

St. Mary's School
Student/Parent Handbook
2013-2014

ST. MARY'S SCHOOL
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“To know. To love. To serve.”

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SCHOOL PERSONNEL

Pastor/Superintendent

Reverend David Sabel

Administration and Faculty

Mr. Richard "Dick" Morehouse, Principal
 Mrs. Rita Mackinson, Kindergarten
 Mrs. Julie Kinate, Grade One
 Mrs. Christy Jones, Aide
 Mrs. Carol Duffy, Grade Two
 Mrs. Patti Muir, Aide
 Mrs. Michele Brummel, Grade Three
 Mrs. Carole Voigts, Grade Four
 Mrs. Jorj Ann Casson, Grade Five
 Ms. Brittany Samuelson, Grade Six and Junior High Religion and Math
 Ms. Katie Burke, Grade Seven and Junior High Language Arts and Reading
 Ms. Kristen Mills, Grade Eight and Junior High Social Studies and Science
 Mrs. Katy Wilson, Art
 Mrs. Anne Corrigan, Music, Chorus, and Band
 Mr. Adam Lawrence, Physical Education and Computers

Commission on Education

Mrs. Kristi Wright, Chairperson	Miss Sarah Duffy
Mrs. Angie Pickett, Vice Chairperson	Mrs. Barbara House
Mrs. Alison Tarr, Corresponding Secretary	Mrs. Sue Ledford
Mr. Gary Brunner	Mr. Don Verdun

Staff

Mrs. Danielle Gill, School Secretary
 Mr. Jon Kinate, Bookkeeper
 Mrs. Andrea Bartolotta, Custodian
 Mr. Dick Sargent, Custodian
 Mr. Dan Faust, Lunch Room/Playground Supervisor
 Mrs. Martha Greil, Lunch Room/Playground Supervisor
 Ms. Alicia Janssen, Lunch Room/Playground Supervisor
 Mr. Jim Morse, Lunch Room/Playground Supervisor

CATHOLIC SCHOOL STATEMENT OF PURPOSE

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

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

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

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

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

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

Sister Mary Angela Shaughnessy, SCN, JD, PhD

MISSION STATEMENT OF ST. MARY'S SCHOOL

“As part of the evangelization mission of St. Mary’s Parish, St. Mary’s School is dedicated to teaching children to know, love, and serve God, to developing their spiritual, academic, social, and physical gifts, and to promoting responsible Catholic Christian citizenship.” (Commission on Education, 12/12/06)

School Philosophy

St. Mary's School is a Catholic co-educational community where human culture and knowledge, illuminated by Faith, is shared. Here, students are helped to develop a sense of God, responsibility, direction, and mission.

Vision Statement

St. Mary’s School is a religiously devout community committed to enriching the lives of students through knowing, loving, and serving God. The students will achieve academic success through creative teaching strategies, increased technology, and an up-to-date curriculum based upon the National Common Core Standards of Learning. The school will offer a wide range of extracurricular activities that support social interactions, physical development, and creative expressions. The students will also continue their commitment to the service of others within our community and surrounding areas. St. Mary’s School will challenge each family to live faithfully through participation in weekly Mass, daily prayers, and the sacramental life of our universal Church.

Belief Statements

- We believe students, parents, faculty, and staff work together to create a loving community where students are valued, welcomed, and empowered to reach their potential.
- We believe that parents must be actively involved with the school and parish in order for their child to receive the full benefits of a faith-filled school.
- We believe all students can learn and succeed in an environment that provides exceptional learning experiences, while considering different learning styles and development stages.
- We believe students will develop a love and knowledge of God through the sacraments and the teachings of the Catholic Church.
- We believe all students can grow spiritually, intellectually, socially, and physically in a safe, nurturing environment rich in Catholic faith and traditions.
- We believe Mass attendance and daily prayer enrich every aspect of our lives.
- We believe that service to others is important to the growth and development of each child as a whole person. Service to others, inside and outside the school and parish community, enhances a child’s awareness of the social concerns of others.
- We believe co-curricular activities contribute to the development of the individual, socially and academically, while improving school and community relationships.

SCHOOL GOALS AND OBJECTIVES

The faculty assumes the responsibility of assisting the parents, the child's prime and foremost educator, in educating the whole child while preserving each child's own individuality and uniqueness. The St. Mary's Faculty and Staff hope to do this by establishing the following goals and objectives.

- To assist in the development of moral values, spiritual values, ethical standards of conduct, and basic integrity. In order to do so, the St. Mary's faculty and staff will encourage parents and teachers to set good examples, provide religious instruction, and encourage upper class leadership.
- To help children to develop a respect for the rights and properties of others as individuals and as groups. Students will be taught the importance of consideration of others, courteous speech, polite manners, fair play, and respect of other's property.
- To help students to develop a love and understanding of the Church of Christ and His teachings and to help them develop a spiritual life of prayer and worship. In order to do so, the St. Mary's School faculty will encourage attendance at Mass, provide celebrations for liturgical seasons, lead daily prayers, encourage sharing through missions, and provide opportunities for liturgical participation in class.
- To fundamentally educate students in all traditionally accepted curriculum areas.
- To provide educational programs that take into account individual differences, needs, and rates of learning. St. Mary's School will utilize diagnostic testing and continuous reevaluation, provide ability grouping and regrouping to meet individual needs, and sponsor field trips in order to attain this goal.
- To educate students of the importance of good health, cleanliness, and physical fitness. Teachers will use science units to teach students of the importance of these fields. Additionally, physical education programs and extracurricular sports will be provided for students.
- To prepare students to live productively and harmoniously in the community, state, and nation.
- To provide students with educational opportunities that emphasize American heritage and the responsibilities and privileges of citizenship. Students will be taught social studies relative to the history of the United States, the processes of government, and the responsibilities of citizenship. Democratic methods will also be used in classroom management.
- To help students develop a deep appreciation and understanding of their lives through programs about Family Life, Drug and Alcohol Abuse Prevention, and Contagious Diseases in accordance with the teachings of the Catholic Church.

The faculty and staff of St. Mary's School believe that they can provide students with an excellent Catholic education in the best sense. St. Mary's staff also believes that success demands the finest efforts of the faculty, parents, and students working together with God's assistance.

HANDBOOK AGREEMENT

The purpose of this handbook is to present the policies and activities of St. Mary's School. The policy statements are necessarily general, and the administration reserves the right to make specific applications as circumstances arise. Parents are asked to review this handbook with their children and keep it for referential use during the school year.

At least one parent will be required to sign the following commitment at the beginning of each school year: "I (We) have read and agree to be governed by the school policies as stated in the St. Mary's School Student Handbook and to see that my (our) child(ren) follow these policies." This commitment will be added to the parent signature sheet given to parents at registration in August.

Amendments to the Handbook

While the administration and Commission on Education of St. Mary's School wholeheartedly believe in the policies and procedures contained in this handbook, they reserve the right to alter, modify, or terminate any policy or procedure at any time as the needs of the school or parish may require. Parents and students will be promptly and properly notified of any amendments.

APPEAL AND REVIEW POLICY – Peoria Diocese and St. Mary's School

Statement of Policy

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

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

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

Statement of Process

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

This letter must clearly cover each of the following points:

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

The governing Pastor or Board of Pastors, having received the request for appeal or review, is to respond in writing to those making the request within thirty (30) days of receiving the request. A copy of the response letter is to be forwarded to the Office of the Superintendent of Schools for the Catholic Diocese, and the local Vicar.

In most cases, the decision of the governing Pastor or Board of Pastors is final. However, those who have requested the appeal or review may further appeal to the local Vicar who has the authority to summarily dismiss the case or who may forward the appeal for review to the Office of Catholic Schools and the Vicar General of the Diocese of Peoria.

Promulgation

This policy replaces the Conflict Resolution Policy of the Diocese of Peoria and shall be included in all policy statements of all schools of the Catholic Diocese of Peoria.

COMMISSION ON EDUCATION

As defined in Diocesan Policy G-210, the role of the St. Mary's School Commission on Education for the Pontiac Area is a consultative one to the pastor and the principal. In this capacity, the Commission has three basic roles: (1) to provide counsel and advice in the operation of the school, (2) to develop, define, and recommend policies which govern the operation of the school, in full accordance with the policies established by the Diocesan Commission on Education, and (3) to promote the implementation of the policies which have been developed and defined.

ADMISSIONS

Eligibility

In order to remain fair to St. Mary's parishioners and provide a Catholic education to as many Catholic students as possible, the following priority list will be used for possible enrollment to St. Mary's School if registration exceeds capacity:

1. Baptized children whose siblings are already attending St. Mary's School and whose parents are **practicing Catholic parishioners** of St. Mary's Church.

2. Baptized children of practicing Catholic parishioners of St. Mary's Parish who are enrolling their child.
3. Baptized children of practicing Catholic families from parishes that have no school of their own.
4. Baptized children of non-practicing Catholic families or children of non-Catholic families desiring a Catholic education consistent with the practices and guidelines set forth by the Peoria Diocese. Siblings of non-Catholic students enrolled at St. Mary's will be accepted only after all Catholic families have been granted desired enrollment.

Note: For the purposes of this document and St. Mary's Parish, the definition of **practicing Catholic parishioners** will be: a family with members baptized in the Catholic Faith who fulfill their Mass attendance obligations, are properly registered with the parish, support the parish according to their means, and are involved in parish activities as much as possible.

Criteria for Admission and Continued Enrollment

- Catholic schools are established primarily to help mold students in preparation for their lives as Catholic adults within a community inspired by faith; they are not havens for those who wish to escape problems relating to the achievement of social justice in the public sector.
- Age requirements for admission follow the guidelines of the Illinois School Code: Kindergarten - 5 years of age by September 1; Grade One - 6 years of age by September 1. The administrator will determine the academic and social requirements for admission as well as the appropriate class placement. Additionally, the administrator may deny a student admission if the student's academic, physical, or social needs cannot be met adequately at St. Mary's School. Kindergarten students are required to be prescreened by their local Special Services unit, and the results of those screenings may affect admission. St. Mary's School may perform additional screening to determine admission or placement.
- Illinois law requires that all students entering kindergarten and sixth grade must have a physical examination (See "Health Examinations and Immunizations"). This examination must be completed within one year prior to entry. Those students entering at **any grade level** from any other school district must also have a current health record on file. Physical forms from other schools in Illinois are usually acceptable. Physical forms from out of state must be reviewed by the school nurse. Only physicians licensed to practice medicine in all of its branches shall be responsible for the performance of the health (physical) examination and sign all report forms. A dental exam is required for all children in kindergarten, second, and sixth grades. The exam must be performed and signed by a licensed dentist, and proof of the exam must be presented to the school by May 15th of the school year. Waivers for the dental exam are available under certain circumstances. Consult the principal for further information. A vision exam performed by an optometrist or a physician who provides complete eye examinations will also be required for kindergarteners and must be completed by **October 15**. Failure to do so will result in a withholding of the child's report until it has been completed.

- Prior to entering St. Mary's School, every child shall present proof of immunity against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, mumps, Hepatitis B, and chicken pox. A screening for lead must also be presented.
- All school families are expected to pay book fees and tuition. Those families needing financial assistance with tuition may complete an application for tuition scholarships. Applications are available in the school office. Payment plans are available for tuition.
- To ensure continued enrollment at St. Mary's School, weekly attendance at Mass and regular reception of sacraments is expected for all Catholic students.
- Non-Catholic and Catholic students are expected to participate in the curriculum in its entirety. Since religion is a major subject at St. Mary's School. The participation in certain religious activities is part of our program. All students are expected to participate.
- Once a child has been accepted into kindergarten at St. Mary's School, that child may remain through Grade 8, except in the cases of expulsion or the school's inability to meet the needs of the child.
- Students with special needs will be accepted if it is felt that St. Mary's School, the student intervention services, and Pontiac District #429 can provide an appropriate education for the child. This decision will be made by the St. Mary's School principal and pastor in consultation with the education staff members, including special educators.
- As a condition of continued enrollment, parents are expected to actively support the educational and extracurricular activities of their children, participate in the volunteer projects of the St. Mary's Teacher-Parent Organization and the Booster Club, and to promote the mission and philosophy of St. Mary's School.

Enrollment Procedure

Annual Enrollment

1. Pre-registration for kindergarten will be held in January of each school year. However, registration may be closed before the end of January if capacity enrollment is reached. Enrollment will be based on the priorities listed in Section I of this Admission Policy. Within each category, priority will be based on the date when a completed registration form and fee were received.
2. Those parish and school families not registering by January 31 or before the class is closed will lose their right to the priority listed in Section I of this policy.
3. Students in Grade 1 through Grade 8 may be accepted for enrollment as openings occur.
4. Registration Day will be set in August to formalize registration for students who have been accepted for enrollment.
5. Those on a waiting list will be prioritized according to the eligibility section of the policy.

Transfers

1. Students of Catholic families transferring from out of town to St. Mary's School and Parish will be eligible for immediate enrollment if present enrollment figures accommodate them. Families are encouraged to make transfers at a logical academic break.
2. Catholic students who are not able to enroll immediately will have their names placed in a dated log and will be considered based upon the date of pre-registration. This log will not be automatically carried over to the next school year.
3. Students transferring to St. Mary's School will be required to provide evidence of previous school experience. St. Mary's School reserves the right to accept the student, refuse admission, or allow admission on a probationary status whose length and terms will be determined by the administrator.

Transferring Students Who Wish to Re-Enter

Students who move to another city and wish to return to St. Mary's School may do so with the approval of the school administrator in addition to a review of the student's records.

Students who leave St. Mary's and enter a public school in Pontiac may return to St. Mary's with the approval of the school administrator and the Commission on Education. Student's records must be reviewed, and parents will be interviewed and asked to give an explanation as to the reason they wish their child/children to return to St. Mary's School.

Class Size

St. Mary's School will limit the number of students in each class to a maximum of thirty (30) students for Grade 2 through Grade 8. Enrollment in kindergarten and Grade 1 will be limited to twenty-eight (28) each in order to accommodate retentions when necessary. Class size with retentions is not to exceed thirty (30). If additional space becomes available, this policy will be reviewed. **The Pastor reserves the right to make changes to this policy if warranted.**

TRANSFER OF STUDENT RECORDS

St. Mary's School expediently provides the transfer of student records to a new school as soon as the records are requested by that school. One exception to this rule is when the transferring parents have outstanding tuition, book, or other fees. In such a case, only the current physical, as mandated by state law, will be sent to the new school until all fees have been satisfied.

FEES

Registration

A non-refundable, one-time registration fee of \$25 is charged when a student applies for admission to St. Mary's School.

Book Fee

A book fee of \$175 will be charged for each student in kindergarten through grade eight.* This fee covers the cost of workbooks, textbook rental, and other consumable materials and educational resources needed during the year. It may also cover other expenses incurred in the operation of the school. Student book fees **MUST** be paid at registration in August. If a child leaves the school at the end of the Fall semester or before and the entire book fee has been paid, half of the book fee will be refunded.

Tuition

	<u>ACTIVE PARISHIONERS</u>	<u>MISSION FAMILIES</u>	<u>NON-PARISHIONERS</u>
Gr. K-8/1 Student	\$2,290	\$2,395	\$4,220
Gr. K-8/2 Students	\$3,455	\$3,560	\$5,385
Gr. K-8/3 or more	\$3,670	\$3,775	\$6,530

Only families who are properly registered with the parish, fulfill their Mass attendance obligations, regularly support the parish according to their means, and are involved in parish activities as much as possible will be considered "active parishioners." All others must pay the non-parishioner rate.

Rates may be paid in full at the time of registration or in 10 monthly payments (August-May). Payments are due on the first of each month with the first payment due on **August 1**. Payments will be considered past due after the tenth of each month, and **all tuition must be paid by May 10**. If a child leaves the school during the academic year and tuition has been paid for the year, tuition will be refunded for those months that the student was not in attendance.

If tuition becomes thirty (30) days overdue, the student(s) may be dismissed from school and/or the account will be charged 1% per month interest on the unpaid balance. Students will not be allowed to begin the next semester unless their accounts are made current or payment arrangements have been made.

Quarterly report cards may be withheld if tuition payments are past due.

Tuition Scholarships

All families interested in financial assistance for tuition must apply for a John Lancaster Spalding Scholarship through the Office of Catholic Schools for the Peoria Diocese. These applications are completed in January, and the scholarships are announced in April. If the family does not receive assistance through this program, they will be considered for some limited funds that are available through the parish to help low income families with tuition. The scholarship amount awarded is dependent on the need of the family and the availability of funds each year.

Payments

Tuition payments are to be paid to the parish office at 119 E. Howard Street. Payments may be sent to the school with the students and will be forwarded to the parish secretary.

All other fees are to be paid to the school office during regular office hours or can be sent in an envelope with students. The envelope should be labeled with the student's name, the amount of the money, and the money's use. Automatic debit is available for tuition. Forms are available in the school office and at registration.

Other Fee Policies

- Students enrolled for part of a month will owe tuition for the entire month.
- Checks returned by a bank for insufficient funds will incur a \$25 charge.

Contributions

The financial stability of the school is dependent on generous, tax-deductible gifts from friends, parents, grandparents, and church members. Monthly contributions enable the school to keep tuition at an affordable rate.

STUDENT WELLNESS PLAN (Local Policy D-151)

St. Mary's School will be 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. It is the policy of the St. Mary's School that:

1. We will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and reduce childhood obesity.
2. All students in grades K-12 will have opportunities, support, and encouragement to participate in physical activities on a regular basis.
3. Qualified food service providers will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of the students; will accommodate the religious requirements of the students; and will provide clean, safe, and pleasant settings and adequate time for the students to eat.
4. To the extent practical, St. Mary's School will participate in available federal school meal programs.
5. Foods and beverages sold and/or served as part of the school meal programs will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
6. St. Mary's School will engage students, parents, teachers, food service providers, health professionals, and interested community members in monitoring and reviewing the implementation of the St. Mary's School Student Wellness Plan.

Catholic Diocese of Peoria Policy Adopted: 5/06 St. Mary's School Policy Adopted: 8/22/06

HOMework

Each teacher will make a special effort to correlate all home assignments with the lessons already presented in school. Each child from Grade 3 through Grade 8 is required to have a notebook to be used as an assignment book. Parents are asked to make sure that homework is completed on time.

GRADES AND ACADEMIC EXPECTATIONS

St. Mary's School maintains high academic expectations suitable to the individual abilities of each student. Parents are expected to support the academic endeavors of their children and encourage good study skills as well as responsible work habits.

The Catholic Schools of the Peoria Diocese will use the following grading scale for Grades 3-8:

A	94-100	Excellent
B	86-93	Good
C	76-85	Average
D	68-75	Poor
F	Below 68	Failing
I		Incomplete

For the purpose of determining grade-point averages, the following point system will be used:

A+	4.3	(100)	C+	2.3	(84-85)
A	4.0	(96-99)	C	2.0	(78-83)
A-	3.7	(94-95)	C-	1.7	(76-77)
B+	3.3	(92-93)	D+	1.3	(74-75)
B	3.0	(88-91)	D	1.0	(70-73)
B-	2.7	(86-87)	D-	0.7	(68-69)
			F	0.0	(Below 68)

The academic marking code for kindergarten and Grades 1 and 2 will be as follows:

S+	Exceeds basic requirements
S	Satisfactory progress: consistent with ability
S-	Having difficulty meeting basic requirements
U	Unsatisfactory

"Personal and Social Growth" and "Work/Study Skills" will be graded using the following scale:

Grades K – 8

S+	Exceeds basic requirements
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S	Meets basic requirements
S-	Having difficulty meeting basic requirements
U	Unsatisfactory

The following Conduct/Effort Codes will be used for learner behaviors:

Kindergarten – Grade 2

+	Exceeds basic requirements
Blank	Meets basic requirements
NI	The student needs increased practice/reinforcement

Some behaviors that are expected for satisfactory personal development include: getting along well with others, being cooperative, being respectful to adults and peers, having a positive attitude, using self-discipline, using actions appropriate to the situation, volunteering, and exhibiting Christian values such as honesty and kindness.

Satisfactory work and study skills grades are based upon such attributes as turning in work on time, using time well, staying on task, maintaining an orderly work area, having needed supplies, following directions, knowing how to proceed with an assignment, and turning make-up work in on time.

Negative behaviors that lower grades in personal development and/or work/study skills include, but are not limited to, inappropriate language, disrespect, consistent gum chewing or eating during class, frequent disruption of class, consistent disobedience, and incomplete or missing work on a regular basis. These types of behaviors will result in a grade of S- or U being assigned. Any grade less than an S will disqualify a student for placement on the honor or high honor rolls.

Honor Roll

The honor roll will be computed as follows:

- **HIGH HONOR:** 3.5 grade-point average or above, with no C grades and an S or above in both personal development and work/study skills.
- **HONOR - 2.7 TO 3.4** grade-point average, with no C grades and an S or above in both personal development and work/study skills.

Those subjects used to compute the grade-point average include math, english, spelling, reading, social studies, science, religion, art, P.E., music, and computers/keyboarding. Grades in spelling, art, P.E., music, and computers/keyboarding will be weighted at .5 due to meeting less than 3 days per week. Students in Grades 5, 6, 7, and 8 with the above criteria will be eligible for the honor/high honor rolls.

The grades for those students in the high school algebra course will be raised one letter grade equivalent to recognize the greater effort required.

Non-Promotion of Students

When considering non-promotion, the emotional, social, physical, and academic

development of the child will be taken into consideration. Teachers will be expected to have one or more conferences with the parents as soon as non-promotion is being considered. The final decision regarding retention will rest with the principal.

In a situation where performance is not up to promotion standards and retention is not considered to be an option, a student may be “placed in,” rather than “promoted to,” the next grade level. It may then be suggested that parents obtain tutoring during the summer and/or that the student attend summer school with District #429. If that option is available, the student may attend summer school, and the placement may be reviewed at the end of the first quarter of the following school year. Students who fail two or more subjects in the core curriculum (math, science, English, social studies, religion, reading, spelling) may not be promoted to the next grade, but may be placed in the next grade.

RELIGION PROGRAM

Religion is the prime subject taught at St. Mary's School and is incorporated in the curriculum of every subject area. Moreover, it is practiced in many activities both within and beyond the classroom. Parents are expected to maintain strong Catholic values within their homes in order to reinforce the practice of the Catholic faith. As practicing Catholics, parents should see that their families, children included, attend Mass on Saturday evening or Sunday. Additionally, they should attend Mass on all holy days of obligation and see to it that the family actively supports and participates in the parish community.

The entire student body attends Mass on all Fridays of each month. On a rotating basis, classes prepare the weekly Friday Liturgy. Parents are welcome to join the students in these liturgies. In addition, classes rotate on the preparation and participation in Masses offered at three Pontiac nursing homes.

Students have the opportunity of attending confession on Fridays on a rotating class schedule. Additionally, student retreats are provided for the Confirmation class as well as the 8th grade class during years when Confirmation is not held.

TESTING

Diocesan mandated standardized achievement tests and cognitive abilities tests will be administered in the fall to students in Grades 3, 5, 6, and 7. Standardized writing composition tests will be given to Grades 4 and 7, usually in February. Students from all schools which feed into Pontiac Township High School take the Explore Test during their 8th grade year. Teacher-made tests or curriculum tests will be given periodically to assess the strengths and weaknesses of each child.

Under the auspices of the Office of Catholic Education for the Peoria Diocese, a test of religious knowledge is also given annually for Grades 5 and 8.

ACCESS TO SCHOOL RECORDS

“Education record” means records, files, documents, and other materials which contain information directly related to a student and which are maintained by the school or by a person acting on behalf of the school. It does not include the records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other person except a substitute.

Parents or legal guardians of a St. Mary's School student may request access to the education records of their children within a reasonable period of time not to exceed 45 days after the request has been made. Parents have the right to a hearing by the school to challenge the content of their child's education records. This may be done in order to insure that the records are not inaccurate, misleading, or in violation of the rights of the child, and to provide an opportunity for the correction or deletion of such records.

St. Mary's School will maintain a record in each student's file of all individuals, agencies, or organizations which have requested or obtained access to the student's education records. The record will also specifically indicate the legitimate interest that each person, agency, or organization has in obtaining this information. This record of access will only be available to parents, the principal, the staff assigned to prepare and maintain the records, and the educational or governmental agencies authorized to audit the record-keeping system.

FIELDTRIPS

On occasion, teachers may request that their class be allowed to travel away from the school for educational purposes. Fieldtrips are a privilege, not a right, of each student. Participation in a school or class fieldtrip may be denied if a student is not meeting academic or behavior standards. Various forms mandated by the Diocese are required to be completed by parents in order for students to participate.

In consideration for a child's allowance to make a trip, parents agree to release, secure, and hold harmless the Diocese, parish, school, and their employees and agents, and the volunteers assisting the school or parish, from any and all liability for injuries, damages, medical expenses, or any other loss to the child or family (including attorneys' fees) arising from or related to the child's participation in the activity.

BIRTHDAY TREATS

Students are allowed to bring birthday treats for their classmates. If parents have any questions about the best time or the best type of treats, they should contact their child's teacher. Students with summer birthdays are welcome to choose a date during the school year on which to celebrate their birthday with their classmates.

LUNCH

Children may eat at home, bring a cold lunch to eat at St. Mary's, or eat at the Central School cafeteria. If a child goes home for lunch or eats elsewhere, the school requests a note stating that the parent has given permission, or that the parent must come into the office to sign the child out for the lunch period. In these cases, parents must assume the entire responsibility for the safety and the conduct of their children.

Those who bring lunch from home will eat in the multi-purpose room. They are not to leave the school grounds without permission from the principal. Students may purchase milk each day that lunch is served.

Well-balanced meals are served daily at the Central School cafeteria for those who wish to eat a hot lunch. Parents may send lunch money with their child in an envelope marked with the name, grade, and the amount paid. Envelopes may be given to the classroom teacher or taken to

the office. **Lunch prices for 2013-2014 are: Grades K-5, \$2.20; Grades 6-8, \$2.30; and Adults, \$2.50. Milk at St. Mary's can be purchased for \$0.30 per carton.**

Since the lunch hour is short and there are many students to serve, the school asks that children talk quietly while they eat and do not leave their seats without permission from a supervisor. Our objective is to maintain a quiet, cheerful lunchroom with an atmosphere conducive to polite behavior and healthy eating. The children are in the lunchroom for approximately twenty (20) minutes.

Any student who is disobedient or disrespectful in the lunchroom or at the Central School Cafeteria will be asked to eat lunch at home. Other punishments will be given, depending on the seriousness of the offense.

Students are asked to abide by the following rules in the lunchroom:

- There should be no running in the lunchroom.
- There should be no throwing of food, paper, etc.
- Students should talk quietly until dismissed.
- Students must stay in their seats unless they receive permission from a supervisor.
- Students may use the restroom with permission, but no more than two students will be allowed at a time.
- Students may not get up to discard garbage until their table is dismissed.
- Balls, jump ropes, etc. must be stored on the stage during lunch; they may not be taken to Central School.
- All students are required to show respect for each other and for all supervisors and staff.

Parental Lunch Duty

Each family with a child who eats at the cafeteria or brings lunch must work lunch duty shifts twice during the school year. A lunch duty shift consists of one lunch hour on one day a week, for one month. A parent must complete this obligation twice during the school year. A family may also choose the option of paying \$40.00 at registration instead of lunch duty. If a parent cannot make his/her assigned lunch duty, he/she is asked to either find a substitute or send \$5.00 to the school so that a substitute may be hired. If parents are unable to work this out on their own, they should call the school office, and special arrangements will be made. It is absolutely vital to the safety of our students that parents who are scheduled for duty on any given day come promptly to fulfill their supervisory assignments.

Paid supervisors will be hired on an hourly basis to take the duties of those parents who choose to pay \$40.00 for the year. The number of supervisors hired each year will depend on the number of families choosing to pay for duty.

Lunch-Government Program

St. Mary's School cooperates with the federal government in offering free and reduced price lunches to families if there is a need. Applications for this option are always available in the school office. Families may apply any time during the year. Certain income criteria must be met. Other conditions under which a family may qualify are (1) an extended family illness, (2) exceptional expenses, or (3) a change in the economic status of the family.

No discrimination is made in regard to race, sex, color, religion, or national origin.

Children participating in the government lunch program receive their lunches in accordance with the system used for all of the school children. There is no reason for these children to know their lunches are free or reduced in price.

D-152

P-CDOP

HEALTH EXAMINATIONS AND IMMUNIZATIONS

- **Health Exam Required.** Each student in a Catholic school in the Diocese of Peoria shall have a health examination within one year prior to entering pre-school; prior to entering kindergarten or the first grade; and upon entering the sixth and ninth grades; and upon entering a school pursuant to a transfer, regardless of the child's grade level.
- **Immunizations Required.** Each Catholic school student shall receive such immunizations against preventable communicable diseases as are required by the Illinois School Code and the Communicable Disease Prevention Act, at the time those immunizations are required to be received, unless one of the exceptions listed below is satisfied.
- **Proof of Health Exam and Immunizations Required.** A child's parent/legal guardian must supply proof of both the health exam and the required immunizations no later than the beginning of the school year. Where proof is not submitted, the school will notify the parent/legal guardian that he or she has until October 15th of the current school year in which to have the child examined and receive the immunizations, and present proof of same.
- **Noncompliance with this Policy.** Failure to provide proof of required health exams and immunizations shall result in the child being excluded from school until the parent/legal guardian presents proof of the exams and the immunizations, and the parent/legal guardian is deemed in violation of the Illinois School Code during the period of noncompliance.
- **Objections to Examinations and/or Immunizations.** A parent/legal guardian who objects to his/her child being examined and/or immunized is eligible to be exempt from exams and/or immunizations only as follows:
 - **Medical Objection.** Any medical objection to an immunization must be presented by a physician licensed to practice medicine in all its branches indicating the reasons, and signed by the physician on the certificate of child health examination and placed on file in the child's permanent record. Should the condition of the child later permit immunization, this requirement will then have to be met.
 - **Religious Objection.** An objection based on religious grounds shall be presented to the school by the parent/legal guardian in writing signed by the parent/legal guardian, detailing the grounds for the objection. The objection must set forth the specific religious belief that conflicts with the examination and/or immunization. General philosophical or moral reluctance to allow examinations, immunizations, and/or screening shall not provide a sufficient

basis for a religious exception to the requirement of exams and immunizations. Each objection will be addressed on a case by case basis.

NOTE: In the event the objection to a vaccine is based on the vaccine containing aborted fetal cell lines, the school should inform the parent/guardian that the objection must be able to state that an alternative vaccine is not readily available to the parent/guardian's child.

- o The school shall inform the objecting parent/legal guardian of measles outbreak control exclusion procedures in accordance with the Department's rules, Control of Communicable Diseases Code (77 III. Adm. Code 690) at the time the parent/legal guardian presents the objection. 665.510

- **Determination of Objection to Examination and/or Immunization.** The school is to forward all objections to the Diocese, attention Superintendent of Catholic Schools, for determination of whether the written statement constitutes a valid religious objection.

- **List of Non-Immunized Students.** An accurate list shall be maintained at every school of those who have not presented proof of immunity against diphtheria, pertussis (to age 6), tetanus, poliomyelitis, measles, rubella, mumps, Haemophilus influenza type b, hepatitis B, or Varicella.

CDOP Policy Adopted: 3/2011

DISEASES/CONDITIONS REQUIRING EXCLUSION FROM SCHOOL (From the Centers for Disease Control, 2005)

*Chickenpox – Until 6 days after start of rash or when sores have dried/crusted.

*Shingles – Only if sores cannot be covered by clothing or a dressing. If not, exclude until sores have crusted and are dry.

*Rash with Fever Or Joint Pain – Until diagnosed not to be measles or rubella.

*Measles – Until 5 days after rash starts.

*Rubella – Until 6 days after rash starts.

*Mumps – Until 9 days after glands begin to swell.

*Diarrhea – If 3 or more episodes of loose stools in previous 24 hours, or if accompanied by fever, until diarrhea resolves.

*Vomiting – If 2 or more (verified) episodes of vomiting during the previous 24 hours, or if a fever is present; until vomiting is resolved or is determined to be due to noninfectious conditions.

*Hepatitis A – For 1 week after jaundice appears or as directed by health department, especially when no symptoms are present.

*Pertussis (Whooping Cough) – Until 5 days of antibiotic therapy.

*Impetigo (A skin infection, usually on face, with crusty golden oozing crusts) – Until 24 hours of antibiotic therapy and no draining lesions present.

*Active Tuberculosis (TB) – Until the local health department approves return to school.

*Strep Throat (Or other streptococcal infection) – Until 24 hours of initial antibiotic completed AND no fever present.

*Scabies/Head Lice/Body Lice – Until 24 hours after treatment has begun. Bring proof of treatment and have head rechecked before reentering classroom; recheck head in 7 to 10 days.

*Pinkeye (Purulent Conjunctivitis) – Until 24 hours after treatment has begun.

LICE, CONJUNCTIVITIS, AND OTHER COMMUNICABLE PROBLEMS

It is normal during the course of the school year for outbreaks of head lice, conjunctivitis (“pink eye”), or other communicable problems to occur. In the event that these problems occur, parents are urged to contact the school immediately so that precautions may be taken. Anyone can contract these problems, and they are not a reflection on the cleanliness of the child or the home. The most important factor about these communicable problems is how they are treated once their presence is known.

In the case of head lice, parents must immediately use one of the over-the-counter shampoos or rinses to kill the lice and then remove any nits found. They must also disinfect all bedding, stuffed animals, coats, hats, etc. that were used by the child. The child should be kept at home until all nits have been removed. When the child returns to school, he/she should report to the principal for examination. The box from the shampoo or rinse that was used should also be brought to the principal. When a report of head lice is received, other children in the class are usually checked and a warning is sent home to the parents of that class so that further checks can be made over the next few days.

In the case of conjunctivitis (“pink eye”), or other communicable rashes or infections, parents must obtain a prescription from their physician, and the child must be on the medication for 24 hours before returning to school. Frequent hand washing and avoidance of the infected area are advised.

ACCIDENTS AND ILLNESSES

It is of absolute importance that an emergency form for each child be on file from the first day of school, and that the information on the form be updated immediately if there is a change in information.

If a child becomes ill or is the victim of an accident during the school day, the office will contact the parent or person indicated on the student's emergency card. No child will ever be sent home or to an empty house without the parent's knowledge and permission.

MEDICATION AT SCHOOL

If it becomes necessary for a student to take medication (prescription or non-prescription) during the school day, the parent and doctor, must complete a medication form found in the school office. **Only authorized school forms will be accepted.** In addition, if the prescription medicine is to be administered, the medicine needs to be sent to school in a **current prescription vial** with the directions for dosage on the label. Non-prescription medicines must be in their original containers. For the protection of the students and staff, no exceptions to this policy will be considered.

If a child is on medication and the parent wishes to come to school to administer the medication, he/she may do so. If, however, the parent wishes that a school personnel supervise the child taking any medicine, the above rules must be followed.

All medication must be kept in the school office with the possible exception of an inhaler for a child with severe asthma. Any prescription medications found in a student's possession during the school day will be considered in violation of the school policies concerning drug abuse.

Parents will be responsible for retrieving the unused medicine from the school at the end of the treatment schedule. Medicine not claimed by the parents will be discarded.

If a child has a medical problem, parents are expected to inform the school so that personnel can be prepared to assist the child in an emergency.

CONFIDENTIALITY

The faculty and staff of St. Mary's School are mandated to maintain the confidentiality of personal, academic, health, and financial records. Parents, the custodial parent, or the legal guardian will be involved in any decisions to share information with District #429 or the Livingston County Special Services Unit in the event that their child requires special services.

Teachers and administrators will keep confidential information entrusted to them as long as no one's life, health, and/or safety is at stake. Moreover, confidential information is entrusted with teachers and administrators as mandated by law and Diocesan policies in regard to the "Protecting God's Children" program.

Use of Student Information and Pictures

At the beginning of each school year, parents are asked to sign a release allowing the school to publish their child's picture, and basic information related to it, such as name and grade, for possible use in the newspapers, on the school website, or for other educational presentations.

DISCIPLINE

St. Mary's School strives to assist students in using self-discipline and Christian behavior in every aspect of their lives. All students and employees of the school are expected to treat every person with dignity and respect. Any student who engages in conduct that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion.

Teachers and administrators are responsible for maintaining a safe and peaceful environment in which learning, communication, and development of faith may take place. Additionally, teachers and administrators have the authority to act in place of the parents in maintaining discipline during the school day and at school-related events.

Any acts of disobedience or misconduct may be disciplined by withholding privileges (e.g., recess), or by issuing detentions, suspensions, or terminations of enrollment. Discipline is granted depending on the age of the student and the circumstances, frequency, and severity of the offense. However, major emphasis of the discipline will be on learning from the mistake. A student may be asked to write a behavior plan to correct the problem.

The following are considered serious misbehaviors and will usually result in the student being given detentions or sent to the principal for more serious punishment:

- Disruptive behavior in the classroom, on or near school property, or at school-related functions
- Cheating on any academic work
- Possession of, use of, or distribution of alcohol, cigarettes, drugs, marijuana, or any other substance or weapon that is unlawful for a student to possess, use, or distribute (See also "Alcohol and Illegal Drugs" and "Weapon Possession Policy")

- Fighting or assaulting any person
- Theft, intentional damage, or destruction of the property of others
- Other acts which directly or indirectly jeopardize the physical or psychological health, safety, and welfare of oneself and others at school
- Insubordination to school personnel
- Verbal abuse or use of profanity, obscenity, or obscene gestures
- Intimidating or attempting to intimidate school personnel, staff, or students (See also “Harassment Policy”)
- Use of school computers to obtain, copy, and/or disseminate inappropriate materials, including, but not limited to, pornographic, violent, or hate-inspiring topics
- Any activity that is considered by the administration to interfere with the best interests of the school, its mission, and/or its students and faculty/staff

Parents will be notified in writing or by phone when serious discipline has been required.

Detention

A detention for misconduct may be issued by the principal or any faculty member. Parents will be notified in writing or by phone prior to the day the detention is to be served. Teachers may seek permission by phone to have the detention served on the day of the offense. The detention will be supervised by the person issuing it or by another staff member. Detentions will start at 3:00 p.m. or at the end of the school day and will last no longer than sixty (60) minutes per day.

Detention Rules

1. The teacher will determine what the student does in regard to homework, written work, etc., during the detention period.
2. Students will sit in an upright position with both feet on the floor. Absolutely no talking or communication with other students will be allowed.
3. Students who disregard detention rules will receive an additional detention.
4. Students who skip a detention without a good reason (as determined by the principal) will serve two (2) additional detentions.
5. Students who are absent from school on the assigned detention day will automatically be placed in detention the next detention day following their return to school. In this instance, no additional notice will be given to parents.

Suspension

When other forms of discipline have failed and/or when the nature of the misbehavior warrants, the principal may issue an in-school suspension, an out-of-school suspension, or, in consultation with the pastor, a termination of enrollment.

In-School Suspension

During an in-school suspension, the student will spend the entire day in supervised isolation from his or her class and will not be allowed to leave the area except for necessary restroom periods as the principal permits. The student must complete work assigned by the classroom teacher(s), but all assignments will receive a grade of zero (0) for the day. On the morning of the in-school suspension, the student will report directly to the principal with his or her books and lunch. If the student desires a hot lunch, a lunch will be obtained and will be eaten in the assigned area. Any student who leaves the suspension during the day without permission or breaks any other rules during the suspension will be given additional suspensions pending a parent conference. It should be noted by all students that even one zero (0) in the grade book is devastating to a grade average; students should think carefully about the consequences before misbehaving.

Out-of-School Suspension

When it is deemed that a student's behavior in school is having a negative effect on the quality of education available to the rest of the class, or when that behavior is potentially harmful to the student or to others, an out-of-school suspension may be issued. The primary purpose of this type of suspension is to give the student, parents, and the school the time needed for resolving the problem. As with the in-school suspension, all work must be completed, and all work will receive a grade of zero (0). Parents will be responsible for the student during an out-of-school suspension.

TERMINATION OF ENROLLMENT

Termination of enrollment is the removal of a student from school for the remainder of the school year. The principal, with the pastor's approval, has the authority to terminate the enrollment of a student.

Pupil Status During Suspension or Termination of Enrollment

Students who have been suspended or whose enrollment has been terminated are not permitted to participate in or attend any school-sponsored activities either at school or away from school during the period of the suspension or termination. In addition, students who require this type of discipline may not be included in future fieldtrips since it would not be fair to ask teachers or parents to accept liability for the student's behavior.

Students suspended or whose enrollment has been terminated have the right to state their defense in an informal hearing. This hearing is a conference held with the student, parent(s) or guardian(s), involved faculty members, principal, and pastor.

STUDENT INTERVENTION TEAM

When a student is experiencing exceptional difficulties in academics, behavior, or social relationships and ordinary teacher interventions have not worked, teachers may refer students in their classes to the St. Mary's School student intervention team, which is called Students and Instructors Need to Succeed (S.A.I.N.T.S.).

This team is composed of volunteer faculty members who assist the teacher in solving student problems before referring to outside agencies. This team may seek advice from outside resources. Parents will be informed when their child has been referred to the team and may be asked to attend one or more team meetings.

COUNSELING

Although St. Mary's School does not employ a guidance counselor, the services of a school psychologist and a school social worker are available through Pontiac School District #429. Parish priests are available for family or individual counseling in matters of faith, and the school principal and classroom teachers may also provide information about outside guidance resources.

CORPORAL PUNISHMENT

It is the policy of the Diocesan Office of Catholic Education and this school that NO CORPORAL PUNISHMENT be administered by the principal or teachers.

AUTHORITY

The immediate direction of the school and its instructional program is delegated to the principal.

Whenever a problem arises concerning a child, the FIRST person to be contacted is the classroom teacher. If the difficulty persists or cannot be handled at this level, it should be presented to the principal. Problems related to a child, teacher, or school worker are NOT to be taken to the Commission on Education, which is a policy-related advisory body in the Catholic School System.

St. Mary's School follows the conflict-resolution policies of the Diocese of Peoria. In the event that a problem cannot be solved through the principal, please contact the school office for a copy of the conflict-resolution policy to be followed.

ATTENDANCE

In order to comply with provisions of the compulsory school attendance law of the State of Illinois, a pupil who has reached the age of seven years and is under the age of seventeen must attend school every day that school is in session unless excused by proper school authority.

Absences

In case of an absence, parents are to notify the school office by 8:30 a.m. For the safety of our students, if parents have not notified the school when a child is absent, the office staff will make an attempt to contact the parents at home and/or at work. If no phone contact has been made, the child must bring a note from the parent explaining the absence. If no word is received from the parent concerning the reason for the child's absence, the absence will be considered unexcused.

When children are absent from school due to illnesses, they are not allowed to attend

extracurricular school functions in the evening. Violations of this rule will result in the absence being considered unexcused, with all grades for the day counting as zeroes (0). Exceptions for special events, such as the Christmas program and sacrament activities, may be granted by the principal.

Parents are not encouraged to remove their children from school for reasons other than illnesses. In cases where parents choose to remove their children from school for reasons other than illnesses, it shall be the responsibility of parents to:

1. Contact the child(ren)'s teacher(s) and the school principal several days in advance to inform them of what days will be missed.
2. Meet with the child(ren)'s teacher(s) to discuss makeup work for all of the days that will be missed and when the work will be due. Teachers are not obligated to have work ready prior to the student's absence.

Failure to complete and return the make-up assignments by the due date can result in a failing grade.

In addition, pupils absent from school must present a written excuse to their teachers from their parents or guardians stating the reason for the absence.

A pupil who has been absent for one-half of the quarter shall not receive grades. Instead, the words "PROLONGED ABSENCE" will be inserted in the grade column for that period on the report card. Any pupil who is absent for twenty-five (25) days or more during the entire school year could automatically be considered for retention. Each case will be decided individually.

Students who are absent over a period of time should request and complete all missed homework assignments. Additionally, students should contact the teachers to find out which assignments were missed. It is the responsibility of the students to contact their teachers and complete the missing assignments within a given amount of time. Generally, students have the same number of days to make up the work as the number of days absent.

When it is absolutely necessary for a child to be excused from school for medical or dental appointments, a note must be sent to the teacher **24 hours in advance** except in the case of an emergency. This note is then sent to the principal. For the safety of the children, parents are asked to come to the school office to sign out their child. No student will be permitted to leave the building without a parent or an authorized adult. In the latter case, parents must send a signed note to the office with the name of the person who will be picking up the child.

In the instance of a doctor or dental appointment, a student will not be counted absent if (a) the school has received prior notice and (b) the child has been present for at least half of the morning or afternoon session in which the appointment occurs.

A child who has had a fever should be fever-free for 24 hours before returning to school. Students who have a fever will be sent home. Parents should make sure that students who have been vomiting have been able to eat with no problems before returning to school. Additionally, if an antibiotic is needed, the child should be on the medication for 24 hours before returning to school.

WEATHER CLOSINGS

Sudden weather changes during the winter may make it necessary to close school. If weather problems should arise prior to or during the school day, an announcement will be made on the local radio station WJEZ-FM (98.9) or WTRX-FM (93.7). Generally, whatever is announced for Pontiac Grade School District #429 will apply also to St. Mary's School. If school

is canceled during the day, children will be given an opportunity to call their parents to make arrangements. Parents are encouraged to have a family plan for such occurrences. Because conditions may vary depending on location, parents are free to pick up their children if school is not canceled but conditions in their home area necessitate early dismissal.

If school is cancelled for bad weather, all evening school-sponsored events are automatically cancelled. This includes, but is not limited to practices and games.

ARRIVAL

Students are not to be on St. Mary's property until 7:30 a.m. (7:15 a.m. for the hot weather schedule). Doors will be unlocked at that time. Parents are asked to strictly adhere to this policy for the sake of the safety of the children and the liability of the school. Grades K-8 should report to the gym when they arrive at school.

The following school hours are observed:

Morning Session	8:00 a.m. to 11:30 a.m.
Lunch/Recess	11:30 a.m. to 12:20 p.m.
Afternoon Session	12:20 p.m. to 3:00 p.m.

Any child who is not in his/her classroom at 8:10 a.m. or at 12:25 p.m. will be considered tardy and must report to the office upon arrival. If a child is tardy, a parent must come into the office to sign in their child. For every five tardy times for any reason (including doctor or dentist appointments) within one school quarter, the child will be issued one half-day absence. Continued instances of tardiness will result in parents having to meet with the pastor and principal. Parents are urged to have children at school by 8:00 a.m. so that they may participate in community prayer. Once a child has entered the school for the day, the child may not leave the school grounds without permission of the principal.

Due to unusually hot temperatures in late August and early September, the following schedule will be followed from the beginning of the 2013-2014 school year until Labor Day: 7:30 a.m. until 1:00 p.m. Tardy time for this schedule will be 7:40 a.m. Students and teachers will have a "Learning Lunch," eating during a fun learning activity such as teacher read-aloud or "Drop Everything and Read" time (D.E.A.R.). All students will need to bring a sack lunch during this period. There will be no buses during this schedule. If the hot weather continues after Labor Day, this schedule may be extended for a short time. The St. Mary's School faculty and staff hope to air-condition the older section of the school in the near future.

CUSTODY ISSUES

In cases where the custody of a child resides with only one parent or is shared by separated or divorced parents, a copy of the custody agreement or court order should be placed in the child's school records so that school officials are aware of the arrangement. In cases where a child is not allowed to be picked up from school by one of the parents, a written statement signed and dated by the custodial parent must be presented to the school principal.

ACCESS TO THE SCHOOL BUILDING

All doors will be locked during the school day. Access to the main building will be

through the security system installed on the Main Street door near the office and on the old gym doors. All parents and visitors must check in at the school office upon entering the building. The inside art room door will also be locked throughout the day. Teachers, coaches, staff, and organization head officers will receive key fobs for the security system as needed. These are not to be transferred for use by any other person. Coaches are to turn in their keys at the end of their season.

Use of School Grounds

The school grounds are reserved for the use of school or parish sponsored activities. Any other use must be approved by the pastor.

CRISIS PLAN

St. Mary's School has a crisis plan called "Code Red," which was developed in conjunction with local police agencies and Pontiac School District #429. The plan outlines emergency situations and contingencies and is reviewed and updated annually.

WEAPONS

St. Mary's School is mandated to follow Diocesan Policy D-150, entitled "Possession or Use of Weapons or Look Alike Weapons in School." The policy is as follows:

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

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

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

- Any firearm or ammunition (pistols, rifles, shotguns)
- Airguns, pellet guns, BB guns, blowguns, slingshots, etc.
- Look alikes, stun guns, toy guns or other toy weapons, and replicas of weapons
- Any knife or blade including switch blades, pocket knives, stilettos, swords, daggers, box cutters, razor blades, etc.

- Any club or club like object including billies, bats, blackjacks, and other bludgeons
- Metal knuckles, fused rings, or objects designed to produce similar effects
- Martial arts devices including nunchakus, klackers, kung fu sticks, batons, chains, etc.
- Projectiles including shurikens and similar pointed starlike objects, arrows, darts, etc.
- Mace, tear gas, pepper spray or other propellants
- Explosive devices including fireworks, firecrackers, poppers, cap devices, etc.
- Poisons
- Armbands, bracelets, etc. that have spikes, points, or studs
- Objects which have been modified to act as or resemble a weapon
- Any article (laser pointers, belts, combs, pencils, scissors, etc.) used to intimidate, threaten, and/or inflict bodily injury

Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials contacted. Upon notification of the student's parents and administrative review, the student shall be expelled from school. In cases where there are substantial mitigating circumstances, the pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with students in Grades K-3).

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

Diocesan schools reserve the right to dismiss any student at anytime whatsoever for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students.
Catholic Diocese of Peoria Policy, Adopted 4/04

A complete copy of the policy and its administrative regulations is available in the school office or on the Diocesan website.

ALCOHOL AND ILLEGAL DRUGS

Any student who possesses, uses, distributes, or is under the influence of alcohol and/or illegal drugs on school property or at a school-related function will be subject to the following actions:

1. **FIRST OFFENSE** - a two-day suspension from school with appropriate help being recommended to the student and family.
2. **SECOND OFFENSE** - school expulsion may be used with appropriate help being recommended to the student and family.

Any student who brings look-alike drugs or alcoholic substances on school property to school related functions may be subject to these punishments as well. The principal will have recourse to other actions based upon the specific circumstances of each case.

SMOKE-FREE ENVIRONMENT

The use of tobacco by any school personnel, student, or other person is prohibited within the St. Mary's School building.

Tobacco is defined as cigarette, cigar, or tobacco in any other form, including smokeless tobacco that is intended to be placed in the mouth without being smoked.

HARASSMENT/BULLYING

Every student and employee of St. Mary's School should have the reasonable expectation of working and interacting in an environment where they receive respect and are surrounded by Christian values. Harassment of any type—verbal, physical, visual, sexual—is in opposition to the mission of St. Mary's School and will not be tolerated. The term “harassment” includes, but is not limited to, slurs, jokes, or any other form of verbal, graphic, or physical contact which reflects adversely on an individual's race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, or mental, physical, or academic handicap. Harassment of any person on school grounds or at any school-related function is not acceptable. Additionally, harassment by any employee while acting as a representative of this institution is not acceptable. Any individual judged to harass another will be subject to appropriate disciplinary action.

Bullying, the repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone, will not be tolerated. Bullying may include physical and/or verbal intimidation or assault; extortion or taking belongings; oral or written threats; outrageous teasing, mocking, taunting, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; suggestive comments; false accusations; and/or social isolation. All members of the school have a responsibility to recognize bullying and take actions when they are aware of it happening. Classes will be instructed in anti-bullying strategies, and all faculty and staff shall treat any report of bullying seriously and take action. Students should be assured that they have acted correctly in reporting bullying. (St. Mary's School follows Diocesan Policies D-147 “Bullying,” C-401 “Harassment,” C-402 “Sexual Abuse Allegations;” and “Code of Pastoral Conduct,” C-407; exact copies of these policies may be found in the Appendix.)

PLAYGROUND RULES

The following playground rules are to be followed:

- No food (including candy and gum) or drinks should be taken onto the playground.
- A supervisor must oversee the retrieval of balls from the street.
- Students should not return to the building unless they have permission from a supervisor or they have an injury. Supervisors should report any serious injuries to the office immediately.
- Only approved playground balls or Nerf balls may be used on the playground.
- Rough play, unacceptable language, obscene gestures, and un-Christian behavior are not allowed.
- Supervisors should report to the principal any students who consistently misbehave on the playground.

- All students are required to show respect for each other and for all supervisors and staff.

INTERNET ACCEPTABLE USE POLICY

All use of the Internet shall be consistent with St. Mary's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This authorization does not attempt to state all required or prescribed behavior by users.

Educational Purpose

St. Mary's School supports the use of computers and the Internet in its instructional program. This will allow the school to facilitate access to information, research, collaboration, and interpersonal communications.

The use of computer hardware and software shall be consistent with the Catholic identity of our school, reinforce the curriculum, and reflect the varied instructional needs and learning styles of our students. Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with the moral principles of the Catholic Church. Students and staff will also act according to the accepted rules of network etiquette as well as federal and state law.

Authority

The availability of electronic information to students and staff does not imply endorsement of the content by St. Mary's School. St. Mary's School does not guarantee the accuracy of information received on the Internet. Additionally, St. Mary's School shall not be responsible for any information that is retrieved via the Internet or information that may be lost, damaged, or unavailable when using its computers.

Safety

To the greatest extent possible, users of the Internet will be protected from harassment as well as unwanted or unsolicited communication. Any user who receives threatening or unwelcoming communications should immediately bring them to the attention of a teacher or administrator. Users shall not reveal personal addresses or telephone numbers to other users on the network or the Internet.

Terms and Conditions

1. **Acceptable Use:** Access to the Internet must be for the purpose of education or research and must be consistent with the educational objectives of St. Mary's School.
2. **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.
3. **Unacceptable Use:** A student is responsible for actions and activities involving the Internet network. Some examples of unacceptable uses are:
 - a. Using the Internet for any illegal activity, including violation of copyright or other contracts This includes the transmission of any material in violation of a US or state regulation.
 - b. Unauthorized downloading of software.

- c. Downloading copyrighted material for other than personal use.
 - d. Wastefully using resources, such as file space.
 - e. Gaining unauthorized access to resources or entities.
 - f. Invading the privacy of individuals.
 - g. Using another user's account and password.
 - h. Possessing material authorized or created by another without his/her consent.
 - i. Posting anonymous messages.
 - j. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, racially offensive, harassing, gang-related, or illegal material.
 - k. Gaining access to chat rooms.
 - l. Using any computer without permission of a teacher.
 - m. Accessing the Internet without permission of a teacher.
 - n. Using e-mail without permission of a teacher.
4. Network Etiquette: You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
- a. Be polite; do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities, or use any other inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
 - d. Recognize that e-mail is not private. Those who operate the system have access to all mail. Messages relating to, or in support of, illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and network information to be private property.
5. Compensation: The user agrees to compensate St. Mary's School for any losses, costs, or damages. These include, but are not limited to reasonable attorney fees, incurred by St. Mary's School, or arising out of, any violation of these procedures.

6. **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 Internet, or the computer lab. This includes, but is not limited to, the uploading or creation of computer viruses.
7. **Telephone Charges:** St. Mary's School assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line charges.

Consequences for Inappropriate Use

The user shall be responsible for deliberate damages to equipment, systems, and software. Illegal use of the network, intentional deletion or damage to other's files, copyright violations, or theft of services is punishable. These violations will result in the loss of privileges, disciplinary actions, and/or a report to the appropriate legal authorities for possible prosecution. Signatures at the end of this document are legally binding and indicate that the parties who have signed have read the terms and conditions carefully and understand their significance. All parents, students, teachers, and staff will be required to sign-off on this policy. The computer teacher will review the policy with each class at the beginning of each school year.

CELL PHONES

Students with cell phones or other electronic devices must have them off and in book bags during school hours from 7:50 a.m. to 3:00 p.m. The school is not responsible for lost or stolen items. If a student is caught using a cell phone or other electronic device during the school day, the item will be confiscated, and parents will be contacted regarding the problem. Appropriate consequences will be issued to the student by the principal. The phone or electronic device will be held until picked up by a parent.

TEXTBOOKS

All texts, with the exception of the consumable workbooks, are rented. All books should be covered and carried to and from school in a book bag. If a book is lost, damaged, or destroyed, it must be replaced by the individual.

UNIFORM DRESS CODE

The students of St. Mary's Catholic School in Pontiac have the honor of wearing a uniform to school. The uniform is an outward sign to the community that signifies how highly valued education is to the parents and students of our school. Students should wear the uniform with pride and respect for the long tradition of Catholic education at St. Mary's.

If, due to an emergency, it is necessary for a child to come to school without the entire uniform, the child should bring a note from home as to the reason he/she is unable to wear the entire uniform.

Hair is not to cover the eyebrows of students. Moreover, boys are not to have their hair long enough to touch their collar, nor are they to have their hair longer than midway's length on the ear. Hair coloring and unnatural or attention-seeking hairstyles are not allowed. The principal

will make the final decision if a hair style is not satisfactory. A note will be sent home to the parents to take care of the situation.

St. Mary's School has a uniform dress code to establish a business-like atmosphere in the classroom. It is mandatory that parents support this dress code. They should see that children leave their homes well-groomed and in uniform. There is a correlation between the pride students take in their appearance and the pride they take in their schoolwork and in their school.

Boys' Uniform

- Navy blue or khaki cotton, polyester, or corduroy pants (No jeans, cargo pants, hip-hugger pants, or sweatpants are permitted)
- Belt
- White or navy blue (long or short-sleeved) knit polo shirts. Turtlenecks or mock turtlenecks may also be worn. No T-shirts or shirts with emblems are allowed.
- Solid navy blue, khaki, or white socks.
- A plain navy cardigan or school-designated sweatshirt may be worn over the uniform if desired.

Girls' Uniform

Girls in Kindergarten through Grade 3:

- Solid navy blue or khaki jumpers (found at JC Penney's – IZOD style, or Old Navy -- Old Navy Twill Uniform Jumper)
- A navy blue or khaki JC Penney IZOD scooter style skirt (with built-in shorts) may also be worn.
- Girls also have the option of wearing navy blue or khaki slacks with a belt (No jeans, cargo pants, hip-hugger pants, or sweatpants are permitted)
- White or navy blue (long or short-sleeved) knit polo shirts. Turtlenecks or mock turtlenecks may also be worn. No T-shirts or shirts with emblems are allowed.
- Solid navy blue, khaki, or white socks.
- A plain navy cardigan or school-designated sweatshirt may be worn over the uniform if desired.

Girls in Grade 4 through Grade 8:

- A navy blue or khaki JC Penney IZOD scooter style skirt (with built-in shorts) may also be worn.
- Girls also have the option of wearing navy blue or khaki slacks with a belt (No jeans, cargo pants, hip-hugger pants, or sweatpants are permitted)
- White or navy blue (long or short-sleeved) knit polo shirts. Turtlenecks or mock turtlenecks may also be worn. No T-shirts or shirts with emblems are allowed.
- Solid navy blue, khaki, or white socks.
- A plain navy cardigan or school-designated sweatshirt may be worn over the uniform if desired.

Skirts and jumpers should be of modest length (no shorter than two inches above the knee). Shirts should be tucked in at all times. In place of socks, girls may also wear solid navy, khaki, or white knee socks or tights. In colder months, snow boots should not be worn during the school day except for recess. Dress/causal boots (Ugg style) may be worn by the girls during the winter

months (November through March).

Physical Education Uniform

Students in Grades 4 through 8 will wear a P.E. uniform consisting of light blue T-shirts, plain navy gym shorts, white or navy socks, and tennis shoes. No emblems should be worn on clothing. **P. E. shorts should be no shorter than three inches above the knee.**

Shoes, Make-up, Jewelry

For safety's sake, no flip-flops or sandals are allowed. These rules apply on fieldtrips and casual days. In colder months, snow boots should not be worn during the school day except for recess. Dress/causal boots (Ugg style) may be worn by the girls during the winter months (November through March).

The use of age-appropriate or natural make-up during the school day or to school events is acceptable, but not encouraged. Natural shades of nail polish (peach, pink, tan, clear) are acceptable for girls.

Tasteful jewelry will be allowed. Long, dangling earrings or noisy or excessive jewelry should not be worn. Boys are not allowed to wear earrings. No body piercing or tattoos are allowed. The principal may make decisions regarding other “fads” as problems occur.

Hot Weather Dress and Casual Clothes Days

During the months of August through September and April 15 through June, both boys and girls will have the option of wearing navy blue or khaki walking shorts with their uniform shirts. All other times will be at the discretion of the principal. The walking shorts must be of a style such as those purchased through JC Penney’s school uniform catalog. The shorts must be no higher than three inches above the top of the knee on both boys and girls. Girls may also choose to wear uniform-style Capri pants in navy blue or khaki. If the shorts have a belt loop, a belt must be worn. White, khaki, or navy socks must be worn.

For an announced casual clothes day, students may wear jeans, sweatshirts, sweatpants, T-shirts, and so on. Shorts are only allowed when announced by the principal, and only uniform shorts or capris are allowed. For the sake of modesty, any shorts, including those worn for P.E. and/or as part of the uniform, should be no shorter than three inches above the knee. Emblems supporting drug or alcohol use or containing obscenities or material in poor taste are never allowed. Bike shorts, leggings, or other immodest articles of clothing are not allowed. T-shirts must be worn under tank tops.

Compliance with the Uniform Policy

Teachers are to monitor student dress to see that it is in accordance with the dress code described in this handbook. If a student’s dress does not conform to the code, the student will be sent to the office to call a parent and will be required to conform to the code before returning to the classroom. In the event that a parent is not available to take the student home or to bring the necessary clothing, the student will be issued a written warning regarding the infraction, and the parents will be required to sign and return the notice. Consistent failure to conform to the uniform dress code will be considered a disciplinary matter and will be handled in accordance with the discipline policy. After three warnings have been issued for uniform infractions, the student will be given detentions for further violations.

ASBESTOS MANAGEMENT PLAN

Asbestos in non-friable form exists in St. Mary's School. It is inspected every six months by IDEAL Environmental Engineering, Inc. Parents have the right to examine the Asbestos Management Plan on file in the school office.

ATHLETICS AND IESA-SPONSORED ACTIVITIES

St. Mary's extracurricular activities are one part of a total program designed to develop healthy and intelligent Christian students. Coaches, participants, and parents are asked to keep this goal in mind and make it the focus of all activities.

Good sportsmanship should be the hallmark of the St. Mary's extracurricular program, and all students, personnel, and fans are expected to adhere to high standards of Christian behavior. Participants and officials should be given encouragement; they should never be harassed.

The following rules and regulations will govern the program:

Admission Fees

Charges for admission to all events will be as follows (unless otherwise required by IESA):

Adults	\$3.00
High School Students/Senior Citizens	\$2.00
K-8 Students`	\$1.00
Preschool Age	Free

Bus and Bus Fees

Buses and drivers provided by Illinois Central School Bus, Pontiac Township High School, or Turner Bus Service will be used when possible for out-of-town extracurricular events. Buses will not be used for away events with Pontiac Christian School and Pontiac Junior High School. For these two exceptions, parents of the team members will need to make driving arrangements. Alternative arrangements are at the discretion of the athletic director(s) and the principal when special circumstances, such as small group transportation, are present. All drivers transporting children must have a current insurance card and a copy of their driver's license on file in the school office.

As long as funds are available, Booster Club will pay all bus fees for those parents who fulfill their obligations to work their scheduled assignments at competitive events. For parents who do not fulfill their scheduled assignments or who cannot work because they have not taken the required "Safe Environment Program" workshop and/or had the DCFS and criminal background checks, a fee of \$40.00 per child per athletic activity and/or a fee of \$20 per child per non-athletic activity (band, chorus, math team, Scholastic Bowl, speech team) will be charged.

In the event that the Booster Club cannot fund the bus fees, the fee policy will be as follows:

1. Sports bus fees will be based on the number of games and on the number of students participating in each sport.
2. Fees will be collected at the conclusion of the season when the bus bill is received.

No child will be denied participation in the sports program because of inability to pay. Parents may contact the principal if assistance is needed.

All players, cheerleaders, and coaches are required to ride the bus to all sporting events in which St. Mary's participates. An exception will be made if a player resides in or near the town where an away game is being played. In such cases, the parents may notify the coach at least one day prior to the game that the player will be transported to the game by the parents. Students may ride the bus after the games to return to St. Mary's, or **a parent** may sign the authorization form either at the game or in the school office during the day to provide their own transportation for their child. Sign-out may also be done several days in advance.

Parent drivers will be used for all other extracurricular events including, but not limited to, scholastic bowl team, speech team, math team, cheerleading contests, Student Council trips, and nursing home Masses. Proof of insurance from said alternate transportation provider(s) must be retained on file at St. Mary's School.

Cheerleading

Girls in Grades 7 and 8 (and Grade 6 as needed) may participate in cheerleading. The cheerleading sponsor and administrator will decide the number of girls on the squad each year. Cheerleaders will be required to cheer for the 7th and 8th grade boys' basketball teams only.

Children of Coaches on Team Bus

Children of coaches will be allowed to ride the team bus if the parent of the child is present and if a parent permission form is on file with the school secretary before the child rides the bus. This policy is subject to approval by the bus company.

Complementary Admission to Home Games

To encourage their interest in the school athletic program, the following categories of personnel will be granted free admission to home games: St. Mary's Parish priests; the administrator, faculty, staff and their spouses; athletic director(s) and spouses; concession stand chairpersons and their spouses; coaches and their spouses; administrators, coaches, and athletic directors from other schools; St. Mary's Education Commission members and their spouses; and all St. Mary's students.

Concession Service Policy

All parents of children that are involved in extracurricular activities (including sports, cheerleading, Student Council, math team, Scholastic Bowl team, speech team, band, and chorus) are obligated as part of their parental duty to serve at the concession counter during ball games. A parent may also be assigned to assist with supervision, scorekeeping, timing, etc. as necessary. Parents will be assigned for concession service by the concession's chairperson for each individual grade/sport. Parents will not be asked to volunteer during their children's games. For example, 5th grade basketball player families will work concessions during the 6th grade game and 6th grade basketball player families cover the 5th grade game.

Coaches and their families are exempt from serving concessions during any event at any age level during the season that they are coaching. They may, however volunteer to work concessions during that season if they wish. Coaches and their families will be required to work concessions in the off season when they are not coaching during a particular sport at the time.

As part of Boosters Club fundraisers, St. Mary's hosts multiple tournaments. All tournaments require additional help, and any parent whose child is involved in an extracurricular

activity (other than a coach & family who is coaching during that specific season) can be scheduled to work concessions during tournaments such as the Fall Classic, Kevin Casson Memorial , Volleyball Extravaganza, Livingston County Tournaments, or any IESA Regional or Sectional games.

Dress Code for Athletes

Those players attending athletic events in which they will participate will follow this dress code:

- Boys – Slacks (no blue jeans); collared shirt or sweater (no T-shirts); shoes (athletic shoes not being worn for the game are acceptable; open-toed shoes are unacceptable); crew or dress socks; and a belt if the pant style requires one.
- Girls - Dress, skirt, or slacks (no blue jeans); a modest top or sweater of acceptable length and fit (no T-shirts); hose or crew or dress socks; shoes (athletic shoes not being worn for the game are acceptable; open-toed shoes are unacceptable); and a belt if the pant style requires one.

The intention of this policy is to insure that students representing St. Mary's School be appropriately dressed in clothing that meets St. Mary's School standards. Sweat suits and/or nylon jogging outfits are not appropriate for this dress code. Students who are inappropriately dressed will not be allowed to participate.

Drinking, Smoking, and Use of Illegal Drugs by Athletes

1. FIRST OFFENSE - Suspension from the team for the remainder of the season.
2. SECOND OFFENSE - Ineligible for sports for the rest of the school year.

These rules are in effect from the beginning of the school year to the end of the school year. Reports must be eye-witness accounts by a St. Mary's employee (including faculty, staff, custodians, coaches, and athletic directors). Reports from law enforcement officers will also be accepted. The principal may also use other sanctions based on the circumstances of each case.

Eligibility

All students participating in competitive and/or IESA-sponsored events must meet the eligibility rules of St. Mary's School in order to compete and/or participate in contests. The following rules will govern eligibility at St. Mary's School:

- Eligibility will be determined through Option C on Fridays or the last morning of the school week. Eligibility will be computed for the first time approximately three weeks into each grading period.*
- The office will send a letter home with the child on Friday informing the parents of the child's ineligibility. Only students who have a D or F average in one or more subjects will receive a letter. Only F averages make a student ineligible. Parents and coaches will be informed of D average grades so that the student can be encouraged to raise the grade before ineligibility occurs.
- The student must return the letter, signed by a parent, on the following Monday (or the first day of the school week). For every day that the letter is late, ineligibility will be

extended by another day. If a D average letter is not returned on the first day of the week, the student will receive one day of grace; however, the student will not be allowed to practice with the team if the letter is not returned on the second day.

- A list of those who are ineligible will be left in the office for each coach on the last day of the school week.
- Eligibility will run from Monday through Sunday.
- If a student is ineligible, the player cannot play or practice but must be present for games or events. The player must sit with the team but will not dress in uniform. The player's presence at practices will be determined by the coach.
- Eligibility is cumulative for the nine-week grading period. At the beginning of a nine-week period, only one or two grades in a subject area may determine whether a student is eligible. Therefore, students should take extra care in completing work.
- If a student is ineligible for three consecutive weeks, the player is off the team for the season.
- In case of serious misconduct, the principal may suspend a student from games and practices immediately. Parents and coaches will be notified.

Athlete Forms and Certificates

All athletes, including cheerleaders, must turn in sports physicals, insurance statements, and emergency forms and must provide copies of their birth certificates. These items must be on file in the school office before the first practice.

Athlete Insurance

Any St. Mary's School student who intends to participate in the sports program will be required to be insured either through a family policy or through the student insurance offered at registration in the fall.

Medical Excuses

A doctor's medical excuse from PE is automatically an excuse from athletic practice and games unless the doctor specifies that the student may participate. The excuse is in effect until a release from the doctor is received by the school.

Participation

St. Mary's School students will be allowed to participate in the following available sports if all rules and regulations are met:

- Boys Baseball: Grades 6-8
- Boys Basketball: Grades 5-8
- Girls Basketball: Grades 5-8

- Girls Cheerleading: Grades 7-8
- Girls Softball: Grades 6-8
- Girls Volleyball: Grades 5-8

St. Mary's students may also participate in track and field and cross country with the Pontiac Junior High School students. This option is offered for boys and girls in Grades 5-8.

The following extracurricular activities are also available:

- Math Team: Grades 6-8 (Some participation by 5th grade students is also possible)
- Scholastic Bowl Team: Grades 7-8
- Speech Team: Grades 5-8

Players will be members of the team and will get some playing time throughout the year (the exact amount of time to be determined by the coaches). Coaches are expected to practice with all team members.

If at all possible, players of St. Mary's School sports teams will play at their own grade level. If there is a shortage of students as determined by the coach and athletic directors, the principal and athletic director(s), in consultation with the coach, will make any decisions to move students up to the next level. This decision will be made at the beginning of the season. As a general rule, extra players will not be added to a team's roster for the state tournament series. If an emergency situation arises, such as an injury, a flu epidemic, ineligibility, etc., and a player is brought up for the state tournament series, he/she will not play unless there are not enough upper grade players to field a team.

As a general rule, students who are moved up to a higher level will stay with that team for the whole season, including tournaments. In other words, athletes are not able to return to lower level teams for tournaments. However, exceptions may be made by the principal and athletic director(s) if special circumstances warrant. Students and their parents have the choice of not moving up. In case of temporary lack of numbers due to illness, injuries, or ineligibility, a coach may bring a player up for one game but must notify the principal and/or an athletic director.

Practice and Game Rules

Attendance

Any player at school during the day and not in attendance at a scheduled practice or game must inform the coach prior to the practice or game and present an excuse signed by the parent upon return. Any player must be in attendance at school by 11:30 a.m. to play in a game on that day. An exception is an excused absence pre-arranged with the principal. Students participating in practices or events may not be in the building without an adult supervisor present.

Excused/Unexcused Absences

A coach will determine whether an absence from a game or practice is excused or unexcused. Unexcused absences will be punishable as follows:

- First unexcused absence - suspended from the next game.
- Second unexcused absence - suspended from the next two games.

- Third unexcused absence - dismissed from the team.
(Note: Suspended students may still practice with the team.)

Sunday Games and Practices

In accordance with Diocesan policy, no games or practices, including tournaments or open gyms may be scheduled or played on Sundays. In addition, no practices games, tournaments and open gyms may be scheduled or played on Holy Days of Obligation, Holy Thursday, and Good Friday. Practices, games and tournaments will be limited to five days per week, per team. Practices should not exceed one and a half (1.5) hours per day.

Parish events and school events, (such as seasonal programs, fairs, and concerts) will take precedence over practice, games, and tournaments.

Rules and Regulations

All the rules and regulations contained in the by-laws of the *Illinois Elementary School Association Handbook* will be followed by all students who participate in the athletic program. In addition to these rules and regulations, the policies of St. Mary's School and the rules of individual coaches (as approved by the administrator) shall be followed.

Student Attendance at Games

Students in Kindergarten through Grade 5 must be accompanied by an adult in order to attend athletic events. Parents or guardians are asked to monitor their own children during these events.

Use of Supplements in Athletics

In order to minimize health and safety risks to student athletes, maintain ethical standards, and reduce liability risks, school personnel and coaches should never supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance enhancing purposes.

Diocesan Policy C-310, Adopted: 3/2004

Uniforms

The school, through the athletic department, will provide uniforms for school athletic teams and cheerleaders. The uniform will consist of a basic top and bottom. All other items must be purchased by the participant.

BAND

A band program is offered to students in Grades 4 through 8. Classes and private lessons are taught by the school band instructor. Some instruments are available through the school, but most are rented or bought by the parents. The band performs occasionally throughout the year and at the Fine Arts Festival held at the school in the spring.

STUDENT COUNCIL

St. Mary's School provides experience in student government to students in Grades 5 through 8. Six (6) representatives from each of these classes are elected in the fall of the school year. After elections, those students whose names were on the ballot, but were not elected, may

become at-large members. The representatives of the council plan a year of activities to enhance student life at St. Mary's School. They also participate in leadership activities offered through the Illinois Association of Junior High Student Councils.

SAFETY PATROL PROGRAM

Participation in a school safety patrol program is offered to students in Grades 5 through 8. Students are assigned to assist faculty supervisors at dismissal.

DANCES

Dances at St. Mary's School are for students Grades 5 through 8 of St. Mary's School. Other schools invited to attend will be limited to two dances during the school year. The following are points to be observed:

1. Sufficient chaperones, including parents and teachers, must be obtained.
2. Appropriate dress must be worn.
3. Dances will last no longer than three hours and will end by 10:00 p.m.
4. Once a student leaves the gym, he/she may not return to the dance.
5. An admission fee will be optional, depending on the purpose of the dance.
6. Parents will be informed of the time the dance will begin and end.

SERVICE

An integral part of a St. Mary's School education is service to others. All grade levels incorporate service projects in their yearly curriculum, and all Confirmation candidates have a service component in their preparation activities. Some examples of service projects performed by students include singing and serving for parish funerals and at nursing home Masses; visiting nursing home residents; picking up litter; working at parish and community functions; setting up and taking down lunchroom tables and chairs; participating in the St. Jude Math-a-Thon; donating to the Holy Childhood Association; and many other activities.

PARENTAL INVOLVEMENT

To obtain an outstanding Catholic education for each of our students, the school must have the support of all parents. When a parent renders service, a parent renders support. This relays a message to the child that education is teamwork, with the team being comprised of the parents, the child, and the school. There is a wealth of educational research that shows a strong positive correlation between students' success in the classroom and the degree of involvement of the parents in school activities.

Close communication should exist between the parents and teachers. Parents should monitor graded school work that is sent home and contact their child's teacher when they have questions. Teachers are urged to alert parents of problems quickly so that school and home can work together to solve them.

Parents are also encouraged to participate in the Teacher-Parent Organization (TPO), which sponsors fundraising and social activities for St. Mary's School families. Parents are also encouraged to participate in the St. Mary's Booster Club, which sponsors all extracurricular activities for St. Mary's students. Students directly benefit from the activities of both of these

organizations.

In addition, many opportunities exist for volunteers who might help by transporting children to nursing home Masses or to fieldtrips, help with special projects in the classrooms, walk children to Central School classes, or perform service jobs in the school (e.g. making copies for teachers). Parents with special expertise in a certain area are encouraged to let the school know if they are available for classroom presentations.

SAFE ENVIRONMENT PROGRAM

In cooperation with The Charter for the Protection of Children and Young People adopted by the United States Conference of Catholic Bishops, the Diocese of Peoria has mandated that all priests, teachers, staff members, coaches/sponsors, and volunteers, including chaperones, who work in any way with children in our school must meet three requirements:

- Attend a class on safe environment training
- Undergo a criminal background check (fingerprinting)
- Have a Department of Children and Family Services background check (CANT form)

These mandates must be met before working with students.

ROLES AND EXPECTATIONS OF CHAPERONES

(Diocesan Policy C-122)

All activities for minors, or where significant numbers of minors will be present without parents, require chaperones. The sponsor of the activity has the responsibility for recognizing this need and for arranging the presence of a reasonable number of adults to act as chaperones throughout the duration of the event. An event shall not take place in the absence of adequate numbers of chaperones. Parents or teachers are preferred chaperones. Individuals under the age of 21 years cannot fulfill the role of chaperone as required by this policy.

Chaperones shall be given, at a minimum, the following information before they commit to chaperone an event:

1. A description of the event
 2. The expected number of minors to be present
 3. The hours the chaperone will commit to be present and act as chaperone
 4. The responsibilities and expectations of a chaperone at the event
 5. The expected number of other chaperones.
- If an individual commits to act as a chaperone at an event, he or she should be given a number to contact prior to the event if he or she should have any additional questions or if circumstances arise that make attendance impossible. If there is a cancellation by a chaperone, a replacement shall be found within a reasonable time by the event's sponsor.
 - Prior to the commencement of the event, the sponsor shall identify to the chaperones an adult to whom the chaperone will be responsible. This person shall give the chaperones guidance as to the facilities, shall assign the chaperones to appropriate posts and duties,

and shall visit with the chaperones occasionally during the event to provide temporary breaks, answer questions, and provide any assistance required. This person shall also advise the chaperones as to the following:

1. Where and to whom to report any problems or concerns
2. Any anticipated problems relating to their post or the event.

Catholic Diocese of Peoria Policy Adopted: 9/01, Revised: 1/03; 9/07

DIOCESAN POLICIES

Appendix A

Bullying

D-147

<http://cdop.org/managedDocuments/lists/oocsSeriesD/D147.pdf>

Appendix B

Harassment

C-401

<http://cdop.org/managedDocuments/lists/oocsSeriesC/C401.pdf>

Appendix C

Sexual Abuse Allegations Policies and Procedures

C-402

<http://cdop.org/managedDocuments/lists/oocsSeriesC/C402.pdf>

Appendix D

Pastoral Code of Conduct

C-407

<http://cdop.org/managedDocuments/lists/oocsSeriesC/C407.pdf>

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