

# **St. Mary Catholic School 2017-18 Student/Parent Handbook**

**222 Waterman St.  
Sycamore, IL 60178**

**Phone: 815-895-5215**

**Fax: 815-895-5295**

**[www.stmarysycamore.org](http://www.stmarysycamore.org)**

**School Office Hours      8:00 a.m. – 3:30**

Updated August 2017

## TABLE OF CONTENTS

<ul style="list-style-type: none"> <li>▪ <b>INTRODUCTION</b></li> </ul>	<ul style="list-style-type: none"> <li><b>5</b></li> </ul>
Mission Statement	5
Philosophy	5
Accreditation	5
St. Mary School Personnel	6
<ul style="list-style-type: none"> <li>▪ <b>ADMISSIONS</b></li> </ul>	<ul style="list-style-type: none"> <li><b>7</b></li> </ul>
Priority of Admissions	7
Non-Discrimination	8
Transfers	8
Withdrawal	8
Student Records	8
Student Permanent Records	8
Student Temporary Records	9
Inspection and Access	9
Record of Release	9
Custody of Children	9
<ul style="list-style-type: none"> <li>▪ <b>ATTENDANCE</b></li> </ul>	<ul style="list-style-type: none"> <li><b>9</b></li> </ul>
Absences	10
Tardiness	10
<ul style="list-style-type: none"> <li>▪ <b>SCHOOL POLICIES &amp; PROCEDURES</b></li> </ul>	<ul style="list-style-type: none"> <li><b>11</b></li> </ul>
Arrival/Dismissal	11
Bicycles	12
Birthday Celebrations	12
Bus Transportation	12
Calendar	13
Child Abuse/Mandated Reporter	13
Field Trips	13
Uniform Policy/Dress Code	13
Gym Clothes	14
General Uniform Guidelines	14
Visitors	15
Written Communication	15
<ul style="list-style-type: none"> <li>▪ <b>ACADEMICS</b></li> </ul>	<ul style="list-style-type: none"> <li><b>16</b></li> </ul>
Spiritual Formation	16
Sacraments	16
Report Cards/Grading System	16
Honors Recognition Awards	16
Testing	17
Homework	17
<ul style="list-style-type: none"> <li>▪ <b>HEALTH AND SAFETY</b></li> </ul>	<ul style="list-style-type: none"> <li><b>18</b></li> </ul>
Health Requirements	18
Eye Exam	18
Dental Exam	18

Immunizations Requirements	18
State of Illinois Mandated Vision & Hearing Screenings	19
Illness	21
Preventative Disease Transmission Measures	22
Medications	22
<b>▪ COMMUNICATION WITH PARENTS/GUARDIANS</b>	<b>23</b>
Communication Between School and Home	23
Wednesday Weekly	23
School Directory	23
School Facebook	23
Student/Parent Handbook	23
Back to School Night	23
Curriculum Night	24
Conflict Resolution	24
<b>▪ STUDENTS' RIGHTS AND RESPONSIBILITIES</b>	<b>24</b>
Student Rights	25
Student Responsibilities	25
General Behavior	25
School Wide Behaviors and Consequences	25
Bullying Policy	27
Internet-Access Policy and Authorization for Internet Access	29
Gangs & Gang Related Activities	29
Drugs & Alcohol	30
Possession of Weapons	30
Right to Conduct Inspection	31
Board of Discipline	31
<b>▪ EXTRA-CURRICULAR ACTIVITIES</b>	<b>32</b>
Sports	32
Cheerleading	32
Chess Club	32
<b>▪ BASE</b>	<b>33</b>
<b>▪ PARENT ORGANIZATIONS</b>	<b>33</b>
St. Mary PTO – Parent Teacher Organization	33
St. Mary Sports Boosters	33
<b>▪ EMERGENCY PROCEDURES</b>	<b>34</b>
Emergency Forms	34
Fire Drills	34
Tornado Drills/Earthquake/Lock-Down Drills	34
Bus Drills	34
Emergency Closings	34
<b>▪ FUNDRAISING</b>	<b>35</b>
<b>▪ TUITION &amp; FEES</b>	<b>35</b>

Dear Parents:

Welcome to St. Mary Catholic School. We at St. Mary School are pleased that you have chosen us to be your partner in the education of your child/ren. Together we share the responsibility of guiding your child's growth – spiritually, intellectually, morally, emotionally, physically and socially. The success of this partnership relies on the cooperation of all involved – parents, students and school personnel.

This handbook provides you with information about policies and the general operation of St. Mary School. The policies and guidelines outlined in this handbook are based on Gospel values, Diocesan policies, State law, faculty and parent input, and administrative experience.

We ask that you read this handbook carefully and keep it as a reference during the school year. Should you have specific questions that are not covered in this guide, or feel the need for clarification, please do not hesitate to call the school.

Policy statements are necessarily general and the administration reserves the right to make specific application as circumstances arise.

In addition, the information in this handbook is subject to change or revision as the needs of the school require. The school will make every effort to keep parents and students informed of all changes as soon as possible.

Please detach and sign the receipt at the bottom of this page and return it to the office in the manila envelope. Thank you.

St. Mary School Staff

<b>I have read and discussed the St. Mary School Parent Handbook with my child/ren and I agree to support its provisions.</b>	
<b>My child/ren are:</b>	
<b>Name:</b>	<b>Grade:</b>
_____	_____
_____	_____
<b>Comments:</b>	
_____	
_____	
_____	
<b>Parent Signature</b>	<b>Date</b>

# INTRODUCTION

## MISSION STATEMENT

We, the family of St. Mary School, commit to proclaiming the Good News of Jesus through the education of children in the Catholic tradition by promoting lifelong spiritual growth, academic excellence, and service to others.

## PHILOSOPHY

The St. Mary School administration and faculty, in cooperation with parents, teach the basic truths, traditions, morals, and values of our Roman Catholic faith while modeling Gospel values and providing opportunities for prayer and worship. We offer a broad-based curriculum, where faith and culture are intertwined in all areas of school life.

We work to foster the development of each child spiritually, academically, emotionally, socially, and physically by building confidence, encouraging self-reliance, responsibility and the desire to learn.

We acknowledge the different learning styles of each student by providing opportunities for observation, exploration, problem solving, cooperation, and application.

We strive to provide our students with the skills necessary to be leaders in the future life of our Church, our country, and our world.

## ACCREDITATION

St. Mary School is recognized and fully accredited by the State of Illinois. It operates under the auspices of the Rockford Diocese and conforms to its policies and guidelines. St. Mary School is a member of the National Catholic Educational Association.

## ST. MARY SCHOOL PERSONNEL

### ADMINISTRATION

Pastor	Reverend Paul Lipinski
Principal	Jan Benson
Assistant Principal	Guy Herrmann

### HOMEROOM TEACHERS

Preschool	Sue Croke
Kindergarten	Carol Nanfria
Grade 1	Pat Maveus
Grade 2	Mary Iwans
Grade 3	Nancy Shoger
Grade 4	Kim Hulmes
Grade 5	John Power
Grade 6	Mary Kocher
Grade 7	Anita Turner
Grade 8	Shaney Herrmann

### SUPPORT FACULTY

Music	Dawn Rodriguez
Physical Education	Guy Herrmann
Technology Coordinator	Miro Hodyl
Art	Maria Morelli
Spanish	Claudia Garcia
Librarian	Lisa Stoner
Advanced Math	Michele Cole
Reading Teacher	Mary Thomas

### SUPPORT STAFF

Administrative Assistant	Kathy Lanan
School Secretary	Heidi Kinn
School Maintenance	Ed McCarthy
BASE Coordinator	Ed McCarthy
Lunch Supervisor	Jennifer Engles & Jennifer Laurence
Recess Supervisor	Jeff Holtane
Athletic Director	Mike Schroeder
Parish Business Administrator	Erin Johnson
Director of Religious Education	Leila Rivers
Youth Minister	Carolyne Schoen

### COMMITTEES HEADS

PTO	Ashley Murcia
Sports Boosters	Liz Lundeen/Chris Fowler

### TELEPHONE DIRECTORY

St. Mary School	815-895-5215
Fax Number	815-895-5295
Parish Office	815-895-3275
Religious Ed. Office	815-895-3726

## ADMISSIONS

For any child entering St. Mary School for the first time, a certified birth certificate must be presented. To enter 3-Year-Old Preschool, a child must be three years old by September 1st of the school year. To enter 4-Year-Old Pre-Kindergarten, a child must be four years old by September 1st of the school year. To enter Kindergarten, a child must be five years old by September 1st of the school year.

### **PRIORITY FOR ADMISSION**

St. Mary School uses the following priorities in allocating spaces for children:

- Current families of The Church of St. Mary with siblings currently attending the school.
- Parish families without siblings in the school.
- Catholic, non-parishioner with siblings currently attending the school.
- Non-Catholic with siblings currently attending the school.
- Catholic, non-parishioner without children currently attending the school.
- Non-Catholic without children currently attending the school.

Requests for exceptions to the Admissions Policy will be taken into consideration by the principal in consultation with the pastor.

### **Preschool:**

Students with a Priority of Admission category #1, accepted for enrollment in St. Mary's 3-Year-Old Preschool will have a guaranteed seat from their first year of 3-Year-Old Preschool, until the completion of their 8th grade at St. Mary's provided:

1. the student remains enrolled uninterrupted and;
2. his/her returning student registration is completed and received by the first Friday of March.

### **Kindergarten through Eighth Grade:**

Registration for the following school year will be accepted beginning on a date and time set by the administration. Students currently attending St. Mary's School will have a guaranteed seat from their first year of attendance until their completion of 8th grade provided

1. the student remains at St. Mary's School uninterrupted and;
2. his/her returning student registration is completed and received by the first Friday in March

On the first Friday of March, the Priority for Admissions will be applied for any available seats. Names will be added to the waiting list based on the date and time the completed registration was received.

## **NON-DISCRIMINATION**

St. Mary School welcomes students of any race, religion, color, sex, nationality, and ethnic origin to all the rights, privileges, programs and activities made available to students at the school, without regard to the student's immigration status in the United States or country of citizenship. Catholic Schools in the Diocese of Rockford shall be compliant with all relevant case law interpreting the Illinois School Code, including Plyler v. Doe.

(NOTE): If an individual believes that he or she is a victim of unlawful discrimination by the School, the individual should report this to the Principal of the School. If the complaint of discrimination is against the Principal, the individuals may instead report the matter to the Superintendent of Catholic Schools of the Diocese of Rockford. All complaints of unlawful discrimination will be investigated and treated seriously. The report will be investigated, and the investigation may include a review of the documentation as well as interviewing the alleged victim, potential witnesses and the alleged accused. Upon completion of the investigation, a determination as to the merits of the allegation of discrimination will be made. The individuals involved will be informed of the results of the investigation.)

## **TRANSFERS**

Students entering St. Mary School need to present an official certification of grade level, such as report card or transfer slip from the former school. Student records may be requested before a student is officially accepted.

## **WITHDRAWAL**

Parents should notify the school office if they plan to transfer their child/ren from the school. All financial obligations need to be met. Textbooks, library books, and any school property should be returned.

## **STUDENT RECORDS**

Maintenance of student records in the Diocese of Rockford elementary and high schools shall comply with the Illinois School Code, subject to regulations of the State Board. In accordance with Illinois School Code 10, Student Records Act, Section 2. (d) "School Student Record" means any writing or other recorded information concerning a student and by which a student may be individually identified, maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored.

## **STUDENT PERMANENT RECORDS**

Illinois School Code states in part: Such information may include the student's name, birth date, address, grades and grade level, parent names and addresses, attendance records, and such other entries as the State Board may require or authorize. For schools in the Diocese of Rockford, permanent records must include:

- Student name



- Gender
- Birth date
- Address
- Telephone number
- Grades & grade level
- Parents' or legal guardians' names and addresses
- Attendance records
- Health and accident records
- Sacramental records

### **STUDENT TEMPORARY RECORDS**

Temporary records mean all information contained in a student record, but not contained in the permanent record. Such information may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations, and other information of clear relevance to the education of the student.

### **INSPECTION AND ACCESS**

A parent or any person specifically designated as a representative by a parent shall have the right to inspect and copy all school student permanent and temporary records of that parent's child.

### **RECORD OF RELEASE**

A record of release of information must be made and kept as a part of the school student record. Such record of release shall be maintained for the life of school student records and shall be available only to the parent and the official records custodian. Each record of release shall include: Nature and substance of information released; Name and signature of person releasing information; Name of person requesting information; Copy of consent to such release.

### **CUSTODY OF CHILDREN**

In cases of single families, it is important that the school be notified which parent has custody of the child/ren. A copy of the custody decree in cases of divorce should be filed in the office. Financial matters are ordinarily handled through the custodial parent unless other stipulations are made. When the legal guardian is not the parent, the school needs to have that information on file. All communications regarding school, grades, behavior, etc. go to the custodial parent.

## ATTENDANCE

Regular school attendance, as required by the School Code of Illinois, is essential if a student is to make full use of the educational opportunities the school offers. The school offers an academic term of at least **176** days of pupil attendance.

### ABSENCES

#### Unplanned

Parents must notify the office on the day of absence by 9:00 a.m. (815-895-5215), or email [schooloffice@stmarysycamore.org](mailto:schooloffice@stmarysycamore.org). To ensure your child's safety, you will be called when the school has not been notified of an absence. A request may be made to have the child's homework picked up at dismissal time at the office or to be sent home with another student.

#### Illness

Students should not attend school when they are suffering from severe colds or flu. Doing so compromises not only their own health, but also the health of their fellow classmates and teachers. Students should be fever free without medication for 24 hours prior to returning to school after an illness. When students return after an illness, it is important that they are well enough to go out at recess and fully participate in class. A student who has been absent five (5) consecutive days may be asked to present a physician's statement before returning to the school.

#### Pre-Planned

At times, students miss school for other reasons, such as family vacations or other special events. We recognize that such absences may be important to your family. However, missing school creates hardships for students. Absent students cannot make up the learning experiences that occur in school. We discourage such absences. When students must miss school, it is the family's responsibility to assist the student(s) in making up missed instruction and to ensure that all make-up work is completed.

### TARDINESS

Since tardiness interferes with a student's progress and is a disturbance to the entire class, every effort should be made to be punctual. If a student is not present when the 8:30 a.m. bell rings, he/she must report to the office for a tardy slip before admittance to the classroom. In an emergency, a child may not receive a tardy slip if a parent writes a note explaining the reason for the tardiness to the Principal (for example; traffic accident, flat tire and similar situations).

Tardies:            From the 8:30 a.m. bell to an hour – recorded as tardy  
                         1 to 2 ½ hours – recorded as ½ day absence.  
                         2 ½ hours or more – recorded as a full day absence.

### **Making Up Work for Absences**

Work missed due to an absence must be made up. It is the parent's/student's responsibility to contact the teacher regarding this work. Students should not rely on peers to get missed assignments. Allotted time for make-up is as follows:

1 – 2 days absent – For each day that a student is absent, the student has that same number of days to turn in his/her work upon returning to school.

3 or more successive days – The work must be made up by making arrangements with the teacher. Work not made up during the agreed upon schedule will result in receiving no credit for those assignments that were not completed.

### **Doctor/Dental Appointment**

Students excused from school during the school day must be signed out in the school office. Parents are requested to provide notice and to pick up the child from the office so as not to disturb the classroom. If the child returns the same day, it is also necessary to sign in.

### **Attendance Awards**

At the end of each school year, St. Mary School is proud to recognize students who have made the outstanding effort to attend school each day. Attendance awards will be presented in two categories:

**Perfect Attendance** is awarded to students who have attended school every minute of every school day. NO EXCEPTIONS!

**Outstanding Attendance** will be awarded to students who have attended school every day, but may have arrived late or left early. ALL late arrivals or early dismissals must be excused, if the student is to be considered for this award. (Excused late arrivals or early dismissals could include, but are not limited to, medical/dental appointments, car accidents, births, funerals, etc. Early dismissal for vacation will not be excused.

### **Travel to/from School**

A written note or a phone call is required for any departure from the student's normal travel arrangements.

## SCHOOL POLICIES AND PROCEDURES

### ARRIVAL/DISMISSAL PROCEDURES

#### Morning Arrival

Students **must not** arrive before 8:00 a.m. Bus riders and vehicle riders are dropped off in front of the school. Students arriving between 8:00 and 8:10am are to enter Door 7 (entrance between school hall and church) where they will be supervised by a teacher. At the 8:10am bell, those students in the school hall will proceed to their classrooms where their teachers will await their arrival. Students arriving after 8:10 are to use the front door to enter their classrooms by themselves.

#### Dismissal Procedure

Walkers, bikers, and bus riders exit through the front door of the school. All other students must stay with the teachers on the way to the waiting cars. All bikers and walkers (not only students but anyone accompanying a student) must follow dismissal procedures and remain on sidewalks. Vehicles are to enter at the Park Avenue entrance just south of the PAC forming two lines just east of the PAC. Parents are asked to remain in their vehicles and a teacher on duty will be responsible for getting the child safely to the vehicle. Students will only be dismissed on St. Mary's School property. They cannot enter a car waiting in line on Park Avenue.

### BICYCLES

Students in Grades 3-8 are permitted to use a bicycle as a mode of transportation to and from school. Students younger than third grade need to submit a parent's written permission to the office to ride a bicycle to and from school.

Bicycles are to be parked and locked in the bike rack behind the Church. The school accepts no responsibility for bicycles. Bicycles are to be walked on school property.

### BIRTHDAY CELEBRATIONS

Non-edible birthday treats such as pencils, stickers, etc. can be distributed for birthdays. No food items shall be allowed for birthday celebrations.

We have found that passing out party invitations at school can be an unhappy experience for the child who does not receive one. So please, do not send invitations through the school.

### BUS TRANSPORTATION

Per State regulations, student transportation shall be provided for students that meet the following guidelines:

1. Reside within the school district boundaries and
2. Live 1.5 miles or more from school.

St. Mary School children who are eligible for bus transportation will follow the guidelines of Sycamore School District #427. Transportation is provided to and from school only. The school district cannot provide transportation for birthday parties, overnight, girl/boy scouts, music lessons, dance lessons, study groups, etc. Also, due to the large number of students who are eligible to be transported to and from school it is no longer possible to allow guests to ride with regular riders on the busses.

If a parent has a special transportation need, contact the Transportation Office (815-899-8106). Requests will be approved or denied on an individual basis.

**Sycamore School District conducts a bus safety/emergency evacuation drill once each school year.**

## **CALENDAR**

Illinois State School Code requires that school be open for instruction **176** days. Diocesan regulations require that five days be scheduled for teacher institutes. Each year parents will receive a copy of the school calendar for the current year. Calendar updates listing the additional information of activities not included on the yearly calendar will be sent home monthly.

## **CHILD ABUSE/MANDATED REPORTER**

St. Mary School employees are required by law to report any suspected child abuse victims to the proper authorities. Section 4 of **The Abused and Neglected Child Reporting Act** states “Any...school personnel... having reasonable cause to believe a child known to them in their professional capacity may be an abused child or a neglected child shall immediately report or cause a report to be made to the Department of Children and Family Services...”

The school complies with the student records requirements.

1. School personnel are informed that they are mandated reporters of child abuse and neglect.
2. All school personnel have signed the mandated reporter statement required by the Department of Children and Family Services acknowledging this obligation.

## **FIELD TRIPS**

Field trips are privileges afforded to students. At the teacher's discretion, students may be denied participation if they fail to meet academic or behavioral requirements. All students must have an official permission slip signed by their parent/guardian on file to be permitted to participate in a field trip. Any parent wishing to help in their child's classroom for parties, go on field trips, or volunteer in school must fulfill all "Volunteer Requirements" as outlined by the Diocese of Rockford BEFORE active participation.

## **UNIFORM POLICY/DRESS CODE**

The faculty and staff of St. Mary Catholic School have developed a dress code for our students. This policy is based on the philosophy that setting standards for student dress is an extension of the high standards of academic performance and behavior set for students in our Catholic School. It is the responsibility of the student's parents/guardians to ensure that his/her clothing and accessories comply with the Dress Code.

All shirts, pants, shorts, skirts, skorts, and sweaters must be purchased through Dennis Uniforms. The school's catalog can be found online at [www.dennisuniform.com](http://www.dennisuniform.com). The school code for St. Mary School is GMYGL.

Girls may wear either pants, shorts or the skirt/skort with their uniform. If they choose to wear the skirt or the skort the following guidelines apply. Girls in K-3<sup>rd</sup> grade may wear the skort. Girls in 4<sup>th</sup> and 5<sup>th</sup> grade may wear either the skirt or the skort. Girls in 6<sup>th</sup>-8<sup>th</sup> grade must wear the skirt.

Girls and boys may wear shorts from the start of the school year **until October 15<sup>th</sup> and from April 15<sup>th</sup> until the end of the school year (weather permitting).**

Sweatshirts purchased through the school (no hoodies) with the St. Mary logo are acceptable as part of the uniform if they are worn over the Dennis uniform shirt.

**Socks, Tights, Leggings:** Plain white, black, navy, or gray

**Shoes:** Some type of rubber-soled (athletic) shoe is required, since students are expected to have outdoor recess most days. Open-toed shoes, toe shoes, sandals, slip-ons, etc. are a potential safety hazard and are not suitable for playground activity. Shoes should be **unadorned, and in no way distracting to the educational process. Shoes may only contain the colors of blue, white, gray, black, brown or some combination of these colors. No other colors are allowed.**

### **GYM CLOTHES**

**Gray St. Mary t-shirt**, available at the Uniform Exchange, on the School Supply Order Form, or from the school office.

**Navy blue gym shorts**, available at the Uniform Exchange, on the School Supply Order Form, or from the school office. Gym shorts are not required if the student is wearing the St. Mary sweatpants. Students are encouraged to wear shorts until October 15<sup>th</sup> and after April 15<sup>th</sup>.

Sweatshirt and sweatpants (navy blue) for cold weather. If sweatshirts and sweatpants are worn in gym class, they must be St. Mary logo. Students are not allowed to wear hooded sweatshirts in the school building.

### **GENERAL UNIFORM GUIDELINES**

- All students, including kindergartners, are covered by this policy.
- Clothing must be clean and in good repair. (No holes.)
- Shirts are to be tucked in during school hours. Shirts on dress down days cannot have a spaghetti straps or be strapless.
- On days when the student wears boots to school due to inclement weather, he/she must bring athletic shoes to wear indoors.
- Students may wear Scout uniforms in place of the school uniform on meeting days. Scout uniforms must be clean and neat.
- Students may wear St. Mary sports uniform tops over their school uniform on game days.

- Each item of clothing should be marked with the student's name. This is especially important for gym clothes, sweaters, and sweatshirts.
- Hair should be natural in color, clean, neatly trimmed, and in no way distracting to the educational process. Hair must be out of student's eyes. Boy's hair length must be trimmed above the collar, above the ears, and above the eyes. Hair accessories must be the school colors of navy blue, gray, or white.
- Jewelry **should be simple and functional and in no way distracting in the classroom.** If earrings are worn, they should only be small post earrings. Please do not let your child wear any jewelry which could get caught on playground equipment or which is of significant sentimental value. **For safety reasons, absolutely no jewelry is allowed in gym class.**
- Only clear nail polish may be worn in grades below 7<sup>th</sup> & 8<sup>th</sup> grade.
- Make-up, if worn, must be age-appropriate and in no way distracting to the educational process.

## VISITORS

Open House, Catholic Schools Week and Parent/Teacher Conferences provide a few opportunities for parents to visit the classrooms. Visits outside these times are encouraged but need to be prearranged with the principal.

**Anyone entering the school building during school hours must register at the school office. After registering, they will receive a visitor's tag, which is to be worn at all times.**

**To lessen classroom distractions, a parent waiting for a child is asked to wait by the office and not go to the child's classroom.**

**A parent bringing in an item such as a book, lunch, money etc., for the child, is to label (identify) the item and leave it in the main office. Office personnel will deliver the item to the student.**

## WRITTEN COMMUNICATION

Organizations (i.e. YMCA, Scouts, Athletic Groups, etc.) that need to communicate with students in written form **MUST** have all papers to the school office at least 24 hours before distribution.

## ACADEMICS AND GRADING

### SPIRITUAL FORMATION

- All students plan and attend a weekly School Mass.
- Students in Grades 4-8 may participate in the altar server program.
- A routine of prayer before class in the morning and again before dismissal is followed. Blessings are said before meals.
- All grades (K-8) have age appropriate service projects throughout the school year.

### SACRAMENTS

Reconciliation/First Communion- Grade 2

**REPORT CARDS** are issued quarterly at approximately nine-week intervals (kindergarten and preschool report cards by semester). Parents will access their child's report card on School Speak.

### GRADING SYSTEM

While there are different report forms used for preschool through grade eight, the grading procedure is very similar. The diocesan marking system has been assigned average numerical values. Letter grades with the following equivalents are used for grades 4-8.

A+ = 99-100%	B+ = 91-92	C+ = 83-84	D+ = 75-76
A = 95-98	B = 87-90	C = 79-82	D = 72-74
A- = 93-94	B- = 85-86	C- = 77-78	D- = 70-71

Each report card tells the parent/guardian how his/her child is doing in comparison to what is expected of the child at his/her grade level. Parents should also note the effort grade, which indicates the child's motivational level, and can be the source of praise or constructive review. Based on this information, you can work more closely with the teacher to motivate your child.

### HONORS RECOGNITION AWARDS

In a continuing quest for academic excellence and recognition of high achievement, St. Mary School maintains an Honor Roll Program for students in GRADES 5-8. All students receiving a GPA of 3.51 and above will achieve High Honor Roll and all students receiving a GPA from 3.00 – 3.5 will achieve Honor Roll. Honor Roll recognition will be announced quarterly, and students will receive certificates from the principal/pastor.



**Subjects** included in determining Honor Roll status are:

Religion, Reading, English, Math, Science, Social Studies, and Spelling.

Spanish, Art, PE, Computers, and Music count as **one combined grade**.

The following may **disqualify** a student from the Honor Roll:

**Need Improvement** in any one of the following categories of the Personal and Social Growth section of the report card:

*-Respects Peers, Respects Authority, Respects Property*

## **ASSESSMENTS**

- Standardized testing of achievement and cognitive abilities will be conducted in grades 3, 5, and 7 using the **Iowa Tests of Basic Skills/Cognitive Ability Test**.
- Students in Kindergarten through grade 8 will be assessed utilizing **MAP (Measures of Academic Progress)**. MAP is a universal screening tool designed to assess students' strengths and weaknesses in reading, language, and mathematics. This assessment is used as a benchmark and is taken in fall, winter, and spring.
- **Aimswest** is a universal screening tool to measure and monitor progress of general reading ability, fluency, pronunciation, and words read per minute. It is taken in fall, winter, and spring.

## **HOMEWORK**

Homework is given to reinforce concepts and skills learned in school. It also helps develop good work habits and encourages independent study. The following schedule serves as a guideline for daily homework.

Grades 1-3 = 30 minutes

Grades 4-6 = 45-60 minutes

Grades 7-8 = 60-90 minutes

Should parents notice extremes in homework – “too little or too much” – please contact the teacher. Homework is to be completed on time except for an extraordinary reason (athletic events and outside activities do not excuse students from homework). Assignment notebooks are provided for students in grades 4 through 8.

During an illness, parents are encouraged to pick up work. When requesting work for your student, please contact the office by lunch so that the teacher has adequate time to gather the work.

## HEALTH AND SAFETY

### HEALTH REQUIREMENTS

Illinois state law requires all students entering Preschool for the first time, Kindergarten, 6th grade and new students to the State of Illinois are required to have a current physical and be up to date on required immunizations. All forms are due to the school office by **October 15th**. St. Mary School has the right, per state regulations, to exclude a child from school after October 15th, until the child presents proof of having a health examination and/or current record of all required immunizations. Health exam must have been completed within one year prior to school start date.

- Physical exam signed and dated by doctor
- Immunizations signed and dated by health care provider
- Medical history filled out and signed by parent/guardian
- Mandatory Diabetes Risk Assessment
- Lead Screening for children 6 years and under

### Eye exam

All children entering Kindergarten and any student enrolling for the first time in Illinois are required to have an eye exam. The eye exam requirement does not apply to children enrolling in preschool. Examinations must be performed by a licensed optometrist or medical doctor who performs eye exams. Proof of exams are due to the school office by October 15th.

The required eye exam must be completed within one year prior to the first day of the school year in which the child enters Kindergarten or the child enters the Illinois school system for the first time. If unable to obtain the required vision exam, students must have a waiver signed by a parent/guardian prior to start of school.

### Dental Exam

All children entering Kindergarten, 2nd and 6th grade are required to have an oral health examination. Examinations must be performed by a licensed dentist, and he/she must sign the proof of school dental exam form. Each child is required to present proof of exam by a dentist, or have a waiver signed by a parent/guardian, prior to May 15th of the current school year. School dental exams must have been completed within the 18 months prior to the May 15th deadline.

### Immunization Requirements

#### Preschool

- DTP (Diphtheria, Tetanus, Pertussis) 3 doses by 1 year of age, 1 booster by 2nd birthday
- IPV (Inactivated Polio) 2 doses by 1 year of age, 1 additional booster by 2nd birthday
- MMR (Measles, Mumps, Rubella) 1 dose on or after 1st birthday but prior to 24 months

- Hib (Haemophilus influenza type b) primary series or 1 dose between 15-59 months
- HepB (Hepatitis B) series of 3 doses, appropriately spaced
- Varicella (Chicken Pox) 1 dose on or after 1st birthday (or proof of disease and date documented by doctor)
- Prevnar (Pneumococcal Conjugate) primary series or 1 dose between 15-59 months

### Kindergarten-Grade 5

- DTP (Diphtheria, Tetanus, Pertussis) 4 or more doses with the last dose received on or after 4th birthday 28
- IPV (Inactivated Polio) 3 or more doses of same type of Polio vaccine with last dose received on or after 4th birthday. If series is given in combination of polio vaccine types, 4 or more doses are required.
- MMR (Measles, Mumps, Rubella) 2 doses, 1st dose received on or after 1st birthday and 2nd dose no less than 4 weeks (28 days) later
- Hib (Haemophilus influenza type b) Not required after 5th birthday
- Prevnar (Pneumococcal Conjugate) Not required after 5th birthday
- HepB (Hepatitis B) No requirement
- Varicella (Chicken Pox) 2 doses, 1st dose received on or after 1st birthday and 2nd dose no less than 4 weeks (28 days) later; or proof of disease and date documented by doctor;

#### **KINDERGARTEN and 1ST GRADE Need Two Doses of Varicella**

### Grades 6-8

- DTP (Diphtheria, Pertussis, Tetanus) 3 or more doses with the last dose received on or after 4th birthday, and 1 dose of Tdap for students at 11 years of age entering 6th grade (can be given as early as age 7)
- IPV (Inactivated Polio) 3 or more doses of same type of Polio vaccine with last dose received on or after 4th birthday. If series is given in combination of polio vaccine types, 4 or more doses
- MMR (Measles, Mumps, Rubella) 2 doses, 1st dose received on or after 1st birthday and 2nd dose no less than 4 weeks (28 days) later
- Hib (Haemophilus influenza type b) Not required after 5th birthday
- HepB (Hepatitis B) 3 doses at recommended intervals
- Varicella (Chicken Pox) students entering 6th grade, 2 doses, 1st dose received on or after 1st birthday and 2nd dose no less than 4 weeks (28 days) later; or proof of disease and date documented by doctor
- MCV4 (Meningococcal conjugate) students entering 6th grade 1 dose, (may receive as early as age 10)

### State of Illinois Mandated Vision and Hearing Screenings

**Vision:** Vision screening services shall be provided annually for all preschool children 3 years of age (or older) in any public or private educational program or licensed child-care facility. Vision screening services in public, independent, private and parochial schools shall be provided annually for all children in grades Kindergarten, 2nd, and 8th, and for teacher referrals and students transferring into schools who have not been previously screened. Vision screening services in public, independent, private and parochial schools shall be provided annually for all special education children screened by standard screening methods as determined by IDPH training curriculum.

**Hearing:** The Illinois Vision and Hearing Test Act requires annual screening for the following children: (1) preschoolers (3-5) years of age) in any group education program, day care center, or nursery school and (2) children in grades K, 1, 2, 3, and special education classes in all public, independent, private, and parochial schools. New students and teacher referrals must be screened also.

<b>Vision</b>	<b>Hearing</b>
PreK3	PreK3
PreK4	PreK4
2nd	1st
K 8th	2nd
	3rd

### ILLNESS

When a child becomes ill, the teacher will send him/her to the school office. If the child needs to be sent home, the secretary will notify the parent or the person listed on the emergency form. The secretary will also notify the principal and the teacher that the child is being sent home.

In case of accident, minor first aid will be administered by school personnel in accordance with the provisions in the emergency health form. It is the responsibility of the parent(s) to contact a doctor or take the child to the hospital.

In the event of serious illness or injury, paramedics will be called immediately and the parent will be notified. Parents are responsible for payment of medical, ambulance, and/or hospital fees.

### PREVENTATIVE DISEASE TRANSMISSION MEASURES

To decrease the likelihood of classroom transmission of diseases, please observe the following rules:

- **Your child should be fever free for 24 hours before returning to school.** He/she should also have been retaining food without discomfort or vomiting for 24 hours in the case of a gastrointestinal virus.
- If your child misses the morning session of classes due to illness, please keep him/her home for the entire day. A few more hours of rest will do them good and make for a fresh start the next day.
- Please notify the school office if your child is diagnosed with a communicable disease such as strep throat, scarlet fever, or chicken pox. These diseases are no longer reportable to the Health Department; however, the school continues to send letters to parents alerting them to these diseases.

**Student Illnesses:** As an aid to parents in the evaluation of a child's health before going to school, the following should be considered:

Please keep your child home when these symptoms occur:

- Diarrhea
- Excessive coughing and sneezing
- Fever of 99.8 or higher taken in the morning
- Headache or earache
- Inflamed, swollen, reddened or watery eyes
- Nausea or vomiting
- Red or swollen joints
- Contagious skin rashes or open sores
- Unusual skin pallor

**Pediculosis: Head Lice** is an on-going problem throughout the United States. Head lice come from direct contact with an infected person or indirect contact through lice-infested clothing, hairbrushes or combs, etc. Having head lice does not imply a lack of personal cleanliness or poor housekeeping.

St. Mary School has a "No Live Lice" protocol to address the issue of head lice. Report any lice outbreak to the school nurse for specific suggestions and follow up. Parents should check their child's head for lice nits regularly. The tiny, white/clear oval eggs of head lice, called nits, are attached to the hair shafts near the scalp, especially at the nape of the neck and behind and above the ears. The lice themselves are often not seen because they are usually present in very small numbers and move very quickly. Bites by lice and the accompanying scratch marks can often be seen. If scratch marks become infected, one may experience swollen lymph nodes in the neck. The nits resemble dandruff, but dandruff is flat and is easily removed from the hair. Nits are not. They are attached to the hair shaft with a glue-like substance and cannot be removed easily even by pulling them. Contrary to popular belief, intense itching is NOT always present when a person is infested with head lice. One might have head lice and not feel discomfort at all. Please check your child's head closely! Parents should look for lice nits **every week** on their child.

What to do if you find head lice on your child:

1. Keep your child home until the first application of lice shampoo or lice crème rinse has been applied and all nits removed. A “NO Live Lice” policy has been implemented and therefore a child returning to school with any live lice will be sent home again.
2. Report any lice outbreak to the school nurse. The school health personnel will provide you with further specific suggestions for getting rid of lice.

## **MEDICATION**

No medication will be administered except by the school principal or his/her designee. Such medication will only be administered provided the child’s parent or legal guardian submits in advance such documentation as is required by any administrative regulation issued under this policy.

### **Medication at School**

- Parent or guardian shall provide the school with Physician’s orders/prescriptions detailing the name of the student, the type of disease or illness involved, the name of the drug, dosage, time interval in which the medication is to be taken, the date of the initiation and the date of discontinuance, the desired benefits of the medication, the side effects and an emergency number where the physician can be reached.
- The student’s parent or guardian shall provide to the school administrator a written request authorizing the administration of the prescribed medication at school.
- Medication shall be brought to the school in a container appropriately labeled by the pharmacy or physician. The name of the student and the names of the physician and pharmacy and pharmacy telephone number shall be indicated on the container.
- The school shall provide a locked space for safe storage of the medication.
- The school administrator shall keep a written record of all drug administration. This record shall include the following information: What medication was given, to whom it was given, when it was given (date and time), who administered the medication, the date of initiation of drug therapy in school, if a medication is not administered and why, and the drug discontinuance date. This information shall be placed in the student’s health file.

**No medication will be given by school personnel unless these guidelines are followed.**

### **Over-the-Counter Medication Policy**

If your child must receive over-the-counter medication such as cough drops, ibuprofen, etc. while at school, please bring the medication to the school office accompanied by the

medication release form indicating the dosage and time the medication should be given. All medications will be kept in a locked cabinet in the school office.

## **COMMUNICATION WITH PARENTS/GUARDIAN**

### **COMMUNICATION BETWEEN SCHOOL AND HOME**

St. Mary School uses SchoolSpeak and Flocknotes to inform parents/guardians about the activities and events at our school. In addition, SchoolSpeak is also a convenient online tool for parents to communicate with teachers, review student progress reports, access attendance records and keep up-to-date on classroom announcements. SchoolSpeak is a private, school platform that only those individuals who have a password have the right to enter. Parents/guardians will be provided with passwords when enrollment is fully completed.

In person Parent/Teacher Conferences are scheduled at the end of the first quarter. When appropriate, teachers may also schedule conferences at the end of the 2nd, 3rd, and 4th quarters or at the request of parents/guardians. To request a conference, a parent may send a note or call the school office.

Informal conferences between parent and teacher are encouraged throughout the year. These may occur via telephone conversations, electronic or hardcopy correspondence, or scheduled meetings. Every effort will be made to accommodate parent/guardian schedules.

### **WEDNESDAY WEEKLY**

Important school news and upcoming events are shared every Wednesday through an email using Flocknote.

### **SCHOOL FACEBOOK**

St. Mary School has two Facebook pages. One is a public site where general school information is shared. The other is a private site for families of St. Mary School to share ideas and positive thoughts, comments, questions and reminders about our school.

### **SCHOOL DIRECTORY**

This is a list of family names, emails, phone numbers. This, of course, is not mandatory. You can include all the above information, some of it, or choose not to share any information.

### **STUDENT/PARENT HANDBOOK**

The Parent/Student Handbook includes official Diocesan and school policies, procedures and other school related information. Periodic amendments are distributed to school families to update this handbook as necessary.

### **BACK TO SCHOOL NIGHT (PTO Sponsored)**

This takes place in August and is a great way to meet people and get supplies and uniforms for the upcoming school year. Supper is served by PTO members. There are planned activities for children.

### **CURRICULUM NIGHT**

This event takes place within the first few weeks of school. Each teacher presents an overview of the curriculum and the structure of the student's day.

### **CONFLICT RESOLUTION**

Open communication between parents, students, teachers, and the principal is essential. Conflicts between students should first be handled between the students. If no resolution occurs, the issue is referred to the following individuals:

1. Classroom Teacher
2. Principal
3. Pastor

School-related conflicts between adult members of the St. Mary School family should first be handled between the adults involved. If no resolution occurs, the issue should be brought to the attention of the principal and/or pastor.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **STUDENT RIGHTS**

Students have the right to a safe environment on school property and at school activities. Students have the right to respect from peers, teachers, and staff.

### **STUDENT RESPONSIBILITIES**

It is the responsibility of each student to:

- To respect authority, obey all teachers, staff, volunteers, and student patrols.
- To respect the rights of classmates and school personnel.
- To know and obey school, church, classroom, cafeteria, and playground rules.
- To work to the best of their potential.
- To be responsible for his/her actions.
- To refrain from using abusive, improper language or gestures, both verbal and written.
- To refrain from hurting others physically or emotionally.
- To practice habits of personal cleanliness.
- To dress per the uniform code.
- To care for school property, books and supplies, etc.

Consequences to rule infraction may include the following possible remedial actions which are neither all-inclusive or listed in any hierarchical order:

- Positive strategies;



- Verbal reprimand;
- Warning;
- Written assignments;
- Loss of privileges;
- Financial restitution;
- Parent Conference;
- Removal from class;
- Detention;
- Principal intervention.

Everyday classroom behavior will be under the direction of the homeroom teacher who will guide, correct or discipline as needed.

## **GENERAL BEHAVIOR**

### **Lunchroom**

- Follow the fundamental rules of etiquette in the lunchroom and speak in a voice audible only to those immediately seated together.
- Remain seated during lunch.
- Clean the table and pick up and dispose of all trash.
- Students must wait for the teacher or lunch supervisor to dismiss them.
- Students are to line up and walk to and from the playground/lunchroom in an orderly way.
- Students will not throw food, nor will students share food.

### **Playground**

- Abstain from contact games of any kind.
- Remain in the designated play area.
- Remain on the playground or school premises.
- Line up immediately in an orderly manner in the appointed area when the end of the recess period is announced.
- Throwing snowballs is never allowed.
- Return all playground equipment to the Storage Shed
- Students may not leave school property to retrieve playground equipment-ask the adult on duty.

## **SCHOOL WIDE BEHAVIOR & CONSEQUENCES**

The administration and faculty of St. Mary School seek to assure a climate in the school which is appropriate for learning and which assures the safety and welfare of personnel and students.

- At St. Mary School parents, students, faculty, and administration cooperate in the education process and in the development of well-rounded Christian young people. St. Mary School provides an atmosphere in which students are expected to experience and practice Christian social principles in their relationships with others.
- Each student will be held accountable for his/her actions.
- Inappropriate behavior that interferes with the educational process will not be tolerated.
- Bullying will not be tolerated.

- Student's lockers, backpacks, and desks are considered school property and the school has the right to examine them and their contents. The school reserves the right to inspect them at any time.
- Harassment of any kind (verbal, physical, sexual, etc.) which is reported will be thoroughly investigated by the principal and appropriate action will be taken.
- Gum is not allowed at school or on the school grounds.
- Leaving School Grounds or Classroom without teacher permission is prohibited.
- Being disrespectful to teachers or staff will not be tolerated.
- Using profane or offensive language or gestures will not be tolerated.
- Indecent materials brought onto school property is prohibited.
- Violation of Acceptable Internet Use Policy/ Cyber bullying will not be tolerated.
- False activation of fire alarms/ Calling 911 is prohibited.
- Cheating, Plagiarism or Forgery – Infractions may be met with suspension, failing grade for that quarter, and possible expulsion.
- Possessing matches/lighter, cigarettes, or any form of tobacco on school property is prohibited.
- Chemical Abuse – The possession of any illegal substances is prohibited.
- Destruction of Property – Intentional damage to school or personal property is prohibited. Parents will be responsible to repair or replace damaged property.
- Possession of any kind of weapon on school property is prohibited.

**Repeated displays of inappropriate behavior may result in detention and in extreme cases, suspensions or expulsions. Full information related to the disciplinary action shall be reported to parents.**

### **Detention**

Students will receive a Conduct Referral and be required to serve a detention for not obeying School Rules and Regulations. Parents are notified when a student receives a detention notice. The parent is expected to sign the notice and return it to school. The notice lists the reason(s) for the detention, as well as the date and time to serve detention. Transportation home following a detention is to be provided by the parent.

### **Suspension**

The principal may suspend a student for a term not to exceed three days. Suspensions may be "in school" as well as "out of school". A suspended student may not take part in any school related activity, including participation in sporting practice or events, during the period of suspension. In addition, any student suspended from school will only be readmitted when both the principal and parents have discussed the reason for suspension. The student will be responsible for all class work missed during the suspension; however, no academic credit will be given during the days of suspension.

### **Expulsion**

The following violations are extremely serious and may be cause for expulsion, if committed on school property, school buses, or at any school activity.

- Threats, actual assault, or other forms of violence, such as fighting or unnecessary roughness to any other student or adult Interference or refusal to comply with school personnel and volunteers in the performance of their assigned duties.
- Conduct which threatens or disrupts the educational process or interferes with the rights of others
- Damaging or theft of school or private property
- Swearing/obscenity in oral, visual, or written form
- Possessing, using, or transmitting any object that, under the circumstances, can reasonably be considered a weapon or deemed unlawful by a minor
- Any other behavior deemed serious by the principal and pastor

## **BULLYING POLICY**

Any action, word or behavior which harasses, intimidates or causes physical, emotional or psychological harm to another student or students is strictly prohibited. This prohibited conduct also extends to the use of technology (“Cyber bullying”) as a tool to harass or cause harm.

Bullying is prohibited during any school-sponsored education program or activity; while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; or through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment. However, this policy is not limited to conduct that occurs on the premises of the Diocese school.

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically (“cyber bullying”), directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- (1) placing the student or students in reasonable fear of harm to the student's or students' person or property;
- (2) causing a substantially detrimental effect on the student's or students' physical or mental health;
- (3) substantially interfering with the student's or students' academic performance; or
- (4) substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual

violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Examples of “cyber bullying” include but are not limited to the use of e-mail, web sites, text messaging, electronic photos or videos & social media (i.e. Face Book, Twitter, My Space etc...) to harass or intimidate. These lists are meant to be illustrative and non-exhaustive.

Students who violate this policy will be subject to the discipline policy of the student’s school.

### **Procedure**

This policy is to be communicated by each Diocesan school principal to the school’s students and their parent/guardian annually. This policy will be reviewed/updated every 2 years and filed with the State Board of Education after being updated.

Any behavior of a student which, in the School’s discretion, puts that student at risk for aggressive behavior, including bullying, shall be reported by the Diocesan school principal to the parent/guardian of the student committing the behavior, and the parent/guardian may be required to investigate early intervention based upon available community-based resources.

### **INTERNET-ACCESS POLICY AND AUTHORIZATION FOR INTERNET ACCESS**

All use of the Internet shall be consistent with the Diocese’s and School’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Internet Access Policy and Authorization does not attempt to state all required or proscribed behavior of users. However, some specific examples are provided. The failure of any user to follow the terms of the Internet Access Policy and Authorization for the Internet Access will result in the loss of privileges, disciplinary action (up to and including expulsion or discharge), and/or appropriate legal action. The signature(s) on the Authorization for Internet Access is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

#### Terms and Conditions

1. Acceptance use – Access to the Internet must be for the purpose of education or research, and be consistent with the educational objectives of the Diocese and School.
2. Privileges- The use of the Internet is a privilege not a right, and inappropriate use will result in cancellation of those privileges, disciplinary actions (up to and including expulsion or discharge) and/or appropriate legal action. The building administrator will make all decisions regarding whether or not a use has violated this Authorization and may deny, revoke, or suspend access at any time; his or her decision is final. Electronic communications, downloaded material and/or other information obtained or transmitted via the Internet may be monitored or read by School officials.
3. Unacceptable Use – You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of the any U.S. or State regulations;
- a. Unauthorized downloading of software, regardless of whether it is copyrighted;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network to identify, imply, or infer gang activity;
- e. Wastefully using resources, such as file space;
- f. Invading the privacy of individuals;
- g. Using another user's password or account;
- h. Posting anonymous messages or using pseudonyms or anonymous sign-ons;
- i. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene performance, sexually oriented, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with the objectives and or teachings of the Diocese and/or School.

### **GANGS AND GANG-RELATED ACTIVITIES**

St. Mary is a gang-free environment. Gangs, as defined in this Policy, include individuals who associate with each other primarily for criminal, disruptive and/or activities prohibited by law and/or by the School's rules and regulations. Gangs, gang-related activities and secret societies are not acceptable in a school setting and their presence interferes materially and substantially with the educational process and the maintenance of appropriate discipline and also may foster anti-social behaviors, attitudes and practices which may endanger the health, safety and welfare of all students.

Students are prohibited from participating in any activity related to gang or secret society while on school property or in conjunction with school-related activities. Activities prohibited by this policy include, but are not limited to, the following:

1. Soliciting and/or recruiting others for membership;
2. Participating in and/or inciting physical violence;
3. Extorting or soliciting money and/or services, requesting any person to pay for protection or the payment of dues;
4. Coercing, harassing and/or otherwise intimidating, threatening or causing harm to any person or thing;
5. Wearing, possessing, using, displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang or secret society;
6. Using any verbal or non-verbal communications (gestures, handshakes, etc.) Suggesting or showing membership in or affiliation with a gang or secret society;
7. Engaging or failing to engage in any activity where such is intended to promote or further the interest of any gang or any gang activity or secret society including, but not limited to, distributing literature, drawing or displaying gang-

- related symbols on any surface or teaching others to “represent” or act like a member of a gang or secret society;
8. Any other activity which violates any law or policy of the School or the Catholic Diocese of Rockford when such act or activity is taken to further the interest of a gang or secret society.

For the purposes of the Policy, the School may also consider gang or gang-related activities in which a student engages outside the school and/or separate from School-related activities due to the potential repercussions on the School and other students of such conduct.

**Violations of this Policy may result in dismissal from the School.**

### **DRUGS AND ALCOHOL**

Students are prohibited from using or being under the influence of alcohol or drugs while at school or at any school-related function. Included within the prohibitions set forth in this Policy are the following:

- Use, possession, manufacture, distribution, dispensation or sale of drugs, drug paraphernalia or alcohol on school premises or with respect to school-related activities;
- Storing in a locker, desk, automobile or other repository on school premises or in connection with any school-related activity any drugs, drug paraphernalia or alcohol;
- Being under the influence of drugs or alcohol on school premises or in connection with any school-related activities.

The School reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of such use exists. A “reasonable suspicion” of drug and/or alcohol use may be based upon the observation of the student’s behavior, information received regarding alleged alcohol or drug use and/or other indicia giving rise to a suspicion of a violation of this Policy. A student’s failure to cooperate in testing required by this Policy or other violations of this Policy may result in disciplinary action up to and including expulsion from the school.

### **POSSESSION OF WEAPONS**

It is a violation of the school's policies for a student to possess a weapon on school premises or at any time. Included within the prohibitions of this Policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade or use of any firearm, knife, martial arts device or other object which, in the school's discretion, may be considered to constitute a weapon. Violations of this Policy may result in disciplinary action up to and including expulsion from the school.

St. Mary School reserves the right to establish and enforce reasonable standards of behavior for all students involved in educational and recreational activities – whether during regular school

hours, on school premises, in connection with school activities or otherwise. In the event of a violation of those standards, the school reserves the right to invoke appropriate disciplinary steps including, but not limited to, demerits, detentions, suspensions and expulsion. The level of discipline appropriate for a violation shall be determined on a case-by-case basis in the school's discretion based upon a review of a variety of factors including, but not limited to, the severity of the misconduct, the student's academic and behavioral record and other similar such criteria.

The following is a non-exhaustive list of infractions for which students may be disciplined up to and including expulsion:

1. Violation of the school's policy on gang-related activities;
2. Violation of the school's policy on drugs and alcohol;
3. Violation of the school's policy on weapons;
4. Violation of the school's rules and regulations, or
5. Any other conduct considered by the school to be contrary to the best interests of the school, its faculty, and/or to the school's mission.

### **RIGHT TO CONDUCT INSPECTIONS**

In the interests of the health and safety of the school, its students and faculty and in furtherance of its educational mission, the school reserves the right to conduct inspections of all areas of its property and objects that are brought onto its premises. The school reserves the right to conduct these inspections on its own or to request the assistance of a third party in the inspection process.

This right to conduct inspections includes, but is not limited to, the following:

- Lockers (including those that bear a student-provided lock)
- Desks
- Bags, purses, briefcases, "totes", or other carrying devices brought onto school property
- Vehicles located on school property
- Any other equipment, device or property to which the use or access is allowed by the School
- Any other item or property brought on to the school's premises by a student or others

### **BOARD OF DISCIPLINE**

The Board of Discipline will be consulted on any serious discipline or conduct matters. Members of the Board of Discipline are: the pastor, the principal, and a faculty member appointed by the principal.

## EXTRA-CURRICULAR ACTIVITIES

### ART CLUB

This club is offered for students in Kindergarten through 2<sup>nd</sup> grade. They meet the second Thursday of every month from 3-4pm. The instructor is one of our teachers.

### ATHLETICS

Athletics is an important element of the total educational program that seeks to guide the spiritual, intellectual, emotional, and physical development of each student-athlete. It is our desire to provide a Christian environment that instills in student athletes' participation in sportsmanship consistent with Catholic-Christian values. Please see the St. Mary STARS Sports Handbook located on the website).

### BUILDER'S CLUB

An international student-led organization providing members with opportunities to perform service, build character, and develop leadership. Builder's Club meets every other Thursday during the lunch hour and is for students in grades 6-8. This club is advised by two of our staff members.

### CHEERLEADING

Students in grades 4-8 can tryout to be a cheerleader for the basketball games. A parent volunteer is our sponsor.

### CHOIR

**School-**St. Mary's School Choir meets on Friday mornings before school at 8am at the church to prepare for the Friday Children's Masses.

**Parish-**St. Mary's Children's Choir prepares our students to sing at special liturgies for weekend Masses. This choir is currently for children in grades 4-8 and meets Wednesday evenings from 6-7pm in the church.

### HANDBELLS

### SPANISH CLUB

After school club under the direction of our Spanish teacher. This club is for students in grades 4-8 and meets once a week from 3:15-4:15pm in the school building.

### STUDENT COUNCIL

The student council helps share students' ideas, interests, and concerns with teachers and school principal. They also help raise funds for school-wide activities, including social events, community projects, helping people in need and school reform. Our student council meets every other Friday during lunch and is advised by a school faculty member.



## **BASE PROGRAM (After School Enrichment)**

St. Mary's School provides extended day care service for families who desire additional, quality supervision for their school-age children after school.

The Program entails: snacks, arts and crafts, study time, outdoor activities, cooking and food preparation sessions, guest speakers, leisure reading, table games, gym time, service projects, videos, dramatic play, field trips within walking distance, and fitness.

**Time:** Days when school is in session. There will be **no** BASE program on school holidays or when school is dismissed due to inclement weather or other emergencies.

**Hours:** Open 3:00 p.m. to 5:30 p.m.

**Cost:** \$7 per day one child, \$11 per day two children, \$13 per day three children

\*For more specific information, please request the BASE Program handbook from the school office.

## **PARENT ORGANIZATIONS**

### **PTO – PARENT TEACHER ORGANIZATION**

The PTO is comprised of St. Mary's School parents and educators. The PTO promotes and encourages communication among parents, teachers, administration, and the community. The PTO sponsors and organizes school events, which deepen our community spirit and enhances our children's educational experiences at St. Mary's. All parents are members and are encouraged to attend the monthly meetings.

### **ST. MARY SPORTS BOOSTERS**

The St. Mary's Sports Boosters is organized to support all St. Mary's School Programs through financial and volunteer support. The Sports Booster's will foster good sportsmanship by the athletes, coaches, parents and fans.

## **EMERGENCY PROCEDURES**

### **EMERGENCY FORMS**

Parents are required to complete an emergency information form. The form with a parent's signature remains on file in the school office. In case of illness or an emergency, parents are contacted first. If a parent cannot be reached, the person designated by the parent on the emergency form will be contacted. It is imperative that all records be current and accurate. Parents must notify the school office regarding any change of address or phone numbers and these corrections must be edited on SchoolSpeak forms.

### **FIRE DRILLS**

Fire drills are held at numerous times throughout the school year. Every classroom has instructions telling the students what route to take in case of fire. At the sound of the alarm, everyone is to leave the building in a speedy and orderly manner. They should assemble in the designated area with their teacher for roll call. Students should not go to lockers for coats or books. They should re-enter the building in an orderly manner when the all-clear signal is given.

### **TORNADO DRILLS/EARTHQUAKE/LOCK-DOWN DRILLS**

Each teacher has instructions on what to do during a tornado/earthquake/lock-down. To prepare the students, drills are held at least two times each school year. Students are to follow instructions and move quickly and quietly to their designated location. If a tornado warning is in effect during the academic day, students will remain in the building until an all-clear signal is received.

### **BUS DRILLS**

During the school year, all students participate in a training regarding bus riding safety, which includes a systematic way to evacuate a bus in the event of a dangerous situation or crisis. The teachers and students follow all bus protocol as developed by the Sycamore School District.

### **EMERGENCY CLOSING**

Severe weather conditions may make emergency closings necessary. Notification of an emergency closing will be announced via SchoolSpeak and Flocknote. Please make sure the office has current home & cell phone numbers on file on SchoolSpeak.

## **FUNDRAISING**

All families are expected to contribute their time and talent to fundraising projects, such as SCRIP, St. Mary Golf Outing, Casino Night & Auction, Christmas Greens Sale, Lilac Luncheon, Russell Hustle, Laps for Legacy, etc., which directly benefit the school. Fundraisers help defray the many expenses not met by Tuition fees and the Parish subsidy.

## TUITION & FEES

St. Mary School receives most of its financing from student tuition and fees. The purpose of this policy is to insure the financial viability and longevity of St. Mary School through a plan of systematic payment and collection of tuition and fees. Tuition is either paid in full by a designated date prior to the start of the academic year or paid through a monthly payment system. The tuition procedure will in no way affect our approach to families that are in genuine need and require special payment plans. We continue to try to provide Catholic education to every child who desires a faith based education.

### ST. MARY SCHOOL TUITION INFORMATION FOR 2017-18

For **Registered Parishioners**:

- One Child \$3,600
- Two Children \$6,670
- Three Children \$9,200
- Four+ Children \$9,200

For **Non-Parishioners** and for those who choose to pay full tuition - \$5,500

#### Fees for 2017-18 School Year

- Per Family
  - Playground \$50.00
  - Fundraiser \$50.00
  - Enrollment in FACTS \$50.00
- Per Student
  - Registration \$80.00 non-refundable
  - Book Fee \$150.00

*Milk is provided for students who choose to take it at the cost of **\$20** per year.*

### SERVICE HOURS/PARENT VOLUNTEER COMMITMENT

Each family registered performs 12 hours of volunteer service to the school. If you prefer not to participate, you may buy out the commitment for \$300.00 per family annually.

Families receiving assistance will be expected to complete an additional nine volunteer hours for every \$500.00 of assistance toward tuition.

Please note that all volunteers in contact with children are required by the Rockford Diocese to undergo a personal background check and complete a VIRTUS child safety training course. To register for an upcoming VIRTUS class entitled, *Protecting God's Children*, please go to

www. VIRTUS.org. VIRTUS training and background checks must be completed and submitted to the school office by Oct. 31<sup>st</sup>.

**TUITION PAYMENT OPTIONS**

- Full Payment – July, August, or September
- 10 Month Plan – July-April
- 8 Month Plan – September-April (recommended for Preschool)
- Days of the month payment can be withdrawn – you choose-1<sup>st</sup>, 15<sup>th</sup>, or 20<sup>th</sup>

\*Credit Card Processing Fee 2.85%

**To enroll in the FACTS Management system:**

<https://online.factsmgt.com/signin/41L31>

**Institution ID: 20686**