

# PARENT-STUDENT HANDBOOK



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*Our mission is to provide the children of St. Mary School with a firm foundation in the Catholic faith, traditions and moral values; and to prepare them to become well-educated Catholic adults who provide leadership and service within the Church and society in the 21st century.*

**Statements in this handbook are subject to amendment. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.**

#### **MISSION**

The mission of St. Mary School is to provide the children of the St. Mary's parish family with a firm foundation in the Catholic faith, traditions and moral values; and to prepare them to become well-educated Catholic adults who will provide leadership and service within the Church and society in the 21st century.

#### **VISION**

Our school is a vital and valued ministry within the evangelizing mission of St. Mary Parish of Riverside and its neighboring suburbs, and of the global Catholic community. Believing that each student is a child of God, St. Mary School challenges each to achieve academic excellence, to embrace the gospel message, and to make a difference in the world through Christian witness, service, and leadership.

Grounded in the gospel values and teachings of the Catholic Church, we, the faculty and staff of St. Mary School, commit ourselves to:

Support families in developing in their children a firm foundation of moral values and a belief in God;

Foster in our students a sense of personal responsibility, self-sufficiency, and concern for others while discovering in themselves their individual giftedness;

Provide quality instruction that promotes academic excellence by challenging students to think critically, solve problems creatively, communicate effectively through the integration of current technology, as well as through spoken and written word;

Promote a safe, nurturing environment that facilitates emotional, social, and intellectual growth;

Witness to interpersonal relationships based upon human dignity, mutual respect, love, concern and service;

Establish a school climate in which peace, justice and environmental issues can be understood in personal as well as global terms.

This commitment will continue to challenge each of us, as Christian educators, to develop and act from a global perspective, enrich our own academic life, deepen and share our faith-life, while calling ourselves and others to recognize and fulfill the uniqueness of our gifts.

#### **PHILOSOPHY**

In cooperation with the parish community and in partnership with the parents and/or guardians of our students, we at St. Mary School are committed to provide the children of our school with a firm foundation in the faith, traditions, and moral values of the Catholic Church. With this as our foundation, we strive to develop each student's individual skills and abilities in many areas: spiritual, intellectual, artistic, interpersonal and technological.

Because we believe that children learn in different ways, we employ various teaching methods, styles, techniques, and strategies to meet the developmental and ability levels of our students. Furthermore, we believe that children learn from the example of faculty, staff and administration, who model Christian values of integrity, responsibility, honesty, courtesy, respect, concern, and forgiveness.

Our goals support academics and personal excellence. The faculty strives to foster in our students, a sense of personal responsibility; provide quality instruction that will challenge students to think critically, solve problems creatively, communicate effectively; and witness interpersonal relationships based upon human dignity, mutual respect, love, concern and service. We expect our students to develop a belief in God, in themselves and in others, and to develop their individual capacities into Christian habits of action and thought.

We at St. Mary School seek to graduate students who are responsible, educated Catholics prepared to meet the challenges of the future.

### **HARASSMENT**

The Pastor, administration, and staff of St. Mary School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

## **ADMISSION AND ATTENDANCE**

### **ADMISSION**

*St. Mary School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. St. Mary School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in this school. St. Mary School does not discriminate on basis of gender, race, color, or national and ethnic origin in administration of educational or employment policies, athletic or other school-administered programs.*

### **AGE OF ADMISSION**

A child entering school must be in compliance with the age requirements of the State of Illinois regarding age of admission.

- **PRESCHOOL:** Students entering Preschool must be three or four years old on or before September 1st of the current school year.
- **KINDERGARTEN:** Students entering Kindergarten must be five years old on or before September 1st of the current school year.
- **FIRST GRADE:** Students entering the 1st grade must be six years old on or before September 1st of the current school year.

## **REGISTRATION**

For purposes of new admissions to St. Mary School, a primary registration period will be scheduled each year (late January to mid-February). Children registered at this time will be considered for admission in accordance with the following order of priority.

1. Children currently enrolled at St. Mary School (P-8).
2. Brothers and sisters of students presently in attendance.
3. Children entering school for the first time, whose parents are active, registered members of St. Mary Parish (regular attendance at mass, as well as financial support of parish).
4. Transfer students from other Catholic schools, or from schools that are merging, consolidating, or closing.
5. Transfer students from public schools whose parents are active, registered members of St. Mary Parish.
6. Catholic students whose parents are not registered members of St. Mary Parish.
7. Non-Catholic students

## **QUALIFICATIONS FOR ADMISSION**

1. New students and those transferring to St. Mary School will be admitted if there are openings at the appropriate grade levels as specified in the Class Size Policy.
2. For admission of a preschool, kindergarten, first grade, or a transfer student, parents shall present the following items: an official copy of the child's birth certificate, the baptismal record (if applicable), and a record of compliance with local and State of Illinois health requirements. (St. Mary School should receive the above documentation prior to the first day of attendance.)
3. Each transfer student K-8 will be admitted to St. Mary School if, after reviewing academic and health records from the transferring school, the principal makes a determination that St. Mary's academic program is appropriate for the child. St. Mary School does not offer a "special education" program.
4. Transfer students who have outstanding financial obligations at another Archdiocesan school will not be accepted at St. Mary School until satisfactory arrangements have been made to fulfill those obligations and make required payments of tuition and fees at St. Mary School.
5. In cases of mergers, consolidation, and students coming from parishes which have no schools, reasonable financial arrangements to offset per pupil costs shall be agreed upon between pastors of the sending and receiving parishes.
6. Children who register after the primary registration period will be accepted only if there are openings in the classes requested. Otherwise, they will be put on a waiting list and will be accepted according to the date of completed registration as openings occur.
7. A commitment is made on the part of the child's parent(s)/guardian(s) to support St. Mary School's mission and philosophy and to comply with the policies and procedures contained in the *Parent-Student Handbook*.

**CLASS SIZE**

**PRESCHOOL:** It is our aim to keep maximum class size of not more than 20 students with a certified teacher and an aide.

**GRADES K-8:** It is our aim to keep maximum class size of not more than 26 students per class and 52 per grade.

**SCHOOL HOURS**

7:50 a.m.	First Bell	Students arrive and enter school
8:00 a.m.	Tardy Bell	Morning prayer, attendance, class begins
11:00 a.m.		Morning preschool dismissal
12:00 p.m.		Afternoon preschool begins
11:20 a.m. – 12:40 p.m.		Recess and lunch K-8
3:00 p.m.		Dismissal for all grade levels from the Parish Center doors or Link doors

**ARRIVAL OF STUDENTS (Between 7:50 and 8:00 a.m.)**

Students are admitted to the school early for the following reasons:

- Morning LEAD Program, band or choir practice
- Pre-arranged appointment with a teacher
- Pre-arranged appointment in technology or library/resource centers
- Severe weather (heavy rain, snow or below zero temperature)

All students may use the entrance that is most convenient to their arrival.  
The school does not provide playground supervision before the 7:50 a.m. bell.

**TRAFFIC PATTERNS**

**Before School Arrival**

Herrick Road is to be used as a drop off point (No Parking). Children may enter through the front doors on Herrick Road. Cars are to proceed east on Herrick – no U-turns are permitted. You may turn at driveway and drop off children at the Parish Center Doors and continue on through lot to Burlington Street. The Burlington Street parking lot is for parking and walking your child to the Parish Center doors or the link doors (near preschool entrance). Students may not be dropped off in this lot.

Parents dropping off their children for the LEAD Program in the morning may continue to use the church elevator door off the east parking lot.

To ensure the safety of all children, school personnel and members of the Safety Patrol will be on the parking lot to assist with an orderly dismissal. Drivers must be cautious and patient. Have the children prepared to depart from the cars when you drive up in the morning. It delays everyone else in line if a few parents stop, have their children retrieve books, etc. from the trunk, and remain to watch them enter the building. Parents are not expected to enter the school through the front entrance unless they have an appointment or need to conduct business at the school office.

## Parking Placards

There are reserved parking spots in the Herrick/Church parking lot near the Parish Center doors for vehicles displaying a St. Mary School parking placard. Parking placards are available to those families with small children in car seats. They are for the purpose of being able to park close to the door so you can keep an eye on sleeping children in the car while you are picking up a student. You may apply for a parking placard in the school office. They are given on a first come, first served basis. We have limited space, only 25 are allowed.



## Bike Riders

Park and lock bikes at the racks located at the west side of the Parish Center. Enter school at the Link entrance and go directly to your classroom. **Students must have helmets.**

\*If a student comes to school with no helmet, he/she will not be allowed to ride home on their bike.

## After School Dismissal

1. Students in grades Preschool – 5<sup>th</sup> will be dismissed from the Parish Center doors. Students in 6<sup>th</sup> – 8<sup>th</sup> will be dismissed at the Link doors. Teachers in grades Preschool – 2<sup>nd</sup> will lead their classes down the sidewalk.
2. Parents are asked to wait on the black top (BEYOND THE SIDEWALK), and take their children directly to their cars and depart.

## **ATTENDANCE**

School is the place where children begin to learn the responsibilities needed in life, especially regular attendance and punctuality. Consistent prompt attendance is necessary for every student's success in school. It is not recommended that children leave early on any given day, nor is it recommended that children miss school for any other reason than illness.

- The parent/guardian must report all absences by 8:30 a.m.
- Students unable to participate in Physical Education class or recess must bring a written excuse to their teacher and may not participate in athletics on that day.
- **Students who are absent due to illness or who leave school early due to illness may not return that day to participate in any extra-curricular activity.**
- Students who have been absent for three or more consecutive days must also bring a dated note from a physician which states the reason for the absence and assures the school that the student's presence creates no health danger to other students.

- Students with fever are to remain home for at least 24 hours after they no longer have a fever (100F/37.8C or greater when measured orally) or signs of the fever without the use of fever reducing meds.

The State of Illinois provides by law for compulsory attendance by all children between the ages of six and sixteen. We are mandated to keep accurate records of daily attendance. A child who must leave at any time before dismissal must be signed out by a parent/guardian at the school. A written note must be sent to the teacher in the morning with the specific time of pickup.

A parent/guardian taking their child(ren) out of school for an extended period of time must send a note to the classroom teacher at least 10 days prior to the absence, indicating dates and reason for absence.

According to the State of Illinois, the following guidelines must be followed:

Full day is 6 hours or more in attendance  
Half day is 2.5 hours – 5 hours & 59 minutes

A student in attendance less than 2.5 hours is considered absent the entire day.  
A student who is tardy is counted as in attendance all day if they arrive prior to 8:50 a.m.  
A student arriving after 9:50 a.m. is considered in attendance for half a day.  
A student leaving before 10:25 a.m. for the rest of the day is considered not to be in attendance for the day.

Students are expected to be in attendance for special school functions that are outside of regular school hours. Attendance and grades are assigned to these. These include the

1. Christmas Chorale Concert,
2. Spring Choral Concert, and
3. Sunday Mass and Open House kicking off Catholic Schools Week.

**Late Arrivals Marked Tardy**

Students are expected to be in their homerooms by 7:55 a.m. Students must be in their classrooms before the tardy bell rings or they will be marked tardy. Those arriving after the 8:00 a.m. tardy bell must enter at the main entrance and report to the School Office to receive a tardy slip.

If habitual, unexcused tardiness persists; parents will be contacted to correct the disruption of classes.

**Junior High Students (grades 6, 7, and 8) will receive a detention after three (3) tardies (combination of “late to school” and “late to class”) are issued per quarter .**

**ABSENCES**

**REPORTING ABSENCES**

An adult must call the school office, (708) 442-5747, before 8:30 a.m. to report a child’s absence. State the child’s name, grade/room number, and reason for absence. Homework assignments and books can be requested at this time, but can only be picked up between 3:00-3:30 p.m. at the school office. You may request that the books be sent home with a sibling or classmate. The Homework Depot on the school’s website is the preferred way to obtain homework assignments. **A written note or email explaining the child’s absence must be sent to the homeroom teacher the day the child returns to class.** The school secretary will call a parent at home or work if a child fails to appear for class when no report of absence has been made.

## **TRUANCY**

Truancy is the absence of a student from school without a valid excuse or without prior approval from the principal. When a student is truant, a parent or legal guardian is required to provide the principal with a satisfactory explanation before the child will be allowed to return to school. In addition, class work must be made up and missed assignments completed on the student's own time.

The State of Illinois Code provides for compulsory attendance of all children between the ages of seven and sixteen years. Although responsibility for compliance with this law belongs to the parents/guardians, the school is obliged to keep an accurate record of daily attendance. If all efforts to correct sustained truancy are not effective in correcting the problem, the case shall be referred to the appropriate official of the public school district in which the child resides.

## **DENTAL AND MEDICAL APPOINTMENTS**

Dentists and physicians are aware that appointments for children should not be scheduled during the school day unless there is an emergency. We ask families to comply with this direction so that students do not miss important class time. For dental or medical appointments that can only be scheduled during school hours, a parent/guardian must sign the child out of the building at the school office. Upon return to school, the child must report to the school secretary to sign in and secure an admission form to class.

## **EARLY DISMISSAL REQUESTS AND FAMILY VACATION**

Any request for an early dismissal or vacation must be in writing and is to be given to the homeroom teacher, who in turn will forward it to the school office. The request should indicate the reason for the early dismissal and the time that the parent/guardian will call for the child. If an adult, other than a legal guardian, is coming for the child, that person's name and relationship to the family must be indicated on the requests. At times of early release from school, children must be picked up at the school office.

Family vacations should be scheduled during school holidays; however, in the unlikely event that an emergency should arise, **written notification must be submitted to the school office**. Parents are expected to discuss the possible effect of the absence on the pupil's academic progress with the teachers involved. Recommendations shall be documented. The final decision, however, shall be the responsibility of the parent/guardian. **When a child is out for extenuating circumstances, make-up work will not be assigned until the child returns to school.** The teachers will determine a reasonable date when all make-up work is due and necessary tests administered. This date will be communicated to the student and parent, who are then responsible for seeing that this work is completed on time and the child is prepared to take required tests. Teachers are not expected to provide individual tutoring in order to facilitate these processes, but should allow sufficient time for mastery of skills and content taught during the child's vacation before tests are administered.

## **SCHOOL CALENDAR**

The official school calendar lists holidays, in-service and institute days. This is designed to assist parents as they schedule childcare, medical/dental appointments, visits to high schools by eighth graders, and family trips on days when school is not in session. **Please consult the monthly calendar sent home for updates.**

## **ACADEMIC PROGRAM**

### **FACULTY AND ADMINISTRATION**

Full time faculty members hold at least a bachelor's degree and meet certain requirements of the Office of Catholic Schools and the State of Illinois. Several teachers also hold higher degrees, and for members of the administrative team, it is a requirement to minimally have a Master's Degree.

### **VALUES-CENTERED CATHOLIC EDUCATION**

The primary reason for the existence of a Parish School is to assist parents in the Catholic education of their children. For this reason, Religious Education is the common thread woven throughout a child's curricular experiences at St. Mary School. Formal instruction in both Religion and Family Life are essential to our curriculum. Religious formation takes place in all aspects of school life from the time the children arrive on the playground in the morning, until they leave the building after the last activity of the day.

Each day begins with prayer, followed by instruction in scripture, Catholic doctrine, tradition, and values. Children participate in an all-school liturgy and are given the opportunity to serve as lectors, commentators, cantors, choir members, and altar servers. They are also introduced to various forms of prayer, para-liturgies, retreat experiences, and service opportunities during the course of the school year. Students study the lives of the Saints, with emphasis on the life and lessons of the Blessed Mother, as well as contemporary models of Christian virtue.

Children in the 2nd grade are prepared to receive the Sacraments of Reconciliation and the Eucharist and those in 8th grade are prepared to receive Confirmation. The Parish Director of Catechesis works with classroom teachers, parents/guardians and parish staff in these sacramental preparation programs. One year of religious instruction is required prior to receiving these sacraments.

### **CURRICULUM**

The Curriculum of St. Mary School meets the requirements set forth by both the State of Illinois and the Archdiocese of Chicago Office of Catholic Schools. The school received full recognition during a formal School Evaluation Process conducted jointly by the Office of the Catholic Education and the Illinois State Board of Education.

St. Mary School does not offer a "special education" program. Upon request of a parent or teacher, students will be referred to their local public school district for educational/psychological testing to determine eligibility for special educational services. Referral is made after meeting with parents/guardians to discuss a child's academic and/or behavioral performance. Staffing with the public school district personnel include parents/guardians, teachers and possibly the principal.

St. Mary faculty and administration collaborate in writing and updating the local curriculum to meet student needs. The core curriculum includes religion, reading, English grammar and composition, mathematics, social studies, science, art, music, physical education, and computer literacy. Supplementing this at appropriate levels are classes in family life, drug/substance abuse, and band. Spanish is taught in all grades in some capacity.

### **ASSESSMENT AND EVALUATION**

Multiple forms of assessment are used to evaluate the curriculum and to determine student-learning needs. The standardized testing program, Terra-Nova, adopted by the Office of Catholic Schools of Chicago is administered to students. Terra Nova testing is the first two full weeks of March. MAP testing occurs three times a year; fall, winter, and spring.

## EDUCATIONAL FIELD TRIPS

St. Mary teachers believe in educating the whole child, so they continually seek ways in which to involve outside resources in the education process. Parents/guardians will be informed in advance about a pending trip. Information will include: the destination, academic purpose, travel arrangements, type of supervision, time out of the school building, approximate return time, and cost. Participation in a field trip requires written permission from the parent/guardian. A student will not be allowed to participate in the field trip unless the signed authorization is received prior to departure. Oral permission granted via the telephone will not be accepted as legitimate authorization.

The classroom teacher reserves the right to determine if a child should be accompanied by a parent/guardian or excluded from participation in a Field Trip because of unacceptable behavior patterns. Teachers will notify parents of such a situation prior to the scheduled trip and will confirm parent/guardian attendance. If a situation arises where a child does not participate in a particular field trip, the parent/guardian has full responsibility for their child's well being.

## FINANCIAL RESPONSIBILITIES

The St. Mary School Advisory Board, in dialogue with the Parish Finance Committee, develops an annual operating budget. In accord with Archdiocesan Policy, the School Advisory Board determines appropriate rates for tuition, fees and parishioner discount rates. **Parents who have enrolled their children at the parishioner rate have accepted the responsibility to contribute to the financial support of all parish ministries, through regular use of their Sunday envelopes.**

\*See What it Means to be a Parishioner on page 36 and sign and return to classroom teacher.

Tuition and fees are established each year in January.

PLEASE NOTE: Tuition payments are due by the due dates you selected in your agreement with FACTS. A fee of \$30 will be charged by FACTS for each occurrence of late payments and NSF checks. St. Mary reserves the right to discontinue service due to unpaid tuition or fees.

**All tuition and fees for students in Kindergarten and grade 8 must be paid in full before May 1st in order for the student to participate in graduation activities.**

## **FACTS MANAGEMENT COMPANY**

We have engaged a tuition management company, FACTS Management, to help us better manage our tuition payment process. FACTS is one of two companies recommended by the Chicago Archdiocese Office of Catholic Schools. FACTS works with over 5,200 schools and more than 550,000 families nationally. We are excited to be working with FACTS and are confident that their program will improve the financial stability of our school. Primary benefits of the program include:

- Improved cash flow and ability to forecast income.
- Increased revenue than can be directly invested in the education of our children.
- More efficient billing, collecting, posting, and follow-up of deferred payments.
- Increased payment option flexibility for parents.
- Best practices payment policies that clearly communicate expectations, increase on-time payments, and reduce delinquencies.

All families are required to enroll in FACTS regardless of payment method. Parents are able to view all payment activity online, change payment method from month to month, make additional payments, and view upcoming payments. The available methods of payment are automatic bank transfer (ACH), credit card, or invoice (check). Credit card payment options include MasterCard, Discover, or American Express. Visa is not available. Families will be charged \$75 to cover a portion of the credit card convenience fee. The FACTS system can be accessed via the FACTS logo on the school website.

FACTS charges a one-time \$30 fee each school year for families that elect to pay tuition quarterly or on a monthly basis. The FACTS annual one-time fee for families that pay tuition in two payments is \$10

**\*\*** If a family is behind two or more payments in a quarter, they will have to set up a meeting with the principal and pastor to work out a plan for payment ... if this is not done, or payments continue to be missed, we will have to excuse the child(ren) from school at the start of the next quarter, until payments are made. **\*\***

Unfortunately, while we feel strongly that every child deserves an education, private education requires tuition, and we cannot operate without the tuition coming in from every family. It is important that every family recognize we offer a tuition assistance program in order to make Catholic Education affordable for everyone in the community and surrounding communities. We want every child to have the opportunity to be educated in a Catholic School.

## **REFUND PROCEDURES**

*The annual family registration fee is non-refundable. When a family moves or a child transfers to another school mid-year, a pro-rated tuition refund is made.*

## **FUNDRAISING**

We wish to emphasize that the school's ability to offer a substantial family discount is largely related to the continued support of our school fundraising efforts.

Each school family is expected to raise/contribute \$400 to the fundraisers.

## **FINANCIAL AID – ST. MARY SCHOOL SCHOLARSHIP FUND**

If a serious situation affects a family's ability to meet their financial obligations prior to the beginning of the school year, they may request to have their financial need reviewed by the confidential Private School Aid Service (PSAS) with whom the school contracts. It is required that a parent be an active, contributing member of St. Mary Parish for a period of two years before he/she will be eligible for financial aid; however, consideration will be made on a case-by-case basis. This service will then make an objective recommendation regarding the applicant's eligibility for a grant from the St. Mary

School Tuition Assistance Fund. Based on their recommendations and our available resources, a final confidential decision regarding a deferment of payment or a partial tuition grant will be made by the pastor and principal. The decision will be forwarded to the parents completing the application.

Applications for financial aid are given to every school family with a registration packet. A processing fee of \$25 paid by the family must accompany each application, which is then sent directly to PSAS. These packets must be filled out and mailed to PSAS prior to the deadline in spring.

## **COMMUNICATION**

Parent-teacher communication is an important factor in each child's education. The youngest child in each family will be given a Family Envelope. Enclosures may include the following communications:

- Order forms: hot lunch and milk program
- Parent/Teacher conference notification

In an effort to be "green" all other correspondence will be posted on the school website ([www.stmaryschool.net](http://www.stmaryschool.net)) on Thursday afternoon by 5:00 p.m. If you do not have computer access, please contact the school office. **The principal must approve all information before it will be posted.**

Communication is a two-way street. While it is important that teachers keep parents updated on their child(ren), it is equally important that parents inform teachers about special occasions or changes that take place in a child's life (birth or adoption of a sibling, illness or death of a loved one, family separation or divorce, etc.). These situations could affect a child's emotional and academic progress.

### **PHONE MESSAGES**

Parents are asked to call the school office, send a written request, or email the teacher when they want to make an appointment to discuss a matter of length or resolve a conflict. Phone messages will be placed in the teacher's mailboxes.

### **SCHOOL PREPARATION**

Children must come to school prepared for class. They will not be allowed to call their parents for forgotten items, i.e., homework, lunch, as this presents unnecessary classroom distractions. Exceptions will be granted by the administration on a case-by-case basis; leniency will be given on first offense.

### **DISCIPLINE CODE**

As members of a Christian Education Faith Community, St. Mary students are expected to display a positive attitude toward their education and thus, behave in a manner that enhances the learning process. Each child is expected to put forth the necessary effort to make our school a place where everyone is welcome and where each can pray, study, socialize and play in an atmosphere of mutual respect. In order to ensure this educational environment, every student has the same rights and corresponding responsibilities within St. Mary school community.

If a student fails to respect the rights of other members of the school community and/or fails to accept his/her responsibilities, and thus fails to abide by the school's Discipline Code, the teacher will attempt to resolve this problem before it becomes a major issue. Any consequence that may be given should be in correspondence with the student's behavior and appropriate to the nature and degree of the offense.

## **STUDENT RIGHTS**

As a Student in St. Mary School each child has the:

- Right to a Christian educational environment where charity and justice prevail.
- Right to a strong education – to be presented with challenging, well-prepared instructional opportunities, supplemented with appropriately designed reinforcement and/or homework assignments.
- \*\*Right to be safe; not to be endangered, threatened, or intimidated
- Right to be treated with respect and understanding; not to be laughed at, called names, be the object of sarcasm or ridicule, or have his/her feelings hurt by deliberately unkind remarks.
- Right to hear and be heard.
- Right to a clean and safe school facility.

## **STUDENT RESPONSIBILITIES**

As a student of St. Mary School, the child must:

- Accept responsibility for one's behavior and for consequences of misbehavior as detailed in the school discipline code.
- Be respectful and courteous at all times.
- Demonstrate respect for school property (books, lockers, classroom Furniture, etc.) as well as the personal property of other students and teachers.
- Arrive on time for all classes and school activities.
- Bring a note from a parent/guardian requesting an exemption from the school dress code when "out of uniform".
- Come prepared for classes, with all materials needed to participate fully (texts and workbooks, paper, pens, supplies, etc.)
- Respect school property (including books and classroom furniture etc.) and the personal property of other students and teachers.
- Accept responsibility for one's own education: pay attention while lessons are taught, ask pertinent questions for clarification; know, record and complete homework assignments on time and bring these to class as specified by each teacher; when needed, seek the teacher's assistance at the time of instruction or when an assignment is given.
- Remain on school grounds during school hours.
- Obey all regulations regarding safety, good manners and order at recess and during the lunch period.
- Cooperate fully during safety drills.
- Strive to do the very best work possible in order to benefit from the academic program and the expertise of the faculty.
- Not chew gum anytime on school grounds or in the buildings. Candy, cold drinks and other items of food are to be eaten only during lunch or as a special classroom treats.
- Not bring pagers, iPods, CD players, toys, etc., to school. **Such items will be taken from the student and will remain in the custody of the Principal until picked up at the end of the school day by the parent.**

## **JR. HIGH (GRADES 6, 7, 8) DISCIPLINE/CLASSROOM PROCEDURES**

These discipline/classroom procedures have been formulated by the Jr. High teachers and principal to better prepare your child/children for high school and to create and maintain a Christian educational environment that fosters individual responsibility. Your cooperation and support are an essential component of this endeavor.

A detention will be given to any student who fails to meet the standards of conduct contained in the School Discipline Code. A detention will be issued after 3 tardies (combination of "late to school" and "late to class") per quarter. Detentions are served each Tuesday and Thursday after school from 3:00 to 3:45. Parents will be informed in writing that a detention has been given and the day it is to be served.

A student who fails to bring in a homework assignment will be given a zero for the assignment. A student who is absent or has a legitimate excuse may make up the assignment. The student will have one day to make up the work for each day of absence.

A tardy will also be issued to a student in grades 6-8 who is late for his/her individual classes.

Field trip attendance is dependent on student behavior. Field trip attendance may be denied to students who receive three (3) detentions in a quarter. Behavior infractions will be left to the discretion of the teachers and administration.

The use of phones for texting, calling or picture taking in the school building is not allowed. If cell phones are seen or heard in school, the phone will be confiscated and sent to the office. A parent must come to pick up the phone in the office.

Any student who exceeds three (3) detentions in an academic quarter may be required to schedule a meeting with teachers, parents and the principal. A plan for behavioral and academic improvement will be formed at that time and the process will be monitored.

It is our belief that together we can instill and shape the values of respect, responsibility and cooperation in our students.

**STUDENTS WHO CONTINUALLY DISREGARD THESE RULES WILL BE KEPT IN FROM RECESS AND THEIR PARENTS WILL BE CONTACTED.**

## **FIGHTING, GANGS AND ILLEGAL POSSESSION OF WEAPONS**

Serious acts of misbehavior, as well as infractions of civil law, which may result in probation, suspension or expulsion include, but are not limited to the following:

- The possession, sale or use of alcohol, drugs, alcohol/drug paraphernalia or any other controlled substance on the school campus or at school-sponsored activities.
- Any act that threatens the life or safety of another student, teacher, or other person on school grounds during school hours.
- A continuous pattern of bullying, intimidation, or fighting with other students on school property; in classrooms, gym, hallways, lavatories, playground, etc.
- The continuation of a fight in retaliation for an altercation that took place on the school grounds, especially when such action is in deliberate defiance to an administrator's specific directives regarding such an occurrence.
- The possession and/or use of matches, lighters, or any flammable substances or mechanisms on school property.

- Indication of gang membership, display of gang symbols, etc.
- The possession of weapons of any kind, including laser pens.
- Any act, which committed by an adult, would constitute a crime as defined by the Illinois Revised Statutes in effect at the time of the act of misconduct.

### **SUBSTANCE ABUSE**

Substance is defined as illegal drugs and drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.

Substance abuse means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

Illegal Violations: The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school sanctioned events is expressly forbidden.

### **School Procedures for Handling Violations**

- Notify the parent/guardian and suspend the student during the school investigation.
- Conference with principal, parent/guardian, pastor, and other appropriate persons as determined by the principal.
- Notify the police as directed by law.
- If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian.
- Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include but are not limited to continued suspension and/or expulsion.
- Appropriate confidentiality shall be maintained at all times.

\*Mitigating circumstances such as first offense, age, seriousness of the offense, prior conduct, cooperation of parent/guardian, attitude of student, and initial success of rehabilitative measures may warrant differences in procedures for the principal.

The approach to substance abuse should focus on education, not experimentation and provide a supportive environment for the learners. In determining consequences for violation, treatment and counseling shall have priority over, but not necessarily exclude disciplinary measures.

### **DISCIPLINARY PROCEDURES**

Under Archdiocesan policy, the school shall provide a discipline code. The St. Mary School discipline code includes measures that foster personal growth. When conflicts arise regarding disciplinary matters, an effort is made to find a resolution at the level closest to the source of the conflict: student and student; student and teacher; parent and teacher; student and principal; parent and principal.

### **CONSEQUENCES OF INFRACTIONS**

If a student fails to respect the rights of other members of the school community and/or fails to accept his/her responsibilities, and thus fails to abide by the school's Discipline Code, the teacher will attempt to resolve this problem before it becomes a major issue. Any punishment that may be given should be a consequence of the student's behavior and appropriate to the nature and degree of the offense.

### *1st Incident*

- Alert the child to the problem and expect a prompt correction of the behavior.
- Keep the child in from recess or keep them after school to discuss the problem and reach a resolution.
- A detention may be served.

### *2nd Incident*

- A conference with the principal is required.
- When appropriate, the principal may impose other disciplinary measures, such as probation, in-school suspension, suspension, and expulsion.
- These disciplinary measures may be imposed separately or progressively, as the situation warrants in accord with St. Mary School's disciplinary procedures.
- Corporal punishment is not permitted.

## **PROBATION**

Probation is disciplinary action that may be taken when an act of serious misconduct has not yet risen to a level warranting suspension or expulsion. Disciplinary probation affords the student the opportunity to continue education in the school setting contingent upon cooperation and satisfactory behavior. Further infractions of school regulations may result in suspension and/or expulsion.

## **SUSPENSION**

Suspension is the temporary removal of a student from some or all school-sponsored activities. The suspension shall not exceed a period of five school days. The student may return to class only after a conference has been held to identify and discuss the problem, and develop a plan to correct the misbehavior. Participants in this conference must include the student, custodial parent(s) or guardian(s), the principal and the teacher(s) involved. Suspension is invoked to prevent disruption of the school environment or to assist the affected pupil in overcoming a disciplinary problem.

### **IN-SCHOOL SUSPENSION**

In-school suspension is the exclusion of a student from one or more classes because of repeated, deliberate and defiant misbehavior and disruption of classes. Terms of the suspension will be determined by the principal and communicated to the parents/guardians, student and teacher(s).

### **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension is the exclusion of a student from school. Terms of the suspension will be determined by the principal and communicated to the parents/guardians, student and teachers.

### **SCHOOL WORK DURING SUSPENSION**

Students who are suspended at-home or in-school will be expected to complete all work for which their grade will be lowered by 20% for each assignment. For example: if they get all the answers correct, rather than receiving a 100%, they will receive an 80% on their assignment. All assignments are due the day after suspension ends. The student will be admitted back to school upon parent/teacher/ administration meeting to discuss the behavior plan and expectations of the student.

## **EXPULSION**

Expulsion is the termination of the pupil's privilege to attend the school and requires transfer of the pupil to another school. Expulsion will be imposed after a period of probation and/or (2) suspensions, unless serious circumstances necessitate immediate exclusion, as determined by the principal.

Expulsion is invoked when drastic action is required to prevent disruption of the school environment, including but not limited to the following situations:

- a) The misconduct has been consistently repeated whether or not prior warnings have been given.
- b) Other forms of punishment have previously been pursued.
- c) Except in unusual circumstances, the school has been in contact with the parent(s)/guardian(s) regarding the child's misbehavior.
- d) Probation or suspension would deprecate the seriousness of the student's misconduct.
- e) The misconduct, at the time of its commission or if repeated, might jeopardize the physical or mental well-being of others.

### **ROLE OF SCHOOL ADMINISTRATOR**

Student lockers and desks are the property of the school, and as such, the School Administration reserves the right to inspect these, given sufficient cause. In most cases, every attempt is made to contact a parent/guardian prior to such an inspection. The Principal is the final recourse in all disciplinary situations and may, at her discretion, waive any or all disciplinary rules or procedures for just cause.

The Principal also reserves the right to refuse admission to a child when his/her behavior is so disruptive and/or threatening to other children that safety or right to an education is at risk. Admission may be denied any time during the course of the school year, but is the last measure employed in addressing a disciplinary problem. Admission may also be denied until a family initiates professional counseling for a student exhibiting a pattern of serious misbehavior, drug or alcohol abuse. The Principal retains the right to amend this handbook for just cause. Parents will be given prompt notification if this becomes necessary.

### **LUNCH ROOM RULES**

1. Students are to enter the lunchroom in an orderly fashion.
2. They are to sit at their assigned table and talk only to the students at their table.
3. Walking from table to table and shouting are not permitted.
4. After finishing lunch, students are to throw out their trash and help clean the table.
5. When tables are cleaned, students will be dismissed grade by grade.

### **RECESS RULES**

1. Students who argue or are disrespectful to the supervising adult or teacher will be sent to the office and parents will be contacted.
2. Students who swear or are fighting will be sent to the office, receive a detention, and parents will be contacted.
3. Students who fight will receive a detention or possibly an in-school suspension (depends on the severity of the fight). Parents will be contacted.
4. There will be no high kicking of balls.
5. Students are to stay away from fences and cars.
6. When the bell rings, playing will stop and students must line up.
7. Any student who has equipment when the bell rings, must return the equipment to the supervising adult.
8. Teacher rules for indoor recess will be posted in each classroom. No student is ever allowed to use the computer during indoor recess.
9. Students can't use computers during lunch/recess due to lack of supervision. Sometimes there is one parent for two homerooms.

## **DRESS CODE**

Compliance with the dress code is important because it helps the children develop a sense of pride in themselves and their school and is a unifying sign of school spirit. The school depends on parental support and cooperation to enforce this uniform policy.

Students in K-8 are expected to be in full uniform on all school days unless an “out of uniform day” is indicated. Students who are out of uniform should present a note of explanation from a parent with a request for a temporary exemption from the dress code.

### **PRESCHOOL**

- Play clothes
- Soft-soled casual shoes or gym shoes
- No backless, light up, or sparkle shoes

### **KINDERGARTEN**

- St. Mary navy blue t-shirt and navy shorts (prior to October 1st and after May 1st)
- St. Mary sweatshirt and sweatpants
- Soft-soled shoes or gym shoes
- No backless shoes, crocs or sandals, light up or sparkle shoes

### **GIRLS: GRADES 1-8**

- Uniform jumper or shirt: Gr. 1-4
- Uniform pleated skirt: Gr. 5-8
- Uniform length is no more than 2 inches above the knee.
- White collared blouse, white knit polo shirt, or turtleneck appropriately sized, neither too tight nor too large are allowed. No logos are allowed. A solid white undershirt or camisole may be worn but may not be visible. (SHIRTS MUST BE TUCKED IN AT ALL TIMES)
- A navy blue sweater or a St. Mary navy blue sweat shirt may be worn over the uniform blouse.
- During the winter, navy blue dress pants or navy blue corduroy pants may be worn. Pants should be fitted at the waist. Pants may not be worn under the uniform skirt or jumper in class. No cargo pants allowed.
- Navy blue, dark green or white knee socks, anklets or tights (Low cut sport socks are not allowed.) Ankles must be covered.
- Dress shoes are required. They must be properly laced and tied at all times. Black or brown leather is preferred.
- A watch, one ring, and a religious medal or cross may be worn.
- A matched pair of post style earrings (studs), one in each ear lobe may be worn.

### **BOYS GRADES 1-8**

- Navy blue dress pants or corduroy pants. In grades 5-8, pants must be worn at the waist with a leather brown or black belt.
- White collared shirt, white knit polo or white turtleneck (TUCKED IN AT ALL TIMES). A navy blue sweater or St. Mary sweatshirt may be worn over the uniform shirt.
- Navy blue, dark green or white socks (low cut socks are not allowed)
- Dress shoes are required. They must be properly laced and tied at all times. Black or brown leather is preferred.
- A watch, one ring, and a religious medal or cross may be worn.
- A student's hair must be neat, clean and well groomed. Hair should be cut above the ears and the nape of the neck and out of one's eyes. Final determination for what is considered appropriate hairstyles rests with the administration.

## **GYM UNIFORMS K-8**

- St. Mary sweatshirt and sweatpants are worn throughout the year on gym days.
- Low cut gym shoes and shoelaces should be white, brown or black and tied at all times.
- Under shirts may be worn but not visible
- No mesh, nylon or athletic shorts are allowed.
- Students will be permitted to attend gym class only if they are wearing the approved gym uniform, which they may wear to school only on the days of their scheduled gym classes.

## **WALKING SHORTS –SEASONAL OPTION**

From the first day of school until October 1st, and after May 1st, students may wear either uniform, knee length, walking shorts with their uniform blouse or shirt or their full school uniform.

## **THE FOLLOWING IS NOT PERMITTED**

1. Hair – distracting cuts, styles, dyes, bleaches, gels or distracting hair bands.
2. Jewelry Girls: hoops or dangling earrings  
Boys: earrings or large, excessive chains
3. Make-up or colored nail polish
4. Body-piercing or any kind of tattoos
5. Shorts, nylon or mesh athletic shorts, short-shorts or those with logos
6. Shoes – ankle-high shoes, hiking boots, high-top athletic shoes, clogs, crocs, flip-flops, “wheelies”, light up, or sparkle shoes.
7. Winter boots may not be worn in the classroom. Children must change into their shoes.

## **ART SMOCK**

All students must wear their own smock to art class to protect their uniforms. This can be an old oversized shirt or apron. On days when paint is used, they will not be able to participate without one.

## **OUT-OF-UNIFORM DAYS**

Students are allowed to be out of uniform for special occasions. There are generally two kinds of out of uniform days- dress up days and dress down days.

Dress up days are more formal. Boys are to wear a collared shirt and dress slacks. Girls are to wear a dress, skirt or dress slacks. On dress up days, gym shoes or jeans are not proper attire.

On dress down days, jeans, gym shoes and a more casual look is allowed. Students are never allowed to wear clothing with off-color comments imprinted on the, advertisements or alcohol, etc. Halter, midriffs, spaghetti straps, low cut or strapless tops are not allowed. Make-up and jewelry code applies on out of uniform days. Students must exercise common sense. Parental cooperation is needed and appreciated.

**An out-of-uniform slip will be issued to any student who does not comply with uniform rules. After three (3) out-of-uniform slips have been given, a detention will be served.**

## **PUPIL PROGRESS**

### **GRADING**

Archdiocesan guidelines regarding reports of student progress and grading are used at St. Mary School in 1st through 8th grades to insure uniformity for students who transfer between Archdiocesan Schools. Progress reports will be posted online. There will be no paper copy sent home. Report cards will be posted online with a paper copy sent home in a Report Card envelope for parent signature. Grades will be posted online every week. (New students/parents will be given an Activation Code at the beginning of the year so they may receive a user name and password.)

## ST. MARY SCHOOL GRADING POLICY

### GRADING SCALE (GRADES 1-3)

S	100-85	Satisfactory
I	84-77	Improving
N	76-69	Needs Improvement
U	68-0	Unsatisfactory

### GRADING SCALE (GRADES 4-8)

A+	99-100
A	95-98.99
A-	93-94.99
B+	91-92.99
B	87-90.99
B-	85-86.99
C+	83-84.99
C	79-82.99
C-	77-78.99
D+	75-76.99
D	71-74.99
D-	69-70.99
F	0-68.99

### SUCCESSFUL LEARNER TRAITS (GRADES 1-8)

4	Advanced
3	Proficient
2	Progressing
1	Beginning

### 5TH - 8TH GRADE HONOR ROLL

Point System	A+	4.33
	A	4.00
	A-	3.67
	B+	3.33
	B	3.00
	B-	2.67
	C+	2.33
	C	2.00
	C-	1.67
	D+	1.33
	D	1.00
	D-	0.67
	F	0.00

In order to achieve honor roll status a student must first meet the following requirements:

High Honors: 4.0 average

Honors: 3.50 -3.99 average

Honorable Mention: 3.00 – 3.49 average

The following subjects are considered in the above grading: Religion, Vocabulary, Reading, Language Arts, Math, Science, and Social Studies. A “D” (69-76.99) in any of the above subjects automatically excludes the student from the honor roll.

Although grades received in Art, Music, Spanish, and Physical Education are not averaged for purposes of achieving honor roll status, a Level 1 in any of the sections of Successful Learning Traits in any one of these classes will automatically exclude a student from the honor roll.

Honor Roll status at St. Mary School is a testimony to excellence in educational achievement and personal development as reflected in a student’s academic progress, Christian behavior in school and on the playground, as well as, his/her spirit of cooperation and respect for self, others and school rules. Therefore, a Level 1 in any of the sections of Successful Learning Traits will automatically exclude a student from the Honor Roll.

Students who are suspended, who have 2 or more detentions, or who are on probation are not eligible for honor roll status during the quarter in which the suspension or probation occurs.

#### **EXCLUSION FROM SCHOOL-SPONSORED ACTIVITIES**

Students are expected to maintain grades according to their individual ability and be in compliance with the School Discipline Code in order to participate in extra-curricular activities, events, or field trips sponsored by St. Mary School. Any student who is on probation, or who is under suspension from school, may not participate in these activities until the period of probation and suspension is completed. Such activities and events from which students may be excluded for serious lack of academic achievement/effort or misbehavior include, but are not limited to the following:

- Assemblies
- Field Trips
- LEAD Program
- Parish Sports Club Activities
- School Safety Patrol
- St. Mary Student Council

#### **GRADUATION**

Students shall be issued a diploma upon satisfactory completion for the school’s academic requirements. One of the requirements for graduation is that each student receives a passing grade on an examination covering the Constitution of the United States and the State of Illinois. The fulfillment of this requirement shall be documented on the student’s permanent record. Diplomas will not be issued to students with a failing grade(s) in one or both of these.

#### **HOMEWORK**

Homework assignments vary according to the grade level of the student. Parents who find that a child consistently spends an excessive amount of time doing homework should contact the teacher(s) involved to identify the cause and resolve the situation. Students in grades 2-8 should have an assignment book in which they record homework assignments. Homework assignments for students who are ill can be found on the Homework Depot on the school website. The student will have one day to make up work for each day of absence to get full credit.

**Early Childhood Level (Kindergarten through Grade 2)** is not given written homework assignments on a daily basis. They may, however, be required to complete work at home that was not finished during the school day. They are also assigned word lists, prayers and number facts to commit to memory. At times, they may bring home a reader to practice oral or silent reading.

**Intermediate Level (Grades 3-5)** will have about 60 minutes of homework each night, including written as well as reading and review work. On occasion, these children will also have long-term assignments. Parents will receive a copy of the assignments, time-line, requirements and materials needed, such as poster board, a trip to the library, etc.

**Junior High Level (Grades 6-8)** will be assigned 70-100 minutes of homework on a given day. Written assignments are not usually given over the weekends, during holidays (except for long-term projects or assignments), or on the evening of a school event in which the children are involved: concerts, conferences, etc.

#### **MID-TERM REPORTS**

Grades will be posted regularly so no formal mid-term report will be issued. Parents are asked to check online grades and request a conference with the teacher(s) of subjects in which the child is having difficulty. If the teacher feels the need, he/she may call a conference at any time, not just mid-quarter.

#### **QUARTERLY REPORT CARDS**

Formal report cards, issued every nine weeks during the school year, are the permanent records of academic and behavioral progress. Copies are maintained in student files in the school office.

#### **PARENT-STUDENT-TEACHER CONFERENCES**

Formal conferences are scheduled in late November for every child in grades PS-8. All parents/guardians are required to meet with teachers at this time. While we do not encourage students in the primary grades to attend these conferences, participation is mandatory for all students in grades 4-8 in order to promote a sense of responsibility for their education. Optional conferences are held in spring.

#### **PROBLEM SOLVING**

If any area of concern arises between a parent and a teacher, or between a student and teacher, both parties will meet to discuss the situation keeping in mind the child's best interest is always our first concern. **The principal will not meet with either a parent or student until they have first met with the teacher(s) to resolve the problem/situation.** If a solution cannot be reached, or if the problem continues to occur after that first meeting, the principal will meet with all parties concerned.

#### **RETENTION**

The decision to retain a student will be made only if there has been adequate evaluation and documentation, which indicate that the student would most likely profit from retention.

The decision to retain a student shall be a cooperative one made by parents/guardians, teacher(s), and administrators. Parents shall be notified of the possibility of retention no later than 3<sup>rd</sup> Quarter. Parents/guardians have the final decision.

#### **TEACHER OR TEAM CONFERENCES**

Parents are encouraged to request an appointment with their child's teacher(s) as the need for such communication arises. **Parents are not permitted to go to classrooms without an appointment or explicit permission from the school office.**

Individual and team conferences can be arranged and problems surfaced by writing to the teacher or leaving a message with the school secretary. Requests for a conference should be made in advance so that both parties have time to prepare. Teachers have only a limited amount of “free” time within the school day and are not expected to return calls in the evening. They will, however, make an appropriate response within a reasonable period of time

## **STUDENT RECORDS**

### **ACCESS TO STUDENT RECORDS**

By law, all parents/guardians have the right to inspect and review a student’s permanent educational record. This right also belongs to non-custodial parents unless the school has a copy of the court order indicating otherwise. (It is the custodial parent’s responsibility to supply the school with a copy of such a court order.) Prior to inspecting a student’s educational record, the school office must receive a written request to inspect the records. The office will set a date (within 10 school days) and time when the records will be made available.

A parent/guardian may seek a correction of the educational records in which he/she believes to be inaccurate, misleading, or in violation of student rights. The parent may challenge only letter or numerical grades on grounds that the grades have been inaccurately recorded. Grades may not be challenged because of disagreement with the teacher’s marking procedures. Any such request must be in writing; the principal shall respond to the request within ten (10) school days.

### **CHILD CUSTODY**

Regardless of custody, both parents have the right to inspect and receive a copy of school records and reports in the absence of a court order to the contrary. The school shall release a student to either parent unless the school has a copy of a court order giving one parent exclusive custody.

### **PRIVACY OF STUDENT RECORDS**

St. Mary School abides by the provisions of the Family Educational Rights and Privacy Act with regard to parent’s right of access to their child’s school records. The school also abides by the provisions of the Illinois law regarding the right of access of the non-custodial parents to the children’s school records. St. Mary School will not disclose anything from a student’s educational records except the following:

- By the prior written consent of the parent/guardian or “eligible student”
- As Directory Information (parents wishing to restrict disclosure must notify the principal in writing at the time of registration)
- By court order or lawfully issued subpoena
- Under certain limited circumstances, at the discretion of the principal: i.e., to the parent, guardian or student; to teachers providing educational services to the child; to other educational agencies providing support services to the child, to pastors, associate pastors, counselors and other school support personnel when it is necessary to serve the student or the student’s family, to the Archdiocesan Office of Education; to another principal when the child is seeking enrollment elsewhere, etc.

## **STUDENT HEALTH**

St. Mary School complies with the local and State of Illinois regulations regarding physical examinations, immunizations and contagious diseases of students.

## **PHYSICAL EXAMS AND IMMUNIZATIONS**

Illinois State Law requires all students immediately, prior to, or upon their entrance into preschool, kindergarten, sixth grade, or entering a school for the first time in Illinois to have a complete medical examination along with showing proof of receiving the required immunizations.

**Documentation of the physical exam and immunization must be on file in the school office on or before the first day of school.**

## **NON-COMPLIANCE**

If a child is not in compliance with the health and immunizations requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received the required immunizations.

## **CONTAGIOUS/COMMUNICABLE DISEASES**

The Department of Health requires that contagious/communicable diseases be reported to the school office as soon as parents become aware of the fact so that the principal can alert parents of children in the grade level affected. Appropriate information on the disease will be attached to the school's notification if the information is available from the Cook County Department of Health.

## **WHEN TO KEEP SICK CHILDREN HOME**

Parents should not send children to school when they are ill, or when their physical condition may jeopardize the health of other students. If a child has a sore throat, earache, discharge from the nose, skin rash, eye infection, or elevated temperature of 100 degrees or more, he/she should not be in attendance. At the same time, however, parents are urged to help their children learn that not every minor complaint is sufficient reason for missing a day of class. If a student is absent for 3 or more consecutive days, a doctor's note will be required.

## **ILLNESS AND ACCIDENT AT SCHOOL**

When a student becomes ill or is injured at school, the principal shall take appropriate, immediate action, including contact with the parent/guardian.

**Emergency Information:** At the beginning of the school year, each family is required to fill out and return to the school office the *Medical and Emergency Notification Information* form. It is the parent/guardian's responsibility to keep this information up to date throughout the school year.

**Illness:** The school office will notify the parent/guardian or designated emergency contact if a student becomes ill at school. Please do not list a parent as an emergency contact. It should be someone we can reach if the parent(s) are not reachable. It is the parent/guardian's responsibility to arrange to have the child picked up within a reasonable period of time. The child will remain at the school office where an adult must come and sign for the child's release.

**Accident:** In the event of an accident or serious injury to a student during the school day, the school will contact the parent/guardian or designated emergency contact. If the injury appears to be serious enough to require medical attention and the parent/guardian cannot be reached, the school will notify the person(s) whose name has been provided as an emergency contact.

If neither a parent/guardian, nor an emergency contact can be reached at a time of illness or accident, the school shall contact the police or paramedics. When the child must be transported to a local hospital, a school representative will accompany the student (if allowed), or meet them at the hospital and stay until a parent/guardian arrives. Documentation of such incidents is kept on file at the school. Parents must assume full financial liability for transportation and services rendered.

### **MEDICAL RELEASE FORMS**

Each child must have a medical release form on file indicating the name, address and phone number of the family physician and authorizing the administration to request transportation to the hospital for an injured or seriously ill child-in cases where no parent or emergency contact person can be reached. Authorization for emergency treatment by the receiving medical facility is also requested. Parents must accept financial liability for transportation by the paramedics and for all resulting emergency medical care at the hospital.

### **DISPENSING OF MEDICATION**

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during school hours and during school related activities is discouraged unless necessary for the critical health and well being of the student. It is the policy of this school that school personnel, including teachers, administrators, administrative staff, shall not administer medications to students except as provided in the School Medication Procedures. Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian.

No student shall be allowed to possess or consume any prescription or non-prescription medication unless the school principal has received a complete Medication Authorization Form for such student. If medication is necessary to maintain the child in school, parents are asked to consult their physician in order to determine if the administration of the medication can be scheduled outside of school hours. If this is not possible, the ideal situation would be to have the parent or responsible adult appointed by the parent, come to school to administer the medication. In the event that this cannot be done, the parent must adhere to the guidelines from the Office of Catholic Schools.

Appropriate Containers. It is the responsibility of the parent/guardian to provide the School with all medication in appropriate containers that are:

- a. Prescription-labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) or
- b. Manufacturer-labeled for non-prescription over-the-counter medication.

Storage of Medication. Medication received by the School in accordance with a completed Medication Authorization Form and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the School Principal, his/her designees.

Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.

At the end of the school year, or the end of the treatment regime, the student's parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the School will appropriately discard the medication.

The Medication Authorization Forms, Medical Information and Emergency Notification Forms and Parent/Guardian Permission and Authorization Forms are available in the school office.

### **SMOKE FREE ENVIRONMENT**

St. Mary School Campus is a smoke-free learning environment.

## **STUDENT SAFETY**

### **CRISIS PLAN**

The school's crisis plan is reviewed by all school personnel at the beginning of each school year.

### **EMERGENCY CLOSING OF SCHOOL – SCHOOL WEBSITE**

Every effort is made to post emergency closings on St. Mary's website ([www.stmaryschool.net](http://www.stmaryschool.net)). When there is a need to close school, the room parents are notified and they, in turn, try to reach each family by phone. We have found this to be an efficient method of notification, but parents are encouraged to also check [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com) and local radio and TV stations that have a computerized list of school closings.

### **FIRE, DISASTER, LOCKDOWN, AND CIVIL DEFENSE PROCEDURES**

Each homeroom teacher is instructed in fire, tornado and civil defense procedures, which are also clearly posted at the door of each classroom. All procedures are reviewed and approved by representatives of the Riverside Fire Department prior to the opening of school each year. Periodic drills are conducted throughout the school year. Silence and cooperation are expected of all students during fire or disaster drills.

If a **TORNADO WARNING** is in effect in the locality of St. Mary School, students will be directed to designated areas. Students will not be sent home during a tornado warning.

### **LOCKDOWN PROCEDURES**

St. Mary School has procedures in place for both soft and hard lockdowns. All lockdown procedures are done with the safety of the students and staff in mind. These procedures have been approved by the Riverside Police Department.

A soft lockdown is activated when circumstances do not present an imminent danger to students or staff. Examples include, but are not limited to, a robbery nearby, hazardous material spill or bomb threat in the area. During a soft lockdown no one is allowed in or out of the school building until we have been advised by the proper authorities. The children will go about their normal school day. If a soft lockdown occurs near dismissal, the school office will notify parents of the situation and as soon as the situation is rectified, students will be dismissed.

A hard lockdown is a very serious situation that could possibly jeopardize the safety of students and staff. During a hard lockdown 911 would be called immediately. Students stay in their classrooms. No one roams the building. No one is allowed in or out of the building. Students and staff will maintain their position until the police department gives an all clear signal.

Parents are requested to remain at home until such an alert has been discontinued.

### **SCOOTERS, SKATEBOARDS, IN-LINE AND ROLLER SKATES**

Scoters, skateboards, in-line and roller skates are prohibited on school property. They are deemed an unacceptable means of transportation to and from St. Mary School. Student's safety and limited space on the school parking lot necessitate this directive.

## **BICYCLES**

Bicycles must be “walked” on school grounds when other children are present, including times when LEAD children are using the playground after school. Bikes should be parked and locked at the racks located along the west wall of the Parish Center near the south LINK entrance. St. Mary School does not accept responsibility for bikes parked at the racks. At no time are bikes to be brought into the school building. Any student who engages in vandalism of bikes parked at school racks is subject to School Discipline Code procedures.

Children riding bikes to school must wear a helmet. If a student comes to school with no helmet, he/she will not be allowed to ride home on their bike.

## **STUDENT ACCIDENT INSURANCE**

The school does not provide student accident insurance.

## **SCHOOL SECURITY**

The school doors are open for entry from 7:50 – 8:00 a.m. and are locked the rest of the day. Parents and visitors must enter the main Herrick Road entrance. Upon arrival on school premises, all visitors, including parents and volunteers, are required to sign in at the school office and receive a Visitors Badge. Before leaving the premises, they must return the badge and sign out.

## **SEXUAL HARRASSMENT**

Sexual harassment by one employee of another, by an employee of a student, by a student of any employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

Any employee or student, who knowingly makes false charges against an employee or a student, in an attempt to demean, harass, abuse, or embarrass that individual, shall be subject to the sanctions for misconduct set forth above.

## **SUSPECTED CHILD ABUSE**

When school personnel suspect child abuse or neglect by a person responsible for a child’s welfare, they must follow the procedures of the State of Illinois and report their suspicions to proper authorities (Illinois Department of Children and Family Service).

## **STUDENT SUPPORT PROGRAMS**

### **BIRTHDAY CELEBRATIONS**

If you would like to send a treat for your child to pass out to his/her homeroom, let the teacher know in advance. If the child cannot carry his/her snack, please bring it to the school office marked with student name, teacher name, and room number so we can be sure to get it to the correct room. Birthday treats are to be brought ONLY for your child’s homeroom. The children are NOT allowed to deliver treats throughout the building.

Party Invitations: Invitations should not be distributed on school grounds unless all children in the classroom receive one. St. Mary School is committed to promoting a feeling of personal dignity and belonging. We strongly encourage parents to consider the harm done when one or two children are excluded from an event that otherwise includes the majority of a class or grade.

Birthday Suggestions: One way of honoring a child on his/her birthday is to dedicate a book in his/her name for the library or a game for the classroom. If you are interested in doing this, you can contact the school office or the child's teacher for appropriate suggestions so materials are not duplicated.

## **LEAD PROGRAM**

### **EXTENDED DAY PROGRAM**

St. Mary's extended day program is designed to promote a positive self-concept in each child within a secure environment. It is open to students in four-year-old afternoon preschool through 8<sup>th</sup> grade who are enrolled at St. Mary School on a full time basis.

Before School:	from 7:00 a.m. to 7:50 a.m.
After School:	from 3:00 p.m. to 6:00 p.m.

**The LEAD Program follows the school calendar, and is not in operation on days of early dismissal, or when the school is closed for holidays, teacher institutes, or vacation periods.**

If a special event precludes the operation of the after-school LEAD Program, parents will be notified in advance by the program coordinator. On rare occasions, severe weather conditions may necessitate early closure of the after-school program and parents must make the necessary arrangements for an early pick-up upon notification by the school. Qualified personnel operate LEAD Programs under the direction of the principal.

The LEAD coordinator and principal reserve the right to exclude any child from the morning or afternoon LEAD Program who is too immature to handle the situation, or who is consistently disruptive and does not respond to appropriate correction, intervention, or referral for parental assistance. Exclusion may also result if parents are repeatedly late for pick-up, or uncooperative in dealing with their children's behavioral problems.

Fees are structured on a per-child basis and vary according to the time and number of days a child is enrolled in LEAD. Occasional "drop-ins" are accepted at an hourly rate for parents who are working part-time or whose schedules change periodically. Contact the LEAD coordinator for more specific details. St. Mary reserves the right to discontinue service due to unpaid invoices.

## **PRESCHOOL**

St. Mary Preschool Program is operated under the direction of the school principal. Children are introduced into a school environment in a positive manner where they are encouraged to explore and enjoy the learning experience. A certified teacher and aide guide the children in opportunities to explore, create, have fun and enjoy learning.

PS-3A	3-year olds	Tuesday & Thursday	7:50-11:00 a.m.
PS-4A	4-year olds	Mon., Wed., Fri.	7:50-11:00 a.m.
PS-4P	4-year olds	Mon., Tues., Wed., Thurs., Fri.	12:00- 3:00 a.m.

## **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities enhance the learning experience at St. Mary School, and emphasize the importance of service to the community. A well-rounded scope of activities offer students a chance to apply and augment knowledge, values and skills developed in the academic program to leisure activities in athletic, social, leadership and service organizations.

## **PARISH SPORTS CLUB ACTIVITIES**

The St. Mary Parish Sports Club sponsors an Interscholastic Sports Program. Program development incorporates the guidelines approved in March, 1995 by Council 8-B of the Archdiocesan Principal's Associations for Interscholastic Sports Programs. Information regarding the sports program schedule is enclosed in the Family Envelopes as each of the following activities is organized:

Parish Teams – comprised of school and parish religious education students:

Football	grades 3-8
Cheerleading	grades 3-8
Baseball	grades 5-8

### School Grade-Level Teams

Basketball	grades 5-8
Volleyball	grades 5-8
Soccer	grades 5-8
Track	grades 5-8

## **TECHNOLOGY USE CODE OF CONDUCT**

All students have regular access to computers linked to the Internet in their classrooms, as well as in the Technology and Resource Centers. While these connections increase student access to up-to-date information sources, the school is aware that Internet access, if improperly used, may expose students to some risks. To reduce the potential for exposure to these risks, all students at St. Mary School are bound by the rules and procedures contained in the following acceptable use policy.

### **Technology Acceptable Use Policy | Kindergarten - 3<sup>rd</sup> Grade**

- St. Mary School provides technology resources to its students. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents/guardians, teachers, and support staff. The use of these technology resources is a privilege, not a right.
- St. Mary School believes communication tools can enhance the learning experience, broaden the students' global horizons and discover a vast scope of information. Appropriate behavior, as it relates to the use of computers, is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the computers and computer networks in a responsible and ethical manner. This document is intended to clarify these expectations as they apply to computer, network usage, and all forms of communication tools in schools.
- Parents, please go over the Computer Rules and Guidelines for the Internet with your child. Then sign the User Agreement with your child to show that you and your child understand and accept the rules for using St. Mary's Technology Resources and Communication Tools.

### **Netiquette Internet Safety**

- Never give out personal information such as address, phone number, full name, or passwords to anyone you meet online. Keep information about you and your family private.
- Tell an adult when you're uncomfortable with anything you see or read while online.
- I will not send my picture to anyone or meet anyone that I encounter online without telling my parents and never do any of these actions from school.
- Treat other online users' as you would like to be treated. Know where you are in cyberspace and follow the rules.

- Do not use language that is considered offensive or threatening to anyone.
- I will not view, send or display inappropriate messages or pictures.
- I will tell my teacher or parent right away if I read anything that makes me feel uncomfortable.
- I will not use my personal email account or any personal electronic device at school.
- If someone says something to you online that makes you feel unsafe or strange, sign off. Do not respond to any messages that are mean or that makes you feel uncomfortable. It is not your fault if you get a message like that, tell an adult right away.
- I promise never to use any form of electronic communication to harass, frighten, or bully anyone.
- I will not buy or order anything online.

### **Technology Acceptable Use Policy | Grades 4 through 8**

- St. Mary School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents/guardians, teachers, and support staff. The use of these technology resources is a privilege, not a right.
- Access to computers provides the potential availability of material that may not be considered of educational value in the context of the school setting. St. Mary School believes communication tools can enhance the learning experience, broaden the students' global horizons and discover a vast scope of information, which outweighs the possibilities that users may obtain material that is not consistent with educational goals of the school. Appropriate behavior, as it relates to the use of computers, is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the computers and computer networks in a responsible and ethical manner. This document is intended to clarify these expectations as they apply to computer, network usage, and all forms of communication tools in schools.
- "Netiquette" is how you manage your online reputation. Be Polite, Be Aware, Be Considerate. The use of an account requires you to abide by Computer, Network, Internet, Social Networking, and Telecommunication etiquette. Protect your future.

#### **Acceptable Use**

- All use of computers, networks, and online telecommunication services shall be consistent with the mission, vision, and policies stated in the Parent-Student Handbook.
- Successful participation in the schools Technology Resources requires that its users regard it as a shared resource and that students conduct themselves in a responsible, safe, ethical, and legal manner. Access entails responsibility.
- Use of computers, networks, Internet and online telecommunications is a privilege and must support teaching, learning and research and is provided to the student for educational purposes and research consistent with the school's curriculum and instructional goals.
- Students must comply with all St. Mary School policies, school rules and expectations concerning student conduct and communications when using school computers, whether on or off school property.
- Inform the teacher about your purpose when using the computer. Students also must comply with all specific instructions from school faculty, staff, and volunteers when using school computers.
- When students access information from a school computer the student must realize they are a guest on the computer and a representative of our school community.
- Respect and practice the principles of community. Protect the rights of others by respecting the privacy of other network users. Trespassing into files of others, even with their permission, is strictly prohibited. Use only assigned accounts.

- Treat others online with respect, as you would like to be treated. Communicate only in ways that are kind and respectful. When online, have no expectations of privacy.
- Time on the Internet is valuable. Use it wisely.
- Learn to question and judge information. Just because it is on the Internet, does not make it accurate; get a second and third opinion/source.
- Always cite your Internet sources.
- If you come across any information that makes you feel uncomfortable, seems suspicious or is questionable, alert your teachers.

#### **Consequences for Violation of Acceptable Use Policy**

- Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. The student will still be responsible for all class assignments.
- This Acceptable Use Policy does not attempt to articulate every required or proscribed behavior by its users. Successful operation of the network requires that all users conduct themselves in a responsible and ethical manner. The user is ultimately responsible for his/her behavior and actions when accessing the network.
- We ask our parents to be equal stakeholders in the implementation of our Technology Acceptable Use Policy. The signatures on this document indicate that you have read and discussed this document with your student, and that you and your student understand the terms of this agreement.

## Technology Guidelines and Contract

- I will not change the settings of the classroom computers.
- I understand I may not use an audio CD/Video/DVD on a SMS computer unless it is for a school assignment.
- I know I can use SMS computers to access information worldwide (i.e. Internet databases) but must abide by the rules of “netiquette” when doing so.
- I will respect copyright laws and will not make nor download unauthorized copies of copyright protected materials.
- I will not intentionally access information that may be obscene or offensive toward any individual (including or seemingly gang-related) nor will I place any such information on the network or Internet.
- I will respect the security of any computer system or network and will not try to gain unauthorized access to system programs, computer systems, or another person files.
- I will not use the computer systems to disturb or harass other computer users.
- I will not waste or take supplies and will print only school assignments.
- I will not use the network for financial gain or any commercial or illegal activity.
- I will not engage in vandalism, including bypassing security systems, harming or destroying any data on the SMS network or Internet.
- I understand I should not make any purchases online and if I violate this rule, SMS is not responsible for any expense I incur or purchases I make in addition to losing internet privileges
- I understand Internet access to free email, chat rooms, bulletin boards and guest books is not allowed.
- I understand school computers and all files or information stored is the property of SMS, and as a user, I have no privacy when using these computers.
- I also understand SMS staff reserves the right to inspect contents of my folders at any time and may delete any non-academic or inappropriate files.
- I understand the computers are used for saving academic work, not for downloading games, sound files, image files or video files for personal use.
- I understand that violation of the above statements will make me subject to disciplinary action and can include the immediate suspension of computer privileges.
- I understand that I am responsible for any of my actions that violate the St. Mary School TECHNOLOGY USE CODE OF CONDUCT and will face the consequences associated regarding any violations.

I have read this contract and I understand my rights and responsibilities as well as those of St. Mary School and school representatives. I agree to abide by the terms and conditions set forth above. I agree to hold SMS schools, St. Mary School and school representatives harmless from any claims resulting from my use of the Internet, which may damage me or another party.

Student Name (Print): \_\_\_\_\_ Student Signature: \_\_\_\_\_

Parent/Guardian (Print): \_\_\_\_\_ & Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_, 2013

Each student will sign the following Online Safety Pledge before accessing the Internet while in school.

ONLINE SAFETY PLEDGE  
St. Mary School

I, \_\_\_\_\_, pledge to follow these rules to stay safe while online:

- I will set up rules for going online: time of day, length of time online, and sites allowed.
- I will be a good online citizen and do nothing to hurt others or that is against the law.
- I will report inappropriate information to an adult right away.
- I will check with an adult before downloading or installing software.
- I will not give out my Internet passwords to anyone other than my parents or teacher.
- I will not plan to meet anyone without first checking with a parent.
- I will not give personal information without a parent's permission. This includes my photo, name, address, phone number, parent's work number, school, name, location, or places I go.
- I will not respond to or forward messages that make me feel uncomfortable.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **ST. MARY ADVISORY BOARD**

The Advisory Board is made up of school families, the principal, and pastor. The role of the selected members is to reflect the views and concerns of the parents of St. Mary students. The Board serves as an advisory group to the principal and pastor in supporting local policy and procedure for the governance and operation of the school in accordance with Archdiocesan policy. In addition, they collaborate with the pastor in selecting the principal and assist in establishing the annual school budget submitted by the principal.

Various committees, made up of parents and board members, are formed to assist in finance, development, public relations and student recruitment. School Advisory Board meetings are held in the Oak Room and are open to parents and parishioners.

## **PARENT ORGANIZATION**

The purpose of Partners in Education (P.I.E.) is to respond to the Archdiocesan challenge: "...to reach, to stretch, to communicate, to grow parents and teachers together-in order that we might establish between teachers and parents the close rapport, mutual respect and Christian concern that gives living witness to our children of what Christian community is all about!

### **SCHOOL VOLUNTEERS**

Our volunteers, coordinated by P.I.E., provide treasured gifts of service to St. Mary students and teachers in a wide variety of capacities, both during and after regular school hours. Volunteers are often the heart of school events that would not take place without their generous gifts of time and talent.

**All volunteers, who will work with or around children are required to complete the following:** Criminal Background Check, Virtus/Protecting God's Children training session, sign a Code of Conduct Acknowledgement Form, and complete a CANTS (Department of Children and Family Service Child Abuse and Neglect Tracking System) form, along with an Application for Volunteer Service. Volunteers cannot participate unless all requirements are met.

### **MANNA PROGRAM**

The Manna Program is an innovative way to save money on tuition and to raise funds for the school and PIE at no cost to you. Instead of going directly to the store and spending cash to make your purchase, you buy the gift certificates from the Manna Program and use the gift certificates to make your purchases. These are the same certificates you would purchase directly from the participating stores. The program makes money by purchasing the certificates at a discount. For example, you purchase \$100 in Riverside Foods certificates. It only costs St. Mary \$95. The \$5 profit is split 75/25 between you and the Manna Fund. You receive a tuition credit for \$3.75 and the Manna Fund receives \$1.25. The total Manna Fund, less expenses, is split evenly between PIE and the school. It is that easy and the credits do add up.

The program is available all year long if there are enough volunteers to run it. Orders are due at 9am on Mondays. *(Please try to send in orders on Friday when you return your Thursday envelope.)* Orders are sent home on Wednesdays. Orders can also be picked up in the office beginning Wednesday afternoon. During the summer, the orders can be picked up at the rectory during daytime office hours.

Order on-line at [www.shopwithscrip.com](http://www.shopwithscrip.com). The Manna Coordinator will assist you when setting up an account for the first time. Payments must be received before we can place your order. Enclose your check with your printed Order Confirmation and send it to school, "ATTN: Manna". When you order online, you can pay by check or you can use the convenience of Presto Pay. PrestoPay allows you to have the money taken electronically out of your checking account. The Manna Coordinator can provide additional information for using PrestoPay.

**Some points to remember:**

- Tuition credits are paid out twice a year-- in January for credits earned from 8/1 through 12/31 and in August for credits earned from January 1 through July 31. Credits can be carried over to the next school year as long as your children are still enrolled at St. Mary's. Any unused credits will be given to the Manna Fund.
- Tuition credits will not be paid out in cash or to an individual under any circumstances. The payee must be an approved school.
- Tuition credits less than \$25 as of the payout date will not be paid out. These amounts will be given to the Manna Fund.
- If you would like to have your order returned in the Thursday envelope, you must sign the family folder disclaimer form each school year.
- You must use a check or PrestoPay to pay for your orders. We do not accept credit cards or cash. **Please do not make cash payments.**
- Manna may not be distributed in certain weeks due to holidays or other conflicts.
- Manna is run by volunteers.
- Returned checks are subject to a service charge.
- Orders received after the deadline will be filled the following week.
- Lost or stolen certificates are just like cash and will not be replaced if lost or stolen.
- Family and friends can order on your behalf to increase your credits.
- You can track your progress in your online account.
- "Change Back" and expiration policies vary by store. Check the certificate or the store for the policy. The general rule is to expect little or no change when using certificates.
- Periodically, a limited supply of certificates will be available for immediate purchase through Manna Express.
- Tuition credits can be applied to an approved high school. This can only be done if the family has no students enrolled at St. Mary. The 25% will be given to the Manna Fund.
- St. Mary staff, teachers and parishioners are able to purchase Manna. 100% of the credits accumulated will be given to the Manna Fund

**PARENT-STUDENT HANDBOOK  
ACCEPTANCE AGREEMENT  
2013-2014**

We have read and agree to abide by all of the policies and procedures set forth in the St. Mary Parent-Student Handbook as well as with any amendments to this Handbook while we are members of the St. Mary School Community, or until a new handbook is published and presented to parents.

_____ <b>Signature of Parent/Guardian</b>	_____ Date
_____ Student's Signature	_____ Date

This form is kept on file in the school office for verification of parental agreement, as well as for verification of signatures. Each parent/guardian and each child (grades 1-8) are expected to sign the form.

**PLEASE RETURN THIS SIGNED FORM TO  
SCHOOL IN YOUR FAMILY ENVELOPE  
BY MONDAY, SEPTEMBER 30, 2013**

## **What It Means to be a Parishioner**

The people of God are united in bringing the good News of Jesus Christ to the world. We are for and with each other in Christ, using the means available to us to furthering the Kingdom of God. The Church often refers to this concept as stewardship.

When we join a parish, we enter into a covenant relationship. The covenant depends on the good faith of each part, and is often expressed in the rights and the responsibilities of the members. Thus,

### **St. Mary Parish promises to be faithful to the teachings of the Catholic Church by**

- Proclaiming and teaching God's Word.
- Celebrating Sacraments with reverence.
- Respecting all people.
- Providing pastoral care for the Christian faithful.

### **St. Mary Parish expects baptized Catholic members of our parish to be active in the practice of their faith by**

- Participating at Mass on all Sundays and Holy Days.
- Imparting the Faith to their children at home and through regular attendance at the Catholic School or Religious Education Program.
- Contributing a just amount to the financial support of the parish and universal church through use of parish envelopes.
- Contributing their time, treasure, and talent in parish activities and service to the wider community.

Our obligations to each other are spiritual, social, formational, and financial. We take on our rights and obligations with a sense of justice and mercy. All areas are vital to the function of the Body of Christ.

We are called to be good stewards.

**I have read "What It Means to be a Parishioner" and agree to be active in the practice of my faith.**

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Signature

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Date

**St. Mary Parish  
126 Herrick Rd  
Riverside, IL 60546  
708-447-1020**