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Dear Parents and Students,

Welcome to a new school year at St. Mary. We are pleased that you will be a part of the upcoming school year.

This Handbook should serve as an important means of communication between home and school. There have been some policy and procedural changes made in the Handbook. It is hoped that this information will assist you as we move through the new academic year.

The School retains the right to amend the handbook for just cause and will notify you promptly of any changes that are made.

Please read and discuss the handbook with your child. Thanks.

Sincerely,

Brett Heinzman
Principal

St. Mary School Mission Statement

St. Mary School, grades K-8, strives to develop a deep sense of faith, love, and service as the basis for a quality education. We are committed to the moral, educational, and social development of the child and to the creation of a desire for life-long learning. As a ministry of St. Mary Parish, we are dedicated to developing Christian values reflecting the Catholic faith. The faculty, staff, and parents work together to create a loving, nurturing Catholic family atmosphere. Within this environment, we serve the community of God through the children entrusted to St. Mary School. We lovingly welcome children from St. Mary Parish, other Catholic parishes, and families of all faiths who desire such an education for their children.

Drafted by St. Mary Faculty, October, 2000

Consultation with Parents and Parish, November, 2000

Approved by St. Mary School Board, January, 2001

Ratified by the Pastor, January, 2001

Revised and modified, February 2006

Philosophy of St. Mary School

St. Mary School attempts to create an atmosphere where a community based on faith and manifested in love of God and service to neighbor is nurtured. Faith is developed by the Good News of Jesus learned in the classroom, during the Eucharistic Celebrations, and by the reception of the Sacraments.

Here Faith is tested and strengthened by efforts to build community through the practice of virtues like loyalty, availability, generosity, justice, and sharing. Teachers encourage the practice of these virtues beyond the school and into the home and broader community so as to affect the larger world community.

Service to the "other" is not confined to students and teachers, pastor and parishioners but extends to the "LEAST OF THESE" - the unborn, the less fortunate, and all who are different. We seek to have the God who is LOVE permeate the hearts and minds of all whom enter St. Mary School.

It is within this God and other centered atmosphere that St. Mary children have their minds, hearts, and bodies developed. The values inculcated are those of Christ and His Church.

ADMISSION

A child who is five years of age or who will reach the age of five by September 1st may enter kindergarten in August. Catholic children baptized outside the parish and entering kindergarten at St. Mary School will need to present a baptismal certificate. The Illinois State School Code requires that every child have a physical examination prior to his/her entrance into kindergarten and sixth grade. Consequently, your child must be examined by your family physician if your child will enter kindergarten or sixth grade in the Fall. All students entering, K, 2nd, and 6th are required to have a dental exam.

St. Mary School admits students of any race, color, sex, national and ethnic origin to all rights, privileges, programs and activities generally accorded and made available to students at St. Mary School. Nor does it discriminate on the basis of race, color, sex, national and ethnic origin for staff positions.

Students entering any grade other than kindergarten are considered probationary for the first quarter after admission. This procedure is intended to give the staff time to evaluate the student's skills and determine if St. Mary School is able to meet the needs of the child.

CURRICULUM

Kindergarten through 5th grades are self-contained classrooms. Grades 6, 7, and 8 are departmentalized for Language Arts, Math, Religion, Science, and Social Studies. 6th, 7th, and 8th graders also choose an elective each quarter. Parents of students may arrange for participation in band lessons. There is a fee paid directly to the instructor. Information about the band is distributed once it has been set.

St. Mary School Curriculum includes:

Grades K-2 Religion, Phonics, Reading, Spelling, Handwriting, Math, Science, Social Studies, Computer instruction, Music, PE, Library, and Art activities.

Grades 3-5 Religion, Reading, English, Spelling, Handwriting, Math, Science, Social Studies, Computer instruction, Music, PE, Library, and Art activities.

Grades 6-8 Religion, Reading, English, Math, Science, Social Studies, Music, PE, and electives.

LITURGIES

All students have the opportunity to participate in the Eucharistic celebration twice a week, holydays, and special holidays during the school year. We invite our parents and relatives to participate at our liturgies. Our liturgies include student planning and participation. They begin at 8:30(unless otherwise noted). Students also participate in special prayer services to build community and mark special occasions.

DAILY TIME SCHEDULE

7:30 - School doors open

8:15 – Bell rings, school begins, students gather in the hall for the Our Father.

11:30-12:10 - 1st Lunch

12:00-12:40 - 2nd Lunch

3:15 - Dismissal.

ARRIVAL AND DISMISSAL

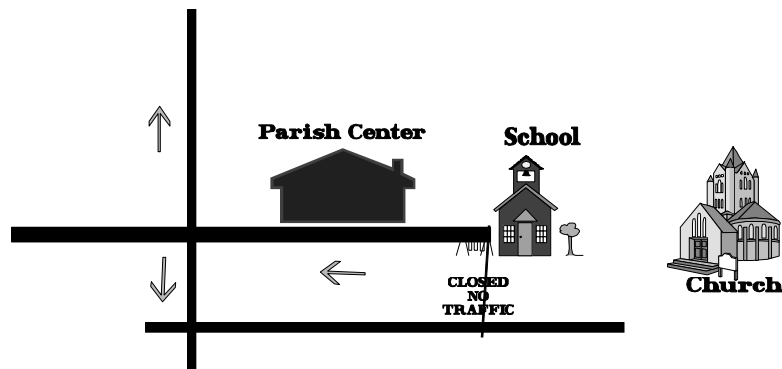


Students are not permitted in the school building before 7:30 A.M. Supervision is not available before this time.

Once a student arrives at school, he/she is not permitted off the premises before or during school hours until dismissal unless they have a note from a parent and are dismissed through the school office.

School begins at 8:15 AM with 3:15 P.M. dismissal. Classes are dismissed early for faculty or in-service meetings. Notification will be in advance. At dismissal time, students are to walk quietly out of the building. C.L.A.S.S. students meet the instructors at the assigned location. Students are to obey all individuals supervising the dismissal.

When picking up children, please use the parish center parking lot or the street behind the school. Please back into your parking space (to allow for better visibility of students). When leaving the parish center parking lot, use either the west exit onto Main Street or Harrison (See Map). To protect our children, please limit all pickups to the parish center lot or to the lot north



of school. Please make certain that your child/ren is/are informed of this procedure and your location.

ATTENDANCE - ABSENCE - TARDINESS



1. The parents should notify the school prior to 8:15 a.m. every day of absence, except for extended illness.
2. Upon returning students must bring a signed dated note from their parents as to the reason for the absence.
3. If it is necessary for a student to leave early, the student must present a note from the parent to the teacher. The student will be met at the office by the parent. Students must be signed out in the office upon departure and signed in upon return to school

The following guidelines from the Diocese of Belleville(Policy 5113) are used when a student is tardy or absent:

1. *When a student arrives at school late but within 30 minutes of the beginning of the school day, the student will be considered tardy.*
2. *When a student arrives at school after 30 minutes of the start of the school day, the student will be considered as 1/2 day absent.*

3. *When a student arrives at school or leaves to go to the doctor or other appointment and returns within one hour, the student will not be considered absent. If the student is gone for more than one hour, the student will be considered 1/2 day absent. If a student leaves school within one hour of normal dismissal, the student will not be considered as absent.*

When a pupil is absent, tardy or released early, he/she must make up the work missed whether it is study or written work. It is the pupil's responsibility to ask the teacher for make-up work or to have another pupil bring home books and assignments. Absenteeism for family trips during the school year is discouraged. If parents decide to take their children, advance written notice stating the exact dates the child/ren will be out of school should be given to the teacher in advance.

COMPUTERS



All students will have hands on time with computers. There are IBM compatible computers in the classrooms. Students also spend time in the computer lab.

Parents and students are required to have a signed acceptable use policy on file in the office. Any student violating that policy will lose his/her computer privileges.

CARE OF SCHOOL PROPERTY

Books, computers, desks, sports and playground equipment, and all facilities are school property and should be treated with utmost care. All school property will be inspected as occasions warrant by the principal or the teacher. Students who lose or damage school property will be expected to pay the cost of replacement or repairs.

LIBRARY

Students are given an opportunity to use the library. They are responsible for all books checked out. A fine of five cents per day will be charged when books are not returned on time. Lost or damaged books must be replaced by the student.

Each class has a library period once a week. Please observe the following:

1. Handle all books carefully.
2. Observe silence in the library.
3. Return books after one week.

FIELD TRIPS

Permission slips will be sent home for all outings in advance of the field trip. No child will be permitted to go on a field trip if his/her written permission slip is not to the classroom teacher by 8:30 a.m. on the day of the trip. No phone calls will be permitted for forgotten slips.

REPORT CARDS

Report cards are an important means of communication. Report cards are issued four times a year. They are to be signed by a parent and returned to the classroom teacher within one week. Their purpose is to indicate the student's achievement level and effort. Conduct and effort

marks are areas of special concern and should be examined carefully.

GRADING SYSTEM

St. Mary School follows the Diocesan grading scale, which is:
A 93-100 B 86-92 C 78-85 D 70-77 F below 70

TESTING

According to the Diocesan regulations, students are administered The Iowa Test of Basic Skills. These results are shared with the parents and children. Students in grade 5 do a writing assessment.

CONFERENCES

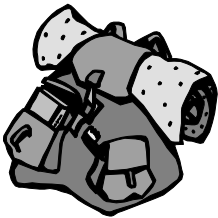
Parent-teacher conferences will be held prior to the first day of school. These conferences will enable parents and students to become familiar with the teacher and classroom rules, and to express any concerns they may have upon entering school. They will also allow the teacher to explain classroom procedures, goals, and expectations for the coming school year. A second conference will be held at the end of the first quarter to discuss each student's progress. Should further concerns arise, parents or teachers may request conferences on an individual basis. Please contact your child's teacher or the school office to set up an appointment.

RETENTION

A child who repeatedly does not do his/her assigned work or who does not meet grade expectations in the majority of the basic subjects (religion, math, English, science, reading, spelling, or social studies) will face being retained.

In such cases, every effort will be made to identify the problem and take corrective measures to promote a more positive effort. In this way, it is hoped the difficulty will be corrected and the student will experience success.

HOMEWORK



Children in each grade are expected to have some amount of home study. Reading and study are a very important part of homework. Time schedules vary with each child. The amount of time that is required for homework at the primary level is 20-30 minutes, for the intermediate range 30-45 minutes, and for 60-90 minutes in the upper grades. Homework assignment books are used in grades 2-8 and are purchased at school.

Homework refers to reading, study or research as well as to written work. A student may have a little homework every night, but the amount varies according to the grade level of the child. The homework assigned is usually that of completing the day's assignments.

We request that parents:

1. Provide a place and time for study.
2. Supervise the schoolwork done at home.
3. Question your child to see if work has been completed neatly. Ask to look at it.
4. Stress quality work and punctuality.

Outside activities should be supervised and curtailed in order for

the student to be prepared for school each day. Children need to be taught to prioritize academics and extracurricular activities.

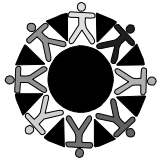
A teacher should be given at least one day's notice if he/she is asked to list missing work.

SCHOOL CALENDARS

Parents receive monthly school calendars announcing activities during the school year. Students bring this information home at the end of the preceding month. Weekly newsletters also come home with your child on Wednesdays. Please support your child's efforts to be responsible in bringing any correspondence to and from school and home.

The school will be happy to provide this information to non-custodial parents upon receipt of a written request with the appropriate address.

DISCIPLINE



As a school community, St. Mary students are taught to recognize the presence of Jesus in themselves and are expected to act in ways that reflect a Christian community. Acceptance of this responsibility is a sign of growth. In order to provide such an environment, the school expects students to behave in accordance with the following rules:

Students will:

RESPECT SELF

- Students will arrive at school on time.
- Students will come to school rested, fed, and clean.
- Students will have necessary school supplies in all classes.
- Students will complete assignments neatly and as scheduled.
- At no time will tobacco, alcohol, drugs, or weapons be allowed.**

RESPECT OTHERS

- Students will walk quietly in all school buildings.
- Students will listen quietly and follow directions.
- Students will keep their hands, feet, and all other objects to themselves.
- Students will refrain from teasing, cursing, and name-calling.

RESPECT PROPERTY

- Students will keep personal belongings in order.
- Students will keep textbooks in good condition and free of marks.
- Students will use all school equipment as intended.
- Students will ask permission when borrowing.

RESPECT SCHOOL PERSONNEL

- Students will respond to all school personnel in a courteous and polite manner.
- Students will recognize that all school personnel may give directions and handle conduct.

CONSEQUENCES (dependent on severity of infraction)

- Verbal warning
- Make necessary apologies
- Practice expected behavior
- Removal from group

- Loss of a privilege
- Restitution of time or materials
- Sent to another room
- Notification of parents
- Notification of principal
- Conference with parent, teacher, and/or principal
- Suspension

**SUSPENSION-
EXPULSION**

1. Suspension by the Principal

The Principal may suspend a pupil for gross misdemeanors, immorality, persistent disobedience, or for violation of the regulations, rules, or policies established by the school. Reinstatement shall be conditioned upon a conference with the pupil's parent or legal guardian to be held not later than five school days after the date of suspension.

2. Expulsion

The Principal may recommend to the School Board for expulsion for any of the reasons set forth above in section 1, if such misconduct is of a severe nature (such as weapons or drug possession) or cumulative misconduct, so as to warrant, in the opinion of the Principal, such recommendation. The School Board, with the approval of the Pastor, will make the final decision for or against expulsion.

**DISCIPLINE -
LINE OF
AUTHORITY**

The following procedures for handling problems should be used by all:

1. Discuss the problem with the teacher involved.
2. If the problem is not rectified, parents then confer with the Principal.
3. If the problem is not corrected, the Principal will call a meeting with the parents and the teacher.
4. If the above fails, the matter may be brought to the School Board.
5. The final step is to take the matter to the Diocesan Office of Education

Discipline Policy adopted by St. Mary School
Board, June 23, 1997

PLAYGROUND



All students are to obey and respect the school yard supervisors, and rules of the playground, such as:

1. Good sportsmanship and fair play should always be evident.
2. Students may only bring approved rubber and foam balls.
Other toys may be brought only with approval of the principal.
3. All games of contact(keep away, tackle, etc.) are forbidden.
4. Snowballs and ice sliding are not allowed.
5. When the bell rings, students are to stop what they are doing, put their equipment away, and walk to their assigned lines. Students are to be quiet and follow in lines to their classrooms.

All children participate in recess. Children should be properly dressed for the outside weather. If there are any restrictions for a child, a written note from the parent must be sent with the child.

LUNCH PROGRAM



Mealtime is an important break in the day and time to be shared with others. Keep conversation in a moderate level. Good table manners should be displayed by all. Students should remain seated, unless disposing of trash, until dismissal. Courtesy to the lunch workers is expected of all students.

The central kitchen in District #80 prepares our lunch. The children have a choice of hot lunch to be paid in two week periods, or of bringing a bag lunch. You will be informed each year in August of prices for lunch. The program is government funded. To apply for free or reduced lunches, please contact the school office. All information is kept strictly confidential. You may apply at any time during the school year.

Students leaving the building at lunchtime must bring a signed note to school. These students should be signed in/out in the school office.

CANDY / GUM

Chewing gum is not permitted in school. Candy can be eaten at special parties or times designated by the teacher.

BIRTHDAYS



Every child is special and one way we acknowledge this is by recognizing students on their birthdays. If they wish, parents may send a treat to school to celebrate a student's birthday. The child should bring the treat with him/her in the morning. We ask that any treat be simple and easy to distribute. The time of distribution will be at the teacher's discretion. Summer birthdays will be recognized during the school year.

DRESS CODE

St. Mary's School Dress Code

Uniforms: All students are required to wear the full uniform every day.

Appropriate uniform wear is as follows:

- White polo shirts
- White turtlenecks
- Pastel yellow shirts purchased from J.C. Penney
- Uniform plaid or navy jumpers.
- Uniform plaid or navy skirts or skorts.
- Navy blue twill slacks
- Navy blue twill shorts (allowed only in August, September, May and June)
- St. Mary Sweatshirts with a uniform shirt underneath
- Navy blue sweaters with a uniform shirt underneath
- St. Mary Sweatsuits with a uniform shirt underneath (allowed October through April)
- Comfortable school shoes with socks, must have closed toe and closed heels, no leather soled dress shoes or sandals.
- Uniforms for Physical Education classes (third through eighth grades) will consist of navy gym trunks and white T-shirts.

Accessories: Accessories may be worn conservatively, keeping school colors in mind. If these become a distraction, the student will be asked to remove them.

Scout uniforms may be worn on the days of Scout meetings.

The Principal reserves the right to declare an “OUT OF UNIFORM DAY”. Parents and students are asked to keep appropriate school dress in mind on out of uniform days. Students will be asked to change if their attire is deemed inappropriate for school.

Enforcement of Dress Code: The neat appearance and positive image presented by our Dress Code Policy is important to the attitude and demeanor of our students. If a problem or infraction occurs, a note will be sent to the parents or guardians informing them of the situation. A second infraction will result in a phone call to the parent/guardian advising that the proper attire should be brought to school immediately. Continued problems will result in a request for a conference.

Dress Code adopted by St. Mary School Board, March 22, 2004.

TRANSFER OF PUPILS

When your child will be transferring to another school (other than 8th grade graduates), please inform the office of those plans. Upon registering at the new school, you will sign a record transfer form that will be mailed to our office. We will forward the records to the new school.

EMERGENCY INFORMATION

It is important that the school have on file the phone numbers where parents can be contacted should an emergency arise. The names of persons other than the parents who might be contacted in an emergency should also be on file. Should any phone numbers change in the course of the school year, it is important that this information be shared with the school as soon as possible.

HEALTH-ILLNESS

Physical examinations are prescribed by the Department of Public Health and are required of all pupils prior to or upon their entrance into PreK, kindergarten, and sixth grade, and immediately prior to entrance into school if such pupil has not previously been examined according to Illinois law. In addition, prior to entering Pre K or kindergarten, every pupil shall be immunized (Illinois School Code, Section 27-8).

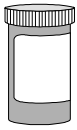
*The students in Kindergarten and Grades 1-8 must have these on file by **September 15th**. School health forms not on file by this date will result in removal of the child from school until we receive the necessary form.* If your child is ill, please do not send him/her to school. If your child becomes ill during the school day, you or your designated stand-in will be notified of the child's illness before the child will be permitted to leave school. Any child with a temperature must be temperature free for 24 hours before returning to school. No child will be allowed to leave the school unattended.

HIV/AIDS POLICY

Students with HIV enrolled or seeking enrollment in St. Mary School shall be permitted to attend school. They shall not be excluded from attending school for reasons of the infection unless

exceptional conditions are evident. When a student is infected with the virus, the Principal and pastor **MUST** be informed by the student's parent or guardian.

DISPENSING MEDICINE



A child needing any form of prescription **or** over the counter medication must take the medicine to the school office before school along with a written note from a parent **and** a doctor. This includes items such as Tylenol and cough drops. The principal or secretary will give the medicine to the child as prescribed. The medication must be in the original prescription bottle.

Students who use inhalers will be allowed to carry the inhaler with them.

LICE POLICY

St. Mary's School acknowledges that within the physical area of the school and classroom, close contact between students is inevitable; and as a result, there is a risk of transmission between students of pediculosis capitis (head lice). It is the intent of St. Mary's School to limit the exposure to head lice.

To control the spread of head lice in St. Mary's School, the following guidelines will be followed:

1. A student found with live lice and/or multiple nits will be excluded from the classroom. The parent, guardian, or other emergency contact person will be contacted and asked to pick up the child from school. The student will be excluded from school (and all school related activities) until the child has been re-screened and found to be free of live lice and/or multiple nits. Every student will be re-screened as appropriate.
2. New students will be screened at the time of enrollment. Parents shall be requested to remain with the child for the screening. If live lice and/or multiple nits are found, the student will be excluded from school and all related activities until that child has been re-screened and found to be free of live lice and multiple nits.
3. Students will be allowed to return to school on the next school day after completing the appropriate treatment. Parents will be required to come to school with any returning student and to remain with the child until the child has been re-screened. The student will be excluded from classroom and all other activities each day that a re-screen shows evidence of live lice and/or multiple nits.
4. No student will be checked individually without parent or guardian permission, unless the following exceptions exist:
 - a. Siblings of students who were identified with live lice and/or multiple nits will be checked and excluded from school following the guidelines above.

- b. If live lice and/or multiple nits are seen on a student by a school employee, their presence will be verified, and the student will be excluded as outlined above.
5. Written communication will be used to notify parents of the lice and/or multiple nit outbreaks in the school population and appropriate treatment as well as standard precautions. Such notices may be sent to an entire class or the complete student body if the situation warrants it.

Adopted by St. Mary's School Board of
Education, January 2004

ASBESTOS

St. Mary School building contains some asbestos materials. The school has an asbestos management plan, which is in the office. The plan is available for review. Inspections occur semiannually to monitor the condition of the materials.

TUITION

Tuition is required to be paid to the school in twelve monthly payments beginning in June and completed in May or ten monthly payments, from August through May. Tuition statements will be sent home every month beginning with October. Records are also available for tax purposes. Tuition costs for the 2011-12 school year are:

<u>Contributing parish family</u>	<u>Families of another faith</u>
1 child - \$2880	\$4448- per child
2 children - \$4205	\$8674- two children
3 or more - \$4752	\$12899- three children

STUDENT FEES

Annually student fees will be established. These fees will be due on registration day.

SCHOOL SUPPLIES

Students may purchase school supplies from the office. Requests and money should be sent to the office with the lunch count.

MONEY BROUGHT TO SCHOOL

When it is necessary for students to bring money to school, please place it in an envelope and clearly mark the student's name and the purpose for which intended on the outside of the envelope. Upon coming to school, the student should turn in the money to the teacher or school office. The school is not responsible for lost money prior to it being turned into the office.

HOME AND SCHOOL ASSOCIATION

All parents and faculty members belong to the Home and School Association. The purpose of the Association is to increase communication between the home and school and to gain finances for the curricular needs of the students. Your attendance

shows you care and are interested. There are dues for the Home and School Association. These will be paid at the beginning of the school year at registration.

At this time, our major fundraiser is the annual raffle. All parents are expected to help since all children benefit from the proceeds and the funds generated are central to the school's operation. Parents are given tickets to sell and are scheduled to work at the Dinner in March.

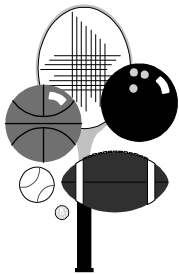
The Home and School Association also raises funds by selling Market Day products. Parents are occasionally asked to help work on pick-up Saturdays.

ATHLETICS

St. Mary School 5th-8th grade students can participate in sports. During practices, games and meets, the students are under the supervision of the coaches. Students involved are expected to be cooperative, respectful, and appreciative of the coaches.

St. Mary School participates in the "Win the Prize" program. This program emphasizes Christian values and the importance of an active faith life during practices and games. These are the objectives of the program:

1. The student is first a Christian, secondly an athlete.
2. Sportsmanship is more important than winning.
3. Athletics provide learning and growing experiences.
4. Scholastic success is primary to athletic accomplishment.
5. Poise and athletic ability go hand in hand.



The teacher and principal will carefully monitor students' classroom behavior and academic progress. If it is determined a student's extra-curricular activities interfere with the student's academic progress and classroom behavior, then the parents will be notified. A player may be dropped from the team due to disciplinary measures.

According to Diocesan rules all students participating in athletics must have a physical examination each year and a copy of the exam on file in the office. Each family receives a copy of the Diocesan sports policy at the beginning of the school year and must attend a parent meeting.

INSURANCE

School insurance is available for all students who wish to enroll. School policies are covered by Gerlock and Associates in Marion. All students must be covered by insurance per Diocesan Policy. If school insurance is not needed, a waiver must be signed and kept on file stating that you have insurance coverage for your child. You might want to consider student insurance to cover costs not included in your medical plan. Please read the brochure carefully to be sure you understand the coverage.

FIRE AND DISASTER DRILLS

Any school drills for the safety of the students must be viewed as serious. Directions will be given to the students by their teacher regarding correct procedure for evacuation and safety.

Full cooperation will be expected from all children and adults in the buildings at the time of the drill.

Basic instructions for drills are:

1. When the alarm sounds, stop what you are doing and follow the appropriate procedures. Leave books and personal belongings behind.
2. Students should proceed in an orderly fashion.
3. Wait in the designated area until instructions are given.

VISITORS

Parents and friends are more than welcome to visit the school and classrooms during the school day. Please contact the office and Principal prior to your visit. All visitors should report to the secretary's office to sign in.

If you wish to conference with a teacher, please make an appointment in advance. This will avoid any interruption of the learning process.

TELEPHONE

In order to keep the school phone lines open for important communications and to prevent the interruption of the educational process, the following was implemented beginning with the 2003-2004 School Year.

1. All incoming calls during normal school hours will be answered by designated personnel.
2. If communication is necessary between parents and a student at school, the school prefers that parents call the school and leave a message rather than have a pupil attempt to reach a parent. Free use of the telephone by students is restricted to emergency use.
3. Class instruction will not be interrupted for non-emergency conversations with faculty. Instead, messages will be taken and the faculty member will return all calls at their earliest convenience.
4. Cell phones and/or pagers belonging to the student body will be turned off and remain out of sight during school hours. Items found in violation of this policy will be confiscated and may be collected by the parents in the school office.

*Policy # 2003_0516
Adopted by the St. Mary's School
Board of Education, May 2003*

**LOST AND
FOUND**

All children's clothing, lunch boxes, etc. should be marked clearly with names. When possessions are marked this way, there will be less confusion with lost articles. Unclaimed items are given away in the fall of the year.

**EMERGENCY
CLOSINGS**

In the event of inclement weather or major structural malfunction which necessitates the closing of school, notification will be made on the school website and WMIX radio as early as possible. Normally St. Mary

School follows District #80's schedule because they serve our school lunches. However, in the event that District #80 is closed and St. Mary School is open (because we do not have children who have to wait outside for bussing), then parents would always need to send their children to school with a brown bag lunch.

St. Mary School does **NOT** dismiss early due to the weather. If conditions are such that you find it necessary for your child to leave school prior to normal dismissal time, please feel free to come to school and pick up your child.

F.O.G.

F.O.G. stands for followers of God and all students are members of F.O.G. The group does works of charity both locally and in the world community. Each month there is an out of uniform day for \$1.00 and the money collected is donated to a specified charitable organization.

SEXUAL HARASSMENT POLICY

The St. Mary's Board of Education believes that all employees and students are entitled to work and study in school-related environments that are free of sexual and racial harassment. To this end, the board prohibits employees and students from engaging in sexual and racial harassment and advises employees and students that when evidence of such harassment is established, disciplinary action may be taken, up to and including, dismissal (for employees) and suspension or expulsion (for students). Independent contractors and volunteers are likewise prohibited from engaging in sexual or racial harassment and are subject to removal from their duties or activities with the school for violations of this policy.

All complaints of sexual or racial harassment shall be promptly and thoroughly investigated. A student does not have to report an incident of harassment to trigger an investigation if a school official has knowledge of the harassment. Suspected sexual or racial harassment shall be investigated according to the procedures below:

A student who believes that he/she has suffered sexual or racial harassment may report the matter in writing to either the Pastor, the Principal or the President of the Board of Education using the attached form. For cases of student-to-student harassment, it is suggested that the report be given directly to either the Principal or the Pastor. For cases of harassment of a student by an employee, the report should be made to either the President of the Board of Education or the Pastor. Any teacher or other school employee who receives from a student a report (oral or written) of alleged sexual or racial harassment shall immediately report the same to the Principal, who in turn will immediately report to the Pastor. Failure by the employee to do so may subject the employee to disciplinary action. If the Principal or the Pastor is the alleged offender, reports from the students or by other school employees shall be made to the President of the Board of Education.

An employee who believes that he/she has suffered sexual or racial harassment may report the matter to the Principal or the Pastor. If the Principal or the Pastor is the alleged offender, reports from the school employees shall be made to the President of the Board of Education.

All complaints and investigations of sexual or racial harassment shall be confidential. Information shall be given only to those individuals who need to have access to it in order to investigate appropriately and address the complaint. No employee or student will be subject to negative action in retaliation for reporting alleged sexual harassment in accordance with this policy.

Upon conclusion of any investigation, the complainant will be appraised of the outcome of said investigation.

Adopted by St. Mary School Board
Of Education, January, 2004