

St. Mary School
STUDENT / PARENT HANDBOOK



2022-2024

424 East Broadway

Centralia, Illinois 62801-3255

Phone (618)532-3473 Fax (618)532-5180

Website: <http://smscentralia.org>

ST. MARY CATHOLIC SCHOOL

MISSION STATEMENT

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

-Revised 9 / 2002

-Reviewed 4 / 2006

-Reviewed 3 / 2013

-Reviewed 10/2021

-Reviewed 12/2022

STATEMENT of PHILOSOPHY

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

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

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

-Reviewed 10/2021

ADMINISTRATIVE ORGANIZATION

The Ordinary (Bishop)

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

The Pastor

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

The Superintendent

The Superintendent is the administrator of Diocesan schools and is responsible for issuing policies approved by the Diocese. The superintendent will also oversee student and personnel issues.

The Principal

The principal is the administrator of the school and is responsible for implementing policies established and approved by the Diocese and St. Mary School Board. The principal is also expected to perform other duties as specified by the job description (Diocesan Regulation 2211.2).

The Faculty

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

The St. Mary School Advisory Board

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

The St. Mary Parent-Teacher Organization

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

PRINCIPAL'S MESSAGE

Welcome to St. Mary Catholic Grade School. The teachers, staff, and religious of this learning community have helped to make the school outstanding in academic achievement and strong moral development since 1867. With the help of supportive parents, we can achieve molding the whole child and preparing them for subsequent stages of life.

This handbook is meant to provide details of our mission, policies, procedures, and expectations. Additionally, St. Mary subscribes to the latest online portal to keep parents and families updated on grades and school/parish events.

Please know that St. Mary School provides an environment with the well-being of all students as the main priority. If you have any questions about the handbook, please email mariapryor@stmarycentralia.org

Blessings,

Mrs. Maria Pryor

VISION STATEMENT of SAINT MARY CATHOLIC SCHOOL

The vision of Saint Mary Catholic School is to teach as Jesus taught. SMS strives for the development of the whole child through participation in the sacramental life of the Catholic Church. SMS will provide superior academic preparation through a challenging curriculum, while promoting the ongoing formation and spiritual growth of the next generation of Catholic leaders to live the Gospel and to meet their full potential in preparation for a life of service in society.

Daily Schedule

- 7:30 a.m. Students enter the building**
- 8:00 a.m. Students report to class and prepare for day**
- 8:15 a.m. Bell—any student who arrives after this bell is counted tardy**
Announcements, Pledge of Allegiance then Morning Prayer and Discussion
- Lunch/Recess:**
- 10:55 a.m. - 11:35 p.m. PK/K and K grade lunch/recess**
- 11:20 a.m. - 12:00 p.m. 1st-4th grade lunch/recess**
- 11:45 a.m. - 12:30 p.m. 5th-8th grade lunch/recess**
- 3:00 p.m. Dismissal bell for all students (PK/K students are dismissed at 2:55 p.m.)**

Office Hours

School Office hours are 8:00 a.m. to 4:00 p.m. daily. Summer hours as announced. Office closed during the month of July.

SCHOOL POLICIES & PROCEDURES

ABSENTEEISM / ATTENDANCE/TARDINESS/TRUENCY (Diocesan Policy# 5113.1)

The importance of regular attendance regarding a child's progress cannot be overemphasized. Parents/legal guardians are highly discouraged from taking children from classes for vacations or trips at any time during the school year. This is especially true concerning the beginning, end of or near holidays during the school year. Each teacher will keep an accurate record of the student's daily attendance.

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

Leaving School Early

Students who need to leave school early for medical purposes (doctor or dental appointments) must bring a note to the office before leaving school. The note should include: (1) the requested dismissal time, (2) the reason the student needs to leave early, and (3) a parent signature. If a student is ill during the day, the student must check out in the office before leaving the building. Students should not arrange for parents/guardians to pick them up; a school representative will contact the parents/guardians.

Absences

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

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

Excused Absence: An excused absence is recognized as: • A student's personal illness • A death in the immediate family • A family emergency • Medical visits • Family vacations (up to 5 school days) • Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health • Other situations beyond the control of the student (such as court appearances) • Other reasons approved by the Principal. A health care provider's note may be required to excuse a student and/or for returning to school after the third consecutive day of being reported ill. If medical documentation is not provided, the absence may be marked "unexcused." Students who have 9 or more cumulative days of absences due to being sick may be required to provide a doctor's note to excuse the absences.

Unexcused Absence: An unexcused absence is defined as an absence from school for a reason other than those listed above as an excused absence and/or an absence not authorized by the student's parent/guardian or the Principal. When a student's absence is unexcused, the parent/guardian may recognize the absence as being valid or legitimate; however, the school does not. The following are unexcused absences (even with parent/guardian consent): • Missing the bus • Family vacations that are 6 or more school days • Needed at home • Other avoidable absences.

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

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

Tardiness: Students are expected to be in class on time so they may maximize their learning opportunities. Teachers and the Principal will monitor student tardies. Students may be considered tardy if they arrive after the bell has rung at 8:15 am. (When a student arrives at school after 30 minutes of the start of the school day, the student will be considered half day absent.) Tardy detention will be given after a student receives five (5) tardy slips. This after-school detention will be served until 3:45pm. If a total of 15 tardy slips have been accumulated, the child will serve a day of in-school suspension.

Make Up Work

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

ADMISSION

St. Mary Catholic School admits students of any race, color, gender, national / ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. There is no discrimination based on race, color, gender, national / ethnic origin in administration of its educational policies, admission policies, rights, privileges, scholarships, local programs, athletics, administrated programs and activities generally accorded or made available to students at the school and other school administered programs. (Diocesan Policy # 5111.1)

Students will be admitted to St. Mary School accordingly:

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

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

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

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

State Law requires those students entering Kindergarten to be five years of age by the first day of September. A birth certificate and baptismal record, if applicable, must be presented upon registration. Exceptions allowed under the Illinois School Code must be approved by the principal, pastor, and Superintendent of Schools. (Diocese Policy #5111)

Any student who transfers will be on PROBATION. This probationary status will remain effective until such time as the student's school records are received from the transferring school, and a sufficient period has passed to assure the administration that any "special" needs of the child can be met by the existing school curriculum and resources. All student transfers at the 7th and 8th grade levels are accepted conditionally and students remain on probation for the entire year. Both the parent/legal guardian and the student shall sign an Enrollment Probationary Form.

Statement of Intent of St. Mary School

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

It is special and unique because it has:

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

ARRIVAL / DISMISSAL

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

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

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

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

ASBESTOS

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

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

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

CHILD PROTECTION POLICY

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

CLASSROOM VISITS

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

COMMUNICABLE DISEASES (HIV-AIDS)

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

COMMUNICATION/CONFERENCES

If a parent/legal guardian has any questions regarding the education of his/her child, the child's teacher should be called, and the problem explained. Communicating directly with the teacher is the most productive way of checking your child's progress. If, after consultation with the teacher, the problem is still not resolved, arrangements for a conference with the teacher and the principal should be made. Teachers will also contact parents/legal guardians when student concerns need to be discussed.

All notices from the school will be sent home in the family office envelopes with a child. He/she will be held responsible for taking the family envelope home and returning it on the following day.

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

Teachers' reports to parents shall consist of a printed quarterly Progress Report Card and/or electronic copy or electronic notification and, parent/teacher conferences. Mid-quarter Progress Reports shall also be issued in the same manner.

Parent/teacher conferences shall be scheduled at the discretion of the principal, at least once a year and whenever parents, teachers, or principals deem necessary. A Conference will be held at the end of the first quarter. Detailed information will be sent out prior to actual dates.

Printed Report of Pupil Progress (report cards) can be obtained through the school data management program. If a different form of report is used in a school, a copy of that form shall be forwarded to the Office of Education for approval. (Diocesan Policy #5124)

CONCUSSION PROTOCOL

See Appendix A

CURRICULUM

The following subjects are taught at all grade levels: Religion, Math, English, Spelling, Reading/Literature, Science, History/Social Studies, Music, Art, Health/Family Life and Physical Education.

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

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

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

DISCIPLINE

Behavior / Code of Catholic Christian Conduct (Diocese Policy # 5131)

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

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

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

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

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

Conduct by a student, parent, or employee is expected to be consistent with the Catholic/Christian principles of the school. These principles and expectations apply to students/employees both on campus and off campus during school (e.g., extended care, athletics, field trips, parish activities, etc.) and non-school sponsored programs and events. These principles and expectations apply during and after school hours, and during times when school is in session and when school is out of session.

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

Discipline Code – Rationale (Diocesan Policy #5144)

Students go through different stages of growth and development and each age has unique tendencies and characteristics. Times of rapid change and growth in a student may bring about some turmoil and stress.

All students go through these stages and express characteristics appropriate for their ages. Some do this more dramatically than others. Some may struggle more intensely, and some may experience a much smoother transition. Teachers, administrators, and parents need to recognize that negative behavior may accompany certain stages. Positive responses to students during these occasions will reinforce the positive qualities each student possesses and enable the student to learn and grow.

In order for a student to contribute, learn, and grow, the student will need to view the school as a basically kind, friendly, and supportive place. Therefore, the methods teachers use to limit negative behavior and promote positive behavior should be reflective of this view.

Discipline is a process that helps teach students ways to develop their own self-control so they can ultimately be independent, responsible, and have a strong reliable conscience. Teaching students self-control can be done in many ways that are helpful, supportive, and respectful of a child's individuality and humanity. Discipline should be considered a part of the learning process for a student, not a technique to be used when a problem arises. Often the term discipline is confused with the use of punishment, and the two are not the same but really opposed to each other.

True discipline is never humiliating or harmful to a student's body or self-esteem. A school with proper discipline is a school where a student is guided with wisdom, love, and firmness: a firmness that will steadily bring the student toward self-discipline. True discipline involves both preventive and corrective procedures for helping students take charge of their own lives, make decisions, and learn from the consequences of those decisions.

Negative forms of child control that are punitive in nature are basically harmful to students either physically, emotionally, or psychologically. Punitive controls do not promote self-discipline but create barriers between teacher and student by promoting fear, guilt, resentment, resistance, frustration, and irresponsibility. Teachers should be helpful to their students guiding them forward in a supportive spirit.

While positive approaches to discipline may not eliminate problems with students, using positive approaches will enable teachers and students to manage stressful situations with more respect and dignity for each other.

Positive Action

1. When a teacher's words are not succeeding, they need to accompany their words with helpful action. (This is not the same as having students pay for their misbehavior.)
 - Actions should be taken with an eye to helping students understand better the importance of limits and rules.

2. Teacher action is helpful when:
 - It is taken in a supportive spirit.
 - It is as closely connected as possible with the misbehavior so the student can learn from it.
 - It lasts only until the student demonstrates that he/she is once again able to handle the situation appropriately.
 - a. Discussion:
 - Verbally emphasize and clarify the teacher's expectations of the appropriate behavior desired and clarify consequences if student refuses to cooperate.
 - b. Temporarily withdraw or alter privilege:
 - A teacher may need to take this course of action until the student is better able to handle the situation in a responsible fashion.
 - c. A teacher may need to remove a student from a situation in which he/she is misbehaving:
 - A teacher may have the student take "time out" away from the other students within or outside the classroom area where the class is located. A student should never be placed outside a teacher's or supervisor's range of vision.
 - d. A student may need to be detained after school:
 - This action should be taken rarely and with prior approval of parents.
 - The time spent after school should be used to academically benefit the student.

Extreme Action

1. Suspension - Refer to Policy 5114.

2. Expulsion - Refer to Policy 5114.

Positive Approaches to Discipline

1. Clearly state expectations
 - Students need limits and boundaries clearly outlining the teacher's expectations for appropriate behavior.
 - Student input needs to be considered in establishing limits and boundaries for appropriate behavior.

2. Encouragement
 - The teacher should use phrases that show that he/she is confident that the student can accomplish what is set forth.

3. Appreciate efforts and improvement:
 - The teacher should let students know that their positive efforts are noticed no matter how small.
4. Acknowledge a student's appropriate behavior:
 - This will encourage and enforce it.
5. Be simple, clear, and emphatic in communication with students.
6. Give the reasons for rules and limits.
7. Make environmental changes to alter unacceptable behavior:
 - a. Set up alternate activities to break boredom.
 - b. Offer a mix of quiet as well as stimulating activity.
 - c. Allow ample time for breaks.
8. Allow students time to express their feelings and thoughts about problem situations.
9. Write a note to the students:
 - Sometimes writing brief notes to older students stating a teacher's concern can be helpful.
10. Offer choices.
11. Approach issues as problems to solve:
 - Discuss alternatives.
12. Be firm and kind at the same time.

Negative Methods of Discipline

The following negative methods of discipline are **NOT** to be used.

1. Verbal Abuse:
 - Sarcasm, ridicule, and humiliation.
2. ALL Corporal Punishment - Corporal punishment is **NOT** permitted at St. Mary School by either school/parish staff or parents.
 - Any form of physical abuse, such as (but not limited to) hitting, slapping, shoving, pushing, shaking, pulling hair, twisting ears, kneeling, is inappropriate and harmful.
 - The use of corporal punishment should be considered grounds for dismissal as set forth in Policy 4119.3.
 - **All** forms of **verbal abuse** and **corporal punishment** are to be avoided because they:

<ul style="list-style-type: none"> ○ Are not Christlike. ○ Are forms of violence. ○ Offer a poor model for handling conflicts. ○ Create resentment. ○ Do not teach correct rules or standards. 	<ul style="list-style-type: none"> ○ Make a student feel powerless and unworthy. ○ Can promote a poor self-image for a student. ○ Do not treat the student with respect. ○ Do not help to develop a student's self-control. ○ Perpetuate an unfair double standard. ○ Create an atmosphere of fear.
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3. Extra work of an academic nature unrelated to the offense:
 - For instance, written assignments must have some relationship to the offense.
4. Indiscriminate punishment of all students for the misconduct of a few students.

Definitions

Discipline policies rest upon these definitions:

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

Demerit – Recorded mark of misdemeanor kept on file. Three categories of demerits: tardy, behavioral, and uniform.

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

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

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

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

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

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

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

Procedures

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

1. Every effort should be made to resolve discipline problems within the realm of the classroom teacher. The teacher will confer with the student in private, attempting to resolve the situation in a positive and professional manner to the benefit of the student and the class.
2. The principal and homeroom teacher should be apprised of continuing disciplinary problems.

3. Record will be kept of demerits on each student in the event of misdemeanors. More than one demerit may be given for a specific incident and more than one demerit may be earned in a day.
4. Classroom rules will be established by each teacher and distributed at the beginning of every school year to our students.
 - A. **Detention** - A detention is given after receiving **5 demerits in any individual category**.
 A detention is time spent after school, until 3:45 p.m., in a specific classroom, doing assigned work under the supervision of a teacher.
 - a. A detention is to be served the day following the issuance unless otherwise assigned.
 - b. Notification will be sent to parent/legal guardian for signature and must be returned the next school day.
 - c. If a student fails to return the signed detention slip the next day, he/she will be retained after school 30 minutes for each day the signed detention slip is not returned.
 - d. A student may not participate in any extra-curricular activities, including practice and games, on the day detention is served.
 - B. **Second Detention** -After **10 demerits** have accumulated, a second detention will be assigned.
 - a. This detention includes one-hour after school on the day following the issuance unless otherwise assigned.
 - b. Notification will be sent to parents/legal guardian for signature and must be returned the next school day.
 - c. Failure of a student to return the signed detention slip the next day, will result in 30 minutes after school for each day the signed detention slip is not returned.
 - d. A student may not participate in any extra-curricular activities, including practice and games, on the day that the detention is served or the days the detention slip is not returned to school.
 - C. **Suspension** -With the accumulation of **15 demerits**, a full day of in-school suspension will be served.
 - D. A **Detention, Second Detention** or **Suspension** may be given by the principal outside the demerit system if the behavior of the student warrants it. If the incident happens in the classroom or on the playground, lunchroom, in church, or at school-sponsored extra-curricular activities, the student will be sent to the principal. The staff member who witnessed the incident will also send a written account to the office. These detentions are outside the demerit system.
 - E. **In-School Suspension** -When deemed necessary, an in-school suspension {1/2 or whole day(s)} will be assigned by the principal.
 - a. Written notification will be sent to the parents/legal guardians who are to respond the next school day upon receipt of the letter.
 - b. The student will be supervised at a location determined by the principal, on the school grounds.
 - c. In-school suspension will be served on the day designated by the principal.

- d. Failure to comply with in-school suspension will result in additional day(s) equal to the number of days of the in-school suspension, e.g. If two (2) days of in-school suspension were originally assigned, and the student does not comply with procedure, an additional two (2) days of in-school suspension will be assigned. Continued non-compliance will result in out-of-school suspension or expulsion.
 - e. A student may not participate in any extra-curricular activities, including practice and games, during the week an in-school suspension is served.
 - f. Refusal to serve a detention or in-school suspension is grounds for three (3) additional days of detention or in-school suspension. Suspension procedures will be followed as outlined in suspension policies.
- F. The teachers and principal must keep accurate and adequate records of inappropriate student behavior, disciplinary problems, and actions. When a demerit is given, a demerit form is completed, signed, and sent home to the parents to also sign and return. Records of accumulated demerits are posted on the online portal and can be found on the student's progress report and report card. Parents/legal guardians must be kept apprised of disciplinary problems. All information regarding discipline problems or actions will be kept strictly confidential.
- G. If necessary, appeal to discipline procedures may be made following the Line of Authority and Appeal as defined in Policy Number 6440-90.

Suspension and Expulsion (Diocesan Policy #5114)

The expulsion of a child from a Catholic school in the Diocese of Belleville is a serious action. It shall be invoked only after due consideration of all other possible solutions.

The principal shall use every means available to discover the cause of the problem and shall exhaust all appropriate remedies, such as, consultation with the parent(s) or guardian(s) and possible referral to appropriate counseling or medical assistance, prior to an expulsion.

All expulsion situations and reasons shall be documented. An expulsion shall be the result of a student seriously violating moral principles, civil laws, or seriously endangering the safety and welfare of other student(s), school personnel, and be known to the student and student's parent(s) or guardian(s).

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

It is generally not expected that expulsion will be the first action invoked against a student. There may be cases in which the one incident is serious enough to warrant immediate suspension followed by expulsion. The Superintendent of Schools for the diocese and the pastor, in cases of elementary schools, shall be notified and involved in all deliberations and shall approve the principal's recommendation for action.

Suspension From School

A student may be suspended by the principal for gross disobedience and misconduct. Each individual suspension of a student shall not exceed ten (10) school days. Any suspension shall be reported immediately to the student's parent(s) or guardian(s) and to the pastor along with a full written statement of the reasons for the suspension. No student will be sent home on suspension unless the parents have been reached and expect the child home early. At the elementary level, a conference between the parents, principal and pastor will precede the student's return to class. At the high school level, a conference between the parents and principal should precede the student's return to class.

Any academic ramification of suspension shall be determined by the principal at both the elementary and high school level.

Expulsion from School

When all other means have failed and expulsion is being considered, the following procedure shall be followed:

1. The student will be suspended for a period not to exceed ten (10) school days.
2. The parent(s) or guardians(s) shall be immediately informed in writing of the suspension, and that expulsion is being considered.
3. The principal shall meet with the pastor to review the merits of the expulsion.
4. When a decision for expulsion has been determined, the principal shall review the decision with Diocesan Superintendent of Schools, along with the pastor before an expulsion can be implemented.
5. Decisions can only be overturned when local and diocesan policies and regulations were not appropriately followed.
6. In the event of an expulsion, the principal will cooperate with the parents in attempting to make arrangements for the future education of the pupil in another school.

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

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

3. The principal will talk with the student and notify the parents/legal guardians of the details of behavior resulting in pending suspension. The parents/legal guardians and the student will sign a statement of the detail of the suspension at the time of the suspension. Details of and arrangements for the dates that the suspension will be served must be made by the parents/legal guardians within two (2) school days of the issuance of the suspension. The student may not participate in any extra-curricular activities, including practice and games, during the entire week in which a suspension takes place.
4. A conference between the parents/legal guardians, principal, pastor and perhaps the student will precede the child's return to class. The student will be responsible for all class work and homework assigned during the period of suspension with 50% of the earned grade being given.
5. Suspension of a student, by Illinois School Law, cannot exceed 10 consecutive school days.
6. Refusal to serve a suspension or do assigned schoolwork is grounds for expulsion.
7. If two (2) suspensions occur, expulsion may be considered. The Pastor and principal will determine this action.
8. All records and information regarding disciplinary problems and action will be handled in a confidential manner. Any staff, volunteer supervisor, parents/legal guardians, or School Board Member who breaks confidentiality will be subject to censure and/or dismissal.

Line of Authority and Appeal

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

1. The Teacher
2. The Principal
3. The Pastor

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

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

DRESS CODE/UNIFORM CODE

All students in attendance shall adhere to the approved school uniform code. The uniform code includes wearing khaki pants/shorts/skorts and a red shirt. Shorts can be worn from August through October 31st, and then again in April and May.

The approved uniform pieces must be purchased from French Toast School Uniforms, www.frenchtoast.com

The following uniform directives apply:

- Monday: Any SMS spirit wear purchased from the St Mary spirit wear official sale, can be worn with Khaki pants/shorts/skort.
- Tuesday-Friday: Red polos with khaki bottoms are required. ONLY Red St Mary's spirit wear sweatshirt, hoodies, windbreakers can be worn over required polo shirts. SMS quarter zip long sleeve tops can be worn alone.
- Shoes must be clean and presentable. NO open toe or open back shoes. NO sandals.
- A black or brown belt must be always worn
- Shirts must be always tucked in
- Pants must be worn at the waist (not the hips)
- Uniforms must be in good condition without any rips, tears, holes, stains, or tatters.
- Socks must be worn.
- Leggings can be worn with skorts and must be white or black.
- Shorts can be no shorter than 3 inches above the knee
- Jewelry: wearing numerous bracelets and necklaces is not permitted. One single band worn around the wrist, a single necklace, and/or a simple ring is allowed.
- Only a minimal amount of makeup can be worn by students in 7th and 8th grades.
- Only natural hair colors are permitted. No shaved designs in hair or eyebrows. School does not prohibit hairstyle historically associated with race or ethnicity.
- Tattoos are not allowed
- Any uniform questions or issues should be brought to the principal's attention who has the final authority.

Out of Uniform Days

Out of Uniform days follow the same uniform directives as listed above. All shirts must have sleeves and should be long enough to be tucked in. However, on regular clothes days shirts do not have to be tucked in. No cut off, cropped, midriffed shirts, or ripped jeans. Tights and leggings can be worn if they are worn with a shirt long enough to reach mid-thigh. Non-uniform shorts must be no shorter than mid-thigh. Shorts can be worn from August through October 31st, and then again in April and May. Some out of uniform days include:

First Monday of the month- Out of Uniform for \$1.00.

Sweat for Tech – This is an out of uniform day where students wear sweat clothes such as athletic pants/shorts, t-shirts, sweatshirts for \$1. These days are announced at the discretion of the principal.

Students not following uniform/regular clothes guidelines as detailed will receive a **Uniform Demerit/Detention**

Process of Uniform Demerit/Detention

1. Student will be given one (1) reminder by the principal or teacher.
2. Student will receive a uniform demerit for each succeeding time a reminder is given.
3. Student will serve a uniform detention until 3:45pm on the following day after receiving such demerit. Parents will be notified in advance and will be given a form to sign and return the NEXT day after the uniform violation, or the detention time will be extended.
4. Any student serving a uniform detention may not participate in an extra-curricular activity including practice and/or games, on the day the detention is served.

EARLY DISMISSAL DAYS

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

ELECTRONIC DEVICES / CELL PHONES

Cell phones and other electronics are not allowed on the student unless otherwise allowed by the principal. Demerits will be issued for any violation, and it is at the discretion of the principal if the device will be confiscated.

EXTRA-CURRICULAR ACTIVITIES

Philosophy and Purpose of Catholic School Athletic Programs in the Diocese of Belleville (Diocesan Policy #6145.2)

The Catholic school athletic programs exist in the Diocese of Belleville to enhance the relationship between faith, religious practice, and the activities of daily living. Sports programs are an integral part of the Catholic educational and catechetical mission.

All activities within the Catholic school environment are designed to assist this mission by helping young people develop a strong moral character* based in faith. The educational experience is meant to bring the entire person (mind, body, and spirit) closer to his or her realization that every child is made in the image of God. This character development must underlie the total daily school experience.

Every aspect of the school experience must contribute to this endeavor from the quality and thoroughness of academic work, to how the students behave and treat one another, and to how they play on the playground. Formal athletic programs offer a unique opportunity for adults to supervise youth in the application of Christian principles learned in the school environment to the often highly emotional pastime of sports. Athletics is one of the most effective ways to teach “applied Christianity.”

For instance, school athletic programs present ideal opportunities for teaching youth important life lessons: setting and meeting goals, controlling impulses, overcoming challenges and obstacles, and learning to sacrifice for the good of others. Playing sports can teach youth self-discipline, respect, responsibility, and perseverance, and to generate moments of pride, satisfaction, and joy, regardless of the wins and losses a team may experience.

All of these virtues and social and emotional abilities are at the core of the Gospel message. Making connections between such virtues and abilities and the person and teachings of Christ are some of the challenges of making a sports program a truly Catholic experience, which is the challenge facing every Catholic school.

It is imperative that school leaders and coaching staffs work closely together to ensure that the athletic mission contributes to the school’s overall spiritual mission. The school’s academic and athletic programs, as well as all school activities, must contribute to the spreading of the Gospel. Teaching and coaching philosophies within the school must be frequently evaluated to make sure they are reflecting the values of Jesus.

*A strong character is formed and maintained when an active and well-formed conscience becomes a consistent moral guide, and such virtues as patience, generosity, honesty, obedience, compassion, understanding, respect, tolerance, and prudence become habits of thought and action.

Code of Conduct for Parents, Players, Coaches, Spectators, Fans, and Supporters:

All parents with children included in any sporting activity must attend an initial parent meeting and sign a **Parents' Code of Conduct** .(Appendix B)

When the principal or school athletic director is not present at an athletic event, it is the responsibility of the principal's designee to ensure proper fan behavior.

Students and parents who have questions, concerns, or complaints should first consult with the coach after 24 hours have elapsed from the time of concern. In the best interests of the children, both the parents and the coaches should make every effort to keep the lines of communication open. Whenever an issue is not able to be resolved, the parent, student, or coach should approach the school athletic director and then the principal.

It is required that all parents be informed and given a copy of the school's policy and guidelines at the beginning of each sports season explaining team composition, playing time, player eligibility, as well as the code of behavior for coaches, players, parents supporters, and spectators.

Extra-curricular activities at St. Mary School during the normal school year are defined as those activities in which elementary school aged children are identified through the school name "St. Mary." While St. Mary School may or may not be the primary sponsor and/or provider of such activities, the usage of school name presents the participants to the parish and to the public as being representatives of St. Mary School. All activities which use St. Mary School name shall exist with the knowledge and approval of the pastor, principal, and St. Mary School Board. Extra-curricular activities are subject to any applicable regulations as determined by the Diocesan Board of Education, the St. Mary School Board, the principal, the pastor, and the director of the activity. (Diocesan Policy 6145.2)

EXTRA-CURRICULAR ELIGIBILITY

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

All students participating in any sport must have a physical exam each year and have a copy given to the school office.

Extracurricular activities offered at St. Mary School:

Fall Baseball
Grades 6-8

Fall Softball
Grades 6-8

Volleyball-Girls
Grades 5-8

Boys' Basketball*
Grades 5-8

Girls' Basketball*
Grades 5-8

*A player, if participating in A and B games in one day, shall play no more than six quarters.

Track
Grades 4-8

Cross Country
Grades 4-8

Scholar Bowl
Grades 5-8

Students should not leave school early to attend an athletic event. An exception must be given by the principal and only given rarely.

FEES

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

1. Admission / Tuition Agreement

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

A. Parishioner

1. Is a registered member at either St. Mary or St. Lawrence Parish.
2. Participates in parish life by regular Mass attendance. It is our hope that you will attend weekend liturgies and contribute spiritually as well as financially to the church.
3. Contributes at least the minimal required weekly contribution to the parish using the weekly church envelopes and placing them in the collection basket during the weekend Masses.
4. Supports policies and regulations of school.
5. Takes part in all approved fund raising and PTO activities or pays the annual "Work Buy Out" fee determined by the PTO.

B. Non-Parishioner

1. Is not a registered member of St. Mary Parish or St. Lawrence Parish.
2. Supports policies and regulations of school.
3. Takes part in all approved fund raising and PTO activities or pays the annual "Work Buy Out" fee determined by the PTO.

2. Registration

1. Registration of students for the ensuing school year shall begin in early spring each year. Registration shall continue until the end of the first full week in May. School registration shall occur during regular school hours.

2. Only those parents/legal guardians whose tuition and weekly contribution payments are current (i.e., paid in full as of the date of registration) will be allowed to register.
3. The entire registration/book/technology fee for each child to be enrolled shall be paid in full at the time of registration.
4. A fee set by the School Board will be assessed for late registrations.

3. Tuition Payment

Tuition payment plan gives parents several options.

PAYMENT FREQUENCY –

- A. Monthly – June through May
- B. School Year Monthly – September through May
- C. Quarterly – June, September, December, and March

PAYMENT DATE ACH payments will be process on the 20th of each month initiated through the FACTS Family Portal. In the event of that date landing on a weekend, payment will be applied to the Friday preceding the weekend. All non-ACH payments should be turned in by this date each month.

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

Those having questions about the application or tuition payment are asked to call the parish business manager at (618) 532-6291.

4. Weekly Contribution

1. Catholic families should participate in parish life by regular Mass attendance.
2. Weekly financial contributions are encouraged.

5. Financial Assistance

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

FIELD TRIPS (Diocesan Policy # 6153)

Field trips shall be allowed only when they have an educational purpose as determined by the responsible parish minister or school official. Students shall submit the appropriate request/permission form prior to the field trip. (Appendix B) Students who fail to submit the appropriate request/permission form shall not be allowed to participate in the field trip. Parent telephone calls will not be accepted in place of the signed form.

Field trips are privileges afforded to students. Students can be denied participation in field trips if they fail to meet behavioral requirements established by the parish catechetical program/school.

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

Instructional Services - Field Trips

The Diocese of Belleville and St. Mary School recognizes the importance and value of trips for educational field study and approves of these visits to places of cultural or educational significance to further enrich the lessons of the classroom. This policy permits principals to approve field trips during normal school hours on a single school day. However, if out-of-state field trips (over 100 miles), or any field trips to foreign countries are planned, these must have the ultimate approval of the Office of Education and local school board. The following regulations should be taken into consideration when any field trips are being planned:

1. Adequate supervision by qualified adults, including one or more licensed employee of the school. For field trips other than interscholastic athletic field trips, the following supervision requirements should be maintained: for every ten students, there should be one adult.
2. Complete the proper forms and Child Protection Training. These forms and training are as follows:
 - Application for volunteer service
 - Child Abuse and Neglect Tracking System (CANTS) form
 - Initial Child Protection Training or Refresher
 - Background check for those who have resided in Illinois less than 5 years.
3. Supervision is both mental and physical. Be sure your attention is always on the young people you have been assigned to supervise. For this reason, no chaperon is allowed to bring other children with them regardless of age or relationship.
4. Voluntary release forms completed by all adults and all parents/guardians of students taking any field trip of all claims against the Diocese and/or the school for injury, accident, illness, or death occurring during, or by reason of the field trip.
5. Permission in a written form from each student's parent or legal guardian.
6. Field trips should have an educational or programmatic purpose. Eighth grade "rite of passage" type of trips to amusement parks do not fall into this category of educational trips.
7. Inclusion of a proper first aid kit and fire extinguisher.
8. Proper insurance for students, personnel, and equipment.
9. A plan for financing the field trip that does not exclude any student member of a group because of lack of funds.

If a private passenger vehicle must be used, then the following information must be supplied and this information must be certified by the driver in question.

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

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

Each driver and/or chaperon should be given a copy of the approved itinerary including the route(s) to be followed and a summary of his/her responsibilities.

Field Trip Rules for Volunteers/Chaperons

1. All school/program rules are in force unless the administrator has explicitly stated otherwise.
2. Volunteers/chaperons are to stay with their assigned groups.
3. Supervision is both mental and physical. Be sure that your attention is always on the young people you have been assigned to supervise. For this reason, no chaperon is allowed to bring other children with them regardless of age or relationship.
4. If your own child is on the trip, he or she must not be treated any differently than any other child.
5. We hope you enjoy the outing, but we are grateful for your remembering that your first responsibility is student safety.

Volunteer Rights and Responsibilities

As a volunteer you have the right to:

1. be welcomed as a valued member of the community;
2. be assigned to a volunteer area where you feel comfortable and confident;
3. the respect of our community;
4. receive necessary information and orientation;
5. have your questions answered clearly and promptly;
6. make suggestions to the professional staff;
7. volunteer as long as you and the administration agree.

As a volunteer, you are responsible for:

1. arriving on time and staying for the agreed upon time;
2. notifying the appropriate persons if you are going to be absent or tardy;
3. performing your tasks to the best of your ability;
4. understanding that the administrator values your service, but not always be able to honor your preferences for days, times, and places of service;

5. keeping young people under your supervision safe and appropriately occupied;
6. notifying your supervisor or the administration about unsafe conditions or issues causing you concern;
7. supporting the teachings of the Catholic Church and living in accordance with those teachings;
8. supporting the authority of teachers, staff, and administrators;
9. upholding school and/or program rules;
10. keeping confidential information that you have gained during your volunteer service that is private to students and/or their families;
11. promptly making known confidences of young persons that involve issues of health, life and/or safety.

Any parish or school activity that includes an overnight stay for youth aged 18 and under, must comply with the following rules:

1. Male and female leaders/chaperons are required to have separate sleeping facilities. Married couples may share the same quarters if appropriate facilities are available.
2. Male and female students/children will not share the same sleeping facilities.
3. No students/children may stay in the same sleeping facilities of an adult, other than his/her parent or guardian.
4. All leaders/chaperons must be at least 21 years of age and have completed all requirements according to the Child Protection Policy.
5. The ratio of students/children to adult chaperons should be one adult to every ten students. Young children, grade 2 or lower, one adult for every seven or eight children might be considered. (Diocesan Policy (6153.1))

FUNDRAISERS

Parents/legal guardians are required to help raise funds for the school. The fundraisers are organized during the Parent-Teacher Meeting. Most dates for various sports events are usually available at the first meeting for parents to sign up to work. If parents are not present to volunteer, they will have an opportunity to sign up in the school office prior to being assigned dates. Fundraisers are directly coordinated and implemented by the SMS PTO.

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

GRADING

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

A+ = 100 - 99%	B+ = 92 - 91%	C+ = 85 - 84%
A = 98 - 95%	B = 90 - 88%	C = 83 - 80%
A- = 94 - 93%	B- = 87 - 86%	C- = 79 - 78%

D+ = 77 - 76%	F = < 70%
D = 75 - 72%	S = Satisfactory
D- = 71 - 70%	T = Subject matter is taught but not graded
	NI = Needs Improvement
	U = Unsatisfactory

GRADUATION

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

HARASSMENT / INTIMIDATION / BULLYING POLICY

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

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

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

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

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

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

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

In addition, school administrators shall make resources (e.g., counseling) available to both the person doing the bullying and the individual victims of harassment, intimidation and bullying and respond in a manner that is respectful to all parties involved. **(Diocesan Policy #5142.2)**

Racial harassment of any nature is absolutely prohibited in schools and parishes in the Diocese of Belleville. Violation of this policy shall subject an employee or student to disciplinary action, up to and including, discharge or expulsion.

It is strictly forbidden for any employee or student to express racial slurs, make racial jokes, produce, or distribute racial cartoons, or engage in verbal conduct of a racial racist nature within or relating to any school or parish studying or activity. Such conduct is contrary to the Catholic belief in the dignity of every human person. (Diocesan Policy #4116.3)

Sexual harassment of any nature is absolutely prohibited in schools and parishes in the Diocese of Belleville. Violation of this policy shall subject an employee or student to disciplinary action, up to and including, discharge or expulsion.

Sexual harassment means any unwelcome sexual advances for sexual favors or any conduct of a sexual nature. It is strictly forbidden for any employee or student to express sexual slurs, jokes, cartoons, make sexual advances, request sexual favors, or engage in verbal conduct of a sexual nature within or relating to any school or parish setting or activity. Such conduct is contrary to the Catholic belief in the dignity of every human person. (Diocesan Policy #4116.4)

Any employee or student who believes he or she has been subjected to racial or sexual harassment or has witnessed such misconduct must report the incident to the appropriate supervisory individual and appropriate action will be taken.

This grievance procedure shall include the following steps:

1. A written complaint must be submitted by the person who reported the incident.
2. A thorough investigation must take place.
3. Any person who is found to have engaged in racial harassment will be subject to appropriate corrective action, depending upon the circumstances, up to and including termination or expulsion.
4. The person who reported the incident will be advised of the findings and action taken.

HEALTH & SAFETY

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

1. Crisis Management

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

2. Drills

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

3. Medication

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

4. Screening

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

IMMUNIZATION / HEALTH RECORDS / DENTAL RECORDS

Students shall have all required examinations and immunization records on file in the school office by September 15. Students not in compliance on this day will be excluded from school until such time as they are brought into compliance.

Preschool – 3 years old – Medical health form including up-to-date proof of immunization

Pre-Kindergarten – 4 years old – Medical health form including up-to-date proof of immunization

Kindergarten – Medical health form including up-to-date proof of immunization, dental form, and vision form with complete eye exam.

Second grade – Dental form

Sixth grade – Medical health form including up-to-date proof of immunization and dental form

According to State of Illinois regulations, any student entering grades K, 2, or 6 is to have a dental exam and the appropriate form - filled out and signed by the dentist - on file in the school office.

There is an 18-month window with a deadline for this exam being May 15.

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

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

Physical Exams/Immunizations (Diocesan Policy 5141.3)

All students attending a Catholic school in the Diocese of Belleville are required to be in compliance with the law of the State of Illinois with respect to health examinations and immunizations, including but not limited to the Illinois School Code, 105 ILCS 5/27-8.1 (or any successor provisions), and regulations promulgated thereunder, including but not limited to the Department of Public Health's Child and Student Health Examination and Immunization Code (77 Ill. Adm. Code Part 665 and 695) (or any successor provisions), as well as the Communicable Disease Prevention Act (410 ILCS 315/0.01 et seq.) (or any successor provisions) and regulations promulgated thereunder, including but not limited to the Department of Public Health's Control of a Communicable Diseases Code (77 Ill. Adm. Code Part 690) (or any successor provisions.).

Medical Objections

If the parent or legal guardian of a student who attends a school in the Diocese of Belleville refuses to vaccinate a student and claims a medical exemption for doing so, the school shall follow these procedures:

1. The school shall determine whether a valid medical objection has been made;
2. If a valid medical objection has not been made, the school shall within a reasonable time inform the parent or legal guardian that the student may not be present at the school until either (a) a valid medical objection is made; or (b) the student is vaccinated in accordance with applicable Illinois law;
3. If a valid medical objection has been made, the school shall inform the parent or guardian of the Diocese of Belleville's Office of Education Exclusion Procedures and shall attach the documentation of the medical objection to the student's health record and place the record in the student's permanent record.

In determining whether a valid medical objection has been made, the school shall comply with the Illinois Department of Public Health's Child and Student Health Examination and Immunization Code (77 Ill. Adm. Code Part 665 and 695) (or any successor provisions). The school shall access the requirements of a valid medical objection, including but not limited to:

1. The objection must be made by a physician licensed to practice medicine in all its branches or an advanced practice nurse or physician assistant responsible for the performance of the student's health examination;
2. The objection must indicate the medical condition of the student which makes administration of one or more of the required immunizing agents medically contraindicated;
3. The physician or advanced practice nurse or physician assistant responsible for the performance of the student's health examination must sign the student's health examination form indicating medical objection.

The procedures for determining the validity of a medical objection are subject to change without notice, including (but not limited to) upon the occurrence of a change in Illinois law regarding the same.

Religious Objections

If the parent or legal guardian of a student who attends a school in the Diocese of Belleville refuses to vaccinate a student and claims a religious objection for doing so, the school shall follow these procedures:

1. The school shall determine whether a valid religious objection has been made;
2. If a valid religious objection *has not* been made, the school shall within a reasonable time inform the parent or legal guardian that the student may not be present at the school until either (a) a valid religious objection is made; or (b) the student is vaccinated in accordance with applicable Illinois law;
3. If a valid religious objection *has* been made, the school shall inform the parent or guardian of the Diocese of Belleville's Office of Education Exclusion Procedures and shall attach the

documentation of the religious objection to the student's health record and place the record in the student's permanent record.

In determining whether a valid religious objection has been made, the school shall comply with the Illinois Department of Public Health's Child and Student Health Examination and Immunization Code (77 Ill. Adm. Code Part 665 and 695) (or any successor provisions). The school shall assess the requirements of a valid religious objection, including but not limited to the requirement that the parent or legal guardian must present to the school a Certificate of Religious Exemption, in a format consistent with that promulgated from time to time by the Illinois Department of Public Health, setting forth the specific religious belief that conflicts with the examination, test, immunization, or other medical intervention that is the subject of the parent or legal guardian's objection. The Certificate of Religious Exemption must be signed by the health care provider responsible for the performance of the student's health examination and stated that the health care provider provided the parent or legal guardian of the student with information regarding (1) the required examinations, (2) the benefits of immunizations, and (3) the health risks to the community from the communicable diseases for which immunization is required in Illinois.

These procedures for determining the validity of a religious objection are subject to change at any time without notice, including (but not limited to) upon the occurrence of a change in Illinois law regarding the same.

Exclusion Procedures

All Catholic schools and childcare facilities in the Diocese of Belleville shall maintain an accurate list of all students who have not presented proof of immunity against any or all diseases for which immunization is required under Illinois law.

The following Exclusion Procedures apply when the parent of a student attends a school in the Diocese of Belleville has claimed a valid medical or religious objection to vaccinating the student in accordance with applicable Illinois law.

Upon the occurrence of a case or suspected case of one or more communicable diseases, from which a student has not been vaccinated pursuant to a medical or religious objection, at the school where the student attends, the school may exclude a student who has not been vaccinated against the communicable disease(s) from entering the school's premises for a reasonable period of time in accordance with applicable Illinois law, including but not limited to the Control of Communicable Diseases Code (77 Ill. Admin. Code, Part 690) (or any successor provisions) to ensure the safety of the student as well as other individuals.

If a student who has claimed a valid medical or religious objection to one or more vaccinations becomes a case or suspected case having a communicable disease, the school may exclude the student from entering the school's premises for a reasonable period of time in accordance with applicable Illinois law, including but not limited to the Control of Communicable Diseases Code (77 Ill. Admin. Code, Part 690) (or any successor provisions) to ensure the safety of the student as well as other individuals.

These Exclusion Procedures are subject to change at any time without notice, including (but not limited to) upon the occurrence of a change in Illinois law regarding the same.

HOMEWORK

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

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

The purpose of assigning homework for pupils in St. Mary School shall be to reinforce student confidence in abilities and used to practice for understanding.

Homework is:

1. used sparingly, assigned strategically after it is carefully thought out and connected to an appropriate learning standard.
2. reviewed immediately the next class day after assigning when it is due.
3. brief with students having the opportunity to complete it within the school day.

Homework is not:

1. assigned as a punishment.
2. assigned when any test is scheduled for the subject the following day.
3. used to introduce new material to the students.
4. used merely to keep the students busy. (Diocese Policy # 6154)

INSURANCE REQUIREMENTS

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

INTERNET USE POLICY (Diocesan Policy #1341)

Authorization for Internet Access

In order to access and use St. Mary School Internet and other related technologies (the "network"), each person ("user") must sign this Authorization and the Internet Code of Conduct. If the user is a student, both the student and his or her parent(s)/guardian(s) must sign this authorization.

Please read this document carefully before signing.

All use of the network shall be consistent with St. Mary School's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This authorization does not attempt to state all required or prescribe behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of this authorization or Internet access or the

Internet code of conduct will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use - Access to St. Mary School network must be for the purpose of education or research and be consistent with the Internet code of conduct and the educational objectives of the St. Mary School/Diocese of Belleville (the "Diocese").
2. Unacceptable Use - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are, but not limited to, the following:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any US or state regulation;
 - b. unauthorized downloading of software, regardless of whether it is copyrighted or clean of viruses;
 - c. downloading copyrighted material for the other than personal use;
 - d. using the network for private financial or commercial gain;
 - e. wastefully using resources, such as file space, printing supplies, etc.;
 - f. gaining unauthorized access to resources or entity;
 - g. invading the privacy of individual;
 - h. using another user's account or password;
 - i. posting materially authored or created by another without his/ her consent;
 - j. posting anonymous messages;
 - k. using the network for commercial or private advertising;
 - l. accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. using the network while access privileges are suspended or revoked.
3. Privilege The use of the St. Mary School network is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. User will participate in a discussion with an assigned staff person concerning the proper use of the network. A faculty member, staff person or parent/ guardian may request the System Administrator to deny, revoke, or suspend a student's user access to the network due to unacceptable use. The System Administrator will make all decisions regarding whether or not a user has violated this authorization and may deny, revoke, or suspend access at any time.
4. Network Etiquette Users of the network and of any e-mail services are expected to abide by the generally accepted rules of the network adequate. These include, but are not 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.
 - c. Do not reveal the personal address or telephone number of students, staff persons, faculty members and colleagues.
 - 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. E-Mail All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in the network are the property of the diocese and as such are to be used solely for educational purposes. The use of any software and or the network for private or commercial purposes is strictly prohibited. Users using the network do so at their own risk. Further, users are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from the System Administrator. All passcodes are the property of the diocese. No user may use a passcode that has not been issued to that user or that is unknown to the diocese period to ensure that the use of the network is consistent with the use of the network from time-to-time period such monitoring may include printing up and reading all e-mail entering, leaving, or stored in these systems messages relating to, or in support of, illegal activities may be reported to the authorities. Therefore, anything you say, receive, or use on the Internet is not private, and you should not have any expectation that messages to or by you or activities by you are private or confidential.
6. No Warranties. The diocese makes no warranties of any kind, whether expressed or implied, for the network service it is providing and will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. Use of any information obtained via the network is at the user's own risk. The diocese specifically denies any responsibility for the accuracy or quality of information obtained through the system.
7. Financial Obligations. The student or parent/ guardian will be responsible for any financial obligation incurred through the use of the network that is not previously approved by the school. Unauthorized charges or fees include, but are not limited to telephone charges, long distance charges, per minute surge charges, and or equipment or line cost.
8. Indemnification. The user shall indemnify the school/ parish/ diocese for any losses, cost, or damages, including reasonable attorney fees, incurred by the school relating to or arising out of, any breach of this authorization.
9. Security. Network security is a high priority. When you identify a security problem on the network, you must notify the System Administrator or principal immediately. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
10. Vandalism. Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the network, or any other network. This includes, but is not limited to, the uploading of creation of computer viruses.

All students, parent(s)/guardian(s) must sign the *Authorization for Network Access* located in Appendix B

Internet Code of Conduct

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

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

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

INTERNET/COMPUTER/ELECTRONIC DEVICE USE

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

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

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

The school may not request a student to provide a password or other related account information.

LIBRARY / COMPUTER LAB (RESOURCE ROOM)

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

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

LUNCH PROGRAM

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

Hot lunch prices are changed ONLY when necessary. Lunch prices will depend on the program enrolled each year. Extra milk is available for purchase. Payment monthly after receiving a statement is preferred. This includes extra milk and seconds that are purchased.

MONEY

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

NON-CUSTODIAL PARENT STATE OF RIGHTS

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

PARENT INVOLVEMENT

Athletic Events & Extra-curricular Activities

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

1. Room Parents

Parents/guardians will be asked to assist the teacher with classroom projects, field trips, room parties and various school activities. The **Room Parents** are asked to involve ALL parents/guardians in the respective classroom to help with events throughout the year. Room Parents must comply with all aspects of the Diocesan Child Protection Policy. All necessary paperwork, initial class attended, and all refresher courses/material be completed as deemed necessary. Parties celebrated at school include Halloween, Christmas Party, St. Valentine's Day, and birthdays. The faculty decided on **ONLY** simple in-hand treats, cookies, cupcakes, ice cream bars, etc. A small juice carton is also permitted. The parents/guardians in conjunction with the teacher provide the treats and organize the games for the parties.

2. St. Mary Parent - Teacher Organization

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

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

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

PESTICIDES

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

POLICY (DETERMINING AND ADOPTION)

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

POLICE QUESTIONING

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

PREGNANT STUDENTS

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

PRE-KINDERGARTEN

Classes have been established at St. Mary School and are in session daily from 8:15 a.m. until 3:00 p.m., following the regular school calendar. The child must be three (3)- or four (4)-years old before September 1 and potty-trained to enter the prospective grade. A registration form, a physical, an updated shot record, birth certificate, and baptismal record are all required.

These children are not required to wear the school uniform. However, all pre-kindergarten students are expected to follow the out of uniform dress code as specified in the Dress Code/Uniform section of the handbook.

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

PROCEDURES FOR REPORTING SUSPECTED ABUSE

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

PROMOTION/RETENTION/ACCELERATION (Diocesan Policy #5123)

When a teacher and/or parent believes that retaining or accelerating a student would be in the student's best interest, the following procedures must be adhered to:

1. The teacher shall inform the principal when he/she is considering retention or acceleration of a student. The teacher shall give reasons for this consideration. If the request for retention or acceleration of a student comes from the parent, the teacher shall inform the principal of the parent's request and the reasons for this request.
2. The teacher and parent shall meet during the school year to discuss the student's attitude, behavior, and academic progress. Discussion of the student's progress should take place every four (4) weeks, with a written account of meetings kept on file. The teacher shall inform the principal of the times and dates of these meetings prior to the meeting. The principal may find it advisable to attend these meetings.
3. The principal shall see the student is evaluated through adequate testing to discover a student's academic and emotional needs, abilities, strengths, and weaknesses.
4. The level of the student's physical, social, and psychological growth must also be taken into consideration and evaluated.
5. The decision to retain or accelerate a student should be a cooperative one of parent, student, teacher, and principal, with the final responsibility for a student's retention resting with the principal.
6. Before a final decision is made to retain or accelerate a student, the case must be reviewed by the Office of Education.
7. Parents must be informed at least nine (9) weeks before a final decision is made to retain a student.

The decision to retain a student can only be made if the school has an instructional program which ensures that the student will not simply be repeating the same material in the same manner for another year. This instructional program should be designed to meet the specific needs of the individual student and must be approved by the principal. Generally, retaining a student in a grade for a second year or accelerating a student into an advanced grade is not advisable. However, in specific cases repetition of the grade or acceleration by a particular student may be beneficial because of the special circumstances that are clearly evident through the thorough evaluation process stated above.

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

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

SOCIAL MEDIA PROCEDURES AND REGULATIONS

Negative comments about the school, the parish, the Catholic Church, the Diocese of Belleville, or the Bishop of Belleville are not to be posted. The pastor and principal will have the discretion to handle such instances as they agree upon.

Use of the school's logo or any organizational material may only be used with written permission by the school principal.

All postings on social media must comply with Diocese of Belleville and school policies on confidentiality and disclosure of proprietary information. When this issue is in doubt, regarding the confidential nature of information that is being considered for posting, the principal shall be consulted.

Creating links to the school or Diocese of Belleville website or the posting of any school or Diocese of Belleville material on a social network media site must have written permission from the appropriate site or agency.

SCHOOL CANCELLATIONS

Information on school closing due to emergencies and weather will be sent via the online portal.

SEARCH AND SEIZURE (Diocesan Policy #5115)

Investigative Procedures

The administration of the school is free to enter a student's locker, desk, and school bag any time to search for questionable items. Students shall not have any expectation of privacy as it relates to school lockers, school bags or desks. The school is owner of all lockers and desks and shall retain full control of their use and content. Therefore, the school reserves the right to search them at any time without notice. Searches may also be selective and carried out even if there are no reports of wrongdoing. If illegal or improper items are found in a student's locker, desk, or school bag (e.g., non-prescription drugs, weapons, stolen property), they will be turned over to law enforcement authorities. Any items (personal possessions) that violate school rules will be kept by school administration and returned to the parents.

School administration may ask for, but not force a student to provide a password for a student's cell phone.

However, when a situation arises that requires a search of a student; a student will be asked to empty his/her pockets or purse. If a student voluntarily empties his/her pockets and or purse, this will not be considered an invasion of the person. Body searches will not take place. If a student does not voluntarily comply with the administrator's request, the student's parent will be called and expected to come to the school and conduct the search in the presence of a school administrator. A parent's refusal to comply with the request is grounds for immediate expulsion.

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

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

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

When feasible, the search should be conducted as follows:

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

SPECIAL EDUCATION

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

SPIRITUAL & RELIGIOUS INFORMATION

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

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

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

The following Sacraments are received in the following grade levels:

Reconciliation & Holy Eucharist.....Grade 2
Confirmation.....Grade 8
(or 7 & 8 as approved by the Pastor and Bishop of the Diocese.)

STUDENT CONDUCT & SAFETY

A safe, respectful, and a pleasant environment that is conducive to prayer, faith formation and learning is the highest priority for all schools in the Diocese of Belleville.

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

Weapons include firearms, ammunition, sling shot, any type of knife (including pocketknives), mace, pepper mace or any other object or device that serves no educational purpose and which the principal determines may cause physical harm or disrupt school activity. Students should clearly understand that such things as a pocketknife may **NOT** be carried at school, even if there is no intent to use it in a harmful manner. EXPULSION or SUSPENSION will be levied on any student who is found to be carrying a weapon to, from, or within the school; or to, from, or at any school activity. The police will be called IMMEDIATELY if a student brings a gun (play or real) to school.

Any student who has initiated or taken part in any activity causing harm to another person or property will be reported to police. Further, it shall be the policy of the Diocesan Board of Education that the school shall recover damages from the parents/legal guardians of any minor, or from any person who has initiated or taken part in such act. (For more information, please see **Diocesan Policy #5142 and #5142.1**).

A student's written or verbal threat of violence toward other students and/or persons within the school will be taken seriously. For the purpose of this procedure, a threat of violence will be interpreted as a verbal or written threat of action that may cause physical harm to others.

The determination of serious violent behavior will be determined by the principal considering various factors including the type of behavior, the potential for harm, the seriousness of the activity, and any other factor the principal may determine relevant.

Any student determined to have engaged in serious violent behavior may be reported to the police, as determined by the principal.

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

Any parent who wishes for their child's pictures not to be posted on SMS social media sights for class, club, and athletic events must contact the school office to document request at the beginning of each semester.

STUDENT RECORDS

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

The following are the procedures that should be followed regarding student records in the Diocese of Belleville (Diocesan Policy #5125):

Student Records

Student records contain any written or recorded information on a student by a school. Student records include permanent and temporary records.

Permanent Record

Each pupil is to have a Permanent Record folder in the local school file. These Permanent Record folders are obtained from the Office of Education. Information contained in the Permanent Record folder shall be treated as confidential matter and shall be accessible only to the professional staff of the school or the parents of the child.

The Permanent Record folder contains only:

1. Student's name, birth date and place, parent's names, and addresses;
2. Academic record, intelligence, aptitude test scores, achievement test score labels, and grade level achieved;
3. Attendance record;
4. Health records and accident reports;
5. Record of release of permanent record information.

The records shall be maintained for not less than **60** years after the student has transferred or graduated from the school. In the Diocese of Belleville, these records are kept in the Office of Education permanently.

Temporary Record

The Temporary Record folder contains:

1. Teacher anecdotal records (destroyed at the end of the school year);
2. Notes from parents (destroyed at the end of the school year);
3. Reports of psychological evaluations, including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews;
4. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations;
5. Honors or awards received;
6. Other disciplinary information;
7. Special education files, including the report of the multi-disciplinary staffing on which placement or non-placement was based.

These additional records and reports shall be reviewed annually and only maintained if the information is viewed as relevant and important. Temporary records are to be destroyed when the child leaves the school.

Keeping of Records

When students graduate from a Catholic elementary school the permanent record folder, which includes health records and daily attendance records of these students are sent to the Office of Education to be digitalized and stored electronically. The original records will then be returned to the school and **must** be maintained in the school for **four** (4) years or longer.

Parental and Student Access

1. Parents or representative designated by parents and students have the right to inspect and copy all permanent records.
2. Requests to inspect and/or copy school records must be granted within a reasonable time. (Schools may charge a reasonable fee for copying records.)

Release of Records

School records or information contained therein may not be released or disclosed to unauthorized persons. They may be released to the following:

1. Parents, students, or representatives designated by a written consent of the parents.
2. The Office of Education.
3. Any person as specifically required by law, provided the person presents appropriate identification and a copy of the statute authorizing such access.
4. Appropriate persons, in case of emergency, if the information is necessary to protect the health and/or the safety of the student or other persons provided that the parents are notified as soon as possible of such releases.
5. The courts, in response to a court order.
6. Official representatives of a school to which the student is transferring, on request of either the student or the parent. Parents may examine and challenge content prior to release.

Procedure for Compliance With the Missing Children Records Act

Upon notification by the Illinois State Police of a child's disappearance, the school in which the child is currently or was previously enrolled must flag the record of the child in such a manner that whenever a copy of information regarding the record is requested, the school is alerted that the record is that of a missing person. "Missing person" in this context means a person 17 years old or younger reported to any law enforcement authority as abducted or a runaway.

The school must immediately report to the State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the State Police the missing person has been recovered, the school must remove the flag from the student's record.

Notification of Rights of Parents and Students

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

The Student Records Policy may be reviewed in St. Mary School office. Questions concerning the policy should be directed to the principal.

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

SUBSTANCE ABUSE AND REPORTING

Alcohol Use/Drug Abuse by Students (Diocesan Policy #5114.1)

The use, possession, distribution, or sale of mood-altering chemicals, including alcohol, by students is prohibited on school property or at school-sponsored activities or events. Disciplinary action will be taken in instances of violation of this policy. This includes the misuse of medications prescribed by the student's physician.

The Diocesan Board of Education recognizes the complexity of problems which may be associated with alcohol and drug abuse. The primary concern is for the well-being and best interest of the students. At the same time, the Board recognizes their obligation to the parents or guardians and to the community. As a part of this obligation, it is, at times, necessary that suspension and/or expulsion be recommended in a case of alcohol or drug abuse.

A student who is suspended or expelled under this policy may seek readmission. No such student will be readmitted, however, unless there is written evidence from a certified psychologist or psychiatrist to show that the student is engaged in a counseling program designed to rid self of the abusive behavior.

TESTING (Diocesan Policy #6162.5)

Admission Testing

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

Annual Academic Testing Program

All students in grades two through eight shall participate in the Diocesan standardized testing program to be administered during the fall. This program is optional for grade one.

Yearly Assessment of Catholic Religious Educational Testing

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

TRANSFER OF RECORDS (Diocese Policy #5119)

St. Mary School will follow proper procedures as determined by the Office of Education when transferring and maintaining all school records.

Information Release Form

Written permission from a parent or guardian must be given before information can be sent to another school regarding a student.

Record of Transferred Student

A Record of Transferred Student form must be filled out and retained whenever a student transfers to another Catholic or public school.

If a child is transferred to a public school or parochial school outside the Diocese, COPIES of the following records are sent to the school where the child will be attending:

1. Permanent Record
2. Attendance Record

The original health record should be forwarded to the new school and a copy retained in the school along with the *Record of Transferred Student* form.

Graduate Transfer

The *Graduate Transfer* form is completed for each student entering high school the following academic year. This *Graduate Transfer* form, if desired or requested, is sent to the Catholic or public high school where the student will transfer.

WELLNESS

Students' needs for support services such as counseling and social work are evaluated when school staff believe consideration is needed.

Health – Wellness (Diocesan Policy # 5141)

The Diocese of Belleville is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition, and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

Intent

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004, including goals for nutrition education, physical activity and other school based activities designed to promote students wellness; nutrition guidelines for all foods available during the school day; a plan for measuring implementation including designating one or more persons charged with operational responsibility; and involving parents, students, school food service providers, the school board, school administrators, and the public in developing this policy. ⁱ

Rationale

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk of the development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to influence children's health in a positive manner.

Schools also have a responsibility to help students establish and maintain lifelong habits of being physically active. According to the U.S. Surgeon General, regular physical activity is one of the most important things people can do to maintain and improve their physical health, mental health, and overall well-being. Regular physical activity reduces the risk of premature death in general and of heart disease, high blood pressure, colon cancer, and diabetes.

Goals for Nutrition Education

- Students in preschool through grade 12 shall receive sequential and interdisciplinary nutrition education. The program shall be designed to provide students with the knowledge and skills necessary to adopt healthy eating behaviors. Special emphasis should be placed on nutrition education in preschool through the primary grades as eating habits are established at a young age.
- The nutrition education program shall include enjoyable interactive activities such as contests, promotions, taste testing, field trips, school gardens, or other like activities.
- Schools shall work with parents to assist in providing a healthy diet and daily physical activity for their children, which may include information to help them incorporate healthy eating and physical activity.

Goals for Physical Activity

- Students in preschool through grade 12 shall participate in regularly scheduled formal and informal physical activity programs. Special emphasis should be placed on promoting an active lifestyle in preschool through the primary grades as health habits are established at a young age. Reasonable accommodations shall be made for students with disabilities and/or other limitations.
- Elementary schools shall provide a daily, supervised recess period to all students.
- Students shall be provided opportunities for physical activities through a range of school programs such as intramurals, interscholastic athletics, physical activity clubs or other like activities.

Goals for other School-Based Activities Designed to Promote Student Wellness

Consistent School Activities and Environment – Healthy Eating

- It is recommended that food providers share information about the nutritional content of school meals and/or individually sold foods with students, family, and school staff.
- School meals shall be served in clean, safe, and pleasant settings with adequate time provided for students to eat.
- All food service personnel shall have adequate pre-service training and participate in activities or programs that provide strategies for providing tasty, appealing, and healthy school meals; nutrition education strategies including coordination of classroom and cafeteria activities; and effective promotional techniques to encourage healthy eating habits.
- Students, parents, school staff and community members bringing foods and beverages to school for parties/celebrations/meetings shall be encouraged to provide healthful options. (See below for suggestions.)
- Schools shall take efforts to promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System (MyPyramid) such as fruits, vegetables, low-fat dairy foods, and whole grain products. ^{ii iii}
- All foods and beverages provided by the school shall comply with federal, state, and local food safety and sanitation regulations.
- Access to any area involved in storage, preparation, or service of food on the school campus shall be limited to authorized personnel.

Consistent School Activities and Environment – Physical Activity

- Schools are encouraged to limit extended periods of inactivity. When activities such as mandatory testing make it necessary for students to be inactive for long periods of time, it is recommended that schools give students periodic breaks during which they are encouraged to stand and be moderately active.
- Physical activity facilities and equipment on school grounds shall be safe.
- Schools are encouraged to work with the community to create a safe and supportive environment for students walking or biking to school.

Food or Physical Activity as a Reward or Punishment

- School personnel shall not withhold food or beverages from students as punishment.
- School personnel shall not withhold participation in recess or physical education class as punishment.

Nutrition Guidelines for All Foods and Beverages Available on School Campuses During the School Day

- Food providers shall offer a variety of age-appropriate, appealing food and beverage choices and employ food preparation, purchasing and meal planning practices consistent with current Dietary Guidelines for Americans (e.g. provide a variety of fruits and vegetable choices; serve low-fat and fat-free dairy products; ensure that whole grain products are served).ⁱⁱ
- All foods and beverages sold individually (apart from the reimbursable school meal) shall be well-regulated and consistent with the nutritional goals of this policy. This includes: o a la carte offerings in the food service program; o food and beverage choices in vending machines, snack bars, school stores; o food and beverages sold as part of school-sponsored fundraising activities.
- Every effort shall be made to provide nutritious and appealing foods and beverages, such as fruits, vegetables, low-fat dairy foods, and whole grain products, wherever and whenever food is sold or otherwise offered at school.

Guidelines for School Meals

- School meals served shall be consistent with the recommendations of the Dietary Guidelines for Americans and/or shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.^{ii iv v}

Measuring Implementation & Community Involvement

- The diocesan superintendent or designee shall be charged with the operational responsibility for ensuring that each school meets the wellness policy requirements.
- The principal of each campus shall be responsible for implementation of the wellness policy.
- Individual schools shall involve parents, students, representatives of the school food authority, the school board (if applicable), school administrators, and the public to implement and continue development of the wellness policy. Their involvement shall include review of and listing on the individual school wellness checklist.
- The diocesan superintendent, based upon feedback from individual schools, may revise the wellness policy as appropriate.
- Each School is responsible for a triennial assessment of the Wellness Plan and informing the public about updates, changes, and the evaluation of the wellness program

Healthful Food and Beverage Options for School Functions

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff, and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans listed below.

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges – cantaloupe, honey dew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit – nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits – raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk

- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)
- Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Bread sticks with marinara
- Fat-free or low-fat flavored yogurt & fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk and milk products (string cheese, single-serving cottage cheese, cheese cubes)
- Flavored soy milk fortified with calcium
- Pure ice-cold water

** This list is not all-inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.*

WITHDRAWALS

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

Appendix A

Concussion Protocol

Concussion Information Sheet

Adapted from the CDC and the 3rd International Conference on Concussion in Sport Document created 7/1/2011

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You cannot see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- | | |
|---|--|
| <input type="checkbox"/> Headaches | <input type="checkbox"/> Amnesia |
| <input type="checkbox"/> “Pressure in head” | <input type="checkbox"/> “Don’t feel right” |
| <input type="checkbox"/> Nausea or vomiting | <input type="checkbox"/> Fatigue or low energy |
| <input type="checkbox"/> Neck pain | <input type="checkbox"/> Sadness |
| <input type="checkbox"/> Balance problems or dizziness | <input type="checkbox"/> Nervousness or anxiety |
| <input type="checkbox"/> Blurred, double, or fuzzy vision | <input type="checkbox"/> Irritability |
| <input type="checkbox"/> Sensitivity to light or noise | <input type="checkbox"/> More emotional |
| <input type="checkbox"/> Feeling sluggish or slowed down | <input type="checkbox"/> Confusion |
| <input type="checkbox"/> Feeling foggy or groggy | <input type="checkbox"/> Concentration or memory problems
(forgetting game plays) |
| <input type="checkbox"/> Drowsiness | <input type="checkbox"/> Repeating the same question/comment |
| <input type="checkbox"/> Change in sleep patterns | |

Concussion Information Sheet

Adapted from the CDC and the 3rd International Conference on Concussion in Sport Document created 7/1/2011

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents, and students is the key to student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it is better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

By signing this form, we acknowledge we have been provided information regarding concussions

Student-athlete Name

Printed Student-athlete Signature Date

Parent or Legal Guardian

Printed Parent or Legal Guardian Signature Date

Appendix B

PARENTS' CODE OF CONDUCT

- Parents/fans and supporters of the parish athletic program do not use abusive language at the referees, players, coaches, or fans from either team.
- Parents/fans and supporters of the parish athletic team treat all officials with respect and refrain from criticizing officials during and after games.
- Parents/fans are reminded that their actions reflect on the reputation and good name of the school. Parents and Fans represent the Catholic community to those in attendance.
- Parents/fans refrain from posting derogatory, discourteous, or disrespectful comments on social media.
- Parents are not to coach or criticize their child during the game.
- Alcoholic beverages shall not be sold or consumed during athletic events involving Diocesan Catholic Schools.
- The actions of parents and fans promote good sportsmanship among everyone present.
- There is a “24 Hour” cooling off period to diffuse potential problems between parents and coaches or officials.
- ANY COACH, PLAYER, PARENT, OR SPECTATOR EJECTED FROM A GAME WILL RECEIVE A ONE GAME SUSPENSION, AND MAY NOT ATTEND THE NEXT CONTEST. THIS SUSPENSION INCLUDES ANY GAME FOR THE REST OF THAT DAY AND THE NEXT SCHEDULED GAME. TWO EJECTIONS OF A COACH, PLAYER, PARENT, OR SPECTATOR WILL RESULT IN AN AUTOMATIC SUSPENSION FOR THE REMAINDER OF THE SCHOOL YEAR FROM ALL ATHLETIC ACTIVITIES.

As the parent(s), I/we have read the above Code of Conduct and agree to follow and abide by these written policies. I/We hereby affirm with my/our signature(s).

(sign & date)

(sign & date)

School/Parish, Town _____

Appendix C

Sample Field Trip Permission Slip

FIELD TRIP PARTICIPATION FORM

Dear Parent or Legal Guardian:

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

Curriculum Goal: _____

Destination: _____

Designated Supervisor: _____

Departure Date & Time: _____

Return Date & Time: _____

Transportation: _____

Field Trip Cost: _____

Dress: _____

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

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

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

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

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

Date of Field Trip:	_____
Class(es):	Parent/Guardian Signature
Destination:	Address
Curriculum Goal:	Emergency Phone Number

Please return bottom portion of form with money by:

Only students with a signed permission slip will be allowed off campus.

Appendix D

Authorization for Internet Use Acknowledgement and Agreement

I understand, agree to, and will abide by the above *Authorization for Internet Access* and I warrant that I have signed, understand, and will abide by the *Internet Code of Conduct*. I further understand and agree that should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken, and I will be responsible (and promise to pay) for any costs or damages associated with or resulting from any such breach or violation. In consideration for using the school's Network connection and having access to other networks, I hereby release the school/parish/diocese and its board members, employees, and agents from any claims and damages arising from my use, or inability to use, the Network.

(Date)

(User Signature)

(Parent/Guardian Signature)

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