

ST. MARY CATHOLIC SCHOOL

MISSION STATEMENT

St. Mary Catholic School in Centralia Illinois, founded in 1867, offers Pre-Kindergarten through Grade Eight education to members of St. Mary Parish, St. Lawrence Parish, and the community. In partnership with the parents and guardians, St. Mary Catholic School provides a Christian atmosphere that allows for the development of the whole child, striving to nurture acceptance, respect, self-discipline, and responsibility. Loving and caring for others are fostered through the teaching of the Catholic Faith and the living of Christian values. St. Mary Catholic School, a leader in the community, is dedicated to high standards of personal and academic achievement so that the students may reach their fullest potential.

-Revised 9 / 2002

-Reviewed 4 / 2006

-Reviewed 3 / 2013

STATEMENT of PHILOSOPHY

Since every man and woman of whatever race, condition and age is endowed with the dignity of a person, he / she has an inalienable right to an education corresponding to his / her proper destiny and suited to his / her native talents, sex, cultural background and ancestral heritage. At the same time, this education should pave the way to friendly association with other peoples so that genuine unity and peace on earth may be promoted.

The school faculty must provide for its students an atmosphere conducive to learning. They must be continually ready to renew and adapt themselves and their methods so as to better carry out their teaching vocation; they must also be totally committed to the process of Catholic education.

Although several agencies cooperate in the task of Christian education, the first and foremost educators are the parents. It is within the family that the child is first taught to know and worship God and to love his / her neighbor. Here the child experiences what it means to be a member of human society and of the church.

-Reviewed 9 / 2002

-Revised 3 / 2013

ADMINISTRATIVE ORGANIZATION

(See Appendix A)

The Ordinary (Bishop)

St. Mary School is a Roman Catholic Grade School within the Diocese of Belleville, Illinois. Thus, it is always responsible to the Ordinary of the Diocese (Bishop). The Director of Educational Services has the responsibility of implementing Diocesan Policy after it has been approved by the Ordinary.

The Pastor

The Pastor, as the primary spiritual leader of the parish, has the responsibility for fostering the educational and spiritual ministry of the parish. All policies set by the St. Mary School Board are subject to his approval.

The Principal

The Principal is the administrator of the school and is responsible for implementing policies established and approved by the Diocese and St. Mary School Board. The principal is also expected to perform other duties as specified by the job description (Diocesan Regulation 2211.a).

The Faculty

The faculty is directly responsible to the principal; however, parental concerns should be directed to the faculty first, before the principal becomes involved in the matter.

The St. Mary School Advisory Board

The main function of the School Board is to assist the Pastor and the education administrator/s (i.e. Principal, Director of Religious Education) in the governance of the Parish education programs. These policies shall be in accord with, and not contradict, the Diocesan Board Policy.

The St. Mary Parent-Teacher Organization

The purpose of the Parent-Teacher Organization (PTO) is to enhance the educational development of the students.

PRINCIPAL'S MESSAGE

I would like to personally welcome you to St. Mary Catholic Grade School. Our faculty and staff work extremely hard to make our school a great place to learn both academically and spiritually. Here at Saint Mary School, we foster a caring atmosphere that puts students' needs first while challenging students to reach their full potential. We relish the task of molding and shaping students into something parents and our community can be proud of.

This student handbook is designed to provide you with the pertinent information about school procedures and rules. It has many important items in it and I ask that you read it thoroughly as items change from school year to school year.

In an effort to promote better communication, St. Mary School is a member of *SchoolSpeak* and *SchoolReach*. Parents can find almost all information they need on the *SchoolSpeak* website including the weekly *Cardinal Express* newsletter, schedules, sports information, cafeteria menu, variety of forms including an After-School Program, along with classroom information including homework and grades. The midterm reports and grade cards are available on *SchoolSpeak*. *SchoolReach* is the system used by the school to notify families of school cancelation, early dismissals, and days of no attendance.

If you have any questions regarding any of our policies, please don't hesitate to contact the school or make an appointment to meet with me. Thank you for allowing us the opportunity to serve your family.

Jason C. Swann, Principal

Daily Schedule

- 7:45 a.m.** **Students enter cafeteria (any who arrive earlier wait in cafeteria)**
- 8:00 a.m.** **Students report to class and prepare for day**
- 8:15 a.m.** **Bell—any student arrive after this bell is counted tardy**
Announcements, Pledge of Allegiance then Morning Prayer and Discussion
(leading into religion class)
- Lunch:**
- 11:30-12:10 p.m. PK/K and 1st-4th grade recess/lunch**
 12:00 -12:40 p.m. 5th-8th grade recess/lunch
- 3 p.m.** **Dismissal bell for all students (PK/K students are dismissed at 2:55 p.m.)**

Office Hours: Office hours are 8:00 a.m. to 4:00 p.m. daily. Summer hours during the month of June are 10:00 to 2 p.m. daily. Office closed during the month of July.

SCHOOL POLICIES & PROCEDURES

ABSENTEEISM / TARDINESS

If a student is to be absent from school, a call to the school office is required by 8:30 a.m. A note stating the date and reason of absence must be sent to school upon the student's return. These are kept on file for one year.

Any student not in his/her classroom at 8:15 a.m. is TARDY and will be marked as such on the daily attendance sheet by the classroom teacher.

When a student arrives at school after 30 minutes of the start of the school day, the student will be considered as ½ day absent.

Doctor and dental appointments should be made out of school time except in case of necessity. If a student must keep an appointment during school hours, a written note must be presented to the school office prior to the student leaving. Students will then be released only to a parent or guardian. A parent's signature is also required to release and re-admit the student. If the student returns within one hour, the student will not be considered absent. If the student is gone for more than one hour, the student will be considered ½ day absent. If a student leaves school within one hour of normal dismissal, the student will not be considered as absent.

The Principal and Pastor will deal with truancy cases individually.

When a student is absent for whatever reason, the classroom teacher will provide a list of the missed homework after the student returns to school.

Tardy Detention will be given after a student receives five (5) tardy slips. This after-school detention will be served until 3:45 p.m. If a total of 15 tardy slips have been accumulated, the child will serve a day of in-school suspension.

ADMISSION

St. Mary Catholic School admits students of any race, color, gender, national / ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. There is no discrimination on the basis of race, color, gender, national / ethnic origin in administration of its educational policies, admission policies, scholarships, local programs, athletics and other school administered programs.

Students will be admitted to St. Mary School accordingly:

1. Catholic children from St. Mary Parish (Centralia, IL) St. Lawrence Parish (Sandoval, IL)
2. Catholic children from outside St. Mary Parish (Centralia, IL) St. Lawrence Parish (Sandoval, IL)
3. Children who are not of the Catholic Faith.

Children who are not of the Catholic Faith will be eligible for enrollment on a year-to-year basis, contingent upon availability of space and the school's ability to maintain a Catholic identity.

Students who attend St. Mary are expected to participate in the prayer life and activities of the school.

Parents/legal guardians will sign an agreement with the school to support and comply with all policies, regulations, & rules set by the administration.

State Law requires those students entering Kindergarten to be five years of age by the first day of September. A birth certificate, social security number, and baptismal record, if applicable, must be presented upon registration. A screening test is given prior to the beginning of the new school year. To be eligible for First Grade, all students shall be properly prepared by attending a kindergarten program or its equivalent.

Any student who transfers will be on PROBATION. 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 assure the administration that any "special" needs of the child can be met by the existing school curriculum and resources. All student transfers at the 7th and 8th grade levels are accepted conditionally and students remain on probation for the entire year. Both the parent/legal guardian and the student shall sign an Enrollment Probationary Form.

Statement of Intent of St. Mary School

St. Mary School is made up of students who have been taught by their parents to love God and to appreciate values. Through guidance and leadership of the principal and faculty, a quality education is provided.

It is special and unique because it has:

- ❖ The right and obligation to emphasize Catholic values, attitudes and atmosphere.
- ❖ An atmosphere of freedom of expression with mutual respect and trust.
- ❖ Parental involvement and support through time and interest as well as money.
- ❖ A school community striving for values and goals that are believed in, coupled with parental support and trust.
- ❖ The type of school which contributes to person-oriented education and a fostering of faith community (community of believers growing together in a shared faith).

ARRIVAL / DISMISSAL

Children arrive between 7:45 a.m. - 8:00 a.m. and walk in the gym. Classes will begin following Morning Prayer and announcements at 8:15 a.m. or Mass at 8:30 a.m.

Students are dismissed at 3:00 p.m. and parents/legal guardians are to pick up their children no later than 3:10 p.m. Please do not arrive for pick-up any earlier than 10 minutes before dismissal time. Please always pull into the parking lot and NEVER block the bank driveways / drive-thru lanes! For the safety of all, do not back-up on the parking lot.

Parents/guardians should follow these procedures for dropping off or picking up students (our primary concern is for the safety of the children, not our convenience):

- ❖ For dropping off your child in the morning, enter from Broadway and drive to the cafeteria/gym entrance. Let your child off, circle back and exit on Broadway.
- ❖ If you choose to drop your child on Maple Street, you MUST head South.
- ❖ Bus riders and walkers should use the East doors (front).
- ❖ For picking up your children in the afternoon, **arrive NO EARLIER than 10 minutes before dismissal**. Again, enter from Broadway and park your car facing the drive in the first row of parking places only (nearest roadway). Remain at your car and let the children come to you. Please do NOT back up at anytime. Depart the lot by pulling forward and driving North to Noleman Street.

ASBESTOS

The Asbestos Inspection Report and Management Plan along with all related documents are on file for review at the Office of the School Principal. Anyone interested in reviewing these or any other asbestos related documents currently on file, are asked to submit a written request to the principal of the school.

This notice is to inform building occupants that asbestos has been identified within the school districts buildings. The asbestos materials located in the buildings are currently being monitored on a regular basis and Maintenance and Custodial personnel are taking special precautions during their work to properly guard against disturbance of the asbestos containing materials.

Due to limited quantities and good condition of the materials, the asbestos materials DO NOT impose a danger to the occupants of the building. Please be advised that any evidence of disturbance or change in condition will be documented in the Management Plan as required by law and the necessary repairs and or removal will be conducted immediately by licensed personnel.

ATTENDANCE

The importance of regular attendance with regard to a child's progress cannot be overemphasized. Parents/legal guardians are highly discouraged from taking children from classes for vacations or trips at any time during the school year. This is especially true concerning the beginning, end of or near holidays during the school year. (Also see Absenteeism/Tardiness)

CHILD PROTECTION POLICY

The Diocesan Child Protection Policy is implemented by St. Mary School. All personnel including volunteers, aides, librarians, coaches, and others who have substantial contact with children MUST comply with this policy. All are expected to complete the volunteer form and provide information for background checks of Sexual Misconduct, Child Abuse and Neglect Tracking System (CANTS), and State Conviction Information Name Check Request. Personnel and volunteers are required to take the Initial Child Protection Class and the annual refresher course. Any person who chooses not to comply with this rule cannot be permitted to accompany SMS events.

CLASSROOM VISITS

We welcome the presence of parents and members of the community in our school. So that the flow of instruction is not interrupted, visitors must schedule an appointment with the classroom teacher or if appropriate, the principal prior to visiting the classroom or school.

COMMUNICABLE DISEASES (HIV-AIDS)

In accordance with the directives and procedures set forth by the Illinois Department of Public Health, Illinois State Board of Education, the U.S. Center for Disease Control, the American Red Cross, and the U.S. Catholic Conference concerning students infected with HIV, the following is to be followed. Students with HIV enrolled or seeking enrollment in grades PK through 8 shall be permitted to attend school and shall not be excluded from attend school for reasons of the infection unless exceptional conditions are evident. When a student is infected with the virus, the principal and pastor must be informed by the student's parent or guardian. Other communicable diseases shall follow Principal Policy J 1-10.

COMMUNICATION

If a parent/legal guardian has any questions regarding the education of his/her child, the child's teacher should be called and the problem explained. Communicating directly with the teacher is the

most productive way of checking your child's progress. If, after consultation with the teacher, the problem is still not resolved, arrangements for a conference with the teacher and the principal should be made. Teachers will also contact parents/legal guardians when student concerns need to be discussed.

All notices from the school will be sent home in the weekly brown envelopes (one per family) with the youngest child. He/she will be held responsible for taking the brown envelope home on Friday and returning it on the following Monday. It is important that the envelope be signed to assure the office that a parent has received it.

Any articles such as forgotten lunches, books, homework, etc. that are brought to school during the day must be taken directly to the school office. Parents/legal guardians or other visitors are not to go directly to the classrooms without permission of the principal.

CONFERENCES

Parent-Teacher Conferences will be held twice during the school year. The first one will be at the beginning of the school year. The second will be held at the end of the first quarter. Detailed information will be sent out prior to actual dates.

CURRICULUM

The following subjects are taught at all grade levels: Religion, Math, English, Spelling, Reading/Literature, Science, History/Social Studies, Music, Art, Health/Family Life and Physical Education. At the Kindergarten through grade 2, phonics and D'Nealian penmanship are included in the curriculum.

The computer lab is accessible to Pre-Kindergarten through Grade 8 students. The technology plan states the skills to be presented at each grade level.

The Iowa Test of Basic Skills standardized test and the Cognitive Abilities test are administered to the students in Grades 2 – 8 during the fall semester each year.

Education in Human Sexuality is offered every other year at St. Mary School. (At the primary level, the program Good Touch - Bad Touch, is presented to the students.) A child may be excused from classes if the parents/legal guardians give a written excuse. However, if parents/legal guardians do not want their children to attend a prudently planned program based on these guidelines, they should remember that they have the responsibility to seek alternative forms of formal instruction in human sexuality for their children.

PRE-KINDERGARTEN classes have been established at St. Mary School and are in session daily from 8:00 a.m. until 3:00 p.m., following the regular school calendar. The child must be three (3)- or four (4)-years old before September 1 and potty-trained to enter the prospective grade. A registration form, a physical, an updated shot record, birth certificate, baptismal record, and social security number are to be filed in the office.

These children do not wear the school uniform. However, nice appropriate attire is expected with shoes and socks. For safety reasons, sandals or any open-toed/heeled shoes are not to be worn.

During these formative years behavior patterns, value systems, and attitudes toward mastery and knowledge take root. The curriculum will develop many areas of learning: spiritual and social, communication arts, expressive arts, physical skills and wellness, along with learning through discovery.

DISCIPLINE

1. Behavior / General Conduct

It is expected of each St. Mary Student that at all times and in all places his/her conduct becomes that of a Catholic Youth. Therefore, respect toward all teachers, adults, school personnel, visitors, and fellow students should be observed. Respect of school and personal property is also expected. No offensive or crude language will be allowed.

Disrespect, insolence, misconduct, consistent failure to do assignments and similar violations of school rules will necessitate the student to appear before the principal where the matter shall be addressed. Thus, students with repeated misdemeanors and violations of Catholic living, whether on bus, playground, corridors, church or classrooms, cafeteria, or during school-related extra-curricular activities, will be reported and duly penalized.

Teachers are encouraged to use positive reinforcement of good behavior as a first line of defense against discipline problems.

Students ought to be guided to realize and accept their personal responsibility in the keeping of the school rules. For the example of all students, the failure to live out the school's rules will be dealt with accordingly.

2. Corporal Punishment

Corporal punishment is NOT permitted at St. Mary School by either school/parish staff or parents.

3. Definitions

Discipline policies rest upon these definitions:

Misdemeanor – A minor infraction of common classroom discipline which is dealt with on a day to day basis within the classroom by the teacher. A misdemeanor will result in at least, but not limited to, one demerit on the demerit checklist kept by each teacher.

Demerit – Recorded mark of misdemeanor kept by the teacher.

Offense – Conduct that is uncooperative, disrespectful, discourteous, defiant, and/or disruptive as judged by the staff to be a more serious nature than a misdemeanor. The principal or administrator will handle these.

Detention – A period of 45 minutes to one hour spent after school in a designated room, doing assigned work, under the supervision of a teacher.

In-School Suspension – Student is to be removed from the classroom, sits in an assigned room in the school and works quietly one-half or full day(s) on class oriented work.

Suspension – Temporary removal of the student from the classroom and school, including extra-curricular activities, for a period of time not to exceed ten (10) consecutive school days.

Expulsion – Discontinuance of attendance of student at school and extra-curricular activities for the remainder of the semester or school term.

Alternative Punishments – Alternative punishments may be used by the teacher and/or principal, such as a loss of recess, extra class work or written assignments as are deemed appropriate to the offense or misdemeanor.

Extra-curricular Activities – Students with repeated offenses might be excluded from extra-curricular activities. This includes all school-sponsored activities such as sports, field trips, student council, scholar bowl team, etc.

4. Procedures

In the event of a classroom situation, which goes beyond normal classroom discipline, the following procedures will be followed:

1. Every effort should be made to resolve discipline problems within the realm of the classroom teacher. The teacher will confer with the student in private, attempting to resolve the situation in a positive and professional manner to the benefit of the student and the class.
2. The principal and homeroom teacher should be apprised of continuing disciplinary problems.
3. THINK SHEETS will be used in an attempt to solve any problems and to encourage students to give serious thought to what and why something was done. Parents are asked to sign and return the think sheet. (See Appendix B)
4. Each teacher will keep a Demerit Checklist on each student in the event of misdemeanors. More than one demerit may be given for a specific incident and more than one demerit may be earned in a day.
5. Classroom rules will be established by each teacher and distributed at the beginning of every school year to our students.
 - A. **Detention** - A detention will be given after receiving **5 demerits**.

A detention is time spent after school, until 3:45 p.m., in a specific classroom, doing assigned work under the supervision of a teacher.

 - a. A detention is to be served the day following the issuance.
 - b. Notification will be sent to parent/legal guardian for signature and must be returned the next school day.
 - c. If a student fails to return the signed detention slip the next day, he/she will be retained after school 30 minutes for each day the signed detention slip is not returned.
 - d. A student may not participate in any extra-curricular activities, including practice and games, on the day detention is served.
 - B. **Second Detention** -After **10 demerits** have accumulated, a second detention will be assigned.
 - a. This detention includes one-hour after school on the day following when it was issued.
 - b. Notification will be sent to parents/legal guardian for signature and must be returned the next school day.
 - c. Failure of a student to return the signed detention slip the next day, will result in 30 minutes after school for each day the signed detention slip is not returned.
 - d. A student may not participate in any extra-curricular activities, including practice and games, on the day that the detention is served or the days the detention slip is not returned to school.
 - C. **Suspension** -With the accumulation of **15 demerits**, a full day of in-school suspension will be served.

- D. A **Detention, Second Detention** or **Suspension** may be given by the principal outside the demerit system if the behavior of the student warrants it. If the incident happens in the classroom or on the playground, lunchroom, in church, or at school-sponsored extra-curricular activities, the student will be sent to the principal. The staff member who witnessed the incident will also send a written account to the office. These detentions are outside the demerit system.
- E. **In-School Suspension** -When deemed necessary, an in-school suspension {1/2 or whole day(s)} will be assigned by the principal.
 - a. Written notification will be sent to the parents/legal guardians who are to respond the next school day upon receipt of the letter.
 - b. The student will be supervised at a location determined by the principal, on the school grounds.
 - c. In-school suspension will be served on the day designated by the principal.
 - d. Failure to comply with in-school suspension will result in additional day(s) equal to the number of days of the in-school suspension, e.g. If two (2) days of in-school suspension were originally assigned, and the student does not comply with procedure, an additional two (2) days of in-school suspension will be assigned. Continued non-compliance will result in out-of-school suspension or expulsion.
 - e. A student may not participate in any extra-curricular activities, including practice and games, during the week an in-school suspension is served.
 - f. Refusal to serve a detention or in-school suspension is grounds for three (3) additional days of detention or in-school suspension. Suspension procedures will be followed as outlined in suspension policies.
- F. The teachers and principal must keep accurate and adequate records of inappropriate student behavior, disciplinary problems and actions. When a demerit is given, a demerit form is completed, signed, and sent home to the parents to also sign and return. Records of accumulated demerits are posted on SchoolSpeak and can be found on the student's progress report and report card. Parents/legal guardians must be kept apprised of disciplinary problems. All information regarding discipline problems or actions will be kept strictly confidential.
- G. If necessary, appeal to discipline procedures may be made following the Line of Authority and Appeal as defined in Policy Number 6440-90.

5. Out-of-School Suspension

Before suspending a student from St. Mary School, the following procedures will be applied:

1. The teacher will notify the principal when the student's behavior has resulted in the accumulation of 15 demerits. The principal will notify the parents/legal guardians that continued misbehavior would result in an out-of-school suspension. The principal may determine that an offense or series of offenses warrant immediate suspension. No child will be sent home on suspension prior to the close of a regular school day unless accompanied by a parent or guardian. Accurate and detailed records of disciplinary problems and actions must be kept.
2. After the accumulation of 15 demerits or an offense or series of offenses judged to be serious enough to consider suspension, the teacher will inform the principal and the student will be sent to the principal for conference regarding suspension.
3. The principal will talk with the student and notify the parents/legal guardians of the details of behavior resulting in pending suspension. The parents/legal guardians and the student will sign a statement of the detail of the suspension at the time of the suspension. Details of and

arrangements for the dates that the suspension will be served must be made by the parents/legal guardians within two (2) school days of the issuance of the suspension. The student may not participate in any extra-curricular activities, including practice and games, during the entire week in which a suspension takes place.

4. A conference between the parents/legal guardians, principal, pastor and perhaps the student will precede the child's return to class. The student will be responsible for all class work and homework assigned during the period of suspension with 50% of the earned grade being given.
5. If the student is suspended, the parents/legal guardians will have the right to appeal to St. Mary School Board within five (5) days of the decision. If the parents/legal guardians choose to appeal, they must immediately request a meeting with the Board, in writing, and notify the principal that an appeal is being made. The suspension will be stayed until after the completion of the appeal process. The Board may need to call a special meeting so the suspension may be dealt with in a timely fashion. The appeal **MUST** be held in Executive Session.
6. The principal shall notify the St. Mary School Board if suspension occurs.
7. Suspension of a student, by Illinois School Law, cannot exceed 10 consecutive school days.
8. Refusal to serve a suspension or do assigned schoolwork is grounds for expulsion.
9. If two (2) suspensions occur, expulsion may be considered. The Pastor, principal and the St. Mary School Board will determine this action.
10. All records and information regarding disciplinary problems and action will be handled in a confidential manner. Any staff, volunteer supervisor, parents/legal guardians, or School Board Member who breaks confidentiality will be subject to censure and/or dismissal.

6. Line of Authority and Appeal

Every attempt should be made to solve problems at the most immediate level of concern, i.e. by the person most directly involved in the problem. If necessary, an appeal can be made to higher authorities in the following stages:

1. The teacher
2. The principal
3. The Pastor

Appointments must be made in advance for any conference with the teacher or principal. The principal and/or Pastor may be present at a conference with the teacher at the teacher's request. No loud or abusive language will be tolerated at any time. A parent/legal guardian may be asked to leave and return for another appointment at a later date.

If this line of authority and appeal is followed and respected by all, a true spirit of cooperation will be developed. No one shall exceed the limits of the authority established for each stage of the appeal.

EARLY DISMISSAL DAYS

Generally, school is dismissed at 2:00 p.m. on the first Monday of each month for a faculty meeting. Several times a year dismissal will be at 12:30 p.m. for faculty in-service days. All these and any other early dismissals will be included on the school calendar, which can be found and printed from SchoolSpeak.

ELECTRONIC DEVICES / CELL PHONES

Personal radios, MP3/disc players, electronic games or other such new devices are not permitted – with one exception. Since it has been a tradition for the eighth graders to listen to MP3/disc players and since grades seven and eight are together as of now, their class is the only exception. This exception is to be approved annually by the principal. Electronic calendars / organizers are permitted only for assignments or school reminders. Cell phones brought to school are to remain **turned off** in the student's backpack. Electronic signaling devices found to be in-use during the

school day shall be confiscated. These students will be given an automatic detention and a parent will be required to come to school to claim the device.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities at St. Mary School during the normal school year are defined as those activities in which elementary school aged children are identified through the school name "St. Mary". While St. Mary School may or may not be the primary sponsor and/or provider of such activities, the usage of the school name presents the participants to the parish and to the public as being representatives of St. Mary School. All activities which use the school name shall exist with the knowledge and approval of the Pastor, principal, and St. Mary School Board. Extra-curricular activities are subject to any applicable regulations as determined by the Diocesan Board of Education, the St. Mary School Board, the principal, the Pastor, and the Director of the activity.

EXTRA-CURRICULAR ELIGIBILITY

Participation in school related extra-curricular activities will follow the Diocesan "Win the Prize" directives. All parents with children included in any sport activity must attend an initial meeting and sign a Code of Conduct paper.

Students receiving a school disciplinary suspension shall be temporarily ineligible for extra-curricular activities. The days of ineligibility will be equal in number to the number of suspension days and the ineligibility will occur during the nearest scheduled extra-curricular activities in consecutive manner.

FEES

The amounts of the registration/book/technology fees, tuition and weekly contribution will be evaluated on a yearly basis at the time of budget planning by the Pastor and the Finance Committee. A recommendation will be made to St. Mary School Board on or before the March meeting. Parents/legal guardians will be notified by the principal or business manager through the bulletins prior to registration.

1. Admission / Tuition Agreement

1. Prior to June 1, the parent/legal guardian must sign the appropriate admission agreement for the ensuing school year. Any parent/legal guardian failing to comply with the requirement shall be deemed to be in non-compliance with the rules and regulations of the school and their child/children may be denied attendance at St. Mary School.
2. Any parent/legal guardian failing to complete payments of registration/book/technology fees, tuition, and weekly contributions for the previous year shall be deemed to be in non-compliance with the rules and regulations of the school and will be notified of this failure. Families not fulfilling these obligations will be assessed a higher tuition rate after the first semester of school.
3. No refunds of previous registration/book & supply fees, tuition, or weekly contribution payments will be allowed. However, any parent/legal guardian feeling special circumstances exist may appeal to the St. Mary School Board and/or the Pastor.

A. Parishioner

1. Is a registered member at either St. Mary or St. Lawrence Parish.
2. Pays "Parishioner" tuition.
3. Participates in parish life by regular Mass attendance. It is our hope that you will attend weekend liturgies and contribute spiritually as well as financially to the church.
4. Contributes at least the minimal required weekly contribution to the parish using the weekly church envelopes and placing them in the collection basket during the weekend Masses.

5. Supports policies and regulations of school.
6. Takes part in all approved fund raising and PTO activities or pays the annual "Work Buy Out" fee determined by the PTO.

B. Non-Parishioner *

1. Is not a registered member of St. Mary Parish or St. Lawrence Parish.
2. Pays the "Non-Parishioner" tuition.
3. Supports policies and regulations of school.
4. Takes part in all approved fund raising and PTO activities or pays the annual "Work Buy Out" fee determined by the PTO.
5. *** Any family that has attended for TWO CONSECUTIVE YEARS will automatically qualify for the Parishioner Rate at year three on.**

2. Registration

1. Registration of students for the ensuing school year shall begin in early spring each year. Registration shall continue until the end of the first full week in May. School registration shall occur during regular school hours.
2. Only those parents/legal guardians whose tuition and weekly contribution payments are current (i.e. paid in full as of the date of registration) will be allowed to register.
3. The entire registration/book/technology fee for each child to be enrolled shall be paid in full at the time of registration.
4. A fee set by the School Board will be assessed for late registrations.

3. Tuition Payment

Tuition payment plan gives parents several options.

1. PAYMENT METHOD –
 - A. Coupon Booklet with several payment options
2. PAYMENT FREQUENCY –
 - A. Monthly – June through May
 - B. School Year Monthly – September through May
 - C. Quarterly – June, September, December, and March
3. PAYMENT DATE –
 - A. 10th of the month
 - B. 20th of the month
 - C. 30th of the month

There are terms and conditions for late payments as well as any dishonored payment requests. At the same time, parents/legal guardians wanting FINANCIAL ASSISTANCE are to complete the information as required by the St. Mary Parish Business Manager.

Those having questions about the application or tuition payment are asked to call the parish business manager (532-6291).

4. Weekly Contribution

1. Catholic families should participate in parish life by regular Mass attendance. It is our hope that you will attend weekend liturgies and contribute spiritually as well as financially to the church. The School Board has decided that a book be placed at the front entrance of church in which you are to sign your name and that of your child(ren) who attended Mass with you.
2. Weekly financial contributions for the ensuing school year shall all begin on June 15 or the first Sunday after June 15, prior to the start of the school year. The required weekly contribution for the school year just completed shall end on the last Sunday prior to June 15.

5. Financial Assistance

A request for any exception or reduction of any payments must be submitted on the appropriate application form required by the St. Mary Business Manager at the time of registration and prior to April 30. Only a change in a family's financial situation after the April 30 deadline would allow for an exception to this rule.

FIELD TRIPS

Students occasionally have opportunities to go on field trips or excursions as extensions of the classroom in fulfilling his / her educational, cultural, and social needs.

All field trips shall receive prior principal approval and be adequately supervised by staff members and other adult volunteers. The approved Diocesan permission slips are required for all field trips. Students shall submit the school's request/permission slip form prior to field trip. Students who fail to return the proper form shall not be allowed to participate in the field trip. Parent telephone calls will not be accepted in place of the signed Diocesan consent form.

Students are required by the Diocese to leave and return to the school premises via the transportation arranged by the school. Parents/guardians cannot deliver or pickup their child(ren) at the designated field trip site(s) through their own personal transportation.

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

FUNDRAISERS

Parents/legal guardians are required to help raise funds for the school. The fundraisers are organized during the Parent-Teacher Meeting. Most dates for various sports events are usually available at the first meeting for parents to sign up to work. If parents are not present to volunteer, they will have an opportunity to sign up in the school office prior to being assigned dates. Parents will work Market Day and Fish Fry Nights on the days assigned according to grades. Parents who purchase the "Work Buy Out" option will be exempt from working sports, fish fry nights, and market day pick-ups. Though some families do choose to purchase the "Work Buy Out" option, they are still required to assist in Market Day Pie Sales and provide desserts for fish fry nights.

Money collected from the concession stand at the sports' games is used to benefit all of the school children. Therefore all parents/legal guardians are expected to help whether their child participates in sports or not.

GRADING (This will change based on our new electronic grading system)

The following grading scale is used at St. Mary School:

A+ = 100 - 99%	B+ = 92 - 91%	C+ = 85 - 84%
A = 98 - 95%	B = 90 - 88%	C = 83 - 80%
A- = 94 - 93%	B- = 87 - 86%	C- = 79 - 78%
D+ = 77 - 76%	F = < 70%	
D = 75 - 72%	S = Satisfactory	
D- = 71 - 70%	T = Subject matter is taught but not graded	
	NI = Needs Improvement	
	U = Unsatisfactory	

GRADUATION

Upon completion of the requirements of the eighth grade, students will graduate and attend their district or chosen high school. Records will be forwarded as required.

HEALTH & SAFETY

St. Mary School will attempt to keep all children safe. However, accidents happen. The staff will take every step necessary to assess the situation and treat every child as if he/she were their own. When it is believed that a true emergency has occurred, the parents/guardians are to be notified.

1. Crisis Management

Doorbells have been installed at the two (2) main entrances of the school for the safety of all students. The school doors are locked at all times once classes begin. Ringing the doorbell will admit all parents/guardians and visitors. A Crisis Management Plan has been written for the protection of the students.

2. Drills

For the safety of the children and other occupants, fire, tornado, earthquake, and intruder drills are conducted on a regular basis.

3. Medication

All medications prescribed and/or purchased over-the-counter for students shall be kept in the school office. A detailed note from the child's physician giving explicit instructions as to time, dosage, and symptoms along with a signed permission form for administering the medication must be on file with the office. It is also requested that parents/legal guardians inform the office of any specific physical problems which a child might have so that necessary precautions can be taken. Asthma medication is now permitted to be kept by the child.

4. Screening

Health Services rendered by the school include eye and ear screenings provided by a certified technician. Screening for Speech Pathology will be completed through the City Schools upon referral by the principal/teacher.

HOMEWORK

Homework is a testament that the education of the child involves both the home and the school. Homework is an important part of making a child independent and responsible for his/her work. Homework should be reasonable in length. Parents/legal guardians should monitor their child's work, give assistance when needed, and be sure that the work is neat, carefully done and complete. Under NO circumstances should a parent / guardian do the homework for the child.

Suggested time guidelines are:

Primary levels (Grades K-1-2-3).....	30 minutes
Intermediate (Grades 4-5).....	45 minutes
Jr. High (Grades 6-7-8).....	90 minutes

If parents/legal guardians believe that their child is receiving an excessive amount of homework, the parent/legal guardian should first check that the child is actually using his/her time on the homework. If the child is using his/her time wisely, the parent should then contact the teacher. If the problem is not resolved or adequate justification is not given, the parent/legal guardian should contact the principal.

IMMUNIZATION / HEALTH RECORDS / DENTAL RECORDS

Students shall have all required examinations and immunization records on file in the school office by the first day of October. Students not in compliance on this day will be excluded from school until such time as they are brought into compliance.

Any student entering Kindergarten or 6th grade will need a completed physical examination, updated immunizations, and the proper state form filled out, signed by the doctor and parent, and is to be kept on file in the school office. Students participating in any athletic activity shall have a yearly sports' physical. This is to be kept on file in the school office.

According to State of Illinois regulations, any student entering grades K, 2, or 6 is to have a dental exam and the appropriate form - filled out and signed by the dentist - on file in the school office. There is an 18-month window with a deadline for this exam being May 15.

State of Illinois also requires all Kindergarten students have an eye exam by an optometrist. Students in first, second, third, and fifth grades, as well as all special education students, are required to have a vision and hearing test during the school year. These are provided by the school near the beginning of each new school year.

Children entering Kindergarten are required to have a Chicken Pox vaccine or documentation, signed by a doctor, stating that they have been exposed to the virus.

INSURANCE REQUIREMENTS

A signed waiver form stating that the student is enrolled in a comprehensive accident and/or health plan must be on file with a copy of the insurance card. If the student is not enrolled in such insurance then a parent/legal guardian shall enroll their child/children in the student insurance plan offered through the school.

INTER-SCHOLASTIC ATHLETICS

St. Mary School will follow Diocesan Regulation 6145.2 in regard to Inter-Scholastic Athletics. A copy will be provided upon request.

LIBRARY / COMPUTER LAB (RESOURCE ROOM)

The school library facilities are available to all students. Use of the library or computers during the school day is on a scheduled basis. Students are to abide by the rules regarding conduct and use of materials.

In order to access and use the school's Internet and other related technologies, parents and students must sign the *Authorization and the Internet Code of Conduct*. Please read this document carefully before signing. (Diocesan Policy 1341)

Books are loaned for a period of one week and may be renewed for one week more. Reference books are to be used solely in the library or classroom unless special permission is obtained. Students who fail to abide by these regulations will be penalized with a **five cent (5¢) fine per calendar day**, including weekends and holidays. Money obtained from the fines will be used as part of the library subsidy.

Accelerated Reader books are coded by grade level. Students are not to be unsupervised to take AR tests in the library or classroom.

LUNCH PROGRAM

St. Mary School participates in the National School Lunch Program. Hot nutritional meals are provided daily. Children may bring a balanced meal for their lunch and cold milk may be purchased. NO soda is allowed during lunch. Students wanting a second serving of the main entrée or a peanut butter/jelly sandwich as a substitute for the main entrée may do so, provided the appropriate form is completed in advance as requested.

Hot lunch prices are changed ONLY when absolutely necessary. At present, it is currently \$2.85 per meal with one (1) milk (2012-2013), 50¢ per seconds, and 30¢ for extra milk. Payment on a monthly basis after receiving a statement is preferred. This includes extra milk and seconds that are purchased.

The State and Diocese of Belleville now require schools to follow a WELLNESS POLICY. (See Appendix C)

MONEY

Whenever children are required to bring money to school, checks are preferred. Any money sent to school should be enclosed in an envelope with the amount, name of the child and what the payment is for written on the front.

NON-CUSTODIAL PARENT STATE 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 here 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. (From: *School Handbooks: some Legal Considerations*, Mary Angela Shaughnessy, SCH, Ph.D)

PARENT INVOLVEMENT

Athletic Events & Extra-curricular Activities

The athletic and extra-curricular events are organized and run by the parents/legal guardians. All parents/legal guardians of St. Mary School are required to help with the sports events and special activities unless in the "Work Buy Out" program. The monies collected from these events profit **ALL** students not just those who play on a sport's team. Volunteers are essential in planning and organizing the athletic and extra-curricular activities of the school.

1. Room Parents

Parents/guardians will be asked to assist the teacher with classroom projects, field trips, room parties and various school activities. The **Room Parents** are asked to involve ALL parents/guardians in the respective classroom to help with events throughout the year. Room Parents must comply with all aspects of the Diocesan Child Protection Policy. All necessary paperwork, initial class attended and all refresher courses/material be completed as deemed necessary. Parties celebrated at school include Halloween, Christmas Party, St. Valentine's Day, and birthdays. The faculty decided on **ONLY** simple in-hand treats, cookies, cupcakes, ice cream bars, etc. – **NOT** soda or pizza. A small juice carton is also permitted. However, the WELLNESS POLICY gives samples of treats to be served. (See Appendix C) The parents/guardians in conjunction with the teacher provide the treats and organize the games for the parties.

2. St. Mary Parent - Teacher Organization

The objective of St. Mary School Parent-Teacher Organization is to enhance the educational development of students by:

1. Providing a forum which the parents/legal guardians and teachers can express ideas to help direct the education of their children;

2. Promoting an atmosphere of mutual trust and confidence between parents/legal guardians, faculty, administration, the School Board, and the parish;
3. Fostering and encouraging a spirit of faith and self-esteem in the members as well as the students;
4. Providing parent education;
5. Participating in fundraising activities – unless exempt because of “Work Buy Out”.

PESTICIDES

The school and grounds are inspected for insects and pests once per month. Pesticides are sprayed in the school only if needed, and then it is spot treated. If this occurs in the classroom, parents will be notified. Individuals who are affected by pesticides are excused from attendance that day.

POLICY (DETERMINING AND ADOPTION)

By-laws, policies, regulations, etc. established by the Board may be amended by a consensus of the members present at a regular or special meeting. Amendments of any nature must be presented in writing to the Board for discussion and consideration. At the next regular meeting the Board will vote on the proposed amendment. In the event that a special meeting is called to amend the by-laws, a written notice of the proposed amendment shall be given at least 10 days prior to the meeting. An amendment shall require an affirmative vote of a majority of the members of the School Board present at a duly constituted meeting, as well as written permission of the pastor, or other appropriate ecclesiastical authority.

POLICE QUESTIONING

In the case that police would need to question a student, parent/guardian will be contacted, and if contact can not be made, a member of the administration will be present for the questioning.

PREGNANT STUDENTS

The Principal and Pastor, in consultation with the Office of Education, shall make final judgments as to whether or not a pregnant student should be enrolled or retained in school. In the light of compassion, mercy and justice, each person’s case (female and male) will be considered individually. Pregnancy shall not be a reason for expulsion. (Diocesan Regulation 5138)

PROCEDURES FOR REPORTING SUSPECTED ABUSE

The Abuse and Neglected Child Report Act (1982) mandates that suspicion of child abuse or neglect be reported to the Department of Children and Family Services (CDFFS). The law covers all children up to the age of 18. (Diocesan Policy 5141 and Regulation 5141.4) The school principal, parish business office manager, or church pastor can be of assistance in the procedures to follow for such situations.

PROMOTION

Following that students meet the requirements of St. Mary School per his/her grade level, students are promoted to the next grade or to their district or chosen high school.

STUDENT RECORDS

St. Mary School complies with state and federal regulations regarding confidentiality and access to student records. Both custodial and non-custodial parents have access to student records unless the school is in possession of a court order stating otherwise.

Notification of Rights of Parents and Students

Rules concerning student records at St. Mary School are based on requirements of the federal Family Educational Rights and Privacy Act, the Illinois School Student Records Act, and on Diocesan Policy.

The Student Records Policy may be reviewed in St. Mary School office. Questions concerning the policy, the information provided below, or particular student records should be directed to the student's guidance counselor or to the building principal.

Permanent and Temporary Records

A student's permanent record consists of:

1. Basic identifying information, including the student's and parents' names and addresses, student birth date and place, and gender.
2. Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance exams.
3. Attendance record.
4. Accident reports and health record.
5. Record of release of permanent record information.

All permanent student records will be destroyed 60 years after the student graduates or permanently withdraws from school.

A student's temporary record consists of:

1. Family background information.
2. Intelligence test scores and aptitude test scores.
3. Reports of psychological evaluations, including information obtained through test administration, observation or interviews.
4. Elementary and secondary achievement level test results.
5. Teacher anecdotal records.
6. Disciplinary information.
7. Special education files including the report of the multidisciplinary staffing on which placement (or non-placement) was based, and all records and tape recordings relating to special education placement hearings and appeals.
8. Any verified reports or information from non-educational persons, agencies or organizations and other verified information of clear relevance to the education of the student.
9. Record of release of temporary record information.

Student temporary records will be destroyed five years after a student graduates or permanently withdraws from school.

REGULAR CLOTHES DAYS

Regular Clothes Day basically follows the uniform directives. All shirts are to have sleeves and be long enough to be tucked into the slacks – NO cut-offs, short cropped or midriff shirts. However, the shirts DO NOT have to be tucked in. Shorts, worn only in August, September, and May, are required to be no more than three (3) inches above the knees. Slacks and shorts are to be worn at the waist. Ankle socks are to be worn with regular shoes – NO sandals. **(See Uniform Reminders / Demerits / Detention for further information)**

RELIGIOUS & SPIRITUAL INFORMATION

To ensure growth in the faith formation of the child, St. Mary School provides opportunities for attendance at Liturgical celebrations in small and large groups, the Sacraments of Reconciliation, Holy Eucharist and Confirmation as well as various prayer forms. Further, it is to be remembered that the example and encouragement given to students in the school merely builds upon that already received in the home. A discrepancy between the home and school for the child in regard to living Christian values can be critical.

During the course of the year, students are taught to participate actively in the formation of class and all-school liturgies.

A sacramental program is available which consists of two (2) years of specific classes and instruction attended by the child prior to the reception of Sacrament of Reconciliation & First Communion. Since parents/guardians have the responsibility of being primary teachers of the child, it is necessary they also be adequately instructed. Parents/guardians therefore are required to attend all meetings set for the receptions of these Sacraments and Confirmation. Specific dates for the actual reception of the sacraments, as well as the parent meetings, are established on a yearly basis and published in notes to the parents/legal guardians and in the Sunday church bulletins.

The following Sacraments are received in the following grade levels:

Reconciliation & Holy Eucharist.....Grade 2
Confirmation.....Grade 8

or 7 & 8 as approved by the Pastor and Bishop of the Diocese.

RETENTION

If a student fails two (2) quarters in two (2) major subject areas, retention or a remediation plan will be considered. The decision will be made on an individual basis. As stated in Senate Bill 730, a remediation plan may include summer school, extended school day, or tutorial sessions. Directives from the Belleville Diocesan Office of Education will also be followed.

SCHOOL CANCELLATIONS / BUS SCHEDULE CHANGES

Information on school closing due to emergencies will be broadcast on local radio stations WILY/WRXX, Centralia (1210 AM/95.3 FM) and WJBD, Salem (100.1 FM) as well as announced through phone calls through the SchoolReach system. If parents/legal guardians would like information on bus pick-up, the two bus services contracted by the area public schools are West Bus Service (High School) and Beck Transportation (Grade School). Some children come to school on City Transit with all arrangements made by the parent / guardian.

SEARCH AND SEIZURE

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as students and their personal effects. "School authorities" includes school liaison police officers.

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers and desks), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desk, parking lots, and other school property and equipment or illegal drugs, weapon, or other illegal or dangerous substances or material, including searches conducted through the use of specially trained dogs.

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence that particular student has violated or is violating wither the law of the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

- Outside the view of others, including students
- In the presence of a school administrator or adult witness; and by a certified employee, or liaison police officer of the same sex as the student.
- Immediately following a search a written report shall be made by the school authority that conducted the search, and given to the Superintendent.

SEARCH & SEIZURE OF PROPERTY

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence (including illegal substance, paraphernalia, weapons) may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

SPECIAL EDUCATION

St. Mary School, at present, cannot provide for the needs of those students who require full-time special education services. The school and staff will notify parents/legal guardians about recommendations for special education, and will make special education referrals to the public schools when it is deemed necessary.

STUDENT CONDUCT & SAFETY

A safe, respectful, and a 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, any student who engages in such activities as harassment, threats, vandalism, assault and battery, theft or arson is subject to serious penalties. These penalties may include, but are not limited to, a multiple-day suspension and/or expulsion. The school shall recover damages from the parents/legal guardians of any minor, or from any person who has initiated or takes part in such acts.

“Harassment, intimidation, or bullying means any gesture or written, verbal, or physical act that takes place at school, on school property, at school sponsored functions, or on a school bus and that has the effect of insulting or demeaning any student or group of students in such a way to cause substantial disruption in, or substantial interference with, the orderly operation of the school.” (Diocesan Policy 4416.2). Acts of bullying are simply one child exercising power and control over another in isolated incidents or patterns of harassing or intimidating behavior.

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 at 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. The police will be called IMMEDIATELY if a student brings a gun (play or real) to school. Any student who has initiated or taken part in any activity causing harm to another person 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/legal guardians of any minor, or from any person who has initiated or taken part in such act.

UNIFORM / DRESS CODE

All students in attendance shall adhere to the approved school uniform code. (See Appendix D for detailed information on uniform dress code.)

Brown or Black Belt worn at all times, shirt tucked in at all times, pants/shorts worn at the waist (**NOT** the hips), socks (covering the ankle bone preferred), shorts shall be no shorter than three (3)-inches above the knee, etc.

The wearing of numerous bracelets and necklaces is not permitted. One single band worn around the wrist in on circle, a single necklace (both in good taste) and a simple ring on the hand is allowed. Earrings are to be small and not dangling because these can cause problems. Only a minimal amount of make-up can be worn by students in seventh and eighth grades. Only natural hair colors are permitted but tattoos – temporary or permanent – do not have a place at St. Mary School.

Students not following uniform / regular clothes guidelines as detailed in Appendix D will receive a UNIFORM DEMERIT / DETENTION.

Process of UNIFORM DEMERIT / DETENTION

1. Will be given one (1) reminder by the principal.
2. Will receive a “uniform” demerit each succeeding time a reminder is given.
3. Will serve a “uniform” detention until 3:45 p.m. on the following Tuesday after receiving five (5) such demerits. Parents will be notified in advance and will be given a form to sign and return the **NEXT** day or the detention time will be extended.
4. Any student serving a “uniform” detention may **NOT** participate in any extra-curricular activities, including practice and games, on the day the detention is served.

WITHDRAWALS

Parents/legal guardians are to notify the principal as soon as possible if they are leaving the school or community. When it is possible, they are asked to give the name of the school their children will be attending and sign the appropriate release forms so that school information and records may be forwarded to the new school as quickly as possible.