St. Mary School

2015-2016
Parent/Student Handbook

MISSION STATEMENT

As a Catholic educational community, St. Mary School is created, supported and nurtured by the parish. St. Mary School's mission is to provide an environment where each student can discover personally the presence and message of God. Working together parents, faculty and the parish community promote academic excellence, the teaching of Christian values and the spiritual growth of each child. We endeavor to prepare students for commitment to their Catholic faith, future academic success and responsible citizenship.

PHILOSOPHY

A tradition of excellence in education is part of the Catholic heritage. Recognizing values of the past and the challenge of the future, St. Mary School combines a history of effective educational experience with continuous program planning and development.

As a Christian educational community, St. Mary School is committed to providing an environment where human knowledge is not only imparted, but also enlightened and enlivened by an active faith.

Together, administrators, teachers and parents offer to students an opportunity to participate in a living, vibrant "faith-center," a community in which young people are "formed in Christ Jesus" and then sent forth in His Name to meet the demanding challenges of tomorrow.

GOALS AND OBJECTIVES

In light of the philosophy of St. Mary School, we strive to foster and deepen a sense of Christian Community among staff, parents, and students via the following:

- liturgical celebrations created and coordinated by the school staff and students and shared with the parents and members of the parish community;
- requiring opportunities for involvement in St. Mary School through participation in a variety of volunteer programs;
- inviting parents and interested persons to the school for various activities and special events.

To cooperate with and assist parents in the education of their children via:

- serving as professional consultants to parents of St. Mary School;
- conveying student progress to parents in conference sessions and periodic written reports;
- offering special programs for parents to assist them in preparing their children for reception of the sacraments;
- presenting educational programs through St. Mary School's Booster Club.

THE SCHOOL

By enrolling their child/ren at St. Mary School, parents have chosen us to be a partner in education. With parents, we share the responsibility of guiding that child's growth in all areas, i.e., spiritual, physical, and intellectual.

In accepting a child as a member of our St. Mary School family, we pledge our time and talents to his/her growth and development; and we affirm our responsibility to cooperate with parents for the welfare of their child.

THE PARENTS

Likewise, parents have a responsibility to be involved in the school community. The type and extent of involvement will be as varied as the individuals we serve, but everyone is expected to be involved.

PARENTAL INFORMATION

Listed below you will find the minimum participation expected of all parents of St. Mary School's children. Should you as a parent be unable to meet these minimum requirements, serious consideration must be given as to whether or not your child should attend St. Mary School.

…PRACTICE THE CATHOLIC FAITH

Faith is not something we merely talk about with our children. We practice faith through actions. It is not enough to say God is important in our lives. We must show this by including God in our daily life. Worshipping at Sunday Mass, receiving the Sacraments, daily prayer and speaking to the child about God must be as much a part of our life style as resting, working, and eating. Parents are the faith models for their children. No amount of Catholic education can substitute for the parent's role in the religious education and formation that comes from the home. The Church has always taught and continues to teach that you, the parents, are the primary religious educators. The Church and Catholic School are here to assist you. This presupposes that there is reinforcement in the home environment.

…SACRAMENTAL PROGRAM

The religious formation of your child is not limited to the school setting. You have the primary responsibility for your child's religious development. The parents of St. Mary School's students are involved in the preparation of their children for the reception of the Sacraments. Parent attendance at two (2) sacramental preparation programs and one (1) practice is required. Part of the sacramental program depends on and demands that the parents are also teaching by example, practicing the faith they are professing to their children.

…FINANCIAL SUPPORT

Parents who send their children to St. Mary School are making the following financial commitments:

1) Contributions to support the Church by use of weekly Parish envelopes or automatic debit;
2) Tuition payments made in full by August 5 or
3) Tuition payments made in two equal installments by August 5 and January 15 or
4) Tuition payments made monthly by the use of SMART statements or SMART automatic bank transfers; and
5) A $100 service fee for each service credit that parents cannot fill by volunteering their services at the school.

Financial tuition assistance is available for parish children. The program is called, C.A.P.E., Catholic assistance program for education. Contact the principal for information. *(See p. 8)*

…PARENT-TEACHER CONFERENCES

These conferences afford parents and teachers the opportunity to discuss the growth, progress, development and needs of the students at St. Mary School. These conferences are of the utmost importance to the teachers and parents in their efforts to guide the growth and development of the students enrolled. These conferences must be afforded top priority.

…BOOSTER CLUB MEETINGS

The Booster Club is composed of St. Mary School parents and anyone interested in the school. Three mandatory Parent meetings are held each year. Part of each meeting is devoted to informing members about the school. Some meetings are planned to inform the parents of the programs and development of curriculum. The club also sponsors fund-raising projects for St. Mary School. Your active participation and financial support of this organization and its fund-raising efforts benefits the children and is required.

…SUMMER RENOVATION AND MAINTENANCE PROGRAMS

To maintain and enhance the learning environment requires much time and effort on the part of many people. The school building renovation has been made possible by the contributed services of many of our parents. We need the help of every family to maintain the facilities and to prepare for the opening of school. Parents will be contacted when assistance is needed. Please respond favorably to this call.

…VOLUNTEER SERVICE

The following list will give you some idea as to the type of volunteer help we will need for each school year. The choice is yours, but at least three volunteer credits per family must be earned each school year. (See Parental Contract) Parents who do not fulfill their Parental Contracts will be billed $100 for each credit they do not fulfill. Payment must be received by May 15 to receive student grades at the end of the school year. All volunteers who are in the company of our students **MUST** participate in the Protecting God's Children Program.

Library Assistant: Supervise students during weekly library periods; assist students in research projects, issue library books, shelve returned books, assist faculty members by correcting student work, monitoring small group activities, read stories to children. Teachers will be present in the library unless the library assistant is degreed.

Lunchroom Supervisor: Supervise students during the noon meal hour in the cafeteria. This involves seating arrangements, monitoring behavior and wiping tables between shifts in the cafeteria from approximately 11:25 a.m. until 1:00 p.m.

Playground Assistant: Assist the playground supervisors during the lunch hour recess by helping watch the students at play. The recess period extends from 11:50 a.m. until 1:00 p.m. Assistant can be available one day a week or more. Assistants are asked not to bring small children for reasons of safety.

Teacher's Aide: Assist in the classroom with small group or individual instruction. Reinforce teacher presentation to the small group members or provide additional drill work, construct learning games, teach children how to play instructional games, or duplicate materials.

Bakers: Bake cookies, cakes, pies for bake sales, school parties and meetings.

Booster Club Officers: Number of people needed varies from year to year, usually asked for in February or March for the following school year.

Chairperson for Fundraising Projects: Each year the Booster Club arranges several fundraising projects for St. Mary School. The time required for these projects varies, but each project does need an overall chairperson.

Workers to create the Spring Fling classroom Fundraising Projects: Each year the Booster Club organizes a Spring Fling event that includes an auction. Parents create the classroom projects that are auctioned.

Athletic Director: This sports coordinator works with Principal to oversee and organize the sports program in accordance with the Athletic Policy.

Athletic Concession Workers: Anyone who has a child in the Athletic Program is required to work at the concession stand, collect admission, and/or participate in the clean-up crew after an athletic event a minimum of four times during the athletic season.

Coach: Selected by the Pastor, Athletic Director, and the Principal. S/He ministers to children through the athletic program. The coaches follow Diocesan guidelines and the policies of St. Mary School. They are also expected to attend all mandated coaches' meetings, OSHA training and the Protecting God's Children Program.

Market Day Chairperson: This person is responsible for the Market Day Program at St. Mary School. She/he coordinates the sales and organizes the workers.

Market Day Worker: As a Market Day worker you are asked to work with the Market Day Chairperson in distributing the products to those who purchase them. There are 10 sales each year. You are responsible to work four of them.

Financial Contribution: If you are unable to volunteer for any of the suggested volunteer activities, you may make a direct financial contribution of $100 per credit to the school. This contribution is in addition to the amount contributed to support St. Mary Church and the school tuition.

Classroom Sponsor: Individual families receive 3 credits for a Partners in Education (P.I.E.) classroom or program sponsorship if the sponsorship is donated by the parents or legal guardians. See p. 25 for information on the P.I.E. program.

Other: We fully realize that we have not exhausted the volunteer contributions that you can make to St. Mary School. Therefore, if you can envision another area of service, we invite you to propose your volunteer project to the Principal.

ASBESTOS MANAGEMENT PLAN

St. Mary School has an Asbestos Management Plan, which is on file in the principal's office and is available during normal business hours in accord with federal regulations.

BOARD OF EDUCATION

St. Mary School is governed by the administration (Pastor, Principal and DRE) and the Board of Education. The board is an advisory body in matters pertaining to educational programs and facilities of the parish. The board is responsible for advising in all aspects of St. Mary School except in grievance matters. All grievances should be taken up with the teacher, principal, and Pastor, in that order.

All meetings of the board are open to the parents of the children and the members of the parish. Visitors may address the board by having agenda approval from the officers of the Board and the administration at least five days in advance of the meeting.

A copy of St. Mary School's Board of Education by-laws is available in the school office to anyone interested.

2015-2016

Voting Members	Non-Voting Members

Jared Goodman
Michelle Beaman
Jennifer Wayman
Heather Eyer
Seth Garren
Misty Marucco
Bonnie Fleming
Beth Brotherton
Lori Parks

Msgr. David Lantz, Pastor
Cathy Robertson, Principal
Carole Harrison, DRE
Doug Bowsher, Athletic Director
Megan Curtin, Booster Club Pres
Jill Chlebus, Non Parishioner

St. Mary Board Policies

#1 Attire

All Children of the school shall wear the prescribed uniform each day except on those days determined by the principal as "non uniform" days. The uniform and dress code are to be determined by the Pastor and Principal.

#2 Mandated Policies

St. Mary School will comply with all directives mandated by the State of Illinois and/or Office of Catholic Education.

#3 Detention Policy

Because St. Mary School is a Christian community, respect for all members of this community is essential. Students who choose to show disrespect will be given a detention.

#4 Homework

Homework is a valuable aid in helping students make the most of their experience in school. Teachers will assign homework according to the ability of the students.

#5 Athletics

A basketball program will be available for students in grades 4-6 to enable students to learn game skills and good sportsmanship, to provide exercise, and to have fun. St. Mary School's athletic program must reflect Christian values.

#6 Parental Support

All parents of school children are to demonstrate their support of the educational programs of the school by showing interest in their child's education, by financial contributions, by being present for meetings and by providing assistance to the teachers when necessary.

#7 Non-Custodial Parents

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, this school will provide the non-custodial parent with access to the academic records and to

other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

#8 Tuition Policy

In order to comply with the Bishop's directive that all diocesan schools have a tuition policy, to comply with tax laws governing deductible charitable contributions, and to maintain the financial health and viability of St. Mary School, the Board of Education recommends the following:

Tuition for St. Mary School will be $2,575 for one child, $3193 for two children, or $3,811 for three or more children for each Catholic family per year. Tuition payments can be made:

1) in one annual payment due by August 5th.
2) in two equal payments due August 5th and Jan. 15th
3) monthly using a statement system or automatic bank draft. (See tuition collection policy)

Tuition for non-parishioner families will be $2,987 for one child, $3,605 for two children, and $4223 for three or more children.

Tuition increases by 3% each fiscal year (July 1 – June 30.)

#9 Tuition Collection Policy

In order to improve cash flow, decrease payment delinquencies, raise tuition payment priority, and to emphasize a distinction between charitable gifts to the church or school and tuition as a non-deductible fee for service, the St. Mary School Board of Education recommends the following:

St. Mary School will contract with the SMART Company for tuition collection. The SMART Company will charge each family $50 per year for their service. Families using the SMART Company will have the choice of receiving monthly statements or making automatic bank transfers.

Families choosing to pay tuition in one full payment or two half payments will not be required to use the SMART Company for their payments.

#10 CAPE (Catholic Assistance Program for Education)

In order to ensure that quality Catholic education remains available to all children of the parish whose families are practicing Catholics, regardless of their family's ability to pay tuition, the Board of Education recommends that:

Families in need must apply for assistance through the Smart Tuition Aid program. CAPE funds will be distributed only after the application process is completed. Donations to the CAPE program are earmarked specifically for families unable to meet the full tuition amount and will be tax-deductible for the donor. (Jan. 12, 1999)

#11 Non-payment of Tuition and Other Fees

Upon the failure to pay any school-assessed fees or tuition in accordance with the Payment Option agreement selected by the family, the family will be notified that their

child/children will be dropped from enrollment at St. Mary School as indicated below. Such action will be taken upon the occurrence of the following:

1) When the family has two monthly payments unpaid and outstanding, or has failed to timely make a semi-annual or an annual payment; and,

2) The family has failed to make suitable payment arrangements with the school and/or arrangements for financial assistance.

In the event the above-described situation occurs on or before:

August 15 Student is not admitted to first day of school
December 1 Student is not admitted to first day of class in January
March 1 Student is not admitted to first day of class after Easter break
May 1 Family will not receive report cards. Copies of permanent records will not be released by the school administration.
Graduation Sixth graders will not be permitted to participate in the educational field trip or other graduation activities without the permission of the pastor.
End of Each Quarter Report cards will be withheld until family account is brought up to date. (March, 1999, and March 2000, 2002, 2003)

#12 Refund Policy: Families who relocate during the school year will receive a pro-rated tuition refund by quarter(s) attended if the total tuition has been paid.

#13 Rental of the Gym

This may be accomplished by contacting Rita Kuntzman, the Parish secretary, at 8248178 between the hours of 8:30 to 12:30 and 1:30 to 4:30.

#14 Parental Contract (Catholic and Non-Catholic)

Credits are assigned to the various parent volunteer duties. Each family is required to earn three (3) volunteer credits. Payment of $100 is required for each credit the family does not (or cannot) earn by performing the volunteer duties.

ADMISSIONS

St. Mary School admits students of any race, color, sex, or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, sex, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and school administered programs. New students in grades 1 through 6 will be admitted on probationary status.

Age: The entrance age for kindergarten and first grade students is the same age as that established by the Illinois State Board of Education. Students entering kindergarten must be five (5) by the first of September of the year of entrance and six (6) by the first of September 1 for first grade. Potential students must have a copy of their Birth Certificate, a copy of their Baptismal Certificate (unless baptized at St. Mary Parish in Taylorville), a physical, dental and eye exams, and proof of a successful screening.

Class Lists: Lists of all school families, their addresses, and telephone numbers will be prepared and given to all families of St. Mary School. If you do not want your information included in our school family list, please contact the office by September 15.

Enrollment: The Office for Catholic Education-recommended maximum number of students for each classroom is thirty (30). Once classes are filled, waiting lists will be kept. Enrollment preference will be given to St. Mary parish children. Children who enter the school in grades 1 through 6 will be admitted on probationary status. Full disclosure is assumed from parent, teachers, and administration.

Absence: In compliance with the Diocese of Springfield and the Illinois School Code, Article 26-1, once enrolled at St. Mary School, students are required to attend school on all days it is in session. Compliance with the compulsory attendance law is the responsibility of the parent or guardian and the student. Attendance at school has a direct correlation to student performance and absences from school are regarded as a deterrent to success in school. St. Mary School's attendance policy is designed to develop student punctuality, self-discipline and responsibility.

When a student is absent for any reason, the parent or guardian is required to notify the school by telephone on the morning of the absence before 8:30 AM. (We will call the parent or guardian if s/he has not called the school to report the absence.) For absences due to illness beyond ten telephone-excused absences per semester, a doctor's excuse will be needed in order to return to school. Absences not due to illness beyond ten telephone-excused absences per semester will be designated as "unexcused" and zero credit will be given for schoolwork involved. Days may not be transferred from one semester to another.

If a child is to be dismissed for an appointment during the school day, s/he is to bring a note to the teacher. It will then be sent to the office where it is recorded. Parents/Guardians are asked to come to the office before picking up the child. Children returning to school after an appointment will be asked to first check in with the office secretary before going back to class. No student will be allowed to walk to an appointment by him/herself during the school day.

Our school bell rings at 8:20. Students who are late for school must check in at the office before going to the classroom. S/He will be marked tardy. If a student is tardy more than three times in a quarter, a parent conference may be required. Students arriving one hour or more after the tardy bell will be considered absent for one-half day. (Students are not considered tardy if their lateness is due to a problem with transportation on the school bus.) Students who leave school for an appointment or otherwise one-hour or more during the school day will be counted absent for ½ day.

Vacations are highly discouraged during the school year. If a parent finds it necessary to take a child out of school for a family vacation, homework must be completed after the child returns. It is not possible for a teacher to make long assignments before a vacation begins.

Truancy and Excessive Absences

A child may be considered truant from school if he/she is absent without proper medical excuse or, in the event of a family commitment, timely notification from a

parent/guardian. If a child is absent from school for four or more consecutive days without appropriate documentation, the child will be considered truant. The situation will be addressed by the administration with parent/guardian contact, appropriate consequences, counseling, and/or outside interventions.

If a student is absent 30 or more days during a school year, he/she may not be promoted to the next grade.

ACADEMIC POLICIES

"In the case of home study, each school shall state its own policy and communicate this to the parents. In all home study, assignments shall be flexible; emphasis shall always be placed on the individual child consistent with his/her needs and abilities." (Diocesan Handbook)

We believe homework is important because it is a valuable aid in helping students make the most of their experience in school. Homework is given because it is useful in reinforcing what has been learned in class, prepares for upcoming lessons, teaches responsibility and helps students develop positive study habits. It is also another opportunity for the teacher to assess the students' understanding of concepts taught in class. If a student in grades four, five, or six desires full credit for homework s/he has completed, said student must turn in his/her homework immediately upon arrival at school

We believe in the value that positive support plays in motivating children to develop good study habits. Praise and other incentives will help your child develop good homework habits. We feel parents are the key to making homework a positive experience for their children. Therefore, we ask that you make homework a top priority, provide necessary supplies and an appropriate environment, set a regular homework time, and provide support and guidance when needed.

Primary Grades: Children will be bringing home folders with material to read. These folders are to be signed and returned each day. The third time in one month that a reading assignment is not returned, a note to inform the parents will be sent home with the child. Additional assignments, besides reading, may be sent home from time to time. These assignments must be completed and returned on the due date. A note to inform the parents will be sent home with the child each time the assignments are late or incomplete.

Intermediate Grades: As students advance through the upper grades, responsibility, accountability, and organizational skills are encouraged. Because of this, homework not turned in immediately upon arrival at school on the day it is due will not receive credit. We realize, however, that there are, on occasion, circumstances that prevent timely completion of assignments. Each student in the upper grades will therefore receive two free homework passes per grade quarter. After the two free passes are used by the student, a *no credit slip* will be sent to inform the parents if an assignment is not turned in on the due date.

Incomplete work turned in will receive a grade based on the amount of work completed on the assignment. At the student's discretion, a free homework pass may be

used for the incomplete assignment. In an effort to keep the parent informed, the incomplete work will be sent home with a note, but no additional credit will be given if the student did not opt to use the free homework pass. The bottom line is, work needs to be completed; and if credit is desired, it must be completed and turned in on time. The note must be signed and returned the following day. If a pattern of incomplete work becomes evident, a conference will be scheduled with the parents.

If the homework note is not returned the following school day, the student will forfeit recess. Immediately upon finishing lunch the student will report to the principal's office. If the homework note is not returned the second school day, the teacher will contact the parents.

A recommended guide for homework time is approximately 15 to 20 minutes for grades K through three and 30 to 45 minutes for grades four through six. This is only a recommendation. Ability levels and work speed have not been taken into consideration. On occasion, especially at the intermediate levels, written assignments may be given which are due over a period of time. When this occurs, care should be taken to plan for adequate progress on a continuing basis realizing that the recommended time might be exceeded. Students may not use free passes on such assignments.

Parents who want homework assignments for sick children must request this through the office by 1:00 p.m. Assignments may be picked up after school.

GRADING SCALE	**ACCOMMODATED GRADING SCALE**
A—93-100	A—90-100
B—85-92	B—80-89
C—76-84	C—70-79
D—70-75	D—60-69
F—Below 70	F—Below 60

HONOR ROLL - GRADES 4, 5, AND 6

Honor Roll: A student must have all "A's" and "B's" in all academic subjects, including Religion.

Improvement Honor Roll: A student must have improved in two or more subjects one letter grade. If a student goes down in a subject, s/he must improve in three subjects. There will be no improvement honor roll the first nine week period.

Students who receive a "check mark" in Art, Music, or Physical Education for a nine-week period are not eligible for Honor Roll.

Learning Disabilities/Special Education:

St. Mary School cooperates with Mid-state Special Education Consortium and the Taylorville Community Unit School District #3 in the identification of students exhibiting learning difficulties. When appropriate, the staff of Mid-state Special Education Consortium will conduct testing to determine whether the student in question has a specific learning disability or other impairment that may hinder learning. Students who qualify for special education assistance are able to attend classes conducted by special education teachers employed by Mid-state Special Education while attending St. Mary School. Students who have been tested and diagnosed with a specific learning disability or impairment may qualify for an Individual Education Plan (IEP) or an

Individual Service Plan (ISP.) Students with an IEP may receive special education services at the public school that houses their current grade. St. Mary School personnel may escort IEP students to Memorial School for instruction, but will not escort or transport students to other public school attendance centers. ISP students may receive instruction through regular classroom teachers at St. Mary School with consultation services provided through Mid-state Special Education. Accommodations in St. Mary's curriculum may be made for ISP and IEP students who have been tested and diagnosed by Mid-state Special Education. Speech services are provided by Mid-state at St. Mary School. Parents are strongly encouraged to take advantage of all services provided by Mid-state Special Education in addition to our services. This is your child's right under federal legislation. Mid-state Special Education Consortium provides academic, speech, and psychological testing to our students.

In spite of our best efforts, some students may be better served in a public school setting. This determination should be made through testing and consultation among parents, teachers, student, and administration, with the final decision being made by the Pastor and Principal.

Promotion and Retention: Students completing a grade's work to the extent of their ability shall be promoted to the next grade. Should a teacher or parent feel that retention of a child would be beneficial to the child, they should conference several times over the course of the year, beginning as early as January, to discuss the child's progress. A yearly average of "F" in two or more subjects constitutes failing of any grade level.

Students who successfully complete the coursework for grade six will be promoted to grade seven at the school of the parent's choice. These students are eligible to participate in the graduation activities provided behavior permits and all parental financial obligations have been successfully met.

Student Records: Parents who wish to do so may view their children's permanent records upon 24 hours written notice. When a student graduates, the permanent cumulative record is placed in the inactive file. It contains attendance records academic records, teachers' names, promotion/retentions, standardized test results, health and immunization records, and any other pertinent information. When a student transfers to another school, a duplicate copy of the student's permanent cumulative record will be sent within 10 days. The original will be placed in the inactive file.

Missing Person and his/her School Record: St. Mary School shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5,which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State police. The procedure is as follows:

> Upon notification by the Illinois State Police of a person's disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police

any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

Standardized Testing: The Office for Catholic Education requires that we test all third and fifth grade students each September using the Iowa Assessment and all fifth graders each spring using the ACRE assessment.

COMMUNICATION WITH THE SCHOOL

Each week the principal will send home a communication called ST. MARY FAMILY NOTES. This will keep parents informed about school functions. Teachers may also send home communications concerning classroom activities.

When a parent needs to communicate with the school call us at 824-6501 if

1) your child is ill;
2) you want to convey an unexpected change of plans;
3) you have made a last-minute appointment for your child;
4) you would like an appointment to speak with your child's teacher; or
5) you want homework assignments for a child who is ill.

Send us a note if

1) your child is leaving school early for an appointment;
2) your child is changing his/her mode of transportation at the end of the day;
3) your child has an appointment to keep; or
4) you would like an appointment to speak with your child's teacher.

E-mail is an acceptable form of parent/school communication. Please understand that teachers, administrators, and staff are not able to regularly check their e-mail accounts during the work day. We will attempt to respond to e-mail messages within 24 hours. For situations needing more timely attention, please call.

Grievance Procedure

When a parent wishes to contact the school in regard to a problem, the following procedure is to be followed:

1) The parent contacts the teacher by calling the school secretary to make an appointment. This may also be done by sending the teacher a note.
2) In the event the problem persists, the parent contacts the principal.
3) If advisable, a meeting is arranged with the parents, the teacher involved, and the principal;
4) Lastly, the principal will contact the Pastor if the problem is unresolved.

Classroom Visits

When a parent desires to visit a classroom, call the principal for an appointment.

We provide a closed campus. Therefore, all visitors must report to the office.

Telephone Use

During the school day, staff and students will contact parents/guardians on the school phone as deemed necessary by administration or staff. If a parent/guardian is contacted by a child via cell phone, the child did so without the school's permission. We ask that children request permission to use the school telephone.

Cell Phones and Electronic Devices

St. Mary School prefers that cell phones not be brought to school. If a parent/guardian allows their student to bring a cell phone, it must be turned off and kept in the student's book bag during school. Students are not allowed to play appropriate music or games on their devices during Before and After Care. Students are never to take photos or access social media at any time on school property, except with the consent and supervision of a teacher. St. Mary School is not liable for any damage to or theft of student cell phones or electronic devices.

CLASSROOM EXPECTATIONS

Kindergarten, Grades 1, 2, and 3

1. Come to school each day with your backpack and necessary materials.
2. Keep hands, feet, and objects to yourself at all times.
3. Listen to and follow all directions of those in charge.
4. Take care of school and personal property.
5. Be friendly, respectful, and safe at all times.

If a minor behavior problem occurs, the student will be given a warning. If continued or additional misbehaviors occur, parents will be informed of the situation. Teachers may use their judgment and choose to discipline any student as the situation warrants.

Grades 4, 5 and 6

1. Turn in all homework immediately upon your arrival.
2. Come prepared for class.
3. Arrive on time and follow morning procedures.
4. Show respect for others and their belongings (including desks).
5. Walk quietly in the halls with no talking.
6. Listen – pencils down – when the teacher is talking.
7. Complete seat work individually and quietly.
8. Follow teacher directions.
9. Once a teacher has left for the day, the classroom may not be entered to retrieve books, etc.

Grades 4, 5, and 6 follow a similar set of consequences. A verbal warning is given, and if the student continues to break a rule, the teacher may opt to give a pink slip. Parents will be asked to come in for a conference if the problem continues.

Out of respect for the teacher, all parental classroom concerns must first be addressed to the individual teacher. If no resolution is met at this level, a conference may be set up with the principal. Meeting with the Pastor is the final step in resolving a school/classroom problem.

DISCIPLINE

Fourth, Fifth, and Sixth Grades: The students will receive one or two pink slips when an offense occurs. After receiving two pink slips, the student serves a 30 minute detention after school time. No actual detention time is served until the student receives two slips. The circumstances of the offense will determine whether a student receives one or two pink slips. Sometimes a warning can be given. This is at the teacher or supervisor's discretion. Detentions must be served on the day designated, unless other arrangements are made with the Principal or the Teacher involved. Parents will be notified that their child has received a detention and transportation arrangements must be made.

Offenses:
- Using foul language (or prompting others to do so) (1 or 2)
- Note Writing (1)
- Gum chewing or candy not approved by the teacher (1)
- Disrespect toward an authority figure (1 or 2)
- Failure to follow classroom or school rules (1)
- Disrespect of rights, safety, and property of others (1 or 2)
- Lying (1 or 2)
- Stealing (2)
- Academic dishonesty (1 or 2)
- Ridiculing another person (1 or 2)
- Verbal aggression (1 or 2)
- Fighting (1 or 2)

Consequences specific to the incident for more serious offenses will be determined by the principal.

Serious Offenses:
- Verbal or physical assault or intimidation of another person
- Leaving the school premises without permission
- Possession of drugs
- Possession of weapon, explosive, or weapon-look-alike
- Possession of matches or fire-lighting devices

When a child has received four (4) pink slips, the parents or guardians may be called in for a conference with the teacher.

When a student has received a total of six (6) pink slips, the parents or guardians may be called for a conference with the teacher and the principal. The parents may be asked to assist their child in writing a behavior contract. The parents or guardians, their child, the teacher, and the principal will participate in this conference. Once the contract is written, the student will abide by the stipulations of the contract. If the student breaks

his/her contract, the student will be suspended from school for one day. The suspended student is required to come to school in uniform to pick up the day's assignments before 8:15 AM. At 3:30 PM that same day the suspended student is required to return in uniform with all work completed. The completed work will receive full credit. Work not completed will result in a zero. If the parent chooses an in-school suspension for their child, the parents are also choosing to be responsible for reimbursing the school to hire a monitor for the suspended student for the day. Schoolwork will be given to the student during the in-school suspension and work must be completed and returned by the end of that day. Full credit will be given for all completed work. Work that is not returned on that day will result in a zero.

Any student suspended from classes will be excluded from all school activities that day and that evening. Students who are suspended from classes also jeopardize their participation in future field trips.

If a student breaks his/her contract a second time, that student will be dismissed from St. Mary School. The Pastor will make the final decision on dismissal. If expulsion is necessary, the date of withdrawal and the word "withdrew" are sufficient for permanent records.

Conduct Outside of School Program

In the event that a student's delinquent or immoral behavior off school grounds is brought to the attention of the administration through its direct or indirect impact on the school, St. Mary School reserves the right to contact the parents/guardians of those students in question, take any actions appropriate to the offense and contact the appropriate authorities if necessary.

Corporal Punishment

In accordance with #4214 in *The Handbook of Catholic Education Policies*, St. Mary School does not employ any type of corporal punishment as stated:

"All persons who are active in the educational mission and youth ministry programs of the diocese are to respect the dignity of the persons entrusted to their care… Such persons shall never employ corporal punishment nor inflict physical abuse with respect to those entrusted to their care."

Conflict Resolution

The faculty and administration teach and support peaceful and non-violent conflict resolution. Students are not to utilize violent, threatening, or bullying behaviors to resolve conflicts. If a conflict arises, the faculty and administration will handle the situation in an appropriate manner, utilizing the necessary conflict resolution skills. Parents/guardians may be contacted as necessary.

INTERNET GUIDELINES

At St. Mary School we are able to offer students access to a filter-protected computer network for the Internet. We believe that the benefits to students from access to

a filter-protected Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages that may exist.

It is the policy of St. Mary School that all filter-protected computer resources, including the Internet are to be used in a responsible, efficient, ethical and legal manner. The following guidelines have been developed to outline how the Internet is to be used by St. Mary School students. A student's failure to use the Internet in the manner described below will result in the revocation of access privileges.

A. ACCEPTABLE USE OF THE INTERNET
The Internet will only be used for instructional purposes directly related to learning goals set by the classroom teacher and the curriculum objectives established by the school administration.

B. STUDENT ACCESS TO THE INTERNET
All students will have access to the Internet through their classroom computers, mobile devices, and the computer lab. These information resources will be filter-protected and pre-approved and reviewed by instructional faculty and staff.

C. USER RESPONSIBILITIES
In keeping with St. Mary School guidelines, the following are not permitted:
-sending or displaying offensive messages or pictures
-using obscene language
-harassing, insulting, or attacking others
-damaging computers, computer systems or networks
-violating copyright laws
-using another's password or email
-using the network for commercial purposes.
-actions or behaviors related to the computer deemed inappropriate by school personnel.
Violations **will** result in the loss of access as well as other disciplinary or legal actions.

D. MODIFICATIONS OF FILTER-PROTECTED INTERNET USE GUIDELINES
These guidelines can be modified at any time in order to meet arising needs and changing conditions in the field of Internet technology. Notification of modifications to these guidelines will be given to the student.

E. POLICY ACCEPTANCE
Parent and/or student signature of the handbook signifies acceptance of these guidelines.

EXTRA CURRICULAR ACTIVITIES

ATHLETICS

St. Mary School has traditionally emphasized excellence in academics, and an athletic program is also available for students to learn game skills and good sportsmanship, to exercise, to practice "fair play," and to experience enjoyment. Because St. Mary School is a Christian educational community, a "faith center" where young people are "formed in Christ Jesus," the athletic program must reflect Christian values. In the gymnasium as in the classroom, teachers and coaches must *Teach as Jesus Did*. Coaches, players, and fans should give witness that St. Mary School is a faith-centered school.

All school-sponsored athletics are considered extra-curricular. To participate in an extra-curricular activity, student-athletes must maintain a passing grade in each subject area (D-70%) of the curriculum. Eligibility for each athlete will be monitored during the basketball season. Any student-athlete averaging a grade lower than a D- (70%) in any subject will be deemed ineligible until the average in that subject is raised to the required grade. The average includes all grades from the beginning of the grading period to that point. If a student is ineligible, that means:

1) The student may not "suit up" for a game.
2) The student may practice with his/her teammates for the period of one week, or until the next eligibility check is completed.*
3) The student may not "suit up" for the game or practice with his/her teammates if s/he has been determined ineligible for more than two eligibility checks.

*This special permission to practice is granted only two times during a basketball season.

Eligibility will be checked two weeks into a new quarter and every week thereafter for students in grades five and six. Eligibility will be checked at the midpoint of the second quarter for students in grade four. During the basketball season, however, if a student receives a failing grade on his/her current report card, ineligibility begins immediately. In such case, the student will be ineligible the following week. Ineligibility reports will be sent to the office on Mondays or the first day of the school week. The office will notify parents and coaches, and any ineligibility will last from Tuesday to Tuesday. Eligibility will be determined throughout the entire season, including tournament games. There will be no exceptions.

Parents of ineligible students are encouraged to contact the teacher to see what the student can do to improve the grade for eligibility the following week.

We are supporting a probation period of two weeks (or two eligibility checks) which allows student-athletes to practice with their teammates so as to provide children an opportunity to work out their schoolwork and athletic participation schedules. To keep a reasonable balance, athletic events (practices and games) will be limited to two during the period from Monday through Friday; and practices will be limited to one and one half hours each. Further, practice time means playing time. Students who cooperate with coaches through effort and practice will play at least one quarter per game, unless student and parents agree otherwise. This includes tournament play. The quarter of play requirement may be broken down into smaller intervals of time throughout the game as deemed suitable by the coach. In compliance with Diocesan policy, a student's games will be limited to fifteen (15).

If a player has consistently missed practices and games over a period of time due to illness or ineligibility, the coach, athletic director and parents will decide if a full quarter of play is possible in subsequent games.

Players who want to rotate up one grade level when necessary will be selected by the coach from a pool of all players who have parental consent to play up. Rotation will begin again once everyone in the pool has played.

Guidelines for Coaches

Team coaches serve as important role models for the students who are entrusted to their care. They have the potential to have a very positive influence on these children.

Coaching children in a Christian educational community is a ministry. Coaches should teach in a Christ-like manner. They are encouraged to lead their team players in prayer before and after games. They should nurture and bring out the best in every player. They should enjoy working with children and have the patience required to impart knowledge.

Coaches must also be teachers. They must be able to teach the mechanics of the game, especially to the less-experienced and less-skilled players. Coaches must also be able to teach good sportsmanship. They must be able to explain to players that winning at all costs is not the goal of a team from a faith-centered school. Players should understand that they should compete strongly, but within the framework of good sportsmanship and Christian values.

Practices and/or games are limited to two (2) from Monday through Friday. Practice time is limited to one and one half hours each.

The Athletic Director must clear traveling for games during a school week with the principal. The distance traveled is limited to thirty (30) miles. A signed St. Mary School Sports Transportation Permission Form is required from the parents of all participating athletes PRIOR to the time the student athletes journey to any athletic events.

Finally, coaches should reinforce the importance of strong effort by players in their academic studies. Coaches should encourage players to study and do their best scholastically during the basketball season.

Athletic Director

-Reports to Principal and Pastor
-Schedules all games and tournaments
-Arranges for coaches to attend Protecting God's Children Program
-Hires all game officials and arranges for clock & scorekeepers
-In charge of running St. Mary School's Tournament
-Assists coaches in any way possible to make their season more enjoyable
-Schedules the gym for practices
-Calls off games in case of bad weather
-Reports all schedule changes to Principal
-Confers with concessions and finance people to operate the program
-Issues and collects keys

-Checks that students have written permission, physical exams, proof of insurance, sports transportation forms, and are eligible under Diocesan rules and regulations
-Makes sure equipment and uniforms are in good shape
-Checks on facility before, during, and after games

In addition, St. Mary School will follow the Diocesan Athletic Policy as follows:

The purposes of school-sponsored athletic programs are to teach the skills of the game, foster healthy exercise, teach fair play and give enjoyment to students. Athletic programs which deny to certain students these opportunities, or that exert undue pressure on students, are inconsistent with these purposes.

School-sponsored athletic programs are part of the school curriculum and are subject to policies of the pastor and board as well as to the general administrative responsibilities of the principal of the school.

Further, school-sponsored athletic programs are to be guided by the general curriculum goals of the school and should in no way detract from the academic and religious goals of the school. Academic and religious policies and norms for students participating in these programs shall be established by the pastor (board), and principal, with input from the Athletic Council, and enforced by the principal.

Athletic programs for girls and boys are encouraged. The following are requirements of elementary school-sponsored athletic programs:

--written permission of parents
--properly signed Sports Transportation form
--physical examination within the current year
--proof of medical insurance coverage
--competent supervision by qualified adult coaches who understand the sport, child growth and development, and First Aid
--students shall be grouped into teams on the basis of grade level
--proper physical conditioning prior to participation in games
--appropriate equipment, including properly fitting protective gear and well-maintained facilities
--reasonable scheduling of practices and games—generally, this would exclude games requiring substantial travel time on weekdays unless followed by a free day. Travel distance cannot exceed thirty (30) miles.
--basketball schedules shall not exceed 15 regular season games plus two tournaments
--athletic schedule shall be approved by the principal

The following practices are prohibited in elementary school-sponsored athletic programs:

--the denial of play during games and tournaments by students who cooperate with coaches through effort and practice
--the participation of students on more than one team in the same sport

--high pressure contests, excessive publicity, elaborate recognition ceremonies or exploitation of children in any manner.

SERVERS

The Director of Religious Education invites all children fourth grade and above to be Servers. S/He trains them and schedules them for Masses. Once a Server, you may continue this important ministry throughout your school career.

HEALTH POLICIES

Blood Borne Pathogens: A control plan for blood borne pathogens is on file in the school office.

Medications at School: As a general principle, medications will not be given at school. Acutely ill students will be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists. However, when the need for medication during school hours does exist, the following policy will be adhered to:

Prescription Medication: Written order from the physician and written request from the parent/guardian for the school to comply with the physician's order is required. Medication must be brought in the original container appropriately labeled by the pharmacy or physician. Only the Principal or her designee will be allowed to dispense medications. A log of distribution will be kept.

Non-prescription medication will not be dispensed by personnel of St. Mary School at any time without written orders from a physician and a written request from the parent. Parents may come to school to dispense such medication as the need arises.

Physical Exams and Immunizations: Physical exams and immunizations as required by the Illinois State Board of Education are required by October 15 of all new students and students entering Kindergarten and Grade 6. Students who do not have these required documents will be excluded from classes as of September 30.

Proper documentation of physical exams is required for all students prior to their participation in sports practices and events.

Dental Exams: The end of the school year requires dental exams as required by the Illinois State Board of Education for students in Kindergarten, Grade 2, and Grade 6. Report Cards will be withheld for students who have not turned in the proper forms signed by a Dentist.

Eye Exams: Eye examinations are required for all Kindergarten students and any student not previously attending school in Illinois.

Communicable Diseases: The principal shall notify the Department of Public Health when a student is sent home because of suspected communicable disease. In case of absence due to communicable disease, a release card from the Department of Public Health or a letter from the family physician indicting that the Health regulations have been fulfilled must be presented when the student returns to school.

Head Lice: Students infected with head lice must be treated and proof of purchase of the product must be submitted to the school principal before the student will

be allowed to return to class. After the first treatment the student is no longer considered communicable, but a second treatment is necessary and should occur one week after the first.

AIDS: Students with AIDS who are enrolled or who are seeking enrollment shall be permitted to attend school and/or parish Religious Education Programs. The pastor, appropriate administrators, physicians and other professional personnel should individually evaluate students who are known to have AIDS in order to determine if their behavior or condition poses a high risk or spread of the disease. Purpose of evaluation is to prepare a specific plan for the education and care of the student.

Student Accident Insurance:

All students must be covered by accident insurance. If the parent's insurance does not cover the student while at school, the parent must purchase accident insurance through the school.

POLICE QUESTIONING

When students become involved with law enforcement officers, the officer is to be requested to confer with the student when s/he is not under the jurisdiction of the parish/school if this can be arranged.

The following steps shall be taken to cooperate with the authorities:

1) the officer shall properly identify him/herself
2) the parent(s) or guardian shall be notified immediately and informed of the intent of the law enforcement authorities
3) the student's parent(s) or guardian have(has) a right to be present if the conference is held in the parish/school
4) if the student's parent(s) or guardian cannot be located, authorities are not to confer with the student unless they produce a warrant
5) if there is a warrant or if it is impossible for the parent(s) or guardian to be present and they request it, the administrator should be a witness to the conference held in the parish/school

THREATS

All threats are to be taken seriously and investigated. If after investigation the Principal deems it warranted, the School may require a student who threatens others through words or actions to be removed from school and not permitted to return until a psychiatrist indicates in writing that it is safe for both the student and others in the school for the student to return to school.

NOTIFICATION OF LAW ENFORCEMENT

Reporting Drug Violations to Authorities: St. Mary School shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127 which provides that the principal of the school or his or her designee shall report all instances of "drug violations" to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located.

a. A "drug violation" is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school related activity:

> A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or
>
> A person delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and or 407;or
>
> A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substance containing any methamphetamine precursor in standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 *et seq*.

b. Reporting. Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the principal or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately ***and*** to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System ("SIRS"), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27.1B

Reporting Firearms on School Property to Authorities: Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the principal or his or her designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident ***and*** to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System ("SIRS"), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/27.1A, 5/34-8.05

Reporting Attacks on School Personnel to Authorities: Upon receiving a written complaint from any school personnel, the principal or his or her designee shall report an incident of battery committed against a teacher, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack ***and*** to the Illinois State Police's Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. Note that reporting through the Uniform Crime Reporting Program does not satisfy the requirement to report the incident to local law enforcement authorities as well 105 ILCS 5/10-21.7

PARTNERS IN EDUCATION

Parents, grandparents, businesses, alumni and friends of St. Mary School are invited to support our students through the Partners in Education Program. Through P.I.E., donors sponsor a classroom or program for one school year. P.I.E. sponsors are recognized on signage throughout the campus, are invited to special events, and are prayed for regularly. Sponsorships are $500 per classroom or $1000 per special program, such as Religion, Music, P.E., Art or Library. Contact the principal for information.

SCHOOL DAY

Arrival: Students are to arrive at school no earlier than 8:05 AM. This is the time that the school's doors open. Classes begin at 8:20 and end at 3:00 p.m. Students who must arrive earlier than 8:05 a.m. should enroll in the Before Care Program. This program begins at 7:00 AM and meets in St. Mary School's Cafeteria. The daily cost for this program is $1 per day per student. Students who ride the bus and arrive at school before 8:05 are required to attend the Before Care Program; NO charge will be assessed for these bus riders.

Dismissal Procedure: For purposes of dismissal, families are divided into two groups – Families with last names beginning with A-H in GROUP 1 and families with last names beginning with I-Z in GROUP 2. The driveway between the church and the school is called the NORTH driveway. The driveway between the school and the apartment building is called the SOUTH driveway.

When entering the NORTH driveway, enter from the North on Washington Street. When entering the SOUTH driveway, enter from the South on Washington.

Directions for GROUP 1:

All cars are to enter the NORTH driveway and proceed all the way to Main Street. Stop. Wait for a yellow flag signal to exit the driveway. When you have received permission to exit, turn LEFT on Main or go across Main, follow the alley to Walnut Street where you may turn left or right.

Directions for GROUP 2:

All cars are to enter the SOUTH driveway and proceed all the way to Main Street. Stop. Wait for a yellow flag signal to exit the driveway. When you have received permission to exit, turn RIGHT on Main. A left turn is not permitted.

Cars waiting on Washington Street must be parked legally. Never wait in front of a driveway or fire hydrant.

Children who have not been picked up by their family vehicle by 3:00 will return to the front of the school and may be picked up there after the walkers leave.

Bus riders leave at 2:55 p.m., car riders leave at 3:00 p.m., and walkers leave after the car riders have been dismissed.

If a change in your child's mode of transportation is needed, i.e., s/he will be picked up by car instead of riding the bus**,** a note must be sent to the teacher. This is for your child's protection and applies to all grade levels. We will not allow a child to leave with anyone other than the designated person unless we have a note from the parent.

If you have made the proper arrangements for picking up someone else's children, make sure the office knows this so that the teachers of these children can be alerted to

place these children in the correct car line group. Relatives picking up children will follow the driveway of the family name of the children.

After Care Program: An After Care Program is offered from 3:00 p.m. to 5:30 p.m. in the school's cafeteria. On days of 2:15 dismissal, the program begins at dismissal and closes at 5:30 p.m. The charge is $6 per day for regular dismissal; $7 for 2:15 dismissal. After Care is not available on days when school dismisses at 11:30. Enrollment Forms are available in the school office.

Before School Program: A Before School Program is offered from 7:00 a.m. to 8:05 a.m. in the school's cafeteria. The cost for this program is $1 per day, per student. Enrollment Forms are available in the school office.

Birthday Parties and Gifts in the Classroom: As a partner in the education of all the children here, we respect and honor each child and gladly celebrate their happy occasions. Birthday treats for the classroom are welcome. After contacting your child's teacher, please feel free to send:

1) An individual container of a non-carbonated beverage for each child and/or
2) An individual treat for each child – a cookie or a cupcake (cookies are the only option for Kindergarten children)

Birthday celebrations at school are simple. Treat bags are not necessary, and we do not deliver special gifts to our students. No balloons, flowers, or other gifts will be delivered to individual students so as not to disrupt learning in our classrooms.

Field Trips: Field trips are considered an educational experience in connection with studies in the classroom. It is beneficial for the child to accompany his/her class on these trips so as to gain a better understanding of the world in which s/he lives; therefore field trips are not optional unless specified as such. However, participation in a field trip is a privilege, not a student right. Field trips are taken at the discretion of the teacher and principal.

An official St. Mary School Permission Form will be issued for each field trip to be signed by the parent/guardian. This school Field Trip Permission Form must be signed by the parent/guardian and returned before the student is allowed to participate. Telephone calls and notes from parents will not suffice. (See Form at www.st-maryschool.com.)

School uniforms must be worn for field trips unless the Principal of the school gives permission for a Non-uniform day. A form outlining special instructions will be given to parents on what the Dress Code requirements will be for that day. This Special Uniform Permission Form will be attached to the Field Trip Permission Form. Students and their parents are required to sign this form and return it to their child's teacher along with the Parent Permission Form. Students who do not return this form or who do not follow the Uniform rules or the Dress Code rules will not be permitted to participate in the field trip.

SEARCH AND SEIZURE

Student desks are the property of St. Mary School/Parish and remain under the control of the school/parish at all times. School personnel for any reason may conduct periodic general inspections at any time without prior notice, without student or parent consent, or without a search warrant.

A school administrator may properly conduct a search of a student's person or a student's personal property if there is reasonable cause to believe that such search is necessary to maintain safety, maintain student discipline, or to enforce school policies. Said search may also be conducted if there is a suspicion that a crime has been, or is in the process of being, committed.

UNIFORMS/DRESS CODE

School uniforms are to be worn each day of school unless otherwise noted by the school office. Anyone coming to school out of uniform will be required to call home for the appropriate attire. When uniform emergencies occur, call the Principal for a temporary uniform waiver. When the emergency is a medical one, a doctor's note will be required.

Girls' Uniform:

- Blue plaid jumper for grades K-3, blue plaid skirt for grades 4-6, all with hems below outstretched fingertips. These must be from Dennis Uniform Company, Luers in Springfield, or the school's used uniform supply.
- Blouses must be plain white uniform blouses, oxford cloth, plain white uniform polo shirts with plain, neutral buttons, plain-weave white uniform turtleneck, long or short sleeves. There must be no distinguishing features such as lace or logos, except the approved St. Mary School logo available only through Luers. The blouse or shirt must be tucked in at all times. They can be purchased at Dennis Uniform Company, Luers, or elsewhere.
- Anklets without logos, knee socks, or plain tights (leotards) in solid navy, white, or black, must be worn at all times. **NO LEGGINGS or HOSE** are permitted.
- Athletic shoes must be worn each school day. Shoes with laces must be properly laced and tied.
- Navy blue uniform shorts or skorts may be worn as an option from April 1 to October 31. All must have hems below outstretched fingertips. Tights or leotards may not be worn with shorts or skorts. The shorts and skorts must be

purchased from the Dennis Uniform Company, Luers, Old Navy or from the school's used uniform supply.

- Plain navy blue twill or corduroy uniform slacks may be worn as an option. The slacks must be must purchased from the Dennis Uniform Company, Luers, Old Navy or from the school's used uniform supply. Slacks purchased from Old Navy should be regular uniform pants, not skinny, low rise or bell bottom.
- Plain khaki twill uniform slacks may be worn as an option for girls in grade six **ONLY**. The slacks must be must be purchased from the Dennis Uniform Company, Luers, Old Navy or from the school's used uniform supply. Slacks purchased from Old Navy should be regular uniform pants, not skinny, low rise or bell bottom.
- Sweatshirts with St. Mary School's logo, the approved zipper fleece pullover, and approved cardigan sweaters may be worn as an option with the uniform. These must be purchased from Luers Uniform or from the school's used uniform supply. No other sweatshirt, sweater, or jacket may be worn in class.

Boys' Uniform:

- Plain navy blue twill or corduroy uniform pants for all boys in grades K-6. No baggies are permitted. These pants must be purchased from the Dennis Uniform Company, Old Navy or Luers Uniform.
- Plain khaki twill uniform pants for boys in grade six **ONLY.** No baggies are permitted. These pants must be purchased from Dennis Uniform Company, Old Navy or Luers Uniform.
- Shirts are to be plain-weave white uniform knit polo with neutral buttons, plain-weave white uniform turtleneck or white uniform dress shirt, long or short sleeves, with a collar. No logos or other distinguishing marks are allowed, except the approved St. Mary School logo available only through Luers. Shirts may be purchased from the Dennis Uniform Company, Luers Uniform, or elsewhere. Shirts must be tucked in at all times.
- Solid black, navy or white socks without logos must be worn. Belts are optional.
- Athletic shoes must be worn each school day. Shoes requiring laces must be laced properly and tied.
- Navy blue uniform shorts may be worn as an option from April 1 to October 31. These must be purchased from the Dennis Uniform Company, Old Navy or Luers Uniform. All must have hems below outstretched fingertips.
- Sweatshirts with St. Mary School's logo, the approved zipper fleece pullover, and approved cardigan sweaters may be worn as an option with the uniform. These must be purchased from Luers Uniform or from the school's used uniform supply. No other sweatshirt, sweater, or jacket may be worn in class.

Dress Code: Uniforms should properly fit the student. Blouses and shirts must be tucked inside the skirt or trousers during the school day.

Hair styles and color must be modest and natural in appearance. No extreme styles or unnatural colors will be permitted.

No make-up is permitted.

Jewelry must be very modest. When earrings are worn they must be identical and worn in both ears. Posts and tiny hoops are permitted. No medium or large hoops or dangles are permitted for safety reasons.

Students must wear athletic shoes to school every day. Snow boots may be worn in inclement weather; on those days, students must bring athletic shoes to change into.

Hats are permitted outdoors; bills must face forward.

Students may never wear excessively short, torn, or ill-fitting clothing. On designated "non-uniform" days, students must wear athletic shoes and may not wear: make-up, excessive jewelry, spandex, halter/midriff tops, torn or cut jeans or shirts with inappropriate sayings or advertisements. **All shirts must have sleeves.** Any faculty member may evaluate the suitability of uniform, non-uniform attire and adherence to the dress code. If the attire is deemed inappropriate and time permits, a phone call home to request the proper item(s) will be made.

Students are to come to school and leave in uniform. They are not to change into uniform upon arriving or change into street clothes before leaving. Students attending After Care are allowed to change into play clothes that follow the school's non-uniform standards stated herein. Scout uniforms may be worn to school in place of a school uniform on the day of a Scout meeting. Scout uniforms with skorts or shorts may only be worn before October 31 and after April 1.

AMENDMENT OF THE HANDBOOK

St. Mary School reserves the right to change the provisions of this Parent/Student Handbook with or without notice. The provisions of this handbook shall supersede any other publications or communications.

PRINT OR REMOVE THIS SHEET FROM THE HANDBOOK. IT MUST BE SIGNED AND RETURNED TO YOUR OLDEST CHILD'S CLASSROOM TEACHER BY THE END OF AUGUST. THANK YOU.

I have read the Parent/Student Handbook and understand the rules and procedures addressed therein. I agree to abide by these as a family member of St. Mary School.

Signature(s) of Parent/Guardian_____ _____

Date

_____ _____

Date

Signature(s) of Student(s): _____ _____

Date

_____ _____

Date

_____ _____

Date

_____ _____

Date