

**ST. MARY SCHOOL HANDBOOK ~ Revised 8/10**  
**"2010 - 2011"**

**PHILOSOPHY OF EDUCATION**

More than any other program of education sponsored by the Church, the Catholic school has the opportunity and the obligation to be unique, contemporary, and oriented to Christian service: Unique because it is distinguished by its commitment to the threefold purpose of Christian education (message, community and service), and by its total design and operation to foster the integration of religion with the rest of learning and living; Contemporary because it enables students to address with Christian insight the multiple problems which face individuals and society today; Oriented to Christian service because it helps students acquire skills, virtues, and habits of heart and mind required for effective service to others. (To Teach As Jesus Did. 106)

We, the staff of St. Mary School, have been commissioned to teach as Jesus did. We dedicate ourselves to help the children in our care become the best possible Christians they can be. We will be concerned with the development of the whole child in Christ for a better life on earth and for an eternal place in the kingdom of God. We will strive to see that all students share, grow and learn to their greatest potential by living the "Good News." We hope to instill an appreciation of wisdom, truth and discipline and to impart a feeling of self-esteem and self-confidence.

**MISSION STATEMENT**

St. Mary School is dedicated to the development of the whole child for a better life on earth and for an eternal place in the kingdom of God.

**PASTOR'S RATIFICATION**

This Parent/Student Handbook for St. Mary School has been drafted and revised by the administration with input from the school staff. It also contains items of policy recommended to the pastor by the St. Mary School Board and ratified by the pastor. This document includes input from the Handbook of Catholic Education Policies of the Diocese of Springfield and from School Handbooks: Some Legal Considerations by Mary Angela Shaughnessy, SCN, Ph.D. (NCEA, 1989).

**PARENTS' ROLE IN EDUCATION**

St. Mary School considers it a privilege to work with parents in the education of your children because we believe parents are the primary educators of their children. It is your right and duty as parents to become the primary role models for the development of your child's life: physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Mary School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Mary School, we trust you will be loyal to this commitment. During these formative years (**Pre-K to 5**), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of their efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allow oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### **ADMISSIONS POLICIES**

#### **Age Requirement:**

St. Mary School follows the statutes of the State of Illinois concerning students entering our school. These statutes state that a child must be five years of age by September 1<sup>st</sup> to enter Kindergarten. To enter Grade One a child must be six years of age by September 1<sup>st</sup>.

#### **Non-Discrimination Statement:**

St. Mary School 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. It does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and school administered programs.

#### **Order of Acceptance:**

New students entering St. Mary School and PreSchool are accepted in the following order:

1. Siblings of students already enrolled in the school
2. Children of Immaculate Conception registered parishioners
3. Children of Catholics from surrounding areas
4. Children of the general public
5. **Due to class size, the number of PreSchool students from 3 to 4 year old PreSchool may need to be adjusted.**

At the time of registration, all new transfer students will be evaluated on the basis of current standardized test scores and report cards. These will be reviewed to determine whether the program at St. Mary School will meet the educational needs of the students. An interview with the student is part of the admission process. Testing may be held for incoming students.

**Application Fee:**

- An application fee per student of \$25.00 for Preschool and a \$40.00 fee for each K-5 student must be submitted with the registration form.
- The application fee will be applied toward the student's consumable materials fee and will be returned if the class is filled.
- Students will be placed on the waiting list for a class/program when the registration form and application fees have been submitted.

**School Calendar:**

St. Mary School uses Community Unit #2 District's transportation system. Therefore, we follow the same calendar as the district. Some differences do occur, please consult the St. Mary calendar.

**School Office Hours:**

The school office is open on days of student attendance from 8:00 a.m. – 3:30 p.m.

**Student Directory:**

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, etc.

The Student Directory should be used to acquaint parents with the names of their children's classmates and parents. These directories should not be used or sold for other purposes.

**Volunteers:**

A Volunteer Handbook is available in the Office. **All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated Protecting God's Children seminar and a Background Check.**

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

**Student Attendance:**

Parents are to call the office in the morning, if their child/children are going to be absent. Adult confirmation is necessary. In the event you do not call the school by 10:00 a.m., the school secretary will phone you.

**Tardy Policy:**

Any student who arrives at school after 8:30 should be marked tardy. Late arriving bus students are the exception to the rule. Three (3) tardies or three (3) early withdrawals per quarter is considered a one-half day absence.

Any student arriving after 10:00 a.m. will be marked a half-day absent. Any student returning from lunch after 12:20 p.m. will be counted tardy.

MORNING: Students leaving school for more than 1 hour in the a.m. will be counted a half-day absent.

AFTERNOON: Students leaving school for more than 1 hour in the p.m. will be counted a half-day absent.

Children who must be excused for medical, dental, funeral, or other reasons during the school day are considered absent.

**Truancy Intervention and Prevention Services:**

It is within the sole discretion of the administration to determine the legitimacy of a student's absence and to determine whether it is excused or unexcused. According to Article 26-2a of the Illinois School Code regarding compulsory attendance, the principal or designee is the only person who has the authority to excuse absences. Parents or guardians must provide reasons for absences to school officials, but do not excuse student absences. If a student is absent from school without valid cause, then truancy will result. Repeated truancy will result in intervention. If a student is chronically truant, i.e., absent from school without valid cause 10% or more of the previous 180 days, such student will be offered supportive services including preventative, diagnostic, intervention, and remedial services before punitive action is taken.

The diagnostic procedures to be used for identifying the causes of unexcused student absenteeism include: interviews with student, his or her parents/guardians, and any school officials or other people who can provide relevant information.

The following supportive services may be offered to truant or chronically truant students:

- Parent-Teacher conferences;
- Student and/or family counseling; and
- Information about community agency services.

Teachers are required to report a student's tardiness or absence from class to the administration. The administration is required to record such tardiness or absence and may report students who are truant or chronically truant to the Regional Office of Education located in Charleston, Illinois.

**Appointment Release:**

No child will be released from school for appointments or other commitments without a written notice **or** a phone call to the school office from the parents. The notice should include the reason for release and the time for pick-up. **The person should come to the school office to pick up the child/children for appointments.** The person picking up the child/children must sign the "Student Sign-In Book" located in the office. Appointments should be scheduled outside school hours whenever possible.

### **Vacations During the School Year:**

When vacations are taken during the school year, students will be required to do make-up work. Whether the work is assigned before or after the vacation will be left to the discretion of the teacher. Parents are to contact the teacher and principal at least a week before the vacation begins.

### **Kindergarten:**

All Kindergarten students will attend classes in the morning. Our school day begins at 8:15 a.m. and ends at 2:50 p.m. In order to meet State standards, Kindergarten at St. Mary School is an all day program. Parents considering sending their child for ½ day, a consultation with the teacher and the principal is needed.

### **Lunch Program:**

St. Mary School K-5 lunch recess is from 11:00 to 11:25 and their lunch period is from 11:30 to 11:55. The Preschool lunch period is from 11:20 to 11:45. Our school offers a hot lunch program daily. This program will begin on the first full day of school. The hot lunch program offers a balanced meal. The hot lunch program is an excellent and inexpensive way to encourage your child to try new foods. Parents whose children are “picky eaters” are encouraged to use the lunch program as a means of expanding their child’s food choices.

Students who choose to bring their lunch should not bring glass bottles or excessive amounts of candy. **Sack lunches should be in an insulated lunch box to keep lunches cool. Refrigeration is NOT available for sack lunches.**

Students are expected to use the same manners in the cafeteria that is required in the classroom. Courtesy toward other students and cooperation with lunch monitors is expected at all times.

### **Before/After School Programs:**

St. Mary School offers both a Before and an After School Program.

- The Before School Program opens at 7:15 a.m. No breakfast is served.
- The After School Program is open until 5:15 p.m. on days when school is dismissed at 2:50 p.m. **PLEASE NOTE: There is NO After School Program on early dismissal days or days when school is not in attendance.**
- There is no Before and/or After School Program on days when school is cancelled due to the weather.

### **Arrival/Dismissal Procedure:**

The outside doors will be opened at 7:45 a.m. Supervision will begin at this time. When the doors open, all students K-5, will report directly to the gym. They will be seated with their class until the 8:15 a.m. bell rings.

The morning class bell rings at 8:15 a.m. and the dismissal bell rings at 2:50 p.m. The children are dismissed from the building as follows: Bus students will go to the Fifth grade classroom to wait for their buses. Car riders, Walkers and Bike riders will dismiss out back of the building. Children attending the “After School Program” will remain with their teacher until car riders are dismissed.

### Arrival:

Drop your child off in the back of school:

- ❖ Park on Champaign Avenue (North side of the playground).
- ❖ Pull up on 20<sup>th</sup> Street and let your child out near the back of the school where the buses unload.

Drop off your child at the front door:

- ❖ Park in front on Richmond Avenue.
- ❖ Drive south on 20<sup>th</sup> Street and stop near Richmond Avenue.

### **Please do not drive onto the playground to drop off your child.**

- ❖ Bus students and some car riders enter the building on the North side and cross the playground from a variety of directions.
- ❖ It is *very dangerous* for vehicles to be on the playground at this time.
- ❖ This is also the time when children are crossing from school to church to serve at Mass.

### Dismissal:

Bus students:

- ❖ Buses will load on 20<sup>th</sup> Street and students will exit using the East outside doors nearest to the back of the building.
- ❖ **Parents are responsible for calling the bus barn (238-3270) when their child/ren (is/are) NOT riding the bus home for whatever reason.**

If you wish to remain in the car when picking up your children:

- ❖ Please notify the office and your child's teacher of your plan.
- ❖ Park in back of the school (on the North side of the playground)
- ❖ The teacher will watch for your car and send your child out to you.

**If you are walking up to pick up your child** or if you wish to speak to your child's teacher:

- ❖ *Please* park across the street, in the front of the school, or in the parish center parking lot.
- ❖ We would like to keep the parking on the North side available for parents who wish to remain in their car when picking up their child.
- ❖ Students who are not picked up by 3:00 p.m. will be sent to the "After School Program". Parents or emergency contacts will be phoned.

### **Mass Attendance:**

Students in Kindergarten thru 5<sup>th</sup> Grade attend Mass twice a week on Tuesdays and Thursdays. Mass begins at 8:30 a.m. Children are encouraged to sit with their class during the first 9 weeks of school.

### **Eucharistic Celebration:**

The Catholic Church emphasizes that children need to experience different kinds of communal prayer. To accomplish this objective, students at St. Mary School are involved both in planning and in participating in weekly Eucharistic celebrations. Teachers plan the children's Mass with participation of the students. Students are expected to read, sing, and present the gifts.

Classes take turns being responsible for a Mass. These experiences provide opportunities for the children to be actively involved in liturgical activities during the school year.

**Emergency Dismissal:**

In the event of severe weather, the closing of school will be announced over **WMCI, 101.3; WCIA-TV, (CHANNEL 3);** and **WAND-TV, (CHANNEL 17) (CABLE 7).** St. Mary School will close when Community Unit #2 School(s) close. **Please do not call the school office or the rectory.**

**FINANCIAL POLICIES**

**Tuition:**

Tuition is charged to help defray the cost of educating the students. The cost of tuition is set each year by the Finance Council and the School Board. **The average cost of educating each child per year is over \$7,000.** Our tuition for the "2010-2011" school year is:

**Non-parishioner:**

Kindergarten - Full Day and Grades 1 thru 5, Per child	\$2,775
Two children	\$4,375
3 or more children	\$5,600

**Parishioner:**

Kindergarten - Full Day and Grades 1 thru 5, based on the number of children attending from the same family -	
One child	\$1,650
Two children	\$2,625
3 or more children	\$3,400

**Payment of Fees:**

Tuition may be paid in full by July 1<sup>st</sup> of each year. The SMART Tuition Collection Program will be used for those who prefer to pay in installments. Installment payments for tuition will be collected according to the date indicated on the family's SMART contract.

**Refund Policies:**

Should a student transfer to another school before the end of the school term, an appropriate refund will be given.

**Party Fee:**

A Party Fee of \$3.00 per year/ per child from students in K-5 is collected at the beginning of the school year. This money is used for Fall/Christmas parties.

**Hot Lunch Program:**

The **price** per meal for the **hot lunch program** is **\$2.25** and the reduced price per meal is \$ .40. (As long as the State mandates this price.) Also, the **adult lunch price is \$2.50.**

All children receiving a hot lunch are required to **place** a milk on their tray; unless the child has milk allergy. **If a child has a milk allergy, a doctor's note is required.**

- 1. Lunches are to be paid on a weekly basis, on the first day of the school week.** (Parents paying monthly are to pay a month in advance.)
- 2. Write one check per family.** Do not include any other money with the lunch money. Any other money included in a lunch check **will not be transferred or refunded.**
- 3. The child's first and last name, grade, days he/she will be eating, and the week that you're paying for should be on the outside of the ENVELOPE.**
- 4. When a child is not going to eat hot lunch everyday, specify which days he/she will be eating.**
- 5. Lunch money is a separate account.** All money in the check/envelope will be considered lunch money. **MAKE CHECKS PAYABLE TO: ST. MARY LUNCH PROGRAM.**

**Please Note: St. Mary School Hot Lunch Program is totally self-supporting.** The cost of hot lunch covers the purchase of the food, the equipment maintenance (when necessary), and the cook's salaries. In order to keep our accounts current, a reminder letter will go home on Monday with the student(s), a second reminder letter will go home on Friday with the student(s), and then the Principal will phone the parent(s) on Monday to make sure the parent(s) have seen the previous two reminder letters.

**Milk:**

**Milk may be purchased daily for \$ .35,** by those who bring lunch from home and for hot lunch students that want to purchase an extra milk. Milk tickets will no longer be in use. **NO MILK CHARGES WILL BE ACCEPTED.**

**Library:**

Students are encouraged to use the school library and the classroom libraries for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Books damaged or lost must be paid for before any other materials may be checked out.

**Textbooks:**

If a textbook is destroyed, the replacement price of the book will be charged. If a textbook is damaged, a portion of the price may be charged. A replacement price will be charged for lost workbooks/books. This fee must be paid before school records can be transferred to another school.

## **CURRICULUM**

The Diocesan curriculum guidelines, consistent with the State of Illinois guidelines, are followed for the teaching of all secular subject areas. Attention is given to the abilities of individual students when assignments are made.

**Religion**

St. Mary School teaches Catholic doctrine and tradition, Bible stories, Social Justice, and preparation for the reception of the Sacrament of Eucharist. Students attend Mass with the parish each Tuesday and Thursday morning. Students in Grade 5 take the ACRE (Assessment of Catechesis of Religion Education) Test in February.

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Mary School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

### **Computer Literacy**

Students will develop proficiency in Word Processing as they integrate the use of computers with subject areas. As students become more proficient with the programs, they will learn to use cut, paste, copy, font style and size, spacing, columns, etc. Computer software will be used to reinforce subject content areas.

### **Fine Arts**

St. Mary School offers a Music Program and an Art program in Kindergarten through 5<sup>th</sup> grade. Students are taught music appreciation, participate in a "Picture the Music Contest" in conjunction with the St. Louis Symphony. Students in 4<sup>th</sup> and 5<sup>th</sup> grade learn to play the recorder. Students in 2<sup>nd</sup> through 5<sup>th</sup> grade present 2 musicals each year.

### **Handwriting**

Students in Kindergarten and First Grade are instructed in Zaner Bloser writing. Students in Second and Third Grade are instructed in Zaner Bloser Cursive writing. Students in 4<sup>th</sup> and 5<sup>th</sup> grade are expected to submit handwritten work in cursive using the Zaner Bloser handwriting method.

### **Language Arts**

Language Arts consists of instruction in Reading, Grammar, Spelling, Vocabulary, Phonics Composition, and Literature. All students in PreSchool through Grade 5 are tested on Dibels Reading Assessment- 3 times per year.

### **Mathematics**

Mathematics skills from counting to pre-algebra and geometry are presented. Students are advanced by ability when possible.

### **Physical Education**

Physical fitness programs are appropriate for each grade.

### **Science and Social Studies**

Science information, activities, and experiences are presented appropriate for each grade level. Communities, Local History, Illinois History, U.S. Regions, U.S. History, Geography, Economics, and current events are presented appropriate for each grade level.

### **Assessment Tests**

Students in 3<sup>rd</sup> and 5<sup>th</sup> grade take the Terra Nova Achievement Tests each year in September.

## ACADEMIC POLICIES

### Homework:

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and to enrich class work.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

### Homework Policy Due to Illness:

When a student is absent, a parent may request homework assignments before 10:00 a.m. Homework may be picked up at the office (or sent home with another student) after 3:00 p.m. Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete missed work.

### Grading Scale:

The following scale is used for all grades except Kindergarten and the first semester of First Grade. The Satisfactory/Unsatisfactory grading scale will be used in First Grade for the first semester and for social studies and science throughout the year.

100-99 - A+	98-96 - A	95-94 - A-	
93-92 - B+	91-88 - B	87-86 - B-	
85-84 - C+	83-75 - C	74-73 - C-	
72-71 - D+	70-67 - D	66-65 - D-	64 – F

Satisfactory/Unsatisfactory grading will be used in First Grade for the first semester and for social studies and science throughout the year.

### Honor Roll:

Students in Fourth and Fifth Grades are eligible for the Honor Roll. To achieve the Honor Roll, students must have an overall 93% average in all subjects (including music and religion) for the 9 week grading period.

### Report Cards/Progress Reports:

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks. The first Report Card will be given at the fall Parent/Teacher conference. Progress reports may be sent home mid-grading period when a concern arises.

No student will be given a Report Card or Progress Report if tuition, lunch money, library fines, or After School Care fees are in arrears.

### Cheating:

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade and disciplinary action. A student athlete who is involved in cheating will also be unable to participate in sports.

**Remediation:**

Students who fail to perform as expected and who are at risk of failure are provided with a variety of remedial activities and strategies that are designed to avoid retention such as tutoring, Title I Reading Recovery Program, modified instruction, computer integrated learning system, etc. Parents are notified no later than the 3<sup>rd</sup> grading period that their child is at risk of being retained. The professional staff will make a final retention decision by the end of the school year.

Special education services are provided by Mattoon Unit #2.

**Promotion/Retention:**

Because success at each level is important to and affects progress on the next level, a student will be promoted when he/she has demonstrated mastery of the subject matter. The minimum academic requirements for primary students are that they must have adequate social skills and maturity for that grade. **Failure in reading, math, OR performing more than 2 levels behind grade may result in retention.**

For students in Grades 4-5, a failure in three or more subjects is grounds for repeating that grade. Careful vigilance of the child's progress is the responsibility of the parents. A thorough study of the report card will prove beneficial. Checking with the teacher may help prevent a child from getting behind in his/her work.

**Student Records:**

Student records and test scores will be kept strictly confidential. No person outside his/her immediate instructor(s) will be given access to such files without written permission of the parents.

Records of students transferring to other schools will only be sent to the school. No records will be given to parents to transport to the new school.

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No records will be sent to transferring schools of students whose financial commitment is in arrears. Records may be held if all required paperwork is not turned in to the school office, such as: County Birth Certificate, Health Examinations, etc.**

**Procedure If Parents Want To View Records:**

The parent(s) or guardian(s) has/have the right to access the student's records. A twenty-four hour notice is required. Should parents want a copy of such records, a release form is to be signed.

**Transfer of Student Records:**

A "Transfer of Records" form must be filled out before student records can be copied and mailed. Forms for transferring records are available in the school office.

**Non-Custodial Parent(s):** DP #4213

In the absence of a court order, what is said in this handbook of policies applies to any parent and legal guardian, whether or not the student lives with the parent. Non-custodial parents may receive copies of school correspondence and report cards by providing self-addressed stamped envelopes.

**Statement of Rights:**

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

**Testing:**

The Terra Nova Assessment Test is administered to students in Grades 3 & 5. The results of these tests will be kept in the student’s permanent record. Parents shall receive a copy of this information. The results of these tests may be used to help determine correct placement.

**COMMUNICATION**

**Communication Between School and Home:**

**The Brown Envelope-** The contents should be reviewed and the brown envelope returned the next day.

**E-Mail-** Parents can email their child’s teacher, the school office or principal at any time. Email addresses can be accessed through the school website.

**Phone Calls-** Teachers will be glad to receive phone calls between the hours of 7:40-7:55 a.m. and 3:00-3:30 p.m. Messages will be taken at any other time unless it is an emergency.

**Appointments-** Parents are encouraged to make appointments with their child’s teacher rather than take up class time during the day.

**Office Records:**

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

**Grievance Policy:**

Grievances or any other matter of concern the parent(s) have should first be discussed with the teacher. Should further action be necessary, parent(s) should discuss the issue with the Principal. The Principal will determine if the matter should be brought to the attention of the Pastor.

**Parent/Teacher:**

Parents are encouraged to communicate with their child's classroom teacher on a regular basis. When the parents and teacher work as a team, the child will receive the maximum educational benefit. Regular communication may include notes, phone calls and/or a personal visit.

If a conference is desired, the parent should request the conference in advance. This will allow the teacher to schedule a time that does not conflict with prior commitments.

**Teacher/Parent:**

Teachers are to inform the Principal of any communication with parents PREVIOUS to the conference, phone call, or letter. Teachers are to inform the Principal of any problems foreseen which would involve the parents encountering the Principal - as to school policies, teacher reputation, children's discipline, educational advancement or retention.

Deficiency reports are sent home in the middle of the quarter to inform the parents of those students who are having difficulty in a particular subject. Parents are to sign the deficiency report and return it to the respective teacher.

**Administration:**

The Administration shall communicate with the parents through periodic notes and the church bulletin. The Principal shall participate in Parent/Teacher conferences upon the request of either the parent or the teacher. The Principal shall meet with any parents upon request. Grievances will be handled according to the grievance policy.

**Student Cell Phone Use:**

Students are not allowed to have/use a cell phone while at school. If a student needs to use the phone, he/she may use the classroom phone or the office phone (with teacher permission).

**Classroom Visits:**

Any parent wishing to visit a classroom should contact the office. The purpose of the visit and the length of the visit should be communicated at the time of the request. Each request will be taken into consideration.

When a student wishes to visit the school, a request for permission should be made through the office at least 24 hours before the desired visit.

**School Visitors:**

Parents and visitors must report to the office upon entering the building. Parents are asked to leave lunches, school materials, and coats in the office. This will help us keep interruptions in instructional time to a minimum. Children arriving or being dismissed other than regular school arrival or dismissal times will be sent for by the office personnel. No one is allowed to go to the classroom without notifying the office.

**Leaving For Lunch:**

A student must be accompanied by a parent, guardian, and/or grandparent and must follow the sign-out policy of the school.

**DISCIPLINE**

Good Catholic Christian attitudes are the result of good positive self-discipline. At St. Mary School, children are taught Respect, Responsibility, and to Love Others. These virtues are the keys to taking responsibility for ourselves, our behavior, and our education. Learning to use these keys and patterning ourselves after Jesus are the basis for our Discipline program.

Teachers, teacher-aides, and supervisors are responsible for maintaining discipline in the classroom, on the playground, in the cafeteria, in bathrooms, hallways, gym, on field trips, and in church.

**Rules:**

1. Respect self
2. Respect school
3. Respect others

**Minor Infractions:**

1. First Offense – Verbal warning
2. Second Offense – Owe 5 minutes of recess
3. Third Offense – Owe another 5 minutes and written assignment made
4. Fourth Offense – Parents contacted; written discipline form may be used

**Note:** If offense is deemed severe, punishment for student may move straight to number 4 or a Major Infraction may be used.

**Major Infractions:**

A discipline form filled out by duty teacher and signed by the principal. Disciplinary action may range from loss of privileges to detention or suspension, depending on severity of action.

**Detention:**

Detention may be issued for a breach of classroom/school rules. Parents are provided with a Discipline Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who monitors the detention.

**Suspension:**

Students who are given an in-school suspension will be required to report to the school each day and work with a teacher. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but will not receive credit for the work. The time period of suspension may not exceed five (5) school days. (Guideline DP #4612)

### **Expulsion:**

Expulsion is so serious that it is invoked rarely and then only as a last resort. The Principal will use every means available to discover the cause of the problem and exhaust all appropriate remedies prior to Expulsion. The best environment for a student with a behavior problem is the Christian atmosphere of a Catholic school. Students who pose a threat to themselves or to others and students whose behavior chronically undermines the classroom discipline and/or impedes the academic progress of the entire class may be expelled from St. Mary School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal. (Guideline DP #4613)

### **Bullying and Cyberbullying:**

St. Mary School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest, or online**) face detention, suspension, and/or expulsion.

Bullying is defined as repeated exposure over time to negative actions on the part of one or more students. Any student, staff person, parent or volunteer who believes a student is being bullied should immediately report the situation to the principal. The staff reserves the right to discipline students for off-campus conduct.

Students at St. Mary School are expected to:

- Treat others with respect
- Refuse to bully anyone
- Refuse to watch, laugh or join in when someone is being bullied
- Report bullying to an adult

Students involved in bullying activities will:

- Have a conference with the teacher and/or principal
- Parents will be notified
- A conference with parents, teacher, principal, Pastor and child will be held
- A disciplinary action will be set.

### **Harassment:**

Harassment of any type is not tolerated. The Principal will investigate all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

### **Removal of Child by Parent:**

If and when a parent or parents express the desire to remove a student from the school, he/she shall be informed of the readmission policy both verbally and in writing. Parents shall have the opportunity for discussing the removal, with the Pastor, Principal and a Board representative. It is strongly recommended that the parent or parents meet with the Pastor, Principal and Board representative.

### **Transportation Discipline:**

Students should be reminded to be on their best behavior while being transported to and from school. If a bus driver reports instances or misbehavior to the principal, the following policy will be followed. When a student chooses to break the bus rules, the following consequences apply:

1. The Principal has a conference with the student and the child's parents.
2. The student will write a letter of apology to the bus driver and to the parent as the representative of the school.
3. The student may be suspended from the bus, depending on the severity of the offense.

### **Substance Abuse:**

No St. Mary student or guest shall possess or be under the influence of any alcoholic, tobacco, depressive, stimulative or hallucinogenic substance while he/she is present for any school-related activity. Students in violation will face disciplinary action.

To deter violations of the Substance Abuse Policy, the school administration reserves the right, when reasonable suspicion warrants to search school lockers. The administration will also have the authority to request law enforcement officials to conduct investigations in any violations of the Substance Abuse Policy.

### **Weapons:**

No weapons are allowed on school property or at any school event.

Students found in possession of a firearm or any incendiary device will be expelled from St. Mary School.

Students found to be in possession of a knife or any instrument that is perceived or used as a weapon, or who is verified to have threatened to perpetrate a violent act against another student, an employee of St. Mary School, or any person present at the school or event, will be immediately suspended from school.

The student will not be readmitted to school until the parents have consulted with the Principal and the Pastor. A second violation will result in immediate expulsion.

### **Readmittance Policy:**

It is in the best interest of the school not to readmit a student who has been removed from the school. A parent may apply for the child to be readmitted. The following re-application process shall apply:

1. The parent or parents must schedule and meet in person with the review board consisting of the pastor, principal and a board representative.
2. The application will be considered only if space is available.

3. The review board will determine whether the application should be approved or not considering all relevant factors including the best interests of the other children and the least disruption to the overall educational program of the school. The decision of the review board will be final.

### **EXTRA CURRICULAR ACTIVITIES**

The students participate in several extra curricular activities. These activities and grades which participate are:

Lunchroom Servers -	boys and girls -	Fourth and Fifth
Scouts -	boys and girls -	Kindergarten thru Fifth
Altar Servers -	boys and girls -	Fourth and Fifth
Basketball -	boys and girls -	Fourth and Fifth
Pep Squad -	girls and boys -	Fourth and Fifth

#### **Basketball/Pep Squad:**

The basketball coaches are volunteers. The basketball season lasts from November to February. At the end of the season, an awards program is planned. The awards given are: first year players/pep squad receive St. Mary letters (SM); second year players/pep squad receive basketball/cheer pins.

#### **Eligibility:**

##### **A student will be considered ineligible for basketball if the following occurs:**

The student is failing any subject (F) or 64 or below and/or the student's **grade point average of all subjects** is below a C-.

Ineligibility lists will be turned into the office on Friday evening or the evening of the last day of the school week.

Coaches will receive the notice of ineligible player/players on Monday from the office and ineligibility will run from Tuesday through the following Monday. Ineligible students will not attend practice or games during their week of ineligibility.

**At least 3 grades have to be given before any student becomes ineligible.**

#### **Campus Facilities:**

A number of campus facilities, such as the Church lower level, School Gym and the Parish Center are at our disposal; however, we share them with other programs on campus. Therefore, arrangements for reserving these facilities are to be made through Kim Coffey who will check the availability of date and time.

#### **Off-Campus Conduct:**

The administration of St. Mary School reserves the right to discipline our students for off-campus behavior that is not in line with behavior expectations of our students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

### **Field Trips:**

Field trips are designed to correlate with the teaching units and to achieve curricular goals. The teacher and the principal will decide if, when, and where the field trips are taken. If a site is within 150 miles, private transportation may be required. Volunteer drivers must provide proof of vehicle insurance. If the trip is over 150 miles, hired transportation must be used. Diocesan Guideline #5537 states that on field trips there will be at least one (1) adult chaperone for every eight students.

1. All grades do not always have the same number of field trips.
2. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
3. A written **official permission slip**, signed by the parent (guardian), is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after the receipt of the permission slip.
4. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information to complete the form.
5. A **telephone call** will **not** be accepted in lieu of proper field trip permission slip.
6. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain home with the parent and will be marked absent for the day.
7. Students who are participating in the field trip must **ride to and from** the field trip **with their class**.
8. All monies collected for the field trip are **non-refundable**.
9. As a parent chaperone, we would request that no purchases be made for your child **unless** the parent chaperone is willing to buy for every student on the field trip.
10. Students are never to participate in water sports or activities on a field trip without prior school board permission.

### **Prohibition of 9 to 15 Passenger Vans:**

A person may not purchase, rent, or lease any motor vehicle designed or used to transport 9 to 15 passengers that the person knows or reasonably should know will be used significantly **to transport pre-primary, primary, and secondary school students to or from school or an event related to school**, unless the motor vehicle complies with the motor vehicle standards prescribed for school buses under section 30125 of this title.

**FIELD TRIP PERMISSION SLIP**

To Whom It May Concern:

I hereby ask permission for my son/daughter \_\_\_\_\_

to attend \_\_\_\_\_

(Description of place or activity)

leaving on \_\_\_\_\_;

time leaving \_\_\_\_\_;

time returning \_\_\_\_\_.

Educational Purpose of the Trip \_\_\_\_\_

Students will need: \_\_\_\_\_

We hereby release and save harmless the school of St. Mary's and any and all of its employees from any and all liability for any and all harm arising to my/our son/daughter as a result of this trip. I understand and support the fact that my son/daughter must comply with the directions given by the school to the group involved in this activity.

Transportation: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Principal: \_\_\_\_\_

If you would like to volunteer to drive, please sign on the next line. Indicate the name of your automobile insurance company and the number of students that you can safely transport with seat belts. Drivers assume accident liability.

Signed: \_\_\_\_\_

Automobile Insurance Company: \_\_\_\_\_

Number of Students: \_\_\_\_\_

Please send photo copy of current insurance card.

## HEALTH POLICIES

### Health Guidelines:

We all need to do our best to stay healthy and keep our children healthy. When children come to school sick, they aren't able to participate in the learning process and they expose others to their illnesses. The following guidelines are suggested to keep our school a healthy, safe environment:

- ✓ Children **should not be sent to school** with a **fever over 100 degrees** and they should not return to school until they have been **free of fever for 24 hours without medication**.
- ✓ A child **with diarrhea** should be kept home.
- ✓ If **vomiting occurs**, keep child at home until they have eaten and have kept a meal down for at least 2 hours.
- ✓ Children with **strep throat, pink eye, or impetigo**, need to be on the medication prescribed by your physician for 24 hours before returning to school.

### Physical Examinations:

Illinois law requires that the parents of a child entering school for the first time provide the school with a physical report through a medical examination. The examination must be done by a physician in the State of Illinois. **This examination is also mandatory for a child entering the Pre-School and Kindergarten.** Students whose forms are not on file in the school office by **October 15** will not be allowed to attend school until they are in compliance. All students who participate in sports must also have a physical within the past year.

### Immunization Requirements:

All students must be properly immunized according to the guidelines specified by the State of Illinois. **Students entering Kindergarten must receive the chicken pox vaccine or show proof of having the chicken pox virus. Parents are responsible for filling out and signing the personal history and immunization history on the school physical forms.** All school records will be held if the student is not in compliance.

### Dental Examinations:

Illinois law requires that all students **entering Kindergarten and Second Grade** must have a dental examination performed by a licensed dentist. Students whose forms are not on file in the school office by May 15 will not be allowed to attend school until they are in compliance. **The exam must have been completed within the 18 months prior to the May 15 deadline.** All school records will be held if the student is not in compliance.

### Eye Examinations:

All children entering **Kindergarten** or upon first entry into an Illinois school are required to have an eye exam. This must be performed by a **licensed optometrist**. Each child is to present proof of an eye exam prior to **October 15** of the school year. **The exam must have been completed within the 12 months prior to the October 15 deadline.**

If a child fails to present proof of the required eye examination by October 15, all school records will be held.

### **Allergy Policy:**

St. Mary School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma.

This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy.

1. **Asthma Medication:** Immediate access to reliever inhalers is vital. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.
2. **The School Environment:** The school tries to ensure that the environment is favorable to children with asthma. As far as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma. Children are encouraged to leave the room and go and sit in the office if particular fumes trigger their asthma.
3. **Food Allergy Policy:** St. Mary School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Mary School will utilize a procedure for addressing life threatening reactions for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.
4. **Notification:** Parents should notify the classroom teacher and office about the nature of life threatening allergies faced by their child. This notification will include an explanation of the severity of the health threat, a description of the sign and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.
5. **Emergency Protocol:** Teachers and office staff must be familiar with the allergies of the students in their classroom and respond to emergencies as per the Plan provided by the parent/doctor. Tables will be washed with soap and water following any food related event held in the classroom. Proper hand washing techniques will be encouraged before and after the handling/consumption of food. A "nut-free" table will be established and maintained as an option for students with peanut allergies.

### **Student Emergencies:**

If a student is ill or injured during the course of the school day, every effort will be made to contact the parent or guardian. The individuals listed on the emergency card should generally be home during the school day. If both parents will be out of town for a day or two, please contact the school office. If severe injury occurs, the parents will be informed.

### **Medications:**

As a general principle, medications will not be given at school. Ill students will be sent home. Students convalescing from an illness should remain at home until the need for medication no longer exists.

1. Non-prescription medications include aspirin, Tylenol, antacid, antihistamine, cough drops, liquid cough medicine and any other medication.
2. No topical application of alcohol, peroxide, calamine lotion or any other medication will be used. We do use soap and water.

Students will not be allowed to have any medications in their possession while at school.

Special circumstances exist for health problems that can be expected to be of a long duration. When such a condition exists, the following policy will be followed:

**Prescription Medication:**

Any student who is required to take oral medication during the regular school day, must comply with school regulations.

These regulations include at least the following:

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

The “**Request for Administering Medication at School and Release from Liability Form**” and the “**Statement of Physician Form**” must be on file in the office when the child returns with medication. (Forms available upon request from the office).

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

**Non-Prescription Medication:**

If a child needs medication, the parent will be called so that the parent/guardian may administer the child medication or take the child home.

**Communicable Diseases:** DP #4714

The principal shall notify the Department of Public Health when a student is sent home because of suspected communicable disease.

In case of absence due to communicable disease, a release card from the Department of Public Health or a letter from the family physician indicating that the Department of Public Health regulations have been fulfilled must be presented when the student returns to school.

**AIDS:** DP #4715

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

Persons seeking employment in parishes, schools and other facets of the educational mission shall not be discriminated against on the basis of AIDS, unless the nature and extent of the illness reasonably precludes the performance of such employment or impairs any of the operations of the employing agency.

Employment by the parish, school or other facet of the educational mission shall not be terminated unless the nature and extent of the illness reasonably precludes the performance of such employment or impairs any of the operations of the employing agency.

The parish/school should respect the right of privacy of the individual. Knowledge that a student or teacher has AIDS should be confined to those persons with a direct need to know. Those persons should be provided with appropriate information as well as procedures and precautions that may be necessary. Those persons should also be made aware of confidentiality requirements. With the exception of notifying the above noted personnel, the student's health will be kept confidential.

**Emergency Information Card:**

An emergency information card must be on file in the school office for each child. Please update the information on this card so that phone numbers are always current.

**Asbestos:**

St. Mary School has completed the Asbestos Management Plan in accordance with Federal Government Regulations and a copy is on file at the school office for public inspection. Regulations require that this notification be made annually to all parents and staff.

**Pesticide Application:**

From time to time pesticides are used on school property to control undesirable insects such as cockroaches, spiders, termites, bees, and mosquitoes. Parents who want to be notified about pesticides and their scheduled application should fill out and return the "Registration for Notification of Pesticide Application form. *Normally, pesticide applications are applied on the 3rd Friday of the month.*

### **SEARCH/SEIZURE**

School authorities will strive to maintain an educational atmosphere which is safe. When a reasonable cause warrants, school personnel may conduct a search of a student and/or/ his/her personal possessions. The search may result in the seizure of possessions which then may be turned over to the proper authorities.

Searches may be conducted to locate anything considered harmful, illegal or stolen. Such items could be, but are not limited to, drugs, tobacco, alcohol, weapons, firearms, explosives, lighters, knives, projectiles or any other object that may cause bodily harm or endangerment to others.

### **SEXUAL HARASSMENT**

Sexual harassment is a form of misconduct that undermines the integrity of the school and also the employee to student, student to student, student to employee and employee to employee relationships.

Sexual harassment is any unwelcome sexual advances, requests for sexual favors and other physical, expressive behavior or a sexual or gender-directed nature which creates an intimidating, hostile or demeaning employment or educational environment.

This behavior constitutes sexual harassment when one of these criteria is met:

- \* Submission to which is a condition of employment or education
- \* Submission to or rejection of is used as basis for evaluation
- \* The effect of such conduct interferes with an individual's performance

### **NON-DISCRIMINATION**

St. Mary School 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. It does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and school administered programs.

*In the event a student or parent believes their rights under the school's policies have been violated, they should contact the Principal or the Pastor.*

### **POLICE QUESTIONING: DP #4219**

When students become involved with law enforcement officers, the officer is to be requested to confer with the student when he/she is not under the jurisdiction of the parish/school if this can be arranged.

The following steps shall be taken to cooperate with the authorities:

- \* the officer shall properly identify him/herself
- \* the parent(s) or guardian shall be notified immediately and informed of the intent of the law enforcement authorities
- \* the student's parent(s) or guardian have/has a right to be present if the conference is held in the parish/school

- \* if the student's parent(s) or guardian cannot be located, authorities are not to confer with the student unless they produce a warrant
- \* if there is a warrant or if it is impossible for the parent(s) or guardian to be present and they request it, the administrator should be a witness to the conference held in the parish/school

### **ABUSE POLICIES**

According to Diocesan Policy, all employees and/or volunteers must sign the forms issued by the Diocese. These forms include no criminal record, permission for background check and the signee has read the policies.

### **CHILD ABUSE LAWS**

St. Mary School abides by the Child Abuse laws of the State of Illinois. This law mandates that all cases of **suspected** abuse and/or neglect be reported to the Department of Child and Family Services.

### **INTERNET USAGE POLICY**

1. The basic purpose of Internet access is to enhance the formal educational process of St. Mary School. It is not intended to be entertainment, or a substitute for traditional classroom instruction. Each classroom instructor is responsible for determining if and how Internet access can be used to enhance classroom instruction.
2. Students are expected to comply with the general rules of behavior established by the school when accessing the Internet. Teachers and Administrators have the right and obligation to monitor student behavior while accessing the Internet.
3. The following are specifically forbidden and will result in sanctions:
  - A. Sending, receiving or printing offensive messages or images.
  - B. Using obscene, insulting or threatening language when corresponding with another user.
  - C. Consciously damaging computers, computer systems or computer networks, either through physical abuse or the use of software.
  - D. Violating copyright laws.
  - E. Using the password or identity of another.
  - F. Unauthorized reading or reviewing the files of another user.
  - G. Employing the Internet for commercial purposes.
4. Any or all of the following sanctions may be applied to a violation of the above rules. These sanctions are employed at the discretion of the school's Principal.
  - A. Violations may result in the suspension of access for varying periods, depending on the severity of the violation. Permanent loss of access can be imposed.
  - B. Law enforcement agencies may become involved in the event the violation warrants such intervention.

## **ST. MARY SCHOOL DRESS CODE**

### **Boys and Girls**

Cardigan Sweater Navy or Forest Green

Pullover Sweater Navy or Forest Green

Sweater Vest Navy or Forest Green

St. Mary Sweatshirt w/St. Mary Logo - Navy, White, Forest Green

Collared SS Polo Shirt - Navy, White, Forest Green (Not Sleeveless)

Collared LS Polo Shirt - Navy, White, Forest Green

Collared SS Oxford Shirt - White (Not Sleeveless)

Collared LS Oxford Shirt - White

### **Girls**

\*Skirt/Skort - Navy or Khaki Tan

Slacks - Navy or Khaki Tan

Walking Shorts - Navy or Khaki Tan

Capri Pants - Navy or Khaki Tan

### **Boys**

Pants - Navy or Khaki Tan

Knee Shorts - Navy or Khaki Tan

Walking Shorts - Navy or Khaki Tan

*\*Please remember our children like to play on the monkey bars, therefore, wearing a skirt may need shorts underneath\**

Also, please keep in mind the safety of your child when wearing sandals, open-backed shoes, or shoes with heels. Safety concerns arise in P.E. and recess when the children are running, jumping rope, or playing kick ball. Children run a high risk of getting injured when doing the above activities while wearing open-ended shoes or shoes with heels.

### **Noncompliance With Dress Code:**

Children who are in noncompliance with the school dress code will be referred to the office. A call will be made to the child's parents to request a change of clothing. If there is appropriate clothing in the child's size at school, the child will be given clothing and allowed to change. If the parent cannot be reached and no appropriate clothing is available at school, the child will remain in the office to complete his/her school work.

## **PARENT OBLIGATIONS**

### **Parent Contracts:**

**Each family must volunteer to do one parent contract job per school year.** Information concerning Parent Contracts is sent home at the beginning of the school year.

### **Parent-Teacher Guild:**

The Parent-Teacher Guild, as its name implies, is composed of parents and teachers of St. Mary School. Its role is to lend support to St. Mary School through fund-raising and service. Meetings may be held throughout the school year.

### **St. Mary School Board of Education:**

The St. Mary School Board of Education is composed of **Eleven members**. Nine of these members serve three year terms. The other two members are the Pastor and the Principal.

The role of the Board is **to advise on educational policies** maintaining consistency with the policies and directives of the Diocesan Board of Education.

Visitors are welcomed to attend the St. Mary School Board of Education meeting. If a visitor wishes to address the Board, the visitor **must contact the Principal or the Board President seven days before the scheduled meeting.** The subject matter must be disclosed at that time. Any visitor addressing the board will be limited to a one-time, five minute presentation. At the discretion of a Board member, Principal or the Pastor, all visitors may be excluded from the remainder of the meeting.

## MISCELLANEOUS

### Classroom Treats:

As part of the Diocesan Student Wellness Policy, healthful food options are encouraged to promote student wellness. A list of suggested healthy snacks is available in the school office upon request.

**When sending birthday treats to K-5, please keep the following in mind:**

- 1. Contact the teacher to choose a mutually agreeable day.**
- 2. Treats that are individually wrapped are preferable.**
- 3. Drinks must be individually contained.**

Thank you for your cooperation in this matter.

### Party Invitations:

**If** every child in the class is being invited to a party, then invitations may be passed out at school. In the event that inviting all the children is not possible, we ask that you mail or hand deliver the invitations. Children's feelings are hurt so easily and as a Catholic School we do not want to knowingly cause a student to feel sad. We are sorry for any inconvenience; but, this policy is used in most schools (public and private).

### Building Accessibility:

St. Mary School is a handicap-accessible facility. The school, church and cafeteria have been renovated to make them accessible.

### Telephone Access:

No student will be called to, or permitted to use the phone during class sessions except in emergency situations.

### Unauthorized Articles/Toys From Home:

In general, students are not to bring toys or unusual items to school unless they are intended for specific use in the classroom and the teacher's permission has been obtained. Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, radios, toys, trading cards, pagers, cell phones, laser lights, palm pilots, CDs, iPods or other mp3 players or anything that will detract from a learning situation **are not allowed** at school. The school Administration, in accordance with state laws, will determine the appropriate disciplinary action concerning the presence of these items in the school.

**Lockers:**

Students in 3<sup>rd</sup> grade through 5<sup>th</sup> grade are assigned a locker in which to store coats and book bags. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. As a general rule lockers are not to be decorated inside.

**Lost and Found:**

Any items found in the school building or on the school grounds should be given to the school secretary to be placed in the Lost and Found box. **Items placed in the Lost and Found remain there for approximately 30 days. After 30 days, items are donated to charity.**

**VCR/DVD:**

In keeping with the copyright law, we will not show tapes/DVDs which were recorded at home or tapes/DVDs which state “**Not For Public Viewing**” or “**For Private Use Only**”.

**Government Aid to Non-Public Schools:**

Government Aid to St. Mary School is provided with our participation in the following:

1. Illinois Textbook Loan Program (when available)
2. Title I (Reading Program)
3. Title II Funds for Educational Improvement
4. Title IV Safe and Drug-Free Schools and Communities Act
5. Federal and State Reimbursements for School Lunch Programs
6. Service provided for Speech Therapy and Learning Disabilities

**\*\*\*Right to Amend:**

St. Mary School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the brown envelope used for School-to-Parent communication.

## **TELECOMMUNICATIONS USE AGREEMENT**

### **Telecommunications Use Agreement**

*Adapted from NCEA's From the Chalkboard to the Chatroom*

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Mary School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb others. I will keep my computer work area clean and will not eat or drink when using school computers.

2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Individuals using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to

As a user of a network, I will not use the Internet, including bulletin boards, chat lines, email, and instant messaging, for personal use at school. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some may consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive, and notifying school personnel immediately if such material is encountered.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary actions. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administrator of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

**ST. MARY SCHOOL  
2000 RICHMOND AVENUE  
MATTOON, IL 61938**

**SCHOOL YEAR "2010 - 2011"**

Dear Parents,

Please read and discuss the St. Mary School Handbook with your child/children. After doing so, please sign and return this form to the school by August 25, 2010.

We appreciate your cooperation in abiding by the rules and policies of St. Mary School.

I/We have read the St. Mary School Handbook.

\_\_\_\_\_  
Signature of Mother \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Father \_\_\_\_\_  
Date

**PERMISSION FORM**

I give my permission to St. Mary School to use my child/children's photo for school articles in the local or Catholic print media. \_\_\_\_\_Yes \_\_\_\_\_No

I give my permission to St. Mary School to use my child/children's photo and/or name on our School Web-Site. \_\_\_\_\_Yes \_\_\_\_\_No

I give my permission to St. Mary School to videotape my child/children at school events such as the Christmas program and use this publication. \_\_\_\_\_Yes \_\_\_\_\_No

Child's Name \_\_\_\_\_ Gr. \_\_\_\_\_ Child's Name \_\_\_\_\_ Gr. \_\_\_\_\_

Child's Name \_\_\_\_\_ Gr. \_\_\_\_\_ Child's Name \_\_\_\_\_ Gr. \_\_\_\_\_

\_\_\_\_\_  
Signature of Mother \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Father \_\_\_\_\_  
Date

**THIS MUST BE RETURNED TO SCHOOL WHEN CHILD RETURNS WITH MEDICATION**

**Request for Administering Medication at St. Mary School and Release from Liability**

I/We, the undersigned parents/guardians of the minor child.

\_\_\_\_\_ a student at St. Mary School, hereby

request St. Mary School to allow said child to attend school in spite of his/her special health

problem(s) and to be given medication prescribed by \_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_ under the supervision of school personnel. The medicine is

to be furnished by me and labeled by the physician or pharmacist with said child's name, doctor

and drug store, name of drug, and the specific time it is to be given at school. I/We assume all

responsibility for any mistake in furnishing an incorrect dosage. In consideration of allowing

said child to attend school in spite of his/her special problem(s), we hereby release and discharge

St. Mary School and/or any of its agents or employees, from any and all liability for any injury or

damage to the health of said child arising out of, or resulting from the necessity of said child

having to take medication during school hours. I/We have read, understand and agree to the

school's regulations concerning giving medication at St. Mary School.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

**THIS FORM MUST BE RETURNED TO SCHOOL WHEN CHILD**

**RETURNS WITH MEDICATION**

**AUTHORIZATION & PERMISSION FOR ADMINISTRATION OF MEDICATION**

\_\_\_\_\_ St. Mary School \_\_\_\_\_  
Name of Student & Birthdate Date

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
Diagnosis Name of Medication Dosage

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
Time of Administration Method of Administration Date to Discontinue

\_\_\_\_\_ \_\_\_\_\_  
Predictable Side Effects Contraindications

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number



