

St. Mary's Catholic School

Student Handbook

For

2011-2012



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ST. MARY'S CATHOLIC SCHOOL

Mission Statement

St. Mary's Catholic School (Mt. Carmel, Illinois), founded by St. Mary's Parish in 1881, exists to pass on the faith. Our faith challenges us to live the Gospel Message, to build community, and to serve all people.

We seek to challenge our children to strive for academic excellence and to develop their physical and social talents to their highest potential.

We are committed to religious education. This is taught as a class and is also incorporated into the total curriculum. Students are actively involved in Mass and the sacraments. They are challenged to live Christ's example and to love and respect one another, as well as all people.

We recognize the crucial role that parents play in the education of their children and the formation of their values. Therefore, parental involvement is encouraged in school activities and in school governance.



Our goal is to join in partnership with the families, parish, diocese and church to build an academic and moral foundation for our children and ultimately our children's children.

Spring 2011

Philosophy

St. Mary's Catholic School's philosophy is to develop Christian character and good citizenship. The focus is on the development of each child, intellectually and morally.

The Catholic Faith teaches that a person's body, mind, and soul are united. Therefore, education at St. Mary's involves academic achievement, physical health, cultural development, and social virtues that are linked with moral and spiritual growth. The curriculum continues to evolve to meet the high academic and religious expectations of the staff and parents.

Together, parents and teachers strive to prepare students socially and culturally for change. This process enables the students to live enriched and fulfilled lives, as well as to be worthy citizens of the community and ultimately - to attain the end for which they were created by God "Eternal Happiness".

Purpose:

1. To cooperate with the church in its mission to foster personal relationships with Christ and to promote social reform in the light of Gospel values.
2. To cooperate with parents in communicating the faith to their children and to provide the knowledge and guidance for life and eternal happiness.

Objectives:

As an outgrowth of the philosophy and purpose of St. Mary's School, the following objectives have been established:

1. To teach our Catholic doctrine and help in the development of character.
2. To provide a quality education by imparting basic knowledge in the fundamental school subjects.
3. To lead the students toward greater respect and kindness toward others.
4. To develop an appreciation for the social virtues and a willingness to make the sacrifices needed to live as Christ would have us live.

Spring 2011

I ACADEMICS

ACADEMIC TEAMS & COMPETITION

Scholar Bowl Composition and Requirements

- 1 – Team is comprised of 8 to 10 members coming from 8th and 7th grades
- 2 – Iowa Basics score of 90% or better.
- 3 – Teacher recommendation is used when team composition is (a) not clear and easily distinguishable and (b) if not enough 8th and 7th graders qualify and team is opened to 6th graders
- 4 – Two disciplinary procedures or detentions and a student is removed from the team
- 5 – Attendance at practices is required; student is removed after two unexcused absences
- 6 – Subject to St. Mary’s Extra-Curricular Policy

Spelling Bee

In January of each year students in Grades 5 – 8 are quizzed over assorted spelling words. Students with the highest scores compete before the entire student body for three positions. The top three students then represent St. Mary’s in the Wabash County Spelling Bee. The fourth place winner is named as an alternate.

ATTENDANCE

Regular attendance is essential for scholastic achievement. Teachers keep a daily record of attendance for the students’ permanent record cards. Excessive absences can hurt a child’s grades even when work is “made up.” NOTHING can replace the sequential building of skills and concepts, as well as specific presentations by teachers. Attendance at the Christmas & Spring program is mandatory. If for any reason your child is unable to attend a written note must be sent to the office.

When a child is absent from school (K-8), a parent must call in each day the child is absent. Failure to notify the school will result in a call from the school. The student is responsible for class notes and assignments missed. Upon request, all homework will be available for pickup in the school office at 3:00.

Students who miss three consecutive days must return with a doctor’s note. If a parent must take a child out of school for a pre-arranged absence, a written note is required at least one day in advance. If an adult other than the parent is picking up the student, the parent must specify in writing the name of the adult.

Students must check with their teachers to see if any advance work needs to be completed before leaving on any pre-arranged absence. Tests will need to be taken either before the student leaves or at the teacher’s discretion.

In order to protect the students, the accompanying adult must come to the office and sign the child out. Students will not be sent from the school to meet rides. If the student is returning to school the same day, the adult must also come to the office to sign the student back in.

A student returning to school following a doctor's appointment must bring a doctor's excuse pass to the office.

If a situation arises in which you anticipate the child having to leave school, but have sent him/her to school, please send a note stating that the student might be leaving that day.

Students participating in extra-curricular activities MUST be in attendance at school at least one half (1/2) of the school day (3 ½ hours) in order to participate in the scheduled activity.

Exemptions to any of the above may be appealed directly to the principal.

**PLEASE SIGN AND DATE ANY CORRESPONDENCE
THAT IS SENT TO THE SCHOOL**

TARDY AND ABSENCE

It is the policy of the Diocese of Belleville that the following guidelines be used when a student is tardy or absent:

1. When a student arrives at school late but within 30 minutes of the beginning of the school day, a student will be considered tardy.
2. When a student arrives at school after 30 minutes of the start of the school day, the student will be considered as ½ day absent.
3. If a student arrives at school within an hour or leaves to go to the doctor or other appointment and returns within one hour, the student will not be considered as absent. If the student is gone for more than one hour, the student will be considered as ½ day absent. If student leaves school within one hour of normal dismissal, the student will not be considered as absent.

Policy 5113

Adopted: May 27, 1998

Revised: March 16, 2010

Students are expected to be in their classroom at 7:55 a.m. Classes start at 8 a.m. each day. They are allowed in their classrooms at 7:45 a.m. Students who arrive before 7:45 wait in the gym for the 7:45 bell. Those arriving in the classroom **after 7:55 a.m. are tardy**. Students who ride the bus will be dismissed at 3:00 p.m. The remaining students will be dismissed at 3:05 p.m. or after the buses have left the premises. If you need to take your child before the second bell you must sign them out in the office.

1-8 Students: If a student accumulates 10 tardies throughout the year, he/she will serve an hour detention before school. For each additional 3 tardies, another hour detention before school will be served.

Perfect attendance requires that students do not miss any classroom time, whether through being tardy, absent, or having doctor appointments. Students may be excused for one event that the

principal deems to be school or community related.

TRUANCY

When a teacher notices excessive tardiness and/or absences, the parents will receive a call from the principal. If there is no valid excuse, the district truant officer will be notified.

CURRICULUM

St. Mary's Catholic School provides for a well-rounded curriculum in accordance with the guidelines set forth by the State of Illinois and the Diocese of Belleville. The following subjects are required for all students:

Religion	Math	Science	Physical Education
Art	Music	Language Arts	Social Studies
French (6-8)	Computer		

Techniques being implemented in the program include:

6 + 1 Writing Traits	Cooperative Learning
Use of manipulatives in both science & math	Interdisciplinary Units
Lifetime Activities (5-8)	RtI
Interactive white boards	

Our Goal – Positive Reinforcement and Self Esteem

St. Mary's Catholic School Staff seeks to develop the students' intellectually and emotionally. Therefore, the use of positive reinforcement to develop a child's self-esteem is used throughout the school. This method makes the child aware of and responsible for his or her own personal actions. To reinforce this approach sometimes contests and certain achievements result in rewards and recognition. Staff members advocate that all adults working with the students in extra curricular events also adopt this process.

Activities, through which positive reinforcement and self-esteem are developed, include:

- 1 – Daily Classroom Helpers, which are chosen on a rotating basis,
- 2 – Mass participation, which includes 8th Grade Eucharistic ministers, Liturgical ministers, Mass parts.
- 3 – Catholic/Christian Education.

EXTRA-CURRICULAR POLICY (This policy refers to those students participating in St. Mary's athletic programs and any other extra-curricular programs).

Emphasis at St. Mary's will continue to be on the educational development of the child as well as his/her spiritual and moral growth. Extra-curricular participation is viewed as an opportunity for a student to further express his/her interest in other areas. It is not a right guaranteed at the expense of their educational and spiritual progress. Whereas parents may set their own rules for participation, St. Mary's will apply the following policies to all students who participate in St. Mary's school sponsored extra-curricular activities.

1 –When the principal is informed that a student who participates in any extra-curricular activity engages in the following behaviors he/she will be brought to the office for a discussion.

- a – falls below a 2.0 (“C”)
- b – fails to pass a major test
- c – repeatedly fails to turn in homework, projects, work, etc.
- d – presents a repeated/serious disruption to the class; or,
- e – is disrespectful to teachers, staff members or other students,

2 – The principal will inform the parents and coach of the problem.

3 – The student will have one week (five school days) in which to rectify the situation while still participating in or practicing his/her activity/sport.

4 – At the end of one week, the principal will meet with the teacher, student, sponsor/coach and parents, if they wish to be present.

5 – If no change or resolution has been reached, the student will be “benched” for two weeks from playing in his/her activity. The individual must attend practices and meetings but may not step onto the court to practice or to actively participate in any way. During this time all interested parties (individuals mentioned in #4) will assist the student in correcting the problem. **However, responsibility for change and improvement must come from the student.**

6 – If corrections have been made at the end of two weeks the student will return to his/her activity. If no corrections have been made, the student will be withdrawn from participation in the activity and removed from the team.

7 – If a problem develops a second time within a specific sport's season or within the semester for any other activities, the student will automatically “sit out” until all parties can sit down together to discuss the situation.

8 – At this time the principal will make a final decision.

Adopted: August 1996

Reviewed: August, 1998

Reviewed: Spring, 2011

INTER-SCHOLASTIC ATHLETICS

Following Diocesan Regulation 6145.2, a list of activities for participation may be found at the back of this handbook.

SPORTS PROGRAM

Refer to Competitive Sports Handbook

GRADING SYSTEM & HOMEWORK

Kindergarten, First Grade and 1st Semester only for Second Grade

These classes receive “O”/Outstanding, “S”/Satisfactory and/or “N”/Needs Improvement

Second To Eighth Grades

A-93 to 100 B-86 to 92 C-75 to 85 D-65 to 74 F-Below 65

The grading system is based on a percentage basis from 0-100. These percentage grades are averaged at mid-quarter, as well as the end of the quarter and semester. Grades can be taken from tests, homework assignments, in-class assignments, projects, reports, presentations, etc. The number of grades taken is at each teacher’s discretion. They are explained to all parents and students who have questions regarding the process.

Quarterly Class Preparation

Includes complete assignments and having all textbooks and workbooks necessary for class.

Students will receive zeros for no work or incomplete (discretion of teacher) work, THEREFORE, grades will be affected beginning at Step 2. Work must still be completed and turned in to the teacher by the following morning.

Steps:

1 – Warning (anyone can goof up once!) – in noon recess 12-12:25, but no note home, can do missed work at this time.

2 – Noon recess 12-12:25 – spend time copying a form letter to take home and have signed to return the next day.

3 – Same as step 2

4 – 30 minute after school detention and meeting with teacher/parent to discuss further consequences.

RETENTION/ACCELERATION

When a teacher and/or parent believes that retaining or accelerating a student would be in the student’s best interest, the following procedures must be adhered to:

1. The teacher shall inform the principal when he/she is considering retention or acceleration of a student. The teacher should give reasons for this consideration.

If the request for retention or acceleration of a student comes from the parent, the teacher shall inform the principal of the parent's request and the reasons for this request.

2. The teacher and parent shall meet during the school year to discuss the student's attitude, behavior, and academic progress. Discussion of the student's progress should take place every four weeks, with a written account of meetings kept on file. The teacher shall inform the principal of the times and dates of these meetings prior to the meeting. The principal may find it advisable to attend these meetings.
3. The principal shall see that the student is evaluated through adequate testing to discover a student's academic and emotional needs and abilities, strengths and weaknesses.
4. The level of the student's physical, social, and psychological growth must also be taken into consideration and evaluated.
5. The decision to retain or accelerate a student should be a cooperative one of parent, student, teacher and principal, with the final responsibility for a student's retention resting with the principal.
6. Before a final decision is made to retain or accelerate a student, the case must be reviewed by the Office of Education.
7. Parents must be informed at least 9 weeks before a final decision is made to retain a student.

The decision to retain a student can only be made if the school has an instructional program which ensures that the student will not simply be repeating the same material in the same manner for another year. This instructional program should be designed to meet the specific needs of the individual student and must be approved by the principal.

Generally, retaining a student in a grade for a second year or accelerating a student into an advanced grade is not advisable. However, in specific cases repetition of the grade or acceleration by a particular student may be beneficial because of the special circumstances that are clearly evident through the thorough evaluation process stated above.

Regulation 5123

Approved: November 29, 1994
Revised: February 1, 2007
Office of Education – Diocese of Belleville

Homework

The purpose of assigning homework for pupils in our Catholic schools shall

be to re-enforce what has already been taught in the classrooms. Homework shall not be used to introduce new material to the students, nor shall it ever be used merely to keep the students busy. Homework shall never be assigned as a punishment.

It is recommended that student class work that is to be done at home be reasonably assigned within the following timeline for the average student:

Primary Grades – 30 minutes
Intermediate Grades – 45 minutes
Upper Grades – 90 minutes

Policy 6154

Adopted: May 9, 1996
Revised: May 16, 2006

HONOR ROLL

Students having a 3.25 or higher grade point average (GPA) are placed on the honor roll. The GPA is figured by adding the grades (see chart below) and dividing by the number of classes (French counts ½).

A 4.00	B+ 3.25	C+ 2.25	D+ 1.25
A- 3.75	B 3.00	C 2.00	D 1.00
	B- 2.75	C- 1.75	D- 0.75

REPORT CARDS/CONFERENCES

According to diocesan policy, report cards are to be issued quarterly. In addition, mid-quarter reports are sent home to give parents an idea of the type of work their child is doing. These reports are to be signed and returned to school. Parents may see student tests by request.

Parent-Teacher Conferences are scheduled each October. Throughout the year time is available for additional conferences when requested by either a parent or teacher.

GRADUATION

Students are eligible for graduation following completion and mastering of grade level curriculum.

SCHEDULE

Morning Recess Lunch/Noon Recess Afternoon Recess

Grades PS, K, 1, 2, 3, & 4	10:00 – 10:15	10:55 – 11:50	2:00 – 2:15
Grades 5, 6, 7 & 8	None	11:40 – 12:25	None

Grade 4 will not have Afternoon Recess during 2nd Semester
Grades 5, 6, 7 & 8 – Homeroom Period 2:35 – 3:00

TESTING (Adopted by Board of Education March 1996, Reviewed Spring, 2011)

1 – Annual Academic Testing Program: Students in grades 2 – 8 participate in annual standardized testing programs. These tests are administered during the month of October. Results from these tests are used to evaluate student progress and to adjust the curriculum at St. Mary's. In addition, District 348 uses information from the test to determine student eligibility in various remedial and enrichment programs.

2 – Yearly Assessment of Catholic Religious Educational Testing: In order to insure effective evaluation of instructional programs in diocesan schools and parish religious education programs, an evaluation instrument is administered. It is recommended that the instrument, designed by the National Catholic Education Association (NCEA), be given every other year in grades 8 and 5.

3 – Resource testing to determine placement in Response to Intervention Program.

BEHAVIOR AND DRESS

BEHAVIOR POLICY

St. Mary's behavior policy emphasizes three points:

1. Christ's teachings to "Love one another."
We believe that remembering this and following the "Golden Rule" will result in more positive behavior.
2. Choice
It is a student's choice to behave properly or poorly; no one makes someone react in an inappropriate manner. It is possible to walk away from a situation that could become a problem if you stay.
3. Responsibility
Students accept the responsibility for their choice of actions. It is not someone else's fault when a student breaks a rule.

Students will be made aware of classroom and general behavior expectations through discussions and posted rules. Every teacher keeps record on the students.

We encourage communication between home and school. Therefore, parents may request a meeting at any point in our disciplinary procedure.

Rules for music, art, computer, physical education, lunchroom and recess will be as follows:

1. Disruptive behavior will result in the child being sent from the classroom or playground to a designated area. The student will write an apology to the teacher or supervisor.
2. Continued disruptive behavior will result in the parent being called.

General Rules for Grades K-4

Be careful
Be courteous
Be responsible
Be a good listener

Disciplinary Procedures for Negative Behavior

Grades K-5 Behavior rules, expectations and the discipline policy will be sent home at the start of the school year by the teacher.

During the first month, teachers will emphasize expected classroom behavior and work with positive rewards for good behavior.

Grades 6-8

The process for dealing with negative behavior that cannot be immediately resolved consists of five steps. The following steps will accumulate separately. If a teacher or parent wants a conference at an early step, it will be arranged.

Step 1 – Written notification is sent home to be signed and returned.

Step 2 – A thirty (30) minute detention is given the following day after school.

Step 3 – A one hour detention to be served at 7:00 a.m. in the office.

Step 4 – Out of school suspension and Parent conference before student may return to class.

*Principal may use own discretion in some disciplinary situations.

These procedures include a process for informing students and parents of problems that occur, and for working out solutions which solve them.

By the time a St. Mary's student is in the 6th, 7th and 8th grade, some misbehavior can no longer be considered "accidental". Depending upon the severity of a child's action, steps may be by passed BUT parents will always be notified before any disciplinary action is administered.

Corporal punishment is never an acceptable practice at St. Mary's Catholic School

At the beginning of each semester, all previous behavior forms are dropped and the children begin the semester with a fresh start.

SUSPENSION

The parents will be informed if the situation does not improve. If the problem occurs again, in-school suspension or out-of-school suspension will be used as disciplinary actions. Suspension, not to exceed five (5) school days, will depend upon the problem. A student may be suspended immediately when the principal decides this is the only course of action that can be taken at that time. A written record of the reason for the suspension, including the date and a summary of the parent conference, shall be kept on file.

Students will be automatically suspended and will face expulsion if drugs or weapons are brought on school property. Weapons include guns & knives but are not confined to these.

Any misuse of social media will result in suspension or expulsion.

EXPULSION

The expulsion of a child from a Catholic School in the Diocese of Belleville is a serious action. It shall be invoked only after due consideration of all other possible solutions.

The principal shall use every means available to discover the cause of the problem and shall exhaust all appropriate remedies, such as, consultation with the parent(s) or guardian(s) and possible referral to appropriate counseling or medical assistance, prior to an expulsion.

All expulsion situations and reasons shall be documented. An expulsion shall be the result of a student seriously violating moral principles, civil laws, or seriously endangering the safety and welfare of other school personnel or students. Student and parent(s) or guardian, will be notified immediately if an expulsion is deemed necessary.

It is generally not expected that expulsion will be the first action invoked against a student. There may be cases in which the one incident is serious enough to warrant immediate suspension followed by expulsion. The Director of Education for the diocese and the pastor or pastor/superintendent, in cases of elementary schools, shall be notified and involved in all deliberations and shall approve the principal's recommendation for action.

When all other means have failed and expulsion is being considered, the following procedure shall be followed:

- 1). The student will be suspended for a period not to exceed ten school days.
- 2). The parent(s) or guardian(s) shall be immediately informed in writing of the suspension, and that expulsion is being considered.
- 3). The principal shall meet with the pastor or pastor/superintendent to review the merits of the expulsion.
- 4). When a decision for expulsion has been determined, the principal shall review the decision with the Diocesan Director of Education, along with the pastor or pastor/superintendent, before an expulsion can be implemented.
- 5). Parents who are dissatisfied with the action taken by the principal shall have recourse to the local board of education, education committee and/or parish council as determined by local board policy. Decisions can only be overturned when local and diocesan policies and regulations were not appropriately followed.
- 6). In the event of an expulsion, the principal will cooperate with the parents in attempting to make arrangements for the future education of the pupil in another school.

Confidentiality

All parties involved in determining a suspension or expulsion of a student shall keep all information confidential.

Adopted: May 20, 1976
Revised: January 27, 1993
Reviewed: Spring, 2011
Diocesan Board of Education
Diocese of Belleville

Parents do have the right to appeal the dismissal by following the appeals process.

Students will begin each semester with a clean slate. However, semester records will be kept for reference.

Code of Catholic/Christian Conduct Covering Students

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

These may include, but are not limited to, suspensions, expulsions, and removal from

participation in extracurricular activities as determined by the principal. Examples of off-campus misconduct subject to this policy, but are not limited to the following:

- *Alcohol Use
- *Inappropriate/illegal sharing of prescription medicine
- *Bullying
- *Psychological or emotional harassment
- *Threats of violence
- *Misuse of cell phones and other technological devices and social media
- *Illegal drug and substance use
- *Fighting
- *Illegal Firearm possession
- *Inappropriate internet usage on/off campus
- *Violent offenses

Diocesan Policy 5131.1

BEHAVIOR POLICY AT EVENTS OR BALLGAMES:

- 1 – Students may leave the gym only at half time, between games, or to go to the restroom.
- 2 - Students are to use the restrooms located at the front entrance of the school.
- 3 – **NO DRINKS** may be taken into the gym.
- 4 – Students are allowed only on the 1st floor of school in the front hallway.
- 5 – If a student leaves the building, he/she will not be readmitted.
- 6 – The school is not responsible for any students after games or programs.
- 7 – Only participating team players or program presenters are allowed at the back entrance or in the back hallways during programs or games.
- 8 – Remaining students are to enter and leave the building at the front entrance.
- 9 – Individuals who fail to obey these rules will be prohibited from attending games and programs at St. Mary’s.

BUS CONDUCT/DRILLS

Regulations for all students who travel daily as well as those who travel on field trips:

- 1 – Stay in your seat while the bus is in motion.
- 2 – Show respect for the driver by:
 - a – Speaking in a low voice
 - b – Refraining from throwing objects
 - c – Maintaining general orderliness
 - d – Using respectful language only
 - e – Obeying driver’s instructions
- 3 – Students cannot be allowed to choose on their own whether to walk, ride the bus, or walk "part way". The school is responsible for seeing that they are either picked up by parents/relatives or ride the bus. Exceptions are given when parents send notes.

Violations of the above may result in exclusion from bus transportation.

Written bus conduct reports received by the principal will be handled in the following manner:

- 1st Report – Lunch detention
- 2nd Report – After school detention (30 minutes)
- 3rd Report – Suspended from riding the bus.

LANGUAGE

Abusive, harassing, or ridiculing language will not be tolerated either in the school, on the playground, or at any school function. Use of double-meaning words/phrases and profanity will lead to disciplinary action, the least of which will be automatic detention

PLAYGROUND & RECESS RULES

Grades K – 8 will play on the assigned playgrounds during recess periods. Students not showing the playground supervisors proper respect will automatically lose their recess for a week. If a student has a doctor's excuse for not participating in Physical Education then they will also not be able to participate in recess.

RULES

- 1 – No one may leave the playground without the permission of the teacher on duty.
- 2 – Students play on the surfaced playground. OFF LIMIT AREAS ARE: front of rectory, convent, garages and the alley.
- 3 – Must stay away from all parked vehicles.
- 4 – No one may re-enter the building for any reason without the permission of the supervisor on duty. The restrooms are used before going out on the playground.
- 5 – Supervisors are to be obeyed by all students.
- 6 – Students will refrain from rough play that often results in harm to another child or in torn clothes.
- 7 – No food, candy, gum or drinks are allowed on the playground.
- 8 - Snow Rules: If at any time that there is snow on the ground, no snow or ice shall be thrown. Students should also stay away from and off of icy surfaces.

RECESS RULES

Inside (During rainy and cold days, as determined by school personnel.)

- 1 – No unsafe play. No running. Be seated.
- 2 – Teachers provide games and some activities or students play quietly.
- 3 – No writing or drawing on the boards.
- 4 – Bathrooms are used only with the supervisor's permission
- 5 – Students who do not comply walk laps in the gym.

Outside

- 1 – No balls are to be thrown against the building.
- 2 – Students who play roughly will be removed from play and stay with the teacher on duty.

DRESS CODE

The dress code for school and school functions is based upon the belief

that a neat modest appearance at school results in a more productive, beneficial learning environment. We also bear in mind that students attend Mass regularly, often participating in activities on the altar, and inappropriate clothing is disrespectful. (e.g. lettering/designs on seat of pants/shorts) **This dress code is not intended to be comprehensive. The principal will make the final decision concerning any items not expressed by this policy.** We believe the following dress code is reasonable for all, consistent with the school's high standards, and is beneficial to the educational environment.

- A. Dresses, slacks, jeans, and shorts are acceptable. **All school wear is required to be neat, clean, and modest.** Clothes will not be frayed, contain holes or drag the ground. Pants and shorts will fit snugly around the waist or a belt must be worn. No camouflage clothing is permitted. Insignias and jewelry with racial, devil, hate, gang, or swastika symbols are not acceptable. No tattoos are allowed. Shorts must be worn under all skirts and dresses.
- B. Tennis or leather shoes are preferred. For the students' safety, shoe without backs, flip-flops, platform shoes and heels exceeding 2", Crocs are not allowed. Flip flops with straps on the back are unacceptable.
- C. Stirrup pants are acceptable if worn with tops that cover the hip area. Excessively baggy or tight pants or shorts are not to be worn.
- D. Sleeveless shirts with regulation armholes are acceptable. A shirt is to be worn under tank tops or tops that have oversized armholes. No suggestive or offensive pictures or slogans, as well as performers or musical groups are permitted on shirts. Tank tops without a blouse, fish net, transparent, or midriff tops are not appropriate. Shirts are to be of adequate length to cover all skin that may be exposed. (e.g. when raising hand, leaning forward in seat...) If the student's shirt is not of adequate length, an appropriate shirt will be provided.
- E. Shorts must have a minimum of 4" inseam. Correct skirt length is two inches below the fingertips.
- F. Hair will be clean and neat. No facial hair is allowed. Collar length or shorter hair is acceptable for boys. No hair or bangs are allowed to cover the eyes.
- G. No body piercing except ears. Large hoops (over 1") or dangling earrings are not acceptable for safety reasons. Hoop earrings may not be worn during P.E.

- H. Tennis shoes that either tie or Velcro shoes must be able to be tightened (no slip-on, zipper, or platform tennis shoes) are required for P.E. for all students; grades 5-8 may change into appropriate clothing for Phys. Ed. Hair must be pulled back or secured in some manner so that the hair is out of the students eyes.
- I. Appropriate outerwear (coats, hats & gloves) **MUST** be sent with **ALL** students in cold weather. Outside recess is not optional.

Procedures for dress code infractions:

- 1 – Teacher discusses situation with student and, if necessary, refers student to office.
- 2 – If there is any question, the principal will make the final decision.
- 3 – Student will call home for a change of clothes.

If in doubt about clothing, students should bring an acceptable outfit in case they do need to change.

Adopted: 1998

Reviewed annually in March

Amended: December 1989; May 1992; December 1993; March 1994, 95, 96, 97, 98, 99; May 2000, May 2002, May 2003, May 2006, May 2010

HARASSMENT/BULLYING OF TEACHERS OR STUDENTS

Students will not harass anyone in any manner, verbal or nonverbal. This includes words, looks, signs and/or acts that threaten to hurt a person’s body, feelings, or things. Such actions will result in a suspension, the notification of parents and probationary status to remain in the school. Upon the second offense, the student may be asked to leave St. Mary’s Catholic School. We take harassment as a serious infringement of a person’s basic right to an education in a safe environment. Therefore, we will take strong and swift action when it occurs in any form, at any time, to anyone.

Responsibilities, Duties, Code of Ethics – Racial/Sexual Harassment

According to Diocesan Policy: Any employee or student who believes he or she has been subjected to racial or sexual harassment, or has witnessed such misconduct must report to the appropriate supervisory individual and appropriate action will be taken.

Each school/PRS program shall have written grievance procedures available for use by any individual wishing to present a racial/sexual harassment complaint. This grievance procedure shall include the following steps:

- 1. A written complaint must be submitted by the person who reported the incident.
- 2. A thorough investigation must take place.
- 3. Any person who is found to have engaged in racial or sexual harassment will be subject to appropriate, corrective action, depending upon the circumstances, up to

- and including, termination or expulsion.
4. The person who reported the incident will be advised of the findings and action taken.

Diocesan Policy 4116.2

Adopted: April 8, 1998
Revised: September 15, 2009

ADMINISTRATIVE POLICIES & PROCEDURES

ADMINISTRATION

The administration of St. Mary's Catholic School is here to serve you. Please feel free to bring any business you have to the office. If you would like an appointment for a conference with the principal please contact us at 263-3183.

ADMISSION/WITHDRAWAL/REGISTRATION POLICIES **(Preschool through Eighth Grade)**

Students shall be admitted to St. Mary's Catholic School according to the following priority schedule:

- 1 – Returning students
- 2 – Siblings of returning students
- 3 – Children of St. Mary's Parish families
- 4 – Children of St. Sebastian Parish families or St. Francis Xavier families
- 5 – Children of teachers employed at St. Mary's School
- 6 – Children of Catholic families of other parishes
- 7 – Children of non-Catholic families paying full tuition

All new students will be on probationary status for one semester.

Age of Entrance: A child who is three years old on or before September 1st may register in the Preschool program. A child who is five years old on or before September 1st may register in the Kindergarten class. A child who is six years old on or before September 1st may register in the First Grade.

Pre-registration: Pre-registration packets will include dental and physical forms, school calendars, handbooks and other necessary forms, and will be sent home with students in May. Birth certificates are required for new students. Baptismal certificates are required for new students not baptized at St. Mary's. Registration forms and book/lab fees must be returned on or before the last day of school.

Final Registration: Final registration occurs in August, prior to the first day of school. Notices will be placed in the church bulletin and the local paper. Physicals are required for all Kindergarten and Sixth Grade students and any upper grade student participating in sports or cheerleading. Beginning with the 2005-2006 school year, Illinois State Law requires that all children in Kindergarten, Second, and Sixth grade are to have a dental examination. Dental exams must be done before final registration in August. Beginning with the 2008-2009 school year, Illinois State Law requires that all children entering Kindergarten must have an eye examination. Eye exams must be done before final registration in August. Any new student entering school must provide proof of a physical, dental and eye exams before entering school. No student will be allowed to attend school without the appropriate physical, dental and eye forms submitted at final registration. No student will be allowed to participate in any sports activity or cheerleading without a sports physical submitted each year at final registration. No child will be registered for school if the previous year's tuition remains unpaid and the parents have failed to respond to written requests from the principal to discuss available options. "Tuition" includes Fair Share.

Tuition: All families shall be willing to pay all fees prescribed by St. Mary’s Catholic School. If more than one child attends St. Mary’s tuition shall be reduced according to the schedule on the Tuition, Fees & Financial Assistance Policies page. The amount of full tuition is determined yearly by the School Board.

St. Mary’s Catholic School admits students of all nationalities, ethnic origins, sexes/genders, and religious preferences. Discrimination is not practiced in educational admission, athletic or extra-curriculum policies.

Parents and/or guardians who withdraw a child from St. Mary’s are required to abide by the following:

- 1 – Contact must be made directly with the principal. It is the policy of St. Mary's that once a decision has been made to withdraw a student, the parents or guardians shall contact the principal. At that time the parents will be asked specifically the reason for withdrawal.
- 2 – All textbooks and materials belonging to the school must be returned. If books are lost a replacement fee will be charged. Any books or special materials that were ordered by the school and not in condition to be returned to the publisher will be charged to the student.
- 3 – All financial obligations are to be met.

Only after these points are met will official grades/records be forwarded to the student’s new school.

Since St. Mary’s has assumed financial and spiritual obligations for educating the students, tuition rebates will be issued based upon the following scale:

Date of Withdrawal	Amount Rebated
Up to two weeks after 1st day of school	Full Amount Paid minus costs for books
Two to Nine Weeks after 1 st day of school	Percentage Based Upon Cost for Quarter minus costs for books
Any date more than nine weeks after 1 st day of school	No Rebate Given

If St. Mary’s School is unable to meet the spiritual and/or academic needs of a student, that student will be asked to transfer to a different school. The principal and pastor will make this decision. Any returned tuition will be decided by the School Board based upon the length of time the student was present at St. Mary’s School.

Adopted:	November 1990	Reviewed:	December 1999
Amended:	November 1992	Amended:	May 2000
Reviewed:	March 1994	Amended:	May 2001
Amended:	March 1996	Amended:	May 2006
Reviewed:	August 1998	Amended:	May 2010
		Amended:	April, 2011

STUDENT TRANSFERS

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

Record of Transferred Student

A *Record of Transferred Student* form must be filled out and retained whenever a student transfers to another Catholic or public school. This form is to be kept on file permanently in the school from where the student transfers.

The *Record of Transferred Student* form shall be placed in the appropriate class file and is moved with the other permanent records of that class each year until graduation. At graduation, the *Record of Transferred Student* form is sent to the Office of Education for microfilming/scanning, along with the other permanent records.

Transferring Student Records When There is an Outstanding Balance

When a student transfers from your school to another Catholic or public school and has an outstanding balance, an unofficial record of student grades must be sent to the requesting school. An "Unofficial Record of Student Grades" means written information relative to the grade levels and subjects in which a student was enrolled and the record of academic grades achieved by that student prior to transfer. Such records shall also include the name and address of the school, the name of the student to whom the records pertain, the name and title of the school official transmitting the records, and the date of transmittal.

Student Transfers

If a student transfers from one Catholic elementary school in the diocese to another, the following records are sent to the school where the child will be attending:

- 1) Permanent Record
- 2) Attendance Record
- 3) Health Record

If a child is transferred to a public school or parochial school outside the diocese **COPIES** of the following records are sent to the school where the child will be attending:

- 1) Permanent Record
- 2) Attendance Record

The **original** health record should be forwarded to the new school and a copy retained in the school along with the *Record of Transferred Student* form.

Graduate Transfer

The *Graduate Transfer* form is completed for each student entering high school the following

academic year. This transfer form, if desired or requested, is sent to the Catholic or public high school where the student will transfer. This should be done immediately following the January grading period.

Regulation 5119

Approved: December 20, 2010
Office of Education
Diocese of Belleville

STUDENT RECORDS

Catholic elementary schools in the Diocese of Belleville are required to keep a written record of each student who is currently attending or has attended the school. During the time a student is officially in attendance, the record is considered to be active and is to be kept in the local school file. There are two parts to each record: a permanent record and a temporary record.

All student records are to be kept according to federal, state and Diocesan guidelines and procedures. Release of information from a student's record to someone other than the student is to be done only according to federal and state guidelines.

Policy 5125

Adopted: August 9, 1993
Revised: January 26, 2006

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial 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.

NON-DISCRIMINATION POLICY

Policy 5111.1

The Catholic elementary and secondary schools of the Diocese of Belleville, listed in the official Catholic School Directory published annually, admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. They do not discriminate on the basis of race, color, sex, national and ethnic origin in administration of their educational policies, scholarship and local programs and athletic and other school-administered programs.

Adopted: January 15, 1976
Revised: March 15, 2010

CONCERNS/COMPLAINTS POLICY (revised/adopted 4/2011)

1. Introduction

It is the firm belief of the members of the St. Mary's School Board that our school provides a quality education and positive atmosphere for all our students. The faculty and staff of St. Mary's works very hard to build and maintain positive relationships with all parents and to keep open the channels of communication between both parties. However, we realize at times there may be issues that cause concern for a parent, and that needs to be handled appropriately in order to be resolved as quickly and positively as possible. The following policy sets out the procedure that the school follows in such cases.

2. Aims and objectives

The faculty and staff of St. Mary's will do their best to be fair, open, and honest when dealing with any issues brought to their attention by a concerned parent. We strive to provide an atmosphere where parents feel comfortable voicing their concerns. We wish to give careful consideration to all issues and deal with them as quickly as possible. We aim to resolve any complaint through dialogue and mutual understanding and, in all cases; we put the interests of the children and the guidance of Christ above all other issues.

3. Informal concerns/complaints process

- 3.1** If a parent is concerned about anything to do with the education that we are providing at our school, they should discuss the matter with their child's teacher as soon as possible. All teachers' work very hard to ensure that each child is happy at school, and making good progress; they always want to know if there is a problem, so that they can take action before the problem seriously affects the child's progress. Many issues can be solved directly and satisfactorily when parents and teachers work together.
- 3.2** In situations where a parent is not comfortable speaking directly with their child's teacher or, after consultation with their child's teacher the parent feels the situation has not been resolved, then an appointment may be made to discuss it with the principal. The principal will consider any such issue very seriously and will decide the best course of action for each specific circumstance. This could involve additional conferences with the parent, student, and any involved members of the faculty or staff. Most concerns or complaints can be resolved through mutual cooperation of all involved parties.
- 3.3** If the above process does not satisfy a parent, or if the principal decides an issue is unlikely to be resolved informally, then the formal complaint procedure, as outlined below, shall be instituted.

4. Formal Complaint Procedure

- 4.1** All formal complaints must be made in writing on the form provided by the school office and submitted to the principal. When completing the form, please try to be as specific as possible with all details of the complaint. Any complaint form that is not completed in its entirety or that does not contain a specific issue to be addressed will be returned to the complainant.
- 4.2** When a complaint form is received, the principal will notify the President of the School Board and the pastor of the parish of the receipt of the form. A meeting will then be scheduled for discussion of the complaint. At the discretion of the principal, the President of the School Board, and the pastor of the parish, other members of the School Board may be asked to attend any meetings involving the complaint.
- 4.3** During the scheduled meeting, the complaint that has been submitted will be discussed by the principal, the President of the School Board, the pastor of the parish, and any other invited members of the School Board. During discussion,

all involved will remain fair, open, and honest and do their best to provide insight as to how the complaint may be resolved. When a mutual agreement has been reached concerning the complaint, the principal will be responsible for scheduling an appointment with the complainant to address the issue directly and inform the complainant of the decision reached by those involved in the meeting.

- 4.4 At the next regularly scheduled meeting of the School Board, a summary of any complaints addressed and their resolutions will be given to the entire School Board during Executive Session.

5. Conclusion

It is of the utmost importance to the members of the St. Mary's School Board that every effort is made to resolve any concerns/complaints that a parent may have about our school. In instituting this policy, we sincerely hope that all issues can be mutually resolved to the satisfaction of all parties involved.

ABESTOS ABATEMENT ACT

The Asbestos Abatement Act (P.A. 83-1325 and amended by P.A. 84-1096) requires all schools to be tested for asbestos and have a management plan for their buildings.

St. Mary's School building has been inspected. A management plan is available in the office. Anyone who wishes to review it may do so between 9 – 11 a.m. and 1 – 3 p.m. The copy of the plan may not be taken out of the office as it must be available for official inspection at all times. We have contracted with Asbestos Professional Services, Inc. to conduct periodic inspections of encapsulated asbestos pipe coverings located on the lower floor of the building. These are requirements by EPA regulations. In April 98 these pipes were enclosed with PVC pipe.

CALENDAR

St. Mary's school calendar is available from the office. The calendar issued by District 348 is followed as closely as possible. However, St. Mary's calendar also includes various diocesan and church events; thus it is not the same. Early dismissal and snow days will follow District 348's calendar.

CHANGE OF ADDRESS

Please notify the school as soon as possible when changes in telephone numbers or addresses occur. This applies to both family and emergency numbers.

COMMUNICATIONS

Weekly newsletters will be sent home detailing some assignments and various class activities. Office personnel will include necessary information in these newsletters. Once a month the cafeteria menu and assorted information will be sent home for your convenience. These communications can also be found on the SMS website: www.smsrockets.com.

VOLUNTEERS

We encourage parents to volunteer in our school programs, i.e. cafeteria, playground supervision, reading to primary students, and in the classroom as needed. **All** volunteers must have the Diocesan required application form and the Child Abuse

Misconduct questionnaire on file in the school office. All school volunteers must also have completed the mandatory Child Protection Training through the Diocesan Office. The training is renewed annually with a refresher course.

Helping Teachers – Volunteer Rights Responsibilities/Field Trip Rules

As a volunteer you have the right to:

- Be welcomed as a valued member of the community
- Be assigned to a volunteer area where you feel comfortable and confident
- The respect of our community
- Receive necessary information and orientation
- Have your questions answered clearly and promptly
- Make suggestions to the professional staff
- Volunteer as long as you and the administration agree

As a volunteer, you are responsible for:

- Arriving on time and staying for the agreed upon time
- Notifying the appropriate persons if you are going to be absent or tardy
- Performing your tasks to the best of your ability
- Understanding the administrator values your service, but not always be able to honor your preferences for days, times and places of service
- Keeping young people under your supervision safe and appropriately occupied
- Notifying your supervisor or the administration about unsafe conditions or issues causing your concern
- Supporting the teachings of the Catholic Church and living in accordance with those teachings
- Supporting the authority of teachers, staff and administrators
- Upholding school and/or program rules
- Keeping confidential information that you have gained during your volunteer service that is private to students and/or their families
- Promptly making known the confidences of young people that involve issues of health, life and/or safety
- **No volunteer is allowed to bring other children with them regardless of age or relationship**

Field Trip Rules for Volunteers/Chaperones

- All school/program rules are in force, unless the administrator has explicitly stated otherwise.
- Volunteers/chaperones are to stay with their assigned groups
- Supervision is both mental and physical. Be sure that your attention is always on the young people you have been assigned to supervise
- If your own child is on the trip, he or she must not be treated any differently than any other child
- We hope you enjoy the outing, but we are grateful for your remembering that your first responsibility is student safety

- **No volunteers/chaperones are allowed to bring other children with them regardless of age or relationship**

FIELD TRIPS

School field trips shall be allowed only when they have an educational purpose as determined by the responsible school official. Students shall submit the appropriate request/permission form prior to the field trip. Students who fail to submit the appropriate request/permission form shall not be allowed to participate in the field trip. Parent telephone calls will not be accepted in place of the signed form.

Field trips are privileges afforded to students. Students can be denied participation in field trips if they fail to meet behavioral requirements established by the school.

Chaperones may accompany the students on the trip only if their Child Protection Policy documents are current. The school remains responsible for the welfare of the students for the duration of the trip. Consequently, the class travels as a group and remains as a group until the teacher releases them. Students shall not be allowed to leave of their own accord.

No chaperone is allowed to bring other children with them regardless of age or relationship.

Dress code must be followed at all times including any specific requirements made by the teacher.

Visitors

- Teachers and students may not be disturbed during class
- All visitors must sign in at the school office upon arrival
- If you need to drop off something for a student, the item should be left in the office. The secretary or principal will see that the materials are delivered to the designated person at a convenient time in the instructional process.
- Under no circumstances may a visitor go directly to the classroom or cafeteria prior to coming to the office.
- All visitors must sign out in the office before leaving.

FIRE, TORNADO, EARTHQUAKE and CRISIS DRILLS

Procedures have been established for the proper exit of students during fire, tornado, and

earthquake alerts. Practice drills are conducted during the school year to acquaint students with these safety procedures.

FUND RAISING

St. Mary's Catholic School has been able to keep tuition low because of the fund-raising activities that take place each year. Families participate in Fair Share fund raising activities as part of their commitment to the school. Each family accumulates 400 points per year. This translates to approximately \$30,000.00/\$35,000.00 per year when all families are involved. The monies from this Fair Share program allows St. Mary's to retain a reasonable tuition as a significant share of the school's budget is paid with these funds. Families may choose to contribute \$400.00 (\$1.00 for each point) in lieu of involvement in the fund raising activities.

Fund-raising activities include but are not limited to:

- Dinner/ Auction
- Annual Giving
- Family Fest
- Scrip Program
- Magazine Sales
- Market Day
- Benefit Drawing

HEALTH INFORMATION

If a child becomes sick in school and must be sent home, parents will be called. It is important that the office personnel have an emergency telephone number in case the parent cannot be located. Therefore, parents are asked to fill out an emergency card at registration and to keep it current. According to statute, employees of St. Mary's are not to dispense medication to any child.

PHYSICAL EXAMS/IMMUNIZATIONS (Regulation 5141.3)

All students attending a Catholic school in the Diocese of Belleville are required to be in compliance with the law of the State of Illinois (105 ILCS 5/27-8.1) in regard to health examinations and immunizations.

Exemptions from the immunizations and health examinations on religious grounds are not accepted for students in a Catholic school in the diocese because the Catholic Church holds no position in opposition to immunizations. Therefore, all students who attend the Catholic school must be immunized regardless of religious affiliation.

An exemption may be granted on the basis of medical reasons if verified by a Medical Doctor (M.D.) or Doctor of Osteopathy (D.O.) in written documentation. This is to be sent to the Office of Education for approval prior to the full acceptance of the student in the school.

POLICY FOR TAKING MEDICATIONS AT SCHOOL

Non-licensed individuals may not administer medication in Illinois. Giving medication

by school personnel is not allowed, however, parents may come to school to give the medication, or medication will be released to students for self-administration according to the instructions on the Physician's Medical Release Form (which is a part of your registration packet). Before medications can be taken at school, parents are required to meet the following regulations.

1. Over-the-counter medications such as cough drops or acetaminophen must be in the original container, labeled with the student's name and accompanied by the Physician's Medical Release Form.
2. Prescription medication must also be in the original container and appropriately labeled by the pharmacist or physician.
3. Medications will not be carried by students during the school day. Students must bring the medications to the office for safe storage during school hours.
4. All self-administered medication must be accompanied by the Physician's Medical Release Form.
5. Medication will not be released to the student if these rules are not observed.

HIV-AIDS

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

PREGNANT STUDENTS

The Principal and Pastor, in consultation with the Office of Education, shall make final judgments as to whether or not a pregnant student should be enrolled or retained.

Policy 5138

ALCOHOL USE/DRUG ABUSE BY STUDENTS

The use, possession, distribution or sale of mood altering chemicals, including alcohol, by students is prohibited on school property or at school-sponsored activities or events. Disciplinary action will be taken in instances of violation of this policy. This excludes the use of medications as ordered by the student's physician.

The Diocesan Board of Education recognizes the complexity of problems which may be associated with alcohol and drug abuse. The primary concern is for the well-being and

best interests of the students. At the same time the Board recognizes their obligation to the parents or guardians and to the community. As a part of this obligation, it is, at times, necessary that suspension and/or expulsion be recommended in a case of alcohol or drug abuse.

A student who is suspended or expelled under this policy may seek readmission. No such student will be readmitted, however, unless there is written evidence from a certified psychologist or psychiatrist to show that the student is engaged in a counseling program designed to rid self of the abusive behavior.

Policy 5114.1

COMMUNICABLE DISEASES AND ILLNESS

The following indicates rules for school attendance if a child has the following communicable diseases/illnesses:

- **Flu:** Must be free of flu symptoms
- **Fever:** Must be excluded from school until clear of fever for a twenty-four hour period
- **Conjunctivities (Pink Eye):** May attend school twenty-four hours after first application/dose of anti-biotic
- **Chicken Pox:** May not attend school until 6 days following the eruption of the first crop of vesicle.
- **Head Lice:** Treated and checked before entry to school. Proof of treatment must be brought after a forty-eight hour waiting period.
- **Impetigo:** Must be excluded from school until sores are completely healed.
- **Measles:** May not attend school until rash has disappeared
- **Whooping Cough:** Must be excluded from school three weeks from onset of cough.

NOTIFICATION OF CONTAGIOUS DISEASE

- If a child has been exposed to a contagious disease parents **MUST** notify the

school within 24 hours

- If a child has been exposed to a contagious disease at school, parents will be notified
- Keep any ill child at home so that they may recover, and the danger of infecting others is limited
- Child **MUST** be free of a fever for a twenty-four hour period before returning to school

HEAD LICE

WHEN A CHILD IS FOUND TO HAVE HEAD LICE:

1. The parent will be called immediately to remove the child from school.
2. The child **MUST** be treated immediately with the special shampoo/rinse, either over the counter or prescription. The parent will be asked to follow the household cleaning suggestions from the Health Department.
3. The child may return to school when the following has been done:
 - A. The parent must show proof of treatment, which can be a note from the Health Department, physician, or proof of purchase of over the counter product.
 - B. The child must also be “nit free” and the school office must be given proof of this with a note from the Health Department or physician.
4. If a child is found to have head lice a second time or repeated cases, the child cannot return to school until evidence of treatment and written release from their physician.

ST. MARY’S GRADE SCHOOL WILL USE THE FOLLOWING PRECAUTIONS:

1. All pillows, blankets, & stuffed animals will be sent home to be laundered by the parent. All carpeted areas in the school will be vacuumed daily.
2. The school will make random checks through the fall and winter when head lice are so prevalent.
3. The school discourages sharing of personal items (combs, hats, etc.) and also discourages close contact in and out of the classroom.\

First Reading approved 10/11/99

Adopted 11/8/99

Reviewed: May, 2011

ILLNESS, INJURY and INSURANCE

Parents will be notified if their child is sick or injured. If your child has fever, the parent will be notified and the child must go home.

All students are to be covered by an insurance plan. (School-accident insurance is available and may be purchased for any student. Forms are available during registration and in the school office. If students are covered under a family insurance plan, school insurance is not mandatory.) **IT IS MANDATORY** that any student participating in a sport's program at St. Mary's Catholic School have insurance *prior to the first practice*. (This stipulation also includes cheerleaders.)

If a student requires the use of a wheelchair or crutches during the school year, the principal must first be notified to see the feasibility of the situation.

LIBRARY USAGE

Students are encouraged to make use of the library for leisure reading and for information for their assignments. A replacement fee will be charged for lost **or damaged** books.

LOST & FOUND

Articles found in or around the school will be brought to the office and kept until identified and claimed. Articles that are labeled will be returned to the student. Lunch boxes, athletic equipment and/or clothing that is not labeled or claimed within two weeks will be given to one of the local charities.

LUNCH

Hot lunches are available in the cafeteria. The cafeteria is for your convenience; therefore you are encouraged to take advantage of this service. The cost for this school year will be \$2.00 per day for students and \$3.00 per day for adults. Additional milk is available for purchase at 35 cents per carton.

Please apply for free and reduced lunches when there is a reduction in family income and the family qualifies. Several federal benefits, such as the financial support for the cafeteria, are contingent upon the number of free and reduced lunches served at St. Mary's. Therefore, the students and school benefits from the free and reduced lunch applications. These forms are available in August. Please contact the school office for them, as this information is confidential.

Students will be obligated to pay for the lunches they have ordered when a they tell a teacher they will be eating a "tray lunch" and then either go out for lunch or have another lunch brought in by their parents. They will be obligated to pay as lunch has been prepared for them. Exceptions to this rule are illnesses. **Paid lunches will be carried over due to illness or inclement weather.**

Students may bring a sack lunch or go home for lunch. **PLEASE REMEMBER THAT LUNCHESS BROUGHT TO SCHOOL OR BROUGHT IN BY PARENTS ARE NOT TO INCLUDE CARBONATED BEVERAGES/SOFT DRINKS OR CANDY.** Students must have written permission of parents to leave the school premises during lunch hour. The accompanying adult must sign out students in the office. An adult must accompany and sign out in the office any student leaving school for lunch. A parent may take one other child with

his or her own out to lunch. The adult must supervise and be responsible for the student/s.

If your child has a food allergy, you must submit a doctor's note to the office and kitchen so they are aware of this allergy.

Lunch money for the week is due in the exact amount on each **Monday** or the first day of the school week. In grades K-3, all money must be in an envelope marked with child's name, grade, amount, and the days a tray is requested. A check may be made out for each family, but the parent must write a note to every teacher so the child in each class will get lunch ordered. It is preferable for each student to bring his/her own lunch money.

As a Catholic school we not only wish to emphasize proper/healthful eating but also good manners. Please discourage your child from playing with food, throwing food, taking or trading food from others, or other exhibitions of bad manners. The staff of St. Mary's will take disciplinary steps in order to assist you in curbing any such activity.

If a student goes out to lunch, he/she must return from lunch and be in line on the playground before the bell rings or he/she will be counted tardy.

CAFETERIA POLICY ON CHARGES

Students at St. Mary's Catholic School are expected to pay for lunches on a daily, weekly or monthly basis. It is realized that students sometimes forget their money and need to charge. The maximum number of charges a student may accrue is ten, at which time the student will be denied the privilege of charging until the ten are paid. Parents will need to make some other provisions for meals until the charges are paid, such as sending a sack lunch with their child.

A notice of meal charges will be sent home with the student to keep the parents informed.

No charges will be allowed during the last two weeks of school.

MISCELLANEOUS

Gum chewing, as well as eating candy, is not allowed in school or on parish premises. No food or snacks may be brought to school unless the teacher gives approval. Students may not bring radios, recorders, cell phones or other equipment unless the teacher has given permission. (Gum chewing will automatically result in a mandatory thirty minute detention. Exceptions to any of the above, excluding chewing of gum, may be handled through the office.)

Parties: Any time a parent wishes to honor a child with a small birthday treat, please arrange with the classroom teacher BEFORE the birthday. Treats, etc. should be brought to the office where they can be taken to the class toward the end of the day. No lunchtime or early morning treats are permitted, unless sanctioned by the teacher. Please do not send any party invitations to school because they will not be distributed to the class.

Valentine's Day: Treats for entire classes are allowed. Balloons and/or flowers for individual students should be delivered to the student's home. Valentine deliveries for individuals will not be accepted at SMS.

Meals: Parents are welcome to join their children for lunch. Please notify the teacher, cafeteria manager, or office in advance so that arrangements may be made. Notification by 9:00 a.m. is sufficient. Payment for an adult lunch (\$3.00) may be made to the cafeteria staff.

PARISH CENTER

St. Mary's Parish is proud of its renovated parish center. The center is not part of the school property though and thus is not under the school's control. Any parish group or individual wishing to use the center should contact the rectory (262-5337).

PARKING (For Arrivals and Departures)

Arrivals: As in the past, the buses will unload in front of the school. Car riders must, for safety reasons, be dropped off at the back parking lot door of the school.

Departures: Buses enter from Chestnut Street into the alley. The students are picked up at the side/alley school doors. The buses then exit by way of the 5th Street parking lot entrance. PLEASE DO NOT PARK IN or BLOCK THE BUS LANE! The buses depart before the remaining students are released. If you are picking your child/ren up after school, please wait on the parking lot or outside by the alley doors for the walker bell to ring. This will allow the teacher to fulfill their end of the day responsibilities. If your child does not know that you are picking him/her up, please notify the office and we will contact the teacher. If you are picking up a preschooler and have other children to pick up, you may wait in the gym for preschool dismissal, then wait outside at one of the alley doors for the walker bell.

RATIFYING OR MODIFYING POLICIES

Policy 1120.1

To allow adequate discussion of policy issues and to allow all Board members, families and students affected by policy to have an opportunity to be heard:

Any new policy or modification of an existing policy must be presented at a regularly scheduled Board of Education meeting.

At the Board meeting at which the new policy and/or modification of policy is first presented, the Board shall not adopt or make any change in the policy. The first reading is for discussion and/or revisions.

Upon the second reading at the next regularly scheduled Board of Education meeting, the Board of Education may ratify the new or modified policy into existing policy for the school.

In the event of an emergency or compelling situation, if the Board so finds the policy can be adopted or modified at the meeting at which it is proposed, a 2/3 vote is required to pass into existing policy.

Adopted January 18, 2010
Reviewed May, 2011

RECOGNITION OF SCHOOL

St. Mary's Catholic School is a member of the Belleville Diocesan School System, Belleville, Illinois. The school is recognized and certified by the State of Illinois. The teaching staff is certified and all are members of The National Education Association.

RELIGIOUS EDUCATION

Mass – Students in Grades K through 8 attend mass twice a week on Tuesdays and Thursday at 8 a.m.

First Communion has been traditionally received in the Second Grade. Reconciliation is observed in the Fourth Grade and Confirmation in the Seventh Grade.

SCHOOL PROPERTY

Students, staff and parents are encouraged to take pride in keeping their school and its premises clean and attractive. It is inexcusable to throw litter on the ground, hallways, or other areas of the school property.

School materials, such as desks, chairs, textbooks, and lockers, are loaned to students for their use during the school year. Students are expected to make restitution for, and may be fined for, damages to school property.

TELEPHONE

Students are allowed to use the phone only in emergencies. They must have a phone pass from a teacher in order to make a call. Also, they are not allowed to take phone messages or use the phone for social reasons, forgotten assignments, lunches etc.

TUITION, FEES & FINANCIAL ASSISTANCE

Tuition for the 2011-2012 school year (full-day kindergarten through the eighth grade):

The cost of tuition (cost to educate each child) at St. Mary's School is \$5,516.00 per child. Because of our parish subsidy/scholarship, no family is required to pay that full amount. The breakdown is as follows:

1st Child

Catholic \$2,824.00 due at registration

Or

\$2,424.00 due at registration + 400 Fair Share Points

Each additional child

Catholic \$1,886.00 due at registration

1st Child

Non-Catholic \$3,349.00 due at registration

Or
\$2,949.00 due at registration + 400 Fair Share Points

Each additional child

Non-Catholic \$2,700.00 due at registration

CATHOLIC TUITION REQUIREMENTS

- *All fees paid from previous year
- *Family/Guardians registered in area Catholic parish
- *Student's baptismal certificate on file

Tuition monies are due in August (at Final Registration) or may be paid through the SMART program, which is available throughout the school year. Families needing financial assistance may contact the pastor or principal. Payment arrangements or assistance may be worked out.

Book/Lab fees: \$175.00 per child – Kindergarten through Eighth Grade.
\$95.00 per child - Preschool

*Book/Lab fees are non-refundable and must be paid by the last day of the previous school year.

To encourage early pre-registration, St. Mary's School Board has instituted higher tuition fees for families who fail to register by the last day of the previous school year. If registration forms and book/lab fees are turned in after the final day of school but before July 1st, tuition will be raised \$25.00 per child. If registration forms and book/lab fees are turned in July 1st through final registration in August, tuition will be raised another \$25.00 per child.

Adopted: November 1992

Reviewed annually in March

Amended: May 2000, May 2001, May 2003, May 2004, May 2006, May 2007, May 2009,
May 2010, April 2011

USE OF SCHOOL FACILITIES

Preference is given to St. Mary's School functions and then to members of St. Mary's parish. All programs should be scheduled through the school office, with the principal's sanction, and then cleared with the parish office.

Non-parish individuals or groups using the school are expected to arrange with the rectory or with the school for unlocking and locking of facilities, cleaning up after themselves, and giving proof of liability coverage.

DANCE GUIDELINES FOR SCHOOL

General Policy: the general guideline is to allow students to enjoy each other's company and music with a minimum amount of adult presence. However, adult supervision must be present to ensure students remain in the boundaries of good behavior and do not jeopardize the possibility of future dances.

DANCE COMMITTEE RESPONSIBILITIES

1. Obtain adult (21 or over) chaperones – at least five are required
2. Set times for dance (must end by 11:00 p.m.)
3. Take care of the decorations, the music (and payment), entrance charges, and refreshments.
4. Clean up after the dance: decorations taken down, gym floor and bleachers swept, wet spots cleaned with a wet mop, entrance way and bathrooms swept where needed, tables and chairs put away.
5. Turn off lights; make sure all doors and windows are closed/locked; wait until all students depart.
6. Report (and pay for, if necessary) any damages to school property.

DANCE RULES

1. Students shall remain in the gym. If they depart, they will not be re-admitted.
2. Dress Code: casual dress following the requirements of the school's dress code.
3. No one is allowed in the back bathrooms, the classrooms, the hallways, or upstairs.
4. Chaperones are asked to watch all parts of the dance floor, foyer (money area), and bathrooms. There will be no "dancers/students only" area.
5. No rough play, throwing of articles, destroying of decorations, or unbecoming behavior.
6. All dangerous or weapon-like objects (knives, laser pointers, etc.), drugs and alcohol are forbidden. All of the above will be confiscated and parents called.
7. It is understood that the music and dancing will stay within the boundaries of decency and good taste.
8. During the dance, the main gym lights may be turned off, provided the music set-up provides adequate lighting. Otherwise, the gym spotlights must be turned on.
9. All dances for St. Mary's School students will be held in the school gym.

BACKGROUND CHECKS

All new employees of St. Mary's Catholic School, part-time and full-time, certified and non-certified, will be subject to background checks (to include employers and references) before being hired.

The principal may also extend suitable background checks to volunteers who regularly visit/work at St. Mary's and come into contact with students.

Adopted: August 1997
Reviewed: May, 2010
Reviewed: April, 2011

CHILD PROTECTION TRAINING

As mandated by the Diocese, all individuals who have contact with children must attend and complete the Child Protection Training and all follow-up training. This means teachers, aides, coaches, staff members, classroom helpers, drivers, field trip monitors, and concession stand workers at games. etc. These mandated reporters must notify DCFS immediately if they suspect any type of abuse.

Adopted: May 2004
Reviewed: May, 2010
Reviewed: April, 2011

SEX OFFENDER REGISTRATION

Please be aware of the Public Act 94-004: Sex Offender Registration.

The legislation requires that principals and/or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at the following web site:
www.isp.state.il.us/sor

Adopted: October, 2008
Reviewed: May, 2010
Review: April, 2011

CELL PHONE USE

Students are not permitted to use cell phones during school hours and school sponsored field trips. Phones are to be kept in the students' locker. If the phone is found with the student, the phone will be given to the principal until the end of the day. If this happens a second time, the student will not be allowed to bring a phone to school for the remainder of the year. Any misuse of the phone for example texting, emailing, taking pictures, Facebook and all other applications will result in suspension.

Adopted: January, 2007
Amended: May, 2010
Amended: April, 2011

INTERNET CODE OF CONDUCT

The Diocese of Belleville (the "Diocese") and schools/parishes affiliated with the Diocese want to promote and encourage use of the Internet for educational purposes in a manner consistent with the religious and educational objectives of the Diocese and such schools/parishes. In an effort to further those objectives and maintain the integrity and reputation of the Diocese and those schools, the following *Code of Conduct* has been developed for persons who access the Internet through the Diocese or a school/parish affiliated with the Diocese. Access is conditioned upon the User's agreement to and continued compliance with this *Code of Conduct*.

1. The User shall only use the Internet and related technologies (the "Network") in support of education and research and consistent with the educational objectives of the Diocese of Belleville, and to promote educational excellence by facilitating resource sharing, innovation and communication. All use of such technology is intended to promote the proclamation of the Gospel, to teach the doctrinal traditions and moral standards of the Church and faith formation.
2. The User shall comply with the rules of other organizations networks, or computing resources when using other networks.

3. The User is responsible for his or her actions and activities involving the Network.
4. The User shall not without authorization:
 - a. Use the Network for illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any United States or state regulation, including, but not limited to, copyrighted material.
 - b. Download or transmit software, without authorization, regardless of whether it is copyrighted or devirused.
 - c. Use the Network to engage in vandalism. Vandalism is defined as any attempt to harm or destroy data or another User or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses.
 - d. Download copyrighted material for other than personal use.
 - e. Download or transmit material protected by trade secrets.
 - f. Use the network for private financial or commercial gain.
 - g. Use resources wastefully, such as file space.
 - h. Gain or seek unauthorized access to resources or entities.
 - i. Use another user's account or password.
 - j. Post material authored or created by another without his/her consent.
 - k. Post anonymous messages.
 - l. Use the Network for commercial or private advertising.
 - m. Use the Network to play games, engage in unauthorized chat, chain letter communication, or flame letters.
 - n. Access, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, violent, racially offensive, harassing, illegal material or information on bombs, or any other weapons.
 - o. Use the Network while access privileges are suspended or revoked.
 - p. Reveal the personal address or telephone numbers of students, staff persons, faculty members and colleagues.
 - q. Use the Network for any purpose other than those consistent with the educational objectives of the school/parish/Diocese of Belleville.

Diocesan Regulations 1341

Approved: April 11, 1997
Revised: November 11, 2009

STUDENT CONDUCT AND SAFETY - WEAPONS

A safe, respectful, and pleasant environment that is conducive to prayer, faith formation and learning is the highest priority for all schools in the Diocese of Belleville.

For this reason, students who engage in such activities as vandalism, assault and battery, theft, arson, or the carrying or use of a weapon are subject to serious penalties. These penalties may include not only a multiple-day *suspension* of, up to and including, ten days but also *expulsion*.

The ban on the carrying or use of any type of weapon should be stated in the student/parent handbook. Weapons include firearms, ammunition, sling shot, any type of knife (including pocket knives), mace, pepper mace or any other object or device that serves no educational purpose and which the principal determines may cause physical harm or disrupt school activity. Students should clearly understand that such things as a pocket knife may **not** be carried to school, even if there is no intent to use it in a harmful manner. **Expulsion** or **suspension** will be levied on any student who is found to be carrying a weapon to, from, or within school; or to, from, or at any school activity.

Any student who has initiated or taken part in any act of vandalism, theft, arson, or serious crimes against persons will be reported to police. Further, it shall be the policy of the Diocesan Board of Education that the school shall recover damages from the parents or guardians of any minor, or from any person who has initiated or taken part in such acts.

Policy 5142

Adopted: February 21, 1995

STUDENT CONDUCT AND SAFETY – THREATS OF VIOLENCE

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

The principal of the school will take immediate action upon learning that a treat occurred. This action includes non-disciplinary suspension of the student into the custody of parent or guardian until a satisfactory psychological evaluation by a licensed mental health

professional is completed and the principal agrees that the student may return to school.

The local police will be promptly notified of the threat.

Policy 5142.1

Adopted: May 20, 2001

PROCEDURE ON LAW ENFORCEMENT INTERROGATION OF STUDENTS

There may exist occasions where representatives of law enforcement agencies/departments need to conduct investigations in the school and even request to interview students.

When such a situation becomes necessary and a law enforcement representative comes to the school during school hours to question a student, the following procedures shall be observed:

- A. The law enforcement representative shall be directed to the Principal's Office, state the purpose of the visit, and request permission to interview the student(s).
- B. If the representative is not known to school personnel, personnel shall request and obtain satisfactory identification.
- C. The Principal shall request that the student be interviewed/contacted at home rather than on school property during the legal school day unless there is a judicial order or subpoena, written consent of the parent or guardian of a student under 18, written consent of a student who is 18 or older, or the person is with the Department of Children and Family Services. If any of these conditions are present, the interview should be allowed to proceed. However, a call to the parent/guardian should be placed.
- D. If the conditions in Subpart (c) are not present and a law enforcement representative still wants to proceed, the Principal shall confirm that the parent/guardian has been notified that the student(s) will be questioned. The Principal shall also attempt to reach the parent/guardian to confirm notification and, if the parent/guardian desires, the Principal should not allow the interview to commence without the parent/guardian present. If the parent/guardian is reached and does not desire to be present, the interview can commence with the Principal being present. If the Principal is unable to reach the parent/guardian, the Principal should indicate to the law enforcement representative, that absent emergency circumstance, they will need to conduct the interview elsewhere or at a different time.

NOTE: In cases involving the Department of Children and Family Services (DCFS), DCFS has authority to interview the student without permission from either the parent or school.

- E. The Principal shall provide an adequate space where it will be possible for the representative to interview the student(s). The Principal shall be present during the interview along with any interested parent/guardian of the student(s). The interview shall be conducted without interruption and without observance of other school personnel or student(s).
- F. The Principal shall request that legal rights of the student(s) shall be explained to the student by the law enforcement representative prior to any such interrogation.
- G. On certain occasions it may be necessary for the representative to request permission to take the student to headquarters for questioning. If the Principal grants such permission and the student is to be taken from school, the responsibility of notifying the home that the student is being taken from school is that of the Principal. This must be done before the authorities take the student from the building.
- H. If the Principal is absent from the building when a law enforcement representative seeks to conduct an investigation, every attempt should be made to contact the Principal. No investigation may be conducted unless permission has been received from the Principal. In the event no Principal is present, authority may be granted by the [applicable managerial authority over principals and schools] when emergency circumstances exist.

PROCEDURE ON LAW ENFORCEMENT ARREST OF STUDENTS

In the event that a law enforcement representative comes to school during school hours to arrest a student, the following procedure shall be observed:

- A. When a representative is arresting the student, the Principal may ask to see a warrant. The representative has complete jurisdiction in the matter, and the Principal shall not interfere with the student's removal from the building. It is expected that the contact with the student will be arranged in a manner to make it as unobtrusive as possible.
- B. The Principal shall obtain a contact name and phone number from the representative and notify the minor's parent of the student's whereabouts as soon as the representative takes the student from the building.

The Student-Family Handbook, which is given to all parents and students, contains the policies that the St. Mary's Catholic School Board deem necessary for the daily running of the school.

The handbook is reviewed annually and approved by the school board prior to its publication and distribution.