

# ST. MARY'S CATHOLIC SCHOOL

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## PARENT – STUDENT HANDBOOK

The purpose of this handbook is to inform students and parents regarding the policies and regulations of St. Mary's Catholic School. It is to serve as a reference tool and to facilitate communication between home and school. Students and families enrolling in St. Mary's are welcomed into the school community where teachers and staff join in partnership with families to develop each child academically, spiritually, socially, emotionally, and physically.

Our philosophy is to provide a Catholic Christ-centered education for the whole child by fostering spiritual, intellectual, emotional, and physical growth through the Gospel's message.

A dedicated faculty works to assess and meet the individual educational needs of each child. The school provides the foundation and tools for each student to develop to his or her full potential.

# *St. Mary's Catholic School*

Catholic education is an expression of the teaching ministry of the Church, organized to promote human development in response to the Gospel. It fosters growth in all individual and social dimensions: spiritual, moral, intellectual, emotional, and physical through a ministry embracing a message of faith, taught and lived in community and reaching out in service to others.

Academic excellence in all curricular areas and the development of a positive self-concept and high moral values are sought. Both the secular and religious, each complementing the other, offer a balanced education that promotes development of the whole child.

## **Mission Statement**

With Jesus Christ as our teacher, model, and inspiration, St. Mary's Catholic School exists as an educational community called to foster the spiritual development, academic excellence, physical, emotional, and social growth of all students. Each student's uniqueness is embraced in a loving and nurturing environment. We strive to cultivate a love of learning and a Catholic commitment to service, social justice, and respect for all life.

## **Philosophy**

The philosophy of St. Mary's Catholic School is to provide quality Catholic education, proclaim the Good News of Jesus Christ, and foster the growth of Christian values through home, school, parish, and community. Students are presented with abundant opportunities and activities to grow in knowledge, skills, discipline, and academic excellence. Faith-filled experiences, along with the integration of faith throughout the curriculum, assist in creating a strong Christian community. St. Mary's School believes that each child has a right to develop his or her unique gifts in an educational center which recognizes the innate dignity and celebrates the diversity of each person. Each child is taught, encouraged, challenged, and allowed to reach his or her full potential. The school encourages each child to be thoughtful, creative, and industrious in pursuing knowledge. We recognize the family as the first and most important teacher of the child and develop a supportive partnership that teaches respect, reverence, care, and concern for all. St. Mary's School strives to educate our students to be responsible, contributing members of the global community where God is center in their lives and experiences.

## **Purpose**

St. Mary's Catholic School, founded in 1863 by Father J. Kraemer, exists as an educational ministry of Mary Help of Christians Parish. Our school, consisting of pre-school through grade eight, provides each child, entrusted to our care, a quality Catholic, Christ-centered education. The development of the whole child is achieved by fostering intellectual, spiritual, emotional, and physical growth through the Gospel's message.

We are a vibrant, active educational facility that seeks knowledge, serves God, and builds community. The school serves the families of Mary Help of Christians Parish, the community of Chester, and the surrounding communities of Ellis Grove, Steeleville, Rockwood, and Walsh.

## **Vision**

The vision of St. Mary's Catholic School is to continue to educate, inspire, and challenge our students to become life long learners and strong, faith-filled individuals. We strive to provide our students with the necessary knowledge and skills needed to be effective citizens and leaders in our future world. Our goal

includes developing an environment where students, teachers, staff, parishioners, and school families work together toward the ultimate goal of knowing, loving, and serving God and others today and into the future.

## **Goals and Objectives**

### **I. Intellectual Development**

It is the goal of St. Mary's School to promote academic excellence in a nurturing environment that challenges all students and cultivates a love of learning.

Objectives:

- Curriculum challenges each student to be thoughtful, creative, and industrious in pursuing knowledge.
- Core curriculum is designed to be in alignment with Diocesan directives and Illinois State Standards.
- Critical thinking skills are developed by providing a strong curriculum supported by interdisciplinary and engaged learning experiences.
- Academic program works to prepare students for a technologically focused future.
- Curriculum fosters creativity and develops aesthetic values of students.
- Curriculum teaches, encourages, challenges, and allows each child to reach his or her full potential.

### **II. Spiritual Development**

It is the goal of St. Mary's School to teach the truths of the Catholic faith, instill the message of the Gospel, and develop attitudes of respect and dignity for all creation.

Objectives:

- Provide instruction and examples of living out the Catholic way of life.
- Develop Catholic identity within the school community.
- Provide experiences for individual reflection, faith development and spiritual growth.
- Participate in daily prayer, weekly Mass, special services, traditional rituals, and the sacraments of the Catholic Church.
- Offer opportunities for school, parish, and community service to others.
- Teach respect for the rights of all people to practice their faith and religious beliefs.

### **III. Physical Development**

It is the goal of St. Mary's School to teach and promote healthy lifestyles in accordance with the belief in the dignity and respect for life.

Objectives:

- Provide a physical education program to provide instruction in physical fitness that develops motor skills and coordination.
- Provide opportunities that promote physical exercise and enjoyment by all participants.
- Teach healthy attitudes regarding chemical substance abuse through the DARE Program.
- Teach healthy attitudes regarding human sexuality according to Catholic teachings.
- Provide an Athletic Program that allows opportunities for physical and social development.

#### **IV. Emotional Development**

It is the goal of St. Mary's School to establish an environment that promotes the healthy well-being of all members.

Objectives:

- Provide an environment where students feel safe, secure, and loved.
- Assist students in ways to develop a healthy self-concept.
- Develop and teach ways for students to control their thoughts, feelings, and behaviors.
- Provide experiences for students to develop healthy attitudes and relationships with others.
- Recognize the signs of emotional distress and when to seek the professional services of a doctor or health care provider.

#### **V. Social and Moral Development**

It is the goal of St. Mary's School to educate individuals so that Christian morals and values are lived and applied in daily social interactions.

- Develop an awareness and appreciation for each person's talents and gifts.
- Celebrate the diversity in all.
- Provide opportunities for moral decision making based on Christian social standards.
- Teach self-discipline, respect, and compassion.
- Allow for experiences to share knowledge, talents, and gifts with others.
- Provide opportunities for students to develop and exercise leadership skills.

#### **VI. Service Development**

It is the goal of St. Mary's School to cultivate an environment that encourages the use of individual gifts in service to God and for the benefit of all.

Objectives:

- Generate attitudes of compassion, empathy, and responsibility for others.
- Provide opportunities that allow for students to care for the needs of others within the school, parish, and community at large.
- Develop an awareness of individual responsibility to the importance and application of social justice.
- Curriculum includes education of current issues facing the global community.
- Provide opportunities for problem solving and interaction in issues

# COAT OF ARMS

## St. Mary's Catholic School

### Chester, Illinois

#### Explanation of Armorial

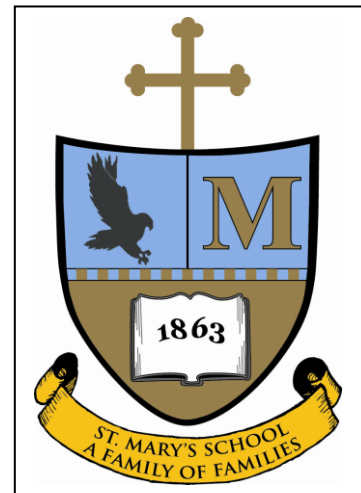
The Shield or *Echelon* is divided into two sections. The top or *Chief* is a field of blue or *Azure*. The color blue symbolizes "loyalty and the seeking of truth" and is one of St. Mary's School colors. The color is also taken from the Belleville Diocesan Coat of Arms. Emblazoned on this field are two insignia. On the left-hand side of the shield or the *Dexter Chief* can be found the Hawk descending or *Hawken*, this insignia having a long history at St. Mary's School representing the school's sports mascot. The color of the Hawk is black symbolizing "Constancy in Effort". On the right-hand side of the shield or *Sinister Chief* can be found the large case letter *M*, this insignia representing the Latin for the name Mary or *Maria*. The color of the letter *M* is gold or *Or*. This insignia is used to signify the Blessed Virgin Mary in whose honor the school is given title. The insignia is also taken from the Coat of Arms of Saint Pope John Paul II.

Dividing the shield is a line or *Fess* a horizontal bar dividing the top third of the shield from the lower two-thirds. It appears as a broken dental line or *embattled argent* dividing the two sections yet joining the colors of the two sections of the shield. Its significance can be found as a symbol of a river divided by ports, as Chester, IL can be recognized and also the river port city of Chester, England after which Chester, IL was named.

The bottom two thirds of the shield or *Echelon* is gold or *Or*. The color gold symbolizes "generosity of spirit". In the center or *Nombril Point* is to be found an open book or *Biblia* representing both an open search for learning and the open bible signifying our openness to the Word of God. The book is Silver/White or *Argent* symbolizing the Peace of Christ and the peace of mind that comes from learning. Emblazoned across the book's open pages are the numbers **1863** recalling the year that St. Mary's School was opened to educate students.

At the top of the shield or *Crest* is a Cross with ornate or floral edges or *Cross Flory*. The color of the Cross is Gold or *Or*. This cross is represented in the Belleville Diocesan Coat of Arms and represents the early French Missionaries who settled communities along the Mississippi River and our belief in the Lord Jesus who was crucified and rose from the dead.

At the bottom of the shield can be found the banner or *Slogane*, it bears the motto of St. Mary's School: "St. Mary's School / A Family of Families".



### **Disclaimer**

St. Mary's Catholic School Handbook is comprised of the policies and procedures established for the 2021-2022 school year. Because it is impossible to predict every situation that might occur during the year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances require. Parents and students will be promptly informed in writing of any changes made to the handbook and the date the change will be in effect.

### **Absence Procedure**

A parent must call the school office by 8:30 a.m. when a child will be absent or tardy. Office personnel will call the home of those students whose parents have not contacted the school. For an extended absence the child should bring a written note from the parent or a physician's "return to school" form when he or she returns to school.

### **Abuse and Child Reporting Act (Diocesan Policy 5141.4)**

St. Mary's School will abide by the Abuse and Child Reporting Act (1982), which mandates all school personnel to report suspicion of child abuse or neglect to the Department of Children and Family Services. This law covers all children up to the age of 18.

According to the Illinois Department of Children and Family Services Manual for mandated reporters, mandated reporters can be classified in seven categories: medical, school, social service/mental health, law enforcement, coroner/medical examiner, child care personnel, and members of the clergy. The Manual provides that mandated reporters are persons who work in one of the preceding seven categories and who may work with children in the course of their duties. Neither the Act nor its regulations state that the work must be paid.

All parish and school personnel, including but not limited to, teachers, PSR catechists, catechists, youth leaders and youth volunteers, coaches, and administrative staff, principals and DREs, CREs, directors and staff assistants of day care centers and nursery schools, child care workers and aides, foster parents, agency homemakers, registered psychologists and volunteers who work with children to report in the same manner as mandated reporters.

### **Accelerated Reading Program**

At St. Mary's the Accelerated Reading/Reading Renaissance Program which is a supplemental reading program is used as a portion of our reading curriculum. The following are incentives for the students:

#### **Principal's Luncheon**

- Kindergarten & Grade 1 – 65 points
- Grade 2 – 75 points
- Grades 3 – 4 – 100 points
- Grade 5 – 125 points
- Grades 6 – 8 – 150 points

#### **Certification Levels**

- Independent (K)** – Student has to read three books and pass the tests entirely on his/her own, plus accumulate 10 points.
- Super(Gr.1 & 2)** -- Student has to read three books worth 1 point each and pass the tests on his/her own, plus accumulate 25 points.
- Advanced (Gr. 3)** -- Student has to read three books worth 2 points, plus accumulate 50

- points.
- Star** (through Gr. 5) - Student has to read three books worth 3 points or greater at a 4<sup>th</sup> grade or higher level, plus accumulate 100 points.
- Diamond** (through Gr. 6) – Student has to read three books that are each worth 5 points are greater at a sixth, seventh or greater level, plus accumulate 125 points.
- Classic**(through Gr. 8) – Student has to read three books that are each worth 10 points or more, at a 7<sup>th</sup> or higher reading level, and accumulate 150 points.
- Honors:** Student has to read three books from a selected list and accumulate 250 points or more. Books have to be at least 9<sup>th</sup> grade level or higher. Students may score as low as 80% on the first test and score 85% or higher on the last two tests. Students must have kept a daily log on each book read.

### **Mystery Incentive**

The student must make their personal goal in order to participate. There will be one mystery reward at the end of each quarter.

### **Classroom Goal**

Adding together the contract points from all students in the classroom, and then adding 15% to the total points establishes the classroom goal. Individual students have to make at least 70% of their contract goal to participate. The students suggest the reward with final approval by the teacher.

## **Administrative Organization**

### Bishop and Diocese of Belleville

St. Mary's Catholic School is a Roman Catholic school under the auspices of the Bishop of the Diocese of Belleville. The Superintendent of Schools for the Belleville Diocese has the responsibility of implementing Diocesan Policy once the policy is approved by the Bishop.

### Pastor

The pastor is the primary spiritual leader of the parish and has the responsibility of fostering, guiding, and coordinating the educational ministry of the parish. This includes those matters within the school which affect worship, the Ministry of the Word, and the spiritual welfare of the students. Furthermore, all policies set forth by the School Board are subject to his approval. The pastor is the Administrator of the parish and its ministry.

### Principal

The principal is the administrator of the school and member of the executive office of the School Board and is responsible for implementing policies established and/or approved by the Diocesan Board, the Pastor, and St. Mary's School Board. The principal is responsible for the implementation of educational policies established by the Diocese of Belleville and the State of Illinois. The principal reports directly to the pastor and the Office of Education.

### School Board

St. Mary's Board of Education is comprised of seven members in addition to the principal and pastor. The School Board serves as an advisory board through planning, goal setting, budgeting, coordinating, and promoting the school. The primary role of the Board is to assist in formulating policies for Catholic education in the school in adherence to Diocesan School policies. The Board works to communicate the policies and decisions to the school community. All members of the Board serve a three-year term. Meeting dates are determined by the Board. Meetings are open to

the public except when the Board goes into executive session. Any person wishing to address the Board must contact either the principal or School Board president to be placed on the agenda.

#### Faculty and Staff

The faculty is responsible for both academic and spiritual growth of the students. They promote an atmosphere of faith and charity within the classrooms and the school. The staff is responsible for fulfilling the responsibilities of their specific title. Both the faculty and staff members are instrumental to the success of the school. The faculty and staff report directly to the principal.

### **Admissions**

#### Age of Admission

Any child who is five years of age or who will reach the age of five by September 1<sup>st</sup> may enter Kindergarten. Students entering first grade must have successfully completed an accredited Kindergarten program or be six years of age by September 1<sup>st</sup>. A physical, dental, and eye examination are required when a student enters school for the first time. The child's birth certificate and immunization record must also be presented. A copy of the child's baptismal certificate is also required.

#### Probationary Admission

Any new transfer student (other than those entering kindergarten) who register to attend our school shall be considered probationary. This probationary status will remain effective until such time as the student's school records are received from the transferring school, and a sufficient period of time has passed to guarantee that all needs of the child can be met by the existing school curriculum and resources.

"Sufficient period of time" is to be judged by the principal and teacher/teachers involved, on a case-by-case basis, preferably not to exceed six weeks. Each student and parent/guardian will confer with the principal and teacher/teachers after this time to ensure that the student is able to meet success in his/her new environment.

St. Mary's Catholic School reserves the right, at any time, to require that any student with needs that cannot be met by the existing curriculum or staff (as decided by the pastor, principal, and teacher/teachers involved) not be enrolled at this school. All student transfers at the 7<sup>th</sup> and 8<sup>th</sup> grade level are to be accepted conditionally, and students shall remain on probationary status the entire academic year.

### **Admissions**

#### **Non-discrimination Policy**

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, admissions policies, scholarship and local programs and athletic and other school-administered programs.

#### **Diocesan policy 5111.1 (Revised 1/24/00)**

Children enrolling in Kindergarten are to be age 5 by September 1. **Diocesan Policy 5111 (Revised 3/16/10)**



### **After School Activities**

A variety of after school activities are provided for students in grades 5 - 8. Information is sent home about each activity, and students may register for the one(s) of their choice. Permission slips are required for participation. After school activities usually end between 4:30 p.m. and 5:00 p.m. Some of the activities require a participation fee.

Some of the activities available to students include: Art Club, Beta Club (meeting requirements), After School Enrichment, and participation in the sports programs.

### **Alcohol Use/Drug Abuse by Students– Diocesan Policy 5114.1 (Adopted 1/24/00) (Revised 3/16/10)**

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 includes the misuse of medications prescribed 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.

### **Annual Giving Campaign**

The Annual Giving Campaign is one of the main fundraising efforts for St. Mary's School. Currently donations are used to supplement the school's operating budget, technology, and assist with special programs. A goal is set each year by the School Board. In October the School Board discusses allocations of the funds raised.

### **Appeals Process**

As a Catholic School community we expect that all differences would be resolved in a Christian and nonconfrontational manner. We do recognize however that misunderstandings do occur. It is important that we respond to one another following Christ's example of reconciliation. The following process should be followed when leveling a complaint.

1. Meet with the individual or individuals with whom the problem exists and work together to resolve the problem. If resolution has not occurred proceed to the next level.
2. Present your complaint to the principal in writing. If the problem exists with the principal, send your written complaint to the pastor. The principal will arrange a meeting with both parties after receiving the grievance. The purpose of the conference will be to seek a peaceful and satisfactory solution.
3. If the outcome of the conference does not accomplish a resolution, either party may request a conference with St. Mary's School Board.
4. If the member of the school community is still not satisfied, they may bring their complaint to the pastor. It is hoped that by this level reconciliation can occur.

### **Arrival & Dismissal**

Upon arrival to school students should go directly to the cafeteria. There is supervision provided from 7:30 a.m. - 7:55 a.m. At 7:55 a.m. the students are dismissed from the cafeteria to go to their

classrooms. **In order to assure that your child will be adequately supervised, please do not send your child to school before 7:30 a.m.**, unless of course they are enrolled in our Daycare Program.

Students are dismissed at 2:50 p.m. A teacher will be on duty for the bus supervision. Students who are picked up by parents or who ride the bus are to wait in the hall behind the first grade classroom by the double glass doors until their bus arrives. If weather permits the children will wait on the blacktop between church and school. Children who walk home are required to leave school grounds immediately following dismissal. Parents who will be picking up their children after school are requested to do so by 3:15 p.m.

Buses stop to pick up student riders in the area between church and school. Parents are not to park in this area. Parents may pick up and drop off their children in front of the school building; however, this is not a parking area. Parents may park in the KC or Church parking lot and walk over to pick up their children. For our students' safety parents may not park between church and school or may not drive around the school building on the blacktop.

Any change to the regular transportation method of a student must be made in writing and by calling the school office. Any change in transportation to be made for the same day should be made by 2:00 p.m. except in cases of emergency. A phone call is always appreciated as sometimes children forget to promptly turn in written notes!

### **Asbestos 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 has a management plan which is available for all parents to review. The plan is kept in the school office. Parents may contact the school office if they wish to view the plan.

### **Athletics**

\*If you would like a copy of Diocesan Policy 6145.2 regarding activities with requirements for participation, please request a copy from the office. Parents of athletes will receive a copy of the policy along with the Athletic Handbook at the sport parent meeting each year.

St. Mary's School follows the directives and guidelines of the Diocesan Office of Education in all athletic matters. Parents receive an athletic handbook that contains these guidelines. If a player falls behind in academics, the parents, principal, teachers, and the student are expected to work together to rectify the problem.

A student is ineligible to play sports for one school year if they transfer in 7<sup>th</sup> or 8<sup>th</sup> grade. Students must transfer at the beginning of the 6<sup>th</sup> grade to avoid the penalty. **(SIJHSAA by-laws: Section 2, Article 5.)**

### **Attendance**

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates genuine hardship for a student and is regarded as a very serious problem. The following list of circumstances are the only recognized excuses for school absence:

1) personal illness, 2) family illness, 3) death in the family.

**Parents should give advance notice to the school in order to be excused for any other type of absence.**

For excused absences, parents may arrange for the child's assignments, books, and notes to be picked up at dismissal time or other arranged time.

When a child returns to school following an absence, it is important that a written note signed by the parent, indicating the reason for the child's absence, be brought back to school with the child.

Assignments and class work given during an absence will be the responsibility of the student to complete.

Repeated absenteeism is not conducive to effective learning. When a student has been absent 5 or more consecutive days, a physician's note is required upon the student's return. If a student has missed 10% of the attendance days, parents will be contacted. If absences continue, the student may be referred to the Regional Truancy officer with the Right Track Truancy Program. This program is part of the Regional Office of Education.

### **The following is Diocesan Policy 5113 (Adopted 5/27/98) (Revised 3/16/10)**

#### **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, the 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 1/2 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 1/2 day absent. If a student leaves school within one hour of normal dismissal, the student will not be considered as absent.

Upon late arrival or early departure from school, St. Mary's School requires that a student must be signed in and out at the school office by an accompanying adult. The date and time must also be recorded on the record sheet.

#### **Authorization for Internet Access – Diocesan Policy 1341 (Revised 3/28/02)**

Each student, teacher, and anyone using the Internet while at St. Mary's School will need to sign the Authorization for Internet Access before using the Internet. This policy will be given out at Final Registration in August and must be returned by the first day of school.

#### **Band**

Our students have the opportunity to participate in the band program through the Chester Community District 139. There is a beginner's band for fifth graders, an intermediate band class for sixth graders, and a junior high class offered to students in the seventh and eighth grades. This band program is not part of St. Mary's program or curriculum. We do excuse students from classes if parents wish for them to be involved in the CGS program. The CGS band director is not required to be compliant with our Diocesan Child Protection Policy. The band schedule is also arranged by the CGS band teacher. St. Mary's School does try to arrange our schedules so that students who participate in band do not miss so much of one class; however, this is not always possible. Parents and students need to understand that by participating in this program, subjects, activities, and events will be missed here at St. Mary's School. Students participating in Band are responsible for contacting teachers for any work missed while at Band and also completing the

missed work. St. Mary's School supports the Band Program and recognizes the benefits that this type of music instruction provides students. We encourage all interested students to participate. Parents and students also need to understand that by participating, students are making a commitment to the CGS Band Program.

### **Beta Club**

Students in Grades 6 – 8 can qualify as members of the Junior Beta Club. The students must meet the specific academic standards to be a member of the Beta Club. Students must have attained Honor Roll status for two consecutive quarters for initial entry into the Club. Students must maintain Honor Roll status as members. As members of the Junior Beta Club, students are also expected to display exemplary qualities of behavior, leadership and service. If a student is put on probation during two consecutive grading quarters, the student will no longer be a member of the Beta Club.

### **Bicycles**

When traveling to and from school students should obey all traffic regulations. The school assumes no responsibility for bicycles parked on school property.

### **Birthday Celebrations**

Students enjoy celebrating their special day with classmates and are welcome to bring in treats for their birthday. A note to the child's teacher arranging the treat day is appreciated. Due to cafeteria regulations the treats or drinks may not be stored in the school's cafeteria refrigerators. Please send in the necessary napkins, cups, etc. required to serve the treats, as these items are not always on hand in the classrooms. Knives may not be brought to school by a student, so it is helpful if the treat has already been cut and is ready to serve.

### **Book Bags/Back Packs**

All students are required to have a book bag/back pack. This helps the children stay organized and protects costly textbooks and other materials.

### **Buckley Amendment**

St. Mary's Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Bullying**

St. Mary's School respects the dignity and uniqueness of all individuals. As a Catholic and Christian community we are called to live and reflect on the teachings of Jesus Christ. Bullying, harassment, and intimidation behaviors will not be tolerated. St. Mary's School has established a Bullying Policy outlining the procedures that will be taken to address situations of bullying. All parents and students receive a copy at the beginning of the year.

### **Bus Transportation**

Parents are requested to contact Southwestern Bus Service for information regarding their child's bus transportation needs. St. Mary's students who utilize the bus service are required to follow all rules and regulations outlined by the bus service. Our students are expected to conduct themselves in a respectful manner that is aligned with the standards and values that are taught at school. Failure to comply with the rules and regulations outlined by the bus service could result in loss of privileges.

### **Cafeteria/Lunch Program**

The same general rules for behavior apply in the cafeteria as in the classroom

St. Mary's School provides a well-balanced and prepared meal that includes milk. We participate in the NSLP Special Milk sponsored through the state of Illinois. Lunch money should be paid monthly when you receive a statement. Please return payment in the envelope that is supplied. The cost of the students' lunches are as follows: \$2.60 per day for students in grades K-4 and \$2.70 per day for students in grades 5-8.

Students may also bring their lunch to school but will not be allowed to store the lunches in the refrigerators at school due to a violation of the health code. Soda may not be brought to school to drink at lunch. The students bringing their lunches are welcome to purchase milk, which is provided at school for the cost of \$.50. Students may not bring knives to school in their lunches. Food from fast food restaurants may not be brought in for student lunches.

Through the NSLP Special Milk Program our facility provides milk at a free and/or reduced price for qualifying families. We will also provide to qualifying families a free and/or reduced lunch. The lunch is not provided through the Special Milk Program, but through St. Mary's School. This information is included in the packet at final registration. If you wish to apply for the free and/or reduced lunches at any time during the school year, please contact the school office. All information is kept strictly confidential.

### **Cancellation of School**

If school is called off due to inclement weather, parents will be notified through School Messenger (formerly School Reach). A message will also be on Channel 5 television. When there is a need for school cancellation when school is already in session, a School Messenger notification will be sent and every practical means will be used to notify parents. Every effort will be made to make sure that all students have satisfactory transportation home. No after school activities, practices, or games will be held if school is cancelled for inclement weather.

### **Cell Phones**

Student use of cell phones during the school day is prohibited. Students bringing cell phones to school are required to check them into the homeroom teacher for the day. Phones are checked back to the student at the end of the school day. Students found abusing this requirement and/or using cell phones during the school day will have their phones confiscated and turned into the school office. Parents will be contacted and cell phones will be returned to the parent. A second offense will result in confiscation of the cell phone, parent contact, and an after-school detention. A third offense will result in confiscation of the cell phone, parent contact, and in-school suspension of two days.

### **Change of Address/Telephone**

It is very important that every student maintain an up-to-date address and telephone number on file in the school office. Please notify the school immediately if you have a change in either.

### **Child Protection Policy**

In an effort to protect children from abuse the Diocese of Belleville implemented The Child Protection Policy in July 2003. The policy states: "Any individual who is employed or volunteers in the Diocese of Belleville and has 'substantial contact' with children must complete the Child Protection Policy Training, as well as, all other requirements of the Policy. "Substantial contact' is contact with children in which the duration and scope in both time and exposure to children is

neither trivial nor limited and may occur on a routine and/or ongoing basis (i.e. more than one day a month). The following steps are requirements of volunteers:

1. Complete application (Employment or Volunteer). Applications are available in the office.
2. Complete a CANTS (Child Abuse and Neglect Tracking System) form. This form must be updated every two years.
3. Volunteer positions require a name base background check through S2Verify.
4. Some positions require fingerprinting through Accurate Biometrics. Forms and instructions are available in the office.
5. Attendance at an Initial Child Protection Training. Classes are available throughout the Diocese and will be made available on-line during the 20-21 school year.
6. Complete the Annual Refresher Course Training which is available on-line.

Our students also participate in an educational age-appropriate program each year. Permission forms and opt-out forms are sent to parents prior to the program date. These forms must be returned to the school office.

The following listing is St. Mary's School internal procedures for reporting abuse. All teachers are considered mandated reporters and follow the procedures. These procedures are to be followed for all employees, volunteers, and individuals associated with St. Mary's School.

#### **Reporting Abuse Procedures:**

1. Inform the principal immediately of your concerns.
2. Gather pertinent information: the child's full name, date of birth, age, phone number, address, reason for suspecting abuse, suspected abuser's full name, age, date of birth, address, phone number, (if known), and information whether the child is protected from the offender.
3. Call the State of Illinois Child Abuse Hotline: **1-800-25-ABUSE or 1-800-252-2873**
4. A Hotline worker will either:
  - a. Take your call or
  - b. Take your name and number and call you back at their earliest convenience.
5. If you are a mandated reporter, identify yourself as such.
6. Give the pertinent information.
7. The hotline worker will determine if there is adequate information for a report.
8. If there is adequate information for a report the State of Illinois hotline will call the local DCFS within a couple hours of your phone call.
9. DCFS has twenty-four hours in which to initiate an investigation starting from the time the call was received. The investigation entails interviewing the alleged victim, the alleged abuser, and anyone with knowledge of the situation.
10. You should promptly report to the principal the outcome of the Hotline call.
11. The principal will immediately convey this information to the Director of Child Protection at the Belleville Diocese.
12. You will receive a form entitled "Written Confirmation of Suspected Child Abuse/Neglect Report for Mandated Reporters," which you will be asked to complete and return to the local DCFS office and Illinois DCFS in Springfield. A copy of this report must be made, and the principal will forward the report to the Director of Child Protection at the Belleville Diocese.
13. If the alleged abuse has been reported to the DCFS Hotline and the Hotline worker has elected not to accept the report, this must be reported to the principal as well.
14. The principal will make a report to the Diocesan Director of Child Protection.
15. The principal will also inform the pastor of the suspected abuse, the reporting, and the outcome.

### **Classroom Parties**

There are three classroom parties held during the school year. These are: Halloween, Christmas, and Valentine's Day. Each classroom teacher will notify parents as to how the parties will be managed in that class. These parties usually begin at 2:00 p.m.

### **Code of Catholic/Christian Conduct - (Diocesan Policy 5131)**

#### **Code of Catholic/Christian Conduct Covering Students**

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

All students who attend any Catholic elementary or secondary school in the Diocese of Belleville are expected, as a condition of continued enrollment, to conduct themselves in a manner consistent with the policies and principles of the school. These principles are set out in the student handbook and in the mission and purpose of the Catholic school, as determined by the school.

Conduct by a student that the school determines is contrary to, or inconsistent with, the Catholic/Christian principles of the school, is grounds for terminating the student's enrollment in the school. These principles and expectations apply to students both on campus and off campus during school-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.

The school, in its discretion, may determine how to deal with any particular conduct or pattern of conduct depending upon the nature and severity of the problem, surrounding circumstances, and prior record. In some instances, the conduct may be of such a nature that immediate withdrawal may be determined to be appropriate even if it is the first such instance. In cases where the conduct is not as severe or serious, the problem may be dealt with using other forms of corrective action, including but not limited to a written warning, suspension from the school, and not participating in or attending parish/school activities, volunteer work, etc.

The school's due process procedures for appeal shall be available to students and parents when this policy is implemented.

The students' interest in receiving a quality, morally-based education can best be served when students, teachers and school officials all work together and set a proper example.

Normally, differences between these individuals should be resolved as quickly as possible. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child/children when the situation is warranted.

#### **Code of Conduct/Off-Campus Misconduct (Diocesan Policy 5131.1)**

The disciplinary code of the school and all penalties shall apply to conduct off-school grounds that is contrary to Christian principles and may endanger the health and safety of students enrolled in schools within the Diocese. This also includes engaging in behavior that may adversely affect the educative process. Students may be subject to the full range of disciplinary procedures for off-campus misconduct subject to this policy, but are not limited to the following:

Alcohol use, arson, burglary, drug possession or inappropriate sharing/sales, illegal drug and substance, inappropriate/illegal sharing of prescription medicine, fighting, illegal firearm possession, hazing, illegal activity, inappropriate internet usage on/off campus, physical or sexual harassment, psychological or emotional harassment, robbery, sexual assaults, threats of violence, or violent offenses.

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 guardians(s) and possible referral to appropriate counseling or medical assistance prior, 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 and be known to the student and student's parent(s) or guardian(s).

A written record shall show that there were previous incidents which took place prior to the expulsion, and that a number of documented conferences were held with the parent(s) or guardian(s) to discuss the problems and infractions of the student. Accurate records of the time, place and substance of the material discussed shall be kept by the principal. The record shall show whether the student has been placed on probation or has been suspended, so that the student is fully aware of the consequences of subsequent misconduct.

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.

#### **Conduct at Sporting Events and Extra-Curricular Activities**

Parents and students are encouraged to attend school sponsored events and support our athletic teams. In keeping with the school's philosophy and values taught, conduct at these events is very important. Those in attendance are requested to conduct themselves in a manner that reflects respect and dignity for all. Unsportsmanlike conduct at games can damage the school's reputation and certainly set a poor example for students. Spectators are asked to respect one another, the officials, coaches, the building, and equipment. Parents are asked to supervise their children while at these events and games. Students should remain seated during games. No students should be in the library, cafeteria, hallways, or classrooms during a ballgame. Safety of students is top priority, and therefore, children should never be in unsupervised areas of the building.

#### **Communication**

Any information (letters, flyers, etc) sent home with students by anyone outside of the faculty/staff, must be approved by the principal. If invitations to parties are being distributed at school, all children in a classroom must be included.

#### **Conflict Resolution Procedure and Line of Protocol**

Parents who have a complaint or problem should make every attempt to resolve the issue with the person(s) most directly involved in the situation. The following line of process should be followed for any conflict resulting between families and school personnel.

1. Teacher, staff member, coach, or athletic director
2. Principal
3. School Board Member
4. Pastor



## **Concussion Protocol**

St. Mary's School has developed a Concussion Protocol to be implemented in the event of a head injury in our sports program. All parents will receive a copy of this procedure.

## **Conferences**

Regular scheduled parent-teacher conferences occur at the end of the first quarter. Parents are asked to make a specific appointment with the teachers of each of their children. Communication between teachers and parents is vital to the educational experience of the child. Conferences are encouraged and can also be arranged at any time during the school year. If a parent has a particular concern, it is not necessary to wait for the regular conference time.

## **Controlled Substances**

**Violations involving drugs, drug paraphilia, guns, weapons, battery of teacher or other personnel, sexting, or other illegal digital activity, the principal will contact law enforcement.**

### **1. Procedure For Police Involvement**

#### Procedure on Law Enforcement Interrogation of Students

There may exist occasions where representatives of law enforcement agencies/departments need to conduct investigations in the schools 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.

## **2. 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.

### **Daily Schedule**

7:30 a.m.	Supervision begins in the cafeteria.
7:55 a.m.	Students are dismissed to the classrooms.
8:10 a.m.	Classes begin.
10:00-10:15 a.m.	Grades K-4 Recess.
11:20 – 11:50	Preschool Lunch
11:35 – 12:35	Grades K-4 Lunch and Recess.
12:20 – 1:20	Grades 5-8 Lunch and Recess
2:50 p.m.	Dismissal

## **Dance Policy**

Any school dance held in St. Mary's gym will adhere to the following conditions:

1. Date, time, and reason for the dance must be approved by the principal and/or the school board.
2. Grades 5 through 8 may attend.
3. Once a child enters the building, they may not leave unless they do not plan to return.
4. There shall be a minimum of at least 6 chaperones and the chaperones must be 21 years of age and be in compliance with the Child Protection Policy.

## **Discipline**

Teachers have the authority and responsibility to maintain discipline in the classroom. Rules are discussed and posted in each of the classrooms. Consequences for breaking the rules are also explained to each child at the beginning of the year. **In working as partners in education, it is important for parents to support the teacher's authority.**

1. Students should always use appropriate language.
2. Students should show utmost respect to every adult they have contact with in our school.
3. Students should respect the rights of their classmates. It is important that an environment conducive to learning be established and maintained. Excessive talking, disrupting the class, talking back to teachers and staff members, etc., will not be tolerated.
4. Students should show respect to their classmates and behave in an appropriate and Christian manner when conflicts arise. Verbal or physical aggression towards another student is unacceptable behavior.
5. Students should respect school property. Books, desks, computers, and all other school property should be handled appropriately. There is also no gum chewing allowed. Reimbursement is to be made to the school for any damages to the school facilities or learning materials.

Failure to comply with rules and regulations may result in, but not limited to:

1. Discussion with the teacher and/or parents;
2. Temporary withdrawal or altering of a privilege;
3. Removal of a student from the situation;
4. A punishment which is not excessive and which fits the infraction;
5. Discussion with the principal;
6. Parent notification;
7. Detention of the child after school or other type of discipline after proper notification has been made to the parents or guardians.

Serious infractions, such as, fighting, bullying, cursing, cheating, damaging school property, continued class disruption, disrespect towards members of the staff or student body, or repeated offenses may result in, but not limited to the following:

1. Notification of the parents by the teacher and/or principal;
2. Conference with the pastor and principal;
3. Withholding privileges, in-office suspension, out of school suspension, expulsion from school;
4. Professional counseling of the student after referral by the principal;
5. Notification of the appropriate authorities or law enforcement in regard to threats, possession of drugs, weapons, etc.

## **Discipline – Suspension & Expulsion – Diocesan Policy 5114 (Revised 4/5/04)**

### **Suspension and 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 and be known to the student and student's parent(s) or guardian(s).

A written record shall show that there were previous incidents which took place prior to the expulsion, and that a number of documented conferences were held with the parent(s) or guardian(s) to discuss the problems and infractions of the student. Accurate records of the time, place and substance of the material discussed shall be kept by the principal. The record shall show whether the student has been placed on probation or has been suspended, so that the student is fully aware of the consequences of subsequent misconduct.

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.

### ***Suspension From School***

A student may be suspended by the principal for gross disobedience and misconduct. Each individual suspension of a student shall not exceed ten school days. Any suspension shall be reported immediately to the student's parent(s) or guardian(s) and to the pastor or pastor/superintendent along with a full written statement of the reasons for the suspension. No student will be sent home on suspension unless the parents have been reached and expect the child home early. At the elementary level, a conference between the parents, principal and pastor or pastor/superintendent will precede the student's return to class. At the high school level, a conference between the parents and principal should precede the student's return to class.

### ***Expulsion From School***

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.

### **Driver's Policy – Diocesan Regulation 6153 (Approved 5/27/98)**

All drivers, transporting St. Mary's students to field trips or any other school-sponsored event, must meet the following requirements:

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
3. The vehicle must have a valid and current registration and valid and current license plates.
4. The vehicle must be insured for the following minimum limits: \$100,000 per person/ \$300,000 per occurrence.

In addition to the above regulation, drivers must not have had a conviction for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last three years. Drivers must not have had two or more convictions for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last seven years. Drivers may not have had more than three moving violations or accidents in the last three years. Drivers must refrain from using a cell phone or any other electronic device while operating the vehicle. Drivers must also complete the Safe Driving On-line Course offered through Catholic Mutual.

A signed **Driver Information Sheet** must be submitted to the principal prior to the field trip.

In following our smoke-free school policy, and for the health and safety of our students, drivers are prohibited from smoking while transporting children on field trips.

### **Eighth Grade Class Trip Policy**

The eighth grade trip is planned by the 8<sup>th</sup> grade students and teacher. It is a one day trip. All 8<sup>th</sup> grade trips must have initial approval by principal and/or pastor. All information should be finalized prior to January School Board meeting. The trip will then receive final approval from the board. Chaperones must be approved at this time also. There will be no fundraising activities held by members of the 8<sup>th</sup> grade class in conjunction with PTO or other major school fundraisers. There will be no alcohol consumption allowed by adults who are on the trip. It is requested that all outstanding fees be paid prior to student attendance on the class trip.

### **Eligibility for Extracurricular Programs and Athletic Program**

It is the goal of the school to provide education and enrichment activities to foster the spiritual development, academic excellence, physical, emotional, and social growth of all students. Sports and extracurricular programs play an important part in this educational balance. However, the academic progress of students must not be compromised during participation in the sport seasons or other activities and clubs. The following school policy is implemented to ensure that students continue their academic achievements and maintain a balance of sports and study. Generally, a student will not be excluded from participation due to low grades; however, if it is determined that the student's academic progress is in jeopardy, the student may be excused from participation for a period of time. These situations will be thoroughly investigated by the teacher and principal

before any disciplinary action is taken. Any disciplinary action taken will be discussed with the student, parent, teacher, coach, or club sponsor. The final decision will be determined by the principal.

**Emergency Drills & Emergency Contingency Plan (Crisis Management Plan)**

Bus evacuation, fire, intruder, tornado, and earthquake drills are held on a routine basis. Escape plans are posted inside the door of each classroom. The drills are held to help children practice moving to designated areas in a safe, quiet, and orderly manner.

The Emergency Contingency Plan is in place at St. Mary’s. The plan is to help assist if the need ever arises. The plan covers the following: crisis management, abduction, after hours emergency, bomb threats, fire and explosions, hostage situations, intruders in the building, natural disasters, threats of violence, and weapon’s possession. This plan is reviewed annually by the School Board and the members of the Crisis Management Team which consists of faculty, parents, and input from First Responders.

**Fees**

Registration/Book fees must be paid at the time of pre-registration. The Registration/Book fees for the 2021 – 2022 school year are \$200.00 per child. This amount does include the computer lab fee. In the event that all fee payments (tuition, computer lab fee, book fee, lunch money, etc.) are not paid by the end of each quarter, the child’s report card will not be released. If special arrangements are needed to make payments, it is the parent’s responsibility to contact the principal and pastor.

**Field Trips (Diocesan Policy 6153)**

Field trips by the parish catechetical program or school field trips shall be allowed only when they have an educational purpose as determined by the responsible parish minister or 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 parish catechetical program/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 travel as a group and remains as a group until the teacher releases them. Students shall not be allowed to leave of their own accord. A sample of the standard permission form can be found at the back of the handbook.

**Grading Scale** – Listed below is the grading scale used at St. Mary’s School:

A+	99-100	D-	70-71	O	Outstanding
A	95-98	F	70 and below		
A-	93-94			S	Satisfactory
B+	91-92				
B	88-90			N	Needs Improvement
B-	86-87				
C+	84-85			U	Unsatisfactory
C	80-83				
C-	78-79				
D+	76-77				
D	72-75				

Students in Kindergarten through Grade 2 use a skills/concepts mastered progress report. Students in grades 1 and 2 do earn letter grades in core subjects.

### **Graduation**

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

### **Harassment – Diocesan Regulation 4116.2 (Approved 11/25/09)**

Any student who believes he or she has been subjected to racial or sexual harassment, or has witnessed such misconduct must report the incident to the principal. The diocesan grievance procedure will be used.

Each school/PSR 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.

### **High School Visits**

We encourage our families to explore the many opportunities provided by Catholic high schools. St. Mary's School is a feeder school to Gibault Catholic High School in Waterloo. Gibault offers its students a superior academic education that goes beyond adequately preparing them for college. Visits to a Catholic high school may be arranged through our office and the above mentioned schools. Parents interested in scheduling a visit must contact the school office. We will work with you to arrange a mutually convenient and appropriate day for your child's visit.

### **HIV-AIDS**

Students with HIV enrolled or seeking enrollment in grades K through 12 shall be permitted to attend school or parish religious education programs and shall not be excluded from attending school or parish religious education programs for reasons of the infection unless, exceptional conditions are evident. When a student is infected with the virus, the principal and/or DRE and pastor must be informed by the student's parent or guardian.

### **Homework – Diocesan Policy 6154 (Approved 5/9/96) (Revised 5/16/06)**

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 homework be reasonably assigned within the following timeline for the average student:

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

In keeping with our goal of education partnership with families, parents are encouraged to communicate any homework difficulties with the teacher.

### **Honor Roll**

The Honor Roll is a special recognition for academic achievement. It is based on the total grade point average for the preceding quarter and is published four times throughout the year.

A student's conduct grade is not to be averaged in to the G.P.A.; however, if a student has consistent behavior checks on his or her report card, this does prevent the student's eligibility for honor roll. The subjects used are: Religion, Reading, English, Spelling, Math, Science, and Social

Studies. A grade point average of 4.5-5.0 is required for First Honors Recognition. A grade point average of 4.0-4.49 is required for Second Honors Recognition.

### **Human Sexuality Program**

Students in Grades 5 – 8 will participate in a Human Sexuality Program as part of their Religion class. Information regarding this program will be sent home prior to instruction and will require a signed permission slip for student participation.

### **Illness or Injury**

In case of illness or injury a student will be cared for temporarily by a member of the school staff. School personnel will render first aid treatment only. School personnel are not permitted to give aspirin, tylenol, or any type of internal medication. Any child requiring prescription medicine must have a note stating type of medication and time medicine is to be taken. If medical treatment is necessary, the parents will be contacted. If parents are unavailable, the student will be taken to the emergency room at the hospital. An emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school. It is the parent's responsibility to inform the school of any health issues regarding the child such as: allergies, epilepsy, diabetes, etc.

#### Disposition of minor illness or minor injury

1. If the injury or illness is minor, it may be appropriate to retain the student in school for the remainder of the day, but in the interest of school-parent relations, the principal will contact the parents/guardians to inform them of the situation. If the parent cannot be reached, the alternate contacts provided by the parents will be contacted.
2. If a student requires medical attention, the parent/guardian will be notified immediately by the school. The parent will be asked to arrange for proper treatment.
3. In non-emergency cases, if efforts to reach parents/guardians or other responsible adults in the home are not successful, the student will be kept at school under the observation of a staff member.

#### Disposition of major illness, accident, or injury cases

1. The parents will be contacted immediately. If the parents or relatives cannot be reached at once, the student will be cared for until contact can be made.
2. If in the judgment of the principal, the injury or illness is serious enough to require hospitalization, the student will be transported immediately by ambulance.
3. The school will supply the emergency personnel with written information regarding the student's name, parents'/guardians' names, telephone numbers, and address.
4. The school will continue to contact the parents/guardians. If there is no telephone, an adult messenger from the school will go directly to the home or work place to notify the parent/guardian.

#### Disposition of illnesses of a contagious nature

Students with contagious illnesses and influenza symptoms such as fever and vomiting should not be sent to school until symptoms are no longer present.



Any student who has any of the following contagious diseases must be excluded from school for not less than the period of isolation set by the Illinois Department of Public Health.

Chicken Pox	Strep Throat	Pinkeye
Diphtheria	Scarlet Fever	Smallpox
German Measles	Polio	Pediculosis (Lice)
Impetigo	Scabies	Fifths Disease
Measles	Mumps	Tuberculosis
Typhoid Fever	Ringworm	Whooping Cough

### **Immunizations/Physical Exams**

State law requires that every student who is admitted to school must have evidence of a complete vaccination program. Any child who is not in compliance by October 15 of the current school year will be asked to remain at home until the child has the proper immunizations. Students entering Kindergarten and Sixth Grade are required to obtain a medical examination. A completed physical form from their physician must be presented to the school. Students entering Kindergarten, Second Grade, and Sixth Grade are required to obtain a dental examination. Students entering Kindergarten or registering with the school for the first time are required to obtain an eye examination. Completed forms from their dentist and eye doctor must be presented to the school.

### **Immunizations /Physical Exams- Diocesan Policy 5141.3 (Adopted 1/27/93, Revised 1/17/06)**

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.

### **Liturgy and Special Activities**

The primary goal of St. Mary's School is to prepare each student to live a Christian life in the modern world. The celebration of the Eucharist plays a very important role in the living out of this goal as Catholic Christians. We plan to continue our policy of an alternating Mass schedule. This type of schedule allows for planning of the liturgy to meet the needs of the students. The schedule is as follows:

Tuesday – Grades 1 –4 and Grades 5 - 8 alternating weeks

Friday – All School Mass for K – 8 students

Weekend liturgies are scheduled throughout the school year, and special activities are planned during the liturgical seasons of Advent and Lent.

### **Make-up Work**

The school is obligated to provide make-up work for excused absences. Students or their parents are responsible for requesting make-up work immediately upon the student's return to school. If

dates of a student's absence are known in advance, the teacher should be notified and planned assignments, if possible, may be given. If work is being picked up for a student who is absent, please inform the school office of when this work will be picked up. Usually work cannot be picked up before noon. This allows the teacher(s) time to accumulate the necessary work and assignments.

### **Medications**

The following are guidelines from the Illinois Department of Health for medication administration in schools:

1. Only those medications that must be given during school hours and are necessary to maintain the student's attendance at school shall be administered.
2. All medications, including non-prescription drugs, given at school shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status.
3. A written order for prescription and non-prescription medications must be obtained from the student's licensed prescriber. The order must include the following:

Child's Name	Date of Birth
Licensed Prescriber & Signature	Licensed Prescriber Phone/Emergency Number
Date of Prescription	
Name of Medication	Date of Order
-dosage	Diagnosis Requiring Medication
-route of administration	Discontinuation Date
-frequency & time of administration	Intended Effect of the Medication
4. Medication must be brought to the school in the original container or package.
5. Over the Counter Medication (Non-Prescription)  
Non-prescription medications must be brought to the school office with the manufacturer's original label with the ingredients listed and the student's name affixed to the container.
6. In addition to the licensed prescriber's order, a written request shall be obtained from the parent(s)/guardian requesting the medication be given during school hours. The request must include the parent(s)/guardian's name and phone number in case of emergency. It is the parent(s)/guardian's responsibility to assure that the licensed prescriber order, written request, and medications are brought to the school office.

In the case of an injury: No topical application of alcohol, peroxide, calamine lotion, or any other medication will be used. We will use soap and water and inform the parent if the child needs further treatment or needs to be sent home. If a child needs medication, the parent will be called, and he/she resumes the responsibility to bring the student's medication or take the student home.

Every parent will receive forms at the time of final registration that need to be completed if medication is to be taken at school. Additional forms are always available in the school office.

The school may not dispense aspirin or other oral medication to students. Medication prescribed by a physician must be dispensed by the parent or by the student him/herself. Teachers may not keep medication in their desks. Any medication, which must be brought to school, must be taken to the office where it can be locked up according to School State Law. A written order from the student's licensed prescriber must accompany all prescription and non-prescription medicine. Parents must have an "Authorization and Permission for Administration of Medications" form on file and a "Physician Request for Self-Administration of Medication" on file.

### **Missing Children**

In regards to student enrollment, St. Mary's School complies with Section 5 of the Missing Children Records Act and Section 5 of the Missing Children Registration Law. At the time of registration a

certified copy of the child's birth certificate must be supplied to the school. Students transferring from another school and enrolling in St. Mary's must supply a certified copy of the child's birth certificate along with copies of records from the school most recently attended. The school will make efforts to identify possible missing children and notify the proper authorities as necessary. The school will fully cooperate with law enforcement regarding requests concerning missing children.

**Non-Discrimination – Diocesan Policy 5111.1 (Revised 3/16/10)**

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, ethnic origin in administration of their educational policies, admissions policies, scholarship and local programs and athletic and other school-administered programs.

**Parent Teacher Organization (P.T.O.)**

The St. Mary's Parent Teacher Organization has been highly involved in improving our school. All parents and teachers are members of this organization. Meetings are held on the first Monday of every month. (If there is no school on the first Monday, the meeting will be held on the Monday of the following week.) The meetings will be held from September through April. There will be no meeting held in December. Each year P.T.O. sponsors fund raising projects. With the help of all the parents, these projects can be very successful. They allow the P.T.O. to fund many important activities at the school.

The PTO and the PTO Fundraising Committee feel it is essential to teach by example. To assure the continued presence of a Catholic school in our parish, the following policy has been instituted:

The parent(s) of **EACH** family will be required to volunteer for a **MINIMUM of 3 credits** at the PTO fundraisers. Examples of fundraisers include but are not limited to:

Popeye Picnic, Fall Bingo, Turkey Trot, Family Fun Night, Christmas on the River Dinner, Christmas Home Tour, Trivia Night, Spring Bingo, Daddy/Daughter Dance

Sign up sheets for these events will be available at Pre-Registration and Final Registration.

If, after final registration, parent(s) have NOT signed up for the minimum of 3 credits, they will be assigned dates and times to work as needed.

**If parent(s) are unable to work at an event they have committed to, the parent(s) are responsible for finding another adult (21 years old or older) to fill the time slot.**

As parents, your support and cooperation in this effort is greatly appreciated. Time and money are important to all of us, but the Catholic education of our children must be an important consideration in our families' priorities, as well as the practice of our faith.

**Pest Control – Diocesan Policy 2502**

St. Mary's School does have a pest management program that utilizes preventive techniques. Parents will be notified before application of the pesticide and the time of application, the areas receiving the treatment, and the personnel responsible for the application. Areas of our building are sprayed once a month following dismissal. All areas of our building are sprayed twice a year – once during the summer and once during Christmas break. We employ the services of Complete Exterminating Services for this monthly program.

**Progress Reports and Report Cards - (Diocesan Policy 5124)**

Teachers' reports to parents shall consist of a printed Report of Pupil Progress and parent/teacher conferences. Grades 2 – 8 students will receive a progress report at the middle of each quarter. Report cards for Kindergarten through Grade 8 are given out at the end of each quarter.

Parent/teacher conferences shall be scheduled at the discretion of the principal, at least once a year and whenever parents, teachers, or principals deem necessary.

A parent wishing to communicate with the principal may contact the school office to schedule an appointment for a conference or meeting.

**Pregnant Students – (Diocesan Policy 5138)**

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. In the light of compassion, mercy, and justice, they shall consider each person's case individually, consult with the parents, recommend appropriate counseling resources, and ensure confidentiality.

**Recess**

Decisions to have outside recess during cold weather depends upon the temperature and wind chill factor. If the temperature or wind/chill is below 32 degrees, the students will have recess in the gym. Students should always dress with consideration of the weather and temperature. Only students with written/signed medical excuses will be allowed to remain in the building during scheduled outside breaks.

**Refund of Tuition & Registration Fees Policy**

Should a student transfer from St. Mary's School during the school year, a refund of tuition will be made for any amount paid past the month of transfer. All registration and book fees are non-refundable in any part.

**Release of Records**

The school will maintain records on all students. Records include student's permanent academic record, grade report cards, attest scores, daily attendance records, behavior incident reports, and health records. Information included in these records will be released to appropriate agencies, schools, or other parties when requested by a parent through use of a signed release or records form. Records will be released upon request to either a parent or legally appointed guardian. In cases of divorce or separation within a family, the school will still continue to release records to either of the parents unless the school has received a written legal notice that one of the parents involved is not permitted to access the child's records. Verbal instructions by one parent are not enough cause to prevent the right of the other parent to have access to the student's records.

**Retention/Acceleration - (Diocesan Policy 5123)**

Schools shall follow the proper procedures as determined by the Office of Education when retaining or accelerating a student.

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:

- The teacher shall inform the principal when he/she is considering retention or accelerating 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.

- 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.
- 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.
- The level of the student's physical, social, and psychological growth must also be taken into consideration and evaluated.
- 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.
- Before a final decision is made to retain or accelerate a student, the case must be reviewed the Office of Education.
- 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.

### **School Boards of Education-Membership – Diocesan Policy 2231(Adopted 1/27/93)**

It is the policy of the Diocesan Board of Education that employees and immediate family members of parish and school employees are ineligible to hold local board membership or even be nominated for local board membership. Immediate family members are defined as spouse, children, parents, and in-laws in kind.

St. Mary's School Board meets from July through May. There is no meeting held in December. The School Board meetings are open meetings and anyone may attend. If the School Board goes into executive session, these are not open to the public. The meetings are set by the Board at the beginning of the year.

### **School Calendar**

The school calendar for the 2021– 2022 school year contains 176 student attendance days plus six emergency days. Written notification will be sent home if there are changes made to the school calendar.

### **School Uniforms**

The dress code at St. Mary's School helps to establish an environment with the focus on learning. It assists in promoting discipline and creating a sense of school community. Our students represent their school, families, and themselves at all times. It is our hope that the uniform is a visible mark of the virtues and character that our students possess. All students are expected to comply with St. Mary's School dress code.

**There should be no brand name markings visible on any of the clothing.**

**Students are encouraged to wear shirts with the school crest.**

<b>Uniform color</b>	for pants, shorts, skirts, skorts, capris, and jumpers is navy blue.
<b>Uniform colors</b>	for shirts are navy, light blue, and white.
<b>Shirt style:</b>	Collared polo or collared oxford style (pointed or rounded collar) Turtle neck
<b>Sweaters:</b>	Navy or white crew or v-neck style worn over collared shirt
<b>Sweatshirts:</b>	Navy or white worn over collared shirt
<b>Pants/Shorts:</b>	Navy uniform style bottoms
<b>Skirt/Jumper:</b>	Navy and appropriate length
<b>Sock/tights:</b>	Navy or white. Tights must have “foot” that is fitted into shoe. Dance tights are not part of our school uniform. Leggings may be worn under a uniform dress or skirt, however they must be ankle length.
<b>Belts:</b>	Navy, white, brown, or black.
<b>Shoes:</b>	Must enclose entire foot. Athletic shoes are most appropriate for elementary-age children.

**Every Wednesday students may wear St. Mary’s t-shirts to school. These t-shirts are not acceptable to wear on other days.**

**St. Mary’s School spirit wear may only be worn on Wednesdays.**

Shirts may not be unbuttoned to expose camisoles underneath shirts. Camisoles or other shirts may not hang out the bottom of the school uniform shirt.

Leggings, leotards, skinny jean type pants are not part of the uniform pant. Cargo pants, nylon style gym shorts or athletic type pants are not part of the uniform pant. Leggings or tights may be worn under a uniform skirt or jumper, however the tights must be footed and the leggings must be ankle length.

As a protection to our students no sandals or open back or open toe shoes may be worn to school. Heavy work style boots may not be worn to school.

Hats may be worn to school, however, hats may not be worn in the school building.

Coats and jackets should not be worn in the classroom. Students may wear blue or white sweaters in the classroom. Students may wear blue, white, or St. Mary’s crest sweatshirts in the classroom.

No pierced jewelry may be worn anywhere except on ear lobes. No dangling earrings are allowed. No ear cuffs are allowed.

No visible tattoos are allowed.

No fingernail polish is allowed except for clear or pastel colors. No distinguishable make-up should be worn.

Hairstyles for both boys and girls should be neat and well groomed. Outrageous styles and hair colors are not allowed.

No beards or mustaches are allowed.

**Free Jeans Days:** A Free Jeans Day is when a student does not need to wear their uniform to school. Jeans, sweatpants, etc. may be worn on Free Jeans Days. Shorts may not be worn on Free Jeans Days unless it is from August through October 15<sup>th</sup> or from April 15<sup>th</sup> through the end of May. Sleeveless tops/shirts, tube tops, tank tops, etc. may never be worn to school.

### **Search and Seizure**

Any faculty member suspecting possession of any type of weapon, controlled substance, or dangerous item can search the coat room, book bag, or desk of the individual. The principal should be included and informed of any search. The principal will be present during any search. In the event that the principal is unavailable, another faculty member will be present. Appropriate disciplinary action will be taken upon the results of the search. Parents will be notified. Law enforcement will be notified upon finding violations involving drugs, drug paraphilia, guns, or other weapons.

### **Security System**

All doors to the school will remain locked. The library door and the cafeteria door closest to the playground area will remain open for student entry until approximately 8:20 a.m. A security camera and buzzer system has been installed on the library door. After 8:20 a.m. it will be necessary to ring the buzzer and wait for the door to be unlocked for admittance. This system has been installed for the safety of the children, faculty, and staff.

### **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](http://www.isp.state.il.us/sor).

### **Social Media**

The technology of today enables individuals to stay abreast of current information and up-to-the minute events. This is a wonderful tool when used appropriately and in a constructive, positive manner. Facebook keeps us connected to our friends, community, and the world at large! As an educational community, St. Mary's School supports, utilizes, and endorses 21<sup>st</sup> Century communication. We do, however, encourage all our parents to utilize these tools to always promote the positive. In regards to our school, we request that parents involve the school administration prior to airing any grievances on-line. In accordance with our Christian values and educational partnership, please involve the school so that we can address any concerns that you might have before making those concerns public knowledge. Keeping our school community safe at all times is of the utmost importance. Please consider the safety of our school community, as well, prior to posting information that might jeopardize our security or infringe on the privacy of our students.

### **Sports Program**

A well organized sports program is available throughout the year under the direction of the Athletic Director. Students are required to have an annual medical examination prior to the first practice of the sport in which they will be participating. The organized sports are available to students in grades 4 through 8.

BOYS

Basketball  
Track  
Baseball

GIRLS

Basketball (Eligibility on the Boys' team)  
Volleyball – Co-op with Red Bud Catholic 20-21 year  
Softball  
Track  
Cheerleading (Grade 7/8)

Students in Grades 4 – 8 should have no more than four athletic/sports activities per week, including practices and games. Open gyms during the season constitute a practice. Sunday to Saturday shall constitute a week. Practice time should not exceed two hours.

When school is canceled due to inclement weather, no practices, games, or local tournaments are to be held. Practices and games are not held on days when there is no school.

A permission form must be on file with the principal for each student participating in the athletic program.

**Code of Conduct**

1. Parents, fans, players, and coaches of the St. Mary's Athletic program should not use abusive language directed at the referees, players, or coaches from other teams.
2. Parents, fans, and coaches of St. Mary's Athletic team should treat all officials with respect and refrain from criticizing officials during and after games.
3. Parents are reminded that their actions reflect on the reputation and good name of St. Mary's.
4. The actions of parents and fans promote good sportsmanship among everyone present.
5. Coaches should make a concentrated effort to keep scores in any contest such that opposing teams will not be embarrassed.

Playing time and selection of starters in grades seven and eight will be up to the discretion of the coaches and will be dependent upon a coach's evaluation of an individual student's ability, attendance, attitude, and behavior at practices and games.

The emphasis of the athletic program in grades four through six shall be learning fundamental skills and gaining self-confidence. Coaches should strive to give each student as much playing time as possible and at different positions, as well as a chance to start in some games. A player, if participating in A and B games in one day, shall play no more than 6 quarters in Basketball and no more than 5 games in volleyball.

**Interscholastic Athletics – Elementary Level School Athletic Programs - Diocesan Regulation 6145.2 (Revised 4/11/01)**

Elementary level school sponsored athletic programs should exist for the full participation and enjoyment of all students. School athletics should be enriching and foster Christian values in keeping with Christian principles of faith development. School athletic programs should be well organized, teach the skills of the games, foster healthy exercise and teach fair play. The non-discriminatory policy of the Diocese, Policy 5111.1 applies to all elementary level interscholastic athletics. All school sponsored athletic programs are to follow Diocesan athletic regulations. This policy is to be enforced by the local board of education, principal of the school, and the pastor.



**Student Conduct and Safety - Harassment, Intimidation and Bullying – Diocesan Policy 5142.2**  
**Adopted 9/24/04**

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

"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act that takes place at school, on school property, at any school sponsored function or on a school bus and that:

1. is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability; or,
2. by any other distinguishing characteristic; and
3. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
4. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Not all acts of bullying, however, are motivated by characteristics such as the targets race, color, religion, gender or sexual orientation. Some acts of bullying are simply one child exercising power and control over another in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

Students are expected to conduct themselves in keeping with their levels of development and maturity. Students are to show proper regard for the right and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The best discipline is self-imposed and that it is the responsibility of staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to grow in self-discipline.

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive interventions up to and including suspension and expulsion.

**Student Conduct and Safety – Diocesan Policy 5142(Adopted 2/21/95)**

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*.

There is a ban on the carrying or use of any type of weapon. 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 pocketknife 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 the 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 or property 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.

### **Student Conduct and Safety – Threats of Violence - Policy 5142.1(Adopted 5/20/01)**

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

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

The local police will be promptly notified of the threat.

Police questioning of a student is not permissible unless a parent or legal guardian is present.

### **Student/Parent Complaints**

St. Mary's School wishes to provide an opportunity for individuals to be heard. The administration of this school shall establish and maintain procedures through which the individuals, parents or students, or parent organizations may seek redress from a policy, regulation, or decision that is perceived to work hardship on an individual or group.

Any complaint or hardship must first be presented to the staff member directly responsible for that situation. If there is not a satisfactory resolution of the complaint, the aggrieved party must meet with the principal within three (3) days of the initial meeting with the staff member. The principal will render a decision within one (1) day of that meeting.

If the aggrieved party is not satisfied with the principal's decision, the party may appeal to the pastor within three (3) days of the principal's decision. The pastor will give a decision within one (1) day.

### **Student Insurance**

Students of St. Mary's School must show proof of insurance or show enrollment in the State of Illinois "Kids Care" Insurance Plan. Included with the registration forms is the CERTIFICATION OF MEDICAL INSURANCE & INDEMNITY AGREEMENT to validate insurance coverage for each child through a family policy. If students are not covered by school insurance, parents are liable for any medical cost needed from an accident or injury sustained at school. Any student whose parent/guardian refuses either to provide insurance or to sign a waiver form shall not be admitted to the school. This is to comply with **Diocesan Policy 5143 – Revised 7/1/02**

**Student Records (Diocesan Policy 5125)**

Parents or representative designated by parents and students have the right to inspect and copy all permanent records. Requests to inspect and/or copy school records must be granted within a reasonable time.

This school complies with the provisions of the Buckley Amendment in regards to the rights of non-custodial parents or guardians. In the absence of a court order stating the contrary, a school will provide the non-custodial parent with access to the academic records and other school-related information with regards to the child. If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

**Student Transfer to St. Mary's – Diocesan Policy 5119**

When a student transfers into St. Mary's from another school, the school office will request records for any new students entering St. Mary's at the time of registration, the parent will sign a release form in order for the records to be transferred.

Any new transfer student, except kindergarten, is considered to be probationary. This status will remain effective until such time as the student's records are received from the transferring school, and a sufficient period of time has passed to guarantee the existing school curriculum and resources meet the needs of the child. The school reserves the right to require any student with needs that cannot be met by the existing curriculum or staff not be enrolled in St. Mary's. The School Board will be kept informed by the principal of any problem or situations and the actions taken. All students at the 5<sup>th</sup> through 8<sup>th</sup> grade level are accepted conditionally and shall remain on probation for the entire school year.

If the child is transferring from a school outside of Illinois, we also require a school physical within one month of entering St. Mary's.

St. Mary's School will follow rules regarding sports and student transfers. **(SIJHSAA by-laws: Section 2, Article 5)**

**Student Transfer from St. Mary's**

When a student transfers to another school, that school must request student's records in writing. Official student records and information can be withheld if there are outstanding tuition charges or other unpaid bills. Health records and unofficial records regarding student placement can be sent to the receiving school.

**Support Programs for Additional Funds**

The following programs are used to assist funding at St. Mary's: Box Tops for Education, Ink/Toner Cartridges, Scrip, and Target.

Box Tops for Education – Coupons are located on various General Mills Products. The school receives a cash payment for each box top coupon submitted. These add up quickly! We encourage all families, friends, neighbors, and parishioners to support this program.

Coke Reward Points – Points are obtained by submitting the codes on various Coke products. The school can redeem the points for a variety of school supplies.

Empty Ink/Toner Cartridges – Cartridges from computers and copiers are also collected and recycled. The school is reimbursed in cash for some of the cartridges; others given to Staples earn us reward certificates that can be used for purchasing items at a discounted price.

Scrip – This fundraising opportunity is sponsored by the PTO. Scrip is a program that allows families to purchase gift cards to use for regular shopping or also given as gifts. Families pay the face value of the card and an additional percentage goes to the school. Scrip determines the percentage for each card. Order forms for Scrip cards are in the school office and sent home periodically throughout the year. This is an excellent means of fundraising for the school that requires no additional out of pocket expense for families. Simply use the Scrip cards to do your shopping!

### **Testing – (Diocesan Policy 6162.5)**

#### *Admission Testing*

Pupils entering kindergarten for the first time are usually given a reliable readiness test. All transfer students may be tested, if needed, to assure appropriate placement.

#### *Annual Academic Testing Program*

All students in grades two through eight shall participate in the Diocesan standardized testing program to be administered during the fall. This program is optional for grade one; however, St. Mary's School has utilized these tests for our first graders for the past two years.

#### *Yearly Assessment of Catholic Religious Educational Testing*

In order to ensure an effective evaluation of the religious education programs in the Diocesan schools and parish religious education programs an evaluation instrument will be administered yearly as determined by the Office of Education.

### **Telephone**

The office telephone is a business phone and is not to be used by the students, except in an emergency. If a student forgot something at home, they may use the phone if it is before 8:00 a.m. Students are not allowed to use the phone to make personal arrangements (such as requesting permission to go to another student's home after school). Parents are asked to make arrangements for their children's after school supervision prior to dropping them off at school.

### **Tuesday Times**

Tuesday Times contain items of interest to students and parents. Tuesday Times come home weekly in the student take-home folders. This is a valuable source of information on events and other news related to the happenings within our school. Items related to school may be put in Tuesday Times by calling the school office. The deadline for having information to the office is 8:00 a.m. on Monday morning.

### **Tuition**

St. Mary's School does charge tuition per family. The amount is based upon the previous year's tuition and the next year's school budget to see if an increase is necessary. Payment options of a ten month or twelve month plan are available. Parents must sign a tuition agreement form indicating their preferred choice of tuition plan. St. Mary's School works very hard to keep rates affordable for all of our families. We do depend on our families to make tuition payments on time. Payments are due on the 20<sup>th</sup> of each month. A \$10.00 late fee per month will be added to delinquent payments. If any parent(s) has difficulty with meeting the financial responsibility of this tuition due to unexpected hardships, etc., it then becomes the responsibility of these parent(s) to talk with the pastor. If no payment is made, and no contact has been made with the pastor prior to

the last day of the school year, failure to meet this responsibility could result in the account being taken to small claims court.

Parents of eighth grade students are requested to pay any outstanding fees prior to the Eighth Grade Trip and also the graduation ceremony.

Tuition for the 2021 – 2022 school year is represented in a two-tier system. Tier I is the minimum amount of tuition payment. Tier II is an optional payment plan. Families who find it in their means are encouraged to pay at the Tier II plan.

**Tuition Rates Parishioners and Non-Parishioners – Tier I**

Number of Children	Book /Lab Reg. Fee	Yearly Tuition Rate	10 Month Payment	12 Month Payment
One Child	200.00	3600.00	360.00	300.00
Two Children	400.00	5400.00	540.00	450.00
Three Children	600.00	7200.00	720.00	600.00
Four Children	800.00	7200.00	720.00	600.00

**Tuition Rates Parishioners and Non-Parishioners – Tier II**

Number of Children	Book /Lab Reg. Fee	Yearly Tuition Rate	10 Month Payment	12 Month Payment
One Child	200.00	3800.00	380.00	316.67
Two Children	400.00	5600.00	560.00	466.67
Three Children	600.00	7400.00	740.00	616.67
Four Children	800.00	7400.00	740.00	616.67

**REGISTRATION & BOOK FEES \$200.00 PER STUDENT DUE @ PRE-REGISTRATION.**

**TUITION PAYMENTS DUE ON THE 20<sup>TH</sup> OF EACH MONTH.**

**Tuition Policy for Partial Year**

All families will pay the full registration/book fee for the year regardless of when they register. This amount is non-refundable. Families registering after the start of the school year will pay tuition on a pro-rated basis. Families transferring from St. Mary’s School who have prepaid tuition for the year will be reimbursed for the time that their children will no longer be enrolled.

**Vacations**

Absenteeism for vacation trips during the school year is not advised. Regular attendance is important to sequential learning. If parents do decide to take their children on vacation, it is imperative that they meet with the child’s teacher prior to the vacation. In addition, advance written notice stating the exact days the child will be out of school needs to be given to the teacher and the school office. It will be the responsibility of the student to complete the missed work. The school cannot guarantee that it can provide all lessons and work prior to the family’s scheduled vacation.

**Visitors**

St. Mary’s School welcomes all visitors to our school. For our students’ safety we require all visitors to the school to check in at the school office. Visitors should also check out with the office at the time of departure.

**Volunteers**

Volunteers are always appreciated and needed at St. Mary’s School. Some areas include: assistance in the cafeteria, recess supervision, office help, reading with students, and maintenance help. Diocesan policy requires that all school volunteers meet the stipulations outlined in the Child Protection Policy.

## **Wellness**

St. Mary's School works to ensure the general well being and overall emotional and mental health of our students. We do provide our students with the necessary resources should it be determined that these support services might be beneficial to the student's health. The teacher may evaluate the need for these services based on observations, student behavior concerns, and discussions with the child. The teacher will inform the principal of concerns, and the principal will contact the parents and suggest services provided by Perandoe. Depending on the situation, a counselor, psychologist, or social worker will be called to work with the child. St. Mary's School may also recommend other counseling services through various providers.

***Saint Mary's Catholic School***

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August 1, 2021

Subject: Notification Regarding Asbestos-Containing Materials and Management Plan

Dear Faculty Members and Parents,

As you may be aware, the U.S. Environmental Protection Agency (U.S. E.P.A.) has new regulations regarding asbestos-containing materials in school buildings. These new regulations require that all schools conduct surveys to identify the presence of friable and non-friable asbestos in their buildings and implement appropriate response actions, as necessary.

This new regulation goes well beyond the old 1982 "Asbestos-in Schools Rule," requiring certain actions to occur in response to any asbestos-containing material found in our school.

An inspection was performed at St. Mary's School in compliance with these regulations. Furthermore, a site specific asbestos management plan was developed, will be reviewed by the Illinois Department of Public Health, and will be implemented. This plan describes in great detail how any asbestos exposure will be minimized.

You, as parents, teachers or others are invited to review the inspection and management plan which is available Monday-Friday between 8:00 a.m.-3:00 p.m. at the school's administrative office. Should you have any questions or desire further information, please contact the school office.

Sincerely,  
Mrs. Janelle Robinson

**FIELD TRIP PARTICIPATION FORM**

Dear Parent or Legal Guardian:

Your son/daughter/guardianship is eligible to participate in a school-sponsored activity that requires transportation to a location away from the school site. This activity will take place under the guidance and supervision of employees from St. Mary's School. A brief description of the activity follows:

Curriculum Goal:

Destination:

Designated Supervisor of Activity:

Date and Time of Departure:

Date and Time of Return:

Method of Transportation:

Student Cost:

Dress:

If you would like your child to participate in this event, please complete, sign and return the following statement of consent and release of liability. As parent, or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student. No student may participate in a field trip without a signed participation form. Telephone calls by the parent/s or guardian may not substitute for a signed participation form.

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

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

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

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Emergency Phone Number

Date of field trip:

Class:

Destination:

Curriculum Goal:

Return complete form by:



## **St. Mary's Parent/Student Handbook**

The Parent/Student Handbook may have revisions or additions made throughout the year. Parents will be notified of any changes made to the current handbook.

All parents must sign the letter at the back of this handbook stating that the St. Mary's School Parent/Student Handbook has been read and shared with their children who are attending St. Mary's School.

We hope that the information included within this handbook has adequately informed you of the policies and regulations at our school. Should you have any questions or comments regarding the information, please do not hesitate to contact us. We will be happy to clarify any of the information included in this booklet.

## PARENT/STUDENT RECEIPT OF HANDBOOK

### SIGNATURE PAGE

We have read, understand, and agree to adhere to the policies and procedures stated in St. Mary's Catholic School Parent/Student Handbook.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date