

# **Sister Thea Bowman Catholic School**



## **FAMILY HANDBOOK 2018-2019**

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# **SECTION I: ORGANIZATION and ADMINISTRATION**

## **Mission Statement**

Sister Thea Bowman Catholic School, a ministry of the Diocese of Belleville, is committed to deepening faith in Jesus Christ, and to providing a holistic learning approach to faith development and education within a Catholic framework. Our vision is to inspire, prepare, and empower kindergarten through grade 8 students in East St. Louis, and surrounding communities, to become the next generation of wholesome, responsible, and dedicated leaders of their communities and of our world.

## **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.

## **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.

## **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.

Advisory Board 2018-2019

Ms. Madonna Aldridge

Mr. Dan Barger

Br. Tom Eaton, OFM

Mrs. Phakisha Horne

Mrs. Barbara Kinsella - Chair

Rev. Carroll Mizicko, OFM

Sister Kathleen Murray, DC

Mrs. Marilyn Neu

Mr. Dan Nickerson

Mrs. Roberta Trost

Sister Sharon Van Horn, ASC

Ms. Karen Waide

Mr. Craig Washington

Ms. Myra Jack-Jackson - Secretary

## **SECTION II: ADMINISTRATIVE**

### **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/or
- purchasing/selling two (2) tickets (\$120) for the Annual Benefit Dinner, and/or
- participate in school fundraising activity and make at least \$100 in profit for the school by December 20th of the school year.
- 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 Catholic families worship weekly at Saturday/Sunday Eucharist and
- participate in the sacramental preparation of their children
- 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.

### **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.

### **Line of Authority**

The following procedure for handling concerns will be followed in this sequence:

- Concerns are discussed first between parents/guardians and teachers.
- If the concern is not resolved, parents and/or teachers may then confer with the Principal or Dean of Students.
- The Principal has the final authority in all school matters. (Local School Policy)



## **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)

## **Registration**

“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 fifth 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 5 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 5 must present a Certificate of Health as required by the School Code of Illinois.

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.

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

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

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

## **School Communication through Fast Direct**

Sister Thea Bowman utilizes Fast Direct Communication to keep parents/guardians updated about upcoming events, school cancellations, or any other significant announcements Families will be notified through email blasts or text messages 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.

## **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.

## **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 to SMART Tuition Company. Tuition payments will not be accepted in the school office, unless a special arrangement with the principal is made. 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 SMART Tuition Company 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 Smart Tuition.** They go to the company, so they do not count toward tuition payments. Smart Tuition 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

## **SECTION III: SCHOOL ATTENDANCE and SCHEDULE**

### **Attendance**

Sister Thea Bowman Catholic School uses the following attendance procedures:

School begins at 7:45 a.m. and ends at 3:30 p.m. for Grades K-5.

School begins at 7:45 a.m. and ends at 5:00 p.m. for Sister Thea Bowman Academy, Grades 6 -8.

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

- 7:00 a.m. – 7:45 a.m. – Sign in for Before Care in the gym
- 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

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 or Dean of Students. 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. When a student arrives at school after 30 minutes of the start of the school day, the student will be considered as ½ day absent.

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 as absent. If the student is gone for more than one hour, the student will be considered as ½ day absent.

If a student leaves school within one hour of normal dismissal, the student will not be considered as 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)

**After three tardy notes per quarter**, a referral will be sent home with the student. The student will not be a Peacemaker at the end of the month. That student will not be allowed in school any day after 8:00 a.m. for the remainder of that quarter. Students who receive more than one referral for tardiness will be put on probation and be required to meet with the principal and homeroom teacher to develop an attendance plan. Excessive tardiness may lead to loss of Tuition Assistance. (Local School 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.

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**

**If a student is absent more than 10 days he/she is put on probation and will be required to meet with the principal and homeroom teacher to develop an attendance plan.** If a student is absent more than 18 days in a school year, he/she may not be permitted to advance to the next grade or may not be able to return to Sister Thea Bowman Catholic School unless days are made up during Summer Session or by other means. When a child is hospitalized or homebound for a period of time, parents/guardians need to inquire about the availability

of a homebound teacher through the local school district. (Illinois State Board of Education and Local School Policy)

### **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.

### **Before Care**

Before Care is offered before school in the cafeteria/gym from 7:00 a. m. – 7:30 a. m. **Parents/guardians must come into the cafeteria/gym to sign children into Before Care.**

### **Breakfast**

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

### **Computers/Technology**

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 of the teacher
- 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

Parents/Guardians and students are required to sign an acknowledgement and agreement form. 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)

### **Dismissal**

School is dismissed at 3:30pm for K-5 bus students and those students not participating in Extended Day. Families with students in kindergarten through fifth grade pick their children up in the front of 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.

Students who are not a part of this program will end their school day at 3:30 p.m. All K-5 students, not in Extended Day, who have not been picked up by 3:45 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.

### **Emergency Dismissal and School Closing**

Information on school cancellation or early dismissal due to bad weather will be broadcast on television Channels 4 and 5. **In addition, an email blast and/or text message will be made through the Fast Direct notification system.**

### **Extended Day**

Sister Thea Bowman Catholic School offers an optional Extended Day Program for students in Kindergarten through Grade 5. This program is a 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 through Friday in six-week sessions. The program begins at 3:30 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 of Extended Day, it is necessary to charge the following fees to cover the rest of the costs:

BEFORE CARE ONLY: Each child: **\$30.00** per six weeks

EXTENDED DAY ONLY: One child: **\$50.00** for every six weeks.

Family rate: **\$70.00** for every six weeks.

\* A \$10 surcharge will be added to any registration fee that comes in after the session has begun

BEFORE CARE AND EXTENDED DAY COMBINATION:

One child: \$60.00 for every 6 weeks.

Family rate: **\$75.00** for every 6 weeks.

### **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.**

## **Meals**

The school will provide breakfast and lunch on all full and early dismissal days of school. The cost for breakfast is **\$1.50 per day or \$7.50 per week (5 days)**. Reduced price is .30 per day or \$1.50 per week (5 days). The cost for lunch is **\$2.45 per day or \$12.25 per week (5 days)**. Students may be eligible for free or reduced lunches. Reduced prices are .40 cents per day or \$2.00 per week (5 days). Milk is included with price of breakfast and lunch. Students who bring a lunch from home may buy milk at .50 cents per carton.

Ordinarily, payment for meals is made for the week on Monday, and directly payable to Sister Thea Bowman Catholic School. Payment must be enclosed in an envelope with the name, grade level of student, and days eating meals. Students may purchase extra lunch items. Prepayment is required.

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 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.

## **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 only is \$3.00; plastic cover only is \$2.00; name card insert only is \$1.00.

## **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)

## **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.

## **Staff Meetings/Professional Development**

Staff members participate with other area schools as part of a Professional Development. Staff meetings will be part of this day. There will be no classes for most of these days. For an Early Dismissal day, lunch will be served, but **Extended Day will not be available.**

On *Early Dismissal* dates, if students are not picked up by 12:45 p.m., there is a \$10.00 charge per child for each additional 15 minutes they are not picked up.

## **SECTION IV: ACADEMIC and SPIRITUAL**

### **Curriculum**

Sister Thea Bowman Catholic School's curriculum consists of: language arts (reading, English, spelling, handwriting), religion which includes Family Life and Second Step, mathematics, science, social studies, physical education, computer, violin, visual art, ballroom dance and liturgical dance. 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.

## **Fast Direct Communication**

**Fast Direct** 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. At the beginning of the school year, families will be given information on logins and passwords to access their student’s account.

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 FastDirect.

## **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 63 will be replaced as 63 for final grade calculation.

## **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 (\$60 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.

## **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.

## **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)

## **Library**

The library facility is available to all students. Its use is arranged according to the teacher's schedule and need. Lost books must be paid for according to the price of a new book and/or the age of the book lost.

## **Prayer Experiences**

Students and staff participate in Morning Prayer, song practice and weekly Mass (Catholic Church service). 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 masses. Communal prayer experiences are also used to bring us together as a community with God.

## **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. All outstanding balances must be paid in order for a midterm to be issued. (Local Policy)

## **Report Cards and Conferences**

Report cards are issued on a quarterly basis. All outstanding balances, (tuition, Before Care, Extended Day, meals or fundraising payments) must be paid before the report card will be issued: 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)

## **Retention/Promotion**

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. **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 may be requested to enroll at another school. If a student misses more than 18 days in a school year, he/she may not be permitted to advance to the next grade or may be requested to enroll in another school.

### **Special Education**

Special educational services are available through the public school system.

### **Testing**

The Iowa Assessment, as required by the Diocese of Belleville, is the Achievement Test given annually to grade 2 – 8 students during September, and a post-test is given in Language Arts and Mathematics during April. ACRE (Assessment of Catechesis/Religious Education) is given on alternate years to grade 5 and grade 8.

### **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](http://www.stbcs.com)**

## **SECTION V: STANDARDS and GUIDELINES**

### **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)

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) REF {23 Ill. Adm. Code 425.30(a)(1)(G)}; {105 ILCS 5/10-21.7}

The principal will notify immediately local law enforcement officials of firearm incidents at the school. 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) REF [23 Ill. Adm. Code 425.30(a)(1)(F)}; {105 ILCS 5/10-27.1A and 10-27.1B}

### **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.

## **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.  
(Local School Policy)

### **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)

## **Counselor/Wellness**

A licensed and certified counselor 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.

## **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.

## **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 or Dean of Students involvement.
- 4) Parent / Guardian conference with staff and student.
- 5) Disciplinary Team Review.
- 6) 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
- Three tardy notes in the same quarter
- Arriving tardy and entering school unaccompanied by a parent/guardian
- 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
- Repeatedly violating the dress code (including nametag)
- 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), beepers, 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**

The following may be 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)

## **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 s/he does not follow the above guidelines. The teacher(s) will determine non-peacemakers based on:

- 1) Continual 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.

### **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.

### **Student Conduct & Safety**

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 pocket knives), 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.

## **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.

Ordinarily no student is allowed to have a cell phone on school property, on the school bus, or at school sponsored events. If there is a need for a student to have a cell phone for use after they leave school, the phone is kept in the office and picked up at the end of the day. 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.***

## **Uniform Policy**

All students dress in full uniform every day unless there is a “Non-Uniform Day.” All attire should be clean, neat, and of the appropriate size for the child. The dress code will be followed and enforced throughout the entire school year.

### **Boys / Girls Uniform:**

- Khaki full-length pants (knee length shorts between April 1 and November 1)
- **No cargo pants, Jean-like material, or pants with jean rivets, zippers, etc. on the sides are allowed**
- Slacks and shorts have belt loops.
- Hunter green, white, red, and black polo shirts, tucked in, with collars and short or long sleeves (only top button may be unbuttoned)
- **No Brand Logos on shirts.**
- **Plain White undershirt** worn under polo shirt (undershirt is optional); short sleeve undershirt for short sleeve polos only
- Sister Thea Bowman Sweatshirt or plain white sweatshirt (uniform shirt underneath)
- Sweater (white, hunter green, red, or black – button down)
- **Plain white or black socks (must be seen above shoe)**
- **Solid white or solid black tennis shoes** with tied laces. If shoes have name/insignia, it must be either black or white. No additional colors, no light-up shoes, no sparkles on shoes.
- Tennis shoes are the only type of shoe to wear; no black or brown leather shoes, and no sandals.
- Boots (worn under pant legs and only on days when snow or ice cover the ground)
- Brown or black belt with plain buckle

- Waistband worn at waist (saggy pants may not be worn)
- Name tag /lanyard
- Jewelry is limited to plain wristwatch and one pair of small stud earrings (must fit on and be worn on earlobe).
- **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 parent/guardian or barber before the next school day for return to school.**
- Nails kept short and clean

### **Girls Uniform (Additional):**

- Khaki full-length pants (knee length walking shorts, or capris between April 1 and November 1)-no cargo pants
- Khaki skirts or jumpers (knee length)
- Solid white or black knee length socks or tights (no leggings)
- Hair is to be worn neat at all times (no designs cut into hair; *natural hair color only*) Length and bulkiness of hair must not be a distraction (based on school’s discretion).
- 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.
- Plain white, dark green, red, black or brown beads and barrettes should be used in moderation, so they do not detract from the learning environment.
- Nails kept short and clean; clear polish only (no artificial nails)

### **Uniform Items Not Allowed:**

- Sagging pants, sweatpants, athletic pants, athletic shorts (basketball shorts), jeggings, yoga pants
- Cargo pants or pants with rivets on them
- Splits or slits in uniform
- Any type of shoe besides black or white tennis shoes, including, sandals, platform shoes or flip flops
- Low cut socks or leggings
- Tight pants or shirts, or low cut clothing
- Necklaces, bracelets, rings, or hoop earrings
- Caps, hats, jackets, or sunglasses worn inside
- Purses or backpacks worn inside
- Hooded sweaters or sweatshirts
- Make-up, including lip gloss
- Artificial nails or colored nail polish
- Tattoos (even temporary) or drawings on body
- Scarves, bandanas, wave caps
- Colored t-shirts/turtlenecks

## **Non- Uniform Days**

All school guidelines for School Uniform Days must be followed. Attire must be modest and non-revealing. In addition, the following items may NOT be worn:

- Tank tops/tube tops, Spaghetti strap tops, Net shirts, Midriff shirts/blouses, Backless shirts/blouses, Muscle shirts
- Shirts/blouses with violent or suggestive graphics or inappropriate wording
- Clothing with **slits or splits or holes**
- Tight or oversized clothing
- Cut-offs
- Pajamas or Sweat Pants or Athletic Outfits

## **Peacemaker Day Uniform**

*On Peacemaker Day, Peacemakers may wear jeans and colorful socks and tennis shoes. 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)

## **SECTION VI: PARENTAL/GUARDIAN RESPONSIBILITIES**

### **Books, Materials, 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.

If a student willfully 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.

### **Building Security**

At Sister Thea Bowman Catholic School, the physical safety of the children is a high 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 we will assist you.**

## **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.

## **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 join Blessed Sacrament School's athletic program or another Catholic school's after school athletic program if room 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.

## **Lost & Found**

Lost and found articles can be claimed in the secretary's office. They are donated if not claimed by the end of each month.

## **Parental/Guardian Participation in School Activities**

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.

Family involvement is a necessity to providing quality education, as well as creating a faith community for our students in which to grow to full maturity.

*Parents/guardians of students in Sister Thea Bowman Catholic School are required to donate their time, talents and or treasures to the school in whatever areas they feel willing and capable. Time and energy are greatly needed and appreciated.*

**During the Annual Fund Drive, all families will receive an envelope sometime in the fall. You may pledge financial and/or prayer support of our school. The other fundraiser is the annual Benefit Dinner. Each**

**family is encouraged to purchase and sell tickets to the dinner in order to support the students and the school. (Local School Policy)**

### **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)

### **Visitors**

Parents/guardians and guests are welcome to visit during the school day, but an appointment for a visit is required and can be scheduled 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 to 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. An Initial Child Protection class is required along with the filling out of a Volunteer Application form.** A list of classes offered may be obtained at the school's office.

## **SECTION VII: SPECIAL ACTIVITIES**

### **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 wear plain white shirts/blouses and dark slacks and dark shoes. All students are required to be in attendance for this event. (Local Policy)

### **Athletics**

Sister Thea Bowman's primary goal is the academic development of each student. Sports are an extension of this, demanding much 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 school work, 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**

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

## **BOYS**

Basketball	October through February	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 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)

## **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 Child Protection requirements of the Diocese of Belleville.**
- 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 insure 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)

## **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 an 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)

# **SECTION VIII: HEALTH & SAFETY**

## **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 child is to be fever-free for 24 hours 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.

Infectious conjunctivitis – until under treatment by physician.

Lice – may not attend school until treated; school must be provided with proof of treatment.

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.

## **Fire/ Tornado/ Bus/ Intruder Drills**

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

## **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.

## **Health**

“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 fifth 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 5 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.

## **Illness/Injury**

Students will not be dismissed from school because of illness unless a contact is made with a parent/guardian or a person designated by the parent/guardian. If neither the parent/guardian nor other responsible person is available and immediate medical attention is warranted, the child will be transported to the nearest hospital emergency room.

## **Insurance Plan**

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

## **Medicine at School**

Parents/guardians are encouraged to arrange times for children to take medicine when they are not in school. If it is absolutely necessary that your child take medicine 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.

- The container must be marked with the child's name.
- The utensil for exact dosage must be included.

### **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.

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.

### **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 insure confidentiality.

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

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

### **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.

**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 work place. 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.

**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)

**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.

### **Sister Thea Bowman Academy**

Sister Thea Bowman Academy students have a longer school day (8:00 am – 5:00 pm daily) 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 6<sup>th</sup> 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.

**1) Enrollment:** All current 5<sup>th</sup>-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 1<sup>st</sup> 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 wear their regular school uniform.

**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.