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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 up coming 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—Mt. Vernon Vision Statement

(Ideal state to be achieved in the future if resources are not a concern/factor)

“Enter to learn, go forth to love and serve others.”

St. Mary—Mt. Vernon Mission Statement

“A Catholic Family Forming Scholars, Citizens, and Saints”

Philosophy of St. Mary School

Our goals for St. Mary Catholic School are to nurture the development of responsible, thoughtful citizens while strengthening and retaining our Catholic identity. In an increasingly interdependent global society we strive to create environments in which students are challenged to explore, to create, and make decisions and actively participate in and be accountable for their learning and faith development. Following in the footsteps of Christ, we guide our students toward the job of serving and loving others.

The school provides a technology supported, up-to-date teaching environment which fosters the transition of students as they move from elementary into high school. The Catholic education cultivates skills through rich learning experiences. These opportunities build a strong foundation of knowledge required for living life as faith-filled scholars and citizens.

Parents and teachers, as a team, strive to develop the spiritual, academic, and social potential of the students to facilitate life-long learning.

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.

A student must be 5 years of age by September 1 to enter Kindergarten. Students must be 6 years of age by September 1, or have successfully completed an accredited Kindergarten program to enter first grade.

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, holy days, 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.

VAULT - (Voluntary Accelerated Ultra Learning Time) is held on Monday and Wednesday from 7:45 - 8:15 AM in various classrooms. Math Facts Scholars is held on Friday 7:40-8:15.

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 dismiss through the back door and meet the instructors at the assigned location. Students are to obey all individuals supervising the dismissal.

When dropping off students before school, please pull up in front of school for your child to get out of the car. If a parent needs to come into school, please park in Hughey's parking lot. After school students will be dismissed through the front door to parent's vehicles that are parked out front.

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 computers in the classrooms. Students also spend time in the computer lab. All classrooms utilize Smartboards. 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. (See Policy 1341)

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. 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. A sample of the permission is included.

REPORT CARDS

Report cards are an important means of communication. Report cards are issued four times a year. 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 information is available online at our school website.

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 in grades 1-8 are administered Iowa Assessments Tests. These results are shared with the parents and children.

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/PROMOTION/GRADUATION

When a teacher and/or parent believes that retaining or accelerating a student would be in the student's best interest, the following procedures must be adhered to:

1. The teacher shall inform the principal when he/she is considering retention or acceleration of a student. The teacher should give reasons for this consideration.
If the request for retention or acceleration of a student comes from the parent, the teacher shall inform the principal of the parent's request and the reasons for this request.
2. The teacher and parent shall meet during the school year to discuss the student's attitude, behavior, and academic progress. Discussion of the student's progress should take place every four weeks with a written account of meetings kept on file. The teacher shall inform the principal of the times and dates of these meetings prior to the meeting. The principal may find it advisable to attend these meetings.
3. The principal shall see that the student is evaluated through adequate testing to discover a student's academic and emotional needs and abilities, strengths, and weaknesses.
4. The level of the student's physical, social, and psychological growth must also be taken into consideration and evaluated.
5. The decision to retain or accelerate a student should be a cooperative one of parent, student, teacher and principal, with the final responsibility for a student's retention resting with the principal.
6. Before a final decision is made to retain or accelerate a student, the case must be reviewed by the Office of Education.
7. Parents must be informed at least 9 weeks before a final decision is made to retain a student.

The decision to retain a student can only be made if the school has an instructional program which ensures that the student will not simply be repeating the same material in the same manner for another year. This instructional program should be designed to meet the specific needs of the individual student and must be approved by the principal.

Generally, retaining a student in a grade for a second year or accelerating a student into an advanced grade is not advisable. However, in specific cases repetition of the grade or acceleration by a particular student may be beneficial because of the special circumstances that are clearly evident through the thorough evaluation process stated above.

Students are eligible for graduation following completion and mastering of grade level curriculum.

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 a few 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. It is also posted on the school website. 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 Pastor.

Experience has shown us that occasionally, a small disagreement can sometimes develop between people even with the best intentions. If not properly addressed, small differences can grow into a larger problem. We have found success when both sides make every attempt to solve small problems at the lowest level of concern, i.e., by the persons most directly involved. However, if that process just is not working, St. Mary Catholic School has a line of authority and appeal in the case of a grievance which will resolve the problem at the lowest level.

You can appeal to higher authorities in the following order:

- The teacher, or appropriate staff person
- The Principal
- The Pastor

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

Uniforms: All students are required to wear the full uniform every day. Dress code is STRICTLY enforced in the middle school.

Appropriate uniform wear is as follows:

- White polo shirts/White turtlenecks (only WHITE undershirts/undergarments)
- Jumpers, skirts, skorts in navy or uniform plaid. NO SHORTER THAN FINGERTIP LENGTH
- Navy blue slacks, pants, shorts(allowed only in August, September, May and June)
- St. Mary Sweatshirts with a uniform shirt underneath – no other colored sweatshirts or sweatshirts with a logo on it.
- Plain navy blue, gray, or white sweaters or sweatshirts with a uniform shirt underneath
- St. Mary Sweatsuits with a uniform shirt underneath (allowed October through April)
- There should be no logos of any kind.
- Comfortable school shoes with socks, must have closed toe and closed heels,
- no leather soled dress shoes or sandals.

The Principal reserves the right to declare an “OUT OF UNIFORM DAY”. Fingertip length shorts and skirts still apply.

UNIFORM INFRACTIONS

Three dress code violations will result in being unable to participate in the next out of uniform day. In addition, students will be required to change into appropriate school uniform (from home or from the extra uniform supply closet at 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.

CELL PHONES/ELECTRONICS

Students are not permitted to use cell phones or other electronic devices during school hours and school sponsored field trips. Phones are to be kept in the students' locker. If the phone is found with the student, the phone will be given to the principal until the end of the day. If this happens a second time, the student will not be allowed to bring a phone to school for the remainder of the year. Any misuse of the phone for example texting, emailing, taking pictures, Facebook and all other applications will result in suspension.

RECORDS

Catholic elementary schools in the Diocese of Belleville are required to keep a written record of each student who is currently attending or has attended the school. During the time a student is officially in attendance, the record is considered to be active and is to be kept in the local school file. There are two parts to each record: a permanent record and a temporary record. All student records are to be kept according to federal, state, and Diocesan guidelines and procedures. Release of information from a student's records to someone other than the student is to be done only according to federal and state guidelines.

Parents/guardians have the right to see their child's school records. Parents/guardians wishing to view their child's records should submit a written request to the principal of the school or his designee. Access to the records shall be granted within fifteen (15) school days of the school's receipt of such request. Records may not be removed from the school by the parent/guardian.

Student records will only be released from St. Mary, Mt. Vernon, without parental consent in the following situations:

1. Local, state and federal educational officials for educational and administrative purposes.
2. Court order or subpoena
3. In an emergency where the records are needed by the enforcement or medical officials to meet a threat to the health or safety of the persons.
4. When a student transfers from St. Mary Mt. Vernon, a copy of the permanent records will be sent to the new school upon the school's request, providing all tuition, fees, etc. due have been paid.

The written consent of the parent/guardian is required for all other releases of information. Parents may examine their child's record in the school office upon written request.

TRANSFER OF PUPILS/RECORDS

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.

NON-CUSTODIAL PARENT STATEMENT OF RIGHTS

St. Mary School expects all staff to work collaboratively with the parents, legal guardians, and other who are authorized by the Courts or by separation agreements to have access to students' information and pupils enrolled in St. Mary School.

Regulations:

1. The school expects parents, legal guardians or others authorized by the Courts to provide the school with the most current court documentation, parenting orders or separation agreement that clearly address the separate issues of:
 - a. Who has custody of the child(ren) enrolled at school and,
 - b. Who has access to the child(ren) while enrolled at school?
2. The school expects parents, legal guardians, and others authorized either by the Court or separation agreements to provide documentation that clearly indicates who is to receive the information from the school regarding the pupil.
3. Failure on the part of the parents, legal guardians and others, authorized by either the Court or by separation agreements to provide documentation upon request of school administration shall be justification for school employees to inform parents of their refusal to provide either access to pupils enrolled at the school, or to pupil information.
4. 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, the 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.

HEALTH-ILLNESS

Physical examinations are prescribed by the Department of Public Health AND Diocesan Policy 5141.3 and are required of all pupils prior to or upon their entrance and are required of all pupils prior to or upon their entrance into 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 2

*The students in Kindergarten and Grades 1-8 must have these on file by **October 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.

Students with communicable diseases shall not be excluded from attending school in their

regular classrooms so long at their attendance does not create a reasonable risk to the health, safety, and welfare or others in the school setting or the transmission of illness to other children or employees of the school.

Pregnancy, or fathering a child, is not a condition that constitutes a reason for exclusion or expulsion. Please review the Administrative Regulations regarding this issue and discuss any questions with the principal or the pastor.

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.

ABUSE/NEGLECT

Diocesan Policy 5141.1 and the Abuse and Neglect Child Reporting Act (1982) mandates all school personnel to report the suspicion of child abuse or neglect to the Department of Children and Family Service (DCFS) within 48 hours. By law, information cannot be withheld on the grounds of preserving confidentiality. St. Mary personnel must inform the principal if there is a suspicion of child abuse or neglect.

DISPENSING MEDICINE

According to state law, a child needing any form of prescription or Tylenol, etc. must take the medicine to the school office before school along with a written note from a parent **and** a doctor. 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 or keep them in the office.

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.
 - c. Students may be checked by classrooms when the school is notified of any student with lice.
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.

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.

STUDENT FEES

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

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. Records are also available for tax purposes. Tuition costs are determined yearly by completing a school budget.

Tuition fees include book fees.

In the case that a student ceases enrollment at St. Mary Mt. Vernon, all tuition paid in advance will be prorated and returned to the person who initially made the payment.

The only exception to this is described in the School's Tuition Policy which states that the deposit to hold a spot for an incoming kindergartner is non-refundable.

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.

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 6145.2 at the beginning of the school year and must attend a parent meeting.

St. Mary School Athletic Association collects family dues each year. They also hold several fundraisers: meat sales and athletic apparel. All proceeds help our athletes with uniforms, etc.

List of Athletics and Extra Curricular Activities:

Fall Activities

Baseball - Boys
Softball - Girls

Winter Activities

Basketball - Boys
Basketball - Girls
Volleyball -Girls

Spring Activities

Track - Boys and Girls

INSURANCE

All students must be covered by insurance per Diocesan Policy. An insurance form is given annually to families to provide insurance information.

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.

All classrooms have crisis management plans, school maps with fire escape routes, and a student roster. All drills are practiced routinely throughout the school year. A record of all drill dates is recorded by the secretary.

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.

All entrances to St. Mary Catholic School are locked during school hours. Visitors are admitted through the south school entrance. To be admitted, the visitor must press the button on the intercom/microphone box at the West entrance and someone in the office will release the door lock. Visitors will be asked to sign in and state the reason for the visit.

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 at the end 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.

VBRD

The essence of Christian discipline is formation in virtue. According to the Catechism of the Catholic Church, "The goal of a virtuous life is to become like God." (CCC1803)

The purpose of VBRD is twofold:

1. Increase practices
2. Reduce/prevent anti social behavior

VOLUNTEERS

To be compliant as a volunteer at St. Mary School, a person would need to complete the Initial Child Protection Training, a volunteer application, a DCFS/ CANTS form, and a police background check. These may be obtained at the parish office.

SEXUAL & RACIAL HARRASSMENT

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. 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 apprised of the outcome of said investigation.

GRIEVANCE

Each school/PSR program shall have written grievance procedures available for use by any individual wishing to present a racial/sexual harassment complaint. This grievance procedure shall include the following steps:

1. A written complaint must be submitted by the person who reported the incident.
2. A thorough investigation must take place.

3. Any person who is found to have engaged in racial or sexual harassment will be subject to appropriate, corrective action, depending upon the circumstances, up to and including, termination or expulsion.
4. The person who reported the incident will be advised of the findings and action taken.

Procedures for Contacting Administration

The principal may be contacted daily via telephone at 242-5353 or by email bheinzman@stmarymtvernon.org

BULLYING

Students will not harass anyone in any manner, verbal or nonverbal. This includes words, looks, signs and/or acts that threaten to hurt a person's body, feelings, or things. Such actions will result in a suspension, the notification of parents and probationary status to remain in the school. Upon the second offense, the student may be asked to leave St. Mary's Catholic School. We take harassment as a serious infringement of a person's basic right to an education in a safe environment. Therefore, we will take strong and swift action when it occurs in any form, at any time, to anyone.

WEAPONS

Per Diocesan Policy 5142 and 5142.1, Possession, use and/or transfer of any weapon or instrument capable of inflicting bodily injury on school property are prohibited. This includes, but is not limited to, guns, knives, clubs, cigarette lighters, or any object intended to or altered to be used as a weapon.

POLICE QUESTIONING

There may exist occasions where representatives of law enforcement agencies/departments need to conduct investigations in the school and even request to interview students. When such a situation becomes necessary and a law enforcement representative comes to the school during school hours to question a student, the following procedures shall be observed:

- A. The law enforcement representative shall be directed to the Principal's Office, state the purpose of the visit, and request permission to interview the student(s).
- B. If the representative is not known to school personnel, personnel shall request and obtain satisfactory identifications.
- C. The Principal shall request that the student be interviewed/contacted at home rather than on school property during the legal school day unless there is a judicial order or subpoena, written consent of the parent or guardian of a student under 18, written consent of a student who is 18 or older, or the person is with the Department of Children and Family Services. If any of these conditions are present, the interview should be allowed to proceed. However, a call to the parent/guardian should be placed.

D. If the conditions in Subpart (c) are not present and a law enforcement representative still wants to proceed, the Principal shall confirm that the parent/guardian has been notified that the student(s) will be questioned. The Principal shall also attempt to reach the parent/guardian to confirm notification and, if the parent/guardian desires, the Principal should not allow the interview to commence without the parent/guardian present. If the parent/guardian is reached and does not desire to be present, the interview can commence with the Principal being present. If the Principal is unable to reach the parent/guardian, the Principal should indicate to the law enforcement representative, that absent emergency circumstance, they will need to conduct the interview elsewhere or at a different time.

NOTE: In cases involving the Department of Children and Family Services (DCFS), DCFS has authority to interview the student without permission from either the parent or school.

E. The Principal shall provide an adequate space where it will be possible for the representative to interview the student(s). The Principal shall be present during the interview along with any interested parent/guardian of the student(s). The interview shall be conducted without interruption and without observance of other school personnel or student(s).

F. The Principal shall request that legal rights of the student(s) shall be explained to the student by the law enforcement representative prior to any such interrogation.

G. On certain occasions it may be necessary for the representative to request permission to take the student to headquarters for questioning. If the Principal grants such permission and the student is to be taken from school, the responsibility of notifying the home that the student is being taken from school is that of the Principal. This must be done before the authorities take the student from the building.

H. If the Principal is absent from the building when a law enforcement representative seeks to conduct an investigation, every attempt should be made to contact the Principal. No investigation may be conducted unless permission has been received from the Principal. In the event no Principal is present, authority may be granted by the (applicable managerial authority over principals and schools) when emergency circumstances exist.

ARREST OF STUDENTS

In the event that a law enforcement representative comes to school during school hours to arrest a student, the following procedure shall be observed:

- A. When a representative is arresting the student, the Principal may ask to see a warrant. The representative has complete jurisdiction in the matter, and the Principal shall not interfere with the student's removal from the building. It is expected that the contact with the students will be arranged in a manner to make it as unobtrusive as possible.
- B. The Principal shall obtain a contact name and phone number from the representative and notify the minor's parent of the student's whereabouts as soon as the representative takes the student from the building.

St. Mary Tuition and Fees Payment Procedures

In order to continue to operate the school in an efficient manner, the payments for all fees associated with your child's schooling must be received in a timely manner. These payments are for such things as tuition, C.L.A.S.S. program and lunch tickets. In order to facilitate timely payments St. Mary School has adopted the following schedule:

1. Tuition payments.

- a. Families commit each year to a schedule for tuition payments on either a 10 or 12 month plan.
- b. These payments are to be made during the corresponding month of school for the 10 month plan and the corresponding month of the year on the 12 month plan.
- c. Please note, St. Mary School **will not** send out monthly tuition reminders.
- 2. C.L.A.S.S. program.
 - a. Payments for the fee incurred by your child attending the afterschool C.L.A.S.S. program should be within the corresponding month in which you received the invoice.
- 3. Lunch tickets.
 - a. Payments for a lunch ticket are required within one (1) week of receiving the notice for the need of a new ticket.

St. Mary Late Tuition/Payment Procedures

To help in collecting on delinquent accounts the following steps will be taken:

- 1. Tuition payments.
 - a. Families who are two months (or more) behind on tuition payments will receive a delinquency letter from St. Mary School.
- 2. C.L.A.S.S. program and lunch tickets
 - a. Families whose child’s C.L.A.S.S. program or lunch ticket accounts are more than One Hundred and 00/100 Dollars (\$100.00) or more behind will be sent a delinquency letter.

Once a delinquency letter is received, immediate payment is expected.

In the event of emergency or special circumstance, families are requested to contact the school principal to discuss potential payment options. Once a payment plan is agreed upon between the school principal and the family, it will be sent to the school board for review and respond. The board will respond within five (5) business days from the date of receipt.

If the school board agrees to the terms, they will be placed in writing and put in the student(s) file.

If agreed terms are not met by the family, the student(s) file(s) will be turned over to St. Mary School Legal Counsel for collection.

St. Mary School reserves the right to not allow re-enrollment of student(s) until all late tuition payments have been received or the family is satisfying previously arranged payment schedule.

I agree to the above procedures

Date _____

FIELD TRIP PERMISSION SLIP

Dear Parent or Legal Guardian:

Your son/daughter/guardianship is eligible to participate in a school-sponsored activity that requires transportation to a location away from the school site. This activity will take place under the guidance and supervision of employees from St. Mary School. A brief description of the activity follows:

Curriculum Goal:

Destination:

Designated Supervisor of Activity:

Date and Time of Departure:

Date and Anticipated Time of Return:

Method of Transportation:

Student Cost:

Student Dress:

If you would like your child to participate in this event, please complete, sign and return the following statement of consent and release of liability. As parent, or legal guardian, you remain fully responsible for any legal responsibility, which may result from any personal actions taken by the named student.

I hereby request participation by my child, _____, in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

I further understand and agree that I assume full responsibility for any loss or damage to property, or for bodily injury to others, caused by the above named child, whether by accident or intent.

In the event that my child requires medical care while participating in the activity, I assume responsibility for payment of all expenses associated with such care.

I have read the above form; I fully consent to its terms.

Parent/Guardian Signature

Address

Emergency Telephone Number

HEALTH EXAMINATION AND IMMUNIZATION POLICY

PHYSICALS & IMMUNIZATIONS

All students attending a St. Mary School in Mt. Vernon are required to be in compliance with the law of the State of Illinois (105ILCS 5/27-8.1) in regard to health examinations and immunizations.

HEALTH EXAMINATIONS AND IMMUNIZATIONS

In compliance with rules and regulation which the Department of Public Health shall promulgate, and except as hereinafter provided, all children in Illinois shall have a health examinations follows:

within one year prior to entering kindergarten or the first grade on any public, private, or parochial elementary school; upon entering the sixth and ninth grades of any public, private, or parochial school; prior to entrance into any public, private, or parochial nursery school; and, irrespective of grade, immediately prior to or upon entrance into any public, private, or parochial school or nursery school, each child shall present proof of having been examined in accordance with this Section and the rules and regulations promulgated hereunder. A tuberculosis skin test screening shall be included as a required part of each health examination included under this Section if the child resides in an area designated by the Department of Public Health as having a high incidence of tuberculosis. Additional health examinations of pupils, including dental and vision examinations, may be required when deemed necessary by school authorities. Parents are encouraged to have their children undergo dental examinations at the same points in time required for health examinations.

Students entering Kindergarten, grade six and all new students must have these records on file by October 15th. School health forms not on file by this date will result in removal of said child until these forms are produced. (*Code 665, Sec. 665.240*)

Vision tests are required K, 2nd and 8th graders. Auditory tests are required of K, 1st, 2nd and 3rd graders. Screenings are provided annually by a qualified nurse.

Illinois State Law requires that children who are not completely immunized be sent home after October 15th. Students are protected and in compliance when they have received the following (*per 77 Ill. Adm. – Code 665, Sec. 665.240*):

Hepatitis B The Hepatitis B vaccination is a requirement for children below the Kindergarten level and all children entering 5th, 6th and 7th grades as of 2000-2001. A series of three vaccinations is required. The first two doses should be no less than four weeks apart with at least a two-month interval between the second and third dose.

Hib Haemophilus influenza type b (Hib) vaccination is also required for children two years of age or older entering a school-operated program below the kindergarten level.

Diphtheria, Tetanus, Pertussis (DPT) Any child entering kindergarten or first grade must show proof of having received four or more doses of DPT with the last dose being a booster and having been administered on or after the 4th birthday. Individual doses must be no less than four weeks apart with the interval between third and fourth or final dose at least six months. If ten years have elapsed since the last booster, an additional Tetanus booster is required.

Measles Children entering school at any grade level, K-12, must show proof of having received two doses of live measles virus vaccine, the first dose at 12 months of age or older and the second dose no less than one month after the first.

Mumps Any child entering a school program at any grade level must show proof of having received at least one dose of mumps vaccine at 12 months of age or older.

Polio (OPV) Any child entering kindergarten or first grade must show proof of having received three or more doses of polio vaccine with the last dose being a booster administered on or after the 4th birthday.

Rubella Any child entering a school program at any grade level must show proof of having received at least one dose of mumps vaccine at 12 months of age or older.

Chickenpox Any child entering a school program at the Kindergarten level and below must show proof of having one dose of chickenpox vaccine on or after their first birthday. A physician can confirm past disease history-in lieu of vaccination.

If the physical condition of the student is such that any one or more of the immunizing agents should not be administered, the examining physician shall endorse such fact upon the health examination form.

Adopted by St. Mary's School Board of Education, February 2006

**Policy 5141.3
STUDENTS**

Physical Exams/Immunizations

All Catholic schools in the Diocese of Belleville shall follow the Illinois Department of Public Health Rules for School Health Exams and Immunizations, Illinois Department of Public Health Rules, and the

Control of Communicable Diseases. The only exception to this policy is in the case of a medical exemption.

Adopted: January 27, 1993

Revised: January 17, 2006

Pregnant Student Policy

Administrative Regulation for Pregnancy (female)

1. Pregnancy is not a condition that constitutes a reason for exclusion or expulsion.
2. When school personnel are informed that a student is pregnant, designated personnel shall meet with the pregnant student and her family to inform them of the information given to them indicating that their daughter is pregnant.
3. School personnel will inform the student and her family of the services that are available within the Catholic community for medical and neo-natal care.
4. School personnel will review the student's schedule and discuss what adjustments need to be made to enable the student to continue her educational plan.
5. Pregnant students are expected to exercise appropriate discretion regarding the pregnancy in relationship to members of the student body.
6. Out of concern for the health of the pregnant student and her child, pregnant students are not eligible to participate in any athletic, cheerleading or dance team activities sponsored by the school. Participation in other school-sponsored activities shall be determined on a case-by- case basis by the school principal and parish priest in consultation with the School Board.
7. Children born of a female student are not to be brought to the campus during the school day.
Permission must be obtained from the school principal for the child to attend other school- sponsored activities.

Administrative Regulation for Pregnancy (male)

1. Fathering a child is not a condition that constitutes a reason for exclusion or expulsion.
2. When school personnel are informed that a student has fathered a child, designated personnel shall meet with the young man and his family to inform them of the situation.
3. School personnel will inform the student and his family of support services that are available within the Catholic community.
4. Participation in school-sponsored activities shall be determined on a case-by-case basis by the school principal.
5. Children born of a male student are not to be brought to the campus during the school day. Permission must be obtained from the school principal for the child to attend other school- sponsored activities.

Adopted by St. Mary's School Board of Education, June 2007

Policy 4116.2

Responsibilities, Duties, Code of Ethics – Racial Harassment

Racial harassment of any nature is absolutely prohibited in schools and parishes in the Diocese of Belleville. Violation of this policy shall subject an employee or student to disciplinary action, up to and including, discharge or expulsion.

It is strictly forbidden for any employee or student to express racial slurs, make racial jokes, produce or distribute racist cartoons, or engage in verbal conduct of a racist nature within or relating to any school or parish setting or activity. Such conduct is contrary to the Catholic belief in the dignity of every human person.

Adopted: April 8, 1998

Revised: September 15, 2009

Policy 5111

Admission Age

Children enrolling in kindergarten are to be age 5 on or before September 1.

Adopted: May 20, 1986

Revised: March 16, 2010

Policy 6162.5

INSTRUCTION

Admission Testing

Pupils entering kindergarten for the first time are usually given a reliable readiness test. All transfer students may be tested, if needed, to assure appropriate placement.

Annual Academic Testing Program

All students in grades one through eight shall participate in the Diocesan standardized testing program to be administered during the fall.

Yearly Assessment of Catholic Religious Educational Testing

In order to insure an effective evaluation of the religious education programs in the Diocesan schools and parish religious education programs an evaluation instrument will be administered yearly as determined by the Office of Education.

Adopted: February 15, 1996

Revised: March 18, 2008

Policy 5123

Retention/Acceleration

Schools shall follow the proper procedures as determined by the Office of Education when retaining or accelerating a student.

Adopted: July 10, 1995

Revised: November 23, 2005

Policy 5111.1

Non-discrimination Policy

The Catholic elementary and secondary schools of the Diocese of Belleville, listed in the official Catholic School Directory published annually, admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. They do not discriminate on the basis of race, color, sex, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and local programs and athletic and other school-administered programs.

Adopted: January 15, 1976

Revised: January 24, 2000

Policy 5125

Student Records

Catholic elementary schools in the Diocese of Belleville are required to keep a written record of each student who is currently attending or has attended the school. During the time a student is officially in attendance, the record is considered to be active and is to be kept in the local school file. There are two parts to each record: a permanent record and a temporary record.

All student records are to be kept according to federal, state and Diocesan guidelines and procedures. Release of information from a student's record to someone other than the student is to be done only according to federal and state guidelines.

Adopted: August 9, 1993

Revised: January 17, 2006

Policy 5119

Student Transfers

Schools shall follow proper procedures as determined by the Office of Education when transferring and maintaining all school records.

Adopted: January 13, 1991

Revised: November 26, 2002

Policy 6154

Homework – School work done at home

The purpose of assigning homework for pupils in our Catholic schools shall be to re-enforce student confidence in abilities and used to practice for understanding.

Homework is:

1. Used sparingly, assigned strategically after it is carefully thought out and connected to an appropriate learning standard.
2. Reviewed immediately the next class day after assigning when it is due.
3. Brief with students having the opportunity to complete it with the school day.

Homework is not:

1. Assigned as a punishment.
2. Assigned when any test is scheduled for the subject the following day.
3. Used to introduce new material to the students.
4. Used merely to keep students busy.
5. To influence or count toward quarterly or semester grades.

Adopted: May 1996

Policy 5124

Reporting to Parents

Teachers' reports to parents shall consist of a printed Report of Pupil Progress and parent/teacher conferences. The Report of Pupil Progress shall be issued quarterly.

Parent/teacher conferences shall be scheduled at the discretion of the principal, at least once a year and whenever parents, teachers, or principals deem necessary.

Printed Report of Pupil Progress forms (report cards) can be obtained from the Office of Education. If a different form of report is used in a school, a copy of that form should be forwarded to the Office of Education for approval.

Approved: October 21, 1976

Revised: May 16, 2006

Policy 6145.2

INSTRUCTION

Interscholastic Athletics - Elementary Level School Athletic Programs

Elementary level school sponsored athletic programs should exist for the full participation and enjoyment of all students. School athletics should be enriching and foster Christian values in keeping with Christian principles of faith development. School athletic programs should be well organized, teach the skills of the games, foster healthy exercise and teach fair play. The non-discriminatory policy of the Diocese, Policy 5111.1 applies to all elementary level interscholastic athletics. All school sponsored athletic programs are to follow Diocesan athletic regulations which are updated yearly.

Adopted: March 20, 1984

Revised: November 15, 2011

Policy 6153

INSTRUCTION

Instructional Services - Field Trips

Field trips by the parish catechetical program or school field trips shall be allowed only when they have an educational purpose as determined by the responsible parish minister or school official. Students shall submit the appropriate request/permission form prior to the field trip. Students who fail to submit the appropriate request/permission form shall not be allowed to participate in the field trip. Parent telephone calls will not be accepted in place of the signed form.

Field trips are privileges afforded to students. Students can be denied participation in field trips if they fail to meet behavioral requirements established by the parish catechetical program/school.

Adopted: March 28, 1994

Revised: January 17, 2006

Policy 6153.1

INSTRUCTION

Instructional Services - Field Trips - Sleeping and Overnight Arrangements

Any parish or school activity that includes an overnight stay for youth age 18 and under, must comply with the following rules:

1. Male and female leaders/chaperons are required to have separate sleeping facilities. Married couples may share the same quarters if appropriate facilities are available.
2. Male and female students/children will not share the same sleeping facilities.
3. No students/children may stay in the same sleeping facilities of an adult, other than his/her parent or guardian.
4. All leaders/chaperons must be at least 21 years of age and have completed all requirements according to Child Protection Policy.
5. The ratio of students/children to adult chaperons should be one adult to every ten students. With very small children, one adult for every seven or eight children might be considered.

Adopted: July 6, 1999

Policy 5142

Student Conduct and Safety

A safe, respectful and pleasant environment that is conducive to prayer, faith formation and learning is the highest priority for all schools in the Diocese of Belleville.

Possession of Weapon

Students who engage in serious violent behavior and/or in possession of a weapon are subject to a variety of penalties. The principal of the school will take immediate action upon learning that a serious act of violence or a possession of a weapon has occurred. This action includes, but is not limited to, immediate suspension of the student into the custody of parent/guardian. When a student is suspended, a satisfactory psychological evaluation by a licensed mental health professional must be completed prior to the student being allowed to return to school. These penalties may include not only a multiple-day *suspension* of, up to and including, ten days but also *expulsion*. The principal shall determine whether the results of the psychological evaluation would allow for an acceptable reentry of the student to the school.

The ban on possession of any type of weapon should be stated in the student/parent handbook.

Weapons include firearms, ammunition, sling shots, stun guns, any type of knife (including pocket knives), mace, pepper mace, explosive devices or any other object or device that serves no educational purpose and which the principal determines may cause physical harm or disrupt school activity. Students should clearly understand that such things as a pocketknife may not be carried to school, even if there is no intent to use it in a harmful manner. *Expulsion* or *suspension*, will be levied on any student who is found to be in possession of a weapon to, from, or within the school; or to, from, or at any school activity. Any student determined to be in possession of a weapon, or who committed a crime against any person/s will be reported to the police.

Each school may elect to formulate its own policy and procedures permitting their students to possess small canisters of pepper spray of the type legally permissible for the general public to purchase and carry for personal security. In general, such canisters shall have a capacity of less than two ounces and contain no more than 5 percent pepper substances.

Harassment, Threats, Theft, Arson, Assault and Battery

Students who engage in acts of harassment, threats, theft, arson, assault and battery are also subject to a variety of disciplinary measures. These measures may include, but are not limited to, warnings, probation, and multiple-day in or out of school suspensions, expulsion and restitution.

The principal shall determine when an act of harassment, threats, theft, arson, and assault and battery (fighting) reaches a level of seriousness that would engage the disciplinary response mentioned above. Each local school board shall establish, in consultation with the principal, a local policy stating the criteria regarding levels and types of severity. These determinations would include: cost, damage, level of injury, types of theft.

Further, it shall be the policy of the Diocesan Board of Education that the school shall recover damages from the parents or guardians of any minor, or from any person who has initiated or taken part in such acts.

Adopted: February 21, 1995

Revised: October 6, 2005

Policy 5142.1

STUDENTS

Student Conduct and Safety - Threats of Violence

The safety and welfare of students enrolled in a Catholic school in the Diocese of Belleville is of the highest priority. For this reason, a student's written or verbal threat of violence toward other students and/or persons within the school will be taken seriously. For the purpose of this procedure, a threat of violence will be interpreted as a verbal or written threat of action that may cause physical harm to others.

The principal of the school will take immediate action upon learning that a threat occurred. This action includes non-disciplinary suspension of the student into the custody of parent or guardian until a satisfactory psychological evaluation by a licensed mental health professional is completed and the principal agrees that the student may return to school.

The local police will be promptly notified of the threat.

Adopted: May 20, 2001

Policy 5114.1

Alcohol Use/Drug Abuse by Students

The use, possession, distribution or sale of mood altering chemicals, including alcohol, by students is prohibited on school property or at school-sponsored activities or events. Disciplinary action will be taken in instances of violation of this policy. This includes the misuse of medications prescribed by the student's physician.

The Diocesan Board of Education recognizes the complexity of problems which may be associated with alcohol and drug abuse. The primary concern is for the well-being and best interests of the students. At the same time the Board recognizes their obligation to the parents or guardians and to the community. As a part of this obligation, it is, at times, necessary that suspension and/or expulsion be recommended in a case of alcohol or drug abuse.

A student who is suspended or expelled under this policy may seek readmission. No such student will be readmitted, however, unless there is written evidence from a certified psychologist or psychiatrist to show that the student is engaged in a counseling program designed to rid self of the abusive behavior.

Adopted: January 24, 2000

Revised: March 16, 2010

Policy 5114

Suspension and Expulsion

The expulsion of a child from a Catholic school in the Diocese of Belleville is a serious action. It shall be invoked only after due consideration of all other possible solutions.

The principal shall use every means available to discover the cause of the problem and shall exhaust all appropriate remedies, such as, consultation with the parent(s) or guardian(s) and possible referral to appropriate counseling or medical assistance, prior to an expulsion.

All expulsion situations and reasons shall be documented. An expulsion shall be the result of a student seriously violating moral principles, civil laws, or seriously endangering the safety and welfare of other student(s), school personnel, and be known to the student and student's parent(s) or guardian(s).

A written record shall show that there were previous incidents which took place prior to the expulsion, and that a number of documented conferences were held with the parent(s) or guardian(s) to discuss the problems and infractions of the student. Accurate records of the time, place and substance of the material discussed shall be kept by the principal. The record shall show whether the student has been placed on probation or has been suspended, so that the student is fully aware of the consequences of subsequent misconduct.

It is generally not expected that expulsion will be the first action invoked against a student. There may be cases in which the one incident is serious enough to warrant immediate suspension followed by expulsion. The Director of Education for the diocese and the pastor, in cases of elementary schools, shall be notified and involved in all deliberations and shall approve the principal's recommendation for action.

Suspension From School

A student may be suspended by the principal for gross disobedience and misconduct. Each individual suspension of a student shall not exceed ten school days. Any suspension shall be reported immediately to the student's parent(s) or guardian(s) and to the pastor along with a full written statement of the reasons for the suspension. No student will be sent home on suspension unless the parents have been reached and expect the child home early. At the elementary level, a conference between the parents, principal and pastor will precede the student's return to class. At the high school level, a conference between the parents and principal should precede the student's return to class.

Any academic ramification of suspension shall be determined by the principal at both the elementary and high school level.

Expulsion From School

When all other means have failed and expulsion is being considered, the following procedure shall be followed:

- 1) The student will be suspended for a period not to exceed ten school days.
- 2) The parent(s) or guardian(s) shall be immediately informed in writing of the suspension, and that expulsion is being considered.
- 3) The principal shall meet with the pastor to review the merits of the expulsion.
- 4) When a decision for expulsion has been determined, the principal shall review the decision with the Diocesan Director of Education, along with the pastor, before an expulsion can be implemented.
- 5) Parents who are dissatisfied with the action taken by the principal shall have recourse to the local board of education, education committee and/or parish council as determined by local board policy. Decisions can only be overturned when local and diocesan policies and regulations were not appropriately followed.
- 6) In the event of an expulsion, the principal will cooperate with the parents in attempting to make arrangements for the future education of the pupil in another school.

Confidentiality

All parties involved in determining a suspension or expulsion of a student shall keep all information confidential.

Adopted: May 20, 1976

Revised: May 15, 2012

Policy 5131

STUDENTS

Code of Catholic/Christian Conduct Covering Students

Attendance at Catholic elementary and secondary schools in the Diocese of Belleville is at the will and discretion of the particular school. As such, attendance and enrollment may be terminated at any time when the school determines that continued enrollment would not be in the best interests of the students, the school, or the educational purposes of the school.

All students who attend any Catholic elementary or secondary school in the Diocese of Belleville are expected, as a condition of continued enrollment, to conduct themselves in a manner consistent with the policies and principles of the school. These principles are set out in the student handbook and in the mission and purpose of the Catholic school, as determined by the school.

Conduct by a student that the school determines is contrary to, or inconsistent with, the Catholic/Christian

principles of the school, is grounds for terminating the student's enrollment in the school. These principles and expectations apply to students both on campus and off campus during school (e.g., extended care, athletics, field trips, etc.) and non-school sponsored programs and events. These principles and expectations apply during and after school hours, and during times when school is in session and when school is out of session.

The school, in its discretion, may determine how to deal with any particular conduct or pattern of conduct depending upon the nature and severity of the problem, surrounding circumstances, and prior record. In some instances, the conduct may be of such a nature that immediate withdrawal may be determined to be appropriate even if it is the first such instance. In cases where the conduct is not as severe or serious, problems may be dealt with using other forms of corrective action, including but not limited to a written warning, suspension from the school, and not participating in or attending school activities, volunteer work, etc.

The school's procedures for appeal shall be available to students and parents when this policy is implemented.

The students' interest in receiving a quality, morally-based education can best be served when students, teachers and school officials all work together and set a proper example. Normally, differences between these individuals should be resolved as quickly as possible. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child/children when the situation is warranted.

Approved: May 27, 2003

Revised: May 15, 2012

Policy 5141.4

STUDENTS

Mandated Reporter/Abuse and Neglected Child Reporting

The Abuse and Neglected Child Reporting Act (1982) mandates that suspicion of child abuse or neglect be reported to the Department of Children and Family Services (DCFS). The law covers all children up to age 18.

According to the Illinois Department of Children and Family Services Manual for mandated reporters, mandated reporters can be classified in seven categories: medical, school, social service/mental health, law enforcement, coroner/medical examiner, child care personnel, and members of the clergy. The Manual provides that mandated reporters are persons who work in one of the preceding seven categories and who may work with children in the course of their duties. Neither the Act nor its regulations state that the work must be paid.

All parish and school personnel, including but not limited to, teachers, PSR catechists, catechists, youth leaders and youth volunteers, coaches, and administrative staff, principals and DRE's, CRE=s, directors and staff assistants of day care centers and nursery schools, child care workers and aides, foster parents, agency homemakers, registered psychologists and volunteers who work with children to report in the same manner as mandated reporters.

All mandated reporters are required by law to report suspected child abuse or neglect to DCFS hotline immediately. In addition a written confirmation must also be mailed to DCFS and sent on special forms available from a local DCFS office or by a confirmation letter stating the essential facts within 48 hours of the Hotline call.

The DCFS may ask that licenses/certificates be suspended and/or revoked if it has proof that professional personnel had knowledge of child abuse and/or neglect and did not report same. When a suspected case is reported to the DCFS, the person reporting the case should inform his/her appropriate authority.

By law, information cannot be withheld on grounds preserving confidentiality. All persons who are mandated to report suspected abuse and neglect are presumed to be acting in good faith. Thus, they are immune from legal liability as a result of a report.

It should be noted that the protection of children is the responsibility of the entire community and that the law provides that anyone may make a report to the Hotline. Therefore, our Diocesan Child Protection Policy requires all parties involved with youth are to follow this policy.

Adopted: March 2, 1989

Revised: November 27, 2012

Regulation 1341

COMMUNITY RELATIONS

Internet Code of Conduct

The Diocese of Belleville (the "Diocese") and schools/parishes affiliated with the Diocese want to promote and encourage use of the Internet for educational purposes in a manner consistent with the religious and educational objectives of the Diocese and such schools/parishes. In an effort to further those objectives and maintain the integrity and reputation of the Diocese and those schools, the following *Code of Conduct* has been developed for persons who access the Internet through the Diocese or a school/parish affiliated with the Diocese. Access is conditioned upon the User's agreement to and continued compliance with this.

Code of Conduct.

1. The User shall only use the Internet and related technologies (the "Network") in support of education and research and consistent with the educational objectives of the Diocese of Belleville, and to promote educational excellence by facilitating resource sharing, innovation and communication. All use of such technology is intended to promote the proclamation of the Gospel, to teach the doctrinal traditions and moral standards of the Church and faith formation.
2. The User shall comply with the rules of other organizations, networks, or computing resources when using other networks.
3. The User is responsible for his or her actions and activities involving the Network.
4. The User shall not without authorization:
 - a. Use the Network for illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any United States or state regulation, including, but not limited to, copyrighted material.
 - b. Download or transmit software, without authorization, regardless of whether it is copyrighted or devirused.
 - c. Use the Network to engage in vandalism. Vandalism is defined as any attempt to harm or destroy data of another User or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses.
 - d. Download copyrighted material for other than personal use.
 - e. Download or transmit material protected by trade secrets.
 - f. Use the network for private financial or commercial gain.
 - g. Use resources wastefully, such as file space.
 - h. Gain or seek unauthorized access to resources or entities.
 - i. Use another user's account or password.
 - k. Post material authored or created by another without his/her consent.
 - l. Post anonymous messages.
 - m. Use the Network for commercial or private advertising.
 - n. Use the Network to play games, engage in unauthorized chat, chain letter communication, or flame letters.
 - o. Access, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, violent, racially offensive, harassing, illegal material or information on bombs, or any other weapons.
 - p. Use the Network while access privileges are suspended or revoked.
 - q. Reveal the personal address or telephone numbers of students, staff persons, faculty members and colleagues.
 - r. Use the Network for any purpose other than those consistent with the educational objectives of the school/parish/Diocese of Belleville.

Approved: April 11, 1997

Regulation 5144

STUDENTS

Discipline Code - Rationale

Students go through different stages of growth and development and each age has unique tendencies and characteristics. Times of rapid change and growth in a student may bring about some turmoil and stress.

All students go through these stages and express characteristics appropriate for their age. Some do this more dramatically than others. Some may struggle more intensely, and some may experience a much smoother transition. Teachers, administrator and parents need to recognize that negative behavior may accompany certain stages. Positive responses to students during these occasions will reinforce the positive qualities each student possesses and enable the student to learn and grow.

In order for a student to contribute, learn and grow, the student will need to view the school as a basically kind, friendly and supportive place. Therefore, the methods teachers use to limit negative behavior and promote positive behavior should be reflective of this view.

Discipline is a process that helps teach students ways to develop their own self-control so they can ultimately be independent, responsible and have a strong reliable conscience. Teaching students self-control can be done in many ways that are helpful, supportive, and respectful of a child's individuality and humanity. Discipline should be considered a part of the learning process for a student, not a technique to be used when a problem arises. Often the term discipline is confused with the use of punishment, and the two are not the same but really opposed to each other.

True discipline is never humiliating or harmful to a student's body or self-esteem. A school with proper discipline is a school where a student is guided with wisdom, love and firmness: a firmness that will steadily bring the student toward self-discipline.

True discipline involves both preventive and corrective procedures for helping students take charge of their own lives, make decisions and learn from the consequences of those decisions

Negative forms of child control that are punitive in nature are basically harmful to students either physically, emotionally or psychologically. Punitive controls do not promote self-discipline but create barriers between teacher and student by promoting fear, guilt, resentment, resistance, frustrations and irresponsibility. Teachers should be helpful to their students guiding them forward in a supportive spirit.

While positive approaches to discipline may not eliminate problems with students, using positive approaches will enable teachers and students to manage stressful situations with more respect and dignity for each other.

Regulation 5144

Positive Action:

1. When a teacher's words are not succeeding, they need to accompany their words with

helpful action. (This is not the same as having students pay for their misbehavior.)

! Actions should be taken with an eye to helping students understand better the importance of limits and rules.

2. Teacher action is helpful when:

! It is taken in a supportive spirit.

! It is as closely connected as possible with the misbehavior so the student can learn from it.

! It lasts only until the student demonstrates that he/she is once again able to handle the situation appropriately.

a. Discussion:

! Verbally emphasize and clarify the teacher's expectations of the appropriate behavior desired and clarify consequences if student refuses to cooperate.

b. Temporarily withdraw or alter a privilege:

! A teacher may need to take this course of action until the student is better able to handle the situation in a responsible fashion.

c. A teacher may need to remove a student from a situation in which he/she is misbehaving:

! A teacher may have the student take "time out" away from the other students within or outside the classroom or area where the class is located. A student should never be placed outside a teacher's or supervisor's range of vision.

d. A student may need to be detained after school:

! This action should be taken rarely and with the prior approval of parents.

! The time spent after school should be used to academically benefit the student.

Extreme Action:

1. Suspension

a. Refer to Policy 5114.

2. Expulsion

a. Refer to Policy 5114.

Regulation 5144

Positive Approaches to Discipline:

1. Clearly state expectations:

! Students need limits and boundaries clearly outlining the teacher's expectations for appropriate behavior.

! Student input needs to be considered in establishing limits and boundaries for appropriate behavior.

2. Encouragement:

! By using phrases that show the teacher is confident that the student can accomplish what is set forth.

3. Appreciate efforts and improvement:

! Teacher should let students know that their positive efforts are noticed no matter how small.

4. Acknowledge a student's appropriate behavior:

- ! This will encourage and enforce it.
- 5. Be simple, clear and emphatic in communication with students.
- 6. Give the reasons for rules and limits.
- 7. Make environmental changes to alter unacceptable behavior:
 - a. Set up alternate activities to break boredom.
 - b. Offer a mix of quiet as well as stimulating activity.
 - c. Allow ample time for breaks.
- 8. Allow students time to express their feelings and thoughts about problem situations.
- 9. Write a note to the student:
 - ! Sometimes writing older students a brief note stating a teacher's concern can be helpful.
- 10. Offer choices.
- 11. Approach issues as problems to solve
 - ! Discuss alternatives.
- 12. Be firm and kind at the same time.

Regulation 5144

Negative Methods of Discipline:

The following negative methods of discipline are **NOT** to be used.

1. Verbal Abuse:
 - ! Sarcasm, ridicule and humiliation.
2. **ALL Corporal Punishment:**
 - ! Any form of physical abuse such as (but not limited to) hitting, slapping, shoving, pushing, shaking, pulling hair, twisting ears, kneeling, is inappropriate and harmful.
 - ! The use of corporal punishment should be considered grounds for dismissal as set forth in Policy 4119.3.
 - ! **All forms of verbal abuse and corporal punishment** are to be avoided because they:
 - < Are not Christlike.
 - < Are forms of violence.
 - < Offer a poor model for handling conflicts.
 - < Create resentment.
 - < Do not teach correct rules or standards.
 - < Make a student feel powerless and unworthy.
 - < Can promote a poor self-image for a student.
 - < Do not treat the student with respect.
 - < Do not help to develop a student's self-control.
 - < Perpetuate an unfair double standard.
 - < Create an atmosphere of fear.
3. Extra work of an academic nature unrelated to the offense:
 - ! For instance, written assignments must have some relationship to the offense.
4. Indiscriminate punishment of all students for the misconduct of a few students.

Approved: September 18, 1984

Revised: November 29, 2001

Office of Education

Diocese of Belleville

Policy 5115

SEARCH AND SEIZURE:

Investigative Procedures

The administration of the School is free to enter a student's locker, desk and school bag any time to search for questionable items. Students shall not have any expectation of privacy as it relates to school lockers, school bags or desks. The school is owner of all lockers and desks and shall retain full control of their use and content. Therefore the school reserves the right to search them at any time without notice. Searches may also be selective and carried out even if there are no reports of wrongdoing. If illegal or improper items are found in a student's locker, desk or school bag (e.g. non-prescription drugs, weapons, stolen property), they will be turned over to law enforcement authorities. Any items (personal possessions) that violate school rules will be kept by school administration and returned to the parents.

The school also reserves the right to search a student's vehicle when it is on school grounds and/or when attending a school sponsored function off school grounds.

However, when a situation arises that requires a search of a student; a student will be asked to empty his/her pockets or purse. If a student voluntarily empties his/her pockets and or purse, this will not be considered an invasion of the person. Body searches will not take place. If a student does not voluntarily comply with the administrator's request, the student's parent will be called and expected to come to the school and conduct the search in the presence of a school administrator. A parents' refusal to comply with the request is grounds for immediate expulsion.

Adopted: November 27, 2012

**The Most Reverend Edward K. Braxton
Bishop of Belleville**



**Diocesan Board of Education
Diocese of
Belleville**

**Policy 2431
ADMINISTRATION**

A CONSULTATIVE BOARD-ELEMENTARY

All parish boards of education in the Diocese of Belleville are consultative boards. A consultative board is established by the pastor to assist him and the parish's education administrator/s (principal and/or director of religious education) in the governance of the parish education programs. Governance is divided into two parts: **policy and administration**. The board's responsibilities are in policy matters; they are not responsible for administration or the details of administration.

The administration of the education programs is the responsibility of the administrative team. The team is composed of the pastor and the education administrator/s. The pastor, as chief administrator of parish programs, retains some administrative responsibilities and delegates the remaining to the administrator/s. The pastor, as the employer of the administrator/s, hires, supervises and evaluates. The administrator, with the authority delegated as specified in the employment contract or job description, is responsible for the operation of the education program. This responsibility includes the employment, supervision, and evaluation of staff, the establishment of education programming, and the evaluation and management of student behavior.

The establishment of policy is accomplished through the activity of the board. The board is composed of the administrative team and the members. When the board meets (administrative team and members) and agrees on a policy matter, the decision is effective and binding on all as long as the local policy is not in conflict with diocesan policy and is ratified by the Pastor. The board is consultative in the following sense: the members cannot act apart from the administrative team and cannot make decisions binding for the parish education program without the approval of the administrative team.

This kind of activity suggests a consensus model of decision making. The pastor and principal are to participate with the board in deliberations on policy matters. When disagreements between the pastor or principal and the board arise, attempts should be made to resolve them before the board reaches a conclusion. In this way, the pastor is not placed in the position of having to negate board action; rather he is able, through his participation, to enact board action.

The board has responsibilities in the following areas:

- A. Planning
(establishing a mission statement, goals, future plans)
- B. Policy Development
(formulating policies which give general direction for administrative action)
- C. Financing
(developing plans/means to finance the educational programs including tuition and **development, endowment growth, annual fund** and **fund-raising** plans, to allocate resources according to a budget, to monitor those plans)
- D. Public Relations
(communicating with various publics about the programs and listening to their needs and concerns, recruiting students and promoting/marketing the education programs)
- E. Evaluation
(determining whether goals and plans are being met--not evaluating individual staff members, administrators or students--and determining the board's own effectiveness)

ADOPTED: September 24, 2013



**The Most Reverend Edward K. Braxton
Bishop of Belleville**

ACKNOWLEDGEMENT OF RECEIPT OF THE STUDENT HANDBOOK AND AGREEMENT TO ABIDE BY THIS HANDBOOK.

Please sign and return this page indicating that you have read the contents of this Student/Parent Handbook and agree to abide by the policies, regulations, and guidelines contained herein.

Please return this agreement to the principal by the end of the first week of school. Thank you.

_____ **Date** _____
Signature of Parent

Signature of Student