

ST. MARY'S CATHOLIC SCHOOL

2024 – 2025 PARENT/STUDENT HANDBOOK



ST. MARY'S CATHOLIC SCHOOL
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St. Mary's Catholic School Parent/Student Handbook
Table of Contents

Absence Procedure	Page 6	Drivers' Policy	Page 26
Abuse and Child Reporting Act	Page 7	Eighth Grade Class Trip Policy	Page 26
Accelerated Reading Program	Page 8	Eligibility for Extracurricular Programs & Athletics	Page 26
Administrative Organization	Page 8	Emergency Drills & Contingency Plan	Page 27
Admissions	Page 9	Fees	Page 27
After School Activities	Page 10	Field Trips	Page 27
Alcohol Use/Drug Abuse by Students	Page 10	Field Trip Permission Form	Page 48
Annual Giving Campaign	Page 10	Goals and Objectives	Page 2
Appeals Process	Page 11	Grading Scale	Page 27
Arrival and Dismissal	Page 11	Graduation	Page 28
Asbestos Abatement Act	Page 11	Hairstyles	Page 28
Asbestos Management Plan Notification	Page 47	Harassment	Page 28
Athletics	Page 12	High School Visits	Page 28
Attendance	Page 12	HIV-AIDS	Page 28
Attendance - Truancy	Page 7	Homework	Page 29
Authorization for Internet Access	Page 13	Honor Roll	Page 29
Band	Page 14	Human Sexuality Program	Page 29
Beta Club	Page 14	Illness or Injury	Page 29
Bicycles	Page 15	Immunizations/Physical Exams	Page 30
Birthday Celebrations	Page 15	Interscholastic Athletics	Page 39
Book Bags/Backpacks	Page 15	Liturgy & Special Activities	Page 31
Buckley Amendment	Page 15	Make-up Work	Page 31
Bullying	Page 15	Medications	Page 31
Bus Transportation	Page 15	Missing Children	Page 32
Cafeteria/Lunch Program	Page 16	Mission Statement	Page 2
Cancellation of School	Page 16	Non-Discrimination Statement	Page 32
Cell Phones/Electronic Devices	Page 16	Parent/Student Handbook	Page 49
Change of Address/Phone	Page 17	Parent/Student Handbook Purpose	Page 1
Child Protection Policy	Page 17	Parent/Student Receipt of Handbook	Page 50
Classroom Parties	Page 18	Parent Teacher Organization	Page 32
Coat of Arms	Page 5	Pest Control	Page 33
Code of Catholic/Christian Conduct	Page 18	Philosophy of School	Page 2
Communication	Page 20	Progress Reports & Report Cards	Page 33
Conflict Resolution Procedure & Line of Protocol	Page 20	Pregnant Students	Page 33
Concussion Protocol	Page 20	Recess	Page 33
Conferences	Page 21	Refund of Tuition and Fees	Page 34
Controlled Substances	Page 21	Release of Records	Page 42
Daily Schedule	Page 23	Retention/Acceleration	Page 34
Dance Policy	Page 23	School Board of Education	Page 34
Discipline	Page 24	School Calendar	Page 35
Discipline - Suspension & Expulsion	Page 24	School Uniforms	Page 35
Disclaimer	Page 1	Search and Seizure	Page 36

St. Mary's Catholic School Parent/Student Handbook
Table of Contents

Security System	Page 37	Support Programs for Additional Funds	Page 43
Sex Offender Registration	Page 37	Tardy and Absence	Page 12
Social Media	Page 37	Testing	Page 43
Sports Program	Page 38	Telephone	Page 43
Student Conduct & Safety Policy	Page 39	Tuesday Times	Page 43
Harassment, Intimidation, and Bullying	Page 39	Tuition	Page 44
Student Conduct & Safety	Page 40	Tuition Policy for Partial Year	Page 44
Student Conduct & Safety Threats of Violence	Page 40	Vacations	Page 44
Student/Parent Complaints	Page 41	Visitors	Page 45
Student Insurance	Page 41	Vision of School	Page 2
Student Records	Page 41	Volunteers	Page 45
Student Transfers to St. Mary's	Page 42	Wellness	Page 45
Student Transfers from St. Mary's	Page 43		

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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 provide a Catholic, Christ-centered education which gives each student the foundation and tools to flourish.

Disclaimer

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 if required by circumstances. If such a case were to arise, parents and students will be promptly informed in writing of any changes made to the Handbook and when the change would come into effect.

St. Mary's Catholic School

Mission Statement and Purpose

With Jesus Christ as our Teacher, Model, and Inspiration, St. Mary's Catholic School exists as a mission of Mary, Help of Christians parish which seeks to make disciples of Our Lord by fostering the spiritual, physical, emotional and social growth of its students by prayer and academic excellence in a loving and nurturing environment which respects the dignity and value of each person.

St. Mary's School, founded in 1863 by Father J. Kraemer, exists as an educational ministry serving the families of the parish and community of Chester, along with the surrounding communities of Ellis Grove, Steeleville, Rockwood, and Walsh, offering pre-school through eighth grade.

Philosophy and Vision

The philosophy of our school is to provide quality Catholic education, proclaim the Gospel 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 and faith throughout the curriculum. We recognize the family as the first and most important teacher of the student and seek to develop a supportive partnership that teaches responsibility, respect, reverence, care, and concern for every person.

The vision of SMS is to continue to educate, inspire, and challenge our students to be life-long learners and faith-filled disciples that have a positive impact wherever they go. We strive to cultivate an environment where students, families, teachers, staff and parishioners work together toward the ultimate goal of knowing, loving, and serving God and exhibit a genuine love of others.

Goals and Objectives

I. Intellectual Development

Goal: to promote academic excellence in a nurturing environment that challenges all students and cultivates a love of learning.

Objectives:

- 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.

- Curriculum challenges students to strive for their full potential by encouraging a striving for excellence which surpasses the minimum standard.
- Academic programs include appropriate technology engagement and development of skills.
- Curriculum encourages opportunity for creativity and unique development of talents and interests.

II. Spiritual Development

Goal: to present the fullness of the Catholic faith through teaching, sacraments and example.

Objectives:

- Participate in daily prayer, school Masses, and other liturgical and sacramental opportunities.
- Provide Catholic faith formation for all grade levels.
- Develop Catholic identity within the school community.
- Encourage consistent example of the Catholic witness of life.
- Teach the importance of human dignity and respect for the belief of others.

III. Physical Development

Goal: to teach and promote healthy lifestyles in accordance with human dignity.

Objectives:

- Provide opportunities that promote physical exercise and instruction that develop motor skills and coordination.
- Give instruction on risks of chemical substance abuse with use of DARE resources.
- Teach appropriate attitudes regarding human sexuality according to the Catholic faith.

- Offer organized athletic programs that promote physical and social development.

IV. Emotional Development

Goal: Establish an environment that promotes the well-being of all members.

Objectives:

- Provide a safe environment for students, faculty and staff.
- Assist students to develop a healthy understanding of their dignity, value and purpose.
- Encourage responsibility for self and others, awareness of practicing self-control and appropriate behaviors in the school setting.
- Recognize any concerning signs in student behavior and facilitate the assistance of professional services when appropriate.

V. Social and Moral Development

Goal: to teach Christian morals and values to be lived and applied in daily social interactions.

Objectives:

- Reinforce the standard of respect for human dignity and the Gospel principle of love for God and Neighbor.
- Recognize that all people have talents and gifts to be used in loving service to others.
- Teach self-discipline and self-respect.
- Use "teachable moments" constructively to see the value of appropriate choices.

COAT OF ARMS

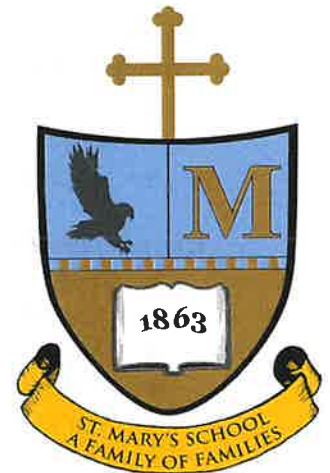
St. Mary's Catholic School

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".

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.

Absenteeism and Truancy (Diocesan Policy 5113.1)

Attendance Procedures

When a student is absent from school, the student's parent/guardian is requested to contact the school to communicate the student's absence.

Leaving School Early

Students who need to leave school early for medical purposes (doctor or dental appointments) must bring a note to the office before leaving school. The note should include: (1) the requested dismissal time, (2) the reason the student needs to leave early, and (3) a parent signature.

If a student is ill during the day, the student must check out in the office before leaving the building. Students should not arrange for parents/guardians to pick them up; a school representative will contact the parents/guardians.

Absences

Schools in the Diocese of Belleville recognize three (3) categories of absences:

- Excused absences
- Unexcused absences
- Truant absences (after the 9th unexcused absence)

Excused Absence: An excused absence is recognized as:

- A student's personal illness
- A death in the immediate family
- A family emergency
- Medical visits
- Family vacations (up to 5 school days)
- Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health
- Other situations beyond the control of the student (such as court appearances)
- Other reasons approved by the Principal

A health care provider's note may be required to excuse a student and/or for returning to school after the third consecutive day of being reported ill. If the medical documentation is not provided, the absence may be marked "unexcused." Students who have 9 or more cumulative days of absences due to being sick may be required to provide a doctor's note to excuse the absences.

Unexcused Absence: An unexcused absence is defined as an absence from school for a reason other than those listed above as an excused absence and/or an absence not authorized by the student's parent/guardian or the Principal. When a student's absence is unexcused, the parent/guardian may recognize the absence as being valid or legitimate; however, the school does not. The following are unexcused absences (even with parent/guardian consent):

- Missing the bus
- Family vacations that are 6 or more school days
- Needed at home

- Other avoidable absences

Truant Absences: Truancy is defined as absence without valid cause for one or more periods of the student's school day. Parents/guardians may be notified following 3, 5, and 9 days of absence or tardies within a school year, and a school intervention may be initiated. After the 9th school day (5% of regular attendance days) on which a student is absent without valid cause, he/she is deemed to be truant under Illinois law. Interventions to address truancy may include attendance letters, parent/teacher/principal conferences, student counseling, and/or involvement of the county truancy officer and/or local law enforcement. No punitive action, including out-of-school suspensions or court action will be taken against a chronically truant student unless available support services and other resources have been provided to the student or offered to the student and refused. Any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to \$1,500.

Family Vacation Absences: Family travel during the school year does interrupt a student's regular progress; however, we recognize the potential educational value of these trips. Therefore, five (5) vacation days per school year will be allowed as excused. Any days after five (5) school days will be unexcused. Early notice of travel will help school personnel to accommodate parents and students during that period. It will be the student's responsibility to obtain all missing work from their teachers during their absence. Some assignments may not be available until the student returns to school. All missed assignments will be prepared for the student upon his/her return. Work shall be completed and returned to the teacher.

Tardiness: Students are expected to be in class on time so they may maximize their learning opportunities. Teachers and the Principal will monitor student tardies. Students may be considered tardy if they arrive after the bell has rung. Students may receive consequences for excessive tardies.

Make Up Work

Students who have excused absence(s) from school will be allowed to make up work for equivalent academic credit. It is the responsibility of the student (and his/her parent/guardian), not the teachers, to get assignments, complete them, and turn them in, and to arrange a time with the teacher to make up any missed quizzes or tests. Incomplete work or failure to do the work may result in a lowering of grades.

Adopted: December 14, 2022

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 is a complimentary supplement to the other components of our reading curriculum. The following are AR student incentives:

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

AR Point Club

25 Point Club	Prize Box
50 Point Club	Grades K-4: Prize Box
	Grades 5-8: First in Lunch Line
75 Point Club	Jeans Day
100 Point Club	Ice Cream at Lunch
150 Point Club	\$10 DQ Gift Card
200 Point Club	Special Drink at Lunch
250 Point Club	Special Meal for Lunch
300 Point Club	Principal for the Day

Mystery Incentive

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

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

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)

Age of Admission Diocesan Policy 5111 (Revised 3/16/10)

Any child who is five years of age or who will reach the age of five by September 1st may enter Kindergarten. Students entering first grade must have successfully completed an accredited Kindergarten program or be six years of age by September 1st. 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.

Early Admission

Early admission to Kindergarten is a decision that St. Mary's School takes seriously as many factors affect the success of a child entering school early. An applicant who will reach the age of five years old between the dates of September 2 and December 31 of the year in which they wish to enroll may be considered for early admission. The student must have attended at least one year of preschool. The applicant must be screened and tested by St. Mary's kindergarten educator. Academic ability, personal development, social maturity, emotional maturity, and motor development will all be considered when allowing a student to be admitted early. Students will continued to be monitored throughout the year. Any concerns about progression to grade one will be discussed with the parent/guardian.

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 7th and 8th grade level are to be accepted conditionally, and students shall remain on probationary status the entire academic year.

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 (See meeting requirements under Beta Club), 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. **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 a certain time period if they transfer during the 7th or 8th grade. Students must transfer at the beginning of the 6th 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.

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.

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 (Adopted 04/11/97 and Revised 11/18/14)

Each student, teacher, and anyone using the Internet while at St. Mary's School will need to sign the Authorization and the Internet code of Conduct for Internet Access before using the Internet. If the User is a student, both the student and his or her parent(s)/guardian(s) must sign this Authorization. Please read this document carefully before signing. This form will be given out at Registration in July and must be returned by the first day of school.

Internet Code of Conduct - Regulation 1341

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

1. The User shall only use the Internet and related technologies (the "Network") in support of education and research and consistent with the educational objectives of the Diocese of Belleville, and to promote educational excellence by facilitating resource sharing, innovation, and communication. All use of such technology is intended to promote the proclamation of the Gospel, to teach the doctrinal traditions and moral standards of the Church and faith formation.
2. The User shall comply with the rules of other organizations, networks, or computing resources when using other networks.
3. The User is responsible for his or her actions and activities involving the Network.
4. The User shall not without authorization:
 - a. Use the Network for illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any United States or state regulation, including, but not limited to, copyrighted material.
 - b. Download or transmit software, without authorization, regardless of whether it is copyrighted or de-virused.
 - c. Use the Network to engage in vandalism. Vandalism is defined as any attempt to harm or destroy data of another User or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses.
 - d. Download copyrighted material for other than personal use.
 - e. Download or transmit material protected by trade secrets.
 - f. Use the Network for private financial or commercial gain.
 - g. Use resources wastefully, such as file space.
 - h. Gain or seek unauthorized access to resources or entities.
 - i. Use another user's account or password.
 - j. Post material authored or created by another without his/her consent.
 - k. Post anonymous messages.
 - l. Use the Network for commercial or private advertising.
 - m. Use the Network to play games, engage in unauthorized chat, chain letter communication, or flame letters.

- n. Access, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, violent, racially offensive, harassing, illegal material or information on bombs or any other weapons.
- o. Use the Network while access privileges are suspended or revoked.
- p. Reveal personal address or telephone numbers of students, staff persons, faculty members, and colleagues.
- q. Use the Network for any purpose other than those consistent with the educational objectives of the school/parish/Diocese of Belleville.

Internet/Computer/Electronic Device Use

The computer use agreement verifies that a student must comply with all school policies. In particular, it is to be understood that: any use of computers, phones, or any device at school are primarily for educational purposes; that there is no privacy in regards to computer files or devices (administration may search and confiscate any time); that students should never give their password or device to anyone else and are responsible for anything done under their login session or on their device, and that students may never use a computer or any device, and social media for any reason that would be contrary to Catholic values, injurious to another person, or for any type of malicious, violent, or sexual purpose.

You are responsible for your actions and activities with the use of technology. Some examples of unacceptable uses are, but not limited to, the following:

- Any illegal activity
- Any activity which is determined to bully other students
- Recording any person without permission
- Taking pictures or video at school without the express consent of the person(s).
- Posting any pictures, videos, or comments on social media sites, or in any media of faculty, staff or any Diocesan employee

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 Robinson 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 National School Lunch Program 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:

K - 4th Grade	\$2.90 per day
5th - 8th Grade	\$3.10 per day

Students may also bring their lunch to school but will not be allowed to store their lunches in the school refrigerators or use the school microwave due to health code regulations and restrictions. Soda may not be brought to school to drink at lunch. Students who bring their lunches are welcome to purchase milk at a cost of \$.50. Students may not bring knives to school with their lunches. Restaurant fast food is not allowed as a normal student lunch.

Through the National School Lunch Program, our facility provides lunches at a free and/ or reduced price for qualifying families. 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 FACTS, our school's data management system. A message will also be posted on the school's Facebook page, our website, and on Channel 5 television. When there is a need for school cancellation when school is already in session, a FACTS 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/Electronic Devices

Student use of cell phones during the school day is prohibited. Students bringing mobile phones to school are required to check them in to 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 or other unauthorized electronic devices during the school day will have their device confiscated and turned in to the school office. Parents will be contacted and devices will be returned to the parent. A second offense will result in confiscation of the device, parent contact, and an after-school detention. A third offense will result in confiscation of the device, parent contact, and an in-school suspension of two days. The school may not request or require a student to provide a password or other related account information, in order, to gain access to the student's account or profile on a social networking site. The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and the school may require the student to share content in the course of such an investigation.

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. This Policy builds on a policy originally issued by the Diocese in 1990. That initial policy was updated in 1993 with an additional policy document addressing clerical sexual misconduct with minors, and then further updated in 2003 and 2019.

The policy states: "Any interaction with a Child or Children in connection with any activity that is conducted, operated, or sponsored by the Diocese that is neither trivial nor limited in duration and scope and may occur on a routine or ongoing basis. "Contact" does not include (a) single, isolated, or infrequent interactions with a Child or Children, or (b) interactions subject to Appropriate Monitoring. Any individual working or performing services in a Catholic school in the Diocese is presumed to have Contact with Children."

The following steps are requirements of volunteers:

1. Complete application (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. This training is currently available on-line. Access to the training is through the Diocesan website.
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)

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 or during school hours.

It is now a requirement of all schools in the state of Illinois to be in compliance with Public Act 99-245. This new law mandates that all schools adopt a policy regarding student athlete concussions and head injuries.

Please review the steps that St. Mary's School will implement following a head or neck injury.

Day of Injury

- Play is stopped if a player receives a blow, bump, or jolt to the head or neck.
- The player's coach, the official, and/or the home court/field supervisor will determine if the player will be allowed to continue. (When in doubt, take them out!!!)
- Once a player is removed from the game, he/she may not reenter the contest that night unless the player receives clearance from a medical doctor.
- A player may receive medical clearance from a hospital or other medical facility. They must provide a written authorization saying the player can play again.

Return to Practice/Game

- If a player has been removed from a game or practice because of a bump, blow, or head/neck injury, he/she must receive clearance from a medical doctor. A written authorization from the physician is necessary along with written permission from the parent.
- A player may be able to return to limited action prior to being fully released. The physician will identify the status of the athlete after the evaluation. The "Return to Play" protocol will be followed, and the coach will be given this form so proper steps are followed to ease the athlete back into action.

Return to Learn

Sometimes when an athlete receives a concussion, there are some limitations that must be followed regarding school work. There is a "Return to Learn" form submitted to the school principal so that any necessary accommodations can be made to make the school day more manageable for the student.

Injuries Earlier in the Day

An athlete may receive a head or neck injury earlier in the day at PE or recess. Parents will be called for any head injury. If this happens, athletes may not play that day/night until an authorized clearance from a physician has been received. All coaches will be notified if a player has received an earlier head/neck injury. Sometimes concussion symptoms do not arise until later. The safety and well-being of our students are paramount at St. Mary's School.

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

Monday-Thursday

7:30 A.M. Supervision begins in Cafeteria
7:55 A.M. Students dismissed to classrooms
8:00 A.M. Classes begin
9:40 - 10:20 K - 4 Recess
11:40 - 12:10 K - 4 Lunch and Recess
12:15 - 1:15 5 - 8 Lunch and Recess
2:50 P.M. Dismissal

Friday

7:30 A.M. Supervision begins in the Cafeteria
7:55 A.M. Students dismissed to classrooms
8:00 A.M. Classes begin
9:15 - 9:45 K - 4 Recess
11:40 - 12:40 K - 4 Lunch and Recess
12:15 - 1:15 5 - 8 Lunch and Recess
1:30 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-school 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.

St. Mary's School has three tiers of behavior infractions with consequences outlined for each infraction.

- Tier I behavior infractions result in teacher guided consequences. Examples include but are not limited to the following: violating dress code, disruptive classroom behavior, unpreparedness for class, repeated inattentiveness, etc. Third offense results in after school detention.
- Tier II behavior infractions result in office referral and parent contacted. Examples include but are not limited to the following: cheating, disrespectful behavior towards others, insubordination, damaging property, inappropriate language or gestures, etc. Offenses on Tier II may result with an immediate after school detention, in-school suspension, or out-of-school suspension depending on the severity of the infraction.
- Tier III behaviors are very serious infractions such as possession of illegal substances, fighting, bullying, vandalism, etc. Parents are immediately contacted and the principal and pastor will investigate and conference with the parents regarding these infractions.

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 8th grade students and teacher. It is a one-day trip. All 8th grade trips must have initial approval by principal and/or pastor. There will be no fundraising activities held by members of the 8th 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 2024 - 2025 school year are \$250.00 per student. In the event that all fee payments (tuition, 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	69 and below	S	Satisfactory
A-	93-94			N	Needs Improvement
B+	91-92			U	Unsatisfactory
B	88-90				
B-	86-87				
C+	84-85				
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. St. Mary's School holds an eighth-grade graduation Mass/ceremony for all eligible eighth grade students that meet the school, Diocesan, and Illinois State Board of Education requirements.

Hairstyles

Hairstyles for both boys and girls should be neat and well groomed. St. Mary's School does not discriminate against students for wearing hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, hairstyles such as braids, locs, twists, and other culturally significant hairstyles.

Harassment – Diocesan Regulation 4116.3 (Approved 4/08/98 and Revised 04/28/14)) and Diocesan Regulation 4116.4 (Approved 04/08/98 and Revised 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 and appropriated action will be taken. 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 high school to be visited. 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 and science 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:

Monday – Grades 1 –4 and Grades 5 - 8 alternating weeks
Wednesday – 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 scheduled throughout the year by the PTO officers. 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 past fundraisers include but are not limited to:

Mum Sale, Fall Fest, Fall Bingo, Turkey Trot, Family Fun Night, Christmas on the River Activities, Solar Lights, Spring Bingo, KC Fish Fries

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.

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 currently meets quarterly with special meetings called as needed. 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 2024– 2025 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

St. Mary's School takes great pride in its students and expects students to be in compliance with the dress code at all times. It is the parent's responsibility to see that their student comes to school conforming to the dress code for that day. All clothing must fit appropriately. No insignia or a logo on any clothing (except shoes and socks) other than the official SMS logo is permitted. The following rules and regulations govern student appearance. SMS Administration reserves the right to determine if a student is in violation of the dress code policy.

Girls K-8

- Pants and shorts must be navy or khaki trouser-style with flat or pleated front. Leggings, leotards, skinny jean type pants are not part of the uniform pant.
- Shorts must not be shorter than 3" above the knee.
- Jumpers, skorts, and skirts will be solid navy, red or khaki and no shorter than 3" above the knee front.
- Shirts must be navy, light blue, red, or white traditional polo-style with a collar and long or short sleeves.
- Shirts must be tucked in at all times for Mass.
- Camisoles should not be visible.
- White, gray, or blue quarter zips and sweatshirts, waist-length, plain or Hawks Spirit Wear are allowed. A uniform shirt must be worn underneath.
- Sweaters in solid navy, red or white that are waist length can be worn over a uniform shirt.
- Uniform shirts may be worn with a plain white, gray, or navy short or long-sleeved T-shirt or turtleneck underneath.
- Tights, if worn, must have "foot" that is fitted into shoe. Dance tights are not acceptable. Leggings may be worn under a uniform dress or skirt only and must be ankle length.
- Closed-toe dress, casual, or athletic shoes must be worn at all times. Sandals, Crocs, boots, and open-back shoes are not acceptable.
- No pierced jewelry may be worn anywhere except on earlobes. No dangling earrings or cuffs are allowed.
- Hair should be neat and well-groomed with no extreme hair styles or color.
- No distinguishable makeup should be worn.
- No artificial nails.
- No fingernail polish is allowed except for clear or pastel colors.
- No coats or jackets are to be worn in the classrooms during the school day.

Boys K-8

- Pants and shorts must be navy or khaki trouser-style with flat or pleated front.
- Shirts must be navy, light blue, red or white traditional polo-style with a collar and long or short sleeves.
- Shirts must be tucked in at all times for Mass.

- White, gray, or blue quarter zips and sweatshirts, waist-length, plain or Hawks Spirit Wear are allowed. A uniform shirt must be worn underneath.
- Sweaters in solid navy red, or white that are waist length can be worn over a uniform shirt.
- Uniform shirts may be worn with a plain white, gray, or navy short or long-sleeved T-shirt or turtleneck underneath.
- Closed-toe dress, casual, or athletic shoes must be worn at all times. Sandals, Crocs, boots, and open-back shoes are not acceptable.
- Jewelry may not be worn other than a wristwatch or religious medal.
- Hair must be neat and well-groomed with no extreme hair styles or colors.
- No coats or jackets are to be worn in the classrooms during the school day.
- No hats may be worn indoors.

No beards, mustaches or visible tatoos are allowed.

Shorts may be worn from August to October 15th and from April 15 until the end of school only.

Sleeveless tops/shirts, tube tops, tank tops, etc. may never be worn to school.

P.E. Dress Requirements

All students must wear tennis shoes with socks.

Friday Spirit Days

Every Friday, and only Friday unless otherwise designated, students may wear St. Mary's t-shirts to school. All other dress code requirements are to be followed.

Dress Down Days

While these days are meant to be fun for all, we must first and foremost uphold our Catholic morals and values.

- Shirts must have sleeves.
- Logos and designs must be school appropriate.
- Shorts must not be shorter than 3" above the knee.
- Clothing may not be cut, torn, or worn out.
- Clothing must fit appropriately.
- Athletic attire is acceptable - no leggings.
- No pajama attire.

Dress Code Violations

- Warning form will be given to students who are not in dress code.
- Students may change into clothing that school has provided.
- Parent/guardian may be called to bring a change of clothes to school.
- The third violation will result in loss of recess
- The fourth violation will result in sitting at detention table during lunch and recess
- The fifth violation will result a detention outside of regular class time
- Subsequent violations will result in a detention and parent meeting with the principal

Search and Seizure Investigative Procedures

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.

(Diocesan Policy 5115 Adopted 11/27/12 and Revised 05/21/19)

The administration of the School is free to enter student lockers, desk, and school bag any time to search for questionable items. Students shall not have any expectation of privacy as it relates to school lockers, school bags or desks. The school is owner of all lockers and desks and shall retain full control of their use and content. Therefore, the school reserves the right to search them at any time without notice. Searches may also be selective and carried out even if there are no reports of wrongdoing. If illegal or improper items are found in a student's storage area, desk, or school bag (e.g. non-prescription drugs, weapons, stolen property), they will be turned over to law enforcement authorities. Any items (personal possessions) that violate school rules will be kept by school administration and returned to the parents. The school also reserves the right to search a student's vehicle when it is on school grounds and/or when attending a school sponsored function off school grounds. School administration may ask for, but not force a student to provide a password for a student's cell phone. However, when a situation arises that requires a search of a student; a student will be asked to empty his/her pockets or purse. If a student voluntarily empties his/her pockets and or purse, this will not be considered an invasion of the person. Body searches will not take place. If a student does not voluntarily comply with the administrator's request, the student's parent will be called and expected to come to the school and conduct the search in the presence of a school administrator. A parent's refusal to comply with the request is grounds for immediate expulsion.

Security System

All doors to the school will remain locked. The cafeteria door (Door 11) closest to the playground area will remain open for student entry until approximately 8:05 a.m. A security camera and buzzer system has been installed on the library door (Door 1). It will be necessary to ring the buzzer and wait for the door to be unlocked for admittance. Additional security cameras are installed at other entrances and areas around the building. 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.

Social Media

Social media can be a useful tool in promoting, informing and celebrating events. St. Mary's expects responsible use of social media in all communications associated with the school. This includes the avoidance of negative or demeaning comments or posts or the publishing of any information which may compromise another's privacy or security. For more information, please see Diocesan Policy 1152.

If it is suspected that a student is using social media inappropriately, the school administration may not ask for or force a student to provide a password for the student's account. If there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy the school may conduct an investigation and the school may require the student to share content in course of the investigation.

Student Responsibility Using Social Media

- Conduct themselves in a responsible and ethical manner (honest, truthful, uplifting)
- Respect oneself
- Respect others
- Posting negative/offensive comments

Parent/Guardian/Parishioner/Volunteers Responsibility Using Social Media

- Share the positive promotion of our school on your own social media accounts
- Encourage participation of official school events, activities, and programs
- Encourage participation in school and parish fundraisers
- Applaud the accomplishments of our school and our students

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.

Do not use Social Media in the following manner:

- Air grievances with faculty, staff, administrators, parents, students, or others
- Do not use inflammatory or inappropriate language or personal attacks towards members of the school/parish community.
- Discuss or share personal information relating to the school or school members

Sports

A well-organized program for students grades 4 through 8 is available throughout the school year with the help of the Athletic Director, Coaches and parents. Students are required to have an annual medical examination prior to the first practice of the sport in which they will be participating.

BOYS

Baseball - Co-op w/ St. John's, Chester
Cross Country
Basketball - Co-op w/ St. John's, Chester
Track
Volleyball - Co-op w/ Red Bud Catholic

GIRLS

Softball- Co-op with Red Bud Catholic
Cross Country
Basketball - Co-op w/ St. John's, Chester
Track
Volleyball - Co-op w/ Red Bud Catholic

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. Parents should make a request to view student records in writing and allow the school reasonable time to accommodate this request.

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.

A Permanent Record folder is maintained for each student enrolled at St. Mary's School. The Information contained in the Permanent Record is treated as confidential matter and is accessible only to the professional staff of the school or the parents/guardians of the child.

The Permanent Record folder contains the following only:

1. Student's name, birth date and place, parents' names and addresses;
2. Academic record, intelligence, aptitude test scores, achievement test score labels, and grade level achieved;

3. Attendance record;
4. Health records and accident reports;
5. Record of release of permanent record information

If a student has been reported as a missing person by the ISP, a notation will be made on the outside of the student's permanent file.

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. St. Mary's School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents.

- If there is a court order specifying that information is not to be given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with all official copies of the court order.

Unofficial Record Release

When a student transfers to another school either Catholic, parochial, or public, and has an outstanding balance left at St. Mary's School, an unofficial record of student grades will be sent to the requesting school. An official record will not be sent until the balance is resolved. Medical records will be sent to the requesting school.

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 5th through 8th 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: Section2, 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

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 given a reliable readiness test. All transfer students may be tested, if needed, to ensure 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 does utilize these tests for our first graders.

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 our families. We do depend on our families to make tuition payments on time. Payments are due on the 20th 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 the graduation ceremony.

Tuition Rates Parishioners and Non-Parishioners

Number of Children	Book /Lab Reg. Fee	Yearly Tuition Rate	10 Month Payment
One Child	250.00	3775.00	377.50
Two Children	500.00	5670.00	567.00
Three Children	750.00	7550.00	755.00

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; however, we do recognize the potential educational value of these trips. Therefore, five vacation days per school year will be allowed as excused. Any days after five school days will be unexcused. 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.

Weapons (Diocesan Policy 5142 and 5142.1)

Students who are in possession of a weapon are subject to a variety of disciplinary actions. The principal of the school will take immediate action upon learning that a student has or had possession of a weapon in violation of this policy. This action includes, but is not limited to, immediate suspension of the student into the custody of parent/guardian. Other disciplinary actions may be imposed including but not limited to a multiple-day suspension of up to and including, ten days as well as expulsion. The principal shall determine the disciplinary measure to be applied in the circumstances. When a student is suspended and the principal mandates such action, then a satisfactory psychological evaluation by a licensed mental health professional must be completed prior to the student being allowed to return to school. The principal shall determine whether the results of the psychological evaluation would allow for an acceptable reentry of the student to the school to allow a safe environment for the students and faculty at the school. The ban on possession of any type of weapon should be stated in the student/parent policy manual. Weapons include firearms, ammunition, sling shots, stun guns, swords, any type of knife (including pocketknives), mace, pepper mace, explosive devices or any other object or device that serves no educational purpose and which the principal determines is or was possessed by the individual with the purpose of causing physical harm or dangerously disrupting school activity. Policy 5142 A weapon excludes any device or equipment, unless the equipment is brought with the intention of doing harm, that is commonly used in a sport activity sanctioned by or sponsored by the school (i.e., baseball bats, javelins, hockey sticks, etc.). Possession includes having the weapon on your person, or in a place which the student controls, including but not limited to, locker, book bag, purse, satchel, or vehicle on school property. The principal shall determine whether the weapon left in a vehicle will warrant disciplinary action based on the circumstances and type of weapon as determined by the principal. 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. The principal shall determine the disciplinary action, including whether expulsion or suspension of a length determined by the principal will be levied on any student who is found to be in possession of a weapon to, from, or within the school (including any property used by the school); or to, from, or at any school sanctioned activity, a school function, or at any school activity that was organized by a school representative. Any student determined to be in possession of a weapon in violation of this policy may be reported to the police as determined by the principal.

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

August 1, 2024

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,
Mr. Brad Colvis

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 for the 2024 – 2025 school year.

Student Signature

Student Signature

Student Signature

Parent/ Guardian Signature

Parent/ Guardian Signature

Date