



ST. MARY'S **Catholic Elementary School**

**603 West Jackson Street
Bloomington, IL 61701**

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www.stmarysschool.net

Student/Parent Handbook **2009-2010**

Our mission is to reach out to all who come to us and promote their spiritual, academic, social and physical growth in a Christ-centered environment.

**“Hail, Holy Queen, Mother of Mercy,
our life, our sweetness, and our hope!”**

Parish Staff

Priests

Fr. Ric Schneider, O.F.M. (Pastor)	(309)827-8526
Fr. Gregg Petri, O.F.M. (Associate, Director of Hispanic Ministry)	(309)827-8526
Fr. Quin Schneider, O.F.M. (Associate)	(309)827-8526
Brother Kevin Duckson, O.F.M. (Pastoral Ministry)	(309)827-8526

Parish Office

Phyllis Taylor, Parish Secretary	(309)827-8526
Tina Boettcher, DRE	(309)827-8526

Deacons

Deacon Darrel Petri, S.F.O.	(309)827-8526
Deacon Jose Montenegro, S.F.O.	(309)827-8526

School Staff

Mark A. Csanda, Principal	(309)828-5954
Lynda Rettick, Secretary	(309)828-5954

Education Commission

Education Commission members are elected by the parish and serve as advisors to the pastor and principal. The current members are:

Officers-

Bill Adelman, Chairperson
Cathy Beck, Vice Chair
Amy Cupples, Secretary

Voting Members-

Crystal Beemsterboer
Kathleen Ely
Melissa Fasig
Sonny Garcia
Meghan Namoff
Tom Peterson

The Commission meets on the second Thursday of each month, August through June at 6:30 p.m. in the Grotto. Meetings are open to parish members and school families. To have an item placed on the agenda for discussion, please contact Mr. Csanda at 828-5954 at least 10 days prior to the meeting.

St. Mary's School reserves the right to modify the policies and procedures in this handbook as necessary. New policies and procedures may be added from time to time. Parents/guardians will be notified accordingly.

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Catholic School Statement of Purpose

“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom...”

The Religious Dimension of Education in a Catholic School, #25

Catholic schools in the Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the young people of the diocese. We welcome non-Catholic students into our schools who wish to take advantage of the opportunities provided by Catholic education. Every school must have as its main goal to help each student develop a personal and ecclesial relationship with our Lord Jesus Christ, who is “the Way, the Truth, and the Life” (John 14:6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school’s curricula, service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual abilities, foster wholesome friendships, and practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral and social teachings are an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church’s Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

“It is crucial that the policies and procedures of Catholic schools reflect that primary purpose and that the Catholicity of the school and its faithfulness to the teaching authority of the Catholic Church (Magisterium) are not compromised.”

Sister Mary Angela Shaughnessy, SCN, J.D., Ph.D.

History

In 1852, the German-speaking Catholic community of Bloomington first organized their small community into what would become a Mission in 1867 and eventually, St. Mary’s Parish. Construction of our present church began in 1885. Started in 1867, St. Mary’s School classes met in the basement of the original church structure.

In 1954, the present building was constructed to house grades one through eight. Pre-school and kindergarten classes were added in 1979. Eight new classrooms and upgrades to the 1954 building were completed during the 2001-02 school year.

Over the years, three religious orders have taught at our school: The Franciscan Sisters of Oldenburg stayed for nearly a century; during the 1980’s one St. Joseph Sister from Seattle taught here; and most recently the Sisters of St. Mary Immaculate of Joliet provided instruction. Since 1992, the entire faculty has been comprised of lay teachers.

Accreditation

St. Mary's School is recognized by the Illinois State Board of Education as a Non-Public School and is accredited through the North Central Association Commission on Accreditation and School Improvement (NCA-CASI) <http://www.ncacasi.org/>

Mission and Philosophy

Mission

St. Mary's Catholic School offers a Catholic, Christian educational setting serving children in prekindergarten through eighth grade. Our mission is to reach out to all who come to us and promote their spiritual, academic, social and physical growth in a Christ-centered environment.

We are a faith-based community. We seek to establish a partnership leading to Catholic excellence. This partnership must involve the cooperation between faculty, staff, students, parents, parish staff and parishioners. We believe that students are individuals with different learning styles, abilities and levels of motivation. As a community, we strive to help each student fulfill his/her potential.

We believe that each student bears the ultimate responsibility for his or her own achievements. As a Catholic school, we encourage our students to accept their responsibilities. Therefore, to facilitate learning, students should master the basic skills of any given subject area.

We believe all students are capable of mastering a core curriculum of basic contents and skills. As such mastery is demonstrated, the Catholic school faculty will provide a learning environment which promotes independent and critical involvement with the subject matter.

Philosophy Statements

The Catholic citizens who make up our parish and school environment consider it our mission to educate the young people in our Catholic community. We believe children should be educated to use their talents and abilities to God's honor and glory and that our student's lives should be celebrated as unique and wonderful gifts of God. Therefore:

St. Mary's is a Christ centered Catholic elementary school serving Prekindergarten through eighth grade.

The school is an integral mission of St. Mary's Catholic Parish and is maintained and supported by tuition, grants, and subsidies to serve the families of the parish.

St. Mary's Catholic School exists to offer a high level of opportunities for excellence in the areas of religion, reading, language arts, mathematics, science, social studies, technology and the arts.

Be it understood that all subject matter taught in this school will be consistent with and never in opposition to the teachings of the Roman Catholic Church.

The school will educate and celebrate differences in culture, ethnicity, and learning styles of all children.

All faculty members, staff, coaches, and other adults in our school will always pursue a Christ centered approach to advising, teaching, and instructing children.

Emphasis on peace and justice will permeate the relationships between children, staff and parents.

The faculty and staff will continually strive to enhance the learning environment and develop new and innovative ways to help all children reach their full, true and rightful potential.

Faith Development

Participation in the Catholic Faith

Faith development is a prime consideration at St. Mary's. Families should realize their obligation to practice their faith and support our Parish Community in its activities. Families not registered in a Catholic Parish are welcome to register here at St. Mary's.

All students, Catholic and Non-Catholic, will attend religion classes, Mass, and devotions. All students are required to participate in a respectful manner at all times. Daily religion classes are offered to all grades. Christian principles will be the guiding influence in all academic subjects and in all matters of conduct and discipline.

Each school day begins with an all-school assembly in the gym. In addition to school related announcements and the Pledge of Allegiance, we praise God through song and prayer.

Sacramental Policy

All students preparing to celebrate a sacrament must register with the Religious Education Office. Students attending St. Mary's School will be prepared for sacraments as part of their daily religion instruction. **The Sacraments of First Reconciliation and First Communion** are celebrated during the 2nd grade. **The Sacrament of Confirmation** is celebrated every two years (in even school years) with grades 7 and 8.

New families must provide a copy of their child's baptismal certificate at registration. If the child is older than 2nd grade and has not received the Sacrament of Baptism, Reconciliation and/or First Communion, please contact the Parish Religious Education Office. The Director of Religious Education will create a plan for sacramental preparation.

Liturgy

All School Masses or Chapel Masses are celebrated on a weekly basis. Classroom teachers take turns preparing the liturgy. Students from kindergarten through eighth grade are involved as servers, lectors, gift bearers, and ministers of music where appropriate.

Reconciliation

Students are given the opportunity to receive the Sacrament of Reconciliation during Advent and Lent as part of the school day. Families are encouraged to receive the Sacrament of Reconciliation often. Times are published in the Sunday bulletin.

Devotions

Students have the opportunity to participate in devotions such as praying the rosary, Stations of the Cross, and May Crowning. In addition, special prayer services are scheduled throughout the school year.

Christian Service

Students have opportunities to participate in service projects such as food and clothing drives, parish outreach to the poor, and the Loaves & Fishes soup kitchen as part of their education and faith development at St. Mary's.

Admission Policies

Admission Priorities

St. Mary's Church operates the parish school and subsidizes its funding. Thus, the first priority for admission to St. Mary's will be offered to members of St. Mary's parish and families with students currently enrolled.

In order to be considered a member of St. Mary's Parish, an individual or family must:

1. Be registered with the parish office.
2. Regularly participate with the parish community at weekend mass and holy day masses.
3. Regularly contribute to the support of the parish community in proportion to the individual or family financial resources.
4. Conduct their lives within the teachings of the Catholic Church.

The second priority for admission will be extended to members of other Catholic parishes that provide financial support to St. Mary's School. Families should meet with their pastor prior to enrollment to determine if such an arrangement exists. When other parishes make this commitment, the families from those parishes will be extended in-parish tuition rates.

The third priority will be extended to Catholic families who are members of parishes that do not financially support St. Mary's. Non-parish tuition rates apply.

The fourth priority will be extended to families and individuals who are not Catholic. Non-parish tuition rates apply.

Decisions regarding parish membership are left to the discretion of the Pastor.

Terms of Admission

Prior to enrollment, prospective students and their parent(s)/guardian(s) will meet with the principal to discuss each student's individual needs and grade placement. Acceptance of a student to St. Mary's School will be determined by the principal. A student is not considered enrolled until the Letter of Intent and registration fee are received.

Parents agree to cooperate with and follow all policies and procedures of St. Mary's School as a condition for their child's enrollment and continued attendance.

Probationary Period for New Students

New students who enter are required to begin with a probationary period. New students will be evaluated by the principal at 3 weeks, 6 weeks and 9 weeks. This probationary period provides time for the student to adjust to a new school setting and to demonstrate academic success and/or responsible behavior consistent with St. Mary's standards. In the event that a student does not show adequate progress during this probationary time, the student may be required to withdraw from the school.

Legal Age for Admission

St. Mary's follows the guidelines of the Illinois State Board of Education (ISBE) for admission to school. Admission age requirements as set by the ISBE are as follows. A child must be:

- 3 years old by September 1st to enter 3 Yr. Pre-kindergarten
- 4 years old by September 1st to enter 4 Yr. Pre-kindergarten
- 5 years old by September 1st to enter Kindergarten

Admission of Students with Special Educational Needs

Students with special educational needs may be admitted to St. Mary's School as long as adequate adjustments in the educational setting can be provided to meet the educational needs of the student. The decisions for admission of a student will be made on a case by case basis. Parents **MUST** disclose special educational needs prior to enrollment. Failure to make this disclosure may result in termination of admission.

New and Transferring Students

Transfer students are required to submit transcripts or appraisal forms from the previous school. Students may be screened before admission for proper grade placement. Illinois Law requires all students transferring from outside of Illinois to have a physical examination within one calendar year prior to the date of entry. The examination must include a complete immunization record and medical history. Students transferring from another Illinois school must present copies of their current Illinois school health records.

If the records of a transfer student are not received within 30 days of the request for such records, the parent will be informed and an additional 10 school days will be allowed to show proof of meeting grade appropriate health requirements. If such proof is not provided within the above time frame, the student will be excluded from school until proof is presented to school authorities.

Any student who has previously been expelled from a school, asked to leave a school, or left a school to avoid expulsion shall not be admitted into St. Mary's school without written permission from the Diocesan Superintendent of Schools.

Tuition Policies

Tuition Agreement

A Tuition Agreement is a binding agreement between parents and St. Mary's Parish and School. The Tuition Agreement is reviewed and signed by parents at registration.

Tuition may be paid in full at registration or paid in installments through the FACTS Tuition Management Program.

St. Mary's uses FACTS, to collect tuition from families who prefer to make payments. Payments may be made in 10 month (August – June) or 12 month (July – June) payment plans. If another payment plan is required, please contact the school office.

Payments may be made by automatic deduction from a checking account, by mailing in payments, or by credit card. An additional fee is assessed by FACTS for credit card payments.

Families who are enrolled in FACTS may access their account through the following website:

<http://www.factsmgt.com>

Tuition is the responsibility of the parent/guardian who signs the tuition agreement. St. Mary's School does not bill non-custodial parents for tuition. A non-custodial parent may sign up for the FACTS payment plan; however, the custodial parent/guardian is still responsible for tuition if the non-custodial parent does not pay tuition according to the FACTS agreement.

Tuition and Fees

The Education Commission provides recommendations to the pastor and principal regarding tuition policies. Tuition and fees are reviewed annually by the Education Commission. The cost of educating a child at St. Mary's School is just under \$5,000 per year.

In an effort to make tuition affordable, St. Mary's Parish subsidizes the tuition of ALL students.

Tuition and fees for the 2009 – 2010 school year

Enrollment Fee for Pre K: \$75 per child (non-refundable)

Enrollment Fee for K – 8: \$125 per child (non-refundable)

A discount of \$25 per family will be given when the registration fee is submitted by the deadline stated on the Letter of Intent.

Pre-kindergarten In-Parish Tuition

3 year old 2 days (T/R)	\$700
3 year old 3 days (M/W/F)	\$900
4 year old 5 days (M-F)	\$1,500

Pre-kindergarten Out of Parish Tuition

3 year old 2 days (T/R)	\$1000
3 year old 3 days (M/W/F)	\$1200
4 year old 5 days (M-F)	\$1800

K – 8 In-Parish Tuition

1 child	\$2,675
2 children	\$4,350
3 or more	\$5,670

K – 8 Out of Parish Tuition

Per child	\$4,400
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Financial Assistance/Scholarship

There are several opportunities available for financial assistance:

John Lancaster Spalding Scholarship:

The Spalding Scholarship is funded through the Diocese of Peoria's Rooted in Faith Campaign. This scholarship fund provides needs-based financial aid to moderate and low-income Catholic families to ensure that a Catholic education is accessible to all Catholics. The application process begins in January and all applications are due in February. Recipients are notified in April. Information is published in parish bulletins, the school newsletter and on the diocesan website and school website.

St. Mary's Parish Scholarship

St. Mary's Parish strives to provide financial assistance to those members of the St. Mary's congregation who cannot meet the full financial obligation to the school. Financial aid is only granted to families who have been registered AND active parishioners of St. Mary's for at least ONE year. A family will only be considered for financial assistance after they have applied for the John Lancaster Spalding Scholarship. St. Mary's Scholarship recipients are notified in April. Financial assistance is not available for prekindergarten students.

Scholarships from other parishes

Families who are members of other parishes and require financial assistance should speak to their pastor about tuition assistance. Many area parishes provide this type of assistance to their members.

CCHS Scholarship Opportunities

Several scholarship opportunities are available for 8th graders who will attend Central Catholic High School. Scholarship opportunities are announced in early spring.

Service Hours and Fish Fries

Stewardship is sharing our time, talent and treasure with others. As a Catholic Faith community, stewardship is an important value to pass on to our children. Stewardship also helps us provide activities for our students that we otherwise could not support. **Therefore...**

Families with a child in Kindergarten through 8th grade are required to:

- 1. Help with Fish Fries (proceeds are for tuition assistance)**
- 2. Participate in the school's major fundraiser**
- 3. Provide at least 20 hours of service**

Families with only a Pre-kindergarten student are required to provide at least 10 hours of service. Participation in Fish Fries and Fundraising is optional, but highly encouraged for pre-kindergarten families.

Service hours for the school year will begin June 1, 2009 and end May 31, 2010.

Families will keep track of their service hours and submit their hours at the end of September, December, March, and May. Service hours are carefully tracked.

In order to qualify, the service activity must fall under the jurisdiction of the school. Some ways to earn service hours include: helping at Home and School events, committee work, sponsoring a club, and helping in the classroom. For additional opportunities, watch Tuesday Notes announcements.

Any family that does not complete their service requirement will be assessed \$10.00 per hour not served. Any family that does not complete the requirement of working a Fish Fry will be assessed an additional \$75.00. This assessment will be added to your tuition at the end of the school year.

Refund Policy

If a student withdraws from St. Mary's school after tuition and fees have been paid, tuition will be prorated based on the days of attendance. Registration and Materials fees will not be refunded.

Academic Policies

Permanent Records

Each student that enters St. Mary's will have a permanent record file maintained in the office. That file will include: grade reports, registration forms, emergency forms, standardized test scores and other information pertinent to the individual student. Only authorized school personnel may access these files. Parents may review their child's file by contacting the principal for an appointment.

Parent Access to Grades/RVS GradeBook

St. Mary's School uses an electronic grade book through River Valley Software (RVS). Parents and students have 24 hour access to grades through this on-line program. A user ID and password are required. Students are issued an ID and password at the start of the school year. For additional assistance, please contact our technology teacher.

To view grades on-line through the RVS GradeBook, go to: <https://www.rvsgradebook.com/login.asp>

Progress Reports

Since grades are available through the RVS GradeBook, progress reports are only issued as needed or upon request. Parents are encouraged to have frequent communication with their child's teacher through e-mail, phone calls and notes. A formal conference is scheduled in the fall; however, parents are encouraged to request a conference at any time throughout the year and when there is a concern.

Report Cards

Grading periods at St. Mary's are set up in quarters, each quarter is approximately 9 weeks of school. The end of each quarter is published on the school calendar; however, individual teachers may set their own deadline for when all work must be turned in for credit. These dates will be communicated to students.

Quarterly report cards will be provided within one week after the end of a quarter. Parents are to sign the report card envelope at the end of each of the first three quarters and return it to the teacher. The report card may be retained at home. At the end of each quarter, report cards will be held until tuition payments are up to date and outstanding school fees are paid. Eighth grader's diplomas will be held until all financial obligations are satisfied.

Report cards for **pre-kindergarten** and **kindergarten** classes assess individual skills and indicate if a given skill is mastered or needs further practice.

Report cards for **grades 1-2** address specific subject areas. Grades are: "S+" for "Exceeds basic requirements", "S" for "Satisfactory", "S-" for "Having difficulty", "U" for "Unsatisfactory" and "P" for "Making adequate progress, but below grade level".

Report cards for **grades 3-8** also report scores in specific subject areas. Letter grades are assigned based on the following grading scale as established by the Office of Catholic Schools for the Diocese of Peoria:

A = 94% - 100%	D = 68% - 75%
B = 86% - 93%	F = Below 68%
C = 76% - 85%	I = Incomplete

Honor Roll

Students in grades 5-8 are eligible for the Honor Roll or High Honor Roll. All classes that meet a minimum of 3 days/week will be included in the student's GPA. Quarterly GPA is determined on a 4 point scale. The 4 point scale does not take into consideration "+" and "-" grades. Cumulative GPA is based on a 12 point scale and includes the "+" and "-".

High Honor Roll – GPA of 3.6 – 4.0
Honor Roll – GPA of 3.0 – 3.5

Homework

Assignments are given for various purposes. Homework both extends and reinforces instruction through practice and it is an avenue by which parents and teachers may monitor progress and detect any difficulty a student may experience.

Parents should provide a constructive time and place for the student to study. Generally, time spent daily on homework should not exceed the times listed below. If you find that your child **routinely** spends more than the recommended time on homework, please discuss the issue with the classroom teacher.

K, 1, 2 - 15-30 minutes
3 & 4 - 30-60 minutes
5 & 6 - 45-60 minutes
7 & 8 - 60-90 minutes

Extra Credit

Students should do their best to work consistently throughout the grading period so that the grade reflected on the report card is consistent with the student's ability. Teachers may provide extra credit throughout the grading period as an additional challenge for students. Extra credit WILL NOT be provided at the end of a grading period for the purpose of raising a grade or making up missed assignments.

Late Work

When a student is in school but does not turn in an assignment on time, it is considered late. Students are expected to complete all class work and homework in the time allotted. Late assignments disrupt the educational process and have a negative effect on the teaching for learning process. Late work is still expected to be completed, turned in, and evaluated so that a student does not miss the learning experience. However, students and parents should expect that an academic penalty may be assigned at the discretion of the teacher. A conference will be scheduled with parents for students who continually struggle with late assignments.

Make - Up Work Due to Excused Absence

All grades are entered as 'incomplete' until the work is completed satisfactorily. It is the student's responsibility to get missed assignments and homework. Upon request, work may be made available for pick up at the end of the school day.

Homework and schoolwork for students who have an EXCUSED absence will be fully credited, if made up within a limitation of not more than the time missed through absences. For example, a student who missed two days with an excused absence must turn in all work no later than 8:00 am at the beginning of the third day back at school.

Homework and schoolwork missed during an UNEXCUSED absence must still be completed. Students and parents should expect that an academic penalty may be assigned at the discretion of the teacher.

Examples of Excused Absences:

1. Illness
2. Death of a family member
3. Medical/dental appointments that cannot be scheduled outside of school hours.
4. Family emergencies due to illness or accident.
5. Other valid causes, which must be prearranged with the principal.

Examples of Unexcused Absences:

1. Vacations
2. Transportation difficulties
3. Oversleeping
4. Unexplained absences
5. Other reasons, as determined by the principal

Promotion and Retention

Promotion to the next grade at St. Mary's School is not to be taken for granted. In considering a student for promotion, the teacher evaluates the student's academic achievement demonstrated by the mastery of the required skills in those subject areas appropriate to the given grade. This achievement is viewed in relation to the student's overall development, ability, and personality traits. If a student does not demonstrate adequate academic achievement, as determined by the teacher and principal, a conference with parents should occur. A plan for remediation may be implemented and goals set in order to establish criteria for the student's placement. The principal is ultimately responsible for the grade placement of students in the school and will make final decisions regarding retention, placement or promotion.

CCHS Accelerated Programs for 8th Graders (Reprinted from the CCHS handbook found on-line at <http://www.blmcchs.org/handbook.php>)

Central Catholic High School, as an accommodation to the Catholic Grade Schools, will grant admission to our Algebra and Foreign Language (French/Spanish) classes to those eighth graders who meet the following requirements:

1. Take our Math and English entrance examination.
2. Attain a score in the 8th or 9th stanine.
3. Rank in the 90% in their eighth grade achievement test.
4. Have a minimum grade point average of "B"
5. Recommendation of the grade school teacher/administrator.

Students who are accepted into this program must complete the proper forms and pay the course fees assessed by CCHS. Course fees will be subtracted from tuition costs when enrolling as a freshman at CCHS. For students who continue their high school education at CCHS, the Algebra and Foreign Language semester grade will be part of their permanent record and will count as a math or foreign language credit but will not count as part of their high school GPA.

School Policies and Procedures

Each school day at St. Mary's begins with morning praise, prayer and announcements. This is a special time for us to gather, share and celebrate our faith. We value this time and expect all students to participate in this important part of our day. Parents are always welcome to join us for this gathering in the gym which begins at 7:45 am.

Bell Schedule

First Bell	7:30 am
Tardy Bell	7:45 am
Dismissal Bell	3:00 pm
Late Bell	3:10 pm

School Hours

	7:20 am Breakfast participants only	7:30 am Gym opens for student arrival
Grades K-8	7:45 am to 3:00 pm	
Morning Pre-K	8:00 am to 10:30 am	
Afternoon Pre-K	12:30 pm to 3:00 pm	

Arrival Procedures

For their safety, students must not be left at school before 7:30 am unless they are entering the building for breakfast at 7:20 am. Supervision for students who are not eating breakfast does not begin until 7:30 am. Students arriving before 7:30 am will be served breakfast and will be charged accordingly. At 7:30, students who are not eating breakfast may gather quietly in the school gym and sit in the bleachers with their class until morning prayer begins at 7:45.

Dismissal Procedures

Other than the parent/guardian, students will only be released to adults with written permission. If you want your child released to someone on a regular basis, please record their name on your family's Emergency Card. Once a regular routine for dismissal has been established, you must send a note to the school office and the teacher if there is any change in the routine. Examples include: a change in car pool arrangements, spending the afternoon with a friend, a change in door dismissal assignments, staying after school for a special activity.

Students will be dismissed from 3 doors. Door assignments are made by the first letter of the last name. Special arrangements for multiple family carpools should be made through the office with a written note.

A – G	Taylor Street door
H – R	Gym parking lot door
S – Z	Jackson Street door

Jackson Street is designated as NO PARKING on school days. It may only be used to pick up children. The Bloomington Police Department will issue tickets for parking on Jackson Street.

Maintain a steady flow through the parking lot at dismissal time. If your student is delayed, you may be requested to circle around the parking lot so traffic can flow. If you must leave your car, please park in a designated parking space. DO NOT park in the No Parking area along the gym wall. DO NOT block traffic. WATCH for small children.

Students who are not picked up by 3:15 and are not enrolled in After Care will be assigned to Study Hour. A fee of \$5.00 per child with a maximum of \$10 per family will be charged for this supervision.

Tardiness

Success in school is related to punctuality and regular attendance. Habitual tardiness is impolite and sends a negative message to our children. Please be considerate by being punctual.

The first bell will ring at 7:30 am. This bell is to alert students that they may enter the building and have 15 minutes before morning gathering begins. Our school day begins promptly at 7:45 am with Morning Praise and Prayer. **STUDENTS MUST BE SEATED for this assembly by the 7:45 bell or they will be marked TARDY.** Students arriving after the 7:45 bell should enter the gym quietly and sit on the end of the bleachers with their class.

Students who arrive after 8:00 am must be accompanied to the office by an adult and must be signed in before going to class.

Sign In and Sign Out Procedure

Any child arriving after 8:00 am or leaving before regular dismissal hours must be signed in/out in the office by the adult responsible for them. This ensures that the child is accounted for in our daily attendance, lunch count, and in the event of emergency.

Expected Late Arrival

If your student will arrive after 9:00 a.m., please call the school office to let us know and if needed, to order a hot lunch. Hot

lunches may not be ordered after 9:00 a.m. **If you do not call for a hot lunch, your child will need to bring a cold lunch.**

Absences

Parents are required to call the school office before 8:30 am to notify the school and provide a reason for the student's absence. For calls made before 7:30 am, please leave a message on the answering machine. School work may be requested for pick up at the end of the school day.

Students who are absent or who leave school early because of illness may not participate in or attend any school sponsored activities the remainder of that day. This includes sporting events, student clubs, concerts and other special gatherings.

For a planned absence, please send a written note to the student's teacher as soon as you know your student will miss school. Be sure to read the previously covered policies on Excused/Unexcused Absences and Make-Up Work Due to Excused Absences.

Faithful Attendance Award

St. Mary's School encourages punctual and faithful student attendance, but we understand that on occasion there may be circumstances which cause tardiness or absence. Students who have no more than 3 combined absent and/or tardy days may receive an award for Faithful Attendance at the end of the school year.

After School Care

For the safety of all students, children who must remain on St. Mary's grounds after 3:15 p.m., unless under the direct supervision of a teacher, coach or club sponsor, must enroll in the YMCA's School Care Program. After School Care is available at St. Mary's School and provided through the YMCA's Y-Pals Program. Care is available for all students from PreK 4 – 8th grade. After School Care begins at 3:00 pm and ends at 5:30 pm. This is an optional service, and parents are charged fees for the days that their children attend. Please contact the YMCA for details. (For care at St. Mary's, make sure you contact the YMCA, not the YWCA.) There is no After School Care at St. Mary's on early dismissal days and days when school is not in session.

Homework Hour

The purpose of Homework Hour is to provide time for students to complete homework in a quiet setting. Homework Hour is not for child care. If you need occasional care after school, the YMCA After School Care program offers hourly rates.

Homework Hour is supervised by a teacher or aide and runs Monday – Thursday from 3:15 to 4:15 pm. The fee is \$5.00 per day for one student and \$10 per day for 2 or more students from one family, regardless of the amount of time the student is in attendance. Fees should be paid directly to the supervising teacher.

STUDENTS WHO ARE NOT PICKED UP FROM STUDY HOUR BY 4:15 WILL BE ASSESSED AN ADDITIONAL LATE FEE OF \$5.00 PER CHILD. The clocks in each classroom and in the office are automatically set by satellite and will be used to determine the correct time.

There will be NO Homework Hour:

- On Fridays
- On the day before any non-attendance day
- The week before Christmas vacation
- The week before Spring Break
- The last three weeks of the school year

Parents who need regular after school care are encouraged to enroll in the YMCA After School Program. Homework Hour is not intended to serve as child care. It is a time for students to study in a quiet environment with the supervision and support of a teacher.

School Cancellation

Local public and non-public school administrators have agreed to cooperative operational procedures during winter months. Therefore the following points are used as a basis for canceling or adjusting the school day:

- 1- Any day that District 87, Unit 5, or CCHS cancels school IN THE MORNING BEFORE SCHOOL due to weather conditions, St. Mary's will also remain closed.
- 2- Once students are in school, St. Mary's will make every effort to avoid early dismissal; however, student safety is always our primary concern.
- 3- During inclement weather, parents are encouraged to consider their individual circumstances and to do what they feel is in the best interest of their student. Parents who are uncomfortable waiting until the end of the school day are encouraged to pick up their student early.
- 4- When CCHS dismisses early, due to weather, high school drivers who are responsible for transporting younger siblings should immediately pick up their younger siblings.

- 5- On rare occasions, St. Mary's may independently cancel classes due to heat plant difficulties or based on independent judgment of weather conditions.

When there are cancellations or adjustments to the school day, the primary mode of communication will be **WJBC RADIO AM 1230 and WBNQ FM 101.5**. In addition, we will post a message on our school website at www.stmarysschool.net and activate the School Reach calling system. Information is also posted by WJBC at: <http://www.wjbc.com/wjbc-cancellations.htm>

DO NOT CALL THE SCHOOL TO ASK IF WE ARE DISMISSING EARLY. Listen to the radio or check the school website. If we are closing early, the office staff are busy preparing for the school closing and such calls are very disruptive to this process. **On days when school is cancelled, ALL after school activities are also cancelled.**

Cafeteria

St. Mary's has a breakfast and lunch program catered through District 87. Menus are distributed with our weekly newsletter and are posted near the office.

For the 2009-2010 school year, fees are as follows:

Hot lunch = \$2.50 and includes 1 milk.
Breakfast = \$1.25 and includes 1 milk and 1 orange juice
Extra Milk = .50

Money for meals must be deposited into your family meal account **in advance**. Students will not be permitted to run a negative balance. Notices of low account balances are sent in our weekly newsletter. **Once a negative balance is reached, the student will call the parent to bring a lunch or deposit more funds.**

Cold lunches will be stored in a designated area in the classroom until lunchtime. Please make sure lunch containers are clearly marked and recognized by the student. Students may bring their own drinks or may purchase milk. Drinks brought to school may not be carbonated. If a student does not bring a lunch to school and the parent is not available to bring a lunch, a hot lunch will be ordered for that student and charged to the family meal account.

Students in 5th – 8th grades have access to 2 microwaves at lunch. These microwaves are only for re-heating food, not for cooking food from a raw or frozen state. Students are expected to follow all rules posted on the microwaves. Unsafe behavior will result in removal of this privilege.

Soda and fast food and are not permitted in the cafeteria.

As part of the Federal School lunch program, applications for free or reduced breakfast and lunch are available in the office.

Lunch time is considered part of the school day and the lunch area is an extension of the classroom. All rules of behavior and conduct apply. Basic lunchroom rules are posted in the cafeteria. Students will sit in the seat designated by the cafeteria supervisor. Students are expected to use their best table manners and are expected to stay in their seats until they are dismissed by the supervisor. Should a student need to leave their seat, he/she will raise their hand and wait for the supervisor to give permission to get up.

Once everyone is seated, a short period of silence will be observed to encourage students to eat. At the end of the silent period, students will be permitted to visit quietly with those at their table while they finish their lunch. Occasionally, students may earn the opportunity to select their own seats based upon positive conduct.

Parents, grandparents, and siblings are always welcome to join their student for lunch. Guests may purchase a hot lunch or bring their own lunch. If you are purchasing a hot lunch, please notify the office by 9:00 am to order a lunch. You may pay the office when you arrive and sign in.

Parents may earn service hours by volunteering to help supervise in the cafeteria and at lunch recess. Please contact the school secretary for details.

Indoor/Outdoor Recess

Students will usually go outdoors for recess unless one of the following conditions is present: rain, standing water on the black top area, ice or snow on the black top area, wind chill is below 20 degrees.

Students are expected to dress for the weather. In cold weather, students should bring a heavy coat, hat, gloves/mittens, and a scarf. Girls wear pants under their skirt during recess. Students may wear boots for recess and then change back to shoes after recess.

A parent may request that their student remain indoors for recess for up to three days by sending a note to the child's teacher. After 3 days, a doctor's note is required.

Gymnasium Rules

The gymnasium at St. Mary's is the first area visitors and guests see as they enter our school. Please show your pride in St. Mary's by following these rules.

1. Gum is not permitted in the building at any time. Please wrap gum in a piece of paper and put it in the trash can located near the front door.
2. Food and drink are not permitted in the gymnasium. Food and drink must be consumed in the cafeteria area.
3. Players who are involved in school sponsored athletics may have water or sports drinks in the team bench area located by the stage. Any spills must be cleaned up immediately.
4. The balcony located above the bleachers is off limits to everyone, except authorized personnel. Students are not permitted to hang on or climb the ladder leading to the balcony.
5. During warm months, the curtain located on the stage should remain closed at all times with the exception of special performances and athletic events. Our building's cooling system is designed to work most efficiently with the curtains closed.
6. Students are not permitted to operate the stage curtains without permission from the principal or parish staff. Students should not play with the curtains.
7. Do not jump off the stage to the gym floor. Please use the stairs.
8. The newer halogen lights are to be used for all activities. These lights take several minutes to warm up and perform at capacity. Please be patient. The smaller, older lights come on instantly, but use a great deal of electricity and should not be used without permission from the principal or parish staff.
9. The storage area under the stage is off limits to students. Doors should remain closed and locked at all times.
10. Do not kick balls at the lights, speakers, banners, or at other items hanging in the gym. Violators will be held responsible for intentional damage.

Recess Rules

1. Students will remain in the assigned area of play and will not leave without permission from the recess supervisor. Students will notify the recess supervisor upon returning to the play area.
2. Playground equipment is to be used only for the purpose for which it is designed. Students should not climb on the outside of the playground equipment. Abuse of the equipment will result in loss of the privilege to use the equipment for a period of time.
3. Students will immediately stop playing when the supervisor blows the whistle or indicates the end of recess.
4. Students will not throw objects such as sticks, rocks, snowballs, ice, etc.
5. Contact sports are not allowed on the playground. ex. tackle football
6. Arguments that cannot be solved by the students should be brought to the attention of the supervisor for mediation.
7. Fighting will not be tolerated.
8. The supervisor is responsible for the conduct of play under their supervision. The recess supervisor may deem any game "off limits" if it is too rough or likely to cause injury. Supervisors may enforce more stringent rules than those outlined here.
9. Hard balls, bats, roller skates/blades, skateboards and scooters are not acceptable for playground use. Bombardment games are only allowed when sponge or Nerf-type balls are used.
10. Students may not enter any street or parking lot without first asking the recess supervisor for permission.

Bicycles

Students will abide by the Bicycle Safety Rules of the Road. To avoid accidents, students are not to ride bicycles in front of the school or on the playground area. Bicycles are to be walked on school property. Only one rider is permitted on a bicycle. All bicycles are to be securely locked. The school does not assume responsibility for bicycles on school property.

Roller blades, scooters, skateboards, and roller skates are not permitted in the school building or playground area except when used for pre-approved programs.

Lost and Found

Items that are found are turned in to the office. Parents and students are encouraged to look through the Lost and Found for items that belong to them. Unclaimed items will be donated to a charitable organization on a quarterly basis.

Emergency Drills

Emergency drills are periodically conducted in the building. Students are to remain calm, quiet and obedient during all drills and actual emergencies. Visitors and volunteers are expected to follow all directions provided by staff. For fire drills, all occupants will exit the classrooms through the exterior doors and clear the building and area to a safe distance. In the case of tornado drills and alerts, all occupants move without delay to the basement area of the new addition or to the restrooms in the new addition. An updated emergency preparedness plan is available in the office.

Emergency Location

In a situation where the school must be evacuated, students will be relocated to St. Mary's Church. In a situation where we must leave the immediate area, students will be relocated to a safe location designated by emergency authorities. In this situation, the School Reach phone messaging system will be activated to provide parents with information.

Custody Issues

Parents are responsible for informing St. Mary's of custody issues; however, St. Mary's employees will not become involved in custody issues including visitation rights. If a situation arises in which a parent defies a custody agreement, visitation schedule or protective order, we will make every effort to contact the custodial parent and/or local police. The Bloomington Police Department should have information about Orders of Protection and enforcement of those orders.

Visitors

Every adult entering St. Mary's School must sign in at the school office upon arrival and sign out upon departure. This is critical for the safety and security of everyone at St. Mary's School.

Field Trips

Field trips are well planned and correlated to teaching activities or the school's mission. All field trips are planned by the teacher and approved by the principal. Parents will be advised of the date and nature of a field trip in advance. Field trips are an enhancement to the school experience and are a privilege, not a right. Any student may be removed from attendance on a field trip due to inappropriate behavior, ineligible grades, etc.

In order to participate in a field trip, parents and guardians must sign and return permission forms and any fees by the deadline. **Late permission slips will not be accepted.** Per diocesan policy, all permissions must be in writing and will be kept on file for a period of 4 years. Telephone calls will not be accepted for permission. A blank permission slip is included in the addendum for your convenience. Students who do not return their permission forms and fees on time will be assigned to another classroom or to a supervised study hall in place of the trip. When an all school field trip is planned and a student does not have permission to attend, it will be the parent's responsibility to pick up the student prior to the trip.

Private vehicles are frequently used for transportation to field trips. Parents are responsible for complying with Illinois Law by providing a booster seat for their child, if the child is less than 80 pounds. If you do not provide a booster seat, your child will not be permitted to ride in a private vehicle.

Students are expected to be on their best behavior and follow all instructions given by the adult in charge. Students are expected to treat all chaperones, volunteers and other visitors with respect. Only St. Mary's students may attend field trips. Younger siblings are not permitted on field trips.

Field trips are by invitation only. Parents are only permitted to attend a field trip as a driver or chaperone and only at the invitation of the teacher planning the trip. The teacher will submit a list of chaperones and drivers to the school office so that compliance with background checks and paperwork may be verified. Parents should not "drop in" on a field trip. The teacher is unable to check the parent's compliance with background checks and paperwork from the field trip site. In addition, many field trips have a limited capacity and drop in's put the teacher in an awkward position with the field trip host.

Parent Chaperones and Volunteers

Chaperones and volunteers must sign in and out at the office. Chaperones and volunteers are responsible for the safety and well-being of their assigned students and serve as monitors of appropriate behavior. Should a discipline situation arise, chaperones and volunteers should report the incident to the teacher at the first available opportunity.

All chaperones and volunteers must have on file:

- Volunteer Code of Conduct (see addendum)
- Background check through DCFS (CANTS)
- Background check through the Illinois State Police (Fingerprints)
- Proof of completion of an approved Diocesan Child Abuse Prevention Program
 - Protecting God's Children for Adults - VIRTUS Program.
 - Safe Environments Training

Prior to each trip, Chaperones providing transportation to students must provide:

- Driver Declaration/Information Sheet (see addendum)
- Copy of current driver's license
- Copy of current automobile insurance card

DRESS CODE 2009-2010 GRADES K - 8

Students at St. Mary's proudly wear a uniform. It is a sign of their commitment to the traditions of Catholic education. Out of respect for decorum, safety, and rules of conduct all students are expected to follow the dress code policy faithfully. On special occasions, other types of approved attire may be worn as outlined in this policy or announced in the weekly newsletter.

Carefully read the dress code before making any purchases. Styles purchased must comply with our dress code. Uniforms are available through St. Mary's School Store, J.C. Penney, Sears, Meijer, Land's End, and The Dwelling Place, located on College Ave. in Normal (888-9696).

All aspects and interpretations of this dress code will be left to the discretion of the principal.

If a student arrives at school dressed inappropriately, the parent may be called to either pick up the student or bring appropriate clothing to school so the student is in compliance with the dress code. Older students who deliberately or repeatedly violate the dress code policy will be subject to discipline.

All clothing will be clean and in good repair. Shirts must be tucked in at all times. When a child stands with arms extended over the head, the shirt should remain tucked in.

UNIFORM POLO SHIRTS- White polo style, short or long sleeve with buttons (no snaps, no $\frac{3}{4}$ sleeves, and no brand markings). *Any color, other than white, must have a school crest and must be purchased through the school store.*

UNIFORM BLOUSES and TAILORED SHIRTS - White cotton, uniform style shirts or blouses with a button down collar or rounded collar, short or long sleeve (no $\frac{3}{4}$ length sleeves, no snaps, no brand markings).

UNIFORM JUMPERS, SKIRTS, and SKORTS- Plaid #80 is worn year round. Girls in grades K-4 wear uniform plaid jumpers, skirts, or skorts. Girls in grades 5-8 wear uniform plaid skirts or skorts. All jumpers, skirts, and skorts are no more than 3 inches above the top of the knee. For modesty, girls may wear **navy** or **white** bicycle style shorts under the skirt or jumper. No other colors are acceptable. Shorts are not visible below the hem line. Girls may wear sweatpants under the skirt or jumper in cold weather when they go outside, but should remove them, just as they would a jacket or coat, when they are inside the building.

UNIFORM SLACKS - Boys and girls wear navy cotton, polyester or corduroy **uniform dress slacks**. Pockets are traditionally styled. No carpenter loops, cargo pockets or zippers on the legs.

UNIFORM SHORTS and CAPRI LENGTH UNIFORM PANTS – Uniform shorts and Capri length uniform pants are permitted from the 1st day of school through September 30th and May 1st through the last day of school. Navy uniform skorts may be worn during shorts season only. Uniform shorts and skorts are no shorter than 3 inches above the top of the knee. No carpenter loops, cargo pockets or zippers on the legs.

SWEATERS - Boys and girls may wear long sleeve button down or zip cardigan sweaters, or pull over vests or sweaters in solid navy, dark green, or white. A uniform shirt must be worn under a sweater.

TURTLENECKS – Long sleeve, white, navy or hunter green, worn under jumpers, sweaters or sweatshirts.

SWEATSHIRTS- Only sweatshirts purchased from the St. Mary's School Store or through St. Mary's Home & School or Athletics are acceptable. Hooded sweatshirts may be worn; however, the hood will remain down while inside the building. A uniform shirt must be worn under a sweatshirt.

SHOES – Shoes must be closed toe with a back. Shoes must be clean and laces tied. Both laces must be the same color. Students may bring a change of shoes to use in Physical Education class. Only white-soled or non-skid tennis shoes will be allowed on the gym floor.

BOOTS – Boots may be worn to school, but students should change into shoes once they are in the building.

SOCKS - Boys and girls wear plain socks in white, navy, or dark green. Girls may also wear plain or cabled knit tights in white, navy, or dark green.

BELTS- Belts must be worn with slacks and shorts that have belt loops. Belts are braided or plain leather in black, brown, or navy with no design and a plain buckle.

GYM – **Physical Education Uniforms are purchased from the St. Mary's School Store.** PE uniforms are worn by all students in 5th through 8th grade. This uniform consists of a white T-Shirt with the school logo and navy athletic shorts with the school logo. Tennis shoes for PE must be appropriate for physical activity and must have non-marking soles. For safety, shoes must be fitted and remain on the foot during activity.

MAKE-UP- Make up is not permitted. Clear nail polish and clear lip gloss or lip balm may be worn. Temporary tattoos are not permitted unless they are part of a school celebration.

HAIR – Hair must be neat and clean cut in a well groomed traditional style. Highlights must be subtle, natural shades. No streaked or colored hair permitted. (ex. pink, blue, green, etc.)

Boys: Bangs must be above the eye brows. Hair length must be above or to the collar, Sideburns are no longer than the ear lobe.

Girls: Bangs must be above the eye brows or held out of the eyes by a hair clip. Hair accessories should coordinate with the plaid uniform (Navy, Yellow, Dark Green, and White) and must not distract the students from their work.

HATS- Hats are not to be worn inside the building unless they are part of a school celebration.

JEWELRY – Religious medals, scapulars and watches without alarms are permitted. Girls may only wear stud earrings. Boys will not wear earrings. No other jewelry is permitted.

PURSES- Girls in 5th – 8th grades are permitted to carry a small purse.

CASUAL DAYS- Fridays are casual dress days, except during Lent or when there is a scheduled school mass or other special event. The regular school uniform is worn on all Fridays during Lent.

JEANS- On casual days and for outdoor field trips, students may wear **plain** blue denim jeans. Any embellishments or decoration are limited to the back pockets and will be modest. No ripped, torn or frayed jeans. No designs, carpenter style loops, cargo pockets, or zippers on the legs.

SHIRTS- On casual days and for outdoor field trips, shirts will be either a uniform shirt or a St. Mary's or CCHS logo shirt or sweatshirt.

DRESS UP DAYS: Students and parents will be notified in advance when we have a “Dress Up Day” for special occasions. On these days the very “best of the best” school uniform components should be worn. Shirts with collars and nicer slacks, skirts, or jumpers should be selected. Blouses and button down shirts are preferred to Polos. Collarless sweatshirts are discouraged.

FIELD TRIPS- When a field trip is indoors, the school uniform will be worn. When a field trip is outdoors, Casual Day dress may be worn. Check each field trip permission slip for additional information.

The following variations to the dress code apply only to students for 7th & 8th grades:

All uniform items above may be worn plus:

UNIFORM SHORTS, CAPRI LENGTH PANTS, and SKORT- Uniform shorts and Capri length uniform pants are permitted from the 1st day of school through September 30th and May 1st through the last day of school. All 7th & 8th students may wear navy or *khaki* uniform shorts. 7th & 8th grade girls may also wear navy or khaki Capri length uniform pants or skorts during shorts season only. Uniform shorts and skorts are no shorter than 3 inches above the top of the knee. No carpenter loops, cargo pockets, or zippers on the legs.

UNIFORM SLACKS – 7th & 8th grade students may wear navy or *khaki* cotton, polyester or corduroy **uniform dress slacks**. Pockets must be traditionally styled. No carpenter loops, cargo pockets or zippers on the legs.

SWEATSHIRTS and POLO SHIRTS - 7th & 8th Grade students may wear sweatshirts and polo shirts with the CCHS logo when purchased through CCHS. These items must also meet the CCHS dress code. A uniform shirt must be worn under a sweatshirt.

MAKE-UP- Make-up may not be worn on a daily basis. 7th & 8th grade girls are permitted to wear make up on specifically designated occasions, such as picture day, but should be minimal and age appropriate. Products used for skin medication or acne cover-up may be used if necessary and should be approved by the student's homeroom teacher.

NAIL POLISH- **permitted** only in light shades of pink or other modest colors. No bright or dark colors are permitted. Polish will be in good repair.

K-8 UNIFORM

<u>Acceptable</u>	<u>Not Acceptable</u>
<ul style="list-style-type: none"> • Uniform Plaid #80 jumper, skirt or skort • Uniform slacks or corduroy pants with standard pockets • Uniform shorts, Capri or skorts (as allowed by date) • Polo Shirt – white, without crest • Polo Shirt - colors purchased through the school store, with our school crest • Turtlenecks – white, navy, dark green • Sweatshirts purchased through the school • Uniform blouse with rounded or button down collar • Tailored Shirts with button down collar • Closed toes shoes that tie, buckle or Velcro • Leather belt, plain or braided, plain buckle 	<ul style="list-style-type: none"> • Tattered or torn clothing of any kind • Carpenter loops, cargo pockets, or zippers on the legs of pants, jeans, Capri's or shorts • Sweatshirts from other sources • T-shirts of any kind • Tank tops or sleeveless shirts • Shoes with open toes, shoes without backs

CASUAL DAY

<u>Acceptable</u>	<u>Not Acceptable</u>
<ul style="list-style-type: none"> • All uniform items • Clothing with St. Mary's or CCHS logo • Denim blue jeans • Denim blue Capri, skirts, skorts or shorts (as allowed by date) 	<ul style="list-style-type: none"> • Carpenter loops or cargo pockets on pants, jeans or shorts • Zippers on the legs • Tattered or torn clothing of any kind • Shirts that do not cover the back or midriff area. • Tank tops or spaghetti straps. • Shoes with open toes or without backs • Skirts, skorts or shorts less than 3" above the knee

When a student arrives at school dressed inappropriately, the parent will be called to either pick up the student or bring appropriate clothing to school so the student is in compliance with the dress code.

Older students who deliberately or repeatedly violate the dress code policy will be subject to discipline.

All aspects and interpretations of this dress code will be left to the discretion of the principal.

Communication

Open and courteous communication between faculty, staff, administration, and parents is expected at all times. St. Mary's school provides many opportunities for both formal and informal communication between parents and the school. Tuesday Notes, Report cards, parent/teacher conferences, special events, the school website (www.stmarysschool.net), agenda books, RVS GradeBook, and Home and School meetings are all examples of contact opportunities. Parents are encouraged to take full advantage of these avenues. St. Mary's also encourages parent involvement in the classroom. If you wish to visit your child's class or volunteer during the school day, please make advanced arrangements with the teacher.

Contacting Teachers

Please contact the teacher by phone or e-mail when you have a question or concern. Teachers have scheduled planning times and will be happy to speak with you during these times. You may leave a message with the school secretary and the teacher will call you back.

It is difficult for teachers to meet informally before or after school hours. They use this time to prepare for the day and have supervisory duties. Please do not interrupt class to discuss issues with the teacher. Teachers can not take class time to meet with parents. If you would like to meet with a teacher, please make an appointment in advance. This allows the teacher time to gather necessary information and to provide their full attention to the meeting.

Please do not call a teacher at home unless you have been invited by the teacher to make contact in this way. Teachers check their e-mail at least twice each day. E-mail addresses are listed on our school website.

Confidentiality

Staff members are only permitted to discuss information about a student with the student's parent or guardian. Please do not ask a staff member to comment about other students.

Volunteers will exercise confidentiality by avoiding conversations about the students they interact with or come in contact with while volunteering. All questions should be directed to the teacher. If a volunteer does not exercise confidentiality or is unprofessional in their communications, the principal may discuss this issue with the volunteer. If the problem continues or becomes a detriment to the mission and policy of St. Mary's School, the principal has the authority to ask for the volunteer's resignation from school related activities. Should the behavior continue, the result of permanent removal of the individual from St. Mary's School will be a joint decision made by the pastor and principal.

Protocol for Concerns

Our school strives to cooperate closely with parents in the education of their children. Occasionally, parents may feel the need to express a concern, difficulty, or problem. To address these in the most efficient manner, families are expected to adhere to the following procedures:

1. **Contact the teacher first**
2. Allow time adequate for the teacher to address the concern
3. If a concern has not been resolved in a reasonable amount of time, the principal may be contacted

An issue can best be resolved by contacting the teacher as soon as possible. The teacher may not know there is an issue until it is brought to his/her attention. Contact may be made either in writing, by e-mail, by phone, or by scheduling a conference.

Please do not interrupt class time. Since teachers have assigned supervisory duties before and after school, unscheduled visits should be avoided; an appointment is suggested.

If possible, when expressing a concern, please indicate your observations, how long it has been occurring, how it is impacting your child, any steps you have taken to correct the problem, and how you would like the issue resolved. Staff members will only discuss the matter as it relates to your child or to the classroom as a whole. Other individual students will not be discussed.

If parents are dissatisfied with a decision made by the staff member, a letter or e-mail stating the reason for the dissatisfaction and how you would like the issue to be resolved should be forwarded to the principal for appeal.

If needed, the principal may meet with the parents and staff member to mediate a resolution.

Appeal and Review Policy of the Catholic Diocese of Peoria

The Diocese of Peoria has established a process for the review of decisions made by the competent authority of any school or parish for which conflict or disagreement may arise. The diocesan process, outlined in Policy G111 may be found at: http://www.cdop.org/files/cdop_documents/G111.pdf

This policy may be utilized if the procedures described above have not produced a resolution, and *provided the particular concern or difficulty qualifies for administration review under the conditions defined in the policy.*

Statement of Policy:

A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools or parishes of the Catholic Diocese of Peoria may be requested by any employee or member of a Parish under the following conditions only:

1. The decision violates or is in conflict with the teachings of the Roman Catholic Church;
2. The decision violates or is in conflict with an applicable Diocesan policy;
3. The decision violates or is in conflict with a policy or procedure of the parish, the school, or other entity that takes precedence over the decision in question; or,
4. The decision violates or is in conflict with an applicable federal, state or local civil law.

It is to be noted that dissatisfaction with a decision is not a sufficient condition for appeal.

Statement of Process:

The individual or group desiring the appeal or the review must make that request known to the governing Pastor or Board of Pastors responsible for that school or parish in the form of a letter. As a matter of record, a copy of that letter is to be forwarded to the local Vicar having jurisdiction over that particular parish, and in the case of a school matter also to the Office of Catholic Schools.

This letter must clearly cover each of the following points:

1. The decision that is being questioned and which competent authority made it;
2. The grounds for the appeal or the review with specific reference to one or more of the four (4) conditions listed above; and,
3. The proposed resolution

The governing pastor or Board of Pastors, having received the request for appeal or review, is to respond in writing to those making the request within thirty (30) days of receiving the request. A copy of the response letter is to be forwarded to the local Vicar having jurisdiction over that particular parish, and in the case of a school matter also to the Office of Catholic Schools. The Vicar General of the Diocese of Peoria shall make a final decision on the appeal in such cases. If the local Vicar decides to dismiss the case, he must as a matter of record, forward a copy of such decisions to the Vicar General, and in the case of a school matter also to the Officer of Catholic Schools.

It is the sole discretion of the Catholic Bishop of Peoria to intervene in any matter at any time, and to modify, reverse, or rescind any action taken by the above-referenced officials.

Discipline Policies

Any student who engages in conduct, whether inside or outside of school that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion.

St. Mary's Discipline Philosophy

By modeling the actions and words of our Lord and Savior, St. Mary's School seeks to be a truly Christ-centered community that **values students**, faculty, and parents in an environment that promotes:

Safety, Respect, Responsibility, and Discipline

- **St. Mary's promotes a safe environment** both physically and emotionally. This environment is established by building trust within our faith community. A safe environment promotes a sense of belonging for students, enabling them to perform to the best of their abilities while respecting their peers.
- **St. Mary's promotes respect.** Respect is showing love for God, others, self, and environment through mutual kindness in words and actions.
- **St. Mary's promotes responsibility.** Responsibility means coming to school willing and ready to learn. Students, parents, and faculty share this goal.
- **St. Mary's promotes a disciplined environment**, valuing responsibility, collaboration, problem solving, and individual dignity.

St. Mary's School encourages students to learn how to solve conflicts between themselves. A formalized conflict resolution program teaches the students to step out of a conflict and use the following steps:

1. Cool down
2. Be willing to listen
3. Tell the other what you need and want (use "I" messages)
4. Come to a compromise, a solution

St. Mary's school encourages students to live virtuous lives. The Catholic influences at St. Mary's School are a constant reminder to all involved in our school to reflect upon their own lives in Christ and to continue a process of building a strong relationship with God and his Church.

Code of Conduct

1. Students will follow all policies outlines in this handbook during ALL hours while on St. Mary's property.
2. While in church, students will keep in mind that they are in God's house, a place of worship. They will be reverent and respectful at all times.
3. Students will remain inside the school or designated outdoor area and will not leave without a supervisor's permission.
4. Students will take responsibility for their actions and their education.
5. Students will be courteous and respectful of teachers and other staff members.
6. Students will immediately obey all directions given by teachers and other staff members.
7. Students will show respect for themselves, fellow students, teachers, staff, and guests in the building.
8. Students will immediately report any incidents of bullying to the teacher or principal.
9. Students will observe good order in all school-sponsored affairs.
10. Students will observe all rules of safety in the building and on school and parish grounds at all times.
11. Students will protect and respect school property.
12. Students will walk quietly on the right hand side of the hallway while in the school building.
13. Electronic devices including: radios, tape players, electronic games, and/or toys of any kind may NOT be used during the school day and will remain at home or out of sight in the student's backpack.

14. Students will not carry cell phones during the school day. If needed for after school activities, the phone will be left in the office before school and will be picked up after school.
15. Students may only use the office phone for emergencies. After school arrangements and parental permissions should take place before students come to school.
16. Candy and soda are allowed only during special classroom activities. Candy may be provided in a sack lunch at the discretion of the parent, but must be consumed in the cafeteria. Soda is not permitted for lunch.
17. Gum is not allowed in the building at any time. Gum should be wrapped in a piece of paper put into the trash container located near the front door.
18. Students may only distribute birthday or other such invitations at school when everyone in that class is invited. If only select students are invited, invitations must be distributed away from the school setting.

Progressive Discipline

Progressive discipline is a process for dealing with student behavior that does not meet expected behavior standards. The purpose of progressive discipline is to help the student understand that a behavior is unacceptable and to provide an opportunity for improvement. The process features increasingly formal efforts to provide feedback to the student so corrections in behavior may be made. The goal of progressive discipline is to improve student behavior. Progressive discipline is most successful when it assists a student in making behavior choices that conform to the expected behavior standards of the school. In the event that progressive discipline fails, it also enables the school to fairly, and with substantial documentation, provide for removal of the student from a situation in which the student is unwilling or unable to improve.

It is the responsibility of the school staff to work positively, proactively, and in a respectful and dignified manner with students, parents, and all other support personnel to help a student improve behavior and strive to lead a virtuous and moral life. All progressive disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop age appropriate self-discipline and conduct.

When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous school history, his or her age and maturation, any mitigating circumstances, and the effect of his or her actions on the welfare of St. Mary's School.

The Administration reserves the right to consider individual student needs and special circumstances that may warrant the intervention of counseling or other services rather than, or in conjunction with, the disciplinary measures described in this handbook.

Forms of discipline include, but are not limited to, the following:

1. Verbal warnings by teachers or administrators
2. Withholding of privileges
3. Detentions inside or outside school hours
4. Assignment of school/and or community service
5. Notification of parent(s) or guardian(s)
6. Removal from classroom
7. Removal from co-curricular activities
8. Removal from all school activities
9. Restitution for damages to school property or to the property of others
10. Suspension from school and all school sponsored events for up to 10 school days
11. Expulsion from school

Detentions

Any faculty member may assign any student to detention for misconduct. The teacher must notify the parents of the detention by written communication or by telephone within 24 hours of the infraction and will provide enough notice to allow the parent to

arrange transportation. Morning detentions will not begin prior to 7:00 am. Afternoon detentions will start at 3:00 p.m. or at the end of the school day. The maximum length of detention time will be 60 minutes per day; however, multiple days may be assigned depending on the infraction.

1. Detention rules are determined by the teacher supervising the detention.
2. Students who disregard detention rules will receive an additional detention.
3. A student who misses a detention without an approved reason, as determined by the principal, will serve two (2) additional detentions. (For the day skipped, plus one additional day.)
4. Students who are absent from school on the assigned detention day will automatically be placed in detention the day of their return to school, if the teacher's schedule permits.

After 3 detentions in one semester, the principal may assign a 1 day suspension for the 4th infraction. A 5th infraction in one semester may result in additional suspension time, a parent conference, and/or a request to withdraw.

Suspension, Request to Withdraw & Expulsion

The disciplinary action of suspensions, requests to withdraw from school and expulsions are serious actions affecting a student's permanent record.

A **SUSPENSION** is the temporary removal of a student from all classes and extra curricular activities. The length of a suspension may range from 1 to 10 days at the discretion of the principal. The suspension will be served, at the principal's direction, either in school, or at home under parental supervision. Class work assigned during a suspension must be completed; however grades over that period of time may be reduced or entered as zeros.

Suspensions are to be given for one of two types of situations:

1. For Gross Disobedience or Serious Misconduct or a deliberate violation of the religious and moral values that we teach at St. Mary's. (See below)
2. For repeated violation of school rules that are less blatant and/or less significant in nature.
Examples: reckless conduct, impolite conduct, disregard for dress code, failure to complete schoolwork.

SUSPENSIONS in school or at home, regardless of length of time, are deemed to be serious actions. They are given as a warning that if the undesirable behavior is not corrected it may result in a request to withdraw or an expulsion.

REQUEST TO WITHDRAW is a request made by the principal to the parents of a student, asking that the parents voluntarily withdraw their child from St. Mary's. It should be understood that only one such request shall be made. If the parents choose not to remove their child, then a suspension will be issued and the parents will be advised that upon the next significant violation of school policy the student will be expelled.

EXPULSION is an immediate, permanent and irrevocable removal of the student from St. Mary's School. Such an action may result from repeated suspensions or violation of the stipulations set forth in a Request to Withdraw. It may also be brought on by deliberate words or acts that violate the basic principles of our faith and social values.
Examples: Sacrilegious words or actions, inflicting injury to another person or major damage to property.

Disciplinary Procedure

Discipline is the responsibility of all staff members. Staff members are familiar with policies and procedures as well as the special circumstances of individual students.

Volunteers and chaperones who are responsible for supervising a group of students will provide verbal correction to students and will communicate any discipline with the teacher at the first available opportunity.

Under normal circumstances, parents and visitors should refrain from correcting students and should leave discipline to the supervising teacher or staff member.

Any faculty member may initiate a detention. Only the principal may initiate a suspension, request to withdraw or expulsion. In order to make a request for withdrawal or to expel a student, the principal must have prior approval of the Pastor.

Gross Disobedience or Serious Misconduct

Gross Disobedience or Serious Misconduct includes, but is not limited to, any of the following acts or behaviors which occur at school, at any school related or school sponsored activity or which directly hinder the operation of the school:

1. Repeated minor incidents of misbehavior, which other disciplinary measures have failed to deter;
2. Excessive unexcused absences;
3. Vandalizing or otherwise intentionally damaging property of a teacher or administrator on or off-campus or harassing

- or intimidating a teacher or administrator on or off-campus;
4. Violating the Code of Computer Ethics or the Internet Authorization Policy;
 5. Causing or attempting to cause damage to, or stealing or attempting to steal school property or another person's personal property;
 6. Hitting or fighting;
 7. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct;
 8. Harassment and discrimination based on race, sex, physical or mental disability, national origin, or religion;
 9. Refusal and failure to serve appropriate punishment imposed for any discipline violation;
 10. Cheating, plagiarism;
 11. Bullying, harassment, or teasing of other students, staff, or faculty whether in person or electronically.
 12. Pornography;
 13. Tobacco - Possession, use, delivery, sale (or aiding in possession, use, delivery, sale) of tobacco products;
 14. Drugs and Alcohol - Possession, use, delivery, sale, transmittal (or aiding in the possession, use, delivery, sale, or transmittal) of any substance containing alcohol, or possession, use, delivery, sale, transmittal (or aiding in the possession, use, delivery, sale or transmittal) of look-alikes or substances recognized as drugs in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary (or any supplement to any of them) unless specifically prescribed by a licensed practitioner for medicinal purposes for use by the student in the manner provided, or any substance containing cannabis, marijuana or hashish, including any materials which are represented by the student, or the student believes to be any of the above substances, regardless of their true nature, or the appearance of the substance. **(See Drug Policy, page 28);**
 15. Being under the influence of (or purporting to be under the influence of) any of the substances as listed above (14) other than those prescribed by a licensed practitioner for medicinal purposes;
 16. Weapons - Being in possession of, selling, using, or threatening to use any weapon or instrument capable of inflicting or intended to inflict bodily harm. See attached Diocesan Policy D-150 found at:
http://www.cdop.org/files/cdop_documents/D150.pdf

Weapons are defined as any object, device, or instrument that has been designed, created, adapted or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including but not limited to anything which resembles such items.)

Weapons include:

- Any firearm or ammunition (pistols, rifles, shotguns)
- Air guns, pellet guns, BB guns, blowguns, slingshots, etc.
- Look alike, stun guns, toy guns or other toy weapons, and replicas of weapons
- Any knife or blade including switch blades, pocket knives, stilettos, swords, daggers, box cutters, razor blades, etc
- Any club or club like object including billies, bats, blackjacks, and other bludgeons
- Metal knuckles, fused rings, or objects designed to produce similar effects
- Martial arts devices including nunchakus, klackers, kung fu sticks, batons, chains, etc.
- Projectiles including shurikens and similar pointed starlike objects, arrows, darts, etc.
- Mace, tear gas, pepper spray or other propellants
- Explosive devices including fireworks, firecrackers, poppers, cap devices, etc.
- Poisons
- Armbands, bracelets, etc. that have spikes, points, or studs
- Objects which have been modified to act as or resemble a weapon
- Any article used to intimidate, threaten, and/or inflict bodily injury

Bullying

Bullying is **repeated behavior** involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone.

Bullying may include: physical intimidation, verbal intimidation, or assault; social isolation or exclusion; extortion or taking belongings; oral or written threats; outrageous teasing, mocking, taunting, putdowns, or name-calling; threatening looks, gestures or actions; cruel rumors, suggestive comments, or false accusations.

St. Mary's School shall actively seek to provide a supportive, caring environment that is safe from all forms of intimidation including bullying. Bullying will not be tolerated in any form at St. Mary's School or at school-sponsored programs and activities. In addition, bullying that takes place **outside of school** may be subject to disciplinary action. **This includes "cyber-bullying"**.

Any student who engages in conduct, whether inside or outside of school that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion.

Anti-bullying procedures will be as follows:

1. All members of the school have a responsibility to recognize bullying and to take action when they are aware of it happening.
2. Discussion of bullying and anti-bullying will take place in each class on a regular basis. St. Mary's will continue to communicate anti-bullying messages to students throughout the year.
3. All faculty and staff will treat any report of bullying seriously and take action. Teachers will attend an annual in-service to

review the reporting and investigation procedures, prevention strategies, and disciplinary approaches.

4. Faculty and staff members will listen carefully to student's reports of bullying and make sufficient inquiries to clarify exactly what has been happening.
5. Students will be assured that they acted correctly in reporting bullying.
6. The faculty or staff member who receives a report of bullying behavior shall make a written summary of the information and give it to the principal for appropriate action.

Harassment and Sexual Abuse

Diocesan policies regarding harassment and sexual abuse may be found in the diocesan policy book located in the school office or on-line at:

Harassment Policy #C-401: http://www.cdop.org/files/cdop_documents/C401.pdf

Sexual Abuse Policy #C-402: http://www.cdop.org/files/cdop_documents/C402_revised.pdf

Loss or Damage

Students that lose, damage, or destroy items that belong to the school or other individuals will be held financially responsible for replacement or repair costs. This does not include routine wear and tear. Similarly, if an individual causes injury to another person, that individual may be held responsible for some portion of medical costs.

Search Policy

There may be random searches of students' belongings for illegal drugs, alcohol and/or weapons or any other items that are contrary to school rules and policies. The principal and one teacher, other than the student's classroom teacher, will conduct the search. If an illegal item is found, the parents and the police will be notified immediately.

Drug Policy

1. IT IS AN EXTREMELY SERIOUS VIOLATION OF THE POLICIES OF ST. MARY'S SCHOOL FOR A PERSON TO POSSESS OR TRANSACT ANY DEAL INVOLVING AN ILLEGAL DRUG ON PARISH PROPERTY OR AT ANY PARISH-SPONSORED EVENT OR ACTIVITY.

Students found to have violated this policy will be subject to the following consequences:

- A. AT THE MINIMUM, the student will be suspended for the balance of the school year. The maximum may be expulsion from the school.
- B. A student who has been suspended may apply for readmission at the end of the suspension period. Prior to readmission the student and the family must successfully complete a family substance abuse program approved by the pastor. The pastor will determine, in consultation with the program administrator, if completion requirements have been met. The student and the family must also successfully complete any other stipulations or restrictions placed on the student and/or the family by the pastor. The pastor has complete freedom and discretion in this regard.
- C. When readmitted to the school, the student will be permanently placed on probation for the entire period of future enrollment at St. Mary's School. The pastor has complete freedom and discretion in setting the terms of the probation.

2. UNSOLICITED CONTACT WITH ILLEGAL DRUGS IS OF SIGNIFICANT CONCERN TO THE PASTOR, PRINCIPAL AND EDUCATION COMMISSION.

Students who are directly contacted by anyone for the purpose to possess, use or deliver an illegal drug at the school or at any school-sponsored event or activity must report this incident immediately to the police, principal, teacher, coach, chaperone, or other adult connected with the school.

Failure to comply with this policy will result in disciplinary action. A maximum penalty of expulsion may be applied.

4. IT SHOULD BE CLEARLY UNDERSTOOD THAT IN APPLYING THESE POLICIES TO THE SITUATION OF AN INDIVIDUAL STUDENT AND HIS/HER FAMILY, THE PASTOR WILL CONSIDER THE TOTALITY OF THAT STUDENT'S CIRCUMSTANCES IN DECIDING THE APPROPRIATE MEASURE TO TAKE. PRIOR VIOLATIONS OF ANY SCHOOL STANDARDS OR POLICIES TAKEN IN CONSIDERATION WITH ANY VIOLATION OF THESE POLICIES CAN RESULT IN IMMEDIATE EXPULSION.

Health Policies

Emergency Cards

Parents must ensure that emergency cards are accurately and completely filled out and are current. In the event of an emergency, these cards provide our only access to essential information. Please inform the office secretary if there is any change in the information requested on the card.

Physical Examination (Public Act 95-0422)

All school students in Illinois are required to show proof of having met physical examination and immunization requirements prescribed by the Illinois State Board of Education.

Proof of physical examination within the past year is required:

1. For all students entering school for the first time.
2. For students transferring from out of Illinois.
3. For students entering 6th grade.
4. For students entering 9th grade.
5. For students participating in athletics.

Vision Examination (Public Act 95-671)

Illinois Law states that all children enrolled in kindergarten and any student enrolling in school for the first time shall have an eye examination completed by a licensed physician or optometrist. Proof must be presented by October 15th of the school year.

Dental Examination (IL School Code 5/27-8.1)

Illinois Law requires all children in kindergarten, second and sixth grades to have an oral health exam by a dentist. Proof must be presented by May 15th of the school year.

Lead Screening

Illinois Law requires that all children entering school for the first time must show evidence of having completed a lead screening test.

Immunization Requirements (ISBE 2005)

The dates of required immunizations must be verified by your health care provider (i.e., physician, health department, clinic, etc.) Please note that some of the immunizations are completed in a series of shots that may require several months to complete. For instance, the three Hepatitis B shots may require up to 12 months to complete. It is important that you do not wait until the last minute to schedule an appointment with your health care provider.

Prekindergarten:

Polio (IPV or OPV): 3 or more doses; administered no less than 4 weeks apart.

Diphtheria, Pertussis, Tetanus (DTP/DTaP/Td): 4 or more doses; at intervals of no less than 4 weeks apart; last dose at least 6 months from previous dose.

Measles: 1 dose administered on/after 1st birthday.

Rubella: 1 dose administered on/after first birthday.

Mumps: 1 dose administered on/after first birthday.

Hepatitis B: 3 doses, interval of at least 4 weeks between 1st & 2nd dose, interval of at least 2 months between 2nd & 3rd dose. For children entering after July 1, 2002, the interval between 1st & 3rd dose must be 4 months.

Hib: Children 24-59 months of age who have not received a primary series according to the Hib schedule must show proof of receiving 1 dose at 15 months of age or older.

Varicella (Chicken Pox): 1 dose on/after 1st birthday.

Kindergarten through Grade 12:

Polio (IPV or OPV): 3 or more doses; administered no less than 4 weeks apart. Last dose received on/after 4th birthday.

Diphtheria, Pertussis, Tetanus (DTP/DTaP/Td): 4 or more doses; Last dose received on/after 4th birthday, at intervals of no less than 4 weeks apart; last dose at least 6 months from previous dose.

Children entering school (other than Pre-K, K, & 1st grades): 3 doses with last dose on/after 4th birthday, at intervals of no less than 4 weeks apart; last dose at least 6 months from previous dose.

Measles: 2 doses, 1st dose administered on/after 1st birthday, 2nd dose no less than 4 weeks after 1st dose.

Rubella: 1 dose administered on/after first birthday.

Mumps: 1 dose administered on/after first birthday.

Hepatitis B: **(not required for K-4 only)** all others, 3 doses, interval of at least 4 weeks between 1st & 2nd dose, interval of at least 2 months between 2nd & 3rd dose.

For children entering 5th grade, the interval between 1st & 3rd dose must be 4 months. A booster may be required.

Hib: Not required for K-12 and not recommended for children 5 years or older.

Varicella (Chicken Pox): Entering kindergarten, 1 dose on/after 1st birthday.

Exceptions to Health Requirements

Proof of immunity: A physician who believes a child to be protected against a disease for which immunization is required may indicate in writing, stating the reasons, and certifying that the specific immunization is not necessary or indicated.

Health Reasons: If a child is not fully immunized because of health reasons, the physician must state this fact on the health certificate.

Religious Objection: A parent or guardian may object to health examinations, immunizations, dental exam, vision and hearing screening based on religious grounds. (There are currently no religious grounds for objections based upon Catholic doctrine or teachings.) If a religious objection is made, a written and signed statement detailing the specific grounds for the objection must be presented in accordance with current Illinois Law.

In the event of a diagnosed case of a communicable disease, such as measles, any student who is not protected by immunization shall be immediately excluded from school. This exclusion will be effective for 21 days, following the last reported case, or until the student can show proof of immunity.

Accident Insurance

Accident Insurance has been purchased by the school for all students enrolled. Please contact the school office for details of coverage.

Illness or Injury at School

Any illness or injury should be reported to the teacher and to the office without delay. If a student is not well enough to attend class, a parent will be called and requested to come for the student. In cases of emergency, the child will be transported to a Hospital or Medical Office if the parents cannot be located.

Students who have been absent because of a contagious disease must have a doctor's written permission to return to school. The following is a *partial* list of diseases considered to be contagious: chicken pox, encephalitis, hepatitis, impetigo, influenza, measles, meningitis, mumps, pink eye, pin worms, rheumatic fever, ring worm, scabies, scarlet fever, trench mouth, and whooping cough.

It is the parents' and/or guardians' responsibility to keep children home when they are ill. These are the prevalent symptoms which should tell you to keep your child at home (depending upon the severity and frequency, your family physician should be consulted): temperature/fever, sore throat, nausea/vomiting, swollen glands, skin rash/lesion, chills/headache, acute cold/earache, dizziness/faintness, diarrhea, excessive sneezing/coughing, severe pain, watery discharge from nostrils or eyes.

If the principal, school secretary, or lead teacher decides a student is not in condition to remain in school, the parent will be contacted and will be expected to make immediate arrangements to have the student picked up from school.

CHILDREN MUST REMAIN OUT-OF-SCHOOL FOR 24 HOURS AFTER THE FEVER, DIARRHEA, OR VOMITING ENDS.

For example:

A child who last vomits in the morning before school must not attend school that day.

A child who last vomits at 4:00 in the afternoon must not attend school the next day.

Minor Medical Treatment

The office staff or designee will treat scrapes, scratches and minor concerns, so that the child is made as comfortable as possible for the return to class.

Medications

***** Please read carefully*****

If a student must receive prescription or non-prescription medication at school, a Medication Authorization Form must be completed by the parent or guardian and signed by a prescribing physician. This form must be on file in the

office before medication may be administered.

Please take the Medication Authorization Form with you when you visit your doctor. (See addendum)

Students are **NOT** allowed to carry prescription or non-prescription/over-the-counter medications with them. This includes cough drops and throat lozenges. The only exceptions are for an Inhaler or Epi-Pen. Both require a Medication Authorization form signed by a doctor.

Medications must be brought to the office by an adult and all medications must be locked in the school office. The only exception to this policy will be for students who require a rescue inhaler for asthma. A Medication Authorization Form must also be completed for inhalers. (See addendum)

Prescription medications must be in the original container provided by the pharmacy and the labeled and include the following information:

Name of student
Name of medication
Dosage
Time to be taken
Doctor's name
Duration

Non-prescription or over-the-counter medications must be in the original container and the student's name must be affixed to the container. Expired medication will not be administered. Medication will not be supplied by the school or school personnel.

All requests for self-administration of medication will expire at the end of the school year, unless a shorter date is indicated on the Medication Authorization Form.

Parents will pick up unused medications within one week of the ending date listed on the form. Medications that are not picked up within one week will be disposed of by the principal and a witness. At the end of the school year, all left over medication will be destroyed unless picked up on the last day of school.

The office staff or designee will dispense medications only if proper authorization is on file. Parents are permitted to come and administer medications at any time.

Head Lice

When a case of head lice is discovered all students in that class will be notified by a note sent home the day of the discovery. When this occurs, parents should check their child's hair at home and be alert to the nape of the neck and behind the ears. Persistent itching and scratching of the scalp may be an indication that head lice are present. Look for nits (lice eggs) which are small silvery egg cases attached to the individual hairs. They cannot be removed unless pulled the full length of the hair. The following explains the procedure if head lice are found.

Recommended procedures:

1. Consult your physician for diagnosis and treatment. The hair of the infested child and all members of the family should be washed with medicated shampoo or treated with medicated conditioner. Please note the amount of time that it is allowed to stay on the hair before rinsing. Non-prescription treatments such as RID, A-200 Pyrinate, and Nix are available. Other treatments are available by prescription only. Follow the directions carefully.
2. After using an anti-lice treatment, parents must be prepared for the often tedious process of removing all nits in the child's hair. While these products effectively kill the lice, all of the nits may not be killed, and the survivors will hatch in a week to ten (10) days, re-establishing the infestation. Nits can be removed with a nit comb but fingernails must be used for the ones left behind. Since lice can be transferred onto clothing, the child should remove shirts and undershirts before shampooing and put on clean clothing afterwards. To be sure the treatment has been effective, parents should look for new nits on a daily basis for ten (10) days following treatment. If lice or new nits appear, re-treatment will be necessary.
3. It is widely agreed that clothing and bed linens are to be washed in hot water and dried in a hot dryer. Combs and brushes can be soaked in the louse shampoo for an hour or in very hot water. Rugs and mattresses and upholstered furniture should be vacuumed carefully to pick up living lice or nits that are attached to recently fallen hairs. Please avoid spraying the furniture and rugs with insecticide. It may be dangerous to children and pets.
4. If a child is found to have head lice, the child must be treated and all nits must be removed from the hair before returning to school.

Returning to school:

If your child is sent home, he/she may return to school after being treated with a head louse shampoo or conditioner and all nits are removed. PLEASE SEND PROOF OF TREATMENT (i.e., a doctor's note, label, or box from shampoo).

Parents of your child's friends should be notified so that their child may be checked and treated if necessary.

Legal Notifications

The following notifications are required by Federal or State laws. If you have any questions about them, please contact the school office.

Asbestos Notification

We are required by law to make an annual notification of the presence of asbestos containing materials at St. Mary's School. St. Mary's School is in compliance with all Federal and State guidelines. We are required to complete a thorough re-inspection every three years and periodic visual surveillance every 6 months. An asbestos operations and maintenance manual is available for review in the school office. As of July 2007, no major abatement projects are expected in the next year. Minor maintenance may occur periodically throughout the year by a person trained in handling asbestos containing materials.

Our last thorough re-inspection was completed in November 2006.
Our next thorough re-inspection is due in 2009.

Child Abuse Mandatory Reporting

All school teachers and employees in the State of Illinois are mandated by Section 4 of *The Abused and Neglected Child Reporting Act* to report suspected abuse or neglect of a child. The Act states: "Any school personnel having reasonable cause to believe a child known to them in their professional capacity may be an abused child or a neglected child shall immediately report or cause a report to be made to the Department of Children and Family Services (DCFS)." Reports of this nature are required by law and done in the best interest of the child involved.

Child Predator Notification

As of January 1, 2007, all schools in Illinois are required to provide parents with information on how to locate the sex offender registry. The following websites may be helpful:

National Sex Offender Registry: <http://www.nsopr.gov/>

Illinois State Police Sex Offender Registry: <http://www.isp.state.il.us/sor/>

Family Watch Dog: <https://secure.familywatchdog.us/whowere.asp>

Illinois Textbook Loan Program

The Illinois Textbook Loan Program was authorized in 1975 to provide textbooks to students enrolled in grades K-12. The State of Illinois provides funds through the Illinois Textbook Loan Program for a school to purchase needed approved curriculum resources. In previous years, schools were required to receive from parents/guardians a form that ISBE entitled "Student Request for the Loan of Textbooks." The form is no longer required and has been replaced by the following paragraph.:

Illinois School Code requires schools to provide parents with a brief written explanation of the textbook loan program and the process for a parent/guardian or student to request the loan of a secular textbook in a student handbook, newsletter, or flyer or by similar means. A parent/guardian or student may request the loan of a secular textbook by submitting an individual request (see Section 18-17 of the School Code) to the building principal of the student's school.

State School Meal Program

St. Mary's School participates in the Illinois Free and Reduced Breakfast and Lunch program. Applications for free or reduced price meals are available upon request in the school office. Families are encouraged to review the income guidelines and to apply for this program. Students will receive a free or reduced breakfast and lunch when the application is approved. Many of our families participate in this program and students are not identified in any way. All students go through the lunch line in the same way and their name is marked off as eating a meal. When the meal is recorded in the computer, our software program automatically charged the family meal account the appropriate rate: full price, reduced price, or free.

Internet Access Policy

Computer Ethics

Use of the St. Mary's technology/communication system is a privilege that may be revoked by the administration, faculty, or staff at any time for abusive conduct. Such conduct may include, but is not limited to, the placing of unlawful information on the system; the use of obscene, abusive, or otherwise objectionable language in either public or private messages; or violation of the student Computer Code of Ethics as stated below. All abuses of computer privileges are considered serious offenses. Offenses that are unlawful, obscene, abusive, or otherwise objectionable, may result in expulsion from St. Mary's Catholic School. The St. Mary's administration, faculty and staff reserve the right to review and remove any student's files and data records used on the St. Mary's technology/communication system, which violate the Code of Ethics below.

Diocesan policy #C-404, governing computer software use and the federal copyright law is included in the diocesan policy book located in the office or can be found on-line at: http://www.cdop.org/files/cdop_documents/C404.pdf

Computer Code of Ethics

1. I will not use the technology/communication system at St. Mary's to harm, slander, injure or ridicule others.
2. I will not interfere with others' use of the technology, including opening the files of others without their permission.
3. I will not use the computer to steal.
4. I will not use the computer to misrepresent my school or myself.
5. I will not copy software for which I have not paid.
6. I will not use equipment without authorization.
7. I will not copy text or ideas from the technology resources without permission from the author or referencing source.
8. I will be responsible for any consequences that arise from or that are a result of my computing activities.
9. I will use both the equipment and the programs in ways that show consideration, care, and respect.
10. I will be financially responsible and liable for any damages to either hardware or software resources that result from inappropriate or abusive behavior.
11. I will not allow another person to use my logon (ID) and password, nor will I use anyone else's ID and password.
12. I will abide by all rules and regulations of the system as changed or added from time to time by the administration of St. Mary's.
13. I will address all concerns regarding the use of technology first to the supervising teacher and then to the St. Mary's administration
14. I will use the technology/computer system to further my education at St. Mary's Catholic School and will share my growing knowledge with others at St. Mary's.
15. I recognize that all students deserve access as conditions permit.
16. I will not violate the terms and conditions of the Authorization for Internet Access as stated below.
17. I will not tamper with or change the computer settings, for instance;
 1. Changing desktops
 2. Adding or changing programs
 3. Deleting history
 4. Vandalizing work stations (this includes, but is not limited to drives, keyboards, mice, monitors and CPU cases.

Authorization for Internet Access

All student use of the Internet shall be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, communication, and the fostering of innovative methods for learning and research. This authorization includes rules that do not attempt to state all required or prescribed behavior by users. However, some specific rules and examples are included. The failure of any user to follow the terms and conditions of Internet access will result in the loss of those privileges and may result in further disciplinary action. Student misuse of computers, networks, or the Internet may result in legal liability for the student and/or his or her parents.

The purposes of providing Internet access to St. Mary's Catholic School is to provide access to new means of gathering information; to provide research experiences; and to teach responsible use of computers, networks, and the Internet. To that end, St. Mary's reserves the right to limit access by students and to prohibit student access to network resources, Internet files, information, or sites which St. Mary's employees believe are not appropriate to the educational activity assigned or permitted.

Terms and Conditions

These rules may be supplemented at any time at the discretion of the school. Any supplemental rules will immediately be binding upon students.

1. **Acceptable Use** - Access to the school's Internet must be for the purpose of education or research and be consistent with the educational objectives of the school.
2. **Privileges** - The use of the school's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. St. Mary's personnel responsible for providing networking services and school employees have the right to make all decisions regarding whether or not a student has violated applicable rules and may deny, revoke, or suspend student access at any time. Such decisions are final.
3. **Unacceptable Use** - A student is personally responsible for his or her actions and activities involving school computers, the St. Mary's network, or the Internet.
4. **Network Etiquette** - While using the Internet, students are required to abide by the generally accepted rules of network etiquette. These include, but are not necessarily limited, to the following:

- a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language or symbols.
 - c. Do not reveal the identification, password, personal addresses, or telephone numbers of self or others.
 - d. Do not use the network in any way that would disrupt its use by other users.
 - e. Consider all communications and information accessible via the network to be private property.
5. **No Warranties** - The school makes no warranties of any kind, whether expressed or implied, regarding the use of computers, St. Mary's network, the Internet, or the accuracy, correctness, completeness, or reliability of any information, files, or software. The school will not be responsible for any damages for any of the foregoing, including loss of data, non-deliveries, missed-deliveries, or service interruptions, whether caused by its negligence, user errors or omissions, or other defects. Use of any information obtained via the Internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through use of St. Mary's network or the Internet.
6. **Indemnification** - The parent or guardian, by signing below, in consideration of St. Mary's Catholic School providing his/her student with the school network and Internet access, agrees to indemnify the school for any losses, costs, or damages (including reasonable attorney fees) incurred by the school relating to, or arising out of, any breach of these or other school rules by the student in using computers, St. Mary's network, and the Internet.
7. **Security** - Network security is a high priority. If a student identifies a security problem or failure on the school computers, the school network, or the Internet, the student is required to notify the supervising teacher or the building principal. The following rules apply to network security:
- a. Students must not demonstrate any security problem to any other users.
 - b. Students must keep the account and password confidential. A student providing an account or a password to another or using or attempting to use another individual's account or a password violates this rule.
 - c. Attempting to log onto or use school computers, the school network, or the Internet using any other person's account, password, or identification is a violation of these rules.
8. **Privacy** - Electronic communications and downloaded material may be monitored or read by school officials.

Students and parent(s)/guardian(s) need only sign the **Authorization for Internet Access** once while enrolled in St. Mary's Catholic School. Such signatures are required for and constitute all of the following:

1. Authorization by parent(s) or guardian(s) allowing their student(s) access to the school network and the Internet;
2. Agreement that the student is bound by the rules set forth in this authorization and any other rules adopted by the school from time to time in respect to computer, school network, or Internet Use, and
3. Agreement by the parent(s) or guardian(s) to be bound by the terms of this authorization and agreement.

I understand and will abide by all rules contained in this **Authorization for Internet Access** and any other rules of computer, school network, or Internet use adopted from time to time. I further understand that should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken against me.

I have read this Authorization for Internet Access. I understand that access is designed for educational purposes and that the school attempts to bar access by students to certain material, which is not in furtherance of educational purposes. However, I also recognize it is impossible for the school to restrict access to all controversial and inappropriate materials. I will hold harmless the school and its employees and agents from any cause of action related to my child obtaining access to materials or software which are inappropriate. Staff will do all they can to keep students from accessing inappropriate material. I accept full responsibility for supervision of my child if and when my child's use is not in a school setting. I have discussed the terms of this Authorization and the rules with my child. I hereby request that my child be allowed access to the school network and the Internet.

Student(s) Name(s): _____

Parent Signature: _____ Date: _____

Athletics

St. Mary's has a long history of athletics and we pride ourselves in offering a variety of sports and extra curricular activities for students. Organized teams are formed for students in grades 5-8 in boy's basketball, girl's basketball, volleyball, track and field, and cheerleading. All St. Mary's students who are in 4th grade are permitted to participate at the 5th grade level when additional players are needed to complete a roster.

Athletics Association

The Athletics Association, with the approval of the principal, plans all aspects of the athletic programs at St. Mary's. Our entire athletics' staff is comprised of volunteers. We would not be able to provide our students with an athletics program without everyone's assistance. The Athletics Association is open to any family with a student involved in athletics at St. Mary's School and any parish member with an interest in promoting school athletics. The Athletics Association will operate according to the Athletics Association By-Laws as approved by the St. Mary's Parish Education Commission. A copy of these by-laws will be made available upon request.

Athletics Association Board for 2009-2010: Charles Ely, Athletic Director
Frank Ripsom, Treasurer Megan Namoff, Volunteer Coordinator
Lisa Falasz, Secretary Suzette Hawkins, Faculty Advisor

Athletics Association Meetings

The Athletics Association Board will meet on a regular basis throughout the year. If you would like to address the Athletics Association Board, please contact the Athletics Director.

The Athletics Association will hold general member meetings at various times throughout the year. All Athletics Association Members are welcome to attend. Meetings will be announced through Tuesday Notes and the parish bulletin.

IESA

Illinois Elementary School Association (IESA) regulates interscholastic activities in the state, including sports, scholastic bowl, speech, and music competitions. St. Mary's School holds a limited membership to the IESA, however, we strive to follow IESA guidelines whenever possible and practical.

For 2009-2010, we hold an IESA Membership for Track.

Student Participation

Based on Catholic Diocese of Peoria School Athletics Policy, only students enrolled in St. Mary's school are eligible to participate in athletics and extra curricular activities that represent our school.

Participation Fee

There will be \$5 or \$10 "Activity Fee" required of each participant per each sport or activity they participate in. The specific amount of this fee is determined by length of season and specific budgetary needs for the athletic department.

Eligibility

Participation in sports and other extra-curricular activities is a privilege offered through the school. Students forfeit this privilege if academic standards are not met and/or conduct is deemed unacceptable. Extra-curricular activities include, but are not limited to, athletics, cheerleading, drama club, student council, yearbook club, and chess club.

Conduct Eligibility

A student may be deemed ineligible to participate for inappropriate conduct. School personnel will notify the student, parent, coach or moderator, Athletic Director and other key personnel involved when the student becomes ineligible.

Academic Eligibility

A student shall be doing passing work in all subjects in order to participate in athletics and extra curricular activities. Academic Eligibility will be determined every *Thursday*. School personnel will notify the student, parent, coach or moderator, Athletic Director and other key personnel involved when the student becomes ineligible.

For fall sports, the first eligibility check will be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check will begin the week prior to the first contest of the activity.

A student will be placed on **probation** for receiving an average grade of "D" in any subject.

A student will be deemed **ineligible** for receiving an average grade "F" in any subject.

A student on probation may practice and participate in games/activities.

A student deemed ineligible may practice but will not be allowed to participate in any game/activity for that week. The student may attend the game, but will not wear a uniform. A student who is ineligible to play and violates this rule will be suspended for 2 games.

After a total of three weeks of probation in a quarter, the student may be suspended from all activities for one week. Additional weeks of probation may result in further suspension and/or expulsion from the team/activity.

A student ineligible to play may be required by the coach to complete homework during practice time rather than participate in the practice. Additional weeks of ineligibility may result in further activity suspension and/or expulsion from the team/activity.

The principal reserves the right to review individual cases and make adjustments in the best interest of the student, the team/activity and the school. Exceptions will only be granted under exceptional circumstances.

Parent Meeting

At least one parent must attend the parent meeting scheduled before the start of the season.

Service Requirements

Each family must complete **20 hours of service per athlete**. This service must be related to athletics and is in addition to school service hours. This level of service is necessary for our school to be able to hold athletic events. Without everyone's help, we can not staff all of our athletic events. Any hours of service beyond the required 20 per athlete may count toward school service hours.

Parents will be asked to sign up for home-game shifts at the parent meeting. Once you sign up for a shift, if you are not able to work your shift, it will be your responsibility to find a substitute. In order to work at athletic events, parents must comply with all volunteer requirements listed below.

All volunteers must have on file:-

- Volunteer Code of Conduct (see addendum)
- Background check through DCFS (CANTS form)
- Background check through the Illinois State Police (Fingerprinting)
- Proof of completion of the Safe Environment training or the VIRTUS Program, "Protecting God's Children for Adults."

Service hours may be completed by parents, grandparents or other family members as long as they have completed all volunteer requirements listed above.

If you are unable to complete any of the volunteer requirements listed above, please contact the principal or athletic director. Volunteer opportunities that do not involve working around children will be arranged.

Student Insurance

For the 2008-2009 school year, St. Mary's School has purchased Accident Insurance for every student. This insurance is in effect for athletic events at both home and away games.

Liability Waiver

All students involved in athletics must have a signed Liability Waiver on file.

The Liability Waiver must be on file before the first tryout or practice.

Physicals for Athletics

All students in grades 4-8 planning to participate in any formal athletic program must submit a physical, performed within the last calendar year and signed by a physician, stating that the student is in good physical health. **The physical form must be on file before the first tryout or practice.**

Uniform Care

St. Mary's Athletic Association purchases new uniforms for teams on a rotating basis. In order to keep our uniforms in good condition, all uniforms should be turned inside out (except reversible jerseys) and laundered in cold water on a gentle cycle. Hang or lay flat to dry. Avoid ironing or exposing the decals to dryer heat.

Uniform Deposit

In order to ensure the prompt return of all uniform pieces at the end of each season, a deposit of \$25 per player per sport will be required before a uniform is issued. This deposit will be returned at the end of the season when all uniform pieces are returned. Athletes should bring a change of clothes to the final game so that uniforms may be collected at that time. The Athletics Association will launder all uniforms before they are stored at the end of each season.

Spectators/Gymnasium

- Gum is not permitted in the building at any time. Please wrap gum in a piece of paper and put it in the trash can located near the front door.
- Food and drink are not permitted in the gymnasium. Food and drink must be consumed in the cafeteria area.
- Players who are involved in school sponsored athletics may have water or sports drinks in the team bench area located by the stage and in the locker rooms. Any spills must be cleaned up immediately.
- The balcony located above the bleachers is off limits to everyone, except authorized personnel. Students are not permitted to hang on or climb the ladder leading to the balcony.
- During warm months, the curtain located on the stage should remain closed at all times with the exception of special performances and athletic events. Our building's cooling system is designed to work most efficiently with the curtains closed.
- Students are not permitted to operate the stage curtains without permission from the principal or parish staff. Students should not play with the curtains.
- Do not jump off the stage to the gym floor. Please use the stairs.
- The newer halogen lights are to be used for all activities. These lights take several minutes to warm up and perform at capacity. Please be patient. The smaller, older lights come on instantly, but use a great deal of electricity and should not be used without permission from the principal or parish staff.
- The storage area under the stage is off limits to students. Doors should remain closed and locked at all times.
- Do not kick balls at the lights, speakers, banners, or at other items hanging in the gym. Violators will be held responsible for intentional damage.

Home and School Organization

The objective of St. Mary's Home & School Association is to develop and promote the St. Mary's School Community while contributing to the financial needs and well being of the school's students, faculty, administration, staff, and parents.

Membership

The Home & School Association is open to any parent with a student enrolled at St. Mary's School. The Home & School Association will operate according to the Home & School By-Laws as approved by the St. Mary's Parish Education Commission. A copy of these by-laws will be made available upon request.

If you have any questions or suggestions about Home & School, you may contact one of our Board Members. Our 2008-2009 Board Members are:

President: Karie Ridinger
Vice President: Sharon Dixon
Treasurer: Lacey Bordewick
Secretary: April Vargas
Advisors: Michelle Chong, Tim Ervin

The Home & School Board meets on a regular basis throughout the school year. If you would like to address the Home & School Board, please contact the president.

The Home & School Association meetings are held on a quarterly basis. We welcome any suggestions you have for topics. Approximately one week before the scheduled Home & School Meetings we will send home an agenda for the upcoming meeting. A budget report will also be available at each Home & School Meeting.

Home & School Sponsored Activities

Annual Fundraisers, Grandparent's Day, Teacher's Appreciation Week, The Giving Tree (Christmas for Needy Families), Technology Fund, Playground Fund, Refreshments for Meet Your Teacher and after Christmas and Spring Concerts.

Student Sponsored Activities

Home & School sponsors many student activities that include, but are not limited to: Chess Club, Drama Club, Yearbook Club, Catholic Schools Week, Student Council, School Store, Year End Celebration, Eighth Grade Graduation Activities.

Fundraising

Your financial contributions, fundraising efforts, and service hours support many events and enhance our school community. Home & School also utilizes necessary funds to enhance the educational programs at St. Mary's school including special programs and presentations, field trips, transportation to special events, educational materials, playground improvements, technology improvements, scholarships and much more. Without your support, these and many other activities sponsored by Home & School would not be available for all of our children to enjoy.

Fall Festival and Chili Cook-Off: Saturday, October 17, 2009 at the Bloomington Sale Barn

This new fundraising event replaces the previous Nestle Beich Candy Sale. More information will be available regarding the Festival after the opening of school. All school families are required to participate in selling advance tickets and will hopefully also participate in volunteering for, attending and enjoying the event.

Lenten Fish Fries

Lenten Fish Fries are a tradition of St. Mary's School. They are community events that are attended by the public and serve as a way to unite our parish for a common cause and to invite others into our parish and school. All school families are required to participate in planning and/or working at the Fish Fries. All proceeds from the Fish Fries are for St. Mary's Scholarships fund. These funds provide tuition assistance to students who could otherwise not afford a Catholic education. Many parish members continue to work at the Fish Fries long after their children graduate from St. Mary's. We are grateful for their service.

Farmer's Market

St. Mary's School occasionally has a baked goods booth at the Bloomington Farmer's Market. Student and parent volunteers set up the booth and sell baked goods donated by school families and friends of St. Mary's.

All fundraising activity is for the benefit of St. Mary's School and helps to off-set tuition costs for everyone.

VOLUNTEER CODE OF CONDUCT

Our children are the most important gift God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines of this Volunteer's Code of Conduct as a condition of my providing services to the children and youth of St. Mary's Parish and School and the Catholic Diocese of Peoria.

As a volunteer, I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at activities.
- Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator, or approved supervisor and The Department of Children and Family Services. (DCFS) I understand that failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor.

As a volunteer, I will not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Possess any health risk to children and/or youth (i.e., no fever or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

I understand that as a volunteer working with children and/or youth, I am subject to a thorough background check including criminal history and fingerprinting. I understand that any action that is not consistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer with children and/or youth.

Volunteer's Printed Name

Volunteer's Signature

Date: _____

**St. Mary's School
Medication Authorization Policy**

If a student must receive prescription or non-prescription medication at school, a Medication Authorization Form must be completed by the parent or guardian and signed by a prescribing physician. This form must be on file in the office before medication may be administered.

Please take the Medication Authorization Form with you when you visit your doctor.

Students are **NOT** allowed to carry prescription or non-prescription/over-the-counter medications with them. This includes cough drops or throat lozenges.

Medications must be brought to the office by an adult and all medications must be locked in the school office. The only exception to this policy will be for students who require a rescue inhaler for asthma. A Medication Authorization Form must also be completed for inhalers.

Prescription medications must be in the original container provided by the pharmacy and the labeled and include the following information:

Name of student
Name of medication
Dosage
Time to be taken
Doctor's name
Duration

Non-prescription or over-the-counter medications must be in the original container and the student's name must be affixed to the container.

Expired medication will not be administered.
Medication will not be supplied by the school or school personnel.

All requests for self-administration of medication will expire at the end of the school year, unless a shorter date is indicated on the Medication Authorization Form. Parents will pick up unused medications within one week of the ending date listed on the form. Medications that are not picked up within one week will be disposed of by the principal and a witness. At the end of the school year, all left over medication will be destroyed unless picked up on the last day of school.

The office staff or designee will dispense medications only if proper authorization is on file. Parents are permitted to come and administer medications at any time.

St. Mary's School Medication Authorization Form

Name: _____ Birth Date: _____

Physician: _____
Print Name Address Telephone

As the parent/guardian, I understand that it is the policy of St. Mary's School that as a regular and normal practice, medication should not be administered to a student at school or when such student is involved in school activities. However, in order to provide for the critical health and well-being of students, under exceptional circumstances, medication may be administered during school hours by a certified school nurse, a registered nurse, administrative personnel, administrative designee, or self-administered by a student. I further release St. Mary's School and individual members thereof, and its employees shall be indemnified and held harmless from any and all claims arising out of administration of said medication.

I request that my child be assisted in taking the medication(s) described below at school by authorized persons or be permitted to medicate himself/herself as also authorized by me and my physician (see below). I further consent to the sharing of relevant medical information between the school and the physician's office.

DateParent/Guardian SignatureHome PhoneEmergency Phone

The following section MUST be completed by the PHYSICIAN.
 All items must be completed before the school will approve administration of medication

Medication	
Time to be administered	
Dose	
Start date	
Stop date	
Purpose/Diagnosis	
If "as needed", describe indications	
How soon can dose be repeated	
Medication side effects	
Other medications student is taking	

Is child authorized to self-medicate? Yes No

Is the administration of this medication necessary during school hours in order to allow the child to attend school or to address the student's medical condition that may arise at school? Yes No

Date Physician's Signature/Stamp Physician's Telephone

To be completed by St. Mary's Principal: Approved: _____ Not Approved: _____

Reason if not approved: _____

Principal's Signature: _____ Date: _____

Date Medication picked up: _____ Date Medication destroyed: _____

Signature If Destroyed: Principal: _____ Witness: _____

PERMISSION FORM FOR SCHOOL/PARISH TRIP

Participant's name: _____

Birth date: _____ male: _____ female: _____

Parent/Guardian Name: _____

Home Address: _____

Home Phone: _____ Business or Cell Phone: _____

I _____, grant permission for my child _____, to
Parent's name Child's name
participate in the following activity at the location away from the school/parish. The activity will take place under the guidance and direction of school/parish employees and/or volunteers from St. Mary's School/Parish.

Type of event: _____

Destination of event: _____

Individuals in charge: _____

Estimated time of departure: _____ Estimated time of return: _____

Mode of transportation: To event: _____ From event _____

My child is to bring the following items: _____

I understand the risks such trip presents to my child, including, but not limited to, serious personal injury or death. Any questions I have concerning this activity have been answered. As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above named minor ("participant"). In consideration for my child being allowed to make this trip, I hereby **RELEASE AND AGREE TO INDEMNIFY AND HOLD HARMLESS** the Diocese of Peoria, St. Mary's School/Parish, from any and all liability for injuries, damages, medical expenses, and or any other loss to my child or family or me (including attorney's fees) rising from or related to my child's participation in this activity.

Parent/Guardian

Date

Parent/Guardian

Date

DRIVER DECLARATION/INFORMATION SHEET

DRIVER:

Name _____ Date of Birth _____
Address _____ Social Security # _____
_____ Phone # _____
Drivers License # _____ Date of Expiration _____

VEHICLE THAT WILL BE USED:

Name of Owner _____ Model of Vehicle _____
Address of Owner _____ Make of Vehicle _____
_____ Year of Vehicle _____
License Plate # _____ Date of Expiration _____

Registration Expiration: _____

If more than one vehicle is to be used, the aforementioned information must be provided for each vehicle.

INSURANCE INFORMATION*

When using a privately-owned vehicle, the insurance coverage is limit of the insurance policy covering the specific vehicle.

Insurance Company: _____

Policy #: _____ Date of Expiration: _____

Liability Limits of Policy**: _____

* A copy of Proof of Insurance card should be attached.

**Please note: The minimal, acceptable liability limit for privately-owned vehicles in \$100,000/\$30,000.

CERTIFICATION:

I will be transporting students/minors of St. Mary's School/Parish to and from the following activities:

_____ My transportation of students/minors shall be limited to transport directly related to and from this activity.

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport participants to the event.

I further recognize that there are certain risks associated with the transportation and supervision of students/minors. I hereby RELEASE AND AGREE TO INDEMNIFY AND HOLD HARMLESS the Diocese, the parish, the school, their employees and agents, and the volunteers assisting the school/parish, from any and all liability for injuries, damages, medical expenses, or any other loss suffered to my property or me (including attorneys' fees) arising in any way from or related to this activity or the transportation of students/minors to and from the activity.

Driver _____ Date _____

POSSESSION OR USE OF WEAPONS OR LOOK ALIKE WEAPONS IN SCHOOL

Catholic schools in the Diocese of Peoria teach and uphold the sanctity of human life. Virtues such as respect for others, peacemaking, and self-discipline are foundations of Catholic education. Furthermore, a safe academic and social environment is essential for learning and Christian formation. The possession of weapons not only disrupts the school's learning environment, it fundamentally violates the sanctity of human life by threatening the very health and safety of teachers and students. Therefore, diocesan schools have a zero tolerance towards weapons.

It is strictly forbidden for any student to possess, use, attempt to use, manufacture, distribute, purchase, trade or sell (or seek the sale or trade of) any weapon on school premises or at any school-related activity or function, including but not limited to travel to and from school and/or school related functions. Possession means having a weapon on one's person or in an area subject to the student's control such as desks, lockers, backpacks, and vehicles. Any student possessing, using, attempting to use, manufacturing, distributing, purchasing, trading or selling (or seeking the sale or trade of) weapons at school or any school-related function shall, at the discretion of the pastor and principal, be subject to immediate expulsion.

Weapons are defined as any object, device or instrument that has been designated, created, adapted, or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including but not limited to anything which resembles such items). Weapons include:

- Any firearm or ammunition (pistols, rifles, shotguns)
- Air guns, pellet guns, BB guns, blowguns, slingshots, etc.
- Look alike, stun guns, toy guns or other weapons, and replicas of weapons
- Any knife or blade including switch blades, pocket knives, stilettos, swords, daggers, box cutters, razor blades, etc.
- Any club or club like object including billies, bats, blackjacks, and other bludgeons
- Metal knuckles, fused rings, or objects designed to produce similar effects
- Martial arts devices including nunchakus, klackers, kung fu sticks, batons, chains, etc.
- Projectiles including shurikens and similar pointed starlike objects, arrows, darts, etc.
- Mace, teargas, pepper spray or other propellants
- Explosive devices including fireworks, firecrackers, poppers, cap devices, etc.
- Poisons
- Armbands, bracelets, etc. having spikes, points, or studs
- Objects which have been modified to act as or resemble a weapon.
- Any article (laser pointers, belts, combs, pencils, scissors, etc) used to intimidate, threaten, and/or inflict bodily injury

Any student found to be in the possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials contacted. Upon notification of the student's parents and administrative review, the student shall be expelled from school.

In cases where there are substantial mitigating circumstances, the pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with students in grades K-3).

In the event that a student finds a weapon at school or at a school-related function, the student shall *immediately* notify a teacher, coach, or administrator about the weapon's location. In such cases, the student shall not be regarded as possessing a weapon. Teachers or students who require a facsimile of a weapon for a legitimate school/class project must first obtain approval from the principal prior to bringing the item into school.

Diocesan schools reserve the right to dismiss any student anytime whatsoever for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students.

Catholic Diocese of Peoria Policy
Adopted 4/04

POSSESSION OR USE OF WEAPONS OR LOOK ALIKE WEAPONS IN SCHOOL

In the event that a student is in possession of and/or uses a weapon or look alike weapon, the following procedures shall be implemented:

1. The weapon shall be immediately confiscated by the school administration. Proper discretion shall be used in confiscating weapons from students, taking into consideration such factors as the age of the student, the circumstances surrounding the event, and the potential danger posed by the student. If there is any potential risk to the safety of students and/or staff, school authorities shall call 911 and wait for law enforcement officers to disarm the student.
2. The Superintendent of Schools shall be contacted promptly and informed about the situation. The Superintendent will discuss the required procedures to be followed.
3. The student shall immediately be suspended pending the completion of an administrative review of the events.
4. The student's parent or legal guardian will be notified of the incident and asked to come to the school to remove their student from the building.
5. The police will be contacted, and the weapon turned over to their custody. Depending upon the nature of the incident, criminal charges may be filed.
6. The principal will conduct a complete investigation into the incident. All involved parties shall be interviewed and any pertinent information shall be documented in writing.
7. A meeting will be held with the principal, pastor, student, and parents. If the principal's investigation verified that the student possessed the weapon or look alike weapon, the student shall be expelled from school.
8. In the event of mitigating circumstances, the pastor may elect a disciplinary action other than expulsion, especially for students in Gr. K-3. The pastor may consider circumstances such as:
 - Is the violation merely technical in nature (e.g. squirt guns)?
 - Was the weapon displayed or used in a threatening manner?
 - Has the weapon caused harm, injury, destruction or damage?
 - Is the weapon commonly used by people for purposes other than used as a weapon (e.g. table knife)?
 - Did verbal threats precede the possession of the weapon?
 - Does the student have a prior disciplinary record of physical violence, aggression, causing injury or damage, and/or making threats to others?
9. The decision of the canonical pastor shall be final (cf. D-114). Any appeal of the decision must be submitted in writing directly to the Superintendent of Schools. A review of the decision will only consider whether it violates the applicable policy.
10. Parents may withdraw their child from the school at any point during the process. If the decision is made to withdraw, the official transfer form shall indicate that the student is not in good standing due to a pending disciplinary action.
11. If a student who has been expelled for a weapons violation applies for readmission in a subsequent school year, the school shall require an assessment by a mental health professional and/or professional counseling prior to reinstatement.
12. Upon advance written approval from the principal, a student, or school visitor may possess a weapon and/or look alike for the following reasons:
 - Possession and/or use is required as part of an authorized class or course.
 - Possession is part of an authorized school and/or class display or presentation
 - Possession and/or use is part of an official ceremony (e.g. honor guards, Knights of Columbus, etc.)
 - Possession is authorized as a stage prop
 - Possession and/or use is part of an authorized interscholastic sports activityPrior to granting such approval, the principal shall require a written outline documenting how student safety will be guarded throughout the duration of the project, display, presentation, or activity.

Office of Catholic Schools
Administrative Regulation
Issued: 4/04