



San
Miguel
School
CHICAGO

PARENT / STUDENT HANDBOOK

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MISSION & PHILOSOPHY

Mission Statement

The mission of San Miguel School is to transform the lives of our students, their families and communities through education, by touching hearts and inspiring minds.

Vision Statement

San Miguel, a Catholic and Lasallian school envisions an educational community that provides each student with emotional support, a sense of belonging, instills Gospel values, and is animated by and fosters a spirit of Faith and Zeal.

San Miguel delivers diverse, exceptional, high quality, and a comprehensive educational program for the underserved meeting recognized standards of excellence, and promotes and sustains a vibrant relationship between the school and society.

San Miguel will position itself to achieve and steward a strong and sustainable financial foundation by building appropriate reserves and diverse revenue streams to ensure its future viability.

Philosophy Statement

“A Community of Compassion in the Lasallian Tradition”

As Lasallians, we are all educators, a community of Brothers, teachers, staff and families animated by a spirit of faith and zeal. In our ministry of Catholic education and in our search for God in our lives, we seek to be living witnesses to the Gospel of Jesus Christ. In the witness of our lives and the action of our programs, we strive to lead each other and our children to the Gospel through inspiration not indoctrination, inclusion not separation, and affirmation not condemnation. As ministers and ambassadors of Jesus Christ, we recognize and affirm the power of God’s love to transform our lives, the lives of our families and children, and the world.

As a community of compassion, all of us – students, teachers, families, and staff – seek to be better, to be competent, to have compassion for each other, to achieve our potential. We are an educational community, learning together, working together, and planning together. We, as educators, strive to help students understand the complexities of human relationships and enable them to resolve their conflicts in a peaceful and non-violent manner. We believe mistakes are part of the process of learning and opportunities for growth.

“The Children of Inner-City Families”

We believe that parents are the primary educators of their children. We believe our families desire a better quality of life and education for themselves and their children. We believe that our families may not have full access to the opportunities for a better quality of life because of the cycles of poverty, gangs, violence, migration, and discrimination.

We believe each student received special talents and gifts from God. We believe that each student is capable of learning. We believe that students can be proficient in academics regardless of home influences, socioeconomic status, or racial/ethnic background.

“An Innovative and Accessible Education”

St. John Baptist De La Salle wrote that God desires that all might come to “knowledge of the truth.” Today, as Lasallians, we believe that all people are entitled to a relevant human and Christian education. We believe that the purpose of teaching is to involve students in learning that is liberating and empowering. Learning that is liberating and empowering is grounded in the belief that all students can succeed; incorporates different learning and teaching styles; and highlights the basic skills of reading, writing, and mathematics. Literacy, the ability to communicate effectively, skills in self-understanding, empathy, and decision-making, the ability to work in groups and resolve conflicts, and a sense of service and compassion toward others are products of learning that liberate and empower.

ACADEMIC PROGRAM

Admissions

San Miguel does not discriminate on the basis of gender, race, religion, color, or national and ethnic origin in regard to admission of students, administration of educational policies, or participation in school programs or activities. Any questions or concerns about discrimination may be addressed to the Executive Director or Director of Human Resources.

An applicant who resides in our immediate neighborhood, (43rd to 51st Street, Ashland to Western), and exhibits one or more of the following characteristics, receives priority for admission:

- Qualifies for free or reduced lunch
- Is struggling academically or socially/emotionally in his or her current school
- Has a sibling who is a San Miguel graduate or current student
- Has been referred to San Miguel by a pastor, school principal, or other community leader

An applicant who resides in our broader neighborhood, (39th to 55th Street, Racine to California), and exhibits two or more of the aforementioned characteristics, may also be considered for admittance. Students residing outside the geographical boundaries specified above may be considered for admission when other extenuating circumstances are present. In all cases, final decisions regarding admissions are subject to the discretion of the principal.

For the admission of a new student, parents shall present:

- A completed San Miguel student application
- An official copy of the child’s birth certificate must be received within 30 days of enrollment
- The baptismal record (if applicable)
- A record of compliance with State of Illinois and local health and immunization requirements:
 - **Illinois Certificate Health Examination:** All new students to the school must submit this form which details their health and immunization history and verifies they have had a full examination by a licensed physician within one year of entering the school. The form must be signed by the physician and parent.
 - **Illinois Department of Public Health Proof of School Dental Examination:** Students entering the 6th grade are required to have an oral examination performed by a licensed dentist who must sign the form.
 - **Illinois Eye Examination Report:** This requirement is for students transferring into San Miguel

from a school outside of the state of Illinois. The examinations should be performed by an ophthalmologist/optometrist.

- Official transfer from the school previously attended
- Official transcripts and standardized test scores from school previously attended are requested within 14 days of enrollment.
- Verification of household size and annual family income

To ensure the proper placement of the child, registration will not be finalized until the parent or the transferring school furnishes previous academic records to be examined by the San Miguel Administration. All students are accepted for a probationary period of 90 days. This probationary period allows for the school and parents to assess if the school is the proper environment for the child. At any time during this 90-day period, school officials and/or parents may decide that this school does not meet the needs of the child. The principal can extend this period of time as needed.

Schedules

Daily Schedule (Monday-Thursday)

7:30 a.m.	Breakfast is served
7:45 a.m.	Gym opens with school staff supervision
7:55 a.m.	School staff members accompany students upstairs
8:00 a.m.	Classes begin
3:30 p.m.	Dismissal

Daily Schedule (Fridays)

7:45 a.m.	Breakfast is served
8:00 a.m.	Gym opens with school staff supervision
8:25 a.m.	School staff members accompany students upstairs
8:30 a.m.	Classes begin
2:30 p.m.	Dismissal/Optional Study Halls arranged by grade level teachers

Students will be supervised at all times during the above hours. Supervision is not provided before 7:30 a.m. Monday – Thursday or before 7:45 a.m. on Fridays. Fifteen minutes after dismissal, students waiting for a ride home will be supervised in the Community Center lobby at 1936 W. 48th Street until a parent or guardian or other person authorized by the parent or guardian arrives to meet them or calls with other instructions.

Curriculum Overview

Students receive instruction in the following core academic areas:

Religion	(140 minutes per week)
Reading	(400 minutes per week)
English / Language Arts	(300 minutes per week)
Math	(300 minutes per week)
Science	(200 minutes per week)
Social Studies	(200 minutes per week)

Critical study skills including keyboarding and technology literacy are integrated throughout the core academic areas above. Additional experiences in which all students participate include: health class, prayer and sacramental worship services, assemblies, physical education, art, intramural sports, field experiences, student retreats, leadership development, and music. Curriculum and instruction in all subject areas reflect the belief that a student's spiritual formation and relationship with God are of the highest importance.

Grading

Grading Philosophy

The staff of San Miguel School recognize that a wide range of abilities, aptitudes, stages of cognitive development, and levels of maturity exist among middle school students. Therefore, we support methods of assessment that encourage the individual in the development of work habits, skills, and attitudes necessary for students to become lifelong learners. Policies developed by teachers confirm this belief. Grading practices will:

- Reflect student achievement of curricular goals in respect to their abilities and individual learning differences.
- Reflect numerous and varied age-appropriate opportunities for students to succeed and demonstrate knowledge of subject matter.
- Take into account documented accommodations for students with special learning needs.
- Foster student responsibility by considering work quality, effort, and task performance.
- Promote good communication between students, parents, staff, and community.

Report Cards and Progress Reports

Student achievement is formally documented through student report cards and progress reports.

Report Cards are given out at the end of each six-seven week grading period. Grades given by teachers on report cards are final grades, and, therefore, are permanent and remain on the student's record. Parents are asked to pick up report cards in the main office on the days listed on the school calendar.

Progress Reports are given to parents during parent-teacher-student conferences, which are held at the midpoint of each grading period. These grades indicate the current progress of the student. They are intended to let parents/guardians know how his/her child is progressing in each subject. *Progress Report grades are not permanent.*

Parents/guardians are expected to review the progress reports and report cards with their child. Letter grades are given based on the following teacher evaluations:

A	90-100%	Excellent progress
B	80-89%	Good progress
C	70-79%	Average progress
D	60-69%	Unsatisfactory progress
F	Below 60%	Failing

It is the responsibility of the parent/guardian to attend Parent/Student/Teacher Conferences and to ensure the presence of their child. Participation in all scheduled conferences is mandatory. Conference times are generally arranged through the school office at least one week in advance. Parents and guardians are required to pick-up *Report Cards* on the days indicated on the annual school calendar.

Promotion Criteria

Students must meet the following year long criteria for promotion:

1. Total Grade Average of 70% (C-) or better *
2. Reading Average of 70% (C-) or better
3. Writing Average of 70% (C-) or better
4. Math Average of 70% (C-) or better
5. No more than 12 unexcused / uncompensated absences
6. Completion of field trip and/or service hour requirements

*All seven subjects (Religion, Reading, Writing, Math, Literature, Science, Social Studies) combine to form the Total Grade Average

NOTE: Application of all promotion and graduation criteria is subject to the discretion of San Miguel School.

Graduation

Students shall be issued a diploma upon successful completion of the following criteria:

1. Fulfillment of all academic and attendance requirements (see Promotion Criteria, below).
2. Completion of all high school investigation activities and application requirements.
3. Satisfactory performance on United States and Illinois State Constitution assessments.
4. Participation in the Eighth Grade Graduation Retreat, Washington DC Trip, San Miguel Baccalaureate Celebration, and San Miguel High School Bridge Program.

Field Trips and Student Retreats

Field trips and student retreats are an integral part of the school's academic and formative curriculum. Teachers regularly integrate them into their teaching throughout the year. Prior to the trip, the school requires the written consent of parent/guardian, typically given by signing a permission slip provided by the school. The form must be returned to the school prior to the trip in order for the student to participate. Parents/guardians should generally assume that students should come to school in uniform on days of field trips, unless otherwise noted. Field trips are taken to enrich the educational experience of the students. Students are expected to attend all field trips.

Attendance, Absences, and Truancy

School attendance is fundamental to the academic success and spiritual growth of our students. For this reason, students are required to attend school on a daily basis for the school term, unless an absence is excused. A student is absent from school when he/she is not physically present on a required student attendance day. A student is

tardy when he/she is not physically present at the posted opening of a regular required student attendance day. Parents/guardians shall follow the guidelines below regarding attendance:

1. Any day that a student is absent from or tardy to school, the student's parent/guardian must call the school office at 773-890-1481 or email mtellez@sanmiguelchicago.org within 30 minutes of the opening of a regular student attendance day to report the student's absence or tardy. If a parent/guardian fails to report a student's absence, it will be recorded as unexcused.
2. The school will contact the parent/guardian if a student is absent and a notice of absence is not received within 60 minutes of the opening of the student attendance day. A student absence will be excused if it is due to: (1) student illness (including mental/behavioral health); (2) observance of a religious holiday; (3) death in the immediate family; (4) a family emergency; (5) other situations beyond the control of the student as determined by the principal; (6) other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional or physical health or safety; and (7) other reasons approved by the principal. Absences due to medical reasons may be required to provide medical documentation. If medical documentation is required and is not provided, the absences will be marked as unexcused.
3. Students whose absences are excused will be allowed to make up missed assignments. An unexcused absence is an absence from school for a reason other than those listed above as an excused absence. Students will lose credit for assignments on school days or for classes from which the absence was unexcused.
4. If possible, schedule doctor and other appointments outside of school hours. Family vacations must be planned during school holidays. Absences due to family vacations may be considered unexcused and result in a conference with the principal.

The school will maintain attendance records of all students including absences, tardiness, and early dismissals. In cases where tardiness and absences become excessive, the school administration will work with students and parents to devise a plan to solve the problem. Parents will be invited into the school for a meeting with counselors, teachers, and administration to discuss the concerns regarding absences and an attendance plan will be created. The school will reevaluate and follow up with families to ensure the success of the attendance plan and make changes as necessary. If needed, the school will work with the families to acquire support from other social service agencies to provide assistance. According to the Illinois State Board of Education, truancy is defined as being absent for 10% or more of the school year.

Late Arrival & Early Dismissal

Students arriving late to school must present a note of explanation, signed by a parent/guardian. When it is absolutely necessary for a student to be excused from school for medical appointments or an emergency, a note must be sent to the school office. No student will be permitted to leave the building with any other person besides his/her parent/guardian or other authorized adult (21 years or older) specified in the note. The student release log must be signed in the office when picking up the student. Upon returning, the student must likewise be signed-in at the office. In the cases of late arrival and early dismissal, absences and tardies shall accumulate according to the following guidelines: **Guidelines may be adjusted for modified school day schedules*

<u>Student Arrival</u>		<u>Student Dismissal</u>	
8:01-8:59 AM	Tardy	8:01-9:59 AM	Full Absence
9:00-10:29 AM	¼ Absence	10:00-12:29 AM	¾ Absence
10:30-12:29 AM	½ Absence	12:30-2:29 PM	½ Absence
12:30-2:29 PM	¾ Absence	2:30 PM or later	¼ Absence
2:30 PM or later	Full Absence		

HOME – SCHOOL COMMUNICATION

Teamwork and Communication

Communication between parents/guardians and teachers is an extremely critical factor in your child's education. The learning years are important in making the transition from home setting to school setting a smooth one. We encourage informal talks with teachers. It is important to stay in touch with your child's teacher. In order to keep you up to date on what is happening, you will be given an annual school calendar. Calendar updates will be distributed as necessary throughout the school year.

Your observations at home are as important as teaching observations when it comes to your child's education. Be sure to let the teacher know about special occasions in your family or any changes that take place in your child's life (birth of sibling, death of a loved one, etc.).

While the resources within the school are usually adequate, there are occasions when the school suggests that a child receive additional help, or evaluations (learning, psychological, speech/language, neurological, etc.). The teacher or principal will make these recommendations in consultation with the family.

Parent cooperation is essential in a child's education. Current research shows that the more parents are involved in the educational process of their son/daughter, the better their child performs. Parental involvement includes:

- Attendance at the Parent Meetings, Parent/Teacher/Student Conferences, and report Card Pick-up Days
- Showing interest in and checking homework assignments.
- Reading regularly with your son/daughter.
- Participating in school events, especially extracurricular activities.
- Volunteering at school-sponsored activities and special occasions.

Homework

Homework is an integral part of the school experience. It also provides for a vital partnership between teachers and parents/guardians, through which the student benefits greatly. A student's success in school is often a reflection of the support and assistance that parents/guardians offer. Through homework, the lifelong habit of study and responsibility can be established. In addition to reinforcing classroom learning, homework assignments help students develop independent study habits and give them opportunities to use their preferred learning styles. Parents/guardians are asked to check that homework assignments are completed by their children. Each student will have a homework planner in which he/she is to write the day's homework. The parent/guardian is responsible for checking this planner each night.

Every school night, your child will be expected to complete 30-60 minutes of reading and a math assignment at home. He or she will almost always have additional homework in other subjects. The following are some suggestions for the supervision of your child's homework:

1. See that books/materials come home regularly. Please, look at what your child is bringing home. Ask to see your child's homework assignment book. Don't accept the excuse that "I did it in school" or "There is no homework." Remember...there will always be reading.
2. See that your child does homework in an appropriate atmosphere that is free of distractions and has proper lighting, etc.
3. Develop regular routines for homework in the house, for example, setting a homework time at the same time each day.

4. Look at your son/daughter's homework and check to be sure it is done completely and to the best of their ability. Insist that your child bring their homework home for you to check even if they finished it in school. This way you can hold them accountable for doing their best quality work and stay in touch with what they are learning.
5. Please, ask your child what he/she has learned each day. Show interest in their progress/learning. Ask your child to explain the concepts or information to you. If your child can't explain it to your satisfaction, he/she needs to study again or perhaps ask a question in class the next day.

If you have any questions about your child's homework or academic progress, please contact his or her teacher with any questions or to schedule an appointment for a meeting.

Conferences, Parent Meetings, Report Card Pick-up Days

Parents/guardians are required to attend all scheduled parent/student/teacher conferences. There are six conferences scheduled throughout the year. Additional parent meetings may be scheduled throughout the year including the Back to School Open House in August. Report Card Pick-up Days are scheduled on the annual school calendar. Parents/guardians of 8th grade students will have additional meetings as they move through the high school discernment and admissions process.

Parent/Student/Teacher Conferences occur in the middle of each grading period and must be attended by at least one (but preferably both) parent(s)/guardian(s) and the student. Conference times are generally arranged through the school office at least one week in advance. At this conference, students and their parents meet individually with their teachers to discuss the achievement of the student during the marking period and receive his/her Progress Report. This communication among parents, teachers, and students is very helpful in setting a climate for cooperation between home and school and in letting students know that their parents are interested and actively involved in their education. It is the responsibility of the parent/guardian to attend Parent/Student/Teacher Conferences and to ensure the presence of their child. In addition to these conferences, parents/guardians are always welcome to call the school to make an appointment with a teacher or principal at any time during the year.

Conflict Management & Resolution

As in all human relations, occasions will arise when, due to a lack of communication, some differences of opinion may arise between a teacher and parent/guardian. School policy dictates that any such occasion must first be dealt with in a meeting between the parent and the teacher, which may be arranged by telephone or in writing. If the teacher-parent/guardian meeting has proven unsatisfactory, an appointment may be made with the principal to further discuss the problem. For the sake of the student and in order to establish respectful relationships, it is best to keep differences between a parent and a teacher in confidence and not voice them in front of the student, other students, or other parents/guardians.

Visiting the School/Appointments

You may feel free to discuss matters with the principal or conduct business with the school secretary at any time during scheduled office hours. During the regular school term, office hours are from 8:30 AM to 3:30 PM, Monday - Thursday. Office hours on Fridays are from 8:30 AM until 11:30 AM. The office shall remain closed for transacting school business (except for emergencies) on Friday afternoons in order to facilitate the completion of weekly managerial tasks. To avoid delays, it is generally best to call for an appointment prior to visiting the school office to transact school business or meet with the school principal. If you wish to talk to a teacher, you may make an appointment either by writing a note or by arranging a time convenient to both parties through the school secretary. Teachers will not be called from their rooms to talk with parents while classes are in session.

Information Packets

Information packets will be sent home with your child on a regular basis. The packets will include school communications from the principal, calendar updates, and other important announcements and materials. This information will keep parents current with school related issues and activities. Parents must sign this packet and return it the next school day.

Parents' Council

Parents are an integral part of the educational process. The San Miguel Parents' Council represents all parents and is committed to complementing the mission of the school. Its role is to provide support to its students, to maintain open communication between families and school personnel, and to serve as a service group for the benefit of the students of San Miguel School. Membership is open to all interested parents.

School Closings

San Miguel School will occasionally close due to inclement weather. Watch for texts and/or emails with announcements and updates.

Change of Address/Telephone

If a change is made in an address (home or work) or telephone number, please notify the school office in writing immediately. It is important that the school records be kept up-to-date so that parents can be contacted in the event of an emergency.

Transfers

Students interested in San Miguel School will be required to follow the admission process including the completion of the application, participating in an interview with administration and faculty, and providing the necessary documentation listed on the application and in this handbook. Parents who request to transfer their students out of San Miguel must notify the main office. San Miguel School will send the records of the student transferring to the new school within 10 days of the request.

Academic Support

San Miguel School is committed to ensuring that all students receive the academic support they need and deserve. Teachers will work with students having difficulty academically and behaviorally throughout the school year, implementing interventions and plans. In situations where students are not responding to academic interventions, the school has procedures in place to recommend and test students. In the case that testing recommends, educational plans will be devised to better assist and accommodate for student learning and difficulties. Parents will be informed and invited to meetings with teachers, counselors, and other pertinent staff throughout the process.

STUDENT CONDUCT

The essence of Christian discipline is self-discipline. The student must be free to choose one form of behavior or another, and to take upon him/herself the consequences of that chosen action. Respect, order and self-control are an outgrowth of good teaching at home and at school. A self-disciplined child is one who takes responsibility for his/her actions and has control over them. A child first learns self-discipline at home. The faculty will work to maintain good order and discipline at all times: in the classroom, on school grounds, and at all school events. Courtesy, respect, and Christian charity are the cornerstones of the San Miguel code of conduct. Students are asked to adhere to the *Golden Rule* given to us by Jesus, “Do unto others as you would have others do unto you.”

BIST (Behavior Intervention Support Team)

San Miguel School employs the classroom and student behavior management model known as BIST. The goal of the BIST model is to help students manage their behavior in a way that does not interfere with their own learning and/or the learning of others and is not hurtful towards others. There are three skills that we focus on with students in order for them to learn to manage their behavior successfully and lead happy, productive lives both in the present and into the future. These skills include the ability to:

Make good choices for yourself even when you are mad or have overwhelming feelings.

Follow directions even when you don't want to.

To be okay (control oneself), even when others are not okay (out of control).

A central aspect of the BIST model is the Recovery Process, which employs a range of “Safe Spots” to which students may be asked to go when displaying behavior that is disruptive, hurtful, or destructive. A Safe Spot is a non-judgmental place where a student can go to help himself or herself stop acting out and to calm down so that he or she does not have to get into trouble. The Safe Spots described below range from less restrictive to more restrictive:

Safety Seat:

The safety seat is a designated area in the student's regular classroom. It is intended to provide a safe place for students where their inappropriate behavior can stop and the student can begin taking responsibility for their behavior while continuing their academic course work.

Buddy Room:

The buddy room is a safe spot in a classroom other than the student's scheduled classroom.

Recovery Room:

The recovery room is a safe place for students who are having difficulty controlling their behavior to the extent that the regular classroom and/or buddy room is not the safest place for them. Depending on a student's progress, they may spend several days, weeks or more in the recovery room while working to meet the goals of their plan. When a student is asked to go to the recovery room, parents/guardians will be notified. However, a teacher or administrator may choose to notify you about your child's behavior at any time.

In the recovery room:

1. Students will be given time to think through the situation.
2. Students will begin taking responsibility for their actions.
3. Students will develop a behavior plan with teachers.

4. Students will receive and be expected to complete all classroom assignments.
5. Teachers will regularly check-in with students in the recovery room to provide instruction and assignments.

Serious Acts of Misconduct

While the BIST model is an effective management tool in addressing disruptive, hurtful, and destructive behaviors, some student behaviors warrant more serious disciplinary measures in order to maintain the safety of both the school community and the offending student. Serious acts of misconduct which may warrant more serious disciplinary action include, but are not limited to, the following:

- Smoking, defined as holding a lit cigarette, cigar or pipe in or around school property.
- Failing to attend class or school without a valid excuse.
- Persisting in serious acts of disobedience or disorderly behavior.
- Making indecent, immoral, obscene, or offensive propositions or exhibitions.
- Vandalism of school or student property, including any form of graffiti.
- Possessing, on school grounds or at a school-sponsored activity, a knife, laser pointer, firearm, air gun, or any object that could be considered a dangerous weapon.
- False activation of a fire alarm.
- Assault of any student, teacher, or school personnel.
- Possession or use of alcohol or illegal drugs at school or any school event.
- Use of intimidation, coercion, or force against any student or school personnel.
- Involvement with gangs and/or carrying out gang-related activities on or near school grounds or at school-sponsored activities, including the writing or flashing of gang signs or symbols on any school or personal property.
- Cheating, plagiarism, or copying another student's work.

Potential disciplinary actions for acts of misconduct outlined above may include one or more of the following, at the discretion of the Principal, Assistant Principal, or Director of Student Life:

- Teacher-student-parent-principal conference
- Suspension / community service
- Police notification
- Behavioral contract
- Expulsion

Suspension

Suspension is the isolation of the pupil from school and all school related activities. Parents will be notified of a student suspension from school in person or by telephone. Days that a student is suspended are counted as absences and will appear on the student's records as days suspended from school. A suspended student is personally responsible for assignments and subject matter covered in class during the suspension. A conference with the parent and child is required for re-admittance. Except in unusual cases, the suspension should not exceed one (1) week. Suspension is ordinarily invoked to ensure the safety of members of the school community, prevent disruption of the school environment and to assist the pupil in addressing a disciplinary problem.

Expulsion

An expulsion is the termination of the pupil's privilege to attend the school and requires transfer of the pupil to another school. Except in extreme cases, expulsion will be imposed only after a period of suspension and/or probation. Expulsion is ordinarily invoked to ensure the safety of members of the school community or prevent

disruption of the school environment.

Reporting Requirements

In accordance with Illinois State Law, the school must report the following:

Incidents of Firearms at School

The principal immediately notifies a local law enforcement agency of firearm incidents at the school and immediately notifies the parents or guardians of students in possession of firearms on school grounds, which include the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident.

The principal notifies the Illinois State Police of such incidents through the School Incident Reporting System (SIRS).

Incidents Involving Drugs at School

The principal notifies the municipal police department or the office of the county sheriff of verified incidents involving drugs occurring in a school, on the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident.

The principal notifies the Illinois State Police of such incidents through the School Incident Reporting System (SIRS).

Instances of Battery Against School Personnel

The principal immediately notifies local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel. The principal also notifies the Illinois State Police within 3 days of each incident through the School Incident Reporting System (SIRS).

Substance Abuse

San Miguel School is aware of the dangers and problems of substance use and abuse in the school and community. The safety and well being of the San Miguel students, staff, teachers and community demand that all students are free of the effects of alcohol or any other un-prescribed mood-altering chemicals, particularly illegal drugs, including tobacco products.

Therefore, San Miguel School has developed a comprehensive program aimed at maintaining a drug and alcohol-free school environment. This will be achieved with early detection, intervention and prevention of the use or the effect of such substances in the school, in school operated buildings, on school property, and during school sponsored events, including field trips and graduation celebration.

San Miguel School regards any misuse of drugs and/or alcohol by students to be an unsafe practice. Additionally, San Miguel School believes that student use of drugs and/or alcohol creates an increased safety risk to themselves, other students, and the public.

Accordingly, it shall be the policy of San Miguel School that any student found to be in possession of, under the influence of, impaired by, using, selling, offering for sale, or trading drugs and/or alcohol during school hours, while on San Miguel property (including parking lots) or while involved in a school sponsored event, is in violation of this policy which shall result in disciplinary action, possibly including suspension and/or expulsion, and notification of local and state law enforcement as required by law.

San Miguel School fully recognizes that drug use and/or alcohol use by students is a problem for which treatment and rehabilitation programs shall be made available to the parent/guardian for their son or daughter. Parents/guardians and substance abuse professionals shall be brought in for collaborative evaluation, assessment, and recommendation for treatment when indicated. Students suspended for drug and/or alcohol use MUST meet all recommendations made by the referring agency or substance abuse professional in order to be accepted back into and remain in school.

Suspicious of drug and/or alcohol use by students identified by a teacher, staff member, parent, or other students warrant an immediate response. Suspicious of drug and/or alcohol use can be based on observation of unusual behavior, behavioral changes, attitudinal changes, attendance problems, non-responsiveness in or failing of classes, etc. San Miguel School realizes that there may be many reasons other than drug and/or alcohol use for these changes or observations. Therefore, professional school counselors and parents/guardians shall be consulted prior to making any allegations and/or referrals. The Principal, Director of Student Life, or other designated staff member shall coordinate referral sources for drug and/or alcohol testing, student assessment, and evaluation when indicated.

Any student observed in the school, on school property, or participating in a school sponsored event in the possession of illegal drugs, controlled substances, and/or alcohol shall be in violation of this policy, which shall result in disciplinary action including the possibility of expulsion. Such possession shall be reported to local law enforcement agencies for confiscation and appropriate action, as well as the student's parent/guardian. Upon confirmation by local law enforcement officials of the illegal substance, the student found in possession shall be suspended from school immediately, pending further disciplinary action.

Any student identified as using or selling drugs within or outside of the school shall be required to undergo drug and/or alcohol testing. Upon returning to school, random drug testing may be carried out. Testing shall be done as recommended by a substance abuse professional and scheduled in collaboration with the parent/guardian of the involved student. The purpose of random testing is to support the student in remaining free from drug and/or alcohol use.

Any student arrested on illegal drug related charges may be considered to be in violation of this policy. In determining the appropriate course of action, the principal and involved staff shall take into consideration the nature of the charges, the student's participation in the charges, the student's school record, parent/guardian input, and other mitigating factors.

Any and all information developed or obtained about a student relative to violation of this policy, as specified by law, shall be construed as confidential information and shall only be disclosed to those persons who have a "need to know" for the assessment, evaluation, treatment, and on-going support of the student.

School Uniform and Dress Code

Students are expected to be dressed in a complete, presentable, and clean uniform each day. Proper grooming is expected of each student. This includes routine bathing, proper care of hair, and a neat appearance. While

students are encouraged to take responsibility for meeting the school uniform code, it is ultimately the responsibility of parents/guardians to see that their children are in complete uniform each day. If it is absolutely necessary for a student to attend school without a complete uniform, a note must accompany the child, explaining the reason why they are out of uniform. In this case, the student must still be dressed in appropriate attire and may attend classes for up to two days without a complete uniform.

If a student comes to school out of uniform without a note, he or she will be asked to sit in a safety seat for the school day. The school shall attempt to contact a parent/guardian and inform them of the issue.

Students will present a neat and clean appearance at all times. Inappropriate dress, extreme hairstyles, accessories, or the wearing of makeup will not be allowed. Any student not in compliance with these specifications shall remain home until he or she comes into compliance. Any questionable hairstyles will be dealt with at the discretion of the principal. The goodwill and cooperation of all involved is expected.

Uniform shirts, pants, sweaters, and fleeces are ordered through the company “*French Toast*”. Uniform and dress code guidelines are as follows:

Acceptable Uniform Dress

- *French Toast* gray pants: relaxed fit, flat front or relaxed fit, pleated front
- *French Toast* shirts, fleeces and sweaters
- White, blue or black collared, polo shirt (long or short sleeve) with San Miguel logo that shall remain tucked in throughout the school day.
- Black fleece, sweater or sweater-vest with San Miguel School logo
- Black belt
- All black dress shoes in school; athletic shoes while in the gym.
- Socks of any color.

Acceptable Out of Uniform Dress

- Generally any conservative formal or casual clothing is acceptable
- Tops and bottoms should cover the torso from neckline to at least the mid thigh.
- Shoes should protect the feet and not present a trip hazard, especially on the stairs.

Unacceptable Dress

- Shirt out / un-tucked
- Jackets, sweatshirts, and hats may not be worn in class
- Inappropriate hairstyles
- Revealing clothing
- Inappropriate words or artwork / images
- Gym shoes (except in the gym), boots, or dress shoes that are not all black
- Snow shoes / boots may be worn to school, but must be changed upon entering the classroom.

* The school principal reserves the authority to make any and all final decisions regarding questions pertaining to the school uniform and dress code.

Note: Students may earn Out of Uniform Passes for good conduct and for meeting academic goals. There are also Out of Uniform Days. Students who earn passes should show the pass to their parents so they know their child has permission to dress out of uniform on a given day. Out of Uniform days will be communicated in the

monthly school calendar and/or in the weekly Parent Folder.

Students who are in the Recovery Room may NOT use Out of Uniform Passes or participate in Out of Uniform Days.

Arrival and Dismissal of Students

All guidelines for student conduct shall apply on school grounds before, during and after school hours and school events. School grounds shall be defined as both parking lots, both sides of 48th Street between Damen Ave. and Winchester Ave., and the sidewalks along the church, school buildings, and social center. Students walking to school should cross the streets at the corners with the help of the patrols that are assigned to specific areas to aid in the safe arrival and dismissal of our students. In particular, students are required to obey the Chicago Police Department crossing guard at the intersection of 48th St. and Damen Ave. Failure to do so could result in disciplinary action.

On Mondays through Thursdays, school begins at 8:00 AM. However, supervision is provided each morning beginning at 7:30 AM. Students eating breakfast may enter the Community Center at 7:30 AM. Breakfast will be served in the cafeteria from 7:30 to 7:45 AM. After 7:45 AM, all students may enter the Community Center. Teachers take the students to their classrooms at 7:55 AM. Students arriving at school after 8:00 AM are considered tardy and must go directly to the office to receive a tardy slip.

On Fridays, school begins at 8:30 AM. However, supervision is provided in the morning beginning at 7:45 AM. Students eating breakfast may enter the Community Center at 7:45 AM. Breakfast will be served in the cafeteria from 7:45 - 8:15 AM. After 8:00 AM, all students may enter the Community Center. Teachers take the students to their classrooms at 8:25 AM. Students arriving at school after 8:30 AM are considered tardy and must go directly to the office to receive a tardy slip.

The streets and sidewalks outside the school can be hazardous at arrival and dismissal times. Parents/guardians are asked to be especially careful when dropping students off or picking them up. While most students will leave the building immediately after dismissal each day, there are times when a student will be requested to remain in school for special help, disciplinary reasons, or on a volunteer basis to help the teacher. If a student must remain after school, a teacher or other member of the school staff will attempt to call or otherwise contact the parent/guardian. Students will not remain in the school without notification of the parent/guardian. This does not include activities previously scheduled such as athletics, clubs, or tutoring. On Monday through Thursday, students will be dismissed at 3:30 PM. On Fridays, students will be dismissed at 2:30 PM.

Please make every effort to pick-up your child promptly at the conclusion of student activities, field trips, and special events. Students are not allowed to leave the school premises on their own after dark without the express permission of a parent/guardian.

Emergency Drills

All students and staff will participate in emergency preparedness drills throughout the school year. These drills include evacuation drills, tornado shelter in place drills, bus evacuation, and building lockdown. The purpose of these drills is to prepare students in the case of an emergency.

Prohibited Items at School

Large amounts of money or any articles that cause distractions at school are to be left at home. In general, portable electronic devices must be turned off and put away during school hours and extra-curricular activities.

Teachers or administrators may confiscate any such item exhibited at school that is deemed disruptive or potentially disruptive of the learning process or school activity. Confiscated items will be kept in the school office and released only to a parent/guardian. This policy is in your child's best interest because such items can be lost, broken, or stolen. The school is not responsible or liable for any lost, stolen, or broken items or money. This policy also applies to after school activities and off-campus activities such as field trips and retreats.

Search and Seizure

The school reserves the right to inspect all school property. The school reserves the right to inspect all student property brought into the school buildings or school related activities such as field trips including book bags, school supplies, jackets, and luggage when there is sufficient concern for the safety of students. The school may confiscate any suspicious, inappropriate, or questionable material found during such searches.

Sexual and Unlawful Harassment

Sexual harassment of one staff member by another, of a student by a staff member, of a staff member by a student, or of one student by another is unacceptable conduct. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, sexual orientation, handicap, physical appearance, or ability, or any other legally protected characteristic will not be tolerated. Harassment consists of unwelcome statements or actions based on these characteristics or any other status that are sufficiently severe or pervasive. Interference with an individual's work performance or participation in a program, or the creation of an intimidating, hostile, or offensive environment is strictly prohibited. Staff members or students who engage in any type of sexual or other unlawful harassment will be subject to appropriate disciplinary action, including suspension and/or dismissal.

Retaliation in any form against a staff member or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action. Any staff member or student who knowingly makes false charges against a staff member or a student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

Any student or parent who becomes aware of possible sexual or other unlawful harassment should promptly take the matter to the principal or other school official. San Miguel School will determine the facts regarding any allegations of harassment in a prompt and confidential manner and will take appropriate corrective action when warranted.

Acceptable Use Policy for the Use of Computers & Telecommunications

Computers, computer software, internet connections, and all data storage and retrieval systems are the property of San Miguel School and not of staff or students. Computers, related technologies, and G Suite for Education are provided for educational purposes. Staff and students are given the privilege of their use. San Miguel expects all who are afforded use of computers, related technologies, and G Suite for Education to use them for their intended educational purpose and in ethical and legal ways.

Examples of unethical or illegal use include:

- Transmission of material in violation of the law: threatening, harassing, pornographic or obscene material;
- The use of San Miguel equipment for personal financial gain, political lobbying, sending chain letters, junk mail, or product advertisement;
- Harming or destroying or changing another person's files or data;
- Creation and/or deliberate dissemination of computer viruses;
- Reading, copying, deleting or modifying another person's data without that person's expressed permission;

- Willful destruction of computer hardware or software;
- Posing as or pretending to be someone else in electronic communication;

Violations of the above may result in the suspension or revocation of computer use privileges as well as possible other disciplinary action, including legal action. In addition, monetary remuneration will be sought for damage that causes the school to repair or replace equipment.

San Miguel maintains the computer equipment and related systems but cannot guarantee anyone's privacy or the confidentiality of anyone's electronic documents or email. San Miguel reserves the right to access all school devices and their storage, to access G Suite for Education accounts and cloud storage, to retrieve information and records, to do routine computer maintenance and housekeeping, or to comply with law enforcement agencies by disclosing electronically saved information. Anything contained on the school's hard drive computer disks, which are purchased by the school, is property of San Miguel School. Anything contained in G Suite for Education accounts is the property of San Miguel School. Students and parents/guardians are required to read, sign, and submit the technology consent and agreement forms found at the end of this handbook. Any student who does not have these signed forms on file may be denied use of technology resources at San Miguel School.

Social Media Policy

Student Social Media accounts may NOT be accessed during school hours and extracurricular activities whether on school, personal, or borrowed electronic devices. Students should be guided by the Acceptable Use Policy for the Use of Computers & Telecommunications in their use of social media accounts in which San Miguel School and members of the San Miguel community: students, graduates, parents, guardians, and staff are mentioned. Complaints about the misuse of social media accounts may be reported to teachers, administrators, or staff. The school will investigate such complaints at its discretion.

As required by Illinois State Law, 105 ILCS 75/15, the school may not request or require a student to provide a password or related account information in order to gain access to the student's account or profile on a social networking website. The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy. The school may require the student to share content in the course of such an investigation.

GENERAL POLICIES & PROCEDURES

Child Abuse/Neglect by a Parent/Guardian

If school personnel suspect child abuse or neglect by a person responsible for a student's welfare, they are mandated by the State of Illinois to report the suspicion to proper authorities.

Privacy and Release of School Records

San Miguel abides by the provisions of the Family Educational Rights and Privacy Act (P. L. 93-380) with respect to parent/guardian right of access to their child's school records. The school also abides by the provisions of the Illinois law regarding the right of access of the non-custodial parent to their children's school records. Regardless of custody, both parents have the right to inspect and receive a copy of school records and reports in the absence of a court order to the contrary. Furthermore, parents/guardians have certain rights with respect to their child's records. These rights include:

Right to inspect: Parents/guardians have the right to look at all of their child's records maintained in the official school office. If parents are divorced or separated, the school presumes that both parents have access to the child's records unless otherwise stated by court order.

Right to prevent disclosures: The school will not disclose anything to third parties from a student's records unless a) the parent/guardian consents in writing prior to the disclosure or b) the information is directory information, not requested to be kept confidential.

Right to request information: Parents/guardians have the right to present evidence that the school should amend any part of the student's record which they believe to be inaccurate, misleading or otherwise a violation of students' rights. If the school decides not to change the record, parents/guardians may insert an explanation in the record.

School Fees

The actual cost for one year of attendance at San Miguel is in excess of \$14,000 per student. San Miguel School offers a student scholarship program to subsidize the cost of the school for all families. For 6th and 7th graders, the school fee is \$85 per month for 12 months, August-July. For 8th graders, the school fee is \$90 per month for 12 months August-July. If at any time, families are unable to pay school tuition or fees because of financial hardship, please speak with the principal as soon as possible.

Fundraising

Parents and guardians are required to participate in three mandatory fundraising events throughout the school year; the chocolate drive, the Cinco de Mayo Festival, and the selling of tickets to dances. Participation in additional fundraising events is encouraged and appreciated but not required.

Illness

If a student has symptoms of a cold, flu, or COVID-19, which may include but are not limited to: a sore throat, cough, earache, runny nose, sneezing, skin rash, eye infection or elevated temperature of 99.6 F., the student should be kept at home. If a student becomes ill during the school day, a parent/guardian will be contacted at home or work. Parents/guardians are responsible for picking up their child. The student will not be dismissed until a parent/guardian or other authorized adult comes to the school office to sign out the student.

Communicable Diseases

When a child has been absent due to a communicable disease, a doctor's note must be presented to the teacher upon returning to school. The following diseases require exclusion from school: COVID-19 (ten days of isolation), lice, scabies, chicken pox (no fewer than six days after outbreak), German measles (five days after the appearance of rash), and mumps (9 days or until swelling is gone).

Immunizations, Medical, Dental, and Vision Examinations, and School Exclusion

Illinois State Law requires that every student's parents/guardians present to the school proof of immunization from communicable disease. This information must be on file for every student in school. The Department of Public Health requires proof of immunity from Diphtheria, Pertussis, Tetanus, Poliomyelitis, Measles, Rubella, and Hepatitis B. The mumps vaccine is strongly recommended. Also in compliance with state law, all students must have records of a current medical examination on file, and sixth graders must present records of recent dental examination or the appropriate waivers. Finally, any student entering San Miguel School, where this is the first time they have enrolled in an Illinois school, is required to provide evidence of a vision examination. Any student whose parent/guardian has not presented proof of a required health examination, dental examination, or immunizations by the stated deadline shall be excluded from school. Illinois law generally sets this deadline as October 15th of the current school year.

Administration of Medication

No school employee or representative shall dispense medication of any kind to students without the expressed, written consent and direction of a parent/guardian. In general, parents are encouraged to come to the school and dispense any drugs the child may need. When a student requires daily medication for a chronic condition, a written note from both a parent/guardian and the prescribing physician must be presented specifying the exact dosage and time for administration. All such medication must be registered and kept in the school office.

The school allows the self-administration and self-carry of asthma medication upon receipt of a signed parent permission notification and a copy of the prescription, both of which are maintained in the school files and renewed annually.

The school and school personnel incur no liability for injuries occurring when administering asthma medication. If a parent wishes staff to administer or assist in the administration of asthma medication for their child, they must sign a statement acknowledging this protection.

The school allows the self-administration and self-carry of diabetes medication upon receipt of a signed parent permission notification and a signed physician diabetes care plan that also carries the parent signature, both of which are maintained in the school files.

Excused from Fitness Activities

To be excused from a fitness class, a written request from the parent/guardian is required. If a child is to miss more than one week of fitness class, a note from the doctor is required. Should a child have any health conditions that would prohibit him/her from certain classroom or other school activities, it is the parent/guardian's responsibility to notify the teacher, in writing, of this condition. A note from the doctor is also expected and will be kept on file.

Insurance

The Christian Brothers Services will arrange insurance for all students during school hours and when participating in any activity related to school.

Crises, Emergencies, and Emergency Contact Information

In the event of a crisis, the school crisis plan will be put into effect and parents/guardians will be contacted as soon as possible. If a student becomes ill or is the victim of an accident during the school day or while participating in a school related activity the school will contact the parent/guardian or designated emergency contact person. If the parent/guardian, family physician, or the adult designated as the emergency contact person cannot be reached, one or more school representatives shall seek emergency medical care on behalf of the student. It is extremely important that each student has accurate emergency contact information on file in the school office. If any such information changes during the year, it is the parents'/guardians' responsibility to notify the school immediately. It is extremely important that the school be able to easily and quickly reach at least one parent/guardian at any time during the school day or a school-sponsored event. In accordance with state law, the school will routinely conduct fire and disaster drills. All students are made aware of the exits and precautions to be taken and must obey all directions given by school staff during drills and actual emergencies. If a tornado warning is in effect, the students will be taken to a safe place. If a tornado warning occurs near dismissal time, students will not be dismissed until the warning has expired.

General Compliance with Illinois School and Administrative Code

San Miguel School will be in general compliance with the applicable sections of the Illinois School Code, with relevant case law (including Plyler v Doe), and with 23 Illinois Administrative Code Part 425.

Model Release

By signing the handbook agreement form, the parent and guardian is granting to San Miguel School, its legal representatives, and partner organizations the right to use and publish photographs of their children or family, or photographs in which the student or family may be included, for editorial, advertising, promotional, and any other lawful purpose, and do so in any manner or medium including electronic usages.

Note: Christian Brothers of the Midwest, Archdiocese of Chicago, and Big Shoulders are examples of our partner organizations.

Right to Amend Handbook

San Miguel School retains the right to amend the handbook.

Governance and Administration

San Miguel Board of Directors

San Miguel School is governed by a self-perpetuating Board of Directors that meets quarterly. This board is primarily responsible for oversight, guidance, and resource development of San Miguel Febres Cordero School, Inc. In certain limited cases (reserve powers), the Board of Directors shall make a recommendation to the Members of the Corporation (Midwest Christian Brothers) for final action.

Responsibilities:

- Review and monitor San Miguel’s mission, purpose, goals, strategic plan and means to achieve these goals
- Participate in Board Policy Based upon Governance Model
- Provide proper financial oversight including approval of the annual budget, regular review of financial statements and policies, and ensuring that proper financial controls are in place
- Advocate on behalf of San Miguel School Chicago and ensure the acquisition of adequate resources for San Miguel to fulfill its mission
- Select, nominate, and assess the Executive Director of San Miguel
- Strengthen San Miguel’s brand position
- Identify new board members in partnership with the Executive Director

Administrative Staff of San Miguel School and Community Center

San Miguel School and Community Center is led by the Executive Director who works with the leaders of three departments: School, Community Center, and Institutional Advancement with the support of the Business Manager / Human Resources Coordinator. Each department plays a key role in the success of the whole organization.

San Miguel School Administration

The school’s administration is led by the school’s Principal, Assistant Principal, and Social Worker. This team oversees the direction of each area of the school community.

The Main School Office

The main office provides the primary source of communication between families and the school. It supports administrative needs of the faculty and staff, maintains student files, updates all family contact information, coordinates enrollment, and collects student tuition and fees.

Middle School Grade Level Teams

San Miguel School includes self-contained 6th, 7th, and 8th grade classrooms. Each grade level contains of team of three team members led by the identified lead teacher whose responsibility is conducting the

weekly team meetings, coordinating grade level scheduling, creation of student behavior management plans, and the facilitation of communication between all members of the team and school administration

Middle School Remediation Team

This team is responsible for academic remediation of students in mathematics and literacy. Students are referred to this team using assessment data, ELL screenings, and teacher recommendations. This team consists of the Title I instructor, Title I Academic Counselors, the i.t.a. Coordinator, tutors, and the Assistant Principal.

San Miguel Community Center Administration

The Community Center is supervised by the San Miguel Principal or designee. It includes the Family Support Coordinator, the Athletic Director, and the Coordinator of 8th Grade High School Transition and Graduate Support.

Advancement Team

This team consists of the Executive Director, members of the San Miguel Board of Directors, the Chief Advancement Officer, and consultants for grants and communications. The primary function of this team is to secure resources for the operational costs of the school.

Finance and Human Resources

This department is overseen by the Executive Director who works closely with the Business Manager / Human Resources Coordinator. This department is primarily responsible for finance and accounting, vendor contracts, and human resources.

San Miguel School Wellness policy:

Our Beliefs:

San Miguel School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. The school recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' lives and wellbeing.

Intent:

The intent of our school wellness policy is to ensure that students experience a school culture that encourages healthy lifestyles, reduces childhood obesity, and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004.

Goals for Student Physical Activity:

- o Students will have a safe environment to engage in physical activity.
- o Students will participate in Physical Education Class for 40 minutes each week facilitated by their classroom teacher.
- o Students will have the opportunity to participate in morning recreation and open gym- for 30 minutes each day prior to the start of the school day.
- o All students will participate in after-lunch recess in which various physical activities will be facilitated by San Miguel staff members. This opportunity will not be taken away from students as a punishment.
- o Extra-curricular/after school athletic opportunities will be offered to students throughout the school year, including but not limited to soccer, volleyball, basketball, running, and softball.
- o Teachers will be encouraged to incorporate movement and kinesthetic activities into their instruction.

Nutrition Education:

- o In each grade level, students will receive health education instruction covering the topics of nutrition, body systems, fitness, during the regular course of their science and religious education instruction.
- o The school and counseling staff will work with parents in providing students with a healthy diet and daily physical activity for their children. This may include large group workshops, Parent-Student-Staff sporting events (Basketball, Volleyball, Soccer games held annually) or interventions.

Nutrition/Food Service Guidelines:

- o San Miguel School will work in collaboration with the food service vendor to provide well balanced meals daily for breakfast and lunch that are consistent with the recommendations of the Dietary Guidelines for American, meeting the nutrition requirements and regulations of the Nation School Lunch Program and National School Breakfast Program.
- o All students will have the opportunity to receive breakfast free of charge each morning.
- o Nutritional information will be provided to students daily, charting the food groups their food choices are found in.
- o Students will be given the opportunity for 30 minutes to eat their food daily, in a clean, supervised, and safe environment.
- o Students will be prohibited from purchasing soda and other non-nutritious snacks during the school day.
- o Staff, students, and parents are encouraged to bring healthy food choices into the school for meeting and/or celebrations. Food should be free of allergens.
- o Students will not be withheld food or beverages as a punishment.

Food Safety

- o Food Service coordinator and administration will work in collaboration for the vendor to ensure all sanitation regulations are met. All food provided by the school shall comply with federal, state, and local food safety and sanitation regulations.
- o Access to the kitchen and areas of food preparation will be restricted to authorized personnel.

Policy Review

- o At the beginning and conclusion of each school year, faculty and staff will evaluate the success of the school wellness policy.
- o One time per year, students and families will be solicited at a Parent Council Meeting for input on the level of physical activity offered to students, the wellness curriculum, and the food service program.

Parent/Guardian and Student Handbook Agreement

I/we have read the San Miguel Parent/Guardian and Student Handbook and agree to be governed by the policies and guidelines contained herein.

Parent/Guardian 1 Signature: _____ *

Parent/Guardian 2 Signature: _____

Student Signature: _____ *

Date: _____

San Miguel School reserves the right to refuse admittance of any student who does not submit this form to the school office with the *required signatures above.

SAN MIGUEL SCHOOL

PARENT COVENANT

SCHOOL YEAR 2024-2025

As a parent of a student at San Miguel School, I understand that I am the primary educator of my child and an essential member of the San Miguel educational community. Therefore, I am committed to working in partnership with the school in the following ways to ensure my child's academic, emotional, social, and spiritual growth:

1. I will be supportive of the teachers' efforts to correct inappropriate behavior. If I hear my child talking negatively about or disrespecting a teacher *I will insist that my child refrain from such behavior.* Furthermore, if I feel there is an issue that needs to be discussed with a teacher or the school I will do so promptly and in private with the teacher or the principal. *I will not speak negatively about a teacher or the school in front of my child.*
2. I will provide my child with a quiet, orderly place at home in which to complete each night's homework, read for the number of minutes required at their grade level, and I will check my child's homework every night.
3. I will be sure my child eats breakfast every day, either at home or at school.
4. I will call the school NO LATER than 8:45 AM on any day that I know my child will be late or absent. I will send a note of explanation with my child when he or she arrives to school late or when he or she returns to school after being absent.
5. I understand that my child will bring home a Parent Packet every other Friday. I understand that it is my responsibility to read and review all materials in the packet and to sign and return the envelope to school with my child the next school day.
6. I will send my child to school each day dressed in a clean and complete school uniform. I will send a written note of explanation with my child if there is any reason he or she is not in a complete school uniform. I understand that if my child will be asked to sit in a safety seat when out of uniform.
7. My child and I will attend all scheduled Student/Parent/Teacher conferences. I understand that I will be charged a fee of \$25 for each missed conference.
8. I am obligated to successfully complete a minimum of one Parent Education program (lasting 4 weeks or more) sponsored by San Miguel. I understand that if I fail to honor this commitment I will be charged a fee of \$75 (applies to each parent). If you are unable to meet this obligation, please speak with the principal as soon as possible.
9. I will meet my obligation to pay all school fees and charges on time. If you are unable to meet this obligation, please speak with the principal as soon as possible.
10. I understand that if my child is responsible for damage or vandalism to school property, my child and I will be held responsible for the cost of replacement or repair.

Name of Student *(please print)*

Signature of Parent / Guardian

Date

Signature of Parent / Guardian

Acceptable Use Policy for School Computers and Telecommunications

Parental Consent / Student Agreement Form

1. San Miguel School has chosen to permit students access to computer and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents and guardians are warned that San Miguel School does not have total control of the information on the Internet. Students will be instructed regarding appropriate online behavior on social networking sites and in chat rooms; the use of both such sites on school computers is prohibited.
2. Students will be provided with instruction related to cyber-bullying, including recognizing and responding to bullying. Any cyber-bullying which occurs on school computers or during school hours will result in disciplinary action as outlined in the *San Miguel School Parent / Student Handbook*.

Parents and guardians are the primary authorities responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, San Miguel School supports and respects each family's right to decide whether or not their child may have access to this resource.

1. I am the parent/guardian of the below named student. I have read the Acceptable Use Policy for Computers & Telecommunications ("the policy") and I have either explained it to my child/ward ("student") or I have assured myself that the student understands it. I also understand my own and the student's responsibilities regarding computer hardware, software, and Internet access at San Miguel School.
2. Check one:

_____ I hereby consent to my child's having access to, and use of the telecommunications resources at San Miguel Febres Cordero School, Inc. or the San Miguel Center, Inc. I also hereby indemnify and hold harmless San Miguel School or the San Miguel Center, Inc. from any claims or loss resulting from any infraction by my child of the policy or any applicable law.

_____ I do not consent to my child having access to, or use of, the telecommunications resources at San Miguel School.

Parent/Guardian signature

Date

Name of Parent/Guardian

Name of Student (please print)

Student signature

Street Address

City

State

Zip

Addendum A:

Rev. 11/2024

Non Discrimination Statements

(Jeff Hawkins Law)

As per Illinois PA 102-0360, San Miguel School does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

Athletic Uniform Modification

San Miguel School allows student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences. If a student chooses to modify his or her athletic or team uniform the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modification.

Medical Cannabis Policy

Students are not permitted to use or possess cannabis in our schools except in accordance with the law and school policy. School policy should provide that if a parent/guardian of an elementary/secondary student who demonstrates his/her son or daughter is a “registered qualifying patient” and has an individual who is a “registered designated caregiver,” both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school.

A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the schools educational environment or would cause exposure of the product to other students.

Faith’s Law & Sexual Abuse Response Resource Guide

In compliance with Safe Environment Requirements, San Miguel School staff are bound by the Archdiocese of Chicago Professional Code of Conduct for Employees and Volunteers and Faith’s Law. The Illinois State Board of Education created the Sexual Abuse Response Guide to assist parents or caregivers in the event sexual abuse is suspected, reported, and/or being investigated. This guide can be requested in the school’s office or found online at the website below:

<https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf#search=sexual%20abuse%20response%20and%20resource%20guide>.