

**ST. MARY'S SCHOOL
STUDENT/PARENT
HANDBOOK
2023-2024**



Grades Pre-K – 5
536 East Third Street
Alton, Illinois 62002
618-465-8523
Fax 618-465-4725

Grades 6 – 8
1015 Milton Road
Alton, Illinois 62002
618-465-9719
Fax 618-465-9726

Mrs. Mary Rivera
Principal

Mrs. Beth Hogg
Dean of Students

St. Mary's Catholic Church
Father Chris Uhl, OMV
Pastor

Parish Office: 618-465-4284
Parish Fax: 618-463-4637

School Office Hours
8:30 a.m. to 3:00 p.m.
www.stmarysalton.com

TABLE OF CONTENTS

SECTION 1: MISSION STATEMENT OF ST. MARY'S SCHOOL	1
SECTION 2: STATEMENT OF PHILOSOPHY AND GOALS	1
SECTION 3: ADMINISTRATION.....	3
ST. MARY'S SCHOOL ADVISORY BOARD	3
PRINCIPAL.....	3
SECTION 4: ADMISSIONS.....	3
AGE REQUIREMENT	4
EARLY ADMISSIONS.....	4
ADMISSION PRIORITIES.....	4
Preschool	4
Kindergarten.....	4
Grades 1-8	4
NEW REGISTRATIONS	5
TRANSFERS TO ST. MARY'S.....	5
WAITING LIST	5
NECESSARY REQUIREMENTS FOR REGISTRATION.....	6
INCLUSION OF STUDENTS WITH SPECIAL NEEDS	6
DISABILITY ACCOMMODATIONS.....	6
CLASSROOM PLACEMENT/TEACHER REQUEST.....	7
SECTION 5: FINANCES.....	7
TUITION.....	7
REGISTRATION FEE	7
TECHNOLOGY FEE	7
REFUNDS	7
FINANCIAL ASSISTANCE	8
NON-FULFILLMENT OF FINANCIAL OBLIGATIONS:.....	8
SCRIP/SERVICE HOURS	8
SECTION 6: ATTENDANCE	9
ATTENDANCE/ABSENCE/TARDINESS POLICIES	9
SCHOOL DAY	9
PERFECT ATTENDANCE.....	10
ABSENCE	10
PROLONGED ILLNESS.....	11
EARLY DISMISSAL/APPOINTMENTS	11
PRE-ARRANGED ABSENCES.....	11
TRUANCY	11
TARDINESS	12
SECTION 7: ACADEMICS/STUDENT PROGRESS.....	12
ACADEMIC EXPECTATIONS	12
REQUIRED MIDDLE SCHOOL STUDENT SERVICE HOURS.....	12
BOOKS	13
HOMEWORK	13
LATE WORK.....	14
MAKE-UP WORK.....	14

HOME STUDY	15
GRADING	15
HONOR ROLL Grades 6 – 8	15
PROMOTION.....	16
REMEDIATION.....	16
Title I Services	16
Tutoring.....	16
Counseling/Testing.....	16
RETENTION	17
GRADUATION	17
TESTING PROGRAM	17
STUDENT CUMULATIVE RECORDS	18
PARENTAL RIGHTS:	18
Records.....	18
Process to Review Your Child's Record:	18
Non-Custodial Parents	18
INACTIVE FILE OF SCHOOL RECORDS.....	18
RELEASE OF SCHOOL RECORDS	19
STUDENT ENRICHMENT ACTIVITIES.....	19
FIELD TRIPS	19
SECTION 8: RELIGIOUS INSTRUCTION	20
SACRAMENTS	20
RETREATS.....	20
SECTION 9: COMMUNICATION	20
SCHOOL TO HOME:	20
Weekly Communication	21
Calendar.....	21
Parent/Student Handbook.....	21
Progress Reports	20
Report Cards	21
School Website.....	21
Ren Web.....	21
OPEN HOUSE	22
TEACHER TO PARENT	22
PARENT TO TEACHER	22
IMPROMPTU TEACHER VISITS.....	22
PRINCIPAL	22
PARENT/STUDENT/TEACHER CONFERENCES.....	22
TELEPHONE	23
SECTION 10: SELF-DISCIPLINE/DISCIPLINE	23
DISCIPLINE CYCLE	23
Classroom Cycle	23
Total School Cycle.....	24
PROBATION	25
SUSPENSION	25
In-School	25
Out-of-School.....	25
EXPULSION.....	25
FIREARMS.....	25

CHEATING	26
CORPORAL PUNISHMENT	26
DRUGS.....	26
SEARCH AND SEIZURE	26
FINES	26
GOAL	26
HARASSMENT	27
Violence	27
Harassment (Bullying)	27
OFF-CAMPUS CONDUCT.....	28
POLICE QUESTIONING AND APPREHENSION.....	28
CELL PHONES AND OTHER ELECTRONIC DEVICES	28
GAMES.....	29
GRIEVANCE/CONFLICT RESOLUTION.....	29
SECTION 11: EXTRA-CURRICULAR ACTIVITIES.....	30
SPORTS.....	30
Uniforms.....	31
STUDENT COUNCIL	31
BAND.....	32
ELIGIBILITY.....	32
SECTION 12: UNIFORM CODE	32
UNIFORM INFRACTIONS.....	36
SECTION 13: HEALTH - SAFETY - WELFARE	36
PHYSICALS/SPORTS' PHYSICAL.....	36
IMMUNIZATIONS.....	37
STATE REQUIRED VISION/HEARING SCREENING & DENTAL/EYE EXAM.....	38
AIDS.....	38
COMMUNICABLE DISEASES	39
RECORDS.....	39
MEDICATION	39
ACCIDENT/ILLNESS.....	39
STUDENT ACCIDENT INSURANCE	40
STUDENT SAFETY/ARRIVAL/DISMISSAL.....	40
Arrival	40
Dismissal.....	40
Walkers	40
Middle School	40
BUS SAFETY.....	41
MIDDLE SCHOOL – EARLY DISMISSAL.....	41
GENERAL SUPERVISION	41
PLAYGROUND.....	42
EXTENDED DAY PROGRAM	42
Before School	42
Early Dismissal	42
After School	43
WELLNESS POLICY.....	43
TREATS: BIRTHDAY/PARTY/OTHER.....	43
HOT LUNCH PROGRAM.....	43
CLOSINGS: INCLEMENT WEATHER/EMERGENCY/OTHER.....	43

EMERGENCY PROCEDURES	43
MATERNITY/PATERNITY POLICY	44
SECTION 14: OTHER AREAS OF INTEREST	44
AMENDMENT OF HANDBOOK.....	44
ASBESTOS MANAGEMENT	44
CAFETERIA.....	44
Payments/Credits	44
COPIES	45
DROPPING OFF FORGOTTEN ITEMS	45
FACULTY IN-SERVICE DAYS	45
LIBRARY.....	45
LOST AND FOUND.....	45
SCHOOL GROUNDS/FACILITIES.....	45
CHARGERS CLUB	45
SCHOOL PHOTOGRAPHS/YEARBOOK.....	46
TECHNOLOGY	46
Internet Authorized Use Policy	46
Content Filtering Policy.....	46
Publication Permission	46
VISITORS/VOLUNTEERS/PARENTS.....	47
VISITORS/SPEAKERS.....	47
VOLUNTEERS.....	47
Missing Children Records Act.....	48
APPENDIX	49
AUTHORIZED TECHNOLOGY USE AGREEMENT POLICY	49
USER AGREEMENT AND PARENTAL PERMISSION FORM	52
PUBLICATION'S PERMISSION	53
FIELD TRIP – STANDARD	54
FIELD TRIP – HAZARDOUS.....	55
FIELD TRIP – TRANSPORTATION POLICY	56
FIELD TRIP – DRIVER INFORMATION SHEET.....	57
FIELD TRIP – ADULT LIABILITY WAIVER	58
HEALTHY SNACK SUGGESTIONS.....	59
ASBESTOS MANAGEMENT PLAN LETTER.....	60
MEDICAL MARIJUANA FOR QUALIFIED STUDENTS.....	61
PASTOR VERIFICATION	65
STUDENT(S)/PARENT AGREEMENT.....	66

SECTION 1: MISSION STATEMENT OF ST. MARY'S SCHOOL

St. Mary's School exists to support the life of the Catholic Church by serving all families who desire a Catholic education for their children. In collaboration with parents, parishioners, and community, our pledge is to provide an education that forms Christian leaders spiritually, intellectually, morally, physically, and culturally. Guided by the Gospel, students are challenged to fulfill their potential as life-long learners committed to following Jesus' example through worship, service, and love. (Revised May, 2014)

SECTION 2: STATEMENT OF PHILOSOPHY AND GOALS

St. Mary's School strives to be an educational community of pupils, parents, faculty, staff, and priests, committed to seeking truth and virtue in an atmosphere characterized by joy in learning, respect for individuals, and emphasis on a vibrant, loving community.

St. Mary's strives to maintain the highest standards in all relevant fields. Recognizing parents as the primary educators, the school community collaborates with them in the education of their children. In developing an educational program with this aim, the principal, teachers, staff, priests, School Board, and parents endeavor to recognize that each child is a unique creation of God, who deserves to develop and thrive, and to be able to contribute to the Church and society. For this reason, the goals of the educational program include the following:

1. to form a partnership with the home and the parish community sharing the responsibility of educating the students in the Catholic tradition
 2. to provide students with experiences which will help them to grow spiritually, academically, socially, and physically in a Christian manner
 3. to provide students with the opportunity to give witness to their faith through service to the community
 4. to recognize the different learning styles of individual students and to adjust instructional techniques to accommodate these diverse styles
 5. to encourage daily growth in faith through shared liturgical experiences, centering on Christ's Real Presence in the Holy Eucharist, the source and summit of our sanctification
 6. to graduate students who reflect the Catholic faith in all aspects of their lives
- (Adopted March 12, 2007)

Catholic education is an expression of the Church's mission of salvation and an instrument of evangelization: to make disciples of Christ and to teach them to observe all that He has commanded.¹ Through Catholic education, students encounter God, who in Jesus Christ reveals His transforming love and truth.² Christ is the foundation of Catholic education;³ He is the Master who journeys with students through school and life as genuine Teacher and perfect Man.⁴ As a faith community in communion with the Church, all its members give witness to Christ's teachings as set forth by the Magisterium and especially as articulated in the Catechism of the Catholic Church. With a Christian vision, Catholic education fulfills its purpose of the critical transmission of culture in the light of faith⁵ and formation of students in body, mind, and spirit.⁶

¹ Matthew 28: 19-20

² Pope Benedict XVI, Meeting With Catholic Educators, Washington, DC, 2008; Pope Benedict XVI, Spe Salvi, 2007, #4.

³ Sacred Congregation for Catholic Education, The Catholic School, 1977, #34.

⁴ Congregation for Catholic Education, The Religious Dimension of Education in a Catholic School, 1988, #25.

⁵ The Catholic School, #49.

⁶ Congregation for Catholic Education, Circular Letter to the Presidents of Bishops' Conferences on Religious Education in Schools, 2009, #1.

Evangelization. Our school assists in the salvific mission of the Catholic Church by preparing all students to seek and proclaim the Good News through education and formation in the Catholic faith.⁷

Encounter with Christ. Through daily interaction, prayer, liturgies, and participation in the sacraments,⁸ all members of the school community encounter Christ and His transforming love and truth and in so doing are drawn to proclaim and fulfill His calling for them and for the Christian community.⁹ Through this encounter, students are moved toward the fullness of their humanity, becoming more aware of the gift of Faith given them at Baptism,¹⁰ to mature into adults who will bear witness to the Mystical Body of Christ, respect the dignity of the human person, provide service, lead apostolic lives, and build the Kingdom of God.¹¹

Community of faith. As members of a Catholic educational community, we are all called to model confident and joyful public witness in both word and deed and to live by the moral demands of the Gospel¹² in order to model for students the integration of faith and life and to assist in the development of virtues characteristic of the Catholic Christian.¹³ We do this by living in communion with the Church and its teachings. Believing in the mercy and forgiveness of Christ, we acknowledge our sinful and fallen nature and look to Christ and to the Sacraments He has given us as sources of grace and strength, particularly when striving to live according to the Ten Commandments given to us in the Old Testament and the Beatitudes given to us by Christ in the New.

Authority for teaching. We profess that all authority for our moral and spiritual teaching is based on the Gospels of Jesus Christ¹⁴ and the traditions of the Catholic Church as taught by its ordinary and extraordinary Magisterium, and especially as contained within the Catechism of the Catholic Church.

Transmission of culture. Permeated by an evangelical spirit of authentic freedom and charity,¹⁵ our school provides a unique setting where everyone is aware of the living presence of Jesus Christ as evidenced throughout the daily rituals of prayer and Sacraments, harmonious and friendly relationships,¹⁶ and curricular selections where faith and culture are intertwined in all areas of school life.¹⁷ Cultivating within students their intellectual, creative, and aesthetic faculties in order to develop the right use of reason, promote a sense of values, and encouraging just attitudes and prudent behavior,¹⁸ our school environment strives to hand down the cultural patrimony of previous generations, in particular a Christian anthropology which teaches that man was made in the image and likeness of God. (Added 2019)

⁷ The Catholic School, 1977, #5

⁸ The Catholic School, 1977, #54, 55.

⁹ Pope St. John Paul II, Catechesi Tradendae, 1979, #23

¹⁰ The Religious Dimension of Education in a Catholic School, #98

¹¹ The Religious Dimension of Education in a Catholic School, #95; The Catholic School, #7.

¹² Sacred Congregation for Catholic Education, Lay Catholics in Schools: Witnesses to Faith, 1982, #6

¹³ Congregation for Catholic Education, Educating Together in Catholic Schools: A Shared Mission Between Consecrated Persons and the Lay Faithful, 2007, #24.

¹⁴ The Catholic School, #34.

¹⁵ Pope Paul VI, Gravissimum Educationis, 1965, #8

¹⁶ The Religious Dimension of Education in a Catholic School, #26, 27

¹⁷ United States Conference of Catholic Bishops, Renewing our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium, 2005.

¹⁸ Gravissimum Educationis, #5; Lay Catholics in Schools: Witnesses to Faith, #8.

SECTION 3: ADMINISTRATION**ST. MARY'S SCHOOL ADVISORY BOARD**

The St. Mary's School Advisory Board serves the people of St. Mary's parish by participating in the policy formation and matters pertaining to the educational programs and facilities of the parish school. The Board functions as an ADVISORY BODY to advise the pastor in the establishment of policy and to advise the parish school administrator in the implementation of that policy. Board members are appointed by the Pastor.

The Board shall consider all aspects of the educational programs and the co-curricular programs of the school. In all its work, the aim of the Board shall be to integrate the teaching of Catholic virtues and values within the total school curricula.

The Board shall always follow the spirit of the policies laid down by the Diocesan Board of Education for the schools of the Diocese, and consider appropriate directions of the Illinois State Board of Education.

The Board shall meet monthly with the exception of June, July and August. Special meetings may be called by the Pastor. Meetings are open to members of the parish and parents of the children in the parish school. Non-board members may address the Board if their request has been communicated to the Pastor or principal before the next meeting and approved for the agenda of the next meeting.

The Board may declare itself in executive session for reasons of personnel, financial, and legal matters. Only the Pastor, Principal, and voting Board members have a right to attend such meetings.

PRINCIPAL

The principal is the administrator of the school. Problems and questions concerning the school should be directed to the principal. Specific problems concerning a particular subject or class should first be discussed with the teacher.

In order for the administration to function effectively, conferences with the principal should be made by appointment. For an appointment please call between 9:00 A.M. and 2:30 P.M.

When you come to the office, please wait outside the door should another adult or child be present in the office. This will save embarrassment for all, as the principal or teacher is sometimes involved in a personal matter with another person or is on the phone. Your cooperation in this matter is appreciated.

SECTION 4: ADMISSIONS

Students will be admitted to St. Mary's School regardless of race, color, sex, national and ethnic origin and are entitled to all rights and privileges, programs, and activities generally available to students in these programs. Appropriateness of educational programs and/or availability of space may be legitimate factors affecting admissions.

If a student or parent/guardian believes that the school is in violation of the non-discriminatory policy, they are to contact the Pastor or a school Board member to discuss their concern and/or possible grievance. (5/22)

All parents and guardians of students registering at St. Mary's School must attend the Protecting God's Children workshop and complete and return a signed copy of the Pastoral Policy on Sexual Misconduct with Minors and Statement of Certification and authorization for Background Checks.

AGE REQUIREMENT

A child entering Pre-school (3yr. old or 4yr. old program), Kindergarten (5 yrs. of age) or First Grade (6 yrs. of age) must be the required age on or before September 1 of that year. **All children entering Pre-school must be potty-trained.** Also, with the consent of the pastor, the principal is authorized to exclude from admission to Preschool, Kindergarten or First Grade students who, based on testing conducted by the school, are definitely unprepared for regular classroom work.

EARLY ADMISSIONS

Students not fulfilling the age requirement, but who after adequate examination are found to possess sufficient maturity to enter kindergarten or first grade, may be accepted on a probationary status if there is a space available.

ADMISSION PRIORITIES

Children applying for admission will be accepted in the following order:

Preschool

Enrollment in the preschool program is not a guarantee of enrollment in kindergarten.

1. Children of registered parishioners will be accepted by date of parish registry.
2. Children of a non-parishioner.

Kindergarten

1. Sibling of children presently enrolled in St. Mary's or /children of register parishioners will be accepted by date of registry
2. Children of a non-parishioner

Grades 1-8

1. Siblings of children presently enrolled in St. Mary's School.
2. Children on the waiting list. (See WAITING LIST)
3. Children of registered parishioners will be accepted by date of parish registry (length of time registered in parish).
5. Children of faculty members.
6. Catholic children of non-parishioners.
7. Non-Catholic children, where the children and family hold values consistent with Catholic education.

NEW REGISTRATIONS

Families moving into the parish who wish to enroll their children, please contact the Elementary School office. The office will request the records of the previous school, make arrangements to schedule a screening, and gather any pertinent information relative to the child's placement.

Our basic purpose is to assure that Catholic truths and values will be fully integrated with the student's life and academic program. All students are expected to participate fully in the religious programs of the school.

Certified copies of transfer students' records are requested within 14 days of enrollment into St. Mary's. (5/22)

When St. Mary's receives a record request from any student, the office will check the Illinois State Police database of missing persons: <https://www.missingkids.org/> . If the child is on the list, we will immediately inform the Illinois State Police for further instructions. (5/22)

All newly registered students are temporarily placed for a trial period set forth by the principal. After this time period, if there are no social, behavioral or academic concerns or issues, the student will be permanently placed as a St. Mary's student.

TRANSFERS TO ST. MARY'S

Our school is open to children of all parishioners, subject to the limitations of available space, good teaching, and learning environments. When parents request a transfer to our school from any school, a conference will be held to determine the reasons for the transfer to our school and to ensure that such a transfer will be in the best interest of the child. St. Mary's School will not accept students whose parents or guardians seek to have them admitted to avoid racial integration rather than to receive religious formation.

Admission of transfer students for Grades Pre-K-8 is determined by:

1. Availability of space at the child's grade level.
2. Admission priorities listed above.
3. Completion of an evaluation process: present grades, tests and other pertinent information on new students must be received in the school office before the application is processed and admission determined. The school secretary will send for these records upon receipt of the parents' signed request form. Screening by a faculty member is required. Additional testing may be required before a decision is made regarding acceptance of a new student. Depending on the needs of the child, this testing may be administered by a member of our faculty. Sometimes testing by outside experts may be requested. While waiting for documentation to be completed, the approved transfer student will be accepted on probationary terms to ensure communication and other factors continue to be monitored to ensure student success.

WAITING LIST

If applicants exceed available spaces for a grade, a waiting list will be established. Children will be placed on the list chronologically by application date. Children will be taken chronologically by application date. Applications with the same date will be placed on the list based on the

admission priorities.

NECESSARY REQUIREMENTS FOR REGISTRATION

1. Birth certificate.
2. Baptismal certificate must be presented by the first day of school, unless the child was baptized at St. Mary's, St. Patrick's or St. Matthew's parishes in Alton.
3. Current health/dental records.
4. Students of legally separated or divorced parents must provide a copy of the custodial responsibilities from the divorce decree.

INCLUSION OF STUDENTS WITH SPECIAL NEEDS

St. Mary's School will admit students with special needs whenever possible. The school will use the following guidelines when enrolling special needs students:

1. The goal of inclusion requires the cooperation of the school and the parents and the realization by both that circumstances and available resources may make inclusion (in whole or in part) of any particular student impossible.
2. When a special needs student applies for enrollment, the Principal, teacher(s), and the parents/guardians should meet to define the student's special needs and the school's ability to meet those needs. This meeting might include a conference with the student.
3. An annual written agreement between the school and the student's family should be developed and executed before the commencement of each academic year. This agreement should set forth specific educational goals and expectations of the student and the responsibilities of both the school and the student's family.
4. Any special arrangements for grading, promotion, and graduation should be described within the annual agreement.
5. The annual agreement should specifically identify the extent of the need for a teacher's aide for the student. This aide would be selected by the school. The cost for the aide would be paid for by the student's family.
6. Failure of the student or his/her family to abide by the terms of the annual agreement (including but not limited to any financial requirements) shall be grounds for dismissal.
7. "Inclusion" as used herein means including the student in a normal classroom and classroom activities.

DISABILITY ACCOMMODATIONS

St. Mary's School is handicapped accessible. Reasonable accommodations for students with disabilities will be considered. The principal shall review each case individually and determine in

which instances accommodations may be provided.

CLASSROOM PLACEMENT/TEACHER REQUEST

A great deal of time is spent each year on class placement. Factors taken into consideration are the child's learning style, the child's individual personality, a teacher's personality, peer relationships, number of boys and girls in the class, students that have special needs and a multitude of other aspects. We do not accept parent request for specific teachers.

SECTION 5: FINANCES

To make Catholic Education affordable to the greatest number, part of the cost of education is subsidized by the parish. Still, it is necessary to charge school families tuition and fees above and beyond their Church support. The amount of tuition is decided by the Parish Financial Council after considering the recommendations of the School Board and Administration.

The amount of tuition and fees for grades K-8 differs for those who are not members of the parish.

In addition to tuition and fees paid, each family is expected to support the school with its time and talent according to the possibilities of each.

TUITION

Tuition for parishioners and non-parishioners is paid from July 1 to April 30 of each school year. FACTS Management Company processes monthly tuition payments for St. Mary's. A direct withdrawal of the monthly tuition from a designated checking or savings account is made on the 5th or 20th of each month.

Tuition may be paid annually by the July 1st prior to the first day of school. If tuition is paid annually, a 3% reduction is granted.

If tuition is not paid in full before the school year starts, arrangements must be made with the Parish Office before the student will be allowed to attend school.

REGISTRATION FEE

A registration fee is charged at the time of registration. Any balance for these fees is paid from May 1 to June 30 each school year. After August 1, a per student late fee is charged.

TECHNOLOGY FEE

A per student fee is assessed for computer technology. This fee aids in offsetting the cost for the purchase and maintenance of computers and the purchase of other hardware and software.

REFUNDS

The annual tuition and fees letter sent from the parish office indicates the amount of the registration fee that is considered a non-refundable deposit and will not be refunded should a student transfer out of St. Mary's. The remaining registration fee or tuition payment(s) will be refunded for students transferring before the first day of school. Refunds for transfers occurring after the first

school day will be assessed on an individual basis.

FINANCIAL ASSISTANCE

Parishioners who encounter financial difficulty may apply for full or partial financial assistance, according to the process outlined below:

1. Parents submit an application for financial aid through FACTS, an online process.
2. FACTS will provide a report to the Parish Office based on their formula and information provided by the parent.
3. The pastor and Financial Council will review the report with final approval by the pastor.
4. The family will be contacted with the results of the evaluation and for any further arrangements that need to be made.
5. All information is absolutely confidential.

NON-FULFILLMENT OF FINANCIAL OBLIGATIONS:

The situation of parents not fulfilling their financial obligations (i.e., tuition, registration, fines, or any debts incurred on behalf of the school) as agreed upon will be dealt with as follows:

1. In the event that payments have not been kept up even after a reminder, parents will be asked to meet with the business manager to discuss the situation.
2. The following year's enrollment will not be accepted until payment has been made or some agreement settled upon.
3. When enrollment has been granted on some agreement of payment, and that agreement is not fulfilled by those who are to make the payments, student(s) may be asked to leave during the year.
4. Due to an agreement of the Catholic schools of this area, no student will be permitted to enroll in another Catholic school until the outstanding debts are resolved.
5. Official records will not be transferred or released until debts have been settled.
6. Collection agencies may be used when debts continue to be outstanding.

Compliance to the financial policies will be monitored by the Parish Financial Council.

SERVICE HOURS

Parents are required to complete 15 Service Hours per year, regardless of the number of students they have enrolled. Only under approved circumstances can parents identify a proxy to complete service hours for their family. This must be discussed in advance with school administration. Service hours need to be completed by May 1st.

There are plenty of opportunities to earn service hours; Oktoberfest, coaching, athletic events, summer building & grounds projects, attending Charger Club meetings and working at Charger Club events, and many other events throughout the year. These are communicated in weekly

emails to parents. Participation in church-related activities (PSR, lector, Eucharistic minister, etc.) would be considered stewardship an essential element of parishioner involvement, but not considered service hours.

You may buy out of the Service Hour Program by submitting payment to the School office in the amount of \$200.00. Families will be charged \$15.00 for each unfulfilled service hour.

Middle School students are expected to complete an additional number of service hours as we work to have them take ownership of being a Steward in Faith. These service hours should be completed by helping the community (ie: ring the bell for the Salvation Army, work a food or clothing drive for Catholic Charities, etc.). Mowing the grass for a parent or grandparent is an expected service students provide their family, not the community.

SCRIP PURCHASES

Families are also required to purchase \$1,000 worth of Scrip each school year. For this program, multiple proxies CAN be identified. **The Scrip Program** also runs from May 1st to April 30th. Scrip gift cards and certificates may be purchased through the Parish Office, in the back of church during the holidays, and using the Raise Right App. Contact the school for more details. The fee for buying out of the Scrip Program is also \$100.00. Families with unfulfilled Scrip balances as of April 30th, will be assessed 10% of the shortfall. Families who don't purchase any Scrip prior to April 30th will be assessed \$150.00.

SECTION 6: ATTENDANCE

ATTENDANCE/ABSENCE/TARDINESS POLICIES

The State of Illinois provides by law for the compulsory attendance of all children between the ages of seven (7) and sixteen (16) years.

Daily attendance and punctuality are important to the student from the very first day in school. The earlier a student learns that he/she has an important obligation, the more satisfactory his/her growth will be. If the student is ill he/she should not be in school. However, parents should realize that excessive absence for any reason hinders the student's progress in school and his/her general educational learning and growth.

In marking the student's attendance, the general policy is:

1. Any child not in the classroom at 8:00 A.M. is marked tardy.
2. Children present at 8:00, but who leave before 9:30 are marked absent for the day.
3. Children leaving at or after 11:30 are marked 1/2 day absent.
4. Children leaving school at 2:00 are considered absent but are not marked for a 1/2 day's absence.
5. Students leaving a short time for medical or personal reasons are considered absent.

SCHOOL DAY

7:15 Middle school building open. The bus will leave the Elementary building for the Middle school at 7:40 a.m. Bus transportation is **reserved** for M.S. students who have siblings at

	the E.S., walkers, and students in Before Care program.
7:30	Students (K – 5) go to their homerooms.
8:00	Bell rings and attendance taken; office materials collected and sent to office for handling; materials readied for the day; morning prayer.
8:05	Classes begin.
8:15	Mass: All-school Mass on Fridays, on Holy Days of Obligation and Ash Wednesday.
2:35	The bus leaves the Middle school for the Elementary building.
2:45	Grades 6 – 8 dismissed.
2:45	First dismissal at the ES
3:00	Second dismissal at the ES

All students have a lunch break in their schedule.

PERFECT ATTENDANCE

St. Mary's does not award perfect attendance.

ABSENCE

A parent is requested to call the office before 9:00 A.M. if a student is to be absent from school. If there has been no call by 9:00 A.M. for an absent child, the school office will make an attempt to contact the parent.

If the student is absent without an excuse or for more than one day and the school has reason to suspect the validity of the excuse, the principal shall investigate the situation.

Ten percent absentee/tardy rate is considered excessive. **Therefore, absences/tardies totaling 16 for the year is deemed excessive.** Any child with excessive absences/tardies in one year may be liable for retention in the same grade for the next year. Upon documentation of cumulative absences/tardies, parent(s)/guardian(s), and the Regional Superintendent of Schools, if need be, will be informed. Appropriate procedures for referring truancy cases to the court will be employed.

A student with multiple absences in a row, or close together may be required by administration to have a doctor's note excusing the absences.

Excused absences/tardies that are considered non-cumulative include, but are not limited to, the following:

1. Student illness with a doctor's note.
2. Doctor's or dentist's appointment with doctor/dentist note.
3. Death, serious illness, or family emergency

Teachers are under no obligation to give make-up work to students with cumulative absences or tardies.

If an absence is deemed "unexcused" and work missed that day will be considered late and incur any potential reduction in grades.

PROLONGED ILLNESS

The faculty and administration will assist the family, within our range of services, with establishing arrangements for the student's continuing educational needs.

EARLY DISMISSAL/APPOINTMENTS

A written request from parent(s)/guardian is required for a student to leave school before the time of dismissal. The request must state the reason for the early dismissal and should be brought to the school office. Students leaving for these reasons are considered absent.

Parents should try to arrange medical and dental appointments after school hours, on free days, or during school vacations.

All work missed under these circumstances must be made up at the direction of the teacher.

Parent(s)/guardian must come into the school office to sign-out the child for a dismissal during the school day. The student will sign-in upon their return.

PRE-ARRANGED ABSENCES

Parents must request pre-arranged absences 1 week in advance. An example of such an absence might be a family vacation. Parents must communicate with the office, all teachers impacted and the principal. Students are NOT to be the one informing the teachers/school. If a student is not in good academic standing, parents may be asked to reconsider the absence. Other details are as follows:

1. Teachers are not required to give more than 3 days of work for pre-arranged long term absences.
2. If work is sent home prior to the absence, it is due the day the student returns. If not, it will be considered late and incur a possible reduction in grade.
3. If teachers are not informed 1 week in advance, they are not required to prepare work ahead of time.
4. Teachers are not responsible for re-teaching material missed during vacation.

Teachers are not required to give extra time before or after school to students who miss class for any reason other than sickness or funerals.

TRUANCY

Truancy is defined as absenteeism without prior notification to the school or leaving the school property or a school activity without permission of the principal. Students who are absent without valid cause for a school day or a portion of the school day are considered truant. Upon documentation of unexcused absences, parent(s)/guardian(s) and the Assistant Regional Superintendent of Schools, if need be, will be informed. Appropriate procedures for referring truancy cases to the court will be employed.

TARDINESS

A student who is tardy must first report to the school office. A student who is not in the classroom at the 8:00 a.m. bell is marked tardy.

If tardiness becomes habitual, the teacher will inform the principal, who will contact the parent. In persistent cases of tardiness, the service of the State shall be enlisted. If student tardies continue after administration attempts to resolve the issue with parents, a student may be issued an after school detention. The detention will be served the day of the sixth and concurrent tardies. (Revised August, 2018)

SECTION 7: ACADEMICS/STUDENT PROGRESS**ACADEMIC EXPECTATIONS**

The academic expectations of the curriculum of St. Mary's School are as follows:

1. demonstrate a desire for knowledge
 2. demonstrate the use of basic skills that have been learned
 3. use higher level thinking skills in a variety of settings
 4. communicate clearly and effectively in written and oral expression
 5. show an appreciation for the fine arts
 6. demonstrate the basic skills to integrate technology into their lives
- (Adopted March 12, 2007)

MIDDLE SCHOOL EDUCATIONAL ENRICHMENT ACTIVITY

St. Mary's Middle school students are required to participate in at least two of the following educational enrichment activities each year. Grades will be recorded for each of the activities. More information will be sent out by the sponsoring teacher.

Patriot Pen Essay Contest – Social Studies – Mrs. Crites

Science Fair – Science – Mrs. Harper

Poetry Night – Literature – Mrs. Phillips

Young Authors – Mrs. Phillips & Mrs. Crites

Speech Meet – Mrs. Kasting & Mrs. Phillips

Spring Musical – Mr. Brame

REQUIRED MIDDLE SCHOOL STUDENT SERVICE HOURS

Service is not something that should be limited to Sacramental preparation, it should be a value that we instill in our children. Service is needed to help our school to improve and thrive. ALL Middle School students are required to work a certain number of service hours in two categories:

1. School/Parish events – various building & grounds projects, Oktoberfest, Vacation Bible School, Student Council events. Ask Administration for further examples.
2. Community events - local food pantries/kitchens, Catholic Charities, Sleep in Heavenly Peace, Knights of Columbus events, St. Vincent DePaul, Thrive Women's center, and the Salvation Army are a few ideas. These events can be organized by the school. Please contact the school if a parent is interested in assisting in organizing an event.

Students are expected to actively participate in the event, not simply tag-along with parents during events.

The total hours required by the end of the school year are:

- 6th Grade - 5 total hours
 - 5 School/Parish hours
- 7th grade - 7 total hours
 - 5 School/Parish hours
 - 2 Community hours
- 8th grade - 10 total hours
 - 5 School/Parish hours
 - 5 Community hours

The hours should be recorded by the student using the online form. (Ask the school for the link)

BOOKS

All textbooks and workbooks are furnished by the school. The registration fee covers only a fraction of the books, so we make every effort to protect the books and must have the following regulations:

1. All books must be covered at all times. A brown grocery bag makes a good book cover. **No tape, contact paper, or other self-adhesive materials** may be used on any book.
2. All students must have a book bag for the protection of the books.
3. Lost or severely damaged books must be paid for by the student. A charge will be made at the rate at which the books were purchased by the school. **Repairs will be made in the school office.**

HOMEWORK

Homework is an essential part of a good school program and is assigned daily. This may include weekends and holidays.

The purposes of homework are to:

1. reinforce the skills taught in the classroom
2. encourage growth of self-responsibility
3. provide parents an opportunity to participate in the child's academic growth
4. develop awareness that studying (reviewing for a test or reading as an assignment) is as valid an assignment as written homework
5. provide opportunities for time management

The approximate time that should be devoted to homework is as follows:

Grades K and 1	15 to 30 minutes
Grades 2 and 3	30 to 60 minutes
Grades 4 and 5	45 to 90 minutes
Grades 6 - 8	60 to 120 minutes

Incomplete homework assignments must be made up. (see Late Work below). If a child consistently states he or she has completed it at school, check with his/her teacher. Children often do not consider anything homework unless it is written and thus important study and research assignments are often neglected.

LATE WORK

An assignment not turned in at the time it is due is considered late.

At the Middle School:

1. Students will not be allowed to go back to their homerooms/book bags to retrieve the assignment that was due.
2. Students will receive a 10% reduction in grade for each day the assignment is late.
3. After the 5th day, a student will receive a 0.
4. Teachers will communicate with parents on a student by student basis.

MAKE-UP WORK

Students will be given the same number of days to make up work as they were absent.

It is the student's responsibility to obtain missed assignments from the teachers upon returning to school. Preferably, have a classmate write down the assignments and bring home the books for the absent student or send them with a sibling.

For grades K-3, the teacher will write down the assignments for the absent student, and send the work with a sibling or other designated student

Students do not call home for forgotten books, homework, projects, incomplete homework or other items.

If Middle School students attend school for any amount of time during a given day, they are responsible for turning in their assignments or copying down their assignments from ALL teachers if they leave early or come in late. Failure to do so will result in a late assignment.

See PRE-ARRANGED ABSENCES.

HOME STUDY

A student accused of a serious crime or other serious misbehavior will be suspended and the parents may arrange for home study, at their expense, until the case is resolved. Parents of a student absent because of extended illness may also arrange for home study at their expense.

GRADING

The purpose of the report card is to show the child's achievement level and effort. EFFORT is the prime factor to be considered and should receive particular attention by the parents.

Report cards are issued four times a year. Kindergarten children receive progress reports and report cards beginning with the second quarter. They should be carefully discussed and returned within the week of distribution.

Progress reports are sent to the parents during the 4th or 5th week before the report card is issued.

Grading for grades K – 8 is based on the following scale:

<u>Grade</u>	<u>Percentage Value</u>	<u>Point Value</u>
A+	100	4.50
A	99-96	4.00
A-	95-93	3.75
B+	92-90	3.50
B	89-87	3.00
B-	86-85	2.75
C+	84-82	2.50
C	81-79	2.00
C-	78-76	1.75
D+	75-74	1.50
D	73-72	1.00
D-	71-70	0.75
F	69-0	0.00

Life skills are marked as follows:

<u>Mark</u>	<u>Meaning</u>
+	Consistently exhibits the trait
-	Improvement needed
No mark	Satisfactory

HONOR ROLL Grades 6 – 8

Credit Value towards G.P.A. is as follows:

1 credit = Vocabulary, Math, Science, Social Studies, Literature, Religion, English

½ credit = Spanish

¼ credit = Music, PE, Art

Requirements:

High Honor Roll	1. G.P.A. of 3.5 or better 2. No grade below a B-
Honor Roll	1. G.P.A. of 3.0 to 3.49 2. No grade below a C

PROMOTION

Students are advanced in grades based upon their satisfactory completion of the required academic work for the preceding grade.

Successful completion of summer school or tutoring may be required as a condition for promotion.

One time, a parent may make a written request for promotion, against the advice of the teacher(s) or principal. The parent will sign a notarized waiver releasing the teacher(s), staff and administration of St. Mary's School and Parish from any educational liability.

REMEDIATION

St. Mary's School, within the range of available services, is structured to meet the needs of the children at various levels of ability.

Title I Services

Students requiring additional instruction in the areas of math, reading, and language arts may qualify for these services.

Tutoring

Teacher: Occasionally, a teacher may be able to offer these services after school. Also, some faculty tutor throughout the summer months.

Community: There are several local agencies that provide these services.

Counseling/Testing

Various agencies offer testing and counseling services. Information on these is available through the school office.

If counseling and/or testing evaluation is deemed necessary by the teacher or principal, it will be required for the parents to make arrangements for the suggested service within one (1) month. It is further required that the professional consulted communicate with the school in order to discuss the present classroom concerns and the methods to be employed for effective academic and/or behavioral growth.

RETENTION

Students are not advanced in grades based on unsatisfactory completion of the required academic work for the preceding level.

The decision to retain a student in a grade is made at the grade level. This decision, after thorough consultation and communication between home and school, is based upon the following criteria:

1. academic readiness
2. social and /or emotional readiness
3. other pertinent circumstances
4. students failing two or more major academic areas will be considered for retention (Computers, Music and PE are considered. Any two failures in these areas combine to equal one major academic area.)

Parents will be notified at the end of the first semester if a student is under consideration for retention, except in a special case where it may be necessary to make such a decision at a later date.

GRADUATION

Requirements for graduation include:

1. Satisfactory completion of the academic program
2. Each student is required to pass a test that demonstrates mastery of the content of the State of Illinois Constitution and the United States Constitution. Regular courses of instruction on the constitutions are given at the seventh and eighth grade levels.
3. Financial obligations are paid in full prior to graduation

A **certificate of attendance** may be given if

1. a student has not successfully completed the academic program or
2. the parent makes a written request for the child to be promoted against the advice of the teacher and principal and has signed a notarized educational liability release for the school and parish.

Participation in the graduation activities and exercises is a privilege, not a right. Students must remain in good standing to participate.

TESTING PROGRAM

A Kindergarten screening is given each spring to determine readiness and/or placement for children entering the program.

A readiness test is given at the end of kindergarten. The results of the test are used in the initial placement of the children in first grade.

Starting in 2020, the Measure of Academic Progress (MAP) assessment has been adopted by the Diocese of Springfield and will be administered to Grades 3, 5, and 7 during at a date determined by the Diocese.

ACRE is administered to grades 5 and 8 in February. This test reflects knowledge of the Catechism.

STUDENT CUMULATIVE RECORDS

PARENTAL RIGHTS:

Records

Since the passage of the Buckley Amendment in 1975 (also known as the Family Educational Rights and Privacy Act), parents have the right to access a child's school permanent record. Parents also have the right to request that statements be changed or deleted. If the administration refuses to change or delete the statement in question, the parents or student then have the right to add their own statements to the permanent record.

Process to Review Your Child's Record:

Records may be reviewed within the normal school day. At least twenty-four (24) hours before the time you desire the records, provide the principal with a written request to see the file.

Records must be reviewed in the office and may not be removed from there.

Permanent records contain a student's academic transcripts, academic testing, attendance record, and health records.

Discipline reports, other correspondences, and special education testing are not part of the cumulative record file. Only the contents of the cumulative record are forwarded to another school.

Non-Custodial Parents

St. Mary's School abides by the provisions of the Buckley Amendment regarding the rights of non-custodial parents. *In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.*

INACTIVE FILE OF SCHOOL RECORDS

When a student graduates, the permanent cumulative record is placed in the inactive file. It contains:

- | | |
|-----------------------------------|-----------------------------------|
| * attendance records | * standardized test results |
| * academic records | * health and immunization |
| * teachers | * any other pertinent information |
| * promotion-retention information | |

Nothing disparaging is recorded on permanent records.

When a student transfers to another school, a duplicate copy of the student's permanent cumulative record will be sent. The original is placed in the inactive file.

RELEASE OF SCHOOL RECORDS

There shall not be release of personally identifiable school records without the prior written consent of the parent(s) or guardian, except in the following cases:

1. to other school officials, including teachers within the school or school system who have a legitimate interest
2. to officials of other schools in which the student intends to enroll, provided that the parent(s) or guardian have requested or are notified of the release of records
3. to federal auditors who are auditing a performance of federally funded programs
4. a court order

Official school records do not have to be released to the new school until all fees and other obligations are satisfied.

School records will be transferred within 10 attendance days following the receipt of the official request for records. (Revised October, 2007)

STUDENT ENRICHMENT ACTIVITIES

Students have the opportunity to participate in a variety of enrichment activities including, but not limited to:

Grades K-8:

Field Trips

Grades above 1st:

Acolytes (Altar Servers 5-8)

Morning Drop-off Helpers (5)

Band (4-8)

Chorus (3-5)

Musical (6-8)

Student Council (5-8)

Sports (4-8)

Cantors (6-8)

FIELD TRIPS

A field trip is a privilege not a right. All field trips for students of St. Mary's School will be designed so that they are educational in nature. Prior approval for all field trips must be given by the Principal.

All students will be transported on field trips by a bus arranged through the school office. Parents may take their child home from the field trip if it has been communicated to the teacher in advance and parents sign their child out with the teacher. Parents are ONLY allowed to take their child home.

Since field trips are privileges, students may be denied participation if they fail to meet academic or behavioral requirements. This will be determined by the principal and/or classroom teacher.

The school provided permission slip is the only acceptable form for all St. Mary's School field trips. No authorization by phone or in some other written form will be accepted. Parent(s)/Guardian(s) are requested to complete and sign this school provided form. The student must return

the permission slip to school, the day prior to the scheduled trip.

SECTION 8: RELIGIOUS INSTRUCTION

The spiritual life of the child is centered on the Sacraments. The children attend an all-school on Fridays. Mass begins at 8:15 a.m. Grades K – 8 attend 8:00 a.m. Mass on Holy Days of Obligation and Ash Wednesday when school is in session. Parents are encouraged to attend whenever possible. (Revised August 2018)

SACRAMENTS

We trust that parents will ensure their children's participation in and reception of the sacraments on weekends, especially Mass and the Sacraments of Reconciliation and the Eucharist.

Children are given the opportunity for confession twice during the school year, but this is considered to be the minimum. The cooperation of the parents is required to instill in the children a love for the Sacraments and to build up the habit of frequent reception.

Starting in the 2018-19 school year, the Sacrament of Reconciliation will be received in 2nd Grade.

The Sacrament of Confirmation and First Communion will be received in 3rd Grade. Students who are older than 3rd Grade and have not yet received the Sacrament of Confirmation, will continue to do so in 8th Grade. The date of Confirmation is determined by the Bishop, and in most cases will not be set by the start of school. Once the date is set, parents will be informed.

While formal preparation is given in the classroom, it is presumed and expected that the parents will share in this preparation, both by instruction and example.

RETREATS

Students make a retreat in preparation for their First Holy Communion.

Students make a retreat in preparation for the Sacrament of Confirmation.

The retreats are required. Parents are notified in advance with information pertaining to their child's retreat.

SECTION 9: COMMUNICATION

SCHOOL TO HOME:

In order to keep parents informed and abreast to what's happening at school in general, as well as to impart specific information about an individual child to parents, St. Mary's uses a variety of communication devices, some written, mostly email.

We depend on parents to avail themselves of these communications and to respond to them with questions, comments, and actions when you feel it is appropriate. No one single form of communication is the most important. All of these are important for the overall perspective of the

school as well as the individual child. Please participate by reading, listening or responding as appropriate.

Weekly Communication

Each Wednesday, current correspondence will be sent home in an email. It is the parents' responsibility to reply to necessary information sent home. Forms that need to be returned are to be printed out by the parent and returned to school. A Wednesday envelope will be sent home when necessary paper copies are going home. Envelopes are to be returned the next day.

Calendar

Each family will receive an annual school calendar the first week of school. This lists most major events for the school year. Any changes to this calendar will be posted in the Wednesday Email and on the school's website.

Parent/Student Handbook

This is an ongoing written record of policies and procedures for St. Mary's School. The handbook is posted online.

The parent(s), guardian and each student is required to read (or discuss with younger students) the handbook. The parent(s) or guardian and each student are required to follow the guidelines established in the handbook. Please contact the Administration if you have any questions.

Progress Reports

These are issued midway each quarter to inform parents of their child's current progress and development.

Report Cards

These are issued four times a year at end of each quarter and reflect a summation of daily work, participation, test scores, effort, and in some cases extra credit work.

School Website

Parents can keep up to date with what is happening at St. Mary's School and with their child(ren)'s class activities and assignments. (<http://www.stmarysalton.com>)

RenWeb

Much information can also be found on RenWeb. Fees can be paid, lunch can be ordered and grades can be accessed. Please become familiar with all of the information posted here.

OPEN HOUSE

St. Mary's offers an annual open house. This is a good opportunity to meet your child's teacher(s), other parents, and visit other areas of the school.

TEACHER TO PARENT

Teachers attempt to keep the parent(s) or guardian abreast of a student's academic and behavioral progress through assignment notebooks, graded tests and daily work, email, phone calls, progress reports, and report cards. Occasionally, a teacher may request a meeting with parents.

PARENT TO TEACHER

Teachers strongly encourage parent(s) or guardians to email them or to contact the school office to request a conference or phone call with any questions or concerns. If a specific concern arises it is important to contact the teacher before discussing the matter with anyone else.

Contact the school office between 9:00 AM and 2:30 PM if you wish to speak with or schedule a conference with a teacher. The teacher will return your call at their earliest convenience.

IMPROMPTU TEACHER VISITS

Parents may call the school office, send a note, or email the teacher to schedule an appointment with faculty members. **Teachers will respond to messages left within a reasonable time. Teachers are not to be called at home by parents or students unless the teacher gives his/her consent to receiving calls. Teachers are not to be stopped by parents immediately before or after school or during the school day for "quick" conferences.** Mutually deserved attention and appropriate privacy is more difficult to assure at these times. In addition, teachers have assigned duties and other commitments.

All written communication must be in a sealed envelope. This includes comments or questions regarding homework, quizzes, and tests.

PRINCIPAL

Please contact the principal if you have questions or concerns about school policies or procedures. Generally, these can be resolved in a matter of minutes.

If you have discussed a concern with the teacher, communicate with the teacher first. Then, if you have not reached a satisfactory conclusion, please contact the principal.

Please contact the school office between 9:00 AM and 2:30 PM to speak with the principal or to schedule a conference.

PARENT/STUDENT/TEACHER CONFERENCES

At the end of the first quarter, a parent/student/teacher conference day will be scheduled. Parents and students will have the opportunity to meet with any teacher to discuss the student's

progress. Students in third through eighth grade are expected to attend the conferences. An online sign up program will be made available to register for a specific time to meet with your child's teacher.

TELEPHONE

The school telephone is to be used for business calls only. The school does not deliver messages to the students except in emergency situations.

SECTION 10: SELF-DISCIPLINE/DISCIPLINE

Self-discipline is the essence of Christian discipline. Self-discipline is developmental and involves the whole person: physical, social, spiritual, moral, intellectual and emotional. Our aim is to assist the students in exhibiting respectful and courteous behavior not only during school and all school activities, but also in their dealings with others outside the school atmosphere. The aim of St. Mary's disciplinary policy is to help the students grow in an understanding of themselves and their Christian Responsibility to others. This is best achieved when the principal, teachers, and parent(s) or guardian(s) cooperate in guiding the students' growth in Christian attitudes, values, and behaviors.

DISCIPLINE CYCLE

Classroom Cycle

Opportunities to teach children self-discipline skills abound within any school day. Because teachers believe that confrontation (coming face to face) is part of their task as disciplinarians, they welcome opportunities to help children help themselves. All disruptive behavior is routinely handled on the spot by the adults in the school.

Broad rules of order that affect the daily living together of all members of the school community include these:

- 1. Respect yourself and others as a child of God, and respect things.**
- 2. Contribute to the learning environment.**
- 3. Follow school and classroom procedures.**
- 4. Practice self-discipline skills.**

Each classroom teacher had adopted some version of these four rules. The teachers work with the children to make sure the rules of order are understood and the reasons for the rules are taught. Children learn that each adult may have different procedures of helping them follow the rules.

In addition, each classroom teacher has an established discipline cycle that list consequences for not following the rules of order.

Teachers may give after school detentions as a consequence for infractions of the rules. If a teacher uses detentions as a consequence for students not following handbook/ classroom regulations, he/she will inform the parents of his/her procedures for detentions.

Total School Cycle

The total school discipline cycle distinguishes three types of behavior. The following is intended to be a general outline. Every circumstance has details that cannot be foreseen and every outcome cannot be predicted.

- 1 **Disruptive Offenses** - Generally handled on the spot.
 - a. Student does not follow the rules for the general area.
 - b. Student does not follow the classroom rules.

Examples of consequences/actions that may be taken: **verbal warning, consequence, action plan.**

2. **Major Offenses** - Immediate removal from the group to protect student and/or learning environment of the school. If possible, the adult who removed the student from the group will work quickly to help the student regain self-control. If this happens, the two parties can continue to work together to redirect the inappropriate behavior. If regaining control does not happen, the student will be sent to the principal's * office.
 - a. **Is in physical or psychological danger or puts another in danger.**
 - b. **Is irrational or unreasonable, or**
 - c. **Pushes beyond the limits of respect in speech and actions.**
 - d. **Repetitive misbehavior.**

Example of consequences/actions that may be taken: **Time Out, Conference, Referral , Restriction of Activities, Probation, Suspension or Expulsion.**

3. **Grave Offenses** - Immediate removal from group and sent to the Principal's* office.
 - a. **Physical assault or threat of it.**
 - b. **Possession or use of a weapon to cause bodily harm.**
 - c. **The use, possession, or sale of alcoholic substances, narcotics, or other noxious substances.**

* Student is sent to designated staff person if principal is out of the building.

Examples of consequences/actions that may be taken: **Contact legal authorities, Counseling/Assessment, Referral to outside program, Probation, Suspension, and/or Expulsion.**

* The chief school administrator shall notify the Illinois State police within three days of each incident of battery through the school incident reporting system in IWAS. (5/22)

* "The school may not request or require a student to provide a password or other related account information in order to gain access to a student's account or profile on a social networking website.

The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the students' social network account violates the school's disciplinary policy. Parents will be notified.

The school may require the student to share the content in the course of such an investigation. Parents will be notified." (5/22)

PROBATION

A conference will be called to determine the length and conditions of the probationary period.

SUSPENSION

In-School

Length of suspension may range from a portion of a day up to five days. The student is assigned to another classroom. All assigned work must be completed and accepted by the teacher(s) before the student can return to regular classes.

Out-of-School

Length of suspension is determined by the severity of the offense and the student's current disciplinary standing. Generally, the suspension is one to five days, but may be longer. All assigned work must be completed and accepted by the teacher(s) before the student's return to regular classes.

A student serving a suspension may not participate in any extra-curricular activities until the terms of the suspension are satisfactorily completed.

EXPULSION

A student is required to transfer to another school. Expulsion is evoked rarely and then only as a last resort. When all other means have failed and/or a grave offense has occurred and expulsion is being considered, the following steps will be followed:

1. The student is suspended for a period not to exceed a week.
2. The parents are granted a conference with the principal and pastor in the hopes that a solution to the problem will be found that will eliminate the necessity of expulsion.
3. The pastor, not the principal, is to make the final decision and will communicate this to the parents; if expulsion is necessary, the pastor, if possible, will help the family in finding another Catholic school that would accept the child on a probationary basis.

FIREARMS

Firearms are prohibited on school premises. This Catholic School is mandated by law to report the presence/visibility of a firearm on school premises as well as any incidents of violence/attacks on school personnel to law enforcement officials. The principal will notify the Illinois State Board of Education of such incidents through the School Incident Reporting System (SIRS). If a firearm incident occurs with a student, the school administration shall also immediately notify the student's parent or guardian (5/22)

CHEATING

St. Mary's School strives to educate and encourage the students to be honest at all times. Cheating is not just inappropriate but morally wrong and will not be tolerated. Students caught cheating will receive a zero on the assignment, project or test. Plagiarism is a form of cheating and will have the same consequences. (Adopted March 12, 2007)

CORPORAL PUNISHMENT

Corporal punishment is prohibited by the diocese and state law. St. Mary's School does not permit any intentional infliction of bodily harm.

DRUGS

The chief school administrators shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds. (5/22)

SEARCH AND SEIZURE

In the interest of safety and in keeping with the standards expected of students in St. Mary's School, the school reserves the right to regulate the type of materials which students bring to school or have in their possession while in the school building. Lockers, desks, coat closets, storage cubicles are, and at all times shall remain, the property of the school. The school reserves the right to search them at any time without notice and without cause. Any material which, in the sole discretion of the principal or pastor, is inappropriate to be in the possession of a student, or which poses a threat or risk to the safety and wellbeing of other persons or their property, including the school building, will be seized. The return of any material seized will be within the sole discretion of the principal.

The principal, assistant principal, or pastor may, at any time, ask a student to empty the contents of book bags, purses, coats, pockets, or other personal accessories, either worn or carried, if within their sole discretion, they reasonably believe that the student is in possession of inappropriate material.

The search of a student's person shall occur only where the principal or pastor deem it necessary for the safety of the student, or other persons and their property. In that event the parent/guardian will be called to the school to conduct the search. If a parent or legal guardian is unavailable, the student will be separated from the other students at school until such time that the parent/guardian can be reached. In the event that it becomes necessary to separate the student from the other students, the pastor and the Diocesan Office for Catholic Education will be notified. (Adopted March 12, 2007)

FINES

Gum: Students chewing gum at school will be charged \$5.00 per incident

GOAL

The long term goal is self-discipline. It is crucial that the home and school work together and support one another to help each child realize this goal. The principal will work with the teachers,

students, and parents to maintain ongoing communication to affect positive productive self-discipline.

The administration and staff will continue to work with a student who is able to demonstrate that learning from mistakes is occurring and shows a willingness to contribute to a positive learning environment.

HARASSMENT

Violence

St. Mary's School shall provide a safe learning environment for all members of the school community. The climate shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons which is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in our school.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury; harassment; assault; possession and/or use of a weapon; and theft or vandalism of property. All reported or observed instances of violence and threats of violence, whether they occurred on or off school premises, shall be addressed in a timely, serious, and appropriate manner according to the requirements of state and local laws and accepted educational practice. The safety of students, faculty, and staff is to be given the paramount consideration when making decisions regarding the discipline of persons who violate this policy.

Harassment (Bullying)

Parish elementary schools and parish schools of religion shall maintain a learning environment that is free from harassment. No student in the school or PSR shall be subjected to any type of harassment.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes physical, visual, verbal, and sexual forms of behavior. Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

All threats and dangerous behavior will be taken seriously. All threats are to be taken seriously and investigated. If after investigation the Principal deems it warranted, the School may require a student who threatens others through words or actions to be removed from the school and not permitted to return until a psychologist or psychiatrist indicates in writing that it is safe for both the student and others in the school for the student to return to school. In addition, the student and his/her parents/guardians must comply with the recommendations of the professional evaluation. Appropriate releases of information must be signed to allow communication between school/ PSR

officials and the mental health professional. (Revised April 2008)

OFF-CAMPUS CONDUCT

What students do off-campus and/or on their time can detrimentally impact the school's reputation. The principal reserves the right to discipline students for misconduct occurring outside of school, including social media, that could negatively affect St. Mary's School/Parish reputation or has indirect or direct impacts on the educational environment of the school.

POLICE QUESTIONING AND APPREHENSION

If a student becomes involved with the law, the law enforcement officer is requested to confer with the student at a time when the student is not under the jurisdiction of the parish/school if that is possible to arrange.

The following steps are taken to cooperate with the authorities:

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

CELL PHONES AND OTHER ELECTRONIC DEVICES

In order to protect the academic integrity of the classroom and the school's learning environment, and prevent disruption to the school environment, it is necessary to have a policy regarding student's use and possession of cellular phones, or other electronic devices.

St. Mary's Grade School Policy (Kindergarten through 5th Grades)

For students in grades kindergarten through 5th grade, no cellular phones, smart watches, pagers, laser pointers, CD players, MP3 Players, hand held video games or other electronic devices may be brought to school for any reason. These items may also not be brought on school field trips.

The first violation of this policy will result in confiscation of the device and a warning regarding violation of this policy. The confiscated device will be released only to a student's parent or guardian.

Any subsequent violations of this policy may result in conferences with the parent or guardians

of the student as well as suspension or expulsion, at the discretion of the principal and pastor.

The students may bring cameras on school field trips, but the camera may not be part of a cellular phone.

St. Mary's Middle School Policy (6th-8th Grades)

For students in 6th through 8th grade, no smartwatches, pagers, laser pointers, CD players, MP3 Players, hand held video games or other electronic devices may be brought to school for any reason. These items may also not be brought on school field trips.

Cellular phones may be brought to school, but they will be collected by the teacher at the beginning of the school day and stored by the teacher until the end of the school day. The school will accept no liability for the loss of or damage to any such device or theft of any such device during the school day and is not responsible for replacing items brought to school that are lost or stolen.

The first violation of this policy will result in confiscation of the device and a warning regarding violation of this policy. The confiscated device will be released only to a student's parent or guardian.

Any subsequent violations of this policy may result in conferences with the parents or guardians of the student as well as suspension or expulsion, at the discretion of the principal and pastor. Students may be required to leave any phone type of device at home if frequent infractions occur.

Students are not allowed to bring cell phones on field trip unless otherwise instructed by teachers.

GAMES

Games including but not limited to personal games, trading cards, toys, etc. are not allowed to be brought to school.

GRIEVANCE/CONFLICT RESOLUTION

A grievance is a difference of opinion or dispute raised by students and /or parents concerning the policies and procedures of the school. The primary purpose of a grievance procedure is to secure, at the lowest possible administrative level and in the most informal manner possible, equitable solutions to problems which may arise affecting student learning/disciplinary concerns. Problems relating to general school policies and procedures should be addressed to the principal.

Problems relating to student-teacher relations should be addressed as follows:

Step 1: The student should make an appointment to talk directly with the teacher in order to

determine the cause of any academic or behavior problems and work toward a joint solution.

Step 2: Parent(s) or guardian(s) should contact the teacher by phoning the school or sending a private note expressing their concerns and indicating interest in discussing the problem and working on a solution/plan.

In the majority of cases, grievances can be equitably resolved at some point in Steps 1-2. Involving the principal, pastor, other teachers, or other parents is counterproductive to this process as is inappropriate conversation about policies, procedures, and people.

Step 3: Situations which have passed through Steps 1 and 2 will have been brought to the principal's attention by the teacher involved. If any party feels that the situation is still unresolved, that party should contact the principal. The principal will first of all ascertain whether Steps 1 and 2 have occurred. Next, the principal will arrange a conference among all concerned parties and will attempt to mediate an acceptable solution which is fair and remains faithful to the school's academic and disciplinary policies.

Step 4: If closure is not accomplished after Steps 1-3 have occurred, the Pastor can be consulted by any of the parties involved. However, it is assumed that the principal will have notified the Pastor when Step 3 was reached. As with all issues concerning the school, the decision of the Pastor concerning resolution of the situation will be final.

SECTION 11: EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities present students with an opportunity to broaden their skills, expand friendships, and generally enhance their development. St. Mary's offers a variety of activities for the students.

SPORTS

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

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

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

Athletic programs for boys and girls are encouraged. Sports available to students in Grades 4-8 depend on the Alton Area Catholic League availability. Those generally offered are basketball, volleyball and baseball for the boys; and volleyball, basketball, and softball for the girls.

Academic Eligibility is listed in the Athletic Handbook.

Requirements for Elementary school-sponsored athletic programs:

1. Parent or Guardian signing the Athletic Handbook
2. Physical examinations within the appropriate school year
3. Proof of medical insurance coverage
4. Competent supervision by qualified adult coaches who understand the sport. *All coaches and volunteer helpers must have completed and have on file verification of attendance at the Protecting God's Children workshop, plus a signed copy of the Pastoral Policy on Sexual Misconduct with Minors and Statement of Certification and Authorization for Background Checks. Coaches must have AED/CPR training. (2013)*
5. Careful grouping of students into teams by weight, size, skill, and physical maturation to protect against injuries

Practices prohibited in Elementary school-sponsored athletic programs:

1. The playing of students who are fifteen (15) years of age or older.
2. The denial of playing time in a game situation to students who cooperate with coaches through effort and practice.
3. The participation of students on more than one team in the same sport.
4. High-pressure contests, excessive publicity, elaborate recognition ceremonies, or exploitation of children in any manner.

Students will not be allowed to join any sports team once the sport's season is past the midway point.

Each athlete is expected to attend all pre-arranged practices and games. If athletes are unable to attend a practice or game, they must take the responsibility to contact the head coach of his/her sport and inform the coach of the reason. Students cannot practice or participate in a game if they were absent from school that day. Athletes are asked to honor their commitment to the team.

Uniforms

Parents and student are responsible for the care of athletic uniforms, and will be charged for lost or damaged uniforms.

STUDENT COUNCIL

The purpose of Student Council is to contribute to the growth of Christian ideals within the school community, to promote school spirit and encourage pride in the school, to demonstrate democratic

principles, to develop leadership abilities, to foster communication between staff and students, to promote a positive attitude among the students and staff, and to be of service to St. Mary's School Community.

Students in fifth through eighth grade are allowed to be part of St. Mary's Student Council. Student Council officers include President, Vice-President, Treasurer, and Secretary. These offices will be determined through an election process.

Qualifications

1. Only seventh and eighth graders are eligible to run for a Student Council office.
2. All candidates for positions shall exhibit Christian behavior. Candidates with a principal referral are not eligible and negative marks in the area of conduct could affect eligibility.
3. All candidates for Student Council shall submit a petition paper signed by the candidate and the candidate's parents.
5. All candidates for Student Council Officers shall complete a Position Paper stating his/her qualifications for the position he/she is seeking.
6. All candidates must be able to attend Student Council meetings.

Cause for and procedure for recall

1. Failure to fulfill the responsibility of office shall be considered just cause for recall.
2. Detentions shall be considered a just cause for recall.
3. Failing grades shall be considered just cause for recall. (Revised August 2009)
4. Permission to initiate recall proceedings shall be obtained from the principal.

BAND

Students are encouraged to the St. Mary's school Band. Band is open to students in grades 4 – 8. Information is distributed to parents at the start of every year.

ELIGIBILITY

Academic eligibility is determined upon a student's grades at the 5-week grade posting dates, and the Quarterly grade posting dates. Students who receive an "F" on these reports are ineligible for a week, until ALL grades are passing. More details are outlined in the Athletic Handbook.

Any students serving a suspension will not be allowed to participate in any extra-curricular activity for the duration of the suspension.

Extracurricular activities and additional extras are enjoyed by students who consistently demonstrate appropriate behavior and self-discipline. Students who consistently demonstrate inappropriate behaviors may lose the privilege to participate in these activities.

SECTION 12: UNIFORM CODE

St. Mary's School believes that a person is not defined by the clothes they wear. Wearing a uniform allows everyone to be seen for who they truly are, not what they have. The St. Mary's dress code

is intended to reflect the Catholic values of modesty, unity, respect for others and positive self-worth, and we believe that a student's appearance has a direct effect on his/her attitude and behavior. In preparing our students for their future, the dress code is designed to teach students that different types of dress are appropriate for different settings. Uniforms also minimize the issue of competitive dressing.

It is the responsibility of each parent to ensure that the dress code is followed by his/her children. Student must come to school in uniform dress code.

Administrators, faculty and staff members determine the interpretation of the dress code and are expected to enforce compliance to it, and final decisions regarding the school uniform and potential disciplinary actions rest with the Principal/Administration. School administrators reserve the right to establish and modify the dress code.

Fischers School uniforms/Just Me Apparel is the vendor for cotton polos and plaid skirts, skorts and jumpers. Dri-fit polos, sweatshirts, fleece and dri-fit jackets can be purchased through the online School Uniform Store. Links to both stores can be found on the school website. School uniform pants or walking shorts can be purchased through Fishers/Just Me Apparel, J. C. Penney, Kohl's, Old Navy or other retailers as long as they meet the requirements listed in this packet.

All uniform polos, sweatshirts, fleece jackets, ¼ zip jackets and leggings must be purchased from one of our two listed providers. Items of clothing that have been screen printed or embroidered in any other way than our two listed providers, will not be an acceptable piece of the uniform.

Plaid jumpers, skorts, skirts must be purchased from Fischer's Uniforms. Any variation of our plaid pattern will not be an acceptable piece of the uniform.

Polos

- Girls and Boys
 - Green, white, grey polo shirt with embroidered school monogram (long or short sleeve)
 - Green or navy dri-fit polo

Under shirts

- Girls and Boys
 - Any shirt (long sleeve or short sleeve) worn underneath the uniform shirt must be plain, solid white, grey or green.

Sweatshirts, Sweaters, Fleece and ¼ zip Jackets

- Girls and Boys
 - Crew neck - navy or green sweatshirts with embroidered school logo
 - Hooded & zip sweatshirt - navy with embroidered school logo
 - Half-zip or full-zip fleece jacket - navy with embroidered school logo
 - ¼ zip dri-fit pullover - navy
 - Plain, solid navy sweater v-neck cardigan or button down
 - If wearing any of the abovementioned tops, a St. Mary's polo must be worn under.

Bottoms

- Girls
 - Jumper - Grades K-8
 - Skort – Grades 1-8

- Skirt – Grades 5-8
- Navy Blue pants or walking shorts (must have belt loops)– Grades K-8
- Khaki pants or walking shorts (must have belt loops)– Middle School ONLY
- Boys
 - Navy Blue pants or walking shorts (must have belt loops) – K-8
 - Khaki pants or walking shorts (must have belt loops) – Middle School ONLY

Tights/Leggings

- Girls only
 - Tights can be solid navy, forest green, gray or white.
 - Only navy leggings with school logo on them. Can only be worn under their uniform jumper/skort/skort.

Socks

- Girls and Boys
 - Solid white, gray, black or navy with only a small logo on them.

From the Monday following Thanksgiving through the end of February, shorts are not allowed, and tights or leggings must be worn under skirts or jumpers.

Dress Code:**Accessories**

- Headbands are allowed, but should be flat fitting (no large cat ears, unicorn horns etc.)
- Girls may wear up to two earrings in each ear. Earrings may not be hoop, dangling, or excessive.
- Make up is not allowed at any grade level at any time.
- **Fingernail polish and fake nails are not allowed.**
- Religious medals or crosses may be worn on thin metal chains.
- Watches are allowed.
- No other accessories may be worn with the uniform except for appropriate coordinating colors and proportional size hair items like bows, headbands, scrunchies, etc.

Belts

- A belt must be worn with pants or walking shorts. Belts can be only black, brown, or navy. Belts cannot have logos, sequenced, glitter, etc.
- No ribbons, scarves, etc. can be worn in place of a belt.

Hair

- Starting on January 1st 2021, in compliance with SB 0817, St. Mary's Catholic School will not prohibit hairstyles historically associated with race, ethnicity, or hair texture.
- Hair shall be clean, well-groomed, with no extreme hair colors, logos or images.
- Boys' hair must be cut so that it is at or above the collar and at or above the eyebrows.

Jackets/Coats

- Jackets or coats not listed in the uniform sections are not part of the uniform and may only be worn over St. Mary's sweatshirts during recess or coming into or out of the building.

(this includes St. Mary's athletic gear but excludes the 8th Grade Jackets) They are not a substitute for St. Mary's sweatshirts or sweaters. No hoods or caps may be worn inside the building.

Jewelry

- Boys can wear watches or a simple Religious chain/medal. Boys cannot wear earrings.
- Girls cannot have excessive jewelry (including but not limited to rings on several fingers, large or dangling earrings, necklaces and pendants, etc). Girls may wear up to two earrings in each ear. Earrings may not be hoop, dangling, or excessive.
-

Make-up

- No makeup or colored fingernail polish may be worn at school.

Pants

- Pants must be worn at the waist. No rolled or dragging pants. Pants must have a belt loop.

Shirts

- Shirts must be tucked in a tall times and no blousing is permitted. School spirit shirts can be worn on Wednesday instead of the collared uniform shirt, along with the uniform pants/shorts.

Shoes

- Athletic shoes are required on P.E. days and are highly recommended at all times. Shoe laces are to be tied securely. Shoes are to be flat with a non-slip sole .NO SANDALS OR OPEN-TOED SHOES ARE ALLOWED AT ANY TIME.

Shorts

- Shorts must be worn longer than the tips of the fingers. They are to be worn at the waist and not baggy.
- No "cargo" type pants or shorts are permitted.

Skirts/Skorts/Jumpers

- All skirts, skorts or jumpers can be no more than one inch above the top of the knee.
- Skirts and skorts cannot have the waist-band rolled.
- Girls must wear shorts under their jumpers or skirts on P.E. days.
- Shorts worn underneath skirts or skorts must be the proper length and not longer than the skirt or jumper.

Spirit Shirts

- School spirit t-shirts can be worn on Wednesday instead of the collared uniform shirt along with the proper uniform pants/shorts/skirt/skort/jumper.

Non-uniform Dress Code (Dress Down Days)

- Dress Down Passes may not be used on Mass days. Passes must be turned in the day the student dresses down.
- Students are permitted to come to school out of uniform on special days or with a Dress Down Pass. Jeans (without holes,) t-shirts, sweatpants and comfortable clothes are permitted. Clothes should be modest and appropriate for school.
- The following are not permitted:

- t-shirts with inappropriate slogans or images
- sleeveless t-shirts
- dresses or tops with spaghetti straps
- skirts or shorts more than 1" above the knee
- sandals or open-toed shoes
- tights/leggings can be worn but girls **MUST** wear a top that is long enough to reach the end of their fingertips when their arms are at their sides.

Accessory Days are days in which students may wear hair ribbons, necklaces, buttons, sweaters, sweatshirts, or ties that match the accessory day theme. (Example: Green for St. Patrick's day, Red for Valentine's Day, Cardinals Gear)

Picture Day

Picture Day outfits must follow the same guidelines as the non-uniform Dress Code Days.

UNIFORM INFRACTIONS

All students must come to school dressed neatly and according to the code.

Infractions of the uniform code which require a parent call to correct will be dealt with as follows:

1. A warning will be given for the first infraction.
2. For any subsequent infractions, a parent will be called and the student may not return to class until he/she is in compliance with the uniform code.

Infractions that the student can correct may result in a detention. (Revised May 2008)

Funds to purchase new uniform items are available for those who demonstrate a need. No parishioner child will be denied admission because of financial need. We all experience hardship at some time or another and our faith speaks of sharing our bounty with others.

Parents are responsible for seeing that their son or daughter arrive at school in the proper attire.

SECTION 13: HEALTH - SAFETY - WELFARE

St. Mary's School follows the policies and procedures on health examinations, immunizations and communicable diseases as established by the Illinois Department of Public Health.

Students are to be excluded from school by October 15 if requirements for health examinations and immunizations have not been met. (5/22)

PHYSICALS

All students are required to have a complete physical examination upon entrance into Kindergarten and sixth grade. Transfer students from out of state into any grade are required by state law to have an Illinois physical. (Revised state law 2008)

Students participating on a sport's team must have a sport's physical current for the year of participation. A student cannot practice until the physical is received. All physicals must be on file in the school office.

Minimum Immunization Requirements Entering a Child Care Facility or School in Illinois, Fall 2020



Vaccine Requirement	Child Care Facility, Preschool, Early Childhood, Pre-Kindergarten Programs	Kindergarten through 12 th Grade		Minimum Intervals Allowed Between Doses and Other Options for Proof of Immunity
		First Entry into School (Kindergarten or 1 st Grade)	Other Grades	
Diphtheria, Pertussis, Tetanus	Three doses of DTP or DTaP by 1 year of age. One additional booster dose by 2nd birthday.	Four or more doses of DTP/DTaP with the last dose being a booster and received on or after the 4th birthday.	Entering 6 th grade, for students \geq age 11, one dose of Tdap. Three or more doses of DTP/DTaP or Td; with the last dose qualifying as a booster if received on or after the 4th birthday.	Minimum interval between series doses: 4 weeks (28 days). Between series and booster: 6 months. No proof of immunity allowed.
Polio	Two doses by 1 year of age. One additional dose by 2nd birthday. Three doses for any child 24 months of age or older appropriately spaced.	Four dose series with the last dose administered on or after the 4th birthday.		Minimum interval between series doses: 4 weeks (28 days). 4 th dose at least 6 months after previous dose No proof of immunity allowed.
Measles	One dose on or after the 1st birthday.	Two doses of measles vaccine, the first dose must have been received on or after the 1st birthday and the second dose no less than 4 weeks (28 days) later.		Proof of prior measles disease shall be verified with date of illness signed by a physician or laboratory evidence of measles immunity. A diagnosis of measles disease made by a physician on or after July 1, 2002 must be confirmed by laboratory evidence.
Rubella	One dose on or after the 1st birthday.	Two doses of rubella vaccine, the first dose must have been received on or after the 1st birthday and the second dose no less than 4 weeks (28 days) later.		Laboratory evidence of rubella immunity.
Mumps	One dose on or after the 1st birthday	Two doses of mumps vaccine, the 1st dose must have been received on or after the first birthday and the second dose no less than 4 weeks (28 days) later.		Proof of prior mumps disease shall be verified with date of illness signed by a physician or laboratory evidence of mumps immunity.
Haemophilus influenzae type b (Hib)	Proof of immunization that complies with the ACIP recommendation for Hib vaccination.	Children 24 to 59 months of age who have not received the primary series of Hib vaccine, according to the Hib vaccination schedule, shall show proof of receiving one dose of Hib vaccine at 15 months of age or older. Any child five years of age or older shall not be required to provide proof of immunization with Hib vaccine.		No proof of immunity allowed.
Invasive Pneumococcal Disease	Any child entering a childcare facility or school program below the kindergarten level shall show proof of immunization that complies with ACIP recommendations for PCV. Children 24 to 59 months of age who have not received the primary series of pneumococcal conjugate vaccine, according to the recommended vaccination schedule, shall show proof of receiving one dose of pneumococcal vaccine after 24 months of age. Not required after 5 th birthday (60 months of age).	Refer to ACIP PCV series schedule. No proof of immunity allowed.		
Hepatitis B	Three doses, the first two doses shall have been received no less than four weeks (28 days) apart. Third dose must have been administered on or after 6 months of age (168 days).	Three doses series in accordance with ACIP guidance.		Minimum intervals between doses: First and second-at least 4 weeks (28 days), second and third-at least 2 months (56 days), first and third-at least 4 months (112 days) Proof of prior or current infection, if verified by laboratory evidence, may be substituted for proof of vaccination.
Varicella	One dose on or after 1st birthday.	Two doses of varicella; The first dose must have been on or after the 1 st birthday and the 2nd dose no less than 4 weeks (28) days later. Two doses of varicella for students entering all grades.		Proof of prior varicella disease shall be verified with: 1) date of illness signed by a physician; or 2) a health care provider's interpretation that a parent's or legal guardian's description of varicella disease history is indicative of past infection; or 3) laboratory evidence of varicella immunity.
Meningococcal Disease (progressive requirement)	No Requirements.	No Requirements.	Applies to students entering 6 th - 11 th grades: one dose of meningococcal conjugate vaccine. 12 th grade entry: two doses of meningococcal conjugate vaccine.	Minimum intervals for administration: For 6 th grade entry: the first dose received <u>on or after the 11th birthday</u> . For 12 th grade entry: second dose <u>on or after the 16th birthday</u> and an interval of at least eight weeks after the first dose. Only one dose is required if the first dose was received at 16 years of age or older. No proof of immunity allowed.

Notes:

Students attending ungraded school programs must comply in accordance with grade equivalent.

Within the Advisory Committee on Immunization Practices (ACIP) recommendations, vaccine doses given up to four days before minimum interval or age can be counted as valid. However, this does not apply to intervals between live vaccines. Live vaccines shall not be given fewer than 28 days after receipt of a prior live vaccine.

Compliance with the School Code

A child shall be considered in compliance with the health examination and immunization requirement in Section 27-8.1 of the School Code if all applicable immunizations that a child can medically receive are given before entering school and a signed statement from a health care provider is presented indicating when the remaining medically indicated immunization will be administered within the current school year. Local school authorities shall monitor immunization schedules to assure their completion. If a child is delinquent for a scheduled appointment for immunization, he or she is no longer considered to be in compliance.

Resources:

[IDPH Immunization Webpage](#)

[Child and Student Health Examination and Immunization Code](#)

[Immunization Schedules](#)

[CDC Immunization Webpage](#)

[ACIP Vaccine Recommendations and Guidelines](#)

[Epidemiology and Prevention of Vaccine-Preventable Diseases-The Pink Book](#)

[Ask the Experts](#)

Sources:

Title 77, Part 665 Child and Student Health Examination and Immunization Code

Advisory Committee on Immunization Practices (ACIP)

STATE REQUIRED VISION/HEARING SCREENING & DENTAL/EYE EXAM

Students in Kindergarten, First, Second, and Third Grades are given the State required Hearing Test. Students in Kindergarten, Second, and Eighth Grades are given the State required Vision Test. (Students who wear glasses or contact lenses are not required to have this vision test. Proof of an eye exam is required.)

These tests are administered by a certified person from the State Board of Health but must be paid for by the parent. The cost is minimal.

All students in grades Kindergarten, Second, and Sixth must have a dental exam by Oct. 15th of the current school year.

Eye exams are required for all students entering Kindergarten or St. Mary's School for the first time. (Required 2008)

AIDS

Students with AIDS who are enrolled or who are seeking enrollment shall be permitted to attend school and/or parish Religious Education Programs. Students who are known to have AIDS will be individually evaluated by the pastor, appropriate administrator(s), physician(s) and other professional personnel to determine if their behavior or physical condition entails a high risk for the spread of the disease. One purpose of the evaluation is to prepare a specific plan for the education and care of the student.

The school will respect the right of privacy of the individual. Knowledge that a student has AIDS would be confined to those persons with a direct need to know. Those persons would be provided with appropriate information as well as procedures and precautions that may be necessary. These persons would be aware of the confidentiality requirements.

[Any reference to AIDS in this policy statement is to be read as referring to AIDS, ARC (AIDS related complex) and HIV (Human Immunodeficiency virus, the virus that causes AIDS, also known as HTL VIII or LAV).]

COMMUNICABLE DISEASES

The principal shall notify the Department of Public Health when a student is sent home because of suspected communicable disease. In cases of absence due to communicable disease, a release card from the Department of Public Health or a letter from the family physician indicating that the Department of Public Health regulations have been fulfilled must be presented when the student returns to school. *(Students not immunized against the communicable disease must be excluded from classes until the Department of Public Health indicates it is safe for the student to return to class.)*

RECORDS

The most recent health examination and immunization records are part of your child's permanent cumulative record. You will be asked periodically to revise your child's health records.

MEDICATION

A student who is to receive medication of any kind during school hours must have on file a form obtained from the school office, signed by both his/her physician and parent/guardian, stating the name of the medication, the dosage, and the time it is to be administered. **Over-the-Counter medications must have a physician prescription. This includes cough drops, Tylenol, and all other over-the-counter medications.**

The first dose of a new medication will **not** be given at school.

No medications will be administered unless a **current emergency form** is on file.

Students may not take any type of medication, even non-prescription drugs, during school hours unless they are administered by a teacher, school secretary, or the principal. The parent/guardian may come to school to dispense the medication if desired.

Medical Marijuana, please view Appendix pg. 59 (Updated May 2022)

ACCIDENT/ILLNESS

All student accidents, injuries, or illnesses happening on parish/school property during educational activities shall be reported to the principal or other designated authority as soon as possible. An effort will be made to contact the parent(s) or guardian for information and instructions (except for minor scrapes and bruises and minor incidents). If parent(s) cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the student will be taken to a doctor or hospital for treatment. This action by the educational personnel does not obligate the person, parish, or school to assume financial responsibility for the treatment of the student.

Students who express that they do not feel well should be sent to the office. Students are sent home if they have a fever, have vomited, or have diarrhea. Other circumstances, such as but not limited to, bad headache, etc., might necessitate a student being sent home. Parents/guardians are contacted to pick up the child.

A student who has been sick must be fever, vomit, and diarrhea free for 24 hours before returning to school. If the child is on an antibiotic, he/she must be on the medication for at least 24 hours before returning to school.

No student shall be permitted to go home alone because of accident or illness, except with parental consent.

STUDENT ACCIDENT INSURANCE

St. Mary's School sponsors a Student Accident Insurance plan. You are required to either purchase the student insurance for your child(ren) or provide proof of insurance for your child(ren). If you do not purchase the student insurance, then you must fill out a waiver and send a copy of your current insurance card to the school office (or we would be happy to make a copy for you).

STUDENT SAFETY/ARRIVAL/DISMISSAL

In addition to the following information, specifics for arrival/dismissal at both buildings involving cars and buses will be distributed on back-to-school day and updated as needed.

Arrival

All students brought to school by car are to be dropped off along the north side of Third Street at the west gate only. **For the safety of students, no cars will be allowed to enter the carport area or the playground.**

Students arriving late (after 8:00 A.M.) may be dropped off at the square entrance at Henry Street and 3rd Street. M.S. students are to report to the main office located on the far left side of the M.S. building.

Dismissal

On regular days, students are dismissed at 2:45 and 3:00 at the E.S. and 2:45 at the M.S.

Walkers

Walkers are defined as students who are getting picked up by someone that has a child age 4 or under in their car, or by someone who is physically limited. Students who walk to a parent's work, home or to a babysitter can be qualified as a walker as well. These children will be picked up on the Henry St. hill, between the school and the church.

Pre-K walkers and their siblings will be dismissed 10 minutes prior to the regular dismissal time. All other walkers will be dismissed 10 minutes later.

Drivers who ignore the safety patrols and crosswalk statues will have their license plate number reported to the Alton Police Department.

All students must be picked up within 15 minutes of dismissal or they will be sent to the After Care Program and the parent will be assessed a fee.

Middle School

Students at the Middle school building who are picked up from detention, tutoring, or other activities, etc. later than 15 minutes after the designated dismissal time may be charged a per minute fee.

BUS SAFETY

Students who ride the bus are expected to abide by the regulations, including but not limited to:

1. In the event of a road emergency, remain in the bus and wait for instructions from the driver.
2. Be absolutely quiet when approaching a railroad crossing.
3. Never tamper with the bus or any of its equipment.
4. Never leave your seat while the bus is in motion.
5. Keep hands, arms, and head, etc. inside the bus at all times. Do not throw anything into or out of the bus or anything inside the bus.
6. Excessive and/or loud talking or laughter or causing unnecessary confusion is prohibited, as it may divert the driver's attention, which may result in an accident.
7. Assist in keeping the bus clean and safe at all times. No consumption of food or drink is permitted on the bus.
8. Keep books, instruments, coats, etc., out of the aisles.
9. Be courteous and considerate of the bus driver and fellow students.
10. A bus safety/evacuation drill will be reviewed with students each year by the bus company.

Responsibilities of Parents/Guardians of children who ride the bus include:

1. Accepting joint responsibility with the school authorities for proper conduct of your child on the bus.
2. Discussing the bus rules with your child(ren). Riding the school bus is a privilege for students.

The following steps will be followed when dealing with bus misconduct.

1. The offending student is given a written warning and a parent contact will be made.
2. A second misconduct may result in the offending student being restricted from the bus.
3. If there is any future offense, the student will be suspended from riding the bus for the remainder of the school year.

MIDDLE SCHOOL – EARLY DISMISSAL

Parents must provide written notification to the Middle school if their child(ren) is/are walking or being picked up at the Middle school on half days or early dismissal. A note needs to be sent for each early dismissal.

GENERAL SUPERVISION

Teachers and staff realize that their primary responsibility is the safety and welfare of all the children. For that reason, administration/teachers/staff make a concerted effort to responsibly supervise children at all times while they are on the campus for school purposes, i.e., from 7:30 a.m. – 3:15 p.m.

Students will be sent to the After Care Program if the children have not been picked up by

3:15 p.m., or 15 minutes after the last school dismissal. The parent(s)/guardian will be assessed a \$10 fee.

PLAYGROUND

Our playgrounds are social and recreational outlets for the students. Students must exercise care when using the playground equipment and be cooperative and courteous with the other students.

Some days the students walk to Barth Park for their recess period.

Whiffle balls and Nerf balls are allowed only in designated areas. Fighting, tackling, destruction of property are examples of unacceptable forms of behaviors and will be dealt with accordingly.

No student is allowed to leave the premises without the permission of the principal or staff member.

A note is required if a student is to remain indoors during the recess period. Students may not remain indoors during the recess period for more than five days without a doctor's note.

Student's with sprains, fractures or other injuries will not participate in PE classes or recess until such time as a doctor's release is received in the office.

When the principal is off campus: A designated teacher or staff member, acting in the principal's position, has the authority for decisions regarding safety and discipline.

At any time, the pastor, or in his absence, an associate pastor, has final authority.

Before Care & After Care Program

St. Mary's School provides a before and after school program for students on attendance days. This program is not in session on school holidays and early dismissal days for holidays.

A fee is assessed for each program.

Students not enrolled in the program, who remain at school after 3:15 PM, and/or not picked-up from an extra-curricular activity will be sent to this supervised program. The parent will be assessed a fee for this service.

Before School

This program is from 6:30 AM until 7:20 AM. at the E.S. Students will then go to the classroom to line up with their classmates. Contact the office for further details.

Early Dismissal

This program is available from the dismissal time to 6:00 PM. An additional fee is assessed on these days.

After School

This program is from 3:15 PM until 6:00 PM. An additional fee will be assessed after 6:00 PM.

WELLNESS POLICY

Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and to become all that God intended them to be. It has also been proven that good health fosters student attendance and effective learning. St. Mary's School recognizes the relationship between student well-being and student achievement. Because of this, the following policy aimed at achieving the nutrition, physical activity and nutrition/physical education has been established.

1. Students will have access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
2. Students will be served in a clean, safe, and pleasant environment
3. Students will be provided with an adequate amount of time to eat.
4. Students will have opportunities, support, and encouragement to be physically active on a regular basis while in the school setting.
5. Students will be provided with nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.

TREATS: BIRTHDAY/PARTY/OTHER

All snacks or beverages brought into the school for birthday (no Birthday treats for MS students) or other occasions must be commercially prepackaged in single servings. This is for the health and safety of all students. Any homemade food or beverages will be returned home at the end of the day.

HOT LUNCH PROGRAM

St. Mary's School offers a hot lunch program for the students. The kitchen staff is state certified. Monthly Menus are sent home with students in the last Wednesday envelope of the month, and are posted online. Parents are encouraged to order through RenWeb, but students in grades K-8 can order daily in their rooms with teachers.

CLOSINGS: INCLEMENT WEATHER/EMERGENCY/OTHER

School closings or snow schedules for inclement weather will be announced first through our Remind Alert text notification system. We will also post on channel 5 (KSDK) and WBGZ, 1570 on your AM dial. In the event the inclement weather occurs during the school day, St. Mary's will remain open. However, if parents wish, they may pick up their child(ren) early.

PLEASE DO NOT CALL THE RECTORY OR THE SCHOOL OFFICE FOR THIS INFORMATION.

EMERGENCY PROCEDURES

St. Mary's has developed safety precautions in the event of emergencies such as a fire, tornado,

earthquake, etc. Several drills are held throughout the year to acquaint the students with the safety procedures. Emergency directions are posted in each room and common area.

MATERNITY/PATERNITY POLICY

St. Mary's School Board has the Maternity/Paternity policy for St. Mary's School Students. (Adopted October 22, 2007.)

SECTION 14: OTHER AREAS OF INTEREST

AMENDMENT OF HANDBOOK

The pastor and/or principal retain the right to amend, delete, or add to the policies, regulations, and procedures in this handbook as needed and parents will be given prompt notification in the event of such an occurrence.

ASBESTOS MANAGEMENT

St. Mary's School (Immaculate Conception) has an asbestos management plan on file in the principal's office which is available during normal business hours. This plan complies with federal regulations. (See page 56 of Handbook - 8/18/14)

CAFETERIA

St. Mary's School provides a hot lunch daily. The lunch program will consider reduced rate lunches for those who qualify.

Students may purchase their lunch or bring their lunch with them. **No soda** is permitted with lunch. Students are encouraged to bring a healthy drink.

If at any time during the school year your financial status changes:

1. you may apply for reduced rate lunches
2. if your child is receiving reduced rate lunches, you must notify the office of changes in your finances

Payments/Credits

Lunch and/or milk may be purchased by the day, week or the month. Payment for milk/lunch are made through our online system, or by mailing in a check to the office, with the student name on the check.

Credit will be given for absences. Parents should keep track of these and apply them to future lunch or milk purchases. If you are unsure of credits owed your child, please contact the cafeteria.

COPIES

Students requesting personal copies for a report will be assessed a fee of \$.10 per copy.
Students who lose their work will be assessed a fee of \$.25 per copy to receive a second copy.

DROPPING OFF FORGOTTEN ITEMS

We highly discourage parents bringing forgotten items such as homework or projects. It does not help a child learn to remember his/her belongings and to keep track of his/her schedule if he/she is not accountable for remembering those.

Children do not call home for homework, books, projects or other items.

If a child comes to school without a packed lunch, a hot lunch item will be ordered for them and the regular lunch fee will be assessed to the parent's account.

FACULTY IN-SERVICE DAYS

Some faculty meetings will be scheduled for the 1st Tuesday of each month. Students are dismissed at 1:45/2:00 P.M. on these days. On occasion it may be necessary, due to workshops or days of recollection, for this time to be changed. Any time changes will be relayed to the parents in the monthly notice that is sent home with the youngest child.

LIBRARY

Our library is available to all students. Students are encouraged to use it. Regular library periods will be assigned to each class.

Lost or damaged books must be paid for and the student will be charged at the regular library cost.

LOST AND FOUND

Lost and found items are kept in a closet by the main office in the Elementary building and in the office in the Middle school building. The children and parents are responsible for going through the items when looking for a lost item. Any unclaimed items at the end of the school year will be donated to charity.

SCHOOL GROUNDS/FACILITIES

The Parish Office is to be contacted concerning the use of parish grounds or facilities.

ST.MARY'S CHARGER CLUB

The purpose of St. Mary's Chargers Club is to unite all interested individuals to assist the Pastor, the school administrator, and the teachers in the advancement of the spiritual well-being of the child and in their mission of education and training the children at St. Mary's School. Please check the calendar for meeting dates.

SCHOOL PHOTOGRAPHS/YEARBOOK

Both individual and class photographs are taken during the school year. Parents will be advised several days in advance. Photo envelopes will be sent home giving specific prices and packages which can be purchased. Dress for the day must follow all non-uniform dress codes. It is suggested that students dress-up and refrain from sleeveless apparel.

Students may purchase an annual yearbook. This book reflects class pictures, school activities, and group activity pictures. Ordering envelopes will be sent to each family.

TECHNOLOGY**Internet Authorized Use Policy**

To ensure safety for the students and teachers, guidelines are necessary and must be followed for accessing the Internet and Network. St. Mary's has taken precautions to ensure the safety of each student. A software program has been installed to block information that is considered inappropriate for the students. Student and parent will be presented with the guideline for the Internet Authorized Use Policy. The guidelines should be read and discussed and the permission form returned to the school signed by parent and student. Only students who have signed the Authorized Use Policy Permission Form may access the internet.

Monitoring Policy

Monitoring the use of the computers, in particular the use of the Internet is accomplished in two ways. The primary responsibility rest with the faculty member who is physically present at the time the computer is being used. That teacher is expected to be walking around and observing what the students are doing while engaged in an Internet activity.

The second way in which monitoring is accomplished is through the network. There shall be periodic checks of Internet usage according to machine number. This is done through the server software installed on the server.

Content Filtering Policy

It is the policy of St. Mary's School that the end users of the technology resources shall not have indiscriminate access to Internet sites. Filters will be placed on sites that contain profanity, sexual content, and violence. Furthermore, filters will be placed on sites that are not deemed to be of essential educational value (i.e., games). The addition of, or the removal of said filters will be left to the discretion of the network administrator, the technology coordinator, and/or school administrator. However, even with the best of intentions, it is impossible to filter 100%.

Publication Permission

St. Mary's School/Parish maintains a web site, publishes quarterly newsletters, brochures, and printed materials which contain photographs and articles about parish/school/student activities. Additionally, St. Mary's videotapes parish activities, student performances, and activities within the classroom.

Occasionally student pictures may be put in the Telegraph or students may be filmed for one of the television stations.

It is the policy of St. Mary's School/Parish that parental permission be granted for the use of the child(ren)'s photograph/likeness and name in these printed or video publications.

See Appendix for Internet Policy and Use of Student Information/Pictures

VISITORS/VOLUNTEERS/PARENTS

So that we can keep track of who is in the building, locate you for messages, etc., we require all volunteers, visitors, and parents to follow these procedures:

1. Parents/Grandparents who would like to eat lunch with their child, must inform the office the day prior to attending.
1. Please report directly to the office and sign in stating your destination and purpose. Do not go first to the classroom, lunchroom or other place in the building. Remember to sign out before you leave. You will be given a visitors badge to wear.
2. Go to a classroom to volunteer only on a schedule prearranged with the teacher. (There are times/days when it is not in the best interest of the students to have visitors/volunteers/parents in the room.)

VISITORS/SPEAKERS

'Visits' for observation in classroom should be limited, should have a stated purpose, and should be pre-arranged through the office on a schedule approved by the principal.

Parents wishing to check on their child may do so at any time. Parents must sign in and out at the office just as any other visitor. We request that you keep interruptions to a minimal for the sake of all students and to allow for the natural flow of the learning process.

VOLUNTEERS

St. Mary's depends on the parents and other generous people to assist the school in a variety of ways throughout the year. We deeply appreciate voluntary services. Some of the ways volunteers assist follow: *room mothers, send treats, teacher helpers, library workers, lunchroom monitors, school/home club sponsored fund raisers and activities, etc.*

Volunteers, as all employees, are required to:

1. Attend a session of "Protecting God's Children"
2. Sign the statements of certification and authorization for background checks
3. Sign a statement indicating an understanding of the diocesan policies on child abuse and sexual misconduct with a minor.

The Missing Children Records Act

St. Mary's School office staff will report to the Regional Office of Education on a quarterly basis any drops for the following reason:

- Students who are deceased
- Students who are expelled
- Students who are being home schooled
- Students who are incarcerated
- Students whose location is unknown
- Students who are "no show"
- Students who transfer with no request for records.

Information given to the ROE includes:

Student Name, Address, Gender, Grade, Age, Date of Birth, Date of Removal, Name of Parent or Guardian, Address of Parent or Guardian

APPENDIX

Family Name: _____

**St. Mary's School/Parish
Of Alton, Illinois
AUTHORIZED TECHNOLOGY USE AGREEMENT POLICY**

Please read this document carefully before signing.

Internet access is available to students and teachers in the computer lab and in classrooms at St. Mary's School. Student access may be supervised¹ and unsupervised² as defined in the footnotes below. Student access to the school's electronic network (including the Internet) is prohibited without authorized adult supervision (faculty, staff, or other authorized adult). We have two types of network access at St. Mary's School: The intranet allows computers located within our school complex to communicate with each other, but does not allow access to the outside world. The Internet allows our computers to access networks that are outside of our school's physical plant.

The Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource-sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational and moral goals of our school.

Internet access is coordinated through a complex association of government agencies, regional, and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal use of the network resources. The signature(s) at the end of this document indicate that the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Internet – Terms and Conditions

1. **Acceptable Use** – Access and use of the school's electronic network must be (a) for the purpose of education and research, and consistent with the educational objectives and mission of St. Mary's School, or (b) for legitimate business use.
2. **Privileges** – The use of the school's electronic network is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The administration (principal, pastor) will make all decisions regarding whether or not a user has violated this policy and agreement and may deny, revoke, or suspend access at any time. This decision will be final. Also, the administration may close an account at any time as required.
3. **Unacceptable Use** – You are responsible for your actions and activities involving your access of the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright laws or other contracts, or transmitting any material in violation of any Federal or State law;
 - b. All activity involving downloading and/or uploading of licensed software programs;
 - c. Using the network for private financial or commercial gain;
 - d. Using the network for personal business;
 - e. Gaining unauthorized access to resources or entities;

1 Supervised use means one-on-one supervision by an authorized adult.

2 Unsupervised use is use in a setting where an authorized adult is present, but not working one-on-one with the student. Unsupervised in no way means an authorized adult is not present in the classroom.

-
- f. Invading the privacy of others.
 - g. Using another user's account, user id., or password.
 - h. Posting material authored or created by another without his/her consent.
 - i. Posting anonymous messages
 - j. Using the network for commercial or private advertising
 - k. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
 - l. Using the network while access privileges are suspended or revoked;
 - m. Installing any software without the prior approval of the administration;
 - n. Installing any program files obtained from another computer without prior approval of the administration;
 - o. Chat room activity and/or instant messaging are **PROHIBITED**.
4. **Network Etiquette** – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in your messages to others;
 - b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language;
 - c. Do not reveal the personal address or phone number of any student, colleague, yourself, or another;
 - d. Recognize that electronic mail (email) is not private. People who operate the system have access to all mail. Messages relating to, or in support of, illegal activities may be reported to the authorities. Messages containing language that would be inappropriate in the context of St. Mary's behavioral expectations may be viewed by others, and, as such, may result in administrative action;
 - e. Do not use the network in any way that would disrupt its use by other users;
 - f. Consider all communication and information accessible via the network to be the private property of St. Mary's School.
5. **Security** – Network security is a high priority. If you can identify a security problem on the network, you must notify the system administrator immediately. Keep your account, user id, and password confidential. Use of another's individual's account, user id, and password is prohibited. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to the network and may be reported to the administration.
6. **Vandalism** – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the school network, any other network, or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses, or worms, or other files or programs that damage, delete or modify data or applications.
7. **Printing** – St. Mary's provides high quality printers to be used for educational purposes only. The inkjet cartridge, laser toner, and paper are expensive. For this reason, it is the policy of St. Mary's that the printers not be used for personal reasons.
8. **Hand-held Devices** – The use of hand-held devices is for educational and business purposes only. All rules of conduct apply. The school accepts no responsibility for loss or damage to those hand-held devices brought in to the school.
9. **Financial Obligations** – The employee or other user agrees to be responsible for any financial obligation incurred through the use of the network that is contrary to the terms of this agreement.
10. **Web Pages** – It is the intent of St. Mary's School to publish web pages as a method of providing information about the business of the school and parish. This may include the posting of meetings, agendas, students' activities, projects, and accomplishments, schedules and other information of interest to students, parents, and the community. Classrooms may participate in the development of web pages as on-going educational projects.

Disclosure of student information (picture, name, etc.) will be limited to the guidelines set by an individual student's parent(s)/guardian(s). This information may be accessed in the school office. Disclosure of personal address, phone number or social security number of any student, staff person, faculty member, or colleague is prohibited. Only the general school address and phone number should be made available.

The principal or her/his designee must approve all materials prior to publication on the Internet. Additionally, if any sites are linked to the classroom, teacher, student, or school web pages, they must be reviewed and

approved by the principal or designee. The posting of any material that may violate copyright law is expressly prohibited.

11. **Electronic Mail** – St. Mary's provides email to aid faculty in fulfilling their duties and responsibilities and as a contemporary means of general communication.

The user does not have any right of privacy whatsoever in relation to his/her use of the network and/or email.

Consequently, all electronic and telephone communication systems and all communication and information transmitted by, received from, or stored in any manner are the property of St. Mary's School/Parish and are to be used for educational purposes only.

St. Mary's reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account's user. Unauthorized access by any patron to an electronic mail account is strictly prohibited. To ensure that the use of the network is consistent with the educational objectives and mission of the School and Parish, authorized representatives may monitor the use of the network, which may include the printing and reading of all information stored; all emails (external and internal) entering, leaving, or stored; and all files created and saved in the system. Any message might reflect on the name and reputation of St. Mary's School. The system administrator may remove any material stored by the users which violates the terms of this Agreement.

Electronic messages transmitted via the network gateway carry with them an identification of the user's internet domain. This domain name is a registered domain name and identifies the author as being in the school environment. Great care should be taken, therefore, in the composition of electronic messages/emails. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Any message might reflect on the name and reputation of St. Mary's School. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.

Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external/internal recipients.

Any message received from an unknown sender via the network should be immediately deleted.

Use of St. Mary's electronic mail system constitutes consent to these regulations.

12. **No Warranties** – The School/Parish makes no warranties of any kind; whether expressed or implied, for the network service it is providing, and will not be responsible for any damages users suffer. This includes the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. The School/Parish further does not warrant, and has no responsibility, for the accuracy or quality of information obtained through the use of the network. Information obtained via the network is at your own risk.
13. **Indemnification** – The user agrees to indemnify the School/Parish for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to, or arising out of, any breach of this policy and authorization.

Student name: _____

Last

First

**Saint Mary's
Alton, Illinois
Authorized Technology Use Agreement/Policy**

USER AGREEMENT AND PARENTAL PERMISSION FORM

I understand and will abide by the attached Authorized Use Agreement/Policy. I further understand that any violation of the regulations attached is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and / or appropriate legal action may be taken.

User signature: _____ Date: _____

As the parent or guardian of this student, I have read the Authorized use Agreement/Policy. I understand that this access is designed for educational purposes. I also recognize it is impossible for St. Mary's School/Parish personnel to restrict access to all controversial materials. I will hold harmless the parish, school, its employees, agents or Board members responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use of an online account is not in a school setting. I hereby give permission to issue access privileges for my child and certify that the information contained on this form is correct. I further understand that individuals and families may be liable for violations.

_____ I do not give permission for my child to access the internet.

Parent Or Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

This form only needs to be signed one time while your child is a student at St. Mary's School.

Student Name: _____
Last First

**St. Mary's School
Alton, Illinois**

PUBLICATION'S PERMISSION

St. Mary's School/Parish maintains a web site, publishes quarterly newsletters, brochures, and printed materials which contain photographs and articles about parish/school/student activities. Additionally, St. Mary's videotapes parish activities, student performances, and activities within the classroom.

It is the policy of St. Mary's School/Parish that parental permission be granted for the use of your son's/daughter's photograph/likeness and name in these printed or videotaped publications.

Please consider the following options and mark the one that is most comfortable with you. Sign the bottom of this release and return it to the school office.

_____ I give St. Mary's School/Parish full permission to use my child's photograph/likeness with first name-last initial or first initial/last name in any of its publications.

_____ I give St. Mary's School/Parish full permission to use my child's photograph/likeness with no name in any of its publications.

_____ **I do not** give St. Mary's School/Parish permission to use my child's photograph/likeness or name in any of its publications.

Parent or Guardian Name (print name): _____

Parent or Guardian Signature: _____ Date: _____

This form only needs to be signed one time while your child is a student at St. Mary's School.

FIELD TRIP – STANDARD

REQUEST FORM - STANDARD ACTIVITY

We request that our child _____ be allowed to go on the following field trip and/or participate in the following activity: _____ with _____ (hereafter the "Organization") presently scheduled to depart/commence on _____ and to return/conclude on _____ because we believe this trip/activity will benefit our child both educationally and spiritually.

We understand that all rules of conduct and standards of behavior, as deemed by the Organization will apply to this trip/activity and we have discussed these with our child. We further understand that we must assume all responsibility and liability for our child while traveling to, from, and during this trip/activity. With this knowledge, we freely assume this responsibility and liability.

We also understand that it may not be financially feasible for the Organization to provide transportation for all those who are going on this trip/activity. Therefore, we understand that some participants may be traveling by bus or by privately owned vehicles which covered by insurance. With this knowledge, we hereby consent to our child traveling to, from, and during this trip/activity in either of these manners.

We further understand that the Organization is not responsible for any damages or accidents that may result from our child's actions or the actions of others. To the greatest extent possible, we release the Organization and the Diocese of Springfield in Illinois, and all those acting on their behalf, from all liability for damages to or caused by our child as a result of this trip/activity and we agree jointly and severally to indemnify them for any such damages.

Emergency Contact / Medical Information: (Please Print)

Father/Guardian: _____ Daytime Phone: _(____)_____

Mother/Guardian: _____ Daytime Phone: _(____)_____

Address: _____ Home Phone: _(____)_____

Other Contact Person: _____ Phone: _(____)_____

Medical Insurance Company: _____

Company Address: _____ Policy Number: _____

Medical Conditions/Allergies: _____

We hereby also give our consent for our child to receive emergency medical care during this trip/activity.

We hereby also give our consent for photographs of our child to be taken and released.

Signature of parent/guardian: _____ Date: _____

Signature of parent/guardian: _____ Date: _____

FIELD TRIP – HAZARDOUS**RELEASE / REQUEST FORM - HAZARDOUS ACTIVITY**

We request that our child _____ be allowed to go on the following field trip and/or participate in the following activity: _____ with _____ (hereafter the "Organization") presently scheduled to depart/commence on _____ and to return/conclude on _____ because we believe this trip/activity will benefit our child both educationally and spiritually.

We understand that all rules of conduct and standards of behavior, as deemed by the Organization will apply to this trip/activity and we have discussed these with our child. We further understand that we must assume all responsibility and liability for our child while traveling to, from, and during this trip/activity. With this knowledge, we freely assume this responsibility and liability.

We also understand that it may not be financially feasible for the Organization to provide transportation for all those who are going on this trip/activity. Therefore, we understand that some participants may be traveling by bus or by privately owned vehicles covered by insurance. With this knowledge, we hereby consent to our child traveling to, from, and during this trip/activity in either of these manners.

We further understand that _____, and the activities related thereto are hazardous and we realize that injuries are a common occurrence. We freely accept and voluntarily assume all risks of personal injury or death, and property damage resulting from our child's participation in these activities. We fully understand that differences in height, weight, age, and skill, as well as the types and condition of any equipment used, also affect the dangerousness of these activities. We also acknowledge that we as parents/guardians are in the best position to know these things about our child. With this knowledge, we hereby consent to our child engaging in these activities.

We further understand that the Organization is not responsible for any damages or accidents that may result from our child's actions or the actions of others. To the greatest extent possible, we release the Organization and the Diocese of Springfield in Illinois, and all those acting on their behalf, from all liability for damages to or caused by our child as a result of this trip/activity and we agree jointly and severally to indemnify them for any such damages.

Emergency Contact / Medical Information: (Please Print)

Father/Guardian: _____ Daytime Phone: _(____)_____

Mother/Guardian: _____ Daytime Phone: _(____)_____

Address: _____ Home Phone: _(____)_____

Other Contact Person: _____ Phone: _(____)_____

Medical Insurance Company: _____

Company Address: _____ Policy Number: _____

Medical Conditions/Allergies: _____

We hereby also give our consent for our child to receive emergency medical care during this trip/activity.

We hereby also give our consent for photographs of our child to be taken and released.

Signature of parent/guardian: _____ Date: _____

Signature of parent/guardian: _____ Date: _____

FIELD TRIP – TRANSPORTATION POLICY

FIELD TRIP**TRANSPORTATION POLICY**

Commercial carrier or contracted transportation is the most desirable method to be used for field trips and, whenever possible, this mode of transportation should be provided. The use of private passenger vehicles is discouraged and should be avoided if at all possible. If commercial carriers are used (e.g., commercial airlines, trains, or buses) no further information is required. However, if transportation is contracted, signed contracts should be executed with an appropriate hold harmless agreement protecting the parish and the (Arch)Diocese. Also, contracted carriers should provide proof of insurance with minimum limits of liability of \$1,000,000 CSL (Combined Single Limit).

Leased Vehicles

If a vehicle is leased, rented, or borrowed to transport participants to and from the event, appropriate insurance should be obtained.

COVERAGE CANNOT BE AUTOMATICALLY ASSUMED FOR LEASED, RENTED, OR BORROWED VEHICLES.

Private Passenger Vehicles

If a private passenger vehicle must be used, then the following information must be supplied and this information must be certified by the driver in question.

1. The driver must be 21 years of age or older. *SHOULD BE 25 YRS. OF AGE.*
2. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
3. The vehicle must have a valid and current registration and valid and current license plates.
4. The vehicle must be insured for the following minimum limits: \$100,000 per person/\$300,000 per occurrence.

A signed Driver Information Sheet for each driver must be obtained prior to the field trip.

Each driver and/or chaperon should be given a copy of the approved itinerary including the route to be followed and a summary of his/her responsibilities.

Distance Limitations (For non-contracted transportation)

1. Daily maximum miles driven should not exceed 500 miles per vehicle.
2. Maximum number of consecutive miles driven should not exceed 250 miles per driver without at least a 30 minute break.

FIELD TRIP – DRIVER INFORMATION SHEET

FIELD TRIP

DRIVER INFORMATION SHEETDriver

Name _____ Date of Birth _____
 Address _____
 Driver's License # _____ Phone # _____
 Date of Expiration _____

Vehicle That Will Be Used

Name of Owner _____ Model of Vehicle _____
 Address of Owner _____ Make of Vehicle _____
 Year of Vehicle _____
 License Plate # _____ Date of Expiration _____
 Registration Expiration Date _____

If more than one vehicle is to be used, the aforementioned information must be provided for each vehicle.

Insurance Information

When using a privately-owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.

Insurance Company _____ Policy # _____
 Date of Policy Expiration _____ Liability Limits of Policy* _____

(*Please note: The minimal, acceptable liability limit for privately-owned vehicles is \$100,000/\$300,000)

In order to provide for the safety of our students or other members of the parish and those we serve, we must ask each volunteer driver to list all accidents or moving violations they have had in the past five years:

Please be aware that as a volunteer driver, your insurance is primary. There is a policy that would offer additional liability protection should a claim exceed the limits of your policy.

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport students.

 Signature

 Date

FIELD TRIP – ADULT LIABILITY WAIVER

FIELD TRIP**ADULT LIABILITY WAIVER**

In addition to the Field Trip Health Information/Release form, each adult participant, including group leaders and chaperons, must sign this form.

RELEASE OF LIABILITY

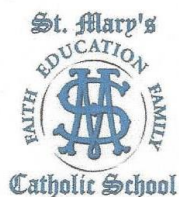
I, _____, agree on behalf of myself, my heirs, assigns,
Full Name
executors, and personal representatives, to hold harmless and defend
_____, its officers,
Parish (Arch) Diocese
directors, agents, employees, or representatives associated with the field trip
from any and all liability claims, loss or damage arising from or in connection
with my participation in the field trip.

Signature_____
Date_____
Print name

HEALTHY SNACK SUGGESTIONS

The following examples of nutritious food and beverages are consistent with the Dietary Guidelines for Americans. This list is not all-inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges – cantaloupe, honey dew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit – nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits – raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix (dried fruit and nuts)
- Dry roasted peanuts, tree nuts and soy nuts (not coconuts or palm nuts)
- Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, nuts pretzels, etc.)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)
- Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Bread sticks with marinara
- Fat-free or low-fat flavored yogurt and fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk and milk products (string cheese, single serving cottage cheese, cheese cubes)
- Flavored soy milk fortified with calcium
- Pure ice cold water



536 East 3rd Street
Alton, IL 62002
618-465-8523

"Where Faith Family and Education Come Together"

www.smsalton.com

1015 Milton Road
Alton, IL 62002
465-9719

August 8, 2023

To all Organizations, Parents, Legal Guardians, Teachers, Employees, and All Other Occupants:

In accordance with Federal Register 40 CFR 763 Asbestos-Containing Materials in Schools Final Rule (Asbestos Hazard Emergency Response Act, AHERA), St. Mary's has an Asbestos Management Plan located in the office. The Plan may be reviewed during normal business hours.

Medical Marijuana for Qualified Students**1) Guiding Principles:****a) PURPOSE:**

The exclusive purpose of this policy is to comply with the mandate of section 105 ILCS 5/22-33 P.A. 101-370, referred to as Ashley's Law, for the adoption of a policy and a procedure to allow a student who is a qualified patient, as defined in Ashley's Law, to use marijuana obtained pursuant to that section. Nothing in this policy shall be interpreted to extend any privilege beyond that mandated by Ashley's Law.

b) RULES:

- i) Administration of medical marijuana/low THC cannabis/cannabinoid products to qualified St. Mary's school students shall be in accordance with this policy.
- ii) A qualified parent/guardian or designated caregiver may administer a medical marijuana infused product to a qualified St. Mary's School students as needed in accordance with this policy.
- iii) A parent or guardian or other individual may not administer a medical infused product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.
- iv) This policy conveys no right to any student or to the students' parents/guardians or other caregiver to demand access to any general or particular location on school property, a school bus, or at a school sponsored event to administer medical marijuana/low THC cannabis.
- v) If the federal government indicates that the school's federal funds are jeopardized by this policy, this policy shall be suspended immediately and the administration of any form of medical marijuana/low THC cannabis to qualified students on school property shall not be permitted. The school will release such a notice of policy suspension to its school families.
- vi) The State Board of Education, in consultation with the Department of Public Health, must develop a training curriculum for administrators of medical cannabis infused products. The school administrator or designee must complete this training curriculum annually, and retain proof of its completion. St. Mary's will maintain records related to the training curriculum of the administrator or designee who has completed this training.

c) DEFINITIONS:

- i) "Designated caregiver", "medical cannabis infused product", "qualified patient", and "registered" have meanings given to those terms under Section 10 of the Compassionate Use of Medical Cannabis Program Act.
- ii) "Self-administration" means a student's discretionary use of his/her medical cannabis infused product.
- iii) "Permissible form of medical marijuana product" means non-smokable/non-inhalable products such as oils, tinctures, edible products, or lotions that can be administered and fully absorbed in a short amount of time.

2) Administration of Medical Marijuana Use at School

- a) A parent or guardian who is registered with the Department of Public Health as a designated caregiver of a student who is a registered qualifying patient may administer a medical cannabis infused product to the student on the school grounds if both the student and the parent have been issued registry identification cards under the

Compassionate Use of Medical Cannabis Program Act. After administering the product, the designated caregiver shall remove the product from the school premises.

- b) A school administrator or designated administrator is allowed to administer a medical cannabis infused product to a student who is a registered qualifying patient while on school premises, while at a school sponsored activity, or before or after normal school activities, including while the student is in before school or after school care on school operated property. St. Mary's School will not allow self-administration by a student. Before allowing the administration of medical cannabis infused product by the school administrator or designated administrator, the parent or guardian of the student who is the registered qualifying patient must provide written authorization for its use, along with a copy of the registry identification card of the student (as a registered qualifying patient) in the parent or guardian (as a registered designated caregiver). The written authorization must specify the times where or the special circumstances under which the medical cannabis infused product must be administered. The written authorization and a copy of the registry identification cards must be kept on file in the school office.
- c) Medical cannabis infused products that are to be administered must be stored in a manner consistent with storage of other student medication at the school and may be accessible only by the administrator or designee.

3) Request by Parent/Guardian for Authorization for Use of Medical Marijuana at School:

- a) St. Mary's allows for the administration of medication/treatments, including medical marijuana, when administration cannot reasonably be accomplished outside of school hours. The primary caregiver should administer the medical marijuana at home whenever possible to qualified students who require the use of medical marijuana for a medical condition.
- b) Parents/guardians of a qualifying student requesting the administration of medical marijuana at school, need to submit a written request to the principal.
- c) Qualified students who require the use of medical marijuana for a medical condition while at school, would receive the medical marijuana by their caregiver, administrator, or designee as ordered/recommended by a physician on school grounds at the location designated by the Principal.

4) Responsibilities of the parent/caregiver:

- a) Require that a qualified caregiver shall be responsible for providing the permissible form of medical marijuana to be administered to the qualifying student.
- b) The designated caregiver of a qualified student requesting the administration of medical marijuana to the qualified student while on school grounds must submit a written request to the principal at least 48 hours in advance, excluding weekends and holidays, requesting authorization to administer medical marijuana pursuant to the policy.
- c) Parents/guardians must provide the Principal a copy of the current Department of Health Registry Identification Card for the qualifying student in the primary caregiver, and a valid form of a picture ID.
- d) The qualified student's parent/guardian provides the school with the Authorization for Medical Marijuana Use for Qualified Students at School Form completed by physician and signed by the parent/guardian for the administration of medical marijuana during the school day. The form must be submitted to the Principal every school year, and include any changes to the medication and the type of preparation (i.e., oils, tablets).
- e) The completed form shall include the type, amount, time to be administered, possible side effects, and any special instructions regarding the medication's.

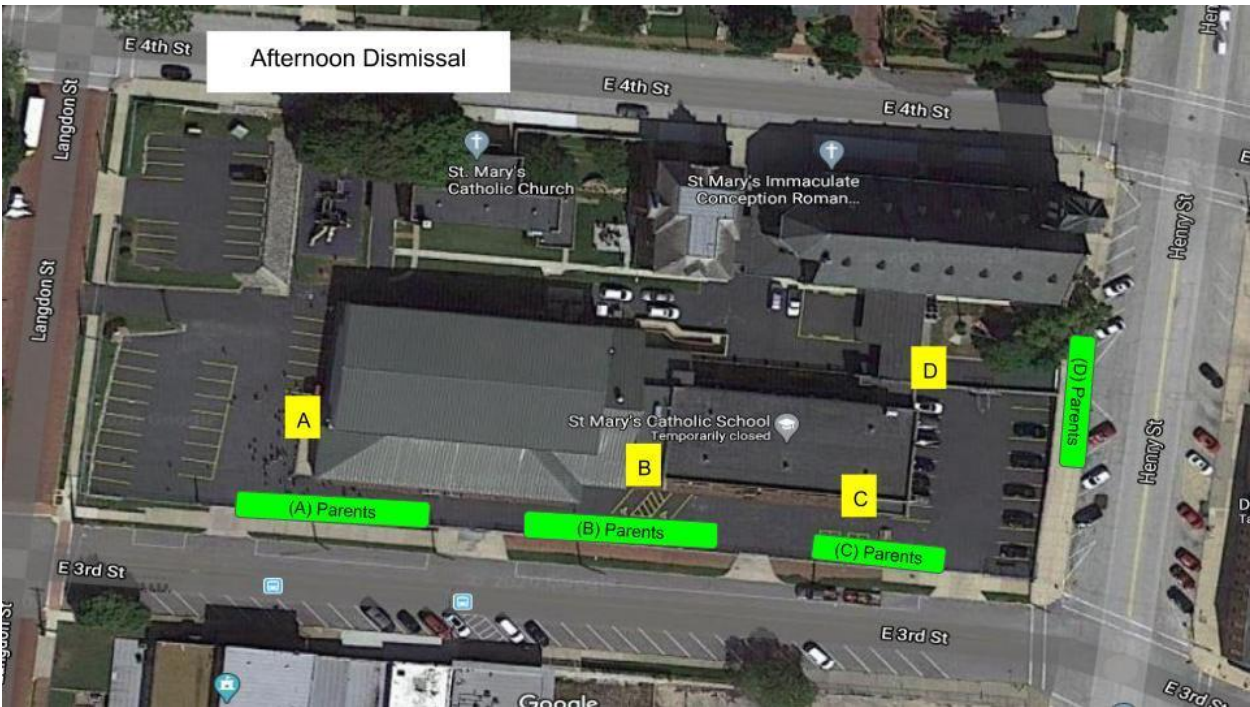
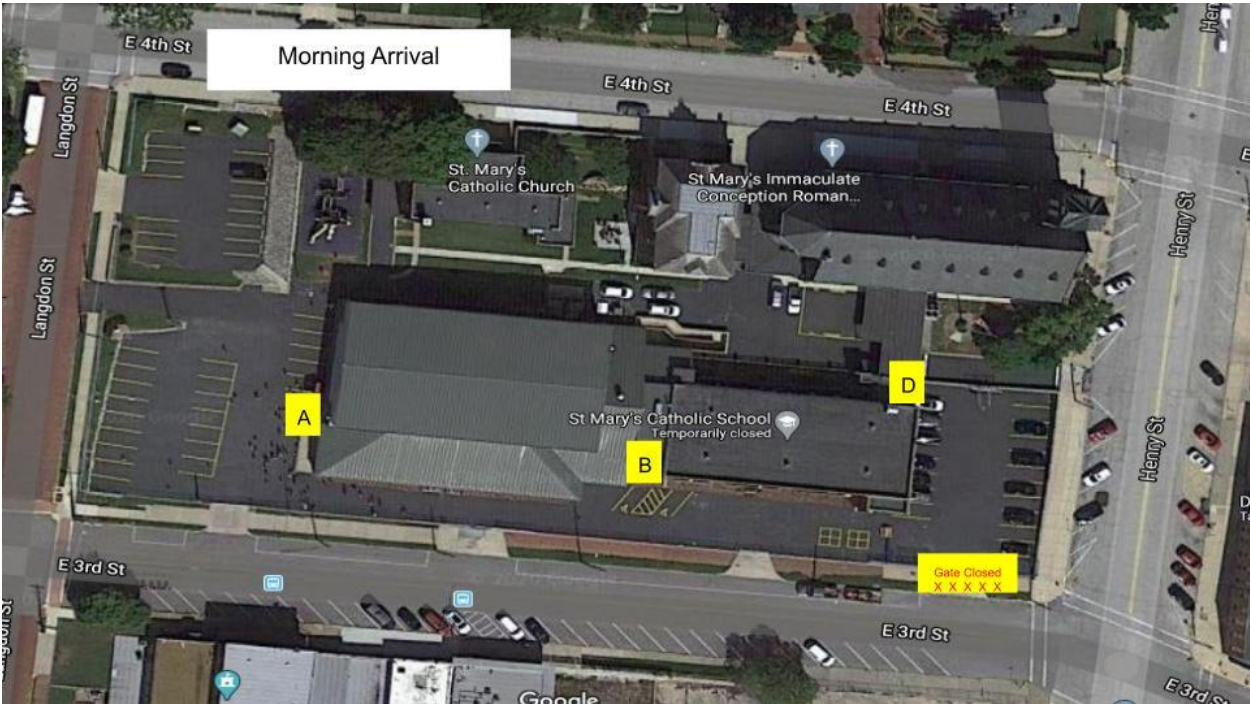
5) Responsibilities of the Principal/Administrator/Designee:

Upon review and approval of the documentation submitted by the parent, the Principal will:

- a) coordinate the development of the schools implementation plan for medical marijuana use for qualified students the plan includes the following:

-
- i) The specific location and time/times where the caregiver shall report to administer the medical marijuana.
 - ii) School staff members who the caregiver must coordinate with the school for administration of medical marijuana to the qualifying student.
 - b) Report any incidents of students/caregiver dispensation of substances other than the permissible forms of medical marijuana as specified on the Authorization for Medical Marijuana use for Qualified Students at School Form, signed by the parent/guardian and physician and take action in accordance with school policies.
- 6) **Consequences of Rule Violations:**
- a) Permission to administer medical marijuana to a qualified student may be limited or revoked if the student or caregiver violates this policy or demonstrates an inability to responsibly follow this policy's parameters.
 - b) At no time shall the qualifying student have the medical marijuana in their possession except during the administration process, through dispensation by the designated caregiver, per the school's implementation plan.
 - c) Consequences for sale/attempted sale of any medical marijuana products may result in disciplinary actions as outlined in the current school handbook, including suspension and or expulsion.
 - d) Student possession, use, or being under the influence of marijuana or marijuana derivatives inconsistent with this policy may be considered a violation of the school handbook, in accordance with applicable school policies and may require consultation with local law-enforcement.
 - e) Dispensation by parent/caregiver of medical marijuana in any form other than specified on the Authorization for Medical Marijuana Use for Qualified Students at School Form, signed by the parent and physician may be treated as a violation of school policies.

Appendix A



PASTOR RATIFICATION

The Student/Parent Handbook for St. Mary's School has been reviewed and revised by the administration with input from the faculty, staff, and school board. This document includes input from the Handbook of Catholic Education Policies of the Diocese of Springfield, IL.

I hereby ratify its contents.



Father Chris Uhl, OMV – Pastor

08/07/23
Date

STUDENT(S)/PARENT AGREEMENT

We have received, read and agree to abide with the rules/regulations, policies, and revisions in the St. Mary's Student/Parent Handbook 2023-24

Parent(s)/Guardian Signature _____

Student(s) Signature(s) _____

Date _____

Please sign and return to the school office as soon as possible.