



# ST. MARY'S Catholic Elementary School

603 West Jackson Street  
Bloomington, IL 61701  
School - 309-828-5954

Parish Office – 309-827-8526

[www.stmarysschool.net](http://www.stmarysschool.net)

## Student/Parent Handbook

*Brought together by faith, St. Mary's School is a Franciscan family welcoming and inspiring all to love, live, learn and serve as Christ taught us.*

*Circumstances may arise in which St. Mary's School determines that changes are required in these guidelines and procedures. For this reason, St. Mary's School reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to the guidelines, benefits, or procedures set forth in this Handbook. New policies and procedures may be added from time to time. Parents/guardians will be notified accordingly.*

# Changes from 2023-2024 Handbook

1. Miscellaneous – Dates and name changes to coincide with new school year
2. Dress Code Policy - clarification on items
3. Terms of Admission
4. Employee Code of Professional Conduct – Faith’s Law – C-411 P-CDOP
5. Asbestos details

## **Please Note: Diocesan Statement regarding Handbook**

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## School/Parish Staff

<b>Priests</b>	
Fr. Greg Nelson (Pastor)	(309)827-8526
<b>Parish Office</b>	
Sharon Hamaker, Parish Business Manager	(309)827-8526
<b>Deacons</b>	
Deacon Jose Montenegro	(309)827-8526
<b>School Staff</b>	
Jamie Hartrich, Principal	(309)828-5954
Lori Bellino, School Office Manager	(309)828-5954
Andrea Delgado, School Office Manager	(309)828-5954
<b>Education Commission</b>	
<p>The Commission meets on the second Thursday the following months: 4 to 5 times in a year and it is typically the months of September, November, January, April, and June at 6:30 p.m. in the school Library. Meetings are open to parish members and school families. To have an item placed on the agenda for discussion, please contact Mrs. Hartrich at 828-5954 at least 10 days prior to the meeting. Education Commission members are elected by the parish and serve as advisors to the pastor and principal. The current members are:</p>	
Christine White   Sharon Dixon   Charles Ely   Norma Ortiz   Tim Ervin   Mark Kossler Teri Hill   Chuck Jiardina   BJ Chapman	
<b>Home and School Association</b>	
<p>The Home &amp; School Association meets monthly throughout the school year. If you would like to address the board, please send an email to <a href="mailto:home-school@stmarysschool.net">home-school@stmarysschool.net</a>. Parents are invited to attend our monthly meetings. Meetings are held at 6:00 pm on the second Monday of every month. Location varies.</p>	
Carolyn Alvarez   Brigid Lengermann   Lindsey Holzhauer   Danielle Krutke   Amie Crawford	
<b>Athletics Association</b>	
<p>The Athletics Association Board will meet on a regular basis throughout the year. If you would like to address the Athletics Association Board, please contact the Athletics Director. The Athletics Association will hold general member meetings at various times throughout the year. All Athletics Association Members are welcome to attend. Meetings will be announced through the Wednesday Word and the parish bulletin.</p>	
Kelly Gentsch, Co-Athletic Director   Kim Prochnow, Co-Athletic Director   Samantha Wolden, Chairperson Elizabeth Krutke-Castro   Jennifer Brucker	

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## Catholic School Statement of Purpose

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

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

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

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

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

*"It is crucial that the policies and procedures of Catholic schools reflect that primary purpose and that the Catholicity of the school and its faithfulness to the teaching authority of the Catholic Church (Magisterium) are not compromised."* **Sister Mary Angela Shaughnessy, SCN, J.D., Ph.D.**

## History

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

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

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

## Accreditation

St. Mary's School is recognized by the Illinois State Board of Education as a Non-Public School.

## Vision Statement

*Fr. Gregory Nelson, Pastor . . . October 1, 2016*

*"We want every person who passes through our doors to know that they are loved by Christ, and that challenges us to educate and love in even more unique ways."*

*"Our school building is up-to-date, safe, and is kept beautiful and clean. An optimum enrollment of 200 children would be ideal. We wish we could operate financially by stewardship with no tuition. But this is not the case in today's world, so we must live within our budget. However, we are blessed with contributions that support nearly half our school expenses through the Sunday collection. It is the St. Mary's way, to help those in need."*

*"We are often told that there is something different about St. Mary's. This has everything to do with keeping true to our 150 year old mission of searching for Christ in all that we teach, learn and do."*

## **Mission Statement**

Brought together by faith, St. Mary's School is a Franciscan family  
welcoming and inspiring all to  
Love, Live, Learn, and Serve as Christ taught us.

## **Belief Statements**

We believe that our Catholic faith is best celebrated in community and in partnership with one another. This partnership empowers cooperation between faculty, staff, students, parents, parish staff and parishioners. Together we will focus on faith first, building positive relationships with our parish community and within our school family, and inspire academic success through quality teaching for learning.

We believe that students are individuals with different learning styles, abilities and levels of motivation. As partners in our Catholic community of faith we will strive to help each student experience success and fulfill their potential.

We believe that each student bears the ultimate responsibility for his or her own achievements. As a Catholic school, we have high standards and expect our students to accept their responsibilities, behave in an exemplary manner, and master the basic skills of their required subject areas.

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

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

- St. Mary's is a Christ centered Catholic elementary school serving Pre-Kindergarten through eighth grade.
- The school is an integral mission of St. Mary's Catholic Parish and is maintained and supported by tuition, grants, and subsidies to serve the families of the parish.
- St. Mary's Catholic School exists to offer a high level of opportunities for excellence in the areas of religion, reading, language arts, mathematics, science, social studies, technology and the arts.
- Be it understood that all subject matter taught in this school will be consistent with and never in opposition to the teachings of the Roman Catholic Church.
- The school will educate and celebrate differences in culture, ethnicity, and learning styles of all children.
- All faculty members, staff, coaches, and other adults in our school will always pursue a Christ centered approach to advising, teaching, and instructing children.
- Emphasis on peace and justice will permeate the relationships between children, staff and parents.
- The faculty and staff will continually strive to enhance the learning environment and develop new and innovative ways to help all children reach their full, true and rightful potential

## **Faith Development**

### **Participation in the Catholic Faith**

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

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

Each school day begins with an all-school assembly in the gym. In addition to school related announcements and the Pledge of

Allegiance, we praise God through song and prayer.

### **Sacramental Policy**

All students preparing to celebrate a sacrament must register with the Religious Education Office. Students attending St. Mary's School will be prepared for sacraments as part of their daily religion instruction. **The Sacraments of First Reconciliation and First Communion** are celebrated during the 2nd grade. **The Sacrament of Confirmation** will be celebrated every year in 8<sup>th</sup> grade.

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

### **Liturgy**

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

### **Reconciliation**

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

### **Devotions**

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

### **Christian Service**

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

## **Admission Policies**

St. Mary's School admits students regardless of sex, race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded to the students in the school.

### **Admission Priorities**

St. Mary's Church operates the parish school and subsidizes its funding. Thus, families who follow our application procedures and timeline will be admitted on the following priority basis:

- First priority for admission is given to children with siblings already attending St. Mary's who are in good standing with the school.
- Second priority will be given to children of registered and participating members (defined below) of St. Mary's Catholic Church.
- Third priority will be given to children of registered and participating members of other Catholic parishes.
- Fourth priority will be given to children of families who are non-registered or non-practicing Catholics.
- Fifth priority will be given to children of families from other religious denominations or faith backgrounds.

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

### **Terms of Admission**

Prior to enrollment, prospective students and their parent(s)/guardian(s) will meet with a team that consists of the following: principal, counselor, learning resource teacher, classroom teacher and others as deemed necessary. This process will allow the school staff to discuss each student's individual needs both academically, spiritually, and behaviorally and determine grade placement. Acceptance of a student to St. Mary's School will be determined by the principal. A student is not considered enrolled until the Letter of Intent and registration fee are received. Parents agree to cooperate with and follow all policies and procedures of St. Mary's School as a condition for their child's enrollment and continued attendance.

### **Required at Time of Application**

- Birth Certificate
- Baptismal Certificate (if Catholic)
- Previous school transcript(s) and copy of standardized test scores (if transferring from another school)
- Letter of confirmation of registration/participation from home parish (if Catholic)

- \$300 non-refundable application fee
- Proof of medical exam and record of immunizations must be submitted by all new students before school begins. Additional medical/dental/vision exam requirements apply for certain grade levels.

As part of the admission process, families agree to maintain a commitment to the mission, goals, and religious values of St. Mary's School through support of the policies outlined in the parent-student handbook.

Every Catholic is expected to join their parish community at Mass each Sunday and Holy Day to give thanks and praise to God. St. Mary's School offers a tuition discount to members of St. Mary's Catholic Church who are active participants. Because the parish makes this tuition discount available by contributing a significant sum to the operational expenses of the school, to be eligible for the discounted "parish member" rate, families must observe the following requirements:

- Be a registered parishioner at St. Mary's Catholic Church.
- Participate in the celebration of Mass each Sunday and Holy Day Obligations.
- Annually renew their sacrificial giving pledge to the parish by submitting a stewardship card.
- Maintain their sacrificial giving pledge, with a minimum of 25 collection entries either by basket or online giving
- Participation in at least one additional parish activity or ministry (e.g. lector, bible study, food pantry volunteer, Knights of Columbus, fish fry helper, perpetual adoration, etc.).

Parishioner status will be monitored each December and June. Families who fail to maintain active parish membership at St. Mary's Catholic Church will be charged the standard (non-parishioner) tuition rate beginning the next semester.

#### **Legal Age for Admission**

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

3 years enter 3 Yr. Pre-kindergarten

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

5 years old by September 1st to enter Kindergarten

#### **Probationary Period for New Students**

**New students who enter are required to begin with a probationary period of at least 90 school days.** New students will be evaluated by a team that consists of homeroom teacher, administration, school counselor, or any person deemed necessary. An initial meeting will be created and any concerns will be shared along with a plan and timeline. This probationary period provides time for the student to adjust to a new school setting and to demonstrate academic success and/or responsible behavior consistent with St. Mary's standards. At any time during the probationary period, students can be required to withdraw if they are not meeting the expectations of St. Mary's School.

*\*\*Administration holds the right to ask a student to withdraw at any time if they are not meeting St. Mary's academic and behavior expectations.*

#### **Admission of Students with Special Educational Needs**

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

#### **New and Transferring Students**

Students transferring to St. Mary's School from other schools will undergo a screening process to ensure that the student's previous record and reason for transfer are consistent with St. Mary's School's mission and goals. Transferring students must have a record free of major disciplinary incidents (e.g. suspension, expulsion, major infractions of school rules). Any student who has previously been expelled from a school, asked to leave a school, or left a school to avoid expulsion shall not be admitted into St. Mary's School without written permission from the Diocesan Superintendent of Schools. In addition, if the information gathered indicates that St. Mary's

School does not have the educational program to best serve the academic, behavioral, or social/emotional needs of the student, the student will not be accepted for admission.

*\*\*Administration holds the right to ask a student to withdraw at any time if they are not meeting St. Mary's academic and behavior expectations.*

## **Tuition Agreement**

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

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

St. Mary's uses FACTS, to collect tuition from families who prefer to make payments. Payments may be made in many different payment plans with FACTS. If another payment plan is required, please contact the school office. Payments may be made by automatic deduction from a checking account, by invoice and mailing in payments, or by credit card. An additional fee is assessed by FACTS for credit card payments. Families who are enrolled in FACTS may access their account online at <http://www.factsmgmt.com>

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

### **Tuition Collection Policy**

We, at St. Mary's, strive to provide the best possible education for our students. The cost to educate each student exceeds the total tuition that is assessed to each student's account. We do this while trying to keep our costs low to make tuition as affordable as possible for our families. This means every student is granted a discounted tuition. The School cannot fulfill our mission or provide fundamental school operations unless the obligations of every student are met in a timely manner. At the same time, we rely on our parent's commitment to pay tuition on time in order to pay our teachers, staff and bills, to ensure that there are no disruptions in the children's education. By signing this contract, you agree that, should your child(ren) be accepted and register, you are committed to pay all applicable tuition and fees on-time and are aware of the policy and consequences surrounding late and delinquent payments.

#### **Tuition is based on three options:**

- Paid in Full by the end of August
- Paid in installments setup by FACTS - must be paid in full by June 30 of the school year
- Paid in installments setup by Administration - must be paid in full by June 30 of the school year

Recognizing various circumstances may impact a family's ability to pay Tuition in a timely manner, all families receiving a "Past Due" letter that cannot bring the account current are encouraged to contact the school administration to request a Payment Agreement to satisfy its financial obligations.

#### **45 Days Past Due**

- A "Past Due" letter will be sent to any family with Tuition more than 45 days past due.
- A copy of the Tuition Collection Policy will be enclosed with the letter.
- If your child received St. Mary's Parish Assistance, failure to stay current on tuition payments places your child at risk of losing his or her scholarship.

#### **60 Days Past Due**

- Above will apply and
- The student will not be permitted to participate in any School events or extra-curricular activities (including, but not limited to sports, clubs, band, musical/play, etc.).

#### **90 Days Past Due**

- Above will apply and
- The parent access for SchoolSpeak will be put on "hold". This means the family will be unable to access current marking period grades or prior semester grades.
- Contact from St. Mary's Pastor will be completed at this time.

#### **After 90 Days Past Due**

- Above will apply and
- A collection company may be notified to take the account over unless appropriate arrangements have been made.

### **Refund Policy**

If a student withdraws from St. Mary's school after tuition and fees have been paid, tuition will be prorated on the school trimester periods. Enrollment and Materials fees will not be refunded.

## **Tuition and Fees**

The Education Commission provides recommendations to the pastor and principal regarding tuition policies. Tuition and fees are reviewed annually by the Education Commission. **In an effort to make tuition affordable, St. Mary's Parish subsidizes the tuition of ALL Parish students.**

## **Financial Assistance/Scholarship**

If families are needing financial assistance they have to apply for all opportunities or our Parish may not be able to support your family financial needs. There are several opportunities available for financial assistance:

- **John Lancaster Spalding Scholarship:**

The Spalding Scholarship is funded through the Diocese of Peoria's Rooted in Faith Campaign. This scholarship fund provides needs-based financial aid to moderate and low-income Catholic families to ensure that a Catholic education is accessible to all Catholics. The application process deadlines must be met to be eligible. Information is published in parish bulletins, the school newsletter and on the diocesan and school websites. Applications become available mid school year and must be completed within the next few months for the following school year. Applications are required to be completed on-line and on time.

- **Tax Credit Scholarship (Empower Illinois):**

K-2 students who meet need-based eligibility requirements can apply for and receive scholarships through the Invest in Kids Act. Tax Credit Scholarships will cover up to 100% of private school tuition up to a maximum of the average Illinois cost to educate, which is roughly \$14,000. Students with unique learning/needs, including those who are gifted, English Language Learners, or those with special education qualifications, will receive larger scholarships based on scholarship multipliers in the Invest in Kids Act. Visit Empower Illinois website for more information > [LINK](#).

- **St. Mary's Financial Assistance:**

St. Mary's Parish strives to provide financial assistance to those members of the St. Mary's congregation who cannot meet the full financial obligation to the school. **A family will only be considered for financial assistance after they have applied for the John Lancaster Spalding Scholarship first.** This application process provides the parish with needed financial information to assist in the decision making process. Requests for financial aid should be made in writing to the Pastor or Principal. Financial assistance is not available for Pre-Kindergarten students.

- **Tuition Assistance from St. Mary's Sponsors - "Angel Investors":**

On occasion, members of the St. Mary's family approach the school and offer a donation to provide tuition assistance for a specific child or family. If you are interested in helping provide a Catholic education for a particular student, please contact the office to become a St. Mary's sponsor.

- **CCHS Scholarship Opportunities:**

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

## **Service Hours**

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

### **Families with a child in PreKindergarten through 8<sup>th</sup> grade are required to:**

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

Service hours for the school year will begin August 1 through July 31. Families should keep track of their service and submit a record of their hours at the end of October, December, March, and May. Service hours are carefully tracked. Please turn in the Service Hours Tracking Sheet (See below) before July 31st to the school secretary.

In order to qualify, the service activity must fall under the jurisdiction of the school. Some ways to earn service hours include:

- volunteering to be a room parent
- volunteering in the classroom
- helping your child's teacher with projects you can do at home
- supervising or chaperoning class field trips as a volunteer driver
- volunteering to assist in the lunchroom or on the playground
- working at the Chili Cook Off, 5K Run, Fish Fries and other Home & School events
- volunteer to sponsor afterschool club activities (drama, yearbook, chess, library, student council, etc.)

- watch the school and classroom newsletters for short term special events that need extra hands

**Any family that does not complete their service requirement will be assessed \$10.00 per hour not served. Be sure to communicate your volunteer hours to the office!**

**Any family that does not complete the requirement of working at least one Fish Fry will be assessed an additional \$75.00.**

**Any family who does not sell Chili Cook Off tickets will be assessed their face value.**







**St. Mary's Catholic School**  
 603 W Jackson Bloomington, IL (309) 828-5954  
<http://www.stmarysschool.net>

## Tiered Tuition Program 2023-2024

K-8 Students	1 child	2 children	3 children	4 children	Notes
<b>Non Parishioners Per Year</b>	\$8,900 \$890/10mos	\$17,800 \$1,780/10mos	\$26,700 \$2,670/10mos	\$35,600 \$3560/10mos	
<b>Parents who are parishioners of St. Mary's Church are invited to select the tuition level that best suits their financial situation.</b>					
<b>Parishioners "Crusader"</b>	\$5,850 \$585/10mos	\$9,800 \$980/10mos	\$12,400 \$1,240/10mos	\$12,400 \$1,240/10mos	
<b>Parishioners "Marian"</b>	\$5,100 \$510/10mos	\$8,400 \$840/10mos	\$10,750 \$1,075/10mos	\$10,750 \$1,075/10mos	
<b>Parishioners "Recipient"</b>	<i>These amounts will vary depending upon assistance given from Spalding Scholarship Fund and Pastor assistance</i>				<b>Must Complete:</b> - Request for Parish Support - FACTS Grants & Aid - Spalding Scholarship Application - Empower Illinois Application
<b>Pre-Kindergarten Students M-F</b>	<b>3 &amp; 4 yr old</b> AM only 7:45 - 11:00		<b>4 yr old</b> All Day 7:45 - 3:00		<b>Notes:</b>
<b>Non Parishioners Per Year</b>	\$4,450 \$445/10mos		\$8,900 \$890/10mos		Must be 3 by Sept 1 or Must be 4 by Sept 1
<b>Parishioners Per Year</b>	\$2,250 \$225/10mos		\$5,100 \$510/10mos		Must be 3 by Sept 1 or Must be 4 by Sept 1
<b>The multi-student discount is only eligible for all day Pre-Kindergarten students.</b>					

*Love, Live, Learn and Serve as Christ taught us*

## **Academic Policies**

### **Permanent Records**

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

### **Parent Access to Grades/School Database/Gradebook P**

St. Mary's School uses an electronic grade book through SchoolSpeak. Parents and students have 24 hour access to grades through this on-line program. A user ID and password are required. Families are issued an ID and password at the start of the school year. For additional assistance, please contact the school office. To view grades on-line through SchoolSpeak, go to: [www.schoolspeak.com](http://www.schoolspeak.com)

### **Progress Reports**

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

### **Report Cards**

Grading periods at St. Mary's are set up in trimesters. Each trimester is approximately 12 weeks of school. The end of each trimester is published on the school calendar; however, individual teachers may set their own deadline for when all work must be turned in for credit. These dates will be communicated to students.

Trimester report cards will be provided approximately one week after the end of the grading period. Parents will only receive a paper copy of report cards if requested through the office. The school is utilizing the online report card feature of SchoolSpeak. Parents are asked to login into their account and sign their child(ren)'s report card. Report cards may be held by the office until tuition payments are up to date and outstanding school fees are paid. Eighth grader's diplomas will be held until all financial obligations are satisfied.

Report cards for the **kindergarten** class assess individual skills and indicate if a given skill is mastered or needs further practice. Report cards for **grades 1-2** address specific subject areas. Grades are: "S+" for "Exceeds standards", "S" for "Satisfactory progress; consistent with ability", "S-" for "Below expectations, but showing improvement", U for "Needs support", P for "Individual Progress but below grade level".

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

A = 94% - 100%	F = Below 68%
B = 86% - 93%	I = Incomplete
C = 76% - 85%	E = Effort being made, but working below grade level
D = 68% - 75%	

### **Honor Roll**

Students in grades 6-8 are eligible for the Honor Roll or High Honor Roll as calculated by a 12 point Grade Point Average.

High Honor Roll – GPA of 12.0 – 10.8

Honor Roll – GPA of 10.7 – 9.0

### **Homework**

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

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

K, 1, 2 - 15-30 minutes

3, 4, 5 - 30-60 minutes

6, 7, 8 - 60-90 minutes

### **Extra Credit**

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

### **Late Work**

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

### **Make - Up Work Due to Excused Absence**

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

Homework and schoolwork for students who have an EXCUSED absence will be fully credited, if made up within a limitation of not more than the time missed through absences. For example, a student who missed two days with an excused absence must turn in all work at the beginning of the third day back at school.

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

#### **Examples of Excused Absences:**

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

#### **Examples of Unexcused Absences:**

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

### **Promotion and Retention**

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

### **CCHS Accelerated Programs for SMS Students**

(Reprinted from the CCHS handbook found on-line at <[LINK](#)>

Central Catholic High School, as an accommodation to the Catholic Grade Schools, will grant admission to our Algebra, Geometry and Foreign Language (French/Spanish) classes to those St. Mary's students who meet the following requirements:

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

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

## Return to Learn (RTL) Protocol After Concussion/mild Traumatic Brain Injury

**NOTE:** More than 80% of concussions successfully resolve within 4-6 weeks. Factors which increase the risk for prolonged recovery include: history of previous concussion, migraines, learning disabilities, ADHD, ADD, depression, anxiety, and psychological trauma.

STAGE	PROGRESSION OF STAGES	DESCRIPTION OF STAGES	SCHOOL BASED INTERVENTION/INDIVIDUALIZED RTL PLAN
1	<b>HOME – Rest (24-48 hours)</b> <b>When you can</b>	-Limit cognitive/physical exertion -Limit computer, texting, video games, etc -No homework -Stay at home, no school	-Encourage student to rest brain and body as prescribed by medical professional. -Medical documentation of concussion may be required for school. -No school expectations regarding attendance and academics
<b>Student to progress to next stage when able to manage up to 60 minutes cognitive exertion (in 30 minute intervals) without exacerbating symptoms.</b>			
2	<b>HOME - Light Mental Activity</b>	-Cognitive activity as tolerated; aim for 30 minute periods -Take frequent breaks -Stay at home -Limited peer contact	-No school attendance continued; commence academic work as tolerated. -Teacher/Counselor to monitor/keep in touch with the student while at home. -RTL planning meeting to occur with student, parent(s)/guardian(s), and school staff prior to student's progression to Stage 3. NOTE: Timeframe for returning to school will vary, according to the student's symptoms. The student does not need to be 100% symptom free to commence a part-time return to school.
<b>Student to progress to next stage when able to manage up to 60 minutes cognitive exertion (in 30 minute intervals) without exacerbating symptoms.</b>			
3	<b>SCHOOL – Part-Time</b> • Maximum Learning Accommodations • Shortened Day/Schedule • Built-in Breaks	-Provide quiet place for scheduled cognitive rest -No classroom or standardized testing -No homework -Provide extra time and adapt assignments - Access to learning support as required	-RTL plan implemented. -Ongoing monitoring and adjustment -Monitor student's emotional adjustment. -Emphasis on in-school learning, as rest is necessary once home -Eliminate non-essential work so student can focus on key material -Consider exemption activities due to excessive noise. NOTE: If a student is not progressing beyond Stage 3 within a 4-6 week period, the student's family should be advised to seek further medical advice.
<b>Student to progress to the next stage when able to manage 120 minutes cognitive exertion (in 30-45 minute intervals) without exacerbating symptoms.</b>			
4	<b>SCHOOL – Part-Time</b> • Moderate Learning Accommodations • Time spent at school increased	-No standardized testing -Limited classroom testing with adaptations - Moderate decrease of extra time and adaptation of assignments -Continued access to learning support, -Homework up to 30 minutes daily	-Ongoing monitoring and adjustment of RTL plan as needed. -Monitor student's emotional adjustment. -Arrange access to a separate, quiet space for testing to limit distractions.
<b>Student to progress to the next stage when able to manage 240 minutes cognitive exertion (in 45-60 minute intervals) without exacerbating symptoms.</b>			
5	<b>SCHOOL – Full-Time</b> • Minimal Learning Accommodations • Full-time attendance at school	-No standardized testing -Classroom testing with adaptations: 1 test per day -Continued decrease of extra time and adaptation of assignments -Students may require ongoing learning support in academically challenging subjects -Gradually increase amount of homework (up to 60 minutes daily)	-Ongoing monitoring and adjustment of RTL plan as needed. - Construct a plan to finish completing essential missed academic work, and keep stress levels low. - Accommodations are removed when student can function fully without them. -Monitor student's emotional adjustment. -Student may begin attending assemblies, and classes previously restricted due to noise (eg. Band/Choir)
<b>Student to progress to the next stage when able to attend school full-time and without learning accommodations.</b>			
6	<b>SCHOOL – Full-Time</b> • No Learning Accommodations • Full-time attendance	-Attends all classes -Full homework -Resumes all previously restricted testing activities	<b>Medical clearance is required for a student's participation in PE.</b> A gradual Return to Play (RTP) progression should be completed as indicated by the student's health care provider and written medical clearance by a medical professional.
<p><b>REMEMBER:</b> Tolerance and progression is individual – all concussions are different. Students may start at any stage as symptoms dictate and may remain at that step as long as needed or return to previous stage if symptoms worsen. Exacerbation of symptoms may prolong concussion recovery. Time intervals used for progression through stages should be used as a guide only.</p>			



## School Policies and Procedures

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

### School Schedule

Doors Open	7:20 am
Tardy Bell	7:45 am
Dismissal Bell	3:00 pm
After Care Begins	3:15 pm
After Care Ends	5:00 pm

### Arrival Procedures

**For their safety, students must not be left at school before 7:20 am. Students will enter through the Gym doors (E5).** At 7:20, students who are able to either eat breakfast or may gather quietly in the school gym and sit in the bleachers with their class until Morning Prayer begins at 7:45.

### Dismissal Procedures

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

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

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

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

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

**Students who are not picked up by 3:15 and are not enrolled in After Care will be assigned to Homework Hour.**

### Tardiness

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

Our school day begins promptly at 7:45 am with Morning Praise and Prayer. **STUDENTS MUST BE SEATED for this assembly by the 7:45 bell or they will be marked TARDY.** Students arriving after the 7:45 bell should enter the gym quietly and sit on the end of the bleachers with their class.

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

### Sign In and Sign Out Procedure

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

### Expected Late Arrival

If your student will arrive after 9:00 a.m., please call the school office to let us know and if needed, to order a hot lunch. Hot lunches may not be ordered after 9:00 a.m. **If you do not call for a hot lunch, your child will need to bring a cold lunch.**

### **Absences**

The attendance rate is important because students are more likely to succeed in academics when they attend school consistently. It's difficult for the teacher and the class to build their skills and progress if a large number of students are frequently absent.

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

Students who are absent or who leave school early because of illness may not participate in or attend any school sponsored activities the remainder of that day. This includes sporting events, student clubs, concerts and other special gatherings. Unless special arrangements are approved by the principal in advance, students must arrive before 11:30 in order to participate in extracurricular events that evening.

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

### **Truancy**

A child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent (9 unexcused days) or more of the current 180 regular attendance days (105 ILCS 5/26-2a). A student who has demonstrated an irregular attendance pattern (4 unexcused or excessive absences) will also fall into the following steps to be administered by the school:

- Step 1: Conference with student
- Step 2: First letter mailed to parents
- Step 3: Parent/teacher conference scheduled
- Step 4: Second letter mailed to parents
- Step 5: Parent/Administrator conference scheduled
- Step 6: Third letter mailed to parents

Any student with 10 or more accumulated absences must have an appropriate verification note completed by a licensed health care provider stating the medical reasons for absence. This note must be presented to the homeroom teacher or Principal within three school days. If verification is not given, student may be asked to withdraw from St. Mary's School.

### **After School Care**

For the safety of all students, children who must regularly remain on St. Mary's grounds after 3:10 p.m., unless under the direct supervision of a teacher, coach or club sponsor, must enroll in the school's After Care Program. Care is available for students from PreK 4 – 8<sup>th</sup> grade. After School Care begins at 3:10 pm and ends at 5:00 pm. This is an optional service, and parents are charged either on an occurrence fee of \$7 per day for a single student or a family rate of \$10 per day. Families who sign up and use After Care on a daily basis will be charged a flat fee of \$1,000 for single child or \$1,600 for the family rate. Please contact the school office for more information on the availability of this program. There is no After School Care at St. Mary's on early dismissal days and days when school is not in session.

### **Homework Hour**

The purpose of Homework Hour is to provide time for students to complete homework in a quiet setting. Homework Hour is not for child care. If you need regular care after school, the SMS After School Care program is available on a weekly basis.

Homework Hour is supervised by a teacher or aide and runs Monday – Friday from 3:15 to 4:15 pm. We are waiving the normal fee this year, due to the school applying for a grant. Normally, this fee is \$5.00 per day for one student and \$10 per day for 2 or more students from one family, regardless of the amount of time the student is in attendance. Fees should be paid directly to the supervising teacher. STUDENTS WHO ARE NOT PICKED UP FROM HOMEWORK HOUR BY 4:15 WILL BE SENT TO AFTERCARE and those fees will apply to your family account.

Parents should watch for announcements for the occasional special day when Homework Hour will not be offered. Homework Hour will not be available on Wednesdays of Early Release and days of early dismissal.

### **School Cancellation**

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



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

When there are cancellations or adjustments to the school day, the primary mode of communication will be through our School Messenger phone call system and email. We will also post on school social media sites.

**PLEASE DO NOT CALL THE SCHOOL TO ASK IF WE ARE DISMISSING EARLY.** You will be emailed or a phone call will be used to communicate any closings. So please wait for a phone call or email. If we are closing early, the office staff are busy preparing for the school closing and such calls are very disruptive to this process. **On days when school is canceled, ALL after school activities are also canceled.**

### **Cafeteria**

St. Mary's has a breakfast and lunch program cooked in our own cafeteria. Menus are distributed by the youngest or only child by the homeroom teacher, posted on the school website, and one is posted near the office.

For the upcoming school year, fees are as follows:

- Hot lunch = \$3.00 and includes 1 milk.
- Hot lunch (larger portions) \$4.00 and includes 1 milk
- Breakfast = \$1.00 and includes 1 milk
- Extra Milk = .50

Money for meals should be deposited into your family meal account in advance. Parents can check their account balance through SchoolSpeak. For individualized information contact the school office.

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

Students in 6<sup>th</sup> – 8<sup>th</sup> grades have access to 2 microwaves at lunch. These microwaves are only for reheating food, not for cooking food from a raw or frozen state. Students are expected to follow all rules posted on the microwaves. Unsafe behavior will result in removal of this privilege. **Soda and fast food are not permitted in the cafeteria.**

### **Lunchroom Expectations**

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

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

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

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

### **Indoor/Outdoor Recess**

Students in grades K-5 will usually go outdoors for recess unless one of the following conditions is present: rain, standing water on the black top area, ice or snow on the black top area, wind chill is below 28 degrees.

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

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

On days when the weather is inappropriate for outdoor recess students in grades K-5 will be supervised in the gymnasium for indoor recess. All behavior expectations for appropriate behavior in the gym apply to recess time as well.

If a student is unable to behave in an appropriate fashion during recess, they may lose the privilege by being assigned a time-out, taking a seat in the bleachers or at a table when outdoors, or being assigned to the office for supervision during recess time.

### **Gymnasium Rules**

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

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

### **Recess Rules**

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

### **Sun Safety**

We are committed to protecting the health and safety of students and staff while providing and encouraging appropriate physical activities and opportunities. Students and staff spend time in the sun during school hours and before and after school in recreation

and sports programs. Local weather and environmental conditions are often at intensities that may result in negative health consequences, including sunburns. Too much sun exposure can be dangerous. Overexposure to the sun's ultraviolet (UV) radiation seriously threatens human health. In addition to the immediate effect of sunburn, exposure to excess UV radiation can cause potentially fatal skin cancer, immune system suppression, premature aging and cataracts. Children are especially susceptible to harmful UV radiation and childhood exposure and sunburns in childhood are a primary indicator for developing skin cancer later in life. Skin cancer is the most common cancer in the United States and worldwide. Educating children about sun safety and making sun protection a part of school culture is crucial to protecting our children and youth, and to reducing skin cancer incidence.

- 1 in 5 Americans will develop skin cancer by the age of 70
- More than 2 people die of skin cancer in the US every hour
- Having 5 or more sunburns doubles your risk for melanoma
- When detected early, the 5 year survival rate for melanoma is 99%

The following Policy and Guidelines are adopted by St. Mary's School: During all outdoor activities including but not limited to: PE Classes; Athletic Practices and Competitions; Field Trips; Before- and After-School activities; Recesses; and Club Meetings, St. Mary's School students and staff are allowed and encouraged to use the following protective measures:

- Wear protective clothing, including hats and sunglasses
- Apply SPF 30+ sunscreen and reapply at least every two hours
- Students may bring and apply their own sunscreen
- Schools may provide sunscreen for students and staff
- Apply and reapply SPF lip balm
- Access shade when outdoors, as appropriate

### **Bicycles**

Students will abide by the Bicycle Safety Rules of the Road. To avoid accidents, students are not to ride bicycles in front of the school or on the playground area. Bicycles are to be walked on school property. Only one rider is permitted on a bicycle. All bicycles are to be securely locked. The school does not assume responsibility for bicycles on school property. Roller blades, scooters, skateboards, and roller skates are not permitted in the school building or playground area except when used for pre-approved programs.

### **Lost and Found**

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

### **Emergency Drills**

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

### **Emergency Location**

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

### **Custody Issues/Order of Protection**

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

### **Visitors**

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

### **Field Trips**

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

In order to participate in a field trip, parents and guardians must sign and return permission forms and any fees by the deadline. Per diocesan policy, all permissions must be in writing and will be kept on file for a period of 4 years. Students who do not return their permission forms and fees on time may be excluded from the trip. If an all school field trip is planned and a student does not have permission to attend, it will be the parent's responsibility to pick up the student prior to the trip.

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

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

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

### **Parent Chaperones and Volunteers**

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

All chaperones and volunteers must have on file:

- Safe Environment Training – Peoria (CMG Connect)
- Driving Requirements – Peoria (SMG Connect – required for volunteer drivers)
- Electronic Criminal Background Check – Selection.com (embedded in CMG Connect Safe Environment Training) or S2Verify (Previous vendor)
- CANTS form – completed and submitted to CDOP

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

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

## DRESS CODE - GRADES PreK - 8

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

Carefully read the dress code before making any purchases. Styles purchased must comply with our dress code. Uniform attire is available through St. Mary's School Store, SchoolBells, Sears, Meijer, Land's End, Old Navy, WalMart, and Target.

### UNIFORM REQUIREMENTS – PreK -8th

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

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

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

#### UNIFORM SHIRTS

White, Navy, Hunter Green polo style, short or long sleeve with buttons (no snaps, no ¾ sleeves, and no brand markings). ***If the polo has a brand name marking it MUST have a St. Mary's logo or crest located on the front of the shirt.*** White cotton, uniform style shirts or blouses with a button down collar or rounded collar, short or long sleeve (no ¾ length sleeves, no snaps, no brand markings). Long sleeve, white, navy or hunter green turtlenecks maybe worn under jumpers, sweaters or sweatshirts.

#### UNIFORM JUMPERS, SKIRTS, SKORTS, and DRESSES

Plaid #80 is worn year round. Girls in grades PreK-5 wear uniform plaid jumpers, skirts, skorts, solid navy skirts or solid navy polo dresses. Girls in grades 6-8 wear uniform plaid or khaki/navy colored skirts or skorts. All jumpers, skirts and skorts must have at least a 5" inseam. For modesty, girls must wear **navy, grey, or black** cartwheel shorts under their skirt or jumper.

#### UNIFORM SLACKS

PreK – 5<sup>th</sup> boys and girls wear navy cotton or polyester uniform dress slacks. 6<sup>th</sup> – 8<sup>th</sup> grade boys and girls can wear khaki or navy cotton or polyester uniform dress slacks. Pockets are traditionally styled. No carpenter loops, cargo pockets or zippers on the legs.

#### UNIFORM SHORTS and CAPRI LENGTH UNIFORM PANTS

Uniform shorts and Capri length uniform pants are permitted from the 1st day of school through September 30<sup>th</sup> and May 1st through the last day of school. Uniform shorts must have at least a 5 inch inseam. No carpenter loops, cargo pockets or zippers on the legs.

#### SWEATERS

Boys and girls may wear long sleeve sweaters, or pull over vests in solid navy, hunter green, or white. A uniform shirt must be worn under a sweater.

#### SWEATSHIRTS

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

#### SHOES and SOCKS

Closed toe shoes and preferably tennis shoes. Shoes must be clean and secured to foot (Velcro and or laces). Only non-skid shoes can be worn. Snow Boots maybe worn to school, but students should change into tennis shoes once they are in the building. Boys and girls wear plain socks in white, navy, grey, or black. Girls may also wear plain or cabled knit tights or leggings in navy.

#### BELTS

*Optional for PreK-2<sup>nd</sup> graders and required for 3<sup>rd</sup> -8<sup>th</sup> graders.* Belts must be worn with slacks and shorts that have belt loops. Belts are braided or plain leather in black, brown, or navy with no design and a plain buckle.

## **GYM**

**Physical Education Uniforms are purchased from the St. Mary's School Store.** PE uniforms are worn by all students in 6<sup>th</sup> through 8<sup>th</sup> grade. This uniform consists of a white T-Shirt with the school logo and navy athletic shorts with the school logo. Tennis shoes for PE must be appropriate for physical activity and must have non-marking soles. For safety, hair must be pulled back and out of the child's face and shoes must be fitted and remain on the foot during activity.

## **MAKE-UP and NAIL POLISH**

Makeup in moderation is acceptable. Clear lip gloss or lip balm may be worn. Clear and light pink shades of nail polish may be worn. Temporary tattoos are not permitted unless they are part of a school celebration.

## **HAIR**

Hair must be neat and clean cut in a well-groomed traditional style. Highlights must be subtle using natural shades.

- **Boys:** Front/Bangs, when combed straight down, must not be longer than the top of the eyebrows. Side lengths, when combed straight down may cover the entire ear, but should not exceed the top corner of the jawbone. Sideburns should not be longer than the ear lobe. Back lengths, when combed straight down should be no longer than the top of a shirt collar.
- **Girls:** No streaked or colored hair permitted. (Ex. pink, blue, green, etc.) If you streak your hair, you have to have it paid to be removed when school is in session. Bangs must be above the eyebrows or held out of the eyes by a hair clip or other accessory. Hair accessories should coordinate with the plaid uniform (Navy, Dark Green, and White) and must not distract the students from their work.

## **HATS**

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

## **JEWELRY**

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

## **PERSONAL BAGS**

Girls in 4<sup>th</sup> – 8<sup>th</sup> grades are permitted to carry a small personal toiletry bag.

## **DRESS CODE: CASUAL DAYS**

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

## **JEANS**

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

## **SHIRTS**

On casual days and for outdoor field trips, shirts will be either a uniform shirt or St. Mary's Spiritwear or any school sponsored event or CCHS logo shirt or sweatshirt.

## **FIELD TRIPS**

At the discretion of the teacher. Check each field trip permission slip for additional information.

## Communication

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

### Contacting Teachers

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

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

Please do not call a teacher at home unless you have been invited by the teacher to make contact in this way. Teachers check their e-mail at least twice each day. E-mail addresses follow the standard pattern of [firstname.lastname@stmarysschool.net](mailto:firstname.lastname@stmarysschool.net)

### Confidentiality

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

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

### Protocol for Concerns

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

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

An issue can best be resolved by contacting the teacher as soon as possible. The teacher may not know there is an issue until it is brought to his/her attention. Contact may be made either in writing, by e-mail, by phone, or by scheduling a conference. **Please do not interrupt class time.** Since teachers have assigned supervisory duties before and after school, unscheduled visits should be avoided; an appointment is suggested.

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

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

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

**Appeal and Review Policy of the Catholic Diocese of Peoria**

The Diocese of Peoria has established a process for the review of decisions made by the competent authority of any school or parish for which conflict or disagreement may arise. The diocesan process, outlined in Policy G111 may be found at Catholic Diocese of Peoria website >[LINK](#).

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

**Statement of Policy:**

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

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

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

**Statement of Process:**

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

This letter must clearly cover each of the following points:

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

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

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



## Discipline Policies

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

### St. Mary's Discipline Philosophy

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

#### **Safety, Respect, Responsibility, and Discipline**

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

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

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

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

### Code of Conduct

1. Students will follow all policies outlined in this handbook during ALL hours while on St. Mary's property.
2. While in church, students will keep in mind that they are in God's house, a place of worship. They will be reverent and respectful at all times.
3. Students will remain inside the school or designated outdoor area and will not leave without a supervisor's permission.
4. Students will take responsibility for their actions and their education.
5. Students will be courteous and respectful of teachers and other staff members.
6. Students will immediately obey all directions given by teachers and other staff members.
7. Students will show respect for themselves, fellow students, teachers, staff, and guests in the building.
8. Students will immediately report any incidents of bullying to the teacher or principal.
9. Students will observe good order in all school-sponsored affairs.
10. Students will observe all rules of safety in the building and on school and parish grounds at all times.
11. Students will protect and respect school property.
12. Students will walk quietly on the right hand side of the hallway while in the school building.
13. Electronic devices may NOT be used during the school day and will remain at home or out of sight in a student's backpack.
14. Students will not carry cell phones during the school day. If needed for after school activities, the phone may be left in the school office until needed or silenced in a school backpack.
15. Students may only use the office phone for emergencies. After school arrangements and parental permissions should take place before students come to school.
16. Candy and soda are allowed only during special classroom activities. Candy may be provided in a sack lunch at the discretion of the parent, but must be consumed in the cafeteria. Soda is not permitted for lunch.
17. Gum is not allowed in the building at any time. Gum should be wrapped in a piece of paper put into the trash container located near the front door.
18. Students may only distribute birthday or other such invitations at school when everyone in that class is invited. If only select students are invited, invitations must be distributed away from the school setting.

### **Progressive Discipline**

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

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

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

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

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

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

### **Detentions**

Any faculty member may assign any student to detention for misconduct. The teacher must notify the parents of the detention by written communication or by telephone within 24 hours of the infraction and will provide enough notice to allow the parent to arrange transportation. Morning detentions will not begin prior to 7:00 am. Afternoon detentions will start at 3:00 p.m. or at the end of the school day. The maximum length of detention time will be 60 minutes per day; however, multiple days may be assigned depending on the infraction.

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

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

### **Suspension, Request to Withdraw & Expulsion**

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

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

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

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

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

**REQUEST TO WITHDRAW** is a request made by the principal to the parents of a student, asking that the parents voluntarily withdraw their child from St. Mary's. It should be understood that only one such request shall be made.

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

Examples: Sacrilegious words or actions, inflicting injury to another person or major damage to property.

**PERMANENT DISMISSAL OF STUDENTS** The permanent dismissal of a student from a Catholic school is a measure that shall be taken only when the school is not appropriate for a particular individual, or when the actions of a particular individual fundamentally undermine the school's values, beliefs, purposes, or philosophy. The application of policies and procedures to particular cases is the province of the principal and the canonical pastor of the school. The Superintendent of Schools shall be consulted before any student is permanently dismissed from school. Policies delineating causes and procedures for permanent dismissal from the school shall be clearly stated in writing by the administrator. These causes and procedures for permanent dismissal are then presented to the pastor/canonical pastor for approval and promulgation. After approval, causes and procedures shall be published in the parent/student handbook. Parents and students shall be informed of these causes and procedures at the beginning of the school year.

cf. A-421, P-CDOP Reviewed 7/2018, 6/2020

### **Disciplinary Procedure**

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

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

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

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

### **Gross Disobedience or Serious Misconduct**

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

1. Repeated minor incidents of misbehavior, which other disciplinary measures have failed to deter;
2. Excessive unexcused absences;
3. Vandalizing or otherwise intentionally damaging property of a teacher or administrator on or off-campus or harassing or intimidating a teacher or administrator on or off-campus;
4. Violating the Code of Computer Ethics or the Internet Authorization Policy;
5. Causing or attempting to cause damage to, or stealing or attempting to steal school property or another person's personal

- property;
6. Hitting or fighting;
  7. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct;
  8. Harassment and discrimination based on race, sex, physical or mental disability, national origin, or religion;
  9. Refusal and failure to serve appropriate punishment imposed for any discipline violation;
  10. Cheating, plagiarism;
  11. Bullying, harassment, or teasing of other students, staff, or faculty whether in person or electronically.
  12. Pornography;
  13. Tobacco - Possession, use, delivery, sale (or aiding in possession, use, delivery, sale) of tobacco products;
  14. Drugs and Alcohol - Possession, use, delivery, sale, transmittal (or aiding in the possession, use, delivery, sale, or transmittal) of any substance containing alcohol, or possession, use, delivery, sale, transmittal (or aiding in the possession, use, delivery, sale or transmittal) of look-alikes or substances recognized as drugs in the official United States Pharmacopeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary (or any supplement to any of them) unless specifically prescribed by a licensed practitioner for medicinal purposes for use by the student in the manner provided, or any substance containing cannabis, marijuana or hashish, including any materials which are represented by the student, or the student believes to be any of the above substances, regardless of their true nature, or the appearance of the substance. **(See Drug Policy);**
  15. Being under the influence of (or purporting to be under the influence of) any of the substances as listed above (14) other than those prescribed by a licensed practitioner for medicinal purposes;
  16. Weapons - Being in possession of, selling, using, or threatening to use any weapon or instrument capable of inflicting or intended to inflict bodily harm. [Click to view Diocesan Policy D-150: Possession of weapons or look alike weapons in schools](#)

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

Weapons include:

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

#### **Battery against Teacher or Other School Personnel:**

Upon receipt of a written complaint from school personnel, the principal shall immediately report all incidents of battery committed against teacher or other school personnel to local law enforcement authorities. In addition, incidents of battery against school personnel shall be reported to the Illinois State Police within three (3) days of the occurrence through the School Incident Reporting System (SIRS) in IWAS (105 ILCS5/10-21.7)

#### **BULLYING**

All elementary and secondary schools of the diocese shall develop anti-bullying procedures according to the following guidelines:

1. All members of the school have a responsibility to recognize bullying and to take action when they are aware of it happening.
2. When appropriate, a parent information meeting on dealing with bullying issues will be offered.
3. All faculty and staff shall treat any report of bullying seriously and take action. A faculty/staff meeting will be held annually to discuss bullying and review reporting and investigation procedures, prevention strategies, and disciplinary approaches.

4. Faculty and staff members shall listen carefully to the student(s) reporting bullying, and make sufficient inquiries to clarify exactly what has been happening.
5. Student(s) should be assured that they have acted correctly in reporting bullying.
6. The faculty or staff member who receives a report of bullying behavior shall make a written summary of the information and pass it on to the dean and/or principal, who will take appropriate action.
7. The school administration shall thoroughly investigate all reports of bullying. This may include interviews with students, parents, and faculty and staff members as well as a review of school records. The victim(s), accused student(s), and any witnesses shall be interviewed separately to establish an accurate account of events. Written records shall be maintained of suspected and/or repeated incidents of bullying.
8. Emphasis must be placed on changing the behavior of the bullying student(s), while providing care and support for the student who has been bullied.
9. Whenever bullying has been reported, the principal or his/her designee (assistant principal, counselor, dean, etc.) shall give advice to the student(s) who have been bullied on how to deal with any repeat incidents of bullying that may happen.
10. The principal or designee shall arrange follow-up discussion with the student(s) at periodic intervals to find out if the bullying has stopped.
11. Whenever incidents of bullying are reported, the school shall contact the parents of all the students who are involved.
12. Any student who retaliates against another student for reporting bullying behavior shall be reprimanded and penalized in accordance with the school's disciplinary code.

D-147 AR-OCS Reviewed: August 2017 - >[LINK](#)

### **Harassment and Sexual Abuse**

Diocesan policies regarding harassment and sexual abuse may be found in the diocesan policy book located in the school office or on-line at: Harassment Policy [#C-401](#) Sexual Abuse Policy [#C-402](#)

### **Loss or Damage**

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

### **Search Policy**

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

### **Drug Policy**

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

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

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

Students who are directly contacted by anyone for the purpose to possess, use or deliver an illegal drug at the school or at any school-sponsored event or activity must report this incident immediately to the police, principal, teacher, coach, chaperone, or other adult connected with the school. Failure to comply with this policy will result in disciplinary action. A maximum penalty of expulsion may be applied.

IT SHOULD BE CLEARLY UNDERSTOOD THAT IN APPLYING THESE POLICIES TO THE SITUATION OF AN INDIVIDUAL STUDENT AND

HIS/HER FAMILY, THE PASTOR WILL CONSIDER THE TOTALITY OF THAT STUDENT'S CIRCUMSTANCES IN DECIDING THE APPROPRIATE MEASURE TO TAKE. PRIOR VIOLATIONS OF ANY SCHOOL STANDARDS OR POLICIES TAKEN IN CONSIDERATION WITH ANY VIOLATION OF THESE POLICIES CAN RESULT IN IMMEDIATE EXPULSION.

## **School Employee Code of Professional Conduct – Faith's Law**

**C-411 P-CDOP**

Pursuant to Illinois's Faith's Law requirements, the Diocese of Peoria adopts this Code of Professional Conduct for School Employees. Each of the provisions below is contained in existing policies and rules of the Diocese of Peoria, but are restated as a Code of Conduct for School Employees to comply with the law. Each school is required pursuant to Faith's Law to post this Code of Professional Conduct for School Employees on the school's website and to publish this document in the school's parent/family/student handbook, if the school has one.

### **I. Educator Code of Conduct**

Pursuant to recent Illinois law, the Diocese adopts the relevant portions of the Illinois Educator Code of Conduct, as follows, which applies to school employees who are certified or working toward certification or whose certification has been waived:

Principle 1: Responsibility to Students. Educators are committed to creating, promoting, and implementing a learning environment that enables students to achieve their highest academic potential, and to succeed as a responsible member of society. They are committed to embodying standards of professionalism in the learning environment; respecting the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect for each student; maintaining a professional relationship with students at all times; providing a curriculum based on high expectations for students; and fostering in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.

Principle 2: Responsibility to Self. Educators are committed to establishing high professional standards and striving to meet these standards through their performance. They are committed to assuming responsibility and accountability for their performance and striving to demonstrate proficiency and currency in both content knowledge and professional practice; developing and implementing personal and professional goals with attention to professional standards through a process of self-assessment and professional development; representing their professional credentials and qualifications accurately; and using sound professional judgment.

Principle 3: Responsibility to Colleagues and the Profession. Educators are committed to collaborating with school and Diocesan colleagues and other professionals in the interest of student learning and to meet state educational standards; working together to create a respectful, professional and supportive school climate for educators to maintain their individual professional integrity; seeking out and engaging in activities that contribute to the ongoing development of the profession; encouraging promising candidates to enter the education profession; and supporting the preparation, induction, mentoring and professional development of educators.

Principle 4: Responsibility to School Parents and Families. Educators are committed to collaborating, striving to build trust, and respecting confidentiality with school parents and families striving to develop and maintain professional relationships with school parents and families; and promoting collaboration and supporting student learning through communication with parents and families.

Principle 5: Responsibility to the ISBE. Educators are committed to supporting the Administrative and School Codes as applicable to Catholic schools, state and federal laws and regulations as applicable to Catholic schools, and the Illinois State Board of Education's standards for highly qualified educators, as applicable to Catholic schools. They are committed to providing accurate communication to the Illinois State Board of Education concerning all certification matters; maintaining appropriate certification for employment; and complying with the state and federal codes, laws, and regulations that apply to Catholic schools.

Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal. The Catholic Diocese of Peoria and its associated schools have no tolerance for any unprofessional conduct.

## **II. Sexual misconduct**

The Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment, prohibits sexual abuse of minors by its employees, clergy members, and volunteers. Pursuant to Faith's Law, the Diocese has amended its Norms to add additional description of acts constituting sexual abuse of a minor:

- A. Sexual misconduct, defined by Faith's Law as any verbal, nonverbal, written, or electronic communication or physical activity directed toward or with a minor for the purpose of establishing a romantic or sexual relationship with the minor, including but not limited to a sexual or romantic invitation; dating or soliciting a date; engaging in sexualized or romantic dialog; making sexually suggestive comments that are directed toward or with a minor; self-disclosure or physical exposure of a sexual, romantic, or erotic nature; and/or a sexual, indecent, romantic, or erotic contact with the minor (Illinois' Faith's Law, Public Act 102- 0676, (105 ILCS 5/22-85.5).
- B. Grooming behavior, defined by Faith's Law and the Illinois Criminal Code as knowingly using a computer online service, internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, or performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, or another person believed by the person to be a child, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child.

## **III. Expectations of School Employees**

School employees are expected to maintain professional relationships and boundaries, recognizing the age and the developmental levels of the students with whom they interact.

- a. Employees are strictly prohibited from using any form of communication with students (e-mails, letters, notes, text messages, phone calls, conversations) that includes any subject matter that would be deemed unprofessional and/or inappropriate between an employee and student.
- b. Employees are not permitted to transport students in the employee's privately owned vehicle, unless the employee has obtained the prior permission of the Principal to do so.
- c. Employees are not permitted to take or possess a photo or video of a student on their private devices that would be construed as inappropriate.
- d. Employees are expected to maintain a professional relationship in all interactions, both in and out of school.

## **IV. School employees are mandated reporters**

The Diocese restates here the Diocese's requirement that its employees, including employees who work at diocesan elementary schools and high schools, shall report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services. Pursuant to the Illinois Abused and Neglected Child Reporting Act, (325 ILCS 5/4), school employees are required to make a report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services by calling the hotline number at 1-800- 25-ABUSE (1-800-252-2873) whenever the employee has reasonable cause to believe that a child known to the employee in the employee's professional or official capacity may be abused or neglected.

## **V. Employee training related to child abuse and educator ethics**

The Diocese requires its employees be trained annually in their obligations as mandated reporters and every three years to be trained in preventing, detecting and responding properly to sexual harassment. The trainings are entitled DCF's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and the State of Illinois' Prohibition of Sexual Harassment training. Those requirements are set forth in the Diocese's Employee Handbook and in the Diocese's Safe Environment Requirements for Clergy, Adult/Teen Employees and Volunteers whose role involves direct contact with minors. The Diocese will require its school employee educators to receive training in educator ethics. When those resources are completed, they will be shared with educators.

Effective 7/1/2023

## Health Policies – Illinois School Code Health Requirements

The School Code of Illinois requires the following health documentation for all children entering a public, private or parochial school for the following grade levels for the first time.

<b>PreKindergarten</b>	Complete Preschool <a href="#">Physical Examination</a> No additional immunization requirement if up-to-date
<b>Students entering a State of Illinois School for the first time</b>	<ol style="list-style-type: none"> <li><a href="#">Physical Examination</a> and all required immunizations including: <ul style="list-style-type: none"> <li>- Four doses of Polio Vaccine</li> <li>- Two doses of Varicella Vaccine (chicken pox)</li> </ul> </li> <li><a href="#">Vision Examination</a> - Must be turned in prior to October 15 - (Public Act 95-671)</li> <li><a href="#">Dental Examination</a> - Must be turned in prior to May 15 - (IL School Code 5/27-8.1)</li> </ol>
<b>Kindergarten</b>	<ol style="list-style-type: none"> <li><a href="#">Physical Examination</a> and all required immunizations including: <ul style="list-style-type: none"> <li>- Four doses of Polio Vaccine</li> <li>- Two doses of Varicella Vaccine (chicken pox)</li> </ul> </li> <li><a href="#">Vision Examination</a> - Must be turned in prior to October 15 - (Public Act 95-671)</li> <li><a href="#">Dental Examination</a> - Must be turned in prior to May 15 - (IL School Code 5/27-8.1)</li> </ol>
<b>1st Grade</b>	No additional physical/immunization requirements if up-to-date
<b>2nd Grade</b>	<ol style="list-style-type: none"> <li><a href="#">Dental Examination</a> - Must be turned in prior to May 15 - (IL School Code 5/27-8.1)</li> </ol> No additional physical/immunization requirements if up-to-date
<b>3rd Grade</b>	No additional physical/immunization requirements if up-to-date
<b>4th Grade</b>	No additional physical/immunization requirements if up-to-date <b>**Please note:</b> IESA sports physical forms MAY NOT be used as the required school health exam. All athletes must have a physical on file before first practice.
<b>5th Grade</b>	No additional physical/immunization requirements if up-to-date. <b>**Please note:</b> IESA sports physical forms MAY NOT be used as the required school health exam. All athletes must have a physical on file before first practice.
<b>6th Grade</b>	<ol style="list-style-type: none"> <li><a href="#">Physical Examination</a> and all required immunizations including: <ul style="list-style-type: none"> <li>- One dose of Tdap Vaccine</li> <li>- One dose of Meningococcal Vaccine (meningitis)</li> <li>- Two doses of Varicella Vaccine (chicken pox)</li> <li>- Three doses of Hepatitis B at the required intervals</li> </ul> </li> <li><a href="#">Dental Examination</a> - Must be turned in prior to May 15 - (IL School Code 5/27-8.1)</li> </ol> <b>**Please note:</b> IESA sports physical forms MAY NOT be used as the required school health exam. All athletes must have a physical on file before first practice.
<b>7th Grade</b>	No additional physical/immunization requirements if up-to-date <b>**Please note:</b> IESA sports physical forms MAY NOT be used as the required school health exam. All athletes must have a physical on file before first practice.
<b>8th Grade</b>	No additional physical/immunization requirements if up-to-date <b>**Please note:</b> IESA sports physical forms MAY NOT be used as the required school health exam. All athletes must have a physical on file before first practice.

### Exceptions to Health Requirements

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

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

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



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

### **Emergency Cards**

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

### **Accident Insurance**

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

### **Illness or Injury at School**

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

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

It is the parents' and/or guardians' responsibility to keep children home when they are ill. These are the prevalent symptoms which should tell you to keep your child at home (depending upon the severity and frequency, your family physician should be consulted): temperature/fever, sore throat, nausea/vomiting, swollen glands, skin rash/lesion, chills/headache, acute cold/earache, dizziness/faintness, diarrhea, excessive sneezing/coughing, severe pain, watery discharge from nostrils or eyes. If the principal, school secretary, or lead teacher decides a student is not in condition to remain in school, the parent will be contacted and will be expected to make immediate arrangements to have the student picked up from school.

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

For example: A child who vomits in the morning before school must not attend school that day.  
A child who vomits at 4:00 in the afternoon must not attend school the next day.

### **Minor Medical Treatment**

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

### **Medications**

**\*\*\* Please read carefully\*\*\* If a student must receive prescription or non-prescription medication at school, a Medication Authorization Form must be completed by the parent or guardian and signed by a prescribing physician. This form must be on file in the office before medication may be administered.** Please take the Medication Authorization Form with you when you visit your doctor. (See addendum)

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

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

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

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

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

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

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

### **Communicable Diseases**

For everyone's protection, sick children must be at home, not at school. When reporting the student's absence, please report the reason for the child's absence. The school needs to be informed of any student having a special health problem or communicable disease.

Children with the following conditions should not be in school:

- A fever within the last 24 hours of 100° F or higher
- Vomiting or diarrhea within the last 24 hours
- A frequent or disruptive cough or other signs of an acute respiratory infection
- Any contagious illness such as "Strep Throat" that requires antibiotic therapy
- Once a student has been fever free without the use of fever-reducing medications and on antibiotics for at least 24 hours, he/she may return to school
- Any undiagnosed skin rash. A student with a rash may attend school upon presenting a physician's note stating the rash is not contagious.

### **Head Lice**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school office if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school designated person or school principal.

### **Case of Students with Chronic Health Conditions**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses like Diabetes of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, State statutes, federal regulations and State rules. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school may be able to appropriately meet a student's needs through other means. It is the parent/guardian's responsibility to inform the school office or school principal of their child's health concerns, including diabetes, asthma, food allergy, and seizures. The school principal will then work with the family, the student, the student's physician and the classroom teacher to develop a Plan of Action. It is the parent's responsibility to ensure that The Plan and all medication and procedure forms (if needed) are completed and signed by the physician and parent before they will be implemented. Please contact your school principal for further information.

## **Legal Notifications**

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

### **Asbestos Notification**

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

Our last thorough re-inspection was completed in October 2021.

Our next thorough re-inspection is due in Fall of 2024.

### **Child Abuse Mandatory Reporting**

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

### **Child Predator Notification**

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

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

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

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

### **Illinois Textbook Loan Program**

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

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

### **School Meal Program**

St. Mary's School will not be participating in the Illinois Free and Reduced Breakfast and Lunch program. We will provide our own reduced lunch program and families will be encouraged to apply for this program. Many of our families participate in this program and students are not identified in any way. All students go through the lunch line in the same way and their name is marked off as eating a meal. When the meal is recorded on the computer, our software program automatically charges the family meal account the appropriate rate: full or reduced price.

## Computer Ethics

Use of the St. Mary's technology/communication system is a privilege that may be revoked by the administration, faculty, or staff at any time for abusive conduct. Such conduct may include, but is not limited to, the placing of unlawful information on the system; the use of obscene, abusive, or otherwise objectionable language in either public or private messages; or violation of the student Computer Code of Ethics as stated below. All abuses of computer privileges are considered serious offenses. Offenses that are unlawful, obscene, abusive, or otherwise objectionable, may result in expulsion from St. Mary's Catholic School. The St. Mary's administration, faculty and staff reserve the right to review and remove any student's files and data records used on the St. Mary's technology/communication system, which violate the Code of Ethics below. Diocesan policy #C-404, governing computer software use and the federal copyright law is included in the diocesan policy book located in the office or can be found on-line >[LINK](#)

### Computer Code of Ethics

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

### Authorization for Internet Access

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

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

### Terms and Conditions

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

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

etiquette. These include, but are not necessarily limited, to the following:

- a. Be polite. Do not become abusive in your messages to others.
  - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language or symbols.
  - c. Do not reveal the identification, password, personal addresses, or telephone numbers of self or others.
  - d. Do not use the network in any way that would disrupt its use by other users.
  - e. Consider all communications and information accessible via the network to be private property.
5. **No Warranties** - The school makes no warranties of any kind, whether expressed or implied, regarding the use of computers, St. Mary's network, the Internet, or the accuracy, correctness, completeness, or reliability of any information, files, or software. The school will not be responsible for any damages for any of the foregoing, including loss of data, non-deliveries, missed-deliveries, or service interruptions, whether caused by its negligence, user errors or omissions, or other defects. Use of any information obtained via the Internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through use of St. Mary's network or the Internet.
6. **Indemnification** - The parent or guardian, by signing below, in consideration of St. Mary's Catholic School providing his/her student with the school network and Internet access, agrees to indemnify the school for any losses, costs, or damages (including reasonable attorney fees) incurred by the school relating to, or arising out of, any breach of these or other school rules by the student in using computers, St. Mary's network, and the Internet.
7. **Security** - Network security is a high priority. If a student identifies a security problem or failure on the school computers, the school network, or the Internet, the student is required to notify the supervising teacher or the building principal. The following rules apply to network security:
- a. Students must not demonstrate any security problem to any other users.
  - b. Students must keep the account and password confidential. A student providing an account or a password to another or using or attempting to use another individual's account or a password violates this rule.
  - c. Attempting to log onto or use school computers, the school network, or the Internet using any other person's account, password, or identification is a violation of these rules.
8. **Privacy** - Electronic communications and downloaded material may be monitored or read by school officials.
9. **Student Private Social Network Accounts** - In accordance with state law (105 ILCS 75/15), the school shall not request a student to provide a username, password, or similar information in order to gain access to the student's private account or profile on a social networking site (e.g., Facebook, Twitter, Snapchat, etc.). However, the school may require a student to cooperate in an investigation by sharing the content of their private social network account if the principal determines there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy. Nothing in this policy shall prohibit the school from having unrestricted access to school computers, e-mail addresses given by the school, or anything else owned or operated by the school. The school has the right to regulate its own equipment, monitor Internet traffic, block social media sites with a firewall, and the like.

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

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

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

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

Student(s) Name(s): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **BYOD (Bring Your Own Device) Acceptable Use Policy**

In order to utilize St. Mary's services (specifically Internet access) and participate in a BYOD program, students and a parent or legal guardian must review and sign the Acceptable Use Policy of this handbook. This will be considered a legally binding agreement.

- The student is fully responsible, at all times, for the personally owned device brought to school.
- St. MARY'S is not liable for any loss/damage/theft of a personally owned device.
- The student is responsible for the condition of the device brought to school, including updates, antivirus software, configuration, and repair.
- Personal devices should be charged and recharged outside of school, unless specific permission is granted.
- Device use is limited exclusively to the classroom policies of teachers participating in the BYOD Program.
- No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from St. Mary's, except for approved projects with the express permission of the teacher.
- Students are unauthorized from having software on machines being brought into St. Mary's that could harm or circumvent St. Mary's or the St. Mary's internet filtering policies on the school network. These include, proxy applications (such as TOR, etc.), hacking/cracking tools, network mapping or sniffing tools, or any other application deemed harmful to the school network by Administration.
- Students are unauthorized from connecting any device that is NOT school owned into the local LAN network by using an Ethernet cable to connect to a wall outlet. Students may ONLY use the school wireless network for connectivity.
- Students are responsible for the username/password that they are given by St. Mary's. If a student shares his/her username/password with another student the student is responsible for the actions any other student makes using his/her password -- don't share your passwords.

If reasonable belief exists that the student has violated the terms of this agreement, or other school policy, the student's device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further disciplinary action as determined by the Administration.

## **Athletics**

St. Mary's has a long history of athletics and we pride ourselves in offering a variety of sports and extracurricular activities for students. Organized teams are formed for students in grades 5-8 in cross country, boys' co-op baseball, girls' co-op softball, boys' basketball, girls' basketball, volleyball, track and field, and cheerleading. All St. Mary's students who are in 4<sup>th</sup> grade are invited to participate at the 5<sup>th</sup> grade level when additional players are needed to complete a roster.

### **Athletic Association**

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

### **Athletic Association Meetings**

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

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

### **IESA**

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

### **Student Participation**

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

St. Mary's School allows student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences.

### **Participation Fee**

There will be a \$20 "Activity Fee" required of each participant per each sport or activity they participate in. The specific amount of this fee is determined by length of season and specific budgetary needs for the athletic department.

### **Eligibility**

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

### **Conduct Eligibility**

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

### **Academic Eligibility**

A student shall be doing passing work in all subjects in order to participate in athletics and extracurricular activities. Academic Eligibility will be determined at the end of the day on *Thursday*. School personnel will notify the student, parent, coach or moderator, Athletic Director and other key personnel who are involved on Friday or Saturday when the student becomes ineligible. If a student is deemed ineligible they are not allowed to participate in contests the following week, from Sunday to Saturday.

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

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

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

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

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

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

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

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

### **Parent Meetings**

At least one parent must attend the parent meeting scheduled before the start of the season for each athletic activity.

### **Service Requirements**

Each family must complete **10 hours of service per athlete. If you can't do the 10 hours you will be asked to pay \$50.** This service must be related to athletics and is in addition to school service hours. This level of service is necessary for our school to be able to hold athletic events. Without everyone's help, we cannot staff all of our athletic events. Any hours of service beyond the required 10 per athlete may count toward school service hours.

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

All volunteers must have on file:-

- Volunteer Code of Conduct (see addendum)
- Background check through DCFS (CANTS form)
- Background check through the Illinois State Police (Fingerprinting)
- Proof of completion of the Safe Environment Training or VIRTUS "Protecting God's Children"
- IESA approved coaching class for coaches and assistant coaches

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

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

### **Student Insurance**

St. Mary's School has purchased Accident Insurance for every student. This insurance is in effect for athletic events at both home and away games.

### **Liability Waiver**

All students involved in athletics must have a signed Liability Waiver on file – **must be on file before the first tryout or practice.**

### **Physicals for Athletics**

All students in grades 4-8 planning to participate in any formal athletic program must submit a physical, performed within the last calendar year and signed by a physician, stating that the student is in good physical health. **Parents must also complete IESA Concussion Protocol, Emergency Medical Authorization and Release of Liability forms. The physical and all other forms must be on file before the first tryout or practice.**



### **Uniform Care**

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

### **Uniform Deposit**

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

### **Spectators/Gymnasium**

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

## Home and School Organization

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

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### **Membership**

The Home & School Association is open to any parent with a student enrolled at St. Mary's School. The Home & School Association will operate according to the Home & School By-Laws as approved by the St. Mary's Parish Education Commission. A copy of these by-laws will be made available upon request. If you have any questions or suggestions about Home & School, you may contact one of our Board Members.

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

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

### **Home & School Sponsored Activities**

Annual Fundraisers, Grandparent's Day, Teacher's Appreciation Week, Technology Fund, School Improvement Fund, Principal's Positive Reinforcement Fund, Refreshments for special events and concerts.

### **Student Sponsored Activities**

Home & School sponsors many student activities that include, but are not limited to: Chess Club, Drama Club, Yearbook Club, Catholic Schools Week Activities, Student Council, School Store, Year End Celebration, 8th Grade Graduation Activities.

### **Fundraising**

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

#### **Fall Festival Chili Cook-Off:**

This is the major fundraising event for the Home and School budget. All school families are required to participate in selling advance tickets and are expected to participate in volunteering for, attending and enjoying the event.

#### **Fall Festival 5K Run:**

This event takes place on the Sunday after the Chili Cook Off and is a joint effort between Home & School and the St. Mary's Athletic Association.

#### **Lenten Fish Fries:**

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

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

## St. Mary's School Medication Authorization Policy

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

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

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

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

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

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

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

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

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

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

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

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

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Physician: \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_ Print Name \_\_\_\_\_

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

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

\_\_\_\_\_  
Date Parent/Guardian Signature Home Phone Emergency Phone

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

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

Is child authorized to self-medicate? Yes  No

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

\_\_\_\_\_  
Date Physician's Signature/Stamp Physician's Telephone

**To be completed by St. Mary's Principal:** Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Reason if not approved: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Medication picked up: \_\_\_\_\_ Date Medication destroyed: \_\_\_\_\_

Signature If Destroyed: Principal: \_\_\_\_\_ Witness: \_\_\_\_\_

## POSSESSION OR USE OF WEAPONS OR LOOK ALIKE WEAPONS IN SCHOOL

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

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

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

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

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

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

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

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

Catholic Diocese of Peoria Policy  
Adopted 4/04

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

1. The weapon shall be immediately confiscated by the school administration. Proper discretion shall be used in confiscating weapons from students, taking into consideration such factors as the age of the student, the circumstances surrounding the event, and the potential danger posed by the student. If there is any potential risk to the safety of students and/or staff, school authorities shall call 911 and wait for law enforcement officers to disarm the student.
2. The Superintendent of Schools shall be contacted promptly and informed about the situation. The Superintendent will discuss the required procedures to be followed.
3. The student shall immediately be suspended pending the completion of an administrative review of the events.
4. The student's parent or legal guardian will be notified of the incident and asked to come to the school to remove their student from the building.
5. The police will be contacted, and the weapon turned over to their custody. Depending upon the nature of the incident,

criminal charges may be filed.

6. The principal will conduct a complete investigation into the incident. All involved parties shall be interviewed and any pertinent information shall be documented in writing.
7. A meeting will be held with the principal, pastor, student, and parents. If the principal's investigation verified that the student possessed the weapon or look alike weapon, the student shall be expelled from school.
8. In the event of mitigating circumstances, the pastor may elect a disciplinary action other than expulsion, especially for students in Gr. K-3. The pastor may consider circumstances such as:
  - Is the violation merely technical in nature (e.g. squirt guns)?
  - Was the weapon displayed or used in a threatening manner?
  - Has the weapon caused harm, injury, destruction or damage?
  - Is the weapon commonly used by people for purposes other than used as a weapon (e.g. table knife)?
  - Did verbal threats precede the possession of the weapon?
  - Does the student have a prior disciplinary record of physical violence, aggression, causing injury or damage, and/or making threats to others?
9. The decision of the canonical pastor shall be final (cf. D-114). Any appeal of the decision must be submitted in writing directly to the Superintendent of Schools. A review of the decision will only consider whether it violates the applicable policy.
10. Parents may withdraw their child from the school at any point during the process. If the decision is made to withdraw, the official transfer form shall indicate that the student is not in good standing due to a pending disciplinary action.
11. If a student who has been expelled for a weapons violation applies for readmission in a subsequent school year, the school shall require an assessment by a mental health professional and/or professional counseling prior to reinstatement.
12. Upon advance written approval from the principal, a student, or school visitor may possess a weapon and/or look alike for the following reasons:
  - Possession and/or use is required as part of an authorized class or course.
  - Possession is part of an authorized school and/or class display or presentation
  - Possession and/or use is part of an official ceremony (e.g. honor guards, Knights of Columbus, etc.)
  - Possession is authorized as a stage prop
  - Possession and/or use is part of an authorized interscholastic sports activity
  - Prior to granting such approval, the principal shall require a written outline documenting how student safety will be guarded throughout the duration of the project, display, presentation, or activity.

Office of Catholic Schools  
Administrative Regulation  
Issued: 4/04