



ST. LOUIS SCHOOL - NOKOMIS

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### **Mission Statement**

St. Louis School exists for two interrelated reasons. First, to assist parents in their responsibility to educate the children God has entrusted to them. Second, to aid the Church in its God-given mission of spreading the faith throughout the earth and through time. Therefore, the school will strive to maintain a cooperative effort of parents and teachers - under the leadership of the Pastors of the Church - to develop the whole person of the child: body and soul.

It is our goal that students who graduate from St. Louis School will have a deep personal relationship with Christ and that they will evidence this relationship through and throughout their lives. They will be self-disciplined, respectful, and responsible, have appropriate social skills, high character standards, and will be responsible for their own success.

St. Louis School

Parent/Student Policy Handbook

### **St. Louis School Philosophy**

**St. Louis School is an expression of the educational ministry of the Church and that of St. Louis Parish. Through this educational ministry, the teachers and staff work with the parents who are the primary educators of their children. The school endeavors to harmoniously develop within each child his/her spiritual, physical, moral, and intellectual growth while challenging each child to achieve their full potential.**

**Furthermore, we at St. Louis School endeavor to meet the challenges spelled out by the Catholic Bishops Conference of the United States in the document, “*Sharing the Light of Faith*.” This document states that Catholic schools are “Communities of faith in which the Christian message, the experience of community, worship, and social concern are integrated in the total experience of students, their parents, and the members of the faculty.” Through our commitment to the message, community, service, and liturgy St. Louis School strives to nurture faithful Catholic and productive citizens of our global society.**

**It is the Church, the community of faith, which has the responsibility to assist the parents in their duty of the Christian education of their children. Therefore, we believe St. Louis School is the most effective means available to the members of our parish to fulfill this educational ministry to the children.**

**It is our belief that all human values find their fulfillment and unity in Christ. The specific commitment of St. Louis School to the students is the Christian development of the whole person. The integration of Catholic truths and values with the rest of life and learning distinguishes St. Louis School from other schools and provides the unique setting within which the fourfold purpose of Christian Education – message, community, service, worship – can be best realized.**

REVISED December 2022

### **St. Louis School Policies**

This booklet explains St. Louis School policies and gives information about the general operation of the school. The policy statements are in conformity with the Springfield Diocesan policies and procedures for Catholic elementary schools. The administration reserves the right to waive and/or deviate from and all disciplinary regulations for just cause, and at his or her discretion. Each parent will sign a statement indicating that he or she agrees to follow St. Louis School policies and procedures as a condition for his or her child's attendance.

### **Governance**

St. Louis School is locally led by the Parish Administrator/Priest, followed by the building administrator/principal, and its faculty and staff. If an issue arises, that person should first contact the staff member (teacher or office) that the issue may involve, then the building administrator, followed by the Parish Administrator. If the problem does not seem resolved, the Diocese of Springfield can be the next line of contact.

All policies within these handbooks are drafted and agreed upon by the St. Louis School Board, school administrator, and/or parish administrator.

### **Non-Discrimination Statement**

The school complies with applicable federal and state laws prohibiting discrimination, including, but not limited to: Title IX of the Education Amendments of 1972, The Individuals with Disabilities Education Improvement Act, The Age Discrimination in Employment Act of 1967, Titles VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, The Americans with Disabilities Act of 1990. The school maintains a written description of its methods or procedures for complying with the applicable nondiscrimination requirements. Our school reserves all its rights as a religious entity in accord with the teachings of the Catholic Church, the protections of the First Amendment of the U.S. Constitution, and the Illinois Religious Freedom Restoration Act 775 ILCS 35.

### **ISBE Absenteeism and Truancy Policy:**

#### **ATTENDANCE/ABSENTEEISM**

Daily attendance is required for students at St. Louis School. Consistent attendance plays an integral part in the scholastic success of any child. If your child is going to be absent, please validate the absence by calling the school office as soon as possible. If a call is not received by 9:00 a.m., we will attempt to contact you so that no child is absent and unaccounted for.

Each student will be allowed 10 excused absences per school year on a parental excuse. These would include:

- Student illness, including mental or behavioral health
- Death in the immediate family or family emergency
- Situations beyond the control of the student
- Observation of a religious holiday
- Other circumstances that cause reasonable concern to parents for the health and safety of the student.

Any absence after the 10 allotted excused absences will be considered unexcused unless a medical statement by a physician is submitted upon the student's return. Any student who has used the allotted 10 absences will be considered unexcused without a doctor's note and, therefore, truant for each day.

- When a student reached this point, a meeting will first be convened with parent(s) and administration to determine/understand the reason for excessive absences. The student may or may not be included in the meeting as deemed appropriate.
- The administrative team and/or parents may choose to include others to participate in the meeting to best ensure a successful plan to remediate the current course as it relates to attendance (school nurse, social worker, guidance counselor, teacher(s), coach, pastor, etc.)

At this time, students and their families will be made aware of the resources available to them to ensure timely and consistent school attendance as part of the process to remediate the issue:

- Conferences with administration and teachers (weekly, or as needed)
- Counseling for student and/or daily check-in/check-out services
- Awareness of options for family counseling: Family clergy, Unit#22 Elementary Counselor Darci Harison, High School Counselor Lisa Dewerff.
- Awareness of options for family and/or student support within the community: Family clergy, Montgomery County Health Association contacts.

The administrative team will meet monthly to review attendance reports generated from the student management system, Sycamore, specifically noting the reports for those students who are chronically absent, checking for progress and/or regression

### Absences

Our main concern regarding absences is the safety of your child and the orderly progress of your child's education. Daily attendance is a requirement for students at St. Louis School. Valid cause for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the students, or such other circumstances which cause reasonable concern to the parent for the safety or health of the child.

- \* A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. These notes will be retained in the office for one year.
- \* **Should absence for any reason other than illness or medical appointment seem imperative, parents are requested to present to the principal a written reason for the absence. Homework for such absences will be given to the student upon his/her return to school. (Rationale: It is exceedingly difficult for the teacher to know exactly how long it will take to teach concepts and/or reinforce the teaching of these concepts.) A child will be given one day, including weekend, for each day of absence to complete the missed work.**
- \* Students who are absent due to illness have two days for each day of absence to make up the missed assignment, quizzes or test. For example, a student who was absent two days

would be given four school days, upon return, to complete the missed work.

- \* Students who miss twenty-four (24) or more days in the year may not be allowed to advance to the following grade. Exceptions to this will be granted only for medical reasons or at the discretion of the principal.
- \* The arrival of a pupil after 8:10 AM constitutes tardiness. Since tardiness interferes with a pupil's progress and is a disturbance to the other pupils and the teacher, parents should make every effort to assure that the student is on time.
- \* A student who arrives at school after 9:40 AM will be considered to be absent one-half day. A student who leaves school before 2:00 PM on a regular day will be absent one-half day.

### **Abuse Statement**

Diocesan policy requires all persons in the employment of St. Louis Parish and those acting on behalf of the parish in its programs and activities to sign a statement agreeing to abide by the parish's policy on child abuse. This includes volunteers and aides, i.e., anyone who meets children in programs and activities sponsored by the school.

### **Academic Policies**

#### **Curriculum**

The Diocesan curriculum guidelines, consistent with the State of Illinois Guidelines, are followed for the teaching of all secular subject areas. All students have Religion class or Mass daily.

#### **Accreditation**

St. Louis School is accredited through the Illinois State Board of Education, Nonpublic School Division.

#### **Homework**

*One of the chief means of communication between the school and the parents is through homework. It provides the parents with an opportunity to follow what and how their children are doing in school. Your cooperation in supervising homework is a vital element in the learning process of the children. The kind and amount of homework assigned will vary depending on the grade. All teachers will make an effort to give students time during the school day to complete some of the assigned homework. However, students need to utilize this time wisely.*

**All students in grades 3-8 will receive mid-quarter and end-of-the quarter grades. Kindergarten thru grade 2 will not receive grades at mid-quarter of the First Quarter.**

## **Grading**

Grades K-2 -- Parents will receive a narrative or checklist describing their child's progress.

Grades 3-8 -- The following grading scale is to be used:

A+	100—99	C+	85—84
A	98—96	C	83—81
A-	95—93	C-	80—78
B+	92—91	D+	77—75
B	90—88	D	74—72
B-	87—86	D-	71—70
		F	>70

## **Writing Guidelines**

**Part of the educational excellence required of students at SLS is in their completion of assignments. Because so much effort is made in teaching proper cursive, all students in grades 4 thru 8 are to complete assignments, workbook pages, etc. in cursive writing.**

## **Report Cards**

Four times during the year report cards are issued to the students. Students in 3 thru grade 8 receive a mid-quarter report card each quarter. Parents who are concerned about a child's progress after viewing a report card should contact the teacher. Parents of students in grades three through eighth can view their students' grades anytime on Sycamore.

## **Honor Roll**

An honor roll of **High Honors** and **Honors** will be computed each quarter for students in grades 5 thru 8.

***High Honors (3.83-4.0) means a student received all A's and any kind of B on the quarterly report. Honor students (2.83-3.82) are required to have A's, B's and any kind of C on the quarterly report card.***

***Six subjects will be averaged to calculate the Honor Roll: Religion, English, Math, Science, Social Studies, and Reading/Literature. Along with the above-mentioned 6 subjects, the student must have a "C" grade or Pass Mark in all other subject areas. Grades will not be included in the Honor Roll calculations if less than 5 assignments/exams have been collected for that quarter.***

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## **Promotion/Retention**

Except in the case of a student who has been found to need special education, the school has the general authority to determine retention and promotion. Such decisions must be made uniformly, based on objective, nondiscriminatory criteria, and consistent with teacher evaluation of student progress. The teacher will communicate with the principal about student progress and notify the parent in writing about possible retention by the end of the first semester. The principal, teacher and parent will meet in conference at the end of the second quarter if retention is a possibility.

### **Graduation**

An eighth-grade student must pass Religion, Language Arts, Math, Science, Social Studies, and the Illinois and Federal Constitution tests. A student who fails one semester of any of these courses but whose average for the entire year for that course is of a passing nature may be deemed to have met the course requirement.

As we strive to mold students spiritually and intellectually, we are including a volunteer requirement for 8th grade students. This will require a minimum of 10 hours, outside of school opportunities, that must be completed prior to the date of graduation. The principal will share volunteer opportunities as they arise. The principal will also be the monitor for volunteer hours conducted. All hours must be turned in one week prior to graduation.

### **Records**

Student permanent record means the "minimum personal information necessary to a school in the education of the student and contained in a school student record". A student is required to have a copy of their birth certificate on file with the school. A permanent record must include the student's name, birth date, address, grades and grade level, parent's names and addresses, attendance records, gender, place of birth, graduation date, accident reports, health records, and the records pertaining to any release of permanent record information. When a student transfers to another school, a duplicate copy of the student's permanent cumulative record will be sent within 10 days. The original will be placed in the inactive file.

Additional information required by October 15th for all students to attend school include:

1. Immunization records
2. Health Record (physical) upon entering Kindergarten or 6th grade; or entering the school system for the first time
3. Dental Examination upon entering Kindergarten, 2nd, and 6th grades; or entering the school system for the first time
4. Vision Examination upon entering Kindergarten; or entering the school system for the first time

### **Procedure if Parents Want to View Records**

Parents and any person designated a representative by a parent have rights of access, inspection and copying with regard to both permanent and temporary student records. Students have a right to access, inspect, and copy their permanent records and may be permitted access to their temporary records. The following categories of persons are also permitted access:

1. Employees or officials of the school who have a current educational or administrative interest in the student.
2. The record custodian of another school in which the student has enrolled or will enroll.
3. Any person for research, statistical reporting or planning purposes, provided no student or parent can be identified from the records.
4. Persons designated by court order; or
5. Persons required by state or federal law.

All rights and privileges held by the parent with respect to accessing student records become exclusively those of the student on the student's eighteenth birthday, when the student is legally emancipated, upon graduation from high school, marriage or entry into military



service.

The official record custodian must grant within reasonable time, but in no case access later than fifteen (15) school days after the date of receipt of the request.

A parent or student may be denied access to confidential letters and statements of recommendation furnished in connection with applications for employment or admission to a post-secondary educational institution, or the receipt of an honor or honorary recognition, provided that the letters and statements are not used for purposes other than those for which they are specifically intended and were either:

- 1.) Placed in a school student record prior to January 1, 1975; or
- 2.) The student waives access, after being advised of the right to obtain the name of the persons making the confidential recommendations.

Communications otherwise protected by law as privileged or confidential, including but not limited to information communicated in confidence to a physician, psychologist, or other psychotherapist or information which is communicated by a student or parent in confidence to school personnel may also be withheld.

St. Louis 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, the school will provide the non-custodial parent 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.

### **Admissions Policies**

#### **Age Requirement**

Children entering preschool should be at least three years of age.

Those children entering kindergarten must be at least five years old by September 1. To enroll in first grade, a child must be at least six years old by September 1.

#### **Admissions - Students with Disabilities**

The Catholic school shall do all in its power to provide Catholic education to students with disabilities. Those students who cannot be fully integrated into the total regular program shall be encouraged to take advantage of dual enrollment. Present state statutes require that public school districts accept these students in part-time attendance, via dual enrollment services not available in the non-public school.

#### **Admissions**

We want as many children as possible to benefit from the education that St. Louis Catholic School provides. Ordinarily, parents who wish to enroll a child in the school must be registered members of the parish. Priorities for admittance into SLS shall be:

• Children presently enrolled in the school if they and their families meet the expectations of

the school.

- “ Siblings of children already in the school.
- “ Children whose families are practicing Catholics in other parishes.
- “ Non-Catholics who desire a Christian education for their children and are willing to have their children participate in the religious dimensions of the school.

### **Discrimination Statement**

The school admits students of any race, color, sex, religion, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admission policies or any school-administered programs.

### **Title IX**

St. Louis School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

### **Baptismal Certificates**

Catholic students who have not been baptized at St. Louis Parish and who are entering school for the first time must present a copy of their baptismal certificates at the time of registration. Enrolling kindergarten students also need to present their birth certificates.

### **Arrival and Dismissal - School Hours**

Teacher supervision of the school grounds begins at 10 min (7:45am) before the opening school bell and ends at 3:12 pm or whenever the last bus leaves school, unless a student is with a staff member working on a project. If a student is found lingering on school grounds before or after school hours, then their parents or the person or persons on their emergency sheet will be contacted.

Upon arrival at school, children should wait outside on the playground. In cold or bad weather students wait in the basement lunch rooms. When the 8:10 a.m. bell rings, the children will be dismissed to their classrooms. A student will be marked tardy if he or she arrives after 8:10 a.m. On normal days dismissal will be at 3:12 p.m. Please consult the school calendar for early dismissal days.

Parents who come to pick up children early are asked to come to the school office to meet their child.

At dismissal, our responsibility does not end until your child is safely on his/her way home. In order to ensure the safety of your children, we need to know how and with whom your child will depart school. To make the dismissal of our students safe, parents/guardians who pick up their children will be asked to pull up to the main sidewalk/entrance of the school on Union St. Students will be dismissed as their parent/guardian pulls forward on Union St. to the main entrance of St. Louis School. For example, as one car pulls away with their child, another car pulls forward to pick up their child and so forth. We will keep this information on file in the school office. If your child is to be transported by any other means, you must send a signed note or call the school office with instructions. Without notice, the student will be

sent home by the usual means.

### **Pick Up and Drop Off Procedures**

Students being dropped off in the morning need to be done so between 7:45 AM and 8:00 AM. The school day starts at 8:00 AM. Drop off takes place in the lane between the school and the Parish Center. If your student needs extra time exiting the car, please pull into a parking spot behind the Parish Center to prevent the drop off line backing up or creating a possible safety issue for those further in the line exiting their cars.

Preschool families are encouraged to park during their drop off times as they must sign in their student every morning, unless their preschooler has a sibling responsible for signing them in.

Pick up takes place in the front of the building along Union Street. Parents are asked to start the pick up line in spots I and II. The “Hawks” parking spot is available for 1 family each month that allows for a parent to “cut the line” during pick up time.

Preschool families are asked to pick up their child in the same area as the Drop Off Line (between the Parish Center and school). This allows for safer pick ups for the younger students and gives the time needed to proper car seat applications. If you have a family of more than one child, but one is in preschool, please reach out to the school for procedure.

### **Athletics**

Athletics are an important part of the education of the whole child. Our sports programs exist to teach children athletic skills, to foster healthy exercise, to give enjoyment, and to help them develop their characters. We urge the children to participate in available sports programs.

St. Louis School adheres to the IESA and Illinois State Board of Education guidelines. Parents of students will be given a Concussion Information Sheet and Sign off Sheet that will need to be on file with SLS prior to the beginning of the athletic season.

The St. Louis School principal will act as the lead for the Concussion Oversight Team. They will provide families with a Return-to-Play protocol if a student has an injury resulting in a concussion.

### **Administration**

The athletic program at St. Louis School is guided by the general curriculum of our school and is subordinate to its academic and religious goals. Athletics are subject to the policies of the pastor established in consultation with the school board and enforced by the principal and coaches.

### **Coaches**

Coaches must be competent, qualified adults who understand the sport, child growth and development. Also, coaches are to have basic knowledge of first aid, and how to administer CPR, plus attend a training on concussions and of the defibrillator. Coaches must sign the diocesan and school volunteer waivers and must attend **Protecting God’s Children** workshop and complete a background check. Coaches must always be good role models and exhibit appropriate behavior. Any coach ejected from a game shall sit out the next game. A member of the administration may relieve a coach, or any volunteer representing St. Louis

School of their assignments at any time. A review, in writing, may be requested within 5 days to the pastor.

Players are to receive proper physical conditioning prior to participation in games. Injuries must be reported to the coach. The coach shall report all injuries in writing to the principal in three days for the purpose of insurance liability.

Coaches are to assure that equipment is appropriate, including the wearing of properly fitting protective gear. Coaches should report any problems with the facilities to the principal.

The principal shall approve athletic schedules. Games and practices are to be reasonably scheduled. Generally, this would exclude games requiring substantial travel time on weekdays unless followed by a free day. Basketball schedules shall not exceed fourteen (14) regular season games, plus two tournaments.

All students who cooperate with coaches through effort and practice will play. Any athlete receiving a technical foul will sit out the rest of the game in play and will sit with the team at the next scheduled game but not be allowed to play.

High-pressure contests, excessive publicity, elaborate recognition ceremonies, or the exploitation of children in any manner is prohibited.

St. Louis School is a member of the Illinois Elementary School Association and will adhere to all its policies concerning athletics if they do not conflict with Diocesan athletic policies.

### **Sports Requirements for Participation in IESA Affiliated Sports**

Before students may participate in an extracurricular activity, they must submit written permission from parents, proof of a physical examination (for sports) within the appropriate school year, and proof of insurance coverage prior to the first practice. It is the responsibility of the parents to arrange for transportation to and from the events.

In regard to academic eligibility, St. Louis School will follow the guidelines of the Illinois Elementary School Association if the activity is an IESA event. Students playing in school-sponsored activity must be doing passing work in all school subjects. Passing work or significant improvement will be checked weekly to govern eligibility for the following week; however, students must be provided the opportunity to increase the grade. Students who are ineligible to play are not to attend practices, nor dress for games. This policy is in effect for all boys' and girls' sports. Students must be in attendance at school in order to participate in after-school activities on the same day.

Students attending St. Louis Catholic School needs to be aware that they are representatives of SLS. Therefore, SLS standards must be upheld academically and socially.

In regard to a Community Unit School District No. 22 athletic program, a student is required to follow the eligibility requirements of the public school. The playing of students who are fifteen years of age or older is prohibited.

### **Game Cancellation**

Home Games: If school is canceled or dismissed early because of weather, any home game scheduled that day is also automatically canceled. The principal will attempt to notify the other school that the game is canceled.

Away Games: If school is canceled or dismissed early because of weather, away games may be played with the consent of both principals after checking the weather forecast and road conditions. The principal will attempt to contact the other school to see if the game is still scheduled.

Weekend Games: During times of severe weather, after checking the weather forecast and road conditions, the coach of each team should get the permission of the principal (or, if the principal cannot be reached, the pastor or the school board president) before the game may be played.

In any case, common sense, and a presumption in favor of the safety of the children should be the first concern in game cancellation.

### **Attendance in School**

Unless it is a prearranged absence, any participant in extracurricular activities must be in attendance in school for all afternoon classes on the day of a practice or competition to practice or compete with the team or squad.

### **Equipment**

Participants are responsible for all equipment and clothing issued to them or entrusted to them for their use. Damaged or lost articles must be paid for at replacement cost.

### **Scheduled Practice**

At the beginning of the season the coaches will explain the rules governing attendance at games and practices.

### **Sportsmanship**

While participating on a school team or on a Unit District 22 squad, each child is expected to practice the same good conduct that he or she would in any other school program. Spectators must model the values that St. Louis School is trying to promote. Coaches, faculty, parents and all guests are expected to be good role models. Their good sportsmanship reflects well on St. Louis School and the Nokomis Community. *Poor sportsmanship will not be tolerated.* Those violating the rules of good sportsmanship may be asked to leave.

### **St. Louis Extracurricular Committee**

This sub-committee is a service organization, which promotes IESA sports and academic meets at St. Louis School. It charges admission at games and offers concessions to raise money to pay for expenses. It is recommended that a chairman, secretary, and treasurer head the St. Louis Athletic Sub-committee. The chairman ideally should be a member of the school board and be the liaison between the organization and the school board. The secretary would oversee the scheduling of games and referees. The treasurer would submit financial reports in writing to the chairman of the committee in time for the September, January and April Board meetings, these reports will provide financial information to both the committee and the school board. The administrators will review the funds periodically. The athletic

fund pays for uniforms, IESA membership dues, equipment, referee fees, coaches' gifts, and any activities concerning sports or activities under IESA rules. Funding for the Pep Squad Leaders and other extracurricular activities may be requested and taken under consideration by both the committee and the school board. Any purchase over \$75 must be by consensus of the committee and any purchase over \$250 must have school board approval.

### **Band**

Band is available for students in grades fifth through eighth at St. Louis School and at Nokomis Junior High School during the regular school day. Students are responsible for making up missed work. Since supervision and transportation to and from the band are necessary, parents will be asked to pay a fee to provide this supervision and transportation.

### **Extracurricular Activities**

IESA activities in cooperation with the Nokomis School District include Baseball for boys (7/8), Basketball for boys and girls (7/8), Volleyball for girls (7/8), Softball for girls (7/8), and Scholastic Bowl (6/7/8).

### **Bicycles**

Every bike rider is expected to observe all safety rules. Bicycles are to be placed in the rack as soon as a student arrives on the playground. Riding around the playground during the school day is not permitted. On school grounds students should walk bicycles for safety reasons. At the close of the school day, bicyclists crossing Union or Capps Ave. must cross at the corner, walking their bikes.

### **Book Clubs**

Teachers frequently send home book order forms from Troll, Golden, Trumpet or Scholastic book companies. Checks are to be made payable to the book club, or may be ordered online. These clubs provide the students with opportunities to purchase current children's books at low prices. Teachers also earn free books and materials from these companies. These are secular book companies and all books available may not be appropriate for our students. Please look at the offerings carefully and decide with your child what is appropriate to purchase.

### **Books**

Children are responsible for the care of their textbooks. A fee will be charged for books that are lost or damaged.

### **Internet Usage Policy**

The Internet will be accessible to all students. St. Louis School believes that the benefits to the students from the access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages that may exist. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, St. Louis School supports and respects each family's right to decide whether to permit their child access at school. The internet will only be used for instructional purposes related to learning goals set by the classroom teacher and the curriculum objectives established by the school administration.

Students will be prohibited from:

- 1) Instant messengers, social media, chat rooms or posting to bulletin boards – exception: supervision by faculty for classroom assignment
- 2) Games – online or otherwise – exception: games used as part of the educational content area and are authorized and supervised by the teacher of that content area.
- 3) Interacting with others outside of the school network on any form of media
- 4) Downloading without permission of an authorized faculty member
- 5) Viewing or posting any of the following: obscenity or profanity, pornography, threatening, defamatory, or harassing material.
- 6) Vandalism – the deliberate destruction of data, software, or hardware

Violations will result in the loss of access as well as other disciplinary or legal actions.

Social media is a prevalent tool used in today's society for communication. Students active on social media should be reminded that, even while not in session or on campus, they are representatives of SLS and need to conduct their behavior as such. St. Louis School will NEVER ask for a student's account information to access a student's personal social media/networking account. If sufficient evidence (i.e. photographic proof of hazardous activity towards self or others, law-breaking activities on school property, or other instances) is given that would deem an investigation, students may be asked to provide information regarding their social media/networking presence.

#### **Change of Address**

The school should be notified immediately of any change of address or phone number. Other important changes should be updated on the child's record.

#### **Communication**

##### **Line of Authority**

Whenever a problem concerning your child arises, the first person to be contacted is the classroom teacher. If the difficulty persists or cannot be handled at this level, it should be presented to the principal. If the problem is still not resolved, the pastor is to be contacted.

##### **Parents as Partners**

As partners in the educational process at SLS, we ask parents:

To set rules, times, and limits so that your child:

- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time.
- To actively participate in school activities such as Parent-Teacher Conferences.
- To inform the school of any special situation regarding the student's well-being, safety, and health.
- To complete and return to school any requested information promptly.
- To read school notes and newsletters to show interest in the student's total education, including periodically checking Sycamore for school on-goings.
- To support and cooperate with the religious and educational goals of the school.
- To support and cooperate with the discipline policy of the school.
- To treat teachers with respect and courtesy in discussing student problems. Any act of verbal, physical abuse, or intimidation will be cause for the principal to ask the

individual to leave the school building. All further meetings will be scheduled with the teacher, principal, and pastor present.

### **Parent/Teacher Conferences**

Parent-teacher conferences are scheduled for each family after the first grading period. Parents are also given the option to schedule conferences anytime by calling or sending a note to the teacher if questions arise.

In addition to the scheduled conferences, the teacher may contact the parent by phone or in writing to share student successes as well as concerns. The teacher may request a conference with the parent at any time during the school year.

### **Administration**

The principal may be contacted at any time during the school day by calling the school office, and after school hours by calling his/her after hours phone number for emergencies only.

### **Visits to Classrooms**

All visitors must register at the office. Parents who leave messages, lunches, etc., are asked to bring them to the office. Parents who would like to visit a classroom, within limits, should check into the office prior to the visit. For a student to be removed from school the parent must sign them out in the office before the student may leave.

### **Discipline**

Parents, teachers, administrators, and support staff working individually cannot have a significant impact on students' behavior. A typical child has five to ten different sets of behavioral expectations to follow at any given time. The only way to develop students' positive and productive behavior skills long-term is to establish a building-wide and, hopefully, community-wide culture where the behavioral expectations become a part of the life of each student. Those cultural expectations could be written as follows:

We will establish a school culture:

- Where respect for the dignity of all persons is respected.
- Where learning and success are the norms.
- Where students have a positive attitude towards school, the future, and their roles in the future.
- Where students have the success skills of self-discipline, self-management, respect, responsibility, tact, courtesy, organization, persistence, and a positive character.
- Where those who are responsible for preparing these students for success in life are appreciated as professionals and respected for the tremendous positive influence they have on their children and students.

In order to establish a culture where students develop long-term positive and productive behavior habits, an environment must be created for students to learn those habits. In creating such an environment our goals must be:

1. To provide an environment with clear, explicit, and consistent expectations and consequences in order to decrease student anxiety and increase student time on appropriate tasks.
2. To assist students in internalizing behavioral expectations by providing them with the rationale for the required classroom behavioral expectations and by teaching them how to



meet these expectations.

3. To encourage students to become more responsible for themselves by allowing them to make choices and decisions based upon known rules and consequences and accept the consequences of those actions.
4. To create an environment where student behavior is such that students can handle the responsibilities of student active learning, including freedom, power, interacting with others and having fun.
5. St. Louis School does not use Corporal Punishment or any other form of physical punishment, and school rules, disrespect, and other disruptive acts.

### **K-2 Discipline**

Students in these grades follow a system of rewards and loss of privileges for disobeying classroom and school rules, disrespect, and other disruptive acts.

### **Grade 3/4**

Students in these grades follow the QSP system of discipline. This policy is given to each parent at the beginning of each school year.

### **Grades 5/8**

Students in grades 5 thru 8 will receive a warning slip or a 30-minute detention slip when an offense occurs. A student receiving three warning slips, or a detention slip serves a 30-minute detention after school. Detention slips must be signed by the parent/guardian and returned to the teacher the following day. Detentions will be expected to be served the next day unless the student has a prior appointment.

**The principal and/or pastor will determine consequences specific to the incident for more serious offenses.**

### **Serious Offenses:**

- Destruction of property
- Verbal or physical assault or intimidation of another student or any school personnel
- Leaving the school premises without permission
- Possession of drugs
- Possession of weapon, explosive, or weapon look-alike
- Possession of matches or fire-lighting devices
- Endangering the safety of self or others

Upon receiving 3 detentions within a semester, the parents or guardians will be called in for a conference with the teacher. At this time a contract is written, and the student is to abide by the stipulations of the contract. If the student breaks his/her contract, the student will serve an in-school suspension for one day. The student will receive credit for homework on this one day of suspension. If another in-school suspension is given the student will be expected to complete the homework for that day but will not be given credit for the homework.

The suspended student is required to come to school in dress code to pick up the day's assignments by 8:10 a.m. At 3:00 p.m. of the same day, the suspended student is required to return in dress code with their work completed. The completed work will receive full credit. Work not completed will result in a zero. If the parent chooses an in-school suspension for their child, the parents are also choosing to be responsible for reimbursing the school \$100.00

per day to hire a monitor for the suspended student.

If a student breaks his/her contract a second time, the student may be dismissed from St. Louis School. The Pastor will make the final decision on dismissal. In case of an expulsion, the date of withdrawal and the word “withdrew” are sufficient for permanent records.

Furthermore, a student's behavior off-campus can detrimentally impact the school. SLS reserves the right to discipline any student for off-campus conduct. Parents and students will be advised of such action by the school principal.

### **Weapons**

There are criminal penalties ranging from Class A misdemeanor to Class 2 felony for unlawful use of weapons on school grounds. A weapon is defined as any item used by an individual to inflict bodily harm. Possession of firearms and drugs, as well as attacks or violations toward staff/students will be reported to the appropriate police agency.

### **Conflict Resolution and Grievance Procedure**

Consequently, if a parent or guardian has a concern with a teacher, the initial contact should be made with the teacher so that the problem can be addressed.

If the parent or guardian is not satisfied with the results of the initial discussion, the principal shall be contacted to resolve the difficulty. If the concern is not resolved, the Pastor becomes the final recourse on the local level. The next level of recourse is to the Diocesan Board of Education.

Although St. Louis School endeavors to establish a harmonious Christian atmosphere within the school, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, it is hoped that such matters can be resolved between student-teacher and/or parent-teacher. Should further action be necessary the parent/teacher should discuss the issue with the principal. The Principal will determine if the matter should be brought to the attention of the Pastor.

### **Non-Violence Policy**

Students have a right to attend school in a safe environment free of harassment, intimidation, or any threat to personal safety. St. Louis School has no tolerance for violent actions and/or speech.

Students are not allowed to talk about committing an act of violence, threaten to commit an act of violence, or joke about committing such acts. Students are not allowed to possess at school any tool that can be used to commit a violent act.

### **Bullying**

At SLS every person has a right to feel safe. Any person who bullies another is denying a student this right. The school will not tolerate any action that undermines a person's right to feel safe, and it will take whatever steps are necessary to stop such behavior. Bullying may take place in several forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Bullying or cyberbullying can be defined as:

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

To Report Bullying:

- 1) Students should report immediately to their classroom teacher, teacher-on-duty during the incident, or school administrator.
  - a. If the incident happened electronically, students should report the email address, or account, that was associated with the incident.
- 2) Administrator will properly investigate the incident within 10 days, including but not limited to, interviewing students involved or bystanders and requesting evidence. Investigation can include other school personnel as deemed necessary. Administrators will investigate in accordance with federal and state laws pertaining to student privacy and rights. During this time, parents/guardians of all students involved with the alleged incident will be informed. Students and parents will be eligible to utilize the school social work services, counseling, or psychologist, if applicable.
- 3) Administrators will then develop an appropriate punishment, including detention, suspension, or expulsion.
- 4) Substantial bullying incidents will be reported to the appropriate authorities, including but not limited to, local police, the Diocese of Springfield Office of Catholic Schools, and/or the Illinois State Board of Education.

If a student accused of bullying retaliates towards a student or staff member, immediate consequential action will be taken, including but not limited to, suspension or expulsion.

Victims of bullying or alleged bullying will have the availability to utilize school social services, like access to the school social worker, psychologist, or other services.

### **Threats**

All threats are to be taken seriously and investigated. If after investigation the Principal deems it warranted, the School may require a student who threatens or enacts in bullying others through words or actions to be removed from school and not permitted to return until psychologist or psychiatrist indicated in writing that it is safe for both the student and others in the school for the student to return to school.

### **Harassment**

Harassment is a form of misconduct that undermines the integrity of the school. It is uninvited, unwelcomed physical or expressive behavior that creates an intimidating, hostile, or demeaning environment. No member of the school community shall be subject to any type of harassment. Instances of harassment will not be tolerated. Any incident should be reported to the school principal. If said incident involves the principal, then it should be reported to the pastor.

**1st offense:** Administrative counseling and detention.

**2nd offense:** Administrator, teacher, parent, and student sign a contract stating specific consequences of failure to comply.

**3rd offense:** Subject to suspension.

**4th offense:** Expulsion.

### **Search, Seizure**

The balance between a student's legitimate expectations of privacy and a school's legitimate need to maintain an appropriate environment for learning requires some easing of the restrictions to which searches by public authorities are ordinarily subject.

School officials need not obtain a warrant before searching a student. A search is justified at its inception when there are reasonable grounds for suspecting the search of a particular child will turn up evidence the student has violated or is violating either the law or the rules of the school. A search is permissible in its scope when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive considering the age and sex of the student and the nature of the infraction.

### **Department of Child and Family Services**

If the DCFS arrives to see a student, they must be allowed to do so. The Abused and Neglected Child Reporting Act states that parents will not be notified. However, the principal can request to be present while the student is being questioned.

### **Dress Code**

Part of education is learning how to dress appropriately for various occasions. It is believed that there is a definite correlation between proper attire and a good education. Young people who have a good self-concept, who are well prepared in assigned work, and who are dressed neatly and appropriately for the task at hand reflect these qualities in their conduct.

Since you, as parents, are responsible for the good grooming and dress of your child(ren), we ask for your cooperation in seeing that their attire is in keeping with the school's dress code. For inclement weather, a hoodie is not considered a winter coat. Please make sure your child has the proper outside attire when coming to school.

### **Preschool**

Students are not required to follow the traditional dress code of polo and jeans/khakis; however, students must be dressed appropriately for the weather. Be mindful of the winter months as we will continue to take recess outside until the temperature falls below freezing level.

Students wearing dresses or skirts are expected to be wearing something underneath their skirt/dress, i.e. bicycle shorts.

We understand that potty-training is accomplished at different ages for students. However, it is expected that if a student is not fully potty trained, they are able to change in and out of their clothes/pullup by themselves with little assistance from staff. This helps keep our staff within the classroom.

### **Kindergarten—Eighth Grade Dress code**

#### **Students may wear:**

- Slacks or jeans that are solid blue (or different shades of blue) or solid tan in color.
- Capri pants are permitted, blue or tan.
- Dresses, skirts and split skirts in color blue or tan
- Shorts that are hemmed in solid blue or tan (thru November 1<sup>st</sup> and from April 1st to end of school)
- Pants/shorts must have a zipper and button and belts must be worn on . (3rd—8th)
- K-2 may wear elastic-waisted pants w/no belts.
- Shirts must have a collar. They must be solid or heathered and must have a logo less than 2 inches square. SLS Hawks, NHS shirts (or another REGIONAL school sports team), sweatshirts, plain sweaters, plain vests, plain sweatshirts are acceptable over collared shirt
- Sweatshirts, hoodies, zip-ups are allowed, but must fall within the 2 in logo rule.
- On Fridays, non-collared SLS shirts may be worn.
- Button down shirts or blouses with tails must be tucked in.
- T-shirts may be worn as an undershirt, but must be tucked in during mass.
- Shoes with backs must be worn.

#### **Proper Length of Clothing:**

- No more than a hands-width above the knee for skirts/shorts/dresses on regular in-code days. Please see out-of-code days for more information.

#### **Students may not wear:**

- Pants with cargo pockets, hammer loops, pliers holster, zippers (other than the fly).
- Shorts with elastic waists unless in K-2.
- Any logo that does not fit within a 2 inch square.
- Hats and caps are not to be worn inside the building except on designated days.
- Flip Flops, platform or high soled/heel shoes are not permitted due to safety concerns, even on out-of-code days.
- Jogging, sweatpants, spandex shorts or pants that are a sweatpants material are not allowed.
- Clothing that is too tight, too baggy or with holes.
- Dangling earrings, or loops, excessive make-up and extreme hair color or style.
- No crocs or foam-styled shoes due to safety concerns.

#### **Dress Up Days:**

- Blue or tan pants, dress shorts or skirts, or dresses only.

- Students in grades 3-8 must wear a belt if wearing pants or shorts.
- Navy blue dress shirt or blouse or a **Navy blue polo** style shirt must be tucked in.

#### **Fridays:**

- SLS Hawks or school sponsored event attire may be worn on Fridays. ***T-shirts, Hoodies, etc may be worn without a collared shirt.***

#### **Out-of-Code Days:**

Out-of-code days are used to celebrate holidays, achievements, and add festivity within the building. Many times, students will earn out-of-code days for helping with fundraising, showing good behavior, or other general positive affirmations. As we are encouraging partaking in out-of-code days, we also expect parents to remain diligent on the appropriateness and modesty of their students' clothing. Please see below for general guidelines. These guidelines may be altered, with notice to families, throughout the school year as administrators see fit.

- Shorts must be of fingertip length or longer
- No crop-tops, sleeveless shirts, spaghetti straps, or revealing blouses
- Leggings may be worn with modestly covering tops
- No pajama pants unless for themed day
- Sleeveless jerseys may be worn if weather is appropriate
- No flip flops or Croc style shoes due to safety concerns

**EFFECTIVE DATE** This dress code is effective the first day of school and will be monitored by the teachers and enforced by the principal. Please follow this dress code faithfully.

**NONCOMPLIANCE WITH DRESS CODE** Students in grades 3-8 will be given a written warning for first offense, then a detention for additional offenses for noncompliance in accordance with their classroom disciplinary plan. Students will not be calling home for clothes.

### **Electronic Devices**

Electronic handheld devices for entertainment have no useful purpose at school. Use or possession of such devices will result in the confiscation of these items by the staff. Once confiscated a parent must appear at school to claim the device.

The personal use of cell phones or non-school issued connected devices by students during the school day (8:05 AM - 3:05 PM) shall be prohibited. Any student bringing a cell phone to school is to place it in the designated area within their classroom with the device powered-off. The school is not responsible if it's lost or stolen.

Students will be able to check their devices during a designated mid-day time as agreed upon by the administration and classroom teacher. The purpose of this time is not for social media or games, but to check for communication from parents or coaches about schedule changes. Students in violation of these practices will no longer be allowed to check their devices

during the school day.

Cell phones found to be in use during the non-designated time shall be confiscated by the staff. These students will serve a detention and a parent is required to come to school to claim the cell phone.

Students should also be aware that all devices owned by the school (Chromebooks, iPads) are closely monitored. If these devices are being used for communication for non-school purposes, then the devices will be confiscated.

### **Classroom Communication**

St. Louis School is aiming to keep the avenue of communication open between parents and the school. We are offering a plethora of tools to utilize communicating with your students' teacher or the principal. Parents are encouraged to utilize these tools, but will need to understand that teachers may not be able to respond promptly due to their classroom needs.

SLS offers the following tools:

- Sycamore
- Remind App
- Email (if you need to find a teachers email address, visit the about page on the school website [www.slsk8.org](http://www.slsk8.org))
- Class DoJo

Please contact the school regarding any issues you may have regarding communications.

### **Emergency Information**

#### **Emergency File**

An emergency sheet for each child will be kept on file in the school office. For the health and safety of the child, parents should ensure that this information is kept up to date. All chaperones will have a copy of the emergency sheet for the students in their car/group during the times they are under the chaperones' care.

#### **Emergency Closing**

If the Unit 22 schools observe an emergency dismissal or closing, we will observe it unless you are otherwise notified. Emergency school information will be provided through Nokomis CUSD #22 App and on Sycamore Education. Your child's emergency closing information sheet will ask what your child should do in case of an emergency dismissal.

#### **Emergency Drills**

Fire drills are held three times a year — one early in the year to be done by the local fire department — to insure readiness in the event of an emergency. Other drills, such as tornado or disaster drills will be held at least once a year. Students and adults in the building at the time of a drill must follow the proper emergency procedures. Bus drills will be held in cooperation with the Nokomis Unit 22 School District.

### **Financial Policies**

#### **Student Fee**

The student fee is \$150.00 and a \$25 supply list per child. This \$150 fee partially offsets the

cost of books and other school materials. The \$25 supply fee is for the individual student supplies that the school purchases for the students. These fees are to be paid at registration. A late fee of \$25.00 will be assessed after the registration deadline.

### **Tuition**

Our school, of course, cannot be operated without funds. We are committed to ensuring that the students at St. Louis School receive the best education possible. This includes expanding and improving the curriculum, adopting current textbooks, purchasing hands-on materials, and providing the teachers and principal with workshop opportunities to learn about current trends in education. In 2011, the Bishop signed into policy a call for parishes to develop a local financial program "to provide for the ongoing support of the school without detriment to the other ministries of the parish." The Bishop further stated that this program consists of a "reasonable balance of tuition, fees, general parish funds, development income and fund raisers."

Diocesan policy states that total school support should come from 40% general parish funds, 20% from other fundraisers, and 40% is to be paid through tuition.

Beginning 2015-2016 school year, tuition will be raised 3% annually to reflect increases in salaries, benefits, and other operating costs to match the 40-40-20 diocesan formula and decrease the burden on the parish.

To illustrate how the 3% increase will be applied see the table below. A family with one child who entered Kindergarten the fall of 2022 will see a tuition increase of \$830 by the time the child graduates 8th grade in 2030. This automatic increase is meant to alleviate the need for substantial increases every few years and will be reviewed by the St. Louis School Board and Finance Committee each year.

2022 K = \$3100	2027 5 = \$3605
2023 1 = \$3200	2028 6 = \$3710
2024 2 = \$3300	2029 7 = \$3820
2025 3 = \$3400	2030 8 = \$3930
2026 4 = \$3500	

### **Payment of Fees**

Parents are to sign the three-part (faith, financial, and activity fee) commitment form. To help ease the process of paying tuition and assuring the school has the necessary funds on time, the school participates in an ACH debit direct payment system. Each family must sign up for this service authorizing direct payment of tuition on a weekly, bi-weekly, monthly, quarterly, semi-annual, or annual basis from their checking account. Those who do not enter this program must pay in full by August 15 of each school year.

No child will be turned away because of the inability of parents to participate financially, **but parents must complete the Tuition Assistance application to be processed by FACTS Management system to be eligible for tuition assistance.**

All tuition payments must be up to date by May 15. **Students will not receive report cards**



**until all fees and/or tuition has been paid in full, unless contact has been made and special arrangement agreed upon with the pastor. Official school records will be withheld until contact is made with the pastor. Unofficial records and health records will be sent within the ten (10) day requirement.**

### **Parents' Club**

All school parents are required to be involved with the St. Louis Catholic School Parents' Club. Our school has continued to survive due greatly in part to those parents and families that assist in fundraising. Parent's Club meet at least four times a year and their funds raised help aid the school in activities such as Catholic Schools Week, all-school field trips, and field day events. Parents' Club also aids the school budget which allows our students to maintain the "specials" classes. Parent's Club has a yearly dues amount of \$10.

### **Fundraising Participation Requirement**

St. Louis School and Parents Club plan a few major fundraisers each school year. In order to ensure the success of each fundraiser, each family will be required to either coordinate a team or host a hole for the MoCo Classic in November, sell 10 carry out dinner tickets, **and** purchase or sell tickets (totaling \$100 in cost) to the Spring Event. If these three items are not met the cost will be added to each family's tuition bill by May 1st and will then be added to the family's ACH debit for the month of May. Please see fundraising requirements in the Fundraising Contract signed by families during enrollment.

### **Refund Policies**

If a student moves from the area or the parents choose to send the student to another area school, refund of any tuition will be determined by the number of days the student was enrolled in the school and the amount of tuition that has been paid.

### **Field Trips**

St. Louis Catholic School sponsored field trips in order to enhance classroom experiences and to provide opportunities for the students to pursue special interests. Such field trips provided by the school are a privilege, not an absolute right for the students. Teachers, upon consultation with the principal, will arrange at least two educational field trips per year.

No student may attend a field trip without the written request of his or her parents. The form provided for the field trip is the only form that will be accepted and needs to be returned by the date that is stated on the form. This will help determine if the trip will need to be canceled or rescheduled due to lack of drivers.

All parents/adults (21 years old) who agree to drive must be properly licensed and insured and have seat belts for all passengers. Parents are to stay with the group and agree to participate in the selected activities of the field trip. Teachers will plan and coordinate drivers and chaperones for each field trip.

Traditionally 8th grade students take a field trip in celebration of their years at SLS. Though students are still able to take this trip, parents should be aware that it is non-school affiliated. All planning and supervision must be separate from the school. Students are able to fundraise during the school year; however, all monies raised will need to be accounted for by a parent and not intermixed in school accounts. Students may take this trip during the academic year,

but the date must be agreed upon with the classroom teacher and administration. If an in-school date is agreed upon, the students will still be considered absent but will not be faulted for missed assignments or exams for that day.

Diocesan regulations require that we have one adult supervisor, who has the Protecting God's Children training, for every eight students. Therefore, to provide proper supervision for the students, only those students in the respective class(es) are permitted to attend a field trip.

Field trips are intended to be of an educational nature following a lesson or unit of teaching. Because the permission slip allows for the trip from school to a designated place and back again to school, we ask that no side trips be taken due to liability reasons. We are very appreciative of all (parents, grandparents, etc.) who help in the transportation of the children. At the conclusion of a field trip, it is expected that the children are returned to the school building for final counting and dismissal of the class. If the field trip concludes within a 1/2 hour of dismissal, then the parents/grandparents/etc. will be allowed to take the child home after signing out at the school office. If a field trip concludes before 1/2 hour of regular school dismissal, then the student is expected to stay at school until the regular dismissal. Students who do not return to school will be considered absent.

### **Health Policies**

#### **Physical Examinations**

Illinois State Law requires a physical examination for each pupil upon entering kindergarten and sixth grade or into any grade if a student has not previously been examined as required by the State Code of Illinois. Dental exams are required for students entering Kindergarten, Grades 2 and 6.

#### **Immunization Requirements**

All students attending St. Louis School must follow state laws regarding immunizations and other health regulations. Documentation regarding immunizations and physicals are to be sent to the school office before Oct. 15 of each year. Students who transfer to St. Louis School must have their health records forwarded from their previous school.

#### **Vision Examination**

Illinois code requires any student entering Kindergarten or school for the first time to have an eye examination performed by a licensed optometrist.

#### **Communicable Disease**

Parents should notify the school office if their child contracts any communicable disease. The principal shall notify the Department of Public Health when a student is sent home because of suspected communicable disease. In case of absence due to communicable disease, a release card from the Department of Public Health or a letter from the family physician indicating that the Department of Public Health regulations have been fulfilled must be presented when the student returns to school.

### Asbestos

St. Louis Catholic School is housed in a 100 year old building. With the beautiful character of our building, we are also susceptible to the asbestos materials that were put in place many years ago. SLS has asbestos inspections performed every three years and are in compliance with both Illinois State Board of Education and the Diocese of Springfield. All asbestos within the building is behind locked doors where no student would be able to come in contact.

### AIDS

Students with AIDS who are enrolled or who are seeking enrollment shall be permitted to attend school and/or parish Religious Education Programs. Students who are known to have AIDS should be individually evaluated by the pastor, appropriate administrator(s), physician(s), and other professional personnel in order to determine if their behavior or physical condition poses a high risk or spread of the disease. One of the purposes of the evaluation is to prepare a specific plan for the education and care of the student.

The parish/school will respect the right to privacy of the individual. Knowledge that a student/teacher has AIDS should be confined to those persons with a direct need to know. Those persons should be provided with appropriate information as well as procedures and precautions that may be necessary. Those persons should also be made aware of confidentiality requirements.

### Head Lice/Nits

No student excluded from school for having head lice or nits will be readmitted to school until the following conditions have been met:

1. Proof that he/she has been treated (labels from pesticide used and cash receipt/computer printout from the pharmacy, or doctor's statement.)
2. All nits removed or "nit free". This will need to be verified by a medical doctor, health department written statement or trained school employee at the time of re-entry.
3. The spirit of the No Lice/Nit Policy is clearly not punitive, but rather, beneficial to the entire community. It encourages explanation and therefore, understanding of pediculosis. It promotes greater accountability on the part of parents and thus simplifies the administrative task of health professionals.

A Public Health Nurse is available at the school's request.

### Emergency Procedures/Illness

In case of accident or illness, the principal or other person left in charge will be notified immediately. School personnel will then attempt to contact a parent or guardian of the student for information and instructions. If a parent or guardian cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the person in charge will arrange for the student to be taken to a doctor or hospital for treatment. The principal will keep a written record of all health or safety related incidents.

Students who become ill at school should be picked up as soon as possible. The child must be free of fever  $\leq$  ***without the use of fever-reducing medication***  $\geq$  for 24 hours before returning to school.

## **Medication**

As a general principle, medications will not be given at school. Students will not be allowed to have any drugs in their possession on the school grounds. Special circumstances exist for a health problem that can be expected to be of a long duration, such as asthma. When such a condition exists, the following policy will be adhered to:

### **Prescription Medication**

To assure school attendance for students who must use medication in the treatment of chronic disabilities or illness. Any student who is required to take oral medication during the regular school day must comply with school regulations. These regulations must include at least the following:

1. Written orders from a physician detailing the name of drug, dosage, and time interval medication is to be taken.
2. Written request and permission from the parent or guardian of the student that the school comply with the physician's orders.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
4. Every medication given must be recorded on a medication log, which includes date, time, dosage and signature of the person giving medication.
5. Only the person designated by the principal or registered nurse shall be allowed to dispense the oral medication pursuant to the physician's orders and then that person shall make the notations required in item 4 above.

The use of intramuscularly or intravenous medication must be cleared with the physician and administered by a registered nurse.

### **Non-prescription Medication**

1. No non-prescription medication will be dispensed in our school, unless prescribed by a doctor.
2. The non-prescription medication includes aspirin, Tylenol, antacids, antihistamines, and any other medication.
3. No topical application of alcohol, peroxide, calamine lotion, or any other medication will be used.
4. If injury occurs, we will use soap and water and inform the parent if the child needs further treatment or needs to be sent home.
5. If a child needs medication, the parent will be called, and he/she resumes the responsibility to bring the child's medication or take the child home.

For the health and safety of your child, it is imperative that you keep his or her emergency file information current.

### **Emergency Use Medication:**

St. Louis School and school personnel incur no liability for injuries occurring from the administration of emergency medications, including but not limited to an asthma inhaler, an epinephrine auto-injector, or opioid antagonist. Students are allowed to self-carry emergency medications, if deemed necessary by a medical professional. St. Louis School does require an action plan for those students who require use of emergency medication, like an epinephrine auto-injector. Students are allowed to self-carry prior to plans being established

with the school as long as it is deemed medically necessary by a healthcare professional.

\*St. Louis School is not required to provide undesignated (unprescribed) emergency medications.

### **Substance Abuse**

For possession and/or use of alcohol or drugs, a student will be removed immediately to the principal's office and parents will be notified. An appropriate course of action will be determined after an assessment of the situation. If the desired changes do not occur after the parent conference, a decision will be made about the student's continuance in the school.

### **Bloodborne Pathogens Control Plan**

In conformity with Springfield Diocesan policy and O.S.H.A. regulations, St. Louis School has on file a "Bloodborne Pathogens Control Plan". This plan is available for inspection during school office hours.

### **Insurance**

All students must furnish proof that they are covered by some form of accident insurance. St. Louis School does offer a student insurance plan.

### **Library**

Children in all grades have a specific library period each week. Children are encouraged to make use of the library and to develop a love of reading. Good students are good readers, and good readers are those who read often. Parents can encourage good reading habits by showing interest in the child's reading material and by reading to them. Students are responsible for the good care and return of the books they borrow.

### **Lockdown Policy**

St. Louis School is primarily on a soft-lockdown at all times. All doors are locked at all times. In the event that SLS would require a major lockdown, SLS will follow protocol set forth by Nokomis Police Department. At that time, classroom doors will be locked and secured.

If a Lockdown occurs during the time that school is to be released, students will continue to stay in lockdown until local authorities deem the area safe. SLS will be in contact with families regarding any changes to pick up procedures during this time. If the lockdown requires SLS to evacuate the students from the building, they will be escorted by staff to either the church or Menta Academy (South School) then bussed to Nokomis Jr. High for parent pick up.

### **Lunch**

1. Hot lunch is available every day. Students who forget their lunch may call home or may go to hot lunch and bring the money the next day. Students will NEVER be denied a food service due to lack of funds in their meal account.
2. Milk/juice is available for recess and sack lunch. Milk money may be paid by the week or on a monthly basis.
3. Students who qualify may receive lunch for free or at a reduced rate. Information will be distributed at the beginning of the school year and can be applied for throughout the year if circumstances are deemed necessary.

4. SLS may offer a breakfast program if at least 40% of the students were eligible for free or reduced-price lunches in October of the preceding year.

Student Lunch Workers:

1. Students in the 5<sup>th</sup> through 8<sup>th</sup> grade may be eligible to help during school lunches if parental consent is given. Students are never required to work for their meals.

### **Mission Work - Missionary Childhood Association**

Mission work for our students is an integral part of our school in carrying out our mission statement to spread the faith throughout the earth and time. A sense of stewardship is developed as our students put their faith into action to assist others who are in need. The Catholic Church's official mission education agency for our youth is the Missionary Childhood Association. All students are encouraged to join the MCA in the fall and contribute to the Advent and Lenten appeals. Also, each class is responsible for completing a mission project to raise funds for MCA.

### **Non-custodial Parents**

In the absence of a court order, what is said in this handbook of policies applies to any parent and legal guardian, whether the student lives with the parent.

### **Parties**

Class or school parties will be limited to Christmas, Epiphany, Easter, Valentine's Day, and St. Patrick's Day. The Easter party will be the first day upon returning to school. The Parent's Club will help with the parties. The parties will be scheduled at 2:40.

Students/Parents may bring treats that are **ready to be served** for their birthday. Please check with the teacher about scheduling a time for a birthday party.

### **Pregnancy Policy**

St. Louis School affirms the teaching of the Catholic Church regarding the sacredness of all life. We equally assert the values of forgiveness and compassion in our dealing with issues involving human life.

Our belief in these values leads us to deal in a compassionate and understanding way with any situation facing our adolescent teens regarding pregnancy/parenting issues. Such situations will be dealt with in a Christian manner and on an individual basis. A conference will be held with the student, his/her parents, the principal, the pastor to determine arrangements for the student's completion of his/her education and maintenance of the student's health and well-being.

### **Personal Supplies**

Each child is asked to bring in \$25.00 for school supplies in addition to any extra supplies that may be required by their classroom teacher. St. Louis will then purchase the school supplies and supplies will be labeled for each student on the first day of school.

### **Police Questioning (DP#4219)**

When students become involved with law enforcement officers, the officer is requested to confer with the student when he/she is not under the jurisdiction of the parish/school. The interaction will be handled in accordance with current Illinois law.

### **Religious Practice Policy**

Children attend Mass to worship God regularly. There will be one All School Mass and one Class Mass each week. Parents are invited to attend these Masses with their children.

The Diocese of Springfield has transitioned to the Restored Order for receiving the Holy Sacraments. Catholic students receive First Penance, First Communion, and Confirmation during the third/fourth grade year. With our classes being combined, the Holy Sacraments will be offered every other year. Students in grades three through eight, who have received the sacraments, are provided opportunities for the Sacrament of Reconciliation. These are extremely important sacraments for our Christian lives. The church encourages frequent reception of the Sacraments of Penance and Communion.

Our church teaches that all Catholics are obliged to attend Mass on Sundays and Holy Days. Parents of St. Louis School students are the primary teachers of their children especially in the way of faith. Catholics are expected to be active members of their parish through attendance at Mass each weekend, to give adequate financial support for the needs of their parish, and to model the faith of the church by their example. Parents with children of other faiths are expected to abide by the precepts of their religion.

Parents are the first teachers of prayer. Teaching your child to pray when getting up and going to bed and before meals will help him or her to develop a prayer life. The church encourages praying the Rosary together as a family. At school, teachers and children pray in the morning, before lunch, and at dismissal to help instill a sense of the presence of God throughout the day. There are many other opportunities for prayer during the school day.

### **School Board**

The School Board is a body of elected members whose role it is to advise the pastor on all matters of policy concerning the school and to advise the principal in the implementation of such policy. It is the responsibility of the Board, in conjunction with the principal to review the Parent Handbook and to make revisions if necessary. The Board meets the second Tuesday of each month. All parents and other interested parishioners are welcome to attend. If a school parent has a concern to bring to the Board, the principal and Board President are to be contacted at least a week in advance.

### **School Pictures**

Individual and class pictures are taken in the Fall. Retakes will be available if parents are not pleased with the first set of pictures. Spring pictures will be scheduled, but it is optional for students to participate. Pictures will also be taken at other significant times, including graduation. The purchase of these pictures is optional.

### **Testing**

Minimum competency testing is standardized testing to measure the acquisition of skills at or defined minimum standards. MAP Assessments are given yearly during the Fall, Winter, and Spring. The test results are to be made available to the parents or legal guardian of each

child. ACRE religious testing will be given in February to grades 5 and 8. Topics tested will be faith knowledge, Catholic values and religious practices. These tests are to be given at Catholic schools throughout the diocese.

### **Transportation**

Bus transportation is provided for Nokomis students in outlying areas. Students must live at least 1 1/2 miles from school to take advantage of this service. While on the bus the pupil is under the authority of the bus driver. Proper conduct must be always observed on the bus. Disorderly conduct or refusal to submit to the authority of the driver will be reported to the principal and to the parents. Repeated misconduct could result in the loss of bus privileges.

St. Louis students will follow the Unit District #22 bus riders' rules as listed:

1. Be on time at the designated school bus stop. Call the Unit #22 bus garage (563-2422) if not riding.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop and the stop arm is out. Wait for the driver to signal you to cross in front of the bus. Cross at least 10 feet in front of the bus.
4. Do not leave your seat while the bus is in motion. Wait until the bus is stopped before getting up to exit.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until the driver gives instructions.
7. Keep hands, head and hair inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus window. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
8. Be absolutely quiet when approaching a railroad crossing stop.
9. Treat bus equipment as you would valuable furniture in your own house. Never tamper with the bus or any safety equipment.
10. Assist in keeping the bus safe and sanitary at all times. No eating is allowed on the bus.
11. Carry no animals on the bus.
12. Keep legs, feet, books, packages, coats and all other objects out of the aisles.
13. Leave no books, lunches or other articles on the bus.
14. Be courteous to fellow pupils and the bus driver.
15. Help look after the safety and comfort of smaller children.
16. Do not ask the driver to stop at places other than the regular bus stop; he is not permitted to do this except by proper authorization from a school official.
17. Observe safety precautions at discharge points. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you cross.

### **Volunteers**

St. Louis School is a cooperative effort of parents and teachers. In fact, the school could hardly run without the constant volunteer efforts of parents, grandparents, relatives, and other friends of the school. Your service is a great example to the school children. Volunteers are expected to sign an authorization for a background check and complete the Protecting God's



Children training. Any volunteer without this training will need to contact the school office.

### **Special Services**

Federal Title I Services (IEP, Speech Therapy, and Occupational Therapy) are available to any St. Louis student in need. Evaluation services are available through Nokomis CUSD #22.

St. Louis School has the ability to offer social services in cases where needed. This includes, but not limited to, school social work, school psychologist, and special education advisors through the NPT cooperative. These services can be requested from a student, teacher, or administrator and can be set up through the school administrator.

### **Toys**

Students are not allowed to bring toys, trading cards or electronic hand-held games from home. The only exception to this rule is for Kindergarten students on “Show and Tell” days.

### **DCFS Background Checks**

We take the safety of our students incredibly seriously. With that being said, the Diocese of Springfield requires that all school parents, volunteers, and anyone that could possibly be coming in and out of the building or become in contact with our students throughout the school day to submit a background check. The required paperwork will be provided by the school and should be returned to the school office in order to be submitted.

### **Missing Person and His/Her School Record:**

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

#### **The procedure is as follows:**

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

### **NOTIFICATION OF LAW ENFORCEMENT**

**Reporting Drug Violations to Authorities:** St. Louis School shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127 which provides that the principal of the school or his or her designee shall report all instances of “drug violations” to local law enforcement officials or to the office of the county sheriff of the municipality or

county  
where the school is located.

**a.** A “drug violation” is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school related activity:

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

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

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

**b.** Reporting. Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the principal or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately *and* to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27.1B

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

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the principal or his or her designee shall immediately report such firearm related incident occurring in a school or on school property to the local law enforcement authorities *and* to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/27.1A, 5/34-8.05

#### **Reporting Attacks on School Personnel to Authorities**

Upon receiving a written complaint from any school personnel, the principal or his or her designee shall report an incident of battery committed against a teacher, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack *and* to the Illinois State Police and the Illinois State Board of Education through the School Incident Reporting System on IWAS within 3 days of the incident. Note that reporting through the Uniform Crime Reporting Program does not satisfy the requirement to report the incident to local law enforcement authorities as well 105 ILCS 5/10-21.7

## **Medical Marijuana Use for Qualified Students**

### 1) Guiding Principles:

#### a) Purpose:

The exclusive purpose of this policy is to comply with the mandate of section 105 ILCS 5/22-33 101-370, referred to as Ashley's Law, for the adoption of a policy and a procedure to allow a student who is a qualified patient, as defined in Ashley's Law, to use marijuana obtained pursuant to that section. Nothing in this policy shall be interpreted to extend any privilege beyond that mandated by Ashley's Law.

#### b) Rules:

1. Administration of medical Marijuana/low THC cannabis/cannabinoid products to qualified St. Francis Solanus School students shall be in accordance with this policy.
2. A qualified parent/guardian or designated caregiver may administer a medical marijuana infused product to a qualified St. Francis Solanus School student as needed in accordance with this policy.
3. A parent or guardian or other individual may not administer a medical infused product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.
4. This policy conveys no right to any student or to the student's parents/guardians or other caregiver to demand access to any general or particular location on school property, a school bus, or at a school sponsored event to administer medical marijuana/low THC cannabis.
5. If the federal government indicates that the school's federal funds are jeopardized by this policy, the Board declares that this policy shall be suspended immediately and that the administration of any form of medical marijuana/low THC cannabis to qualified students on school property shall not be permitted. The district shall post notice of such policy suspension and prohibition in a conspicuous place on its website.
6. If a student needs to have medical marijuana administered to them on a school bus, the parent or guardian must contact Quincy Public School Transportation. Since the busses are from a different district, their specific policy will need to be obtained by the family.
7. The State Board of Education, in consultation with the Department of Public Health, must develop a training curriculum for school nurses and administrators on the administration of medical cannabis infused products. The school nurse, administrator, or designee must annually complete the training curriculum developed under this subsection and must submit proof of its completion. St. Francis Solanus School must maintain records related to the training curriculum and of the school nurse, administrator, or designee who have completed the training.

#### c.) Definitions:

"Designated caregiver", "medical cannabis infused product", "qualifying patient", and "registered" have the meanings given to those terms under Section 10 of the Compassionate Use of Medical Cannabis Program Act. "Self-administration" means a student's discretionary use of his or her medical cannabis infused product. Permissible form of medical marijuana product"

means non-smokable/ non-inhalable products such as oils, tinctures, edible products, or lotions that can be administered and fully absorbed in a short amount of time.

#### Administration of Medical Marijuana Use at School:

- a) A parent or guardian who is registered with the Department of Public Health as a designated caregiver of a student who is a registered qualifying patient may administer a medical cannabis infused product to the student on the school grounds if both the student and the parent have been issued registry identification cards under the Compassionate Use of Medical Cannabis Program Act. After administering the product, the designated caregiver shall remove the product from the school premises.
- b) A school nurse or designated administrator is allowed to administer a medical cannabis infused product to a student who is a registered qualifying patient while on school premises, while at a school-sponsored activity, or before or after normal school activities, including while the student is in before-school or after-school care on school-operated property. St. Francis Solanus School will not allow self-administration by a student. Before allowing the administration of medical cannabis infused product by the school nurse or administrator, the parent or guardian of the student who is the registered qualifying patient must provide written authorization for its use, along with a copy of the registry identification card of the student (as a registered qualifying patient) and the parent or guardian (as a registered designated caregiver). The written authorization must specify the times where or the special circumstances under which the medical cannabis infused product must be administered. The written authorization and a copy of the registry identification cards must be kept on file in the school office. Medical cannabis infused products that are to be administered must be stored in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse, administrator, or designee.

#### **3) Request by Parent/Guardian for Authorization for Use of Medical Marijuana at School:**

- a) St. Francis Solanus allows for the administration of medications/treatments, including medical marijuana, when administration cannot reasonably be accomplished outside of school hours. The primary caregiver should administer the medical marijuana at home whenever possible to qualified students who require the use of medical marijuana for a medical condition.
- b) Parent/guardian of a qualifying student requesting the administration of medical marijuana at school, need to submit a written request to the principal. Qualified students who require the use of medical marijuana for a medical condition while at school, would receive the medical marijuana by their caregiver or school nurse, administrator, or designee as ordered/recommended by a physician on school grounds at the location designated by the principal.

#### **4) Responsibilities of the parent/caregiver:**

- a) Require that the qualified caregiver shall be responsible for providing the permissible form of medical marijuana to be administered to the qualifying student.
- b) The designated caregiver of a qualified student requesting the administration of medical marijuana to the qualified student while on school grounds must submit a written request to the Principal at least 48 hours in advance, excluding weekends and holidays, requesting authorization to administer medical marijuana pursuant to the policy.

- c) Parent/guardian must provide the Principal a copy of the current Department of Health Registry Identification Card for the qualifying student and the primary caregiver, and a valid form of picture ID.
- d) The qualified student's parent/guardian provides the school with an Authorization for Medical Marijuana Use for Qualified Students at School Form completed by a physician and signed by the parent/guardian for the administration of medical marijuana during the school day. The form must be submitted to the Principal every school year, and include any changes to the medication and the type of preparation (i.e., oils, tablet).
- e) The completed form shall include the type, amount, time to be administered, possible side effects, and any special instructions regarding the medication.

#### **5) Responsibilities of the Principal/Administrator/Designee:**

Upon review and approval of the documentation submitted by the parent, the Principal will:

- a) Coordinate the development of the District's Implementation Plan for Medical Marijuana Use for Qualified Students. The plan includes the following:
  - i) The specific location and time(s) where the caregiver shall report to administer medical marijuana.
  - ii) School staff members who the caregiver must coordinate with the school for administration of medical marijuana to the qualifying student.
- b) Report any incidence of student/caregiver dispensation of substances other than the permissible forms of medical marijuana as specified on the Authorization for Medical Marijuana Use for Qualified Students at School Form, signed by the parent/guardian and physician and take action in accordance with School Policies, Code of Conduct and Suspension and Expulsion.

#### **6) Consequences of Rule Violation:**

- a) Permission to administer medical marijuana to a qualified student may be limited or revoked if the student or caregiver violate this policy or demonstrate an inability to responsibly follow this policy's parameters.
- b) At no time shall the qualifying student have the medical marijuana in their possession except during the administration process, though dispensation by the designated caregiver, per the school's implementation plan.
- c) Consequences for sale/attempter sale of any medical marijuana products may result in disciplinary actions as outlined in the current Code of Conduct for Students and Suspension and Expulsion.
- d) Student possession, use, or being under the influence of marijuana or marijuana derivatives inconsistent with this policy may be considered a violation of the current Code of Conduct for Students, and Suspension and Expulsion, in accordance with applicable Board Policy, and may require consultation with local law enforcement.
- e) Dispensation by parent/caregiver of medical marijuana in any form other than specified on the Authorization for Medical Marijuana Use for Qualified Students at School Form, signed by the parent and physician may be treated as a violation of School Board Policy for Suspension and expulsion, for possession, use, or being under the influence of unauthorized substance, which are expellable offenses.

### **AMENDMENT OF THE HANDBOOK**

St. Louis School reserves the right to change the provisions of this Parent/Student Handbook with or without notice. The provisions of this handbook shall supersede any other publications or communications.

Approved:

Revised August, 2006	June 2013	June 2017	December 2022
August, 2008	June 2014	June 2018	
August, 2009	May 2015	July 2019	
August, 2011	June 2016	July 2021	