



**St. Mary Catholic School
2018-2019**

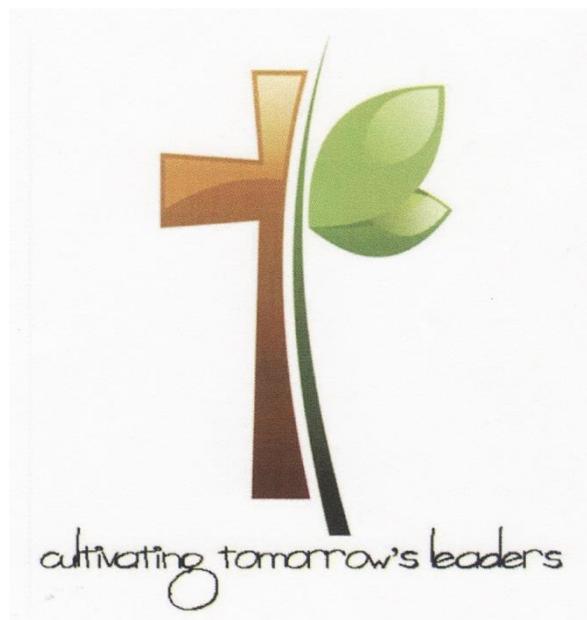
School Handbook

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VISION

St. Mary Catholic School lives and proclaims the Gospel of Christ and the tradition of the Church. We integrate knowledge and truth with the Gospel values in all areas of school, family, and community. We are united as individuals created in God's image to foster and develop responsible members of society: spiritually, academically, physically, emotionally, and socially.

MISSION

St. Mary Catholic School empowers students to grow spiritually, achieve their academic potential and discover God's plan.

VALUES

- **Spiritual dedication:** to actively live the Catholic faith in all that we do.
- **Respect for diversity:** to respect the socio-economic and cultural diversities of our community.
- **Service:** to serve each other and our community.
- **Responsibility:** to grow spiritually, academically, physically, emotionally and socially.
- **Independent learning:** to critically think about our world and become role models in our communities

PHILOSOPHY

St. Mary Catholic School, dedicated to academic excellence, was established in 1914 and is supported by St. Mary Parish of DeKalb under the jurisdiction of the Roman Catholic Diocese of Rockford. We welcome every family to become actively involved in St. Mary School reinforcing virtues and values for living a Christian life of stewardship. We believe that the parents are the primary educators of their children, partnering with the school in fulfilling this mission. We recognize and foster each student as an individual, respecting the socio-economic and cultural diversities of our community.

GOALS

The administration, faculty, and staff of St. Mary Catholic School in DeKalb subscribe to the following goals:

1. To provide each and every student with a course of religious studies based on Gospel values and the teachings of the Church.
2. To offer each and every student an opportunity for spiritual growth through prayer, liturgy, and paraliturgical services.
3. To construct a strong academic experience that allows each and every student to achieve his/her full intellectual potential.
4. To foster an atmosphere of acceptance and support that will enable each and every student to acquire ownership and responsibility for their learning and their behavior.
5. To provide each and every student with exposure to the Spanish language and culture.
6. To provide experiences and skills through the use of various forms of technology, so that each and every student is prepared for the future.
7. To nurture the creativity of each and every student through exposure to the fine arts.
8. To encourage each and every student to practice a healthy lifestyle by providing physical education.
9. To ensure the physical well-being of each and every student by making certain that our school is safe, clean, and well-maintained.
10. To nurture communication between school and family and to encourage parents to actively participate in their role as the first educators of their children.
11. To strive daily to be good role models for the students, reinforcing the Christian values and attitudes upon which the school was founded.
12. To utilize resources and encourage members of the school, church, and local communities to effectively plan for the growth of our school.

GENERAL INFORMATION

CERTIFICATION

St. Mary School is recognized and fully accredited by the State of Illinois. It operates under the auspices of the Rockford Diocese and conforms to its policies and guidelines. The School is funded by tuition and parish contributions.

AUTHORITY

Any group that operates as a representative or an agency of the Parish, is subject to the authority of the Parish or Parish School and must have prior approval for any project.

ADMISSION

St. Mary School accepts children who are eligible and can function in the educational setting. For any child entering St. Mary for the first time, a certified birth certificate must be presented. To enter 3-Year-Old Preschool a child must be three years old by September 1st of the school year. To enter 4-Year-Old Preschool or Pre-Kindergarten a child must be four years old by September 1st of the school year. To enter Kindergarten a child must be five years old by September 1st of the school year.

PRIORITY FOR ADMISSION

When it becomes necessary to limit enrollment, children of active parishioners will be given first consideration.

NON-DISCRIMINATION

St. Mary School welcomes students of any race, religion, color, sex, nationality, and ethnic origin to all the rights, privileges, programs, and activities made available to students at the school, without regard to the student's immigration status in the United States or country of citizenship.

TRANSFERS

Students entering St. Mary School need to present an official certification of grade level, such as report card or transfer slip from the former school. Student records may be requested before a student is officially accepted.

WITHDRAWAL

Parents should notify the school office if they plan to transfer their child/ren from the school. All financial obligations need to be met. Textbooks, library books, and any school property should be returned.

STUDENT RECORDS

Maintenance of student records in the Diocese of Rockford elementary and high schools shall be in compliance with the Illinois School Code, subject to regulations of the State Board.

In accordance with Illinois School Code 10, Student Records Act, Section 2. (d) “School Student Record” means any writing or other recorded information concerning a student and by which a student may be individually identified, maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored.

STUDENT PERMANENT RECORDS

Illinois School Code states in part: Such information may include the student’s name, birth date, address, grades and grade level, parent names and addresses, attendance records, and such other entries as the State Board may require or authorize.

For schools in the Diocese of Rockford, permanent records must include:

- Student name
- Gender
- Birth date
- Address
- Telephone number
- Grades & grade level
- Parents’ names and addresses
- Attendance records
- Health and accident records
- Sacramental records

STUDENT TEMPORARY RECORDS

Temporary records mean all information contained in a student record, but not contained in the permanent record. Such information may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations, and other information of clear relevance to the education of the student.

INSPECTION AND ACCESS

A parent or any person specifically designated as a representative by a parent shall have the right to inspect and copy all school student permanent and temporary records of that parent's child.

RECORD OF RELEASE

A record of release of information must be made and kept as a part of the school student record. Such record of release shall be maintained for the life of school student records and shall be available only to the parent and the official records custodian. Each record of release shall include:

- Nature and substance of information released
- Name and signature of person releasing information
- Name of person requesting information
- Copy of consent to such release

CUSTODY OF CHILDREN

In cases of single families, it is important that the school be notified which parent has custody of the child/ren. A copy of the custody decree in cases of divorce should be filed in the office. Financial matters are ordinarily handled through the custodial parent unless other stipulations are made. When the legal guardian is not the parent, the school needs to have that information on file. All communications regarding school, grades, behavior, etc. go to the custodial parent, unless other arrangements are made.

FIELD TRIPS

Field trips are privileges afforded to students. At the teacher's discretion, students may be denied participation if they fail to meet academic or behavioral requirements.

All students must have an official permission slip signed by their parent/guardian on file in order to be permitted to participate in a field trip.

Any parent wishing to help out in their child's classroom for parties, go on field trips, or volunteer in school must fulfill all "Volunteer Requirements" as outlined by the Diocese of Rockford BEFORE active participation.

BIRTHDAY CELEBRATIONS

Non-edible favors (such as stickers, pencils, etc.) are encouraged as birthday treats. Due to health concerns, it is preferred that edible birthday treats be store bought.

Home party invitations may be distributed at school only if the entire class is invited, OR if all the girls or all the boys are invited.

CONFLICT RESOLUTION

Open communication between parents, students, teachers, and the principal is essential.

Conflicts between students should first be handled between the students. If no resolution occurs, the issue is referred to the following individuals

1. Classroom Teacher
2. Principal
3. Pastor

School-related conflicts between adult members of the St. Mary School family should first be handled between the adults involved. If no resolution occurs, the issue should be brought to the attention of the principal and/or pastor.

COMMUNICATION BETWEEN SCHOOL AND HOME

St. Mary School uses SchoolSpeak to inform parents/guardians about the activities and events at our school. In addition, SchoolSpeak is also a convenient online tool for parents to communicate with teachers, review student progress reports, access attendance records and keep up-to-date on classroom announcements. SchoolSpeak is a private, school platform that only those individuals who have a password have the right to enter. Parents/guardians will be provided with passwords when enrollment is fully completed.

In person Parent/Teacher Conferences are scheduled at the end of the first quarter. When appropriate, teachers may also schedule conferences at the end of the 2nd, 3rd, and 4th quarters or at the request of parents/guardians. To request a conference, a parent may send a note to the teacher, email the teacher, or call the school office.

Informal conferences between parent and teacher are encouraged throughout the year. These may occur via telephone conversations, electronic or hardcopy correspondence, or scheduled meetings.

Every effort will be made to accommodate parent/guardian schedules.

SCHOOL COMMITTEE

St. Mary School Committee helps define and develop the policies that govern the operation of the school in an advisory capacity. The Committee is composed of six members, the pastor, and the principal. The Committee meets monthly. The meetings are open to all parishioners and parents of students attending St. Mary School.

RULES AND REGULATIONS

The guiding principle of the St. Mary School Community is to treat others as you would like to be treated. Our aim at St. Mary School is that all students develop this essential respect for themselves and others so they may live up to their own goals.

EXPECTATIONS

The following is a list of school conduct expectations:

- **Be on time**
- **Bring required materials to school**
- **Comply with reasonable directives of those in authority**
- **Be courteous**
- **Follow the dress code**
- **Give one's best effort in all tasks**
- **Be honest**
- **Refuse to engage in gossip & bullying**
- **Resolve conflicts in a non-violent way**
- **Respect people and property**
- **Encourage school spirit and loyalty**
- **Use Christian and clean language**
- **Walk when in the building**
- **Keep lockers and desks neat and organized**

We at St. Mary School believe children learn by example and are appreciative of the support and respect demonstrated by the parents of our students.

ABSENCES

Regular school attendance is an important factor in a child's academic progress.

A parent/guardian should call the school office between 7:15 a.m. and 8:15 a.m. to report if a child will be absent for the day. If the office does not hear from you, the office will follow up with a phone call to the parent/guardian. If a student is absent three or more consecutive days due to illness, please send a note from a physician for readmittance.

MAKING UP WORK FOR ABSENCES

Work missed due to an absence must be made up. It is the parent's/student's responsibility to contact the teacher regarding this work. Students should not rely on peers to get missed assignments. Allotted time for make-up is as follows:

1 – 2 days absent – For each day that a student is absent, the student has that same number of days to turn in his/her work upon returning to school.

3 or more successive days – The work must be made up by individually making arrangements with the teacher. Work not made up during the agreed upon schedule will result in receiving no credit for those assignments that were not completed.

FAMILY VACATIONS

Because the school day is so short and the year allows for ample vacation time, we strongly discourage removing students from school for vacations. Parents who choose to remove their child from school during scheduled class time should be advised that:

- Teachers are not responsible for preparing study work prior to vacation.
- All work to be made up is the responsibility of the student and is to be arranged with the teacher.

TARDINESS

It is important that the school day begin promptly and without disruption. A student should be in the classroom at the designated time, not in the hallway or at his/her locker.

A student who arrives after the first bell at 7:50 a.m. must report to the office for a “tardy slip” for admittance to class.

Excessive tardiness may affect a child's grades.

ENTRANCE TO BUILDING

School office hours are from 7:30 a.m. – 3:00 p.m. School begins at 7:50 a.m. The Before School Program will open at 6:45 a.m. for those families who have preregistered. School doors open at 7:00 a.m. to enter the foyer; however, there is no supervision in the foyer until 7:30 a.m.

BACKPACKS

Backpacks may be used to carry school materials to and from school, but may not be carried from class to class unless special arrangements have been made with staff to accommodate a student's needs. NOTE: Locker size is 11" deep and 12" wide, and backpacks with wheels will not fit in a locker.

TEXTBOOKS/LIBRARY BOOKS/ELECTRONIC EQUIPMENT

It is the responsibility of the students to take care of textbooks, library books, and electronic devices used for research, reading, and reference. The students will be required to pay for items that are lost or damaged.

TELEPHONE

The school phone is for business purposes. Only in extreme cases will students be called to the telephone. In case of necessity, please call the office and leave a message. Messages will be relayed to the students at the end of the day. We will not interrupt classroom instruction for messages.

Students are allowed to bring cell phones and other electronic devices to school; however, these devices **MUST** be turned off during the entire school day, which includes lunch and recess. Students violating this policy will have electronic devices confiscated and parents will need to pick up the devices. Devices will not be returned to the students. The school is not responsible for electronic devices that are lost, stolen, or broken.

VISITORS DURING THE SCHOOL DAY

All visitors, including parents and guardians, must report to the school office upon entering the building through the main entrance. Visitors are expected to sign in, receive and wear a visitor badge, and sign out when leaving.

No visitor is authorized to go directly to a classroom, when it is in session, without permission from the school office. If a student needs to be personally contacted, office personnel will call or enter the classroom.

Late lunches, books, gym clothes, musical instruments, and other items delivered to the school are left in the school office and the student will be called down to the office to get the item.

OUTDOOR RECESS

During recess, students will go outdoors (weather permitting). Students do go outside during the winter, unless the temperature or wind chill is excessive. Please dress your child for the weather.

SNOWBALLS

There is to be no throwing of snowballs on or near the school grounds.

GUM CHEWING

Gum chewing is not allowed on school grounds.

LUNCH

Hot lunch is provided daily. A menu can be found on SchoolSpeak. Hot Lunch orders must be submitted by the due date. Deadlines for lunch orders will be strictly enforced.

Milk is available for purchase on SchoolSpeak, as well. Milk does not come with the purchase of a Hot Lunch.

LUNCH/RECESS SUPERVISION

Students are supervised during lunch and recess by faculty, staff and/or parent volunteers.

Children are expected to follow school rules during lunch/recess time as outlined by the classroom teacher and the school Code of Conduct. Students not respecting the Code of Conduct will be referred to the classroom teacher or the principal for consequences.

During recess/lunch time, children may not leave the school or playground unless accompanied by a parent/guardian. Students leaving the school or playground during lunch or recess **MUST** be signed out in the office by a parent or guardian.

DISCIPLINE AND CONDUCT

SCHOOL RULES AND REGULATIONS

St. Mary School expresses the firm belief that the school exists to develop the whole child: spiritually, morally, emotionally, academically, and physically. In cooperation with parents, the school seeks to provide the best education possible for each child entrusted to its care.

An important factor in achieving success each school day is obedience to school rules, respect for self and others, and a positive attitude. The following School Rules and Regulations are to be obeyed by each student.

1. Accept responsibility for his/her actions
2. Develop a basic attitude of thoughtfulness and consideration
3. Remember that manners, courtesy, and good language are a way of showing respect for others
4. Take good care of books, classroom property, and all school property. (All textbooks should be covered and adhesive book covers are not allowed.)
5. Respect the property of others. Damage to the property of others requires replacement by the student.
6. Complete homework neatly and have it in class on time
7. Maintain a respectful silence in all areas of the school building when classes are in session
8. Bring all needed equipment to class each day and be punctual for class
9. Show respect for the authority of any adult
10. Understand and comply willingly with rules and regulations established by the teacher
11. Observe the uniform code each day, seeing that clothing is neat and clean
12. Observe bus regulations. Student behavior must not interfere with the bus driver's performance of duty
13. Avoid all profane and abusive language
14. Do not bring knives (or sharp objects), weapons, fireworks, matches, cigarettes, alcohol, drugs, or inhalants to school. These items are not allowed on school grounds
15. Do not wear visible body tattoos, including washable tattoos
16. Do not throw potentially harmful objects on school grounds
17. Do not plagiarize, cheat, or steal
18. Do not bully. Bullying of any type will not be tolerated. This not only includes actual bodily harm, but the threat of bodily harm

Students who are in violation of School Rules will be subject to disciplinary action.

DETENTION

Students will receive a Conduct Referral and be required to serve a detention for not obeying School Rules and Regulations. Parents are notified when a student receives a detention notice. The parent is expected to sign the notice and return it to school. The notice lists the reason(s) for the detention, as well as the date and time to serve detention. Transportation home following a detention is to be provided by the parent.

SUSPENSION

The Principal may suspend a student for a term not to exceed three days. Suspensions may be “in school” as well as "out of school". A suspended student may not take part in any school related activity, including participation in sporting practice or events, during the period of suspension. In addition, any student suspended from school will only be readmitted when both the principal and parents have discussed the reason for suspension. The student will be responsible for all class work missed during the suspension; however, no academic credit will be given during the days of suspension.

EXPULSION

The following violations are considered to be extremely serious and may be cause for expulsion, if committed on school property, school buses, or at any school activity.

- Threatened or actual assault or other forms of violence, such as fighting or unnecessary roughness to any other student or adult
- Interference or refusal to comply with school personnel and volunteers in the performance of their assigned duties
- Conduct which threatens or actually disrupts the educational process or interferes with the rights of others
- Damaging or theft of school or private property
- Swearing/obscenity in oral, visual, or written form
- Leaving school property during the school day without permission
- Gross disrespect to any adult in talk and/or action
- Possessing, using, or transmitting any object that, under the circumstances, can reasonably be considered a weapon or deemed unlawful by a minor
- Any other behavior deemed serious by the principal and pastor

ADDITIONAL RULES AND REGULATIONS

The following rules shall apply to lunchtime:

1. Students will remain seated during lunch.
2. Students are responsible for disposing of their own lunch refuse.
3. Students must wait for the teacher or lunch supervisor to dismiss them.
4. Students are to line up and walk to and from the playground/lunchroom in an orderly way.
5. Students will not throw food, nor will students share food.
6. Students should converse in a low volume when talking.

BOARD OF DISCIPLINE

The Board of Discipline will be consulted on any serious discipline or conduct matters. Members of the Board of Discipline are: the pastor, the principal, and a faculty member appointed by the Principal.

POLICY ON STUDENT DISCIPLINE

St. Mary School reserves the right to establish and enforce reasonable standards of behavior for all students involved in educational and recreational activities - whether during regular school hours, on school premises, in connection with school activities or otherwise. In the event of a violation of those standards, St. Mary School reserves the right to invoke appropriate disciplinary steps including, but not limited to, detentions, suspension, and expulsion. The level of discipline appropriate for a violation shall be determined on a case-by-case basis at the school's discretion based upon a review of a variety of factors including, but not limited to, the severity of the misconduct, the student's academic and behavioral record and other similar criteria.

The following is a non-exhaustive list of infractions for which students may be disciplined up to and including expulsion:

1. Violation of the school's policy on gang-related activities;
2. Violation of the school's policy on drugs and alcohol;
3. Violation of the school's policy on weapons;
4. Violation of the School's policy on bullying or harassment;
5. Violation of any of the School's rules and regulations or other policies.
6. Any other conduct considered by the school to be contrary to the best interests of St. Mary School, its faculty, and/or to the school's mission.

GANGS AND GANG-RELATED ACTIVITIES

This school is a gang-free environment. Gangs, as defined in this Policy, include individuals who associate with each other primarily for criminal or disruptive purpose and/or activities prohibited by law and/or prohibited by the School's rules and regulations. Gangs, gang-related activities and secret societies are not acceptable in a school setting or away from school, as their presence interferes materially and substantially with the educational process and the maintenance of appropriate discipline, and also may foster anti-social behaviors, attitudes and practices, all of which may endanger the health, safety and welfare of all students, staff and the school community.

Students are prohibited from participating in any activity related to a gang or secret society. Activities prohibited by this policy include, but are not limited to, the following:

1. Membership in a gang or secret society or soliciting and/or recruiting others for membership;
2. Participating in and/or inciting physical violence;
3. Extorting or soliciting money and/or services; or requesting any person to pay for protection or the payment of dues;
4. Coercing, harassing and/or otherwise intimidating, threatening or causing harm to any person or thing;
5. Wearing, possessing, using, displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang or secret society;
6. Using any verbal or non-verbal communications (gestures, handshakes, etc.) suggesting or showing membership in or affiliation with a gang or secret society;
7. Engaging or failing to engage in any activity where such is intended to promote or further the interest of any gang or any gang activity or secret society including, but not limited to, distributing literature, drawing or displaying gang-related symbols on any surface or teaching others to "represent" or act like a member of a gang or secret society;
8. Any other activity which violates any law or policy of the School or the Catholic Diocese of Rockford when such act or activity is taken to further the interests of a gang or secret society.

Any gang or gang-related activity in which a student engages outside the School and/or separate from School-related activities is also prohibited by this policy. Violations of this Policy may result in discipline up to and including dismissal from the School, in the discretion of the School.

DRUGS AND ALCOHOL

Students are prohibited from using or being under the influence of alcohol or drugs while at school or at any school-related function, except that a student is permitted to use a prescribed drug in the correct dosage while at school or at any school-related function, provided the school has been properly notified by the parent/guardian of the student, and provided said use of the drug does not impair the student.

Included within the prohibitions set forth in this Policy are the following:

- * Use, possession, manufacture, distribution, dispensing or sale of drugs, drug paraphernalia or alcohol on school premises or with respect to school-related activities;
- * Storing in a locker, desk, automobile or other repository on school premises, or in connection with any school-related activity, any drug, drug paraphernalia or alcohol;
- * Being under the influence of drugs or alcohol on school premises or in connection with any school-related activities.

The school reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of such use exists. A "reasonable suspicion" of drug and/or alcohol use may be based upon the observation of the student's behavior, information received regarding alleged alcohol or drug use and/or other indicia giving rise to a suspicion of a violation of this Policy. A student's failure to cooperate in testing required by this Policy, or other violation of this Policy may result in disciplinary action up to and including expulsion from the school.

Reviewed June 2005

Revised December 1, 2014

WEAPONS - POSSESSION OF

It is a violation of the school's policies for a student to possess a weapon on school premises or at any time. Included within the prohibitions of this Policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade or use of any firearm, knife, martial arts device or other object which, in the school's discretion, may be considered to constitute a weapon.

Violations of this Policy may result in disciplinary action up to and including expulsion from the school.

Reviewed June 2005

Revised December 1, 2014

INSPECTIONS

Individuals entering upon the premises of the school - whether students, employees or guests - are expected to conduct themselves in keeping with established norms for personal conduct. In order to provide students and employees with a safe and healthy environment, the school reserves the right, in its discretion, to conduct inspections of school property and the property of students and visitors existing on the school's premises.

Included within this Policy is the right to inspect the following:

1. Lockers;
2. Knapsacks, briefcases, bags, gym bags or similar such devices brought onto or existing on school premises;
3. Vehicles on school premises;
4. Clothing (with appropriate safeguards for the individual's personal privacy);
5. Desks;
6. Other property (whether school, student or visitor) existing on school premises.

A student's failure to cooperate with such an inspection may lead to appropriate disciplinary action up to and including expulsion.

Reviewed June 2005

Reviewed December 1, 2014

BULLYING

Any action, word or behavior which harasses, intimidates or causes physical, emotional or psychological harm to another student or students is strictly prohibited. This prohibited conduct also extends to the use of technology (“Cyber bullying”) as a tool to harass or cause harm.

Bullying is prohibited during any school-sponsored education program or activity; while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; or through the transmission of information from a computer, a computer network, or other similar electronic equipment. However, this policy is not limited to conduct that occurs on the premises of the Diocese school.

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically (“cyber bullying”), directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- (1) placing the student or students in reasonable fear of harm to the student's or students' person or property;
- (2) causing a substantially detrimental effect on the student's or students' physical or mental health;
- (3) substantially interfering with the student's or students' academic performance; or
- (4) substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Examples of “cyber bullying” include but are not limited to the use of e-mail, web sites, text messaging, electronic photos or videos & social media (i.e. Face Book, Twitter, Instagram, My Space etc...) to harass or intimidate. These lists are meant to be illustrative and non-exhaustive.

Students who violate this policy will be subject to the discipline policy of the student’s school.

Effective August 1, 2010 Revised August 13, 2012 Revised December 1, 2014

POLICY ON PARENTAL COOPERATION

As members of the community of St. Mary School, we each have a moral and ethical obligation to foster and promote the Catholic values that our faith represents. The cooperation of parents is especially vital. While we recognize that issues may arise during the course of the school year that will be of concern to parents, the manner in which parents address their concerns through their personal conduct must be consistent with these values, whether at School and/or during any School-related function. The failure to meet these conduct expectations shall be addressed in accordance with this policy.

While many different types of conduct by parents are unacceptable under this policy, the following are examples of conduct that will not be tolerated:

1. Disrespect to any person at School or at a School-related function;
2. Raising of voices, foul language or name-calling directed at any staff members, teacher, child, coach, volunteer, other parents, administrator, religious or clergy member;
3. Any physical assault;
4. Any other activity considered by the School's administration to be threatening or disrespectful to another, disruptive to the School and/or inconsistent with the Catholic values that the School strives to uphold.

The above is a non-exhaustive list of conduct that violates this policy. The School reserves the right, in its discretion, to determine when a violation of this policy has occurred.

Any violation of this policy, as determined by School, may result in corrective action, up to and including exclusion from School events and/or expulsion of the parent's child(ren) from the School. Corrective action that may be taken may include, but is not limited to, verbal and/or written warning(s), meeting(s) with the involved parent and exclusion from School events and/or expulsion of the parent's child(ren) from the School.

A parent who violates this policy may be warned regarding the unacceptable behavior and the School will endeavor to provide warning to a parent prior to taking more severe action. However, depending upon the involved parent's record of conduct and/or the severity of the misconduct in question, parents are not guaranteed that advance warning will be given prior to being excluded from future School events and/or expulsion of the parent's child(ren) from the School. The presence of aggravating factors (including the presence of children during the conduct in question, the severity of the behavior, a pattern or record of unacceptable behavior, etc.) shall be considered.

The decision of the Principal or Assistant Principal regarding the application of this policy may be appealed to the Pastor. The decision of the Pastor is final.

Reviewed June 2005 Revised December 1, 2014

EMERGENCY PROCEDURES

EMERGENCY FORMS

Parents are required to complete an emergency information form. The form with a parent's signature remains on file in the school office. In case of illness or an emergency, parents are contacted first. In the event that a parent cannot be reached, the person designated by the parent on the emergency form will be contacted.

It is imperative that all records be current and accurate, therefore, parents must notify the school office regarding any change of address or phone numbers and these corrections must be edited on SchoolSpeak forms, as well.

FIRE DRILLS

Fire drills are held at numerous times throughout the school year. Every classroom has instructions telling the students what route to take in case of fire. At the sound of the alarm, everyone is to leave the building in a speedy and orderly manner. They should assemble in the designated area with their teacher for roll call. Students should not go to lockers for coats or books. They should re-enter the building in an orderly manner when the all-clear signal is given.

TORNADO DRILLS/EARTHQUAKE/LOCK-DOWN DRILLS

Each teacher has instructions on what to do during a tornado/earthquake/lock-down. To prepare the students, drills are held at least two times each school year. Students are to follow instructions and move quickly and quietly to their designated location.

In the event that a tornado warning is in effect during the academic day, students will remain in the building until an all-clear signal is received.

BUS DRILLS

During the school year, all students participate in a training regarding bus riding safety, which includes a systematic way to evacuate a bus in the event of a dangerous situation or crisis. The teachers and students follow all bus protocol as developed by First Student and the DeKalb School District.

A.L.I.C.E.

St. Mary School under the guidance of the DeKalb Police Department and with the recommendation of the DeKalb Community Unit School District #428 has adopted a strategy for lockdown procedures known as the A.L.I.C.E. plan.

A.L.I.C.E. is an acronym for

Alert

- The purpose of **ALERT** is to notify as many people as possible within the danger zone that a potentially life threatening risk exists.

Lockdown

- The purpose of **LOCKDOWN** is to secure in place, and prepare to EVACUATE or COUNTER, if needed.

Inform

- The purpose of **INFORM** is to continue to communicate the intruder's location in real time.

Counter

- The purpose of **COUNTER** is to interrupt the intruder and make it difficult or impossible to aim. This is a strategy of last resort.

Evacuate

- The purpose of **EVACUATE** is to remove yourself from the danger zone when it is safe to do so.

Prior to the A.L.I.C.E. plan, lockdown procedures involved the staff locking their doors, moving the students to a part of the room where they could not be seen, and quietly remaining there until an "all clear" announcement was given. The A.L.I.C.E. plan offers a different philosophy in light of recent school violence. The philosophy of A.L.I.C.E. is to use technology and information in a way so that staff and students can make informed decisions in a crisis, remove as many people as possible from the danger zone, and provide realistic training so that those involved in a crisis have a better chance of surviving.

Based on training that the administration and staff has received, St. Mary School will annually conduct an "intruder" drill. The most important point that will be stressed to all students is that during an "intruder" drill students must ALWAYS follow the teacher's directions. Sometimes students will remain "locked down" in the classroom and other times the teacher may tell the students to leave the building. If students leave the building, all students will go to the fire drill spot on the campus and then to the safety zone, if necessary.

EMERGENCY CLOSING

Severe weather conditions may make emergency closings necessary. Notification of an emergency closing will be announced via SchoolSpeak and School Messenger.

EMERGENCY TELEPHONE BROADCAST SERVICE

An emergency telephone broadcast system, School Messenger, enables the school personnel to notify all households/parents within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start.

Please make sure the office has current home & cell phone numbers on file on SchoolSpeak.

STUDENT HEALTH

PHYSICAL EXAMINATION

The Illinois School Code requires a State of Illinois Certificate of Child Health Examination form be completed for all students prior to entering Illinois schools for the first time, prior to the date of entering kindergarten, prior to entering sixth grade, and prior to entering ninth grade. Every school shall report to the State Board of Education by October 15th, the number of children who have received the necessary immunizations and the health examination as required and indicate those who have not complied. If a child does not comply by October 15th with the requirements, then the child shall be excluded from school until such time as the child presents proof of examination.

DENTAL EXAM

All Illinois children in kindergarten and Grades 2 and 6 are required to have an oral health examination. Examinations must be performed by a licensed dentist, and he/she must sign the proof of school dental examination form. Each child is required to present proof of examination by a dentist prior to May 15 of the school year. School dental examinations must have been completed within the 18 months prior to the May 15 deadline.

EYE EXAM

All children enrolling in kindergarten and any student enrolling for the first time in a public, private, or parochial school are required to have an eye examination. (The eye examination requirement does not apply to children enrolling in preschool.) Examinations must be performed by a licensed optometrist or medical doctor who performs eye examinations, as specified in Illinois Department of Public Health administrative rules. He/she shall complete and sign the Eye Examination Report form, as designated and available on the Illinois Department of Public Health and the Illinois State Board of Education websites. Before October 15 of the school year, each child to whom the eye examination requirement applies is required to present proof of an eye examination by a licensed optometrist or medical doctor. The required eye examination must be completed within one year prior to the first day of the school year in which the child enters kindergarten or the child enters the Illinois school system for the first time.

MEDICATION

Prescription and/or over-the-counter medications shall not be administered unless the student and his/her parent/guardians are in compliance with the following:

- The parent/guardian of the student shall be required to sign a form authorizing the administering of the medication and releasing the school from claims arising from the administration of the medication and provide in advance appropriate instruction or training to the involved personnel so that the medication may be properly administered.
- Prescription medications must be taken only in keeping with the student's physician's orders. Over-the-counter medications must be taken only in keeping with the instructions provided by the manufacturer of the medication.
- Unless otherwise required by the physician's orders, the medication must be left in the care of the principal and the student shall have to report to the office of the principal in keeping with the schedule established by the physician's orders. The medication must be maintained in the original container.
- Each school reserves the right to prohibit the consumption of medications on its premises where the principal determines that the nature of and/or risks associated with the medication are inappropriate.

ALLERGIC REACTIONS/EPI-PENs

According to state law, a student may carry on his or her person and may self-administer an epinephrine auto-injector ("epi-pen") and asthma inhaler where the student supplied the epi-pen or asthma inhaler himself, and presented the school with a prescription authorizing him to use the pen or inhaler.

A parent whose child's condition requires the use of an epi-pen is required to notify the school, provide a prescription for the epi-pen, supply the prescribed pen to the student, and complete the forms required by the school. The prescription may be written by a physician, physician assistant, or advanced practice nurse as well.

TUITION & FEES

St. Mary School receives the majority of its financing from student tuition and fees. The purpose of this policy is to insure the financial viability and longevity of St. Mary School through a plan of systematic payment and collection of tuition and fees.

Tuition is either paid in full by a designated date prior to the start of the academic year or paid through a monthly payment system. The tuition procedure will in no way affect our approach to families that are in genuine need and require special payment plans. We continue to try to provide Catholic education to every child who desires a faith based education; therefore, tuition assistance is available through the Guardian Angel Tuition Assistance Fund. The application process requires completion of the financial aid form provided by Covenant Tuition Services. This information is handled confidentially and is sent to a processing and evaluation firm which determines eligibility and financial award. Please contact the principal for further details.

DELINQUENT ACCOUNTS

All tuition and fees must be current by the end of each academic quarter. Students whose accounts are in arrears will have their attendance interrupted until payment is made and the account is current.

EXTRA-CURRICULAR ACTIVITIES AND FEES

Students wishing to participate in an extra-curricular activity must pay the fees in advance. Any student whose tuition payment is in arrears will not be permitted to participate in any extra-curricular activities.

ACADEMICS & GRADING

GRADING SYSTEM

Report cards are distributed quarterly. While there are different report forms used for Preschool through grade eight, the grading procedure is very similar.

The diocesan marking system has been assigned average numerical values. Letter grades with the following equivalents are used for grades 4-8.

A+ = 98.5	B+ = 90.5	C+ = 82.5	D+ = 74.5
A = 94.5	B = 86.5	C = 78.5	D = 71.5
A- = 92.5	B- = 84.5	C- = 76.5	D- = 69.5

Each report card tells the parent how his/her child is doing in comparison to what is expected at his/her particular grade level. Parents should also note the effort grade, which indicates the child's motivational level, and can be the source of praise or constructive review. On the basis of this information, you can work more closely with the teacher to motivate your child.

HONORS RECOGNITION AWARDS

In a continuing quest for academic excellence and recognition of high achievement, St. Mary School maintains an Honor Roll Program for students in sixth, seventh and eighth grade. All students receiving a GPA of 3.5 and above will achieve High Honor Roll and all students receiving a GPA from 3.25 - 3.49 will achieve Honor Roll. Beginning second quarter, a failing grade in a Pass/Fail subject will eliminate a student from Honor Roll regardless of GPA. Honor Roll recognition will be announced quarterly, and students will receive certificates from the principal/pastor.

TESTING

Standardized testing of achievement and cognitive abilities will be conducted in grades 3, 4, 5, 6, 7 and 8. The Iowa Tests of Basic Skills/Cognitive Ability Tests are used for assessment. The results of the tests are shared with parents and used by the teachers for further educational planning.

If parents or teachers have any specific concerns regarding a student, they may request special testing through the public school district or through Northern Illinois University. Any such testing may be done only with parental consent.

HOMEWORK

Homework is given to reinforce concepts and skills learned in school. It also helps develop good work habits and encourages independent study.

The following schedule serves as a guideline for daily homework.

Grades 1-3 = 30 minutes

Grades 4-6 = 45-60 minutes

Grades 7-8 = 60-90 minutes

Should parents notice extremes in homework – “too little or too much” – please contact the teacher.

Homework is to be completed on time except for an extraordinary reason (Athletic events and outside activities do not excuse students from homework.).

During an illness, parents are encouraged to pick up work. Students are responsible for knowing assignments and getting work in on time. Assignment notebooks are required.

RETENTION

Retention may be a viable option for some students. If a child needs more time in a certain grade because of academic or social reasons, it is most beneficial to take this action in the primary grades.

If a parent/teacher feels retention is a possibility, conferences between/among parents, teacher, and the principal should occur early in the second semester.

Frequent conferences are important to discuss what progress is being made. The final decision to retain a student needs to be a cooperative one between parent, teacher, student and principal.

SPORTS ACTIVITIES

SPORTS PROGRAM

A sports program is available at St. Mary School for students in grades 5-8.

Students who are eligible may also participate in the after school Sports Program sponsored by the public school (i.e. football, wrestling). The same academic and social eligibility standards will be effective for all sports whether sponsored by St. Mary or the public school.

ATHLETIC PROGRAM GOALS

The St. Mary School Athletic Program is designed to promote friendly rivalry, improve playing skills and build good sportsmanship. As an athlete, the privilege of wearing the St. Mary uniform carries with it the responsibility of being a Christian on the field, at school, and in the community.

The following organized sports activities are available for students in grades 5-8:

ORGANIZED SPORTS

SPORT	LOCATION	DATES	ELIGIBLE GRADES
Co-ed Soccer	St. Mary	August-October	5-8
Girls' Volleyball	St. Mary	August-October	5-8
Boys' Basketball	St. Mary	October-January	5-8
Girls' Basketball	St. Mary	January-March	5-8
Co-ed Track	St. Mary	April-May	5-8

Students of St. Mary School may participate in football & wrestling at Huntley Middle School. Students take the bus to Huntley, receive a locker and have time to dress for each sport. After practice, the parents pick up the student at Huntley. Interested students should contact Huntley Middle School for more information.

St Mary School is a member of the Aurora Catholic School League.

ELIGIBILITY

Participation in sports and extra-curricular activities is a privilege offered through the school. Therefore, students forfeit this privilege if academic standards are not met and/or conduct is deemed unacceptable.

The eligibility will be based on the average of all grades from the curriculum subjects. To be considered eligible for sports activities, the student must earn a C average or higher. Also, inappropriate conduct or serious infraction of school policy may result in ineligibility. Three ineligible evaluations will result in a student not being able to participate in the activity for the remainder of the season.

A student must be in attendance at school for the full day of school in order to participate in either practice or meet.

EXTRA CURRICULAR ACTIVITIES

BAND PROGRAM

An optional band program provided by Band for Today is available and students from grades 4-8 have the opportunity to participate in woodwind, brass or percussion. A fee is assessed for participation in this band program. There will be an informational session at the beginning of the school year for students and parents to meet with personnel from Band for Today.

PRIVATE MUSIC & VOICE LESSONS

Private or group lessons in piano, guitar, viola, Suzuki violin, and voice are available during the school day or after school. Please contact the school office for further information.

STUDENT COUNCIL

One of the primary objectives of a Catholic education is the development of a total Christian. Leadership and the responsibilities of stewardship and citizenship are a very important part of that education. Student Council members actively serve the school and parish community.

The purpose of the Student Council of St. Mary School is to provide leadership training and experience in student-government activities. Student Council is open to students in grades 6-8. Each class will select their representatives at the beginning of the school year. The officers, including President, Vice President, Secretary and Communications Officer are selected from the eighth grade. A faculty member serves as the moderator.

SPELLING COMPETITIONS

Students in grades 4-8 compete in the Scripps/Chicago Tribune Spelling Bee.

ALTAR SERVERS

Boys and girls have an opportunity to participate in Mass as altar servers. Students are encouraged to participate and begin serving in fourth grade.

SCHOOL YEARBOOK

Every class is pictured in the annual yearbook. Pictures are taken by members of the yearbook staff and parents and submitted for possible publication in the book. The yearbook is available to every student for a nominal fee, which is determined on a yearly basis.

OTHER AFTER SCHOOL CLUBS/CLASSES/ACTIVITIES

Forensics, Young Rembrandts, Vocal Voices, Robotics, Coding, and Spring Musical

PARENT ORGANIZATIONS

HOME & SCHOOL ASSOCIATION

Home & School Association offers many diverse opportunities for parents/guardians to be involved in the school and their child's educational experience. Every parent/guardian of a student at St. Mary School is a member and ALL are invited to take an active role in the association. Meetings are listed on the monthly school calendar posted on the school website and on SchoolSpeak.

Home and School Association events and fundraising activities include:

- School Directory
- Open Houses
- Catholic Schools Week Activities
- Staff Appreciation
- Field Day
- Book Fairs
- Fun Fair
- Spirit Wear Days

ST. MARY SPORTS and BAND BOOSTER CLUB

The purpose of the booster club is to provide volunteer support of time, talent, and treasure to sustain and expand opportunities for the students participating in the St. Mary Sports and Band Programs. All parents/guardians of students participating in athletics and band are asked to participate. Meetings are held monthly at the school.

Events and fundraising activities of the club include

- Coordinating tournaments/concerts
- Decorating lockers
- Funding uniforms for the sports teams
- Providing necessary sports or band equipment
- Hosting the end-of-season banquet for the athletes and their parents/guardians
- Organizing the end-of-season field trip for the band members

Funds are raised through the concession stands at the sporting events, spaghetti and fish dinners, and Booster Club membership donations.

FUNDRAISERS

St. Mary School conducts several fundraisers throughout the year that provide additional financial resources to support the curriculum and educational technologies. The fundraisers include

- **Lancer Legacy Ball:** The Ball and Auction, held in the spring, is a major fundraiser for our school. Items and service donations from individuals and businesses are auctioned off during a fun-filled evening.
- **Calendar Raffle Tickets:** Every family is required to sell fifteen raffle tickets for the school year. Dates for the raffle are January 1 through December 31 of the year. Each ticket is \$15.00 and drawings are held every day of the year.
- **Book Fair:** Book Fairs are sponsored by the Home & School Association. Volunteers are needed to organize, set up, clean up, and work the fairs.
- **Box Tops:** The collection of General Mills Box Tops is an ongoing project. Our school receives money for each box top sent to General Mills. Box tops may be sent to the school office. Volunteers are needed to collect, sort, and cut the box tops.

TRANSPORTATION

BUSES

Students who live on Public School District #428 bus routes and who reside one and a half miles (1 ½) from either of the two middle schools are eligible for free public school busing.

Rules of safety are important when riding a school bus, and students are expected to conform to bus rules. Infractions of bus rules will be handled via communication by the bus company to the principal and parents. Students are to remain seated at all times. They must refrain from running, pushing, and loud talking while on the bus. Students should keep their feet off the seats and take care to protect bus property.

Students are permitted to bring only books, lunches, school band instruments, and necessary clothing on the bus. All other items are prohibited. Students are expected to treat bus drivers and fellow passengers with courtesy and respect. Failure to comply with bus rules can result in disciplinary action by District #428 and St. Mary including revocation of the bus riding privilege.

TRAFFIC AND SAFETY PROCEDURES

To ensure the safety of all students, parents are asked to strictly observe the traffic patterns. During school hours, all visitors are to use the main west entrance (Door #1) and report to the school office for identification.

If you are planning on being in the school between 10:30 a.m. and Noon, please do not park in the front parking lot, closest to this door. Please move your car to the lot by the gym that is south of this one. When the weather is nice, the students enjoy playing basketball and other games on the blacktop.

AUTOMOBILE/CAR LINES

The main circle drive is to be used for student drop off and pick-up. If you arrive prior to 7:30 a.m., your child/ren will remain unsupervised until 7:30 a.m. when the school doors open. B & A Care is available as early as 6:45 a.m. Contact the school office to register for this program.

DROP OFF PROCEDURE

- Parents/guardians who drive their child(ren) to school are asked to form a "moving" line along the outside of the circle drive. Drivers will not be allowed out of the cars. Students will exit the cars on the sidewalk and walk into the school.
- If it is necessary for a parent/guardian to remove his/her child(ren) from a car seat OR walk his/her child(ren) into the school, he/she should park the car in the lot and accompany the child(ren). Students leaving cars parked in the lot **MUST BE ACCOMPANIED** by a parent/caregiver.

PICK UP PROCEDURE

All students' families will create a card with their family name printed on it. This card is to be displayed in the side passenger window (not front windshield) each day when you arrive at school to pick your child/ren up. Please post your name card as soon as you turn off from Gurler Road; do not wait until you reach the front of the line.

A staff member will read your family name card and radio the name to the school office. Your child/ren will be called from his/her classroom via the P.A. system. By the time you reach the circle drive/main entrance, your child should be ready for pick up. Please keep the identification sign visible. If carpooling, please have your name card and include last names of all the families you pick up. Please pull forward so several cars/families can be accommodated at a time. If children are not picked up by 2:45 p.m., they will be sent to the B&A Program and fees will apply.

AMENDMENTS

Rules and regulations in this handbook are subject to amendment with or without notice. The school will attempt to keep parents informed of any changes as soon as possible; however, some revisions may need to be made immediately due to unforeseen circumstances.