of school free of charge for the 2023 – 2024 school year. All students will receive a printed menu at the beginning of each month.

Breakfast is offered from 7:15 a.m. – 7:50 a.m. in the cafeteria/gym. Students who are not eating breakfast should be dropped off at the front door at 7:45 a.m. and go directly to their classroom.

Healthy snacks are permitted for breaks, such as: fruits, crackers, cheese, and raw vegetables. Soda, candy, and fast food are NOT permitted for any meal or snack. Only individual portions of any food/snack items are permitted with meals and snacks. Health codes require that NO food be shared. NO food or beverages may be brought in glass containers.

Field Trips

The Diocese of Belleville recognizes the importance and value of trips of educational field study and approves these visits to places of cultural or educational significance to further enrich the lessons of the classroom. This policy permits principals to approve field trips during normal school hours on a single school day. The following regulations should be taken into consideration when any field trips are being planned:

- Adequate supervision by qualified adults, including one or more employee of the school. **All chaperones must be in compliance with the Diocese of Belleville, office of Child Protection requirements.**
- Voluntary release forms are signed by all adults and all parents/guardians of students taking any field trip releasing all claims against the Diocese and/or the school for injury, accident, illness, or death occurring, or by reason of the field trip.
- Proper insurance for students, personnel, and equipment.
- A plan for financing the field trip that does not exclude any student member of a group because of lack of funds.
- Inclusion of a proper first aid kit and fire extinguisher.
- Permission in a written form from each student's parent or legal guardian.

Finally, to ensure the desired outcome of such field trips, teachers should prepare students for the place that is to be visited and the things that are to be seen. A thorough discussion should be held regarding the purpose or purposes, as well as the goal or goals of the trip by the teacher so that any and all unforeseen circumstances, situations and/or events could be properly planned for, and any difficulties minimized.

Bus transportation is the most desirable method to utilize for any field trip and whenever possible, this mode of transportation should be provided. The use of private passenger vehicles is discouraged and should be avoided if at all possible. (Diocesan Regulation 6153)

Any school-sanctioned event off school grounds requires parents to complete and return permission slips. Students who fail to submit this will not be permitted to attend. Other forms and phone calls will not be accepted. Since all field trips are academic, students who miss the trip may have required coursework at school if applicable.

Classroom Party or Celebrations

Any family member who would like to sponsor a classroom party or celebration (i.e. birthday) must contact the classroom teacher at least 2 days before any planned activity to receive permission for the activity. Parties and celebrations are limited to the last hour of the school day. Family members may provide cake, cupcakes, or reasonable snacks, and a drink. No balloons or party favors; those are best reserved for family parties.

Pictures

Individual pictures are taken each year during the Fall. Complete information will be sent home with the student. Purchasing pictures is optional. Attire for school pictures must comply with the dress code of Non-Uniform Days.

Spring Concert

All students and staff participate in the annual Spring Concert. This concert is a celebration and a demonstration of the skills and knowledge attained in the areas of modern dance, ballroom dance, praise dance, vocal music, and violin. All students are required to be in attendance for this event. (Local School Policy)

STBCS follows procedures, established by the Diocese of Belleville, the IL Dept of Public, health, US Catholic Conference, American Red Cross and US Centers for Disease regarding health and safety of our students.

Lost & Found

Lost and found articles can be claimed in the school office. They are donated if not claimed by the end of each year.

Computers/Technology

Parents/Guardians and students are required to sign the **Parent Acknowledgement and Agreement** form provided by the school acknowledging, in part, that they have read and understood the Internet Use Policy located in Appendix II of this handbook. Students may not use the computers until the form is signed and is placed in the student's file. Violations may result in a loss of access as well as other disciplinary or legal action. (Diocesan Policy 1341) Computer and Internet use in the classrooms and/or the lab is monitored at school by teachers and administration.

The following are considered violations and are not permitted:

- Accessing inappropriate websites and or changing creative screen savers without permission
- Sending, displaying, or willfully obtaining offensive messages
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer system or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for personal and/or commercial purposes

Any damage to technology including Chromebooks or violins will be parent/guardians responsibility.

Student Password Notification

The school will not request or require a student to provide a password or other account information to gain access to the student's account or profile on a social networking website. The school may conduct an investigation, or require a student to cooperate in an investigation, if there is sufficient evidence to suggest that the student's social network account violates a disciplinary rule or policy. The school may require a student to share content in the course of such an investigation.

Library

The library facility is available to all students. Its use is arranged according to the teacher's schedule and need.

Lost and damaged book fines are determined by the school staff.

Recess Periods

Recess periods are scheduled so that children may receive needed fresh air and exercise. At recess periods, all are expected to take part in activities outdoors, except when the weather does not permit outdoor play or when excused by a teacher. The children should come properly dressed for outdoor play. Parents/guardians must send a written note if there is a medical reason for their child to remain indoors during recess.

Cell Phones & Electronic Devices

No student is allowed to have or use a cell phone on school property, on the school bus, or at school sponsored events. This includes wearable devices (Smart Watches). If there is a need for a student to have a cell phone for use after they leave school, the phone is turned into the office before 8:00 AM and picked up at the end of the day. The cell phone is not to be used at school. Permission must be arranged by a parent/guardian by submitting a Cell Phone Permission Form to the office for approval.

Students who bring a cell phone to school without permission will have the phone confiscated. If the student brings a cell phone a second time, it will be confiscated, and a Major Referral will be issued. If there is a third offense, a Major Referral will again be issued, but the cell phone will not be returned until the end of the school year. Confiscated cell phones must be picked up at the school office by a parent/guardian.

Additionally, electronic games, cameras and pagers may not be brought to school.

Students and Parents/Guardians are not permitted to communicate with each other during school hours using either cell phones or school-issued technology devices. Any messages that need to be relayed to either party will need to be completed through the office.

Visitors

Parents/guardians and guests are required to make an appointment to visit during the school day, Visit must be pre-approved by the principal and are granted in limited situations. Permission to visit can be requested by calling the office at (618) 397-0316. For the safety of your students, all visitors are required to sign in and out at the office and wear a nametag. **See “Building Security” section for procedures.**

The principal will deny a visitor’s pass if the circumstances indicate that such action is in the best interest of the school. (Local School Policy)

Volunteers

Volunteers are an important component of Sister Thea Bowman Catholic School.

Parents/guardians are encouraged to become an active part of their child’s education through the giving of their time or talents.

For those parents/guardians who are interested in working in the school as a volunteer or going on field trips with their child’s class, compliance with the Diocesan Child Protection Policy is mandatory. This includes Initial Child Protection Class, Volunteer Application form, and Criminal Investigation. Volunteers must complete all required paperwork and

be approved to volunteer before Contact the school office or visit the school's website to start process of becoming a volunteer.

HEALTH & SAFETY

First Aid

Parents/guardians fill out the emergency form at the beginning of the year. They are notified as soon as possible in case of sudden illness or injuries of a serious nature. School personnel are not permitted to dispense aspirins or internal medications without the written permission of a parent/guardian.

Illness/Injury

Students who become ill during the school day should notify their teacher or school staff member. Students sent to the office for suspected illness must report to the school secretary. Parent/guardians will be contacted if the student has a fever or to discuss student's illness. No student is permitted to go home due to illness without parent/guardian consent.

If a student is injured or seriously injured while at school or on the bus, a staff member will complete an accident report and the parent/guardian will be notified. In the event a child is seriously injured, and the parents cannot be contacted, a decision may be made to have the child transported to the Emergency Room. Every effort will be made to notify the parents/guardians of the decision. If a head injury takes place parent/guardian will be notified and made aware of the injury and concussion return to school procedure.

Medication at School

Parents/guardians are encouraged to arrange times for children to take medication when they are not in school. If it is absolutely necessary that your child take medication during school hours on a regular basis, the following procedures must be followed:

- The school medication consent form must be sent to school to be filed in the school office. (Copies will be provided).
- The medication must be sent in its original container, labeled with student's name, the physician, pharmacy, and specified dosage.
- The utensil for exact dosage must be provided.
- It is the responsibility of the student to report for the medication, and the school reserves the right to consult with parent/guardian before administering any medication.

All medications will be stored in the school office and will only be accessible by staff designated by school principal. Students with medical prescriptions for self-administration of asthma medication, epinephrine injectors and diabetes medication should read and follow the Medication at School procedures listed above. Students

Parents/guardians of students with asthma medication must provide an annual asthma action plan for their student.

Students with medical prescriptions for self-administration of asthma medication, epinephrine injectors and diabetes medication should read and follow the Medication at School procedures

listed above. Students are not allowed to carry any type of medications in school or on a school bus.

The Principal shall ensure that appropriate, approved school personnel are properly trained in administering the prescription or medical treatment.

Undesignated Medications

Sister Thea Bowman Catholic School does NOT maintain a supply of undesignated epinephrine auto-injector, undesignated opioid antagonist, undesignated glucagon, or undesignated asthma medication at the school.

Sunscreen

A student may bring and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration for over-the-counter use for the purpose of limiting ultraviolet light-induced skin damage. Parents are responsible for supplying sunscreen and will label the container clearly with child's name. The sunscreen will be maintained in the school office.

If a parent chooses for their child to have sunscreen applied by the school staff during the school day, a written permission form must be submitted with student name, application information, and sunscreen name.

Students may wear appropriate articles of sun-protective clothing, including hats, outdoors.

AIDS

The Church calls us to solidarity and justice, instead of prejudice and discrimination, in responding to the AIDS crisis. Students with HIV enrolled or seeking enrollment in grades K through 8 shall be permitted to attend school and shall not be excluded from attending school for reasons of the infection unless, exceptional conditions are evident. When a student is infected with the virus, the principal and pastor must be informed by the student's parent or guardian.

Communicable diseases

The following indicates the rules for school attendance for fever and the following specific diseases:

- Fever – A child is not permitted to be in school with a fever. **A Fever is 100.4 F or greater** according to the St Clair Co. Health Dept. A child is to be fever-free for 24 hours without the use of fever reducing medication before returning to school.
- Chicken Pox – may not attend school until six days following the eruption of the first crop of vesicles.
- Common Cold – may not attend school until he/she is free from fever, sneezing and nasal discharge.
- Impetigo – excluded from school until all sores are completely healed.
- Pink Eye (Infectious conjunctivitis) – until under treatment by physician.
- Lice – If a student is found to have lice, parents will be contacted and require immediate pick up. Proof of treatment administered is required before student is allowed to return school.

- Measles – (German or three day) may not attend school until the rash disappears.
- Mumps – may not attend school until all swelling has disappeared, usually about 12 days from onset.
- Pinworm – until under treatment by a physician. Must provide evidence of treatment.
- Poliomyelitis – seven days from onset and until temperature is normal for 24 hours. Must provide physician’s certificate showing non-contagious.
- Rash of Unknown Origin – excluded until physician certificate is received showing non-contagious.
- Ringworm of Scalp or Body – until under treatment by physician. Must provide evidence of treatment.
- Scarlet Fever & Strep Throat – must be excluded from school until all abnormal discharges and strep throat have ceased and temperature has been normal for 24 hours.
- Whooping Cough – must be excluded from school for three weeks from onset of the paroxysmal cough.

Diabetes Management

Every diagnosed student with diabetes must have on file a Diabetes Medical Management Plan signed by a physician. When the school has enrolled a student with diabetes, the school will provide training for two adults for “Managing Diabetes in Schools.”

The school will work with parents and the physician to establish necessary documentation for daily insulin and glucose monitoring. The school will establish a local implementation plan appropriate for each student’s needs.

The school will allow the diabetic student to manage his/her care, assessment, and treatment as needed while attending school and or activities. The school will provide a private area where the student may attend to the management of his/her diabetes.

Liability Statement: The school, employees and any other agent of the school will not be held liable while performing and or assisting in the diabetes management plan for individual students.

Diabetes Care Plan Requirements:

- 1) It is the responsibility of the student’s parents or legal guardians to share health care provider instructions concerning the student’s diabetes management during the school day.
- 2) The diabetes care plan shall include the treating health care provider’s instructions concerning the student’s diabetes management during the school day, including the copy of the signed prescription and the methods of insulin administration.
- 3) The services and accommodations specified in the diabetes care plan shall be reasonable, reflect the current standard of diabetes care, include appropriate safeguards to ensure that syringes and lancets are disposed of properly, and include requirements for diet, glucose testing, insulin administration, and treatment for hypoglycemia, hyperglycemia, and emergency situations.
- 4) A diabetes care plan shall include a uniform record of glucometer readings and insulin administered by the school nurse or delegated care aide during the school day using a standardized format provided by the State Board of Education.
- 5) A diabetes care plan shall include procedures regarding when a delegated care aide shall consult with the parent or legal guardian, school nurse, where available, or health care provider to confirm that an insulin dosage is appropriate.

6) A diabetes care plan shall be submitted at the beginning of the school year, upon enrollment, or immediately after a student's diagnosis, or when a student's care needs change during any given school year.

Parents/guardians shall be responsible for informing the local Catholic School in a timely manner of any changes to the diabetes care plan and their emergency contact numbers.

Medical Cannabis:

Special rules apply for medical cannabis. Parents/legal guardian of a student are required to contact the principal at the time of registration to discuss the procedures.

In accordance with the Compassionate Use of Medical Cannabis Program Act, Ashley's Law, a parent, or guardian of a student may administer a prescribed medical cannabis infused product to that student on school premises or a school bus if all of the following requirements are met:

1. The parent or guardian provides a copy of the Medical Cannabis Registry Card issued by the Illinois Department of Public Health under the Act for the student as proof that student is a qualifying patient under the Act.
2. The parent or guardian provides a copy of the Medical Cannabis Registry Card issued by the Illinois Department of Public Health under the Act for the student as proof that the parent or guardian is the designated caregiver of the student under the Act.
3. The parent or guardian must also comply with the Medication at School requirements above.

If the principal determines that it would create disruption to the school's educational environment or would cause exposure of the product to other students, then a parent or guardian will not be permitted to administer the medical cannabis infused product on school premises or a school bus.

No member of the school's staff will administer a medical cannabis infused product to any student.

In accordance with the law, the administration of the medical cannabis is topical, (oil). No student will be allowed to smoke or vape cannabis.

Alcohol and Drugs

The possession, use, or distribution of alcohol and/or drugs are prohibited in school buildings, on school grounds, on school buses, and at all school sponsored activities. The principal will notify the parents/guardians immediately of any such offense.

Students found to be in violation of this policy will be disciplined by the principal on an individual basis. Disciplinary measures may include professional family counseling, withholding of privileges, and/or suspension or expulsion. The principal will notify authorities.

Alcoholic beverages are not allowed at school-sponsored functions where children are the primary participants.

Pregnant Student Policy

“The principal, in consultation with the Office of Education, shall make final judgments as to whether or not a pregnant student should be enrolled or retained in school. They shall take every precaution to avert consideration of abortion as an option by the pregnant student. In the light of compassion, mercy, and justice, they shall consider each person’s case individually, consult with the parents/guardians, recommend appropriate counseling resources, and ensure confidentiality.

If the boy is enrolled at the school, consultation shall take place with him and his parents/guardians and recommend appropriate counseling resources and insure confidentiality.”

Pregnancy shall not be a reason for expulsion. (Diocesan Policy 5138)

Insurance Plan

All students must have proof of insurance in order to be enrolled. An insurance form is provided at registration.

Building Security

At Sister Thea Bowman Catholic School, the physical safety of the children is our highest priority. For this reason, the building is appropriately secured at all times.

Visitors must use the East side entrance by the office for admittance into the building. Ring the bell and wait by the camera until you are admitted. Someone from the office will greet you. You will be given a visitor’s pass if you have a scheduled conference in a classroom. Otherwise, you are required to stay by the office, and the staff will assist you.

Bus/Earthquake/Fire/Tornado/ Intruder Drills

Sister Thea Bowman Catholic School shall comply with prevailing state/local safety requirements. Earthquake, fire, tornado, bus, and intruder drills will be held throughout the school year.

Search and Seizure

The principal and/or his/her designate have the authority to inspect all school or personal property at the school. Hazardous and nuisance items, which are any items or articles which may cause or become a nuisance in the school, the classroom, or on the playground, are subject to immediate confiscation and will be returned to a parent/guardian or other proper authority. (Revised August 2008)

Police Questioning of Students:

Except at the direction of a caseworker from the Division of Family Services, no minor student should be questioned by law enforcement authorities or officials of other public agencies unless the school administrator is present. Every effort should be made to contact parents and provide them the opportunity to be present.

Notification Regarding Asbestos-Containing Materials and Management Plan

The U.S. Environmental Protection Agency (U.S.E.P.A.) has new regulations regarding asbestos-containing materials in school buildings. These new regulations require that all schools

conduct surveys to identify the presence of friable and non-friable asbestos in their building and implement appropriate response actions, as necessary.

An inspection was performed at Sister Thea Bowman Catholic School in compliance with these regulations. Furthermore, a site-specific asbestos management plan was developed, was reviewed by the Illinois Department of Public Health and is being implemented. This plan describes in great detail how any asbestos exposures will be minimized. You may review the inspection and management plan at the school's administrative office at your request.

In June 1992, all friable asbestos was removed. Only non-friable material in the floor tile remains. Sister Thea Bowman Catholic School is compliant with the E.P.A. regulations.

Pest Control and Lawn Care Management Program

Bel-O Pest Solutions applies a low-toxin application of pest control mixture before 7:30 AM the second Friday of each month. For questions or safety concerns, please contact the school.

SCHOOL OFFICE AND RECORDS

Emergency Procedure Card

An emergency procedure card is kept on file for each child. The information on this card instructs the school regarding who should be notified in an emergency, as well as the doctor to be contacted in case the parents/guardians cannot be reached. If changes in this information are made during the year, please inform the school.

Change of Address or Telephone Number

Please notify the school office if you change your address, telephone number, or emergency number during the course of the school year. It is imperative to keep FACTS updated with contact information at all times.

Telephone Policy

The school phone will be used by students only in emergencies. Neither teacher nor child will be disturbed during the class time to receive a message.

Messages from incoming calls will be relayed to the students. Only in extreme cases are teachers or pupils called to the telephone during the school day. No child is to use the phone without the permission of the homeroom teacher and the office.

Student Records

Each pupil has a Permanent Record folder in the local school file. These Permanent Record forms are obtained from the Office of Education. Information contained in the Permanent Record form shall be treated as confidential matter and shall be accessible only to the professional staff of the school or the parents of the child.

The Permanent Record folder contains only:

- Student's name, birth date and place, parent's names and addresses;
- Academic record, intelligence, aptitude test scores, achievement test score labels, and grade level achieved;
- Attendance record;
- Health records and accident reports;
- Record, of release of permanent record information.

Release Of Records

School records or information contained therein may not be released or disclosed to unauthorized persons. They may be released to the following:

- Parents, students, or representatives designated by a written consent of the parents
- Office of Education
- Any person as specifically required by law, provided the person presents appropriate identification and a copy of the statute authorizing such access
- Appropriate persons, in case of emergency, if the information is necessary to protect the health and/or the safety of the student or other persons provided that the parents are notified as soon as possible of such releases
- The courts, in response to a court order
- Official representatives of a school to which the student is transferring, on request of either the student or the parent. Parents may examine and challenge content prior to release

Transfer of Pupils' Records

“Written permission from a parent/guardian must be given before information can be sent to another school regarding a student. It is recommended that at the beginning of the school year the *Information Release Form* should be used by all parents/guardians for the necessary transaction of confidential materials. These materials include the permanent record, the attendance record, and the health record, or any other records confidentially placed in the student's file. These forms should be kept on file during the school year.”

(Diocesan Regulation 5119)

Viewing of Records

“Parents or representatives designated by parents and students have the right to inspect and copy all permanent records. Requests to inspect and/or copy school records must be granted within a reasonable time. (Schools may charge a reasonable fee for copying records.)

School records or information contained therein may not be released or disclosed to unauthorized persons. They may be released to the following:

- Parents, students, or representatives designated by a written consent of the parents.
- Office of Education.
- Any person as specifically required by law, provided the person presents appropriate identification and a copy of the statute authorizing such access.
- Appropriate persons, in case of emergency, if the information is necessary to protect the health and/or the safety of the student or other persons provided that the parents are notified as soon as possible of such releases.

- The courts, in response to a court order.
- Official representatives of a school to which the student is transferring, on request of either the student or the parent. Parents may examine the challenge content prior to release.” (Diocesan Policy/Regulation 5125)

TRANSPORTATION

Bus Service - Currently Unavailable due to District# 189 staffing issues

Bus service is available to students through District# 189. Bus service is requested during student registration. Kindergarten students needing bus transportation are required to have an adult at the bus stop for drop off and pick up.

While in transit, students are under the jurisdiction of the bus driver. It is expected that all students will abide by the rules and regulations of bus safety and conduct on the bus. Failure to abide by the rules and regulations may result in the loss of bus privileges. Students who come to school by bus are expected to take the same bus home after school unless the parents have notified the school office otherwise. Only students assigned to a bus are eligible to ride a bus to and from school. It is the responsibility of the parent to arrange transportation for the child when bus service is not available.

At the discretion of the principal a student may be removed from the bus for behavior unbecoming of a Sister Thea Bowman Catholic School Student.

UNIFORMS

Purpose of Uniforms

The purpose of uniforms: Uniforms are a way to ensure students dress appropriately so that our focus can be on learning. Uniforms also save parents money and reduce competition for the latest fashions and brand names. We expect all students to follow the uniform policy consistently.

Name Tags/Lanyards

Name tags/lanyards are to be worn daily and are provided by the school. It is the responsibility of the students to pay a \$6.00 replacement fee for a lost or damaged name tag. Lanyard replacement is only \$3.00; plastic cover only is \$2.00; name card insert only is \$1.00.

Uniform Policy Specifics

School uniforms can improve learning by reducing distraction, sharpening focus on schoolwork and making the classroom a more serious environment, allowing students to perform better academically. A uniform means students do not have to worry about peer pressure when it comes to their clothes. Ultimately, a school uniform teaches students to dress smartly and take pride in their appearance.

Shirts: Solid color hunter green, white, red, and black polo shirts, tucked in, with collars and short or long sleeves (only top button may be unbuttoned). Plain white undershirts may be worn under polo shirt (optional); If choosing to wear an undershirt under short sleeve polo undershirt must also be short sleeve. **No brand logos on shirts.**

Sweaters and Sweatshirts: Sister Thea Bowman Sweatshirts or plain white sweatshirt (uniform shirt underneath); Button down sweaters that are solid white, hunter green, red, or black

Pants and Shorts: **All pants and shorts must have belt loops.** Khaki full-length pants (waistband must be worn at waist, no sagging pants), Knee length walking shorts, or capris (Shorts and capris are allowed April 1 - November 1)

Skirts and Jumpers: Khaki skirts or jumpers must be knee length

Undergarments: Neutral undergarments only under white shirts.

Belts: Brown or black belt with plain buckle (must be worn at waist)

Socks/Tights: Solid black, white, or red socks that show above the shoe, knee length socks or tights. *Leggings are not permitted to be worn as tights.*

Shoes: Athletic shoes with tie laces are to be worn daily. They must be solid white, solid black, solid red or combination of black, white, or red. Laces must be black, white, or red. If shoes have name/insignia, it must be either black or white. No additional colors on shoes including insignia, no light-up shoes, no sparkles on shoes. Boots are only allowed on days when snow or ice cover the ground.

Hair and Nails: Hair is to be neat at all times. No designs cut into hair. Natural hair color only. Students may have only one horizontal “part.” Unauthorized Designs will have to be shaved or removed by a barber or parent/guardian before the next school day for return to school. Length and bulkiness of hair must not be a distraction (based on school’s discretion). Nails are to be kept short and clean. Artificial nails and colored nail polish are not allowed.

Make-up/Accessories/Jewelry

Make-up: Students are not allowed to wear makeup, with the exception of minimal foundation to cover blemishes.

Jewelry: Jewelry is limited to one plain wristwatch and one pair of small stud earrings (must fit on and be worn on earlobe). If ears have more than one piercing, then only one earring can be worn per ear.

Hair Accessories: Plain white, dark green, red, black, or brown headbands (no decorations added such as flowers, feathers, etc.) Plain white, dark green, red, or black bows are allowed for girls in grades K -5. Bows must be small (maximum 4” wide and 7/8” ribbon) and conservative in style, so they do not detract from the learning environment.

Peacemaker Day / Dress Down Day Uniform

On Peacemaker Day, Peacemakers may wear blue or black jeans, with belt), colorful socks, and tennis shoes. School Authorized T-Shirts may also be worn (NJHS, Robotics, Violin, etc.). All other Uniform rules apply.

There may be other items that may not be worn, according to the discretion of the staff if it distracts students or staff in the learning environment. When a student does not follow the dress code on uniform, non-uniform or Peacemaker days, the student will be provided “loaner” uniform items (if available), otherwise the parent/guardian will be called to bring uniform clothing to school.

(Local School Policy)

Clothing not permitted

- Sagging pants, sweatpants, athletic pants, athletic/basketball shorts, jeggings, leggings/yoga pants.
- Cargo pants, or pants with rivets on them. Cut-offs, Military or camouflage pants or pants without belt loops
- Tank tops, tube tops, tops with spaghetti straps, net shirts, midriff shirts, backless shirts, muscle shirts.
- Colored t-shirts/turtlenecks, hooded sweaters, or sweatshirts.
- Shirts with violent or suggestive graphics or inappropriate wording.
- Pajamas or athletic outfits.
- Clothing with splits, holes, or slits.
- Tight or oversized clothing.
- Tight pants or shirts, or low-cut clothing.
- Any type of shoe besides tennis shoes, including sandals, platform shoes or flip flops.
- Shoes with wheels, sparkles, or lights.
- Low cut socks.
- Scarves, bandanas, wave caps.
- Caps, hats, jackets, or sunglasses worn inside.
- Purses or backpacks worn inside.
- Artificial nails or colored nail polish.
- Necklaces, bracelets, rings, or hoop earrings.
- Tattoos (even temporary) or drawings on body
- Air pods, earbuds and apple watches are not allowed.

APPENDIX I: Sister Thea Bowman Academy

ACCESS Academies Overview

ACCESS Academies was formed in 2005 and since then has positively impacted over 1100 students from the St. Louis urban core. Their mission is to propel under-served students from middle school through high school and onto college and career success through a multi-year commitment of enrichment, counseling, and scholarships. ACCESS strives to ensure ALL kids have access to a quality, values-based education. Our students are: 99% first-generation learners; 98% are Hispanic or African American; and 96% qualify for the federal free/reduced lunch program.

ACCESS Enrichment programs extend the middle school day and year and are academic-based, character/leadership-based, and arts-based. These programs are currently being implemented at three schools in St. Louis city: Most Holy Trinity School and Academy, St. Louis Catholic Academy, and St. Cecilia School and Academy. Sister Thea Bowman Academy is the fourth ACCESS Academy, starting in the 2018-2019 school year.

ACCESS Counseling support comes from the Graduate Support Director at each middle school. These Directors oversee the enrichment programs and form mentoring relationships with each student. They assist each student and their family in selecting the high school that best fits the student and their individual learning style and interests. The Graduate Support Director then continues to counsel, mentor, and support the student throughout high school: visiting with them, checking on their grades and progress, touching base with their high school counselors, and even attending their games, performances, and activities, when possible. They assist their students with ACT test prep, college applications, financial aid preparation, and college visits. An ACCESS College Counselor will then mentor each student with college counseling and academic support until college graduation.

ACCESS Scholarships make it possible for students to afford private, college-prep high school. Our scholarship support fills the gap of high school tuition between what the high school provides to each student and what each student's family can afford to pay. ACCESS commits all four years to each student and currently supports students in 22 different private high schools. ACCESS also pays for ACT preparation and testing, college application fees, sponsors college visits, and covers the cost of other college access activities.

There are many benefits to the ACCESS program including:

- Starting in 6th grade and continuing through college Graduate Support Directors build strong, enduring relationships with each student, providing individualized mentoring, guidance, advocacy at every step of their 11+ year educational journey.
- 11-year commitment to providing enrichment, guidance counseling, and scholarships to middle school students through high school and on to college and career success.
- Provides a wide variety of after-school enrichment programs to challenge students in important STEM subjects like robotics, coding, and computer science, as well as in key areas such as: leadership and character development, entrepreneurship, and languages.

- Tuition is made affordable to family's so students can attend one of 25 local, private, college-preparatory faith-based high schools.
- Opportunity to participate in a Work-Study program so high school and college students can earn money toward their education while giving back to the community.

Requirements of ACCESS:

- Students must maintain at least a 2.5 GPA
- Students must maintain good behavior.
- Students must maintain proper school attendance.
- Students are required to participate in extended school day; typically, 7:45 a- 5p. Mon-Thurs. and for an additional three (3) weeks in June. (This is MANDATORY to remain in the Access Academy at STBCS. Summer vacations should not be scheduled during this time.)
- Rising 9th graders are required to participate in the Summer Bridge Program for 4 weeks in June. (This is MANDATORY to receive a scholarship for high school tuition. Summer vacations should not be scheduled during this time.)

Sister Thea Bowman Academy

Sister Thea Bowman Academy students have a longer school day (8:00 am – 5:00 pm M-Th) and longer school year (3-week Summer Session). The longer school day will include an Academic Lab and Enrichment classes that are designed to support the regular school day and to give students the opportunity to experience instruction in areas such as life skills, study skills, personal finance, robotics, college and career planning, public speaking, and other similar programs to prepare students for the rigors of a college-prep high school. The Graduate Support Program is a cornerstone to the success of ACCESS Academies. Students graduating from Sister Thea Bowman Academy are afforded quality assistance in achieving success through high school and beyond. Students and families receive academic, social, and financial assistance (during high school). The Sister Thea Bowman Academy student will begin preparing for high school, both emotionally and academically, upon entering the 6th Grade. All Academy students are expected to participate in the Graduate Support Program.

Each Academy student and parent will be expected to sign a Family Contract. This Contract outlines what each party – the student, the parent, and Sister Thea Bowman Academy – will do to ensure the student's success through middle school and into high school. **A broken Family Contract is grounds for dismissal from the school.** To be eligible for any scholarship funds for high school, a Sister Thea Bowman Academy student must fulfill all terms of the Family Contract for all three years of middle school and must have the Principal's and Graduate Support Director's recommendation.

Sister Thea Bowman Summer Session

The Sister Thea Bowman Summer Session, or Summer Academy, is 3 weeks in length, is mandatory, and will focus on core academic areas. Students will be grouped by ability level, and the summer session will be used both as an extension of the regular school year and as a time to address any gaps or areas needing additional focus.

Rising high school students are required to participate in a 9th Grade Access/SLU Summer transitional program for 4 weeks during the month of June. This includes full participation in program activities. The program is being taught by high school teachers and tutors from St. Louis University. Participation in this program is a requirement for high school scholarship. If not completed, this may impact high school scholarships.

1) Enrollment: All current 5th- 7th grade students enrolled at Sister Thea Bowman Catholic School are required to attend the Summer Academy if they are to return for the fall. The Summer Academy is counted as 30% of their 1st quarter grades for the following school year.

2) Attendance: Attendance is mandatory. Any combination of three late arrivals, absences, or late pick-ups will result in the student being dropped from the program.

3) Behavior: The Summer Academy will foster a Christian learning environment. Students will behave in ways that are compliant with the teachings of Sister Thea Bowman Catholic School's peacemaker pledge. Behavior issues will be handled by teachers and reported to the Principal. Students who consistently display inappropriate behavior or who are involved in any major discipline offense will be dismissed from the program.

4) Dress Code: Students participating in the Summer Academy are required to follow the school uniform policy.

5) Meals: Students will have the same lunch options that they have during the regular school year; they may have school lunch or bring lunch from home.

APPENDIX II Authorization for Internet Access (Diocesan Policy 1341)

In order to access and use the school's Internet and other related technologies (the "Network"), each person ("User") must sign the Authorization and the Internet Code of Conduct. If the User is a student, both the student and his or her parent(s)/guardian(s) must sign this Authorization. Please read this document carefully before signing.

All use of the Network shall be consistent with the school/parish/diocese's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This Authorization does not attempt to state all required or prescribed behavior by Users. However, some specific examples are provided. The failure of any User to follow the terms of this Authorization/or Internet Access or the Internet Code of Conduct will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. **Acceptable Use.** Access to the school/parish/diocese's Network must be for the purpose of education or research and be consistent with the Internet Code of Conduct and the educational objectives of the Diocese of Belleville (the "Diocese").

2. **Unacceptable Use.** You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are, but not limited to, the following:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or clean of viruses;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space, printing supplies, etc.;
- f. Gaining unauthorized access to resources or entities;
- g. Invading the privacy of individuals;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

3. **Privilege.** The use of the school/parish/diocese's Network is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. User will participate in a

discussion with an assigned staff person(s) concerning the proper use of the Network. A faculty member, staff person or parent/guardian may request the System Administrator to deny, revoke, or suspend a student User's access to the network due to unacceptable use. The System Administrator will make all decisions regarding whether or not a User has violated this Authorization and may deny, revoke, or suspend access at any time.

4. Network Etiquette. Users of the network and of any e-mail services are expected to abide by the generally accepted rules of Network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal the personal address or telephone numbers of students, staff persons, faculty members and/or colleagues.
- d. Do not use the network in any way that would disrupt its use by other users.
- e. Consider all communications and information accessible via the network to be private property.

5. E-Mail. All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in the Network are the property of the Diocese and as such are to be used solely for educational purposes. The use of any software and/or the Network for private or commercial purposes is strictly prohibited. Users using the network do so at their own risk. Further, users are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from the System Administrator. All pass codes are the property of the Diocese. No User may use a pass code that has not been issued to that User or that is unknown to the Diocese. To ensure that the use of the Network is consistent with the use of the Network from time to time. Such monitoring may include printing up and reading all E-mail entering, leaving, or stored in these systems. Messages relating to, or in support of, illegal activities may be reported to the authorities. Therefore, anything you say, receive, or use on the Internet is not private, and you should not have any expectation that any messages to or by you or activities by you are private or confidential.

6. No Warranties. The Diocese makes no warranties of any kind, whether expressed or implied, for the Network service it is providing and will not be responsible for any damages Users suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Network is at the User's own risk. The Diocese specifically denies any responsibility for the accuracy or quality of information obtained through the system.

7. Financial Obligations. The student or parent/guardian will be responsible for any financial obligation incurred through the use of the Network that is not previously approved by the school. Unauthorized charges or fees include, but are not limited to telephone charges, long distance charges, per-minute surcharges, and/or equipment or line costs.

8. Indemnification. The User shall indemnify the school/parish/diocese's for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to or arising out of any breach of this Authorization.

9. Security. Network security is a high priority. When you identify a security problem on the Network, you must notify the System Administrator or principal immediately. Do not demonstrate the problem to other Users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Network as a System Administrator will result in cancellation of User privileges. Any User identified as a security risk may be denied access to the Network.

10. Vandalism. Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another User, the Network, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Students, adult students, parent(s)/guardian(s), and teachers need only sign this Authorization for Network Access once while e-mailed or employed by the school/parish.

By signing the Handbook Acknowledgement and Authorization Form, I understand, agree to, and will abide by the above Authorization for Internet Access and I warrant that in signing the form, I am acknowledging that:

1. I understand and will abide by the Internet Code of Conduct,
2. I understand and agree that should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken, and I will be responsible (and promise to pay) for any costs or damages associated with or resulting from any such breach or violation, and that
3. In consideration for using the school's Network connection and having access to other networks, I hereby release the school/parish/diocese and its board members, employees, and agents from any claims and damages arising from my use, or inability to use, the Network.

APPENDIX III Concussion Protocol

In the event a student at Sister Thea Bowman School is injured during the school day or during participation in activities after school and the injury is suspected of involving the head, the following steps will take place:

1. Immediate removal from the activity.
2. Member of school Concussion Protocol Team (Principal, Secretary, Physical Education Teacher, or Assistant to the Principal) evaluates situation and determines if a head injury took place or is suspected.
3. If a head injury took place or is suspected, parent/guardian must be notified, and student is sent home or to a medical facility.
4. Student must be examined by licensed medical personnel and cleared to return to school or activity.
5. Post-concussion Return to School Form (CDC) must be sent back to school with the student.

In signing the Handbook Acknowledgement and Authorization form, I am acknowledging that I have read **and understood the school's concussion protocol.**

APPENDIX IV Sample Field Trip Permission Slip

SISTER THEA BOWMAN CATHOLIC SCHOOL FIELD TRIP PERMISSION SLIP

Dear Parent/Guardian:

Your child is eligible to participate in a school-sponsored activity that requires transportation to a location away from the school site. This activity will take place under the guidance and supervision of employees from Sister Thea Bowman Catholic School. A brief description of the activity follows:

Destination: _____

Designated Supervisor: _____

Date/Time: Departure: _____ Return: _____

Method of Transportation: _____

Student Cost: _____

Purpose: _____

If you would like for your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent/guardian, you remain fully responsible for any legal responsibility, which may result from any personal actions taken by the named student.

I hereby authorize participation by my child, _____, in the event described above. I understand that this event will take place away from the school-grounds, and that my child will be under supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

I further understand and agree that I assume full responsibility for any loss or damage to property, or for bodily injury to others, caused by the named child, whether by accident or intent.

In the event that my child requires medical care while participating in the activity, I assume responsibility for payment of all expenses associated with such care.

I have read the above form: I fully understand and consent to its terms.

Parent/Guardian Signature Date

Street address City State Zip code

Parent/Guardian Telephone Number Emergency Contact Telephone Number

Return this entire form by _____

****Parent/Guardian Participation Information on Reverse Side****

Updated 1 Oct 2018

SISTER THEA BOWMAN CATHOLIC SCHOOL FIELD TRIP
PARENT/GUARDIAN PARTICIPATION

- 1) Parents/Guardians may only participate on School Field Trips with prior approval of the Designated Supervisor.
- 2) Parents/Guardians must have completed all requirements under the Diocese of Belleville Child Protection Program before participating on a School Field Trip. (Contact Sr. Kathleen Murray.)
- 3) Parents/Guardians will attend the Field Trip to assist the Designated Supervisor with a group of students on the field trip as determined by the Designated Supervisor. Parents/Guardians will not go on the field trip to be solely with their student.
- 4) Out of a sense of fairness for all students on the field trip, Parents/Guardians are not allowed to purchase/provide special food or merchandise for their student or assigned group of students.
- 5) Parents/Guardians will be responsible for their own transportation to/from the field trip site unless otherwise specified by the Designated Supervisor. They will also be responsible for all costs of the field trip, unless otherwise specified by the Designated Supervisor.

I, _____, have read all of the above requirements for Parent/Guardian participation on this field trip, and I have completed all Diocese of Belleville Child Protection Program requirements.

I want to participate as an assistant on this field trip, and I will ask permission of the Designated Supervisor to participate.

Parent/Guardian Signature

Date