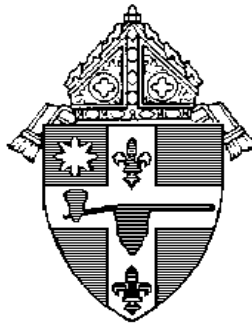


St. Mary's School

Parent-Student Handbook



St. Mary's School
Box 860
400 W. Chatham St.
Metamora, Illinois 61548
Phone: (309) 367-2528
Fax: (309) 367-2169
Website: www.stmfalcons.com

PreK through Eighth Grade

Catholic Diocese of Peoria
Parent-Student Handbook Revised and Effective April 2016

Table of Contents

Mission Statement, Philosophy and Policy	page 3
Right to Life, State Recognition, and History	page 4
Communication Between Home and School	page 6
Admissions and Transfers.....	page 7
Finances	page 10
Transportation	page 12
Health and Safety	page 14
Medical Care.....	page 15
Emergency Procedure	page 19
Faith Development Program	page 21
Academic Program Information	page 24
Extra-Curricular Activities	page 28
Educational Resources.....	page 32
Academic Recognition and Awards	page 37
Dress Code	page 38
Attendance	page 42
Discipline	page 45
Detention, Suspension and Expulsion	page 50
School Property	page 53
Playground Rules	page 54
Lunch Program and Cafeteria Procedures	page 57
Additional School Regulations and Operations	page 59
Conflict Resolution	page 63
School Support	page 64
School Supply List	page 66
Tuition and Fees	page 69
Athletic Handbook	page 70
Athletic Booster Club	page 71
Booster Club Delegation	page 73
Booster Club Meetings	page 75
Coaches	page 76
Guidelines for Student Participation	page 78
Awards and Recognition	page 81
References	page 82

St. Mary's School Mission Statement

In a vibrant, supportive community and through a rigorous curriculum rooted in the Catholic faith and guided by the teachings of Jesus Christ, St. Mary's School provides a PreK-8 grades educational option uniquely designed to develop each child's mind, body and soul by delivering not only a solid academic foundation but also instilling a strong moral foundation at a formative time in their lives.

St. Mary's School Vision Statement

Our vision is for a world where children are free to learn and apply the teachings of Jesus Christ as part of their PreK-8 grade education in order to develop a moral foundation that shapes and influences their choices, actions, and behaviors so that faith deepens, fellowship strengthens and quality of live improves for generations to come.

GUIDING PRINCIPLES- HOW we carry out our mission

*To provide our students with a well-balanced academic social, emotional and moral foundation that prepares them for their future, we live by **F.A.I.T.H.:***

- F** – Foster collaborative innovation
- A** – Align learning, programs, and services with individual needs and goals
- I** – Inspire virtue-guided leadership and service
- T** – Treat everyone with kindness and respect
- H** – Honor the teachings of Jesus Christ as revealed in the Catholic doctrine

“We live by faith, not by sight.”
2Corinthians 5:7

School Policy

The Parent-Student Handbook reflects current policy. The formation of local school policy is the direct responsibility of the administration, which will follow polices established by the Diocese of Peoria, Bishop of Peoria, and the Office of Catholic Schools.

The eight-member Education Commission, appointed by the Pastor and the Principal, help to promote the participation of member of both St. Mary –Metamora and St. Mary of Lourdes parishes. Their recommendations assist the school administration in the educational mission of the Church.

Parents are required to read the Parent-Student Handbook each school year and sign the "Handbook Verification Form" annually after reviewing the school regulations with their children. Parents of students transferring in at later times during the school year will be given ample time to read the handbook and sign the form.

Right to Life Statement

St. Mary's School will uphold all the teachings and disciplines of the Roman Catholic Church concerning the dignity of all human life including the rights of the unborn.

State Recognition

St. Mary's School has obtained Full Recognition by the State of Illinois under the guidelines for Recognition of Non-public Elementary Schools in Illinois. The school has met or exceeded the standards set by the Illinois State Board of Education each year and fulfilled application requirements.

School History

St. Mary's Grade School has been involved in the education of children for over one hundred thirty years. Originally, a school had been started in 1870 and was taught by the Franciscan Sisters from Joliet, Illinois. The school was located in a small private residence rented on Partridge St. and lasted only a year. A school was begun again in 1874 by Reverend George Mager and housed in a building where the present convent stands. The next school was located where the north end of the present building stands and only lasted from 1890 until 1922 due to structural problems. The present building was built in 1923 with additions completed in 1940 and again in the 1952.

In 1878, Father Francis Xavier Strunk asked the German community of Ursuline Sisters of Louisville Kentucky to take charge of the school. The Ursuline sisters taught at St. Mary's from 1878 until 1894. German and English were both used in the school at that time. The Sisters of St. Francis of the Immaculate Conception from Heading Avenue in Peoria, Illinois, began teaching in 1894 and have taught at St. Mary's School ever since through spring of 2005.

The parish of St. Mary's began as a mission in 1864 and was served by the Capuchin priests from 1877 until 1894 and by the Friars Minor from 1894 until 2001. In June of 2001, the Franciscans left and Diocesan Priests now staff the parish.

Many students are from families who have attended the school for generations. St. Mary's School welcomes new families and invites all to come see the school and hear about the curriculum and programs offered. Presently, the school houses grades kindergarten through eighth grade.

School Emblem



“Catholic Education Works”

School Colors

Blue and Gold

School Mascot

Falcons

School Song

We're loyal to you St. Mary's Grade.
 We're bright gold and blue, St. Mary's Grade.
 We want you to fight,
 With all of your might
 And we'll cheer you on to victory tonight! Rah! Rah!
 So let's do the most that we can
 To prove we're the best in the land.
 St. Mary's is our name, blue and gold is our fame
 Come on team fight to win the game!
 F-F-F-A-L-C-C-C-O-N! F-A-L-C-O-N! Falcons all the way!

Communication Between Home and School

Several means of communication are provided between home and school. Conferences may be initiated by parents or teachers at any time and scheduled at the convenience of both parties. Communication and expression of concerns must always be done in a constructive and Christian manner within an appropriate setting.

Protocol for Dealing with Concerns

When parents wish to discuss a concern, please use the following procedure:

1. Parents may contact the teacher or coach in writing or by email stating the concern.
2. The teacher or coach will address the concern and reply in writing. A conference may be scheduled.
3. If the concern cannot be resolved in the above manner, the parent may contact the Principal.
4. Parents and spectators should wait twenty-four hours before approaching coaches about concerns at a game.

Our school newsletter, E –Falcon Newsletter, , Facebook, and school messenger phone system are the primary vehicles for communication between home and school informing the parents/guardian of any upcoming events.

- Every Thursday during the school year, a weekly newsletter will be emailed to all families of St. Mary’s School. The newsletter will include school and classroom news, monthly calendar and lunch menus. This information will also be available on the school website.
- School messenger allows St. Mary’s School to proactively contact parents, guardians and staff through voice mail, text, or email messaging. This platform is used to notify STM stockholders of urgent matters such as school closings and/or delays and distribute information about other timely issues and events.
- The school Facebook page, St. Mary’s Parents, is a great place to ask questions of other parents. This is only for current St. Mary’s Parents and approval is needed to join. Many updates are added to this page by school staff and parents.
- The school website, stmfalcons.com, also has information on it for parents. Parents can also check out the St. Mary’s Metamora and St. Mary of Lourdes weekly church bulletins.

Confidentiality

Confidentiality is understood to mean that information in disciplinary and academic areas provided by/or to parents/guardians, while share with the administration and appropriate school professional, will not be communicated beyond the school parameter without the prior written consent of the parent/guardian.

Admission and Transfers

Non-Discrimination in Student Admission Policies

No student shall be refused admission to St. Mary's School on the basis of race, nationality, or ethnic origin. Students of religious denominations other than Catholic may be admitted when there is space available. (D-111, P-CDOP, 1/03)

Eligibility for Admission

1. All children entering kindergarten must be five years of age on or before September 1.
2. Students who are entering first grade must be six years of age on or before September 1.
3. Verification of age must be provided by means of the birth and baptismal certificates for children entering St. Mary's School for the first time.
4. Admissions will be determined on the basis of the following criteria, if space is available:
 - a. Children of parishioners attempting to meet guidelines for parish contributions; this includes siblings currently enrolled, children reaching school age, and children from families within or moving into St. Mary's of Metamora or St. Mary's of Lourdes parishes.
 - b. Children of parishioners currently enrolled in public schools wishing to transfer.
 - c. Children of Catholics (non-parishioners) with students currently enrolled.
 - d. Children of Catholics (non-parishioners) without students currently enrolled.
 - e. Children of non-Catholic families desiring a Catholic education.
5. Parents who wish their children to attend St. Mary's School should register with the school.
6. Parents must meet the financial obligations set forth by the Pastor and the Parish Finance Committee.
7. Parental cooperation in preparing the Catholic children for reception of the sacraments is required.
8. There must be room for the student in the class. St. Mary's shall generally follow the guidelines that the Office of Catholic Education has set for class size: K-maximum of 18 students; grades 1-8, maximum of 30 students.
9. An emergency card must be on file in the office containing the daytime telephone numbers of each student's parents and two other persons to contact should the parent be unavailable. Parent signatures are required on the emergency card.
10. Acceptance of transfer students will be evaluated on an individual basis by the administration. Grade placement of students will be determined by factors including, but not limited to, birth certificate, transfer documentation from previous school, and leaving the preceding school in good standing.
11. Parents of students wishing to transfer back into St. Mary's School after having left will be determined on an individual basis, including, but not limited to, written consent of positive support and cooperation for the school,

a conference with the Pastor and Principal determining re-enrollment, and an understanding re-enrollment will be probationary for up to one year. All transfer students entering St. Mary's School will be placed on probation for up to one year. Probation covers conduct as well as grades and general participation in school related activities.

12. In all cases of transfer students, the students and parents shall be made aware of the basic position of Catholic schools. Such schools are established primarily for the formation of students in preparation for their life as Catholic adults within a community inspired by faith. The school is not a refuge for those who desire to escape problems relating to their former school environment.

State of Illinois Requirements

1. Kindergarten students must be five years of age on or before September 1. This is verifiable by a copy of the child's certified birth certificate kept on file.
2. Current physical examinations, dental examinations, and required immunizations are necessary for all students entering kindergarten, fifth grade, and all students new to the state of Illinois. Students must meet current immunization requirements against measles, mumps, polio, diphtheria, pertussis, tetanus, hepatitis A & B, and chicken pox as required by the State of Illinois.

Diocese of Peoria Requirements

1. Catholic students must provide a copy of their baptismal certificate.
2. Verification of grade level for transfer students is necessary. (D-112, P-CDOP, 1/03)
3. Students must be five years of age by September 1 for entrance into kindergarten. (D-112, AR-OCS, 1/03)

Other Requirements for Enrollment

Parents and guardians will be expected to abide by St. Mary's philosophy, rules and regulations, and work positively in cooperation with the school--a requirement for continued enrollment of their children. Parents and guardians of children enrolled in St. Mary's School are required to inform the school of any health problem, learning disability, or special needs. The school can only make minor adjustments. St. Mary's School does not have a special education or a special needs program at this time. Special need forms are available in the school office.

If a child persistently disrupts the educational setting, requires an extraordinary amount of individualized time, or places risks on the education of others, then St. Mary's School reserves the right to terminate enrollment of the child. In consultation with the Office of Catholic Schools, the Principal and Pastor will make determination on an individual basis.

Additionally, if something happens to a child while enrolled in St. Mary's School, such as a serious accident, and more than minor adjustments are necessary for the

education of the child, St. Mary's School reserves the right to review and discuss the continued enrollment of the child. If a child is found to be a danger to himself/herself or to others, the school reserves the right to terminate enrollment of the child.

St. Mary's School reserves the right to terminate enrollment of a student if custodial parents or guardians have not disclosed the student's special need. The admission or continued enrollment of any student in St. Mary's School is determined on an individual basis that will be made in the best interest of the child and the other students within the school.

St. Mary's School reserves the right to terminate enrollment of students whose parent/parents who speak negatively of the school, undermine its mission and philosophy, or does not promote positive support for the school.

Transfers

1. If parents find it necessary to transfer their children to another school, they should notify the school well in advance so that all records, reports, and accounts may be taken care of properly.
2. All records are mailed to the school to which the child is being transferred.

Finances

Tuition

The cost of providing a quality Catholic education for each student is a definite concern for St. Mary's School and Parish. Educating students at St. Mary's School tends to increase each year. St. Mary's School strives to keep increasing costs to a minimum. To help defray this cost, all students pay tuition. Tuition may be paid monthly, quarterly, or yearly. All tuition must be paid through the FACTS program. To access FACTS go to stmfalcon.com click on admissions and then choose tuition, this will automatically go to FACTS. We are also using it to keep a data base for our students. This will help us know what books and supplies we need for our students each year and also and in communications between school /parish and our families. Returning families do not need to re-register unless they are bringing in a new child to school.

Tuition Refund

Tuition will be prorated per ten-month school year. A month is defined as attendance on the first school day of each month.

Student Insurance

Student accident insurance is offered through a special school policy

Hot Lunch

Students may purchase a lunch punch card, seconds punch card, or a milk punch card from the hot lunch program. Refer to the section entitled "Lunch Program and Cafeteria Procedures".

Tuition

St. Mary's School uses FACTS Tuition Management Plan for the collection of tuition payments. Families not already with FACTS can sign up on line at <https://online.factsmgt.com/signin/42GJ7>

- Tuition payments made through FACTS are received electronically from your bank. Families may choose from several debit dates.
- FACTS will assess a fee for each missed payment and will attempt collection again in 15 days.

Financial Aid

Financial Aid is available through the

- Empower Illinois Program
- John Lancaster Spaulding Scholarships.
- Illinois Tax Credit Scholarship
 - The Illinois Invest in Kids Act, passed by the Illinois state legislature was designed to create a more suitable formula for school funding. Through this program, scholarships are awarded to families with income-eligible households choose to reenroll their children at private schools including

St. Mary's. Funding for the scholarships is generated through a provision that allows individuals and corporations to donate to Scholarship Granting Organizations in return for a 75% credit against their state taxes.

- Students with limited financial resources and income up to 300% of the federal poverty level are eligible to receive tax credit scholarships. Returning tax credit scholarship recipients can make up to 400% of the federal poverty level. The scholarships offered through the program have potential to cover 50%, 75% or 100% of tuition and eligible fees depending on household income.

A document highlighting the key elements of the scholarship program, including a chart outlining qualifying income levels, is available via the following links. [Tax Credits Scholarship Highlights](#)

Transportation

Bus Transportation

1. Bus transportation is available to K-8 children attending St. Mary's School. Transportation is provided with the cooperation of Metamora Grade School and Metamora High School.
2. All buses drop students off at St. Mary's School in the morning.
3. A shuttle bus transports students to Metamora Township High School at the end of the school day. Students then transfer to their assigned grade school or high school bus for transportation to their homes.
4. Students must bring a dated and signed note from parents or guardian when they will not be riding the bus home or have made other arrangements for transportation. This is important for the safety of the children.

Bus Rules

If students are passengers on school buses, they must observe all bus regulations. Discourteous, unruly conduct, yelling, and disobedience on the bus will not be tolerated. At no time will children stand while the bus is in motion. Misbehavior on the school bus will result in disciplinary action stated in this handbook in the section on discipline. Written excuses must be presented to the Principal and bus driver when a student is not riding the bus from the school to his/her residence and said excuses are to be signed by the parent. No student is to ride a bus that they are not assigned to. For example, riding a bus with a friend to their house. This is due to overcrowding on the buses.

Bicycles

1. Bicycles are to be parked in the appropriate bike racks on school grounds.
2. State law prohibits riding double on a bicycle and doing so will disqualify a child from riding his/her bicycle to school.
3. Bicycles must be provided with the safety equipment required by state law and local regulations.
4. For safety reasons, students should walk bicycles on the sidewalks next to the school.
5. Students who violate these procedures will be informed that they may not ride their bikes to school until further notification.

Walkers

1. Walkers are expected to conduct themselves with good behavior as they walk to and from school each day.
2. Students are required to cross the street at the crosswalks where a safety patrol person is present.
3. The Principal will notify parents if a phone call is received from local residents regarding the behavior of walkers. It is the responsibility of the parents to settle such problems.
4. Students who walk home from school should leave promptly after dismissal. After school supervision ends when the shuttle bus leaves for the high school.

Other Modes of Transportation

Students are not allowed to drive any motorized form of transportation to school including, but not limited to, motorized scooters, riding lawn mowers, mopeds, four-wheelers, golf carts, and the like. Students are expected to be transported by bus, authorized adults, bicycle, or walking to school.

Transportation for School Sponsored Activities

Diocesan insurance regulations do not permit the transportation of students in vans with a ten to fifteen passenger rating. The directive covers both privately owned and leased vehicles. Seats and or benches cannot be removed to comply with rating. (Diocesan Policy effective as of 7/1/02).

Parents will be required to sign permission slips that will allow their children to be transported to and from school sponsored extra-curricular activities. (Diocesan Permission Form for School/Parish Trip).

Diocesan Policy requires drivers transporting students for school activities to sign a Driver Declaration form, have provide proof of insurance. (Driver Declaration/Information Sheet, 1/23/09) and had a background check.

St. Mary's School is an alcohol, substance abuse, and smoke free environment, which applies to all functions, gatherings, outings, socials, and events associated with the parish school including transporting students to and from school and parish activities. To disregard such will be considered a serious matter and may be subject to the intervention of law enforcement agencies.

Health and Safety

Health and Safety Concerns

St. Mary's School will promote, as reasonably possible and as regulated by state law and diocesan regulations, the safety and well-being of all students and staff in the educational structure during school activities. This will include, but is not limited to:

1. Maintaining an educational environment as free as possible from physical hazards to life and limb.
2. Teaching an appropriate range of safety subjects within the curriculum to prepare students to live safely during natural disasters and danger situations (storms, fires, tornadoes, intruder) in an increasingly technical and dangerous global environment.
3. Promoting of essential safety and survival education in the community at large.
4. Cooperating with and coordinating all safety plans and actions with other community agencies dealing with emergency situations such as local Civil Defense units, American Red Cross, Metamora Fire Department and Rescue Squads, and Metamora Police Department.

Asbestos Statement

This notice is for your information on AHERA Asbestos Inspections. St. Mary's School has complied with all LEA rules and responsibilities under Illinois 763.84. The operation and management plans that are now in effect are available for your inspection. The manual can be viewed by appointment only. For an appointment, please contact the Principal.

Alcohol, Smoking, and Substance Abuse

St. Mary's School is an alcohol, substance abuse, and smoke free environment, which applies to all functions, gatherings, outings, socials, and events associated with the parish school including transporting students and from school and parish activities. To disregard such will be considered a serious matter and may be subject to the intervention of law enforcement agencies.

Safety Patrol

Students who are assigned to the Safety Patrol have the authority and responsibility to see to the safe crossing of other children after school. Patrol students will report any violations to supervising teachers, the Principal, or the student's homeroom teacher and disciplinary action may be taken.

The teacher assigned to the Morning Walk Program will be in charge of Student Patrol before school. Persons in charge of bus supervision will be in charge of Student Patrol after school.

Medical Care

Illness, Accidents, or Disease Exposure

If a child becomes ill or injured, the parent/guardian will be notified immediately. If the parent is not available, persons listed on the emergency card will be contacted. This process is channeled through the office. Parents are also notified by note or phone call if a child has been exposed to lice or other contagious contact. Parents and guardians have the responsibility to keep emergency cards up-to-date. The school office must be informed of any changes.

- Lice
 - Head lice are a common problem among school age children and can be very distressing to experience, not only due to the physical implication, but also because of the negative social response associated with head lice
 - We are committed to protection the health, safety and well-being of St. Mary's School. For this reason, all staff member, pupils, and parents should act in accordance with this policy in relation the identification, treatment, and prevention of head lice, in order to reduce the risk of potential infestations spreading.
 - This policy aims to minimize the social stigma associated with head lice infestations, whilst ensuring staff members and parents are aware of the actions to take when head lice are present with on the school.

First Aid

Basic first aid for minor wounds will consist of cleaning the wound with soap and water and a covering with a bandage to prevent contamination. Due to allergic reactions by some individuals to antiseptic sprays and creams, no type of medication will be used unless authorized by the student's physician.

Medications

If it is determined that the student should receive medication at school, the procedures are as follows:

1. All medications must be provided by the parents in the original container and labeled specifically for the child by the pharmacy or physician.
2. Written orders are to be provided to the school from the physician detailing:
 - a. Name of the student
 - b. Type of disease
 - c. Name of the drug
 - d. Dosage amount
 - e. Time interval in which the medication is to be taken
 - f. Effects
 - g. An emergency number where the physician can be reached
 Forms are available in the school office.
3. The custodial parent or guardian should provide the school a written request authorizing the administration of the prescribed medication at school. This form will be sent home if requested or deemed necessary through the review of emergency information.

4. All medications are brought to the school office, if medication requires refrigeration, the office personnel will make arrangements.
5. Medication may not be kept in book bags, lunchboxes, or classrooms. Asthma inhalers are the exception. See reference below.

Students can take over the counter medicine but the medicine must be obtained by the parent and sent to school. Please list on the label the name of the child (ren) who are allowed to take the medicine and the dosage. Students will only be given medicine that is sent to school by the parent/guardian. Medicines brought by others cannot be shared.

Asthma Inhalers

Students may be permitted to have custody and self-administer asthma medication as prescribed by the student's physician as long as they provide a note from the physician.

Any abuse of this medication or endangerment of other students as a result of possessing this medicine may result in disciplinary action by St. Mary's School.

Hearing and Vision

Hearing and vision screening will be provided annually for students as required by the Illinois Department of Public Health. Parents or teachers may also refer students for testing. Notification of screening dates will be sent in advance to parents. Vision and hearing screening taking place at school DO NOT fulfill the requirements due for registration. Those must be performed by a licensed professional.

Immunizations and Health Examinations

- **Health Exam Required.** Each student in a Catholic school in the Diocese of Peoria shall have a health examination within one year prior to entering pre-school; prior to entering kindergarten or the first grade; and upon entering the sixth and ninth grades; and upon entering a school pursuant to a transfer from another school, regardless of the child's grade level.
- **Immunizations Required.** Each Catholic school student shall receive such immunizations against preventable communicable diseases as are required by the Illinois School Code and the Communicable Disease Prevention Act, at the time those immunizations are required to be received, unless one of the exceptions listed below is satisfied.
- **Proof of Health Exam and Immunizations Required.** A child's parent/legal guardian must supply proof of both the health exam and the required immunizations no later than September 15 of that school year.. Where proof is not submitted, the school will notify the parent/legal guardian that he or she has until October 15th of the current school year in which to have the child examined and receive the immunizations, and present proof of same.

• **Noncompliance with this Policy.** Failure to provide proof of required health exams and immunizations shall result in the child being excluded from school until the parent/legal guardian presents proof of the exams and the immunizations, and the parent/legal guardian is deemed in violation of the Illinois School Code during the period of noncompliance.

• **Objections to Examinations and/or Immunizations.**

A parent/legal guardian who objects to his/her child being examined and/or immunized is eligible to be exempt from exams and/or immunizations only as follows:

- ❖ **Medical Objection.** Any medical objection to an immunization must be presented by a physician licensed to practice medicine in all its branches indicating the reasons, and signed by the physician on the certificate of child health examination and placed on file in the child's permanent record. Should the condition of the child later permit immunization, this requirement will then have to be met.
- ❖ **Religious Objection.** An objection based on religious grounds shall be presented to the school by the parent/legal guardian in writing signed by the parent/legal guardian, detailing the grounds for the objection. The objection must set forth the specific religious belief that conflicts with the examination and/or immunization. General philosophical or moral reluctance to allow examinations, immunizations, and/or screening shall not provide a sufficient basis for a religious exception to the requirement of exams and immunizations. Each objection will be addressed on a case by case basis.

NOTE: In the event the objection to a vaccine is based on the vaccine containing aborted fetal cell lines, the school should inform the parent/guardian that the objection must be able to state that an alternative vaccine is not readily available to the parent/guardian's child. The school shall inform the objecting parent/legal guardian of measles outbreak control exclusion procedures in accordance with the Department's rules, Control of Communicable Diseases Code (77 III. Adm. Code 690) at the time the parent/legal guardian presents the objection. 665.510

• **Determination of Objection to Examination and/or Immunization.** The school is to forward all objections to the Diocese, attention Superintendent of Catholic Schools, for determination of whether the written statement constitutes a valid religious objection.

• **List of Non-Immunized Students.** An accurate list shall be maintained at every school of those who have not presented proof of immunity against diphtheria, pertussis (to age 6), tetanus, poliomyelitis, measles, rubella, mumps, Haemophilus influenzae type b, hepatitis B, or Varicella.

CDOP Policy

Adopted: 3/2011

U.S. Produced Vaccines from Aborted Cell Lines

Disease Vaccine Name Manufacturer Cell line (fetal)

Polio Poliovax Aventis-Pasteur MRC - 5

Rabies Imovax Aventis-Pasteur MRC – 5

Hepatitis A Havrix Merck & Co. MRC – 5

Hepatitis A Vaqta Glaxo/SmithKline MRC – 5

Hepatitis A-B Combo Twinrix Glaxo/SmithKline MRC – 5

Revised and Edited August 11, 2022

Smallpox Acambis 1000 Acambis MRC – 5
 Chickenpox Varivax Merck & Co. MRC – 5/WI – 38
 Measles, Mumps,
 Rubella
 MMR II Merck & Co. WI-38
 Mumps-Rubella Biavax II Merck & Co. WI – 38
 Measles-Rubella MR-VAX Merck & Co. WI – 38
 Rubella only Meruvax II Merck & Co. WI - 38

U.S. Produced Alternatives Vaccines

(There are no U.S. alternatives for Chickenpox, Rubella, Hepatitis A)

Disease Vaccine Name Manufacturer Cell line

Polio IPOL Aventis – Pasteur Monkey kidney
 Mumps Mumpsvox Merck & Co. Chick embryo
 Measles Attenuvax Merck & Co. Chick embryo
 Rabies RabAvert Chiron Therapeutics Chick embryo
 Smallpox Acambis 2000 Acambis-Baxter Monkey kidney
 Hepatitis B Engerix, Comvax Glaxo/SmithKline/Merck Yeast

Special Needs

Parents and guardians of children enrolled in St. Mary's School are required to inform the school of any health problems or special needs of their children. Some special needs may include, but are not limited to, food allergies, high blood pressure, ADHD, ADD, asthma, ODD, etc. St. Mary's School can only make minor adjustments to these needs. Forms are available in the school office.

If something happens to a child while enrolled in St. Mary's School, such as a serious accident, requiring more than minor adjustments necessary for the education of the child, St. Mary's School reserves the right to review, discuss, and if necessary terminate enrollment of the child. Additionally, if a child is found to be a danger to himself/herself or to others, the school reserves the right to terminate enrollment. Parents and guardians are required to inform the school of changes in health problems or special needs. Forms are available in the school office.

Drug Prevention Education

St. Mary's School incorporates into its curriculum program guidelines and experiences that inform and encourage moral choices and positive self-development. The faculty makes use of internal and external resources utilizing programs such as D.A.R.E., when resources are available.

Emergency Procedures

Classroom Emergency Phones

Emergency phones are placed in each classroom, faculty room, library, cafeteria, and gymnasium that will have access only to 911 or the school offices. Other outside phone calls may not be made from these phones.

Emergency Drills

Fire Drills. Procedures for evacuating St. Mary's School in the event of fire are posted in conspicuous places on each floor of the building. These instructions are detailed in the Emergency Handbook and the Faculty Handbook. Fire drills and other evacuation and/or emergency drills will be held frequently and in accordance with local, state, federal, and diocesan regulations. During these drills children will behave as directed, leaving the buildings or going to their assigned areas in silence and in a prearranged orderly fashion. Plans used in vacating the buildings or going to assigned areas for these drills and in times of actual emergencies will be formed prior to each school year in accordance with the heretofore listed responsibilities of the school in conjunction with any city or state fire, civil defense, or rescue official as deemed necessary or desirable. Also, prior to each school year and at intervals during the school year as deemed necessary by the Principal, these plans will be reviewed with the entire teaching staff and school personnel, both full and part-time. In all instances, whether practice or real, the safety and well-being of the students during evacuation or going to assigned areas shall be given utmost priority.

Tornado Warnings. In the event of a tornado warning, children will proceed to designated areas. Parents desiring to come for children at such time must come to the cafeteria entrance. No child will be dismissed during a tornado warning except by parental pick-up.

Bomb Threat. In the event of a bomb threat, teachers and students will proceed to the church, the Preschool basement, or to a safe area indicated by the Principal. Students and teachers will not return to the school building until authorities deem it safe.

Intruder Drill. In the event of an intruder drill, students will remain their classrooms with the doors locked and away from any windows.

Emergency Phone Numbers

In the event of any major emergency involving a child, his or her parents will be called immediately. Emergency telephone numbers will therefore be needed, especially in a situation where both parents are employed during school hours. Current doctor's telephone numbers and permission to be used, if needed must be on file. Parents and guardians must inform the school office of any changes. In the event parents cannot be reached at a given number, emergency situations will be handled with the student's well-being kept foremost in mind which may require calling for assistance from community agencies dealing with emergency situations.

Snow Days and Inclement Weather

The Metamora area high school and grade school administrators have agreed to cooperative operational procedures regarding closing or dismissal changes due to the weather. Therefore:

1. Any day that the public schools are closed due to inclement weather, St. Mary's School will be closed.
2. Any day that the public school dismisses early due to inclement weather, St. Mary's School will dismiss early.
3. Any day that the public school holds students past dismissal time due to emergencies or impending storms, St. Mary's School will follow similar procedures.

Notification will be made through these TV stations; WMBD-TV 31; WEEK-TV 25; WHOI-TV 19 Notifications will also be made by school messenger phone system , the school webpage and school Facebook page.

Parents should have an alternate place for their children to stay should they not be home in case of emergency dismissal and/or in case the country roads are impassible.

It is imperative that parents discuss emergency procedures with their children so they are aware of what procedure to follow in such situations.

Faith Development Program

Goals

The goal of St. Mary's School religion program is to provide faith formation through instruction and experience in the Catholic faith so that the graduates of St. Mary's School will have:

1. Learned God's message as proclaimed by the Church.
2. Realized Jesus' presence in prayer and sacramental worship.
3. Experienced community by witnessing to Jesus through word and deed among classmates and the larger community.
4. Learned the essentials of Catholic doctrine.
5. Developed a lifelong Christian attitude and behavior towards others.
6. Had exposure to sacred music.

Objectives

The objectives of the religion program provide the students learning experiences so that each student and graduate will have:

1. Planned and participated in prayer services and in sacramental liturgies.
2. Learned formal prayer and have grown accustomed to praying spontaneously.
3. Learned the principle teachings of the Church as taught by Scripture and Tradition.
4. Comprehended and be able to explain the life of Jesus and His part in God's plan for salvation.
5. Participated in service projects.
6. Prepared for and received the Sacrament of Reconciliation, Eucharist, and Confirmation.
7. Learned the elements of appropriate behavior in Church - **reverence, meditation, prayer, posture, genuflection, and silence. Reverence = Love for Jesus.**
8. Gained knowledge and learned to appreciate and respect people of other Christian and non-Christian faiths.

Liturgy and Prayer

Liturgical services and daily prayer are a major part in the life of every St. Mary's student. All students attend Mass weekly. Students will attend all school prayer services, all school rosaries, and other devotional activities.

Each school day will begin and end with prayer in the classroom, and a prayer will be said before and after lunch. Students are encouraged to share their prayer intentions within the school community. Anyone wishing a special intention included in a daily prayer or the weekly newsletter should notify the office so that it may be included.

Teachers witnessing the Catholic faith teach religion every day. The religion period is given prime time in the daily schedule. The school uses Diocesan approved and recommended texts for religion classes and sacramental preparation.

The rosary is prayed every Friday. All parents, guardians, and community members are welcome. Praying the rosary at other times is highly encouraged, especially, during the month of October and May. Opportunities to receive the Sacrament of Reconciliation are made available during the school year. Students participate in special devotions such as Stations of the Cross during Lent, and Adoration of the Blessed Sacrament and Benediction on First Fridays.

Additionally, students take part in classroom and school service projects. Some of the service projects have included making rosaries, donating canned foods and supplies, donating to local food pantries, St. Jude's, Veterans, Women's Strength, and Crittendon Center, and Catholic Charities. Working in soup kitchens and helping with tasks around the school and church have been part of the service projects.

Religion Assessment

A diocesan examination on the teachings of the Church is given in the third, sixth, and eighth grades each year. Also, teachers evaluate students through written and oral assignments, reports, tests, and projects. Students are given religion grades quarterly on their report card in addition to their other academic work.

Sacramental Program

Parental involvement in the preparation for the reception of the Sacraments of Reconciliation, Eucharist, and Confirmation is strongly urged. Initial informational meetings for the parents are provided as well as opportunities for continuing involvement.

1. **Reconciliation:** Ordinarily, children are prepared for their first reception of the Sacrament of Reconciliation in the second grade.
2. **Eucharist:** First Communion preparation usually takes place during the second semester of second grade. Second graders participate in a parish First Reconciliation prior to making their First Eucharist.
3. **Confirmation:** Ordinarily, Confirmation preparation takes place during the seventh and eighth grade with the celebration of the Sacrament taking place every other year. Parents and sponsors are actively involved in this preparation. Confirmands are also required to attend a parish retreat. The retreat is a special event planned by the Director of Religious Education, the religion teachers, and Pastor for the confirmands. Usually the retreat consists of several hours on a Sunday with talks, Mass, Reconciliation, projects, and fellowship.

Virtue Formation/Chastity Education

St. Mary's School will follow diocesan guidelines in the integration of virtue formation and chastity education. This instruction will be consistent with the Traditions of the Roman Catholic Church as stated in the *Catechism of the Catholic Church*. The school will follow the outline for the study of human sexuality in the schools as found in the diocesan handbook. (E-142, P-CDOP 1/03)

Generally, students and parents will have an opportunity to participate in a parish program. Parents are the primary educators of their children and will be responsible for determining the appropriate time for participation by their child in such programs offered.

Academic Program Information

Academic Expectations

Students are expected to complete all assignments and projects on time and to the best of their ability. Regular completion of assignments and studying in advance for tests will help students achieve better grades and retention of academic material. Teachers may give planned or impromptu quizzes in addition to tests, projects and presentations to help assess student learning and mastery of skills. Students who fail to complete assignments on time may be required to miss recess and/or stay after school to complete the work. Extra-curricular activities, including sports, practices, and games will not take precedence over incomplete work.

Assignment Notebooks

Teachers distribute assignment notebooks to each student in Grades 3-8 during the first week of school. Teachers expect each student to use this notebook as a continual pattern for developing study skills. Parents are needed for help in monitoring students in the use of the assignment notebook so that it will be the valuable tool it is intended to be for student academic growth. The assignment notebook provides an additional means of communication between school and home.

Home Assignments

Homework is an extension of classroom work for the purpose of allowing students to work independently. It is a time to review, practice, and reinforce concepts and skills worked on in school. The amount of homework will be appropriate to the grade level of the child. The following list is a guideline regarding homework assignments.

1. Homework is assigned to supplement classroom teaching or for finishing incomplete assignments.
2. Students in grades Kindergarten, One, and Two should have adequate time on drill processes, review material confirming knowledge assimilated during class periods, and read library books.
3. Intermediate and upper grade students will receive assignments in varied subjects in proportion to their importance in the curriculum especially library reading and mathematics.
4. Students should be encouraged to read widely, often, and with diversity to broaden interests. All students are highly encouraged to read a minimum of one hour per day.
5. If a child's homework becomes burdensome, the parent is encouraged to consult with the teacher.
6. Parental interest in each child's home assignment is deeply appreciated and goes far in encouraging children. However, parents are requested not to do the work for the child. Giving too much help to the child prevents his/her developing that spirit of independence and self-confidence, which is essential in his/her development and training.
7. Student academic achievement must take precedence over extra-curricular activities.

Grading Scale

St. Mary's School will follow diocesan guidelines for reporting student progress. (D-121, AR-OCS, 1/03)

All subjects at St. Mary's School will be evaluated. Progress grades for Kindergarten, First Grade, and Second Grade will be a series of plusses and checks, and/or grades showing levels of satisfactory, unsatisfactory, or progress made. Progress grades for Third Grade through Eighth Grade will be evaluated in the above manner for personal development.

The following diocesan grading scale will be used for evaluation in all core academic subjects in Third Grade through the Eighth Grade and may include plus or minus markings:

- A = (94-100) Excellent
- B = (86-93) Very Good
- C = (76-85) Satisfactory
- D = (68-75) Below Average
- E = Effort shown, but below average
- F = (Below 68)
- I = Incomplete

The following grading scale will be applied to all grade levels in the following subject areas: art, p.e., and music.

- S+ = above average work and effort
- S = average work and effort
- S- = below average work and effort

Parent-Teacher-Student Conferences

Either the parent or teacher may initiate conferences at any time. Appointments should be scheduled at the convenience of both the teacher and the parents. Parents and teachers are urged to freely use the privilege. Discussing a problem as soon as it arises often helps to solve the problem more quickly and appropriately.

A required Parent-Teacher conference is scheduled after the end of the first quarter.

Progress Reports

Report cards will be distributed every nine weeks. Midterm reports will be sent to the parents of Grades 4-8. Dates of distribution can be found in the annual school calendar, in the school newsletter, or on the website school calendar.

Academic Testing and Assessments

Each classroom teacher provides ample quizzes and tests for chapter and units in subject matter. Teachers may use assessments that come with a textbook series or create their own.

Several assessments are administered that are required by the Diocese of Peoria. Standardized achievement tests are administered to students in grades one through eight during the month of September according to diocesan guidelines. Results of the tests are shared with the parents at conferences and are used as a diagnostic tool for teachers. The diocesan religion assessment is given to students in grades three, six, and eight during January. A writing assessment may be administered in February according to diocesan guidelines. The results of these tests are studied by the faculty and used in planning classroom instruction.

- **MAP testing**
 - St. Mary's Catholic School uses Measure of Academic Progress (MAP) tests which are given three times a year to students in Kindergarten -8th grade, to assess individual skills and growth in Math, and English and Language Arts. Middle school students are also assessed in Science. These tests give teachers an understanding of each student's academic level, allowing them to differentiate their instruction appropriately. The MAP assessment are the tools that provide teacher with the detailed information they need to build curriculum and meet their students' needs.
- **ARK Testing**
 - Additionally all schools in the Diocese of Peoria shall administer the Assessment of Religious Knowledge (ARK)assessment of religious knowledge, attitude, and practices each January to students in grades 2 and 8.

Special Services

St. Mary's School has limited special education resources at this time. Some services of Metamora Grade School are available to the students at St. Mary's School who reside in Metamora Grade District upon recommendation of the teacher or administrator. Services involving speech therapy, a school psychologist, or a social worker may be available. Services may be available for students residing in other districts such as Germantown, Washburn, or Roanoke. Woodford County Special Education will be called upon for assessment and recommendations for services. Though our resources are limited due to small class sizes and continued teacher education in servicing children with special needs, our school can accommodate many students with minor learning disabilities.

Non-Promotion of a Student

St. Mary's School will follow the diocesan policy concerning the non-promotion of a student (D-122, P-CDOP, 1/03). The following guideline will be the procedure used concerning the non-promotion of a student:

1. The teacher informs the Principal by the end of the first semester when a student is not doing satisfactory work. (Normally, teachers and parents at St. Mary's School have communicated with each other about the struggling student well before the end of the first semester.)
2. The parents are conferred with regarding the problem.
3. Parents and teacher should arrive at a mutual decision regarding non-promotion.
4. In the event that the teacher and Principal advocate non-promotion and the parents do not approve, the parents must sign a statement assuming the responsibility for the child's future success in St. Mary's School.

Educational Field Trips

Field trips are the option of the individual teachers. Parents are asked to respect each teacher's freedom to choose or not to choose this option. Field trips are a privilege and not a right of the student.

With the Principal's approval, a teacher may schedule such a school-sponsored educational activity for the class. The field trip does not need to include a social outing or last most of the day. Usually, buses will provide transportation unless the field trip is within walking distance.

Permission slips must be signed by the parents and student and returned to the homeroom teacher prior to the trip. Students who have not returned signed authorization from parents will not be allowed to go on the field trip.

Kindergarten

The purpose of St. Mary's kindergarten is to provide a Christian atmosphere that will help children reach their potential and to prepare them for a more formalized program. This carefully designed program offers experiences for prayer, study, social development and physical exercise. Students have opportunities to participate in individual and group activities. Kindergarten students attend weekly Mass and prayer services with the rest of the school. Kindergarten is a full day program that operates on the school schedule from 8:00 a.m. until 3:00 p.m. Registration for the program usually begins in February.

Extra-Curricular Activities

St. Mary's School has outstanding extra-curricular and athletic programs. The school is a member of the Illinois Elementary School Association (I.E.S.A.), the Tazwood Conference, and also participates in Woodford County tournaments. Through the efforts of parents, the administration and faculty, and St. Mary's Booster Club, students have the privilege of participating in the following sports: archery, baseball, bowling, softball, cross-country, basketball, volleyball, cheerleading, chess, and track. Information relating to the eligibility to participate in each of these sports is provided to the students prior to the beginning of each sport's season. A current physical examination is required prior to participation in the athletic practice season. Forms are available in the school office. Other I.E.S.A. extra-curricular activities include scholastic bowl and speech.

The school will attempt to provide equal sports opportunities for boys and girls. Activities are open to junior high students. Students in the Fifth Grade may participate in track and other athletic programs as needed. Students may participate in these extracurricular activities if they meet eligibility requirements and have a up to date physical, are adequately covered by insurance, and have an acceptable attitude. Coaches or teachers have the right to request suspension from extracurricular activities, and the Principal will have authority to take the necessary action after consideration of the facts.

Participation in extracurricular programs at St. Mary's School is a privilege and not a right. Therefore, students forfeit this privilege if behavior and academic standards are not met. Extracurricular activities do not take precedence over academics.

Parents and spectators who have concerns relating to coaching or a game must wait twenty-four hours before approaching a coach and then set up an appointment to meet with the coach about the matter. Coaches should not be approached with such matters of concern immediately following the game. Good sportsmanship and a Christian attitude are expected of St. Mary's students, parents, coaches, and spectators at all times, including before and after games.

Philosophy

The extracurricular program at St. Mary's School adheres to the mission and philosophy of the school. The program is based on the strong belief that athletics and extracurricular activities are educationally sound and that they play an important part in the development of the participant's physical, mental, emotional, and moral growth. The element of competition and winning exists. However, it will not be the sole determining factor in developing the scope and nature of athletic or other programs. St. Mary's School believes that this is educationally sound, for it offers training for living in a society that is based on cooperation and competitiveness. The basic principles of good sportsmanship and high ethical standards should prevail at all times in order to enhance the educational growth of the student participants. St. Mary's School extracurricular program emphasizes student learning rather than winning games and contests.

The conduct of players, cheerleaders, coaches, and fans should characterize the philosophy of Christian sportsmanship. It is hoped that this philosophy will extend beyond the coaches, players, and cheerleaders, to all students and adult fans at the games, meets, and events.

Policy

St. Mary's School provides the following guidelines for extracurricular activities:

1. To provide an opportunity for interested students to participate in an organized, competitive activity governed according to I.E.S.A. guidelines and rules.
2. To provide a coach or instructor of that activity who will govern the degree of participation by a student, in all activities.
3. To help students establish school pride and spirit.
4. To help students develop physically, mentally, socially, and spiritually.
5. To help students develop the skill of the activity, accept discipline, and a sense of teamwork.
6. To provide opportunities for fun as students work together towards reaching goals.
7. To learn to accept victory graciously and defeat without revenge.
8. To provide a wise use of leisure time.

Athletic Play in Sports

When there is a school event, students will be allowed to attend the event versus a practice for another activity or sport. For example, a student may elect to participate in a scholastic bowl meet on an evening when there is volleyball or basketball practice. Students will not be penalized for not attending practice when there is a legitimate school event. Coaches will not be arbitrary or capricious in such matters.

Eligibility Requirements:

Participation in athletics and extracurricular activities is a "privilege" and not a right. Parents should remember that involvement in these activities assumes they conform to school policies. Therefore, students forfeit this privilege if academic standards are not met and/or conduct is deemed unacceptable. Requirements for meeting eligibility will include the following:

1. Students participating in extracurricular activities or sports must meet standards set by Illinois Elementary School Association (I.E.S.A.).
2. Eligibility will be taken weekly during the season of the sport or activity. Grades will be checked at the end of each week with all subjects included. Failing grades (F or and S-) will be reported to parents via a note and/or phone call on Friday. The principal will review each participating student's grades, conduct, and attitude.
3. If the student has an "F", he/she will be ineligible the following Sunday through Saturday and must raise his/her grade to meet eligibility requirements to be reinstated for the following week.
4. Students who do not meet eligibility requirements will not be allowed to

participate in their activities the following week.

5. Students who become ineligible three times may no longer participate on the team or in the activity.
6. The student must be in attendance a half day of class the day of a game in order to participate. The principal must approve exceptions. An example of an exception would be when a student must attend a funeral.
7. The principal only can make exception to eligibility rules within the I.E.S.A regulations, as well as reinstatements.

Responsibilities of Student Athletes, Contestants, and Cheerleaders

All student athletes, contestants, and cheerleaders will be expected to maintain standards as defined below:

1. To be in attendance in the classroom the day of the game.
2. To be present at all practice sessions and games unless excused by the coach.
3. To present an explanation, written and signed by the parent, in the event of an absence from practice or game.
4. To keep his/her uniform neat, clean, and return the uniform at the end of the season.
5. To pay replacement cost for any uniform if damaged.
6. To take proper care of all equipment used.
7. To cooperate with and show respect to all coaches, supervisors, and school personnel, referees, and opponents in teams.
8. To show good sportsmanship at all times.
9. To play or cheer to the best of their ability.
10. Use of vulgar language or outburst of temper will not be condoned.
11. Use of tobacco, alcohol, or substance abuse will disqualify him or her from team membership. This includes St. Mary's students participating in co-op programs with Metamora Grade School.
12. To abide by the above listed eligibility rules.
13. To abide by the coach's rules within the various sports.
14. To promote a positive work ethic for personal growth and team development.

Band

Students in Grades 5-8 may participate in band if it is offered. Fees for this program will be in addition to regular school fees. Students may also participate in full band at Metamora Grade School. Parents provide transportation. Information concerning participation in the band is given to all interested students.

Speech Team and Scholastic Bowl

Students in Grades 5-8 may participate in the speech contests. Students in Grades 6-8 may participate in scholastic bowl. Some scholastic bowl meets require a maximum number of student participants. The supervising coach will determine the teams for these meets. Students will follow I.E.S.A. regulations regarding both of these activities. Eligibility rules apply to students participating in scholastic bowl and speech.

Geography Bee and Spelling Bee

Students in Grades 4-8 may participate in the geography bee and in the spelling bee. Participants will follow regulations for the geography bee as set by the National Geography Society. Students participating in the spelling bee will follow regulations set by the teachers that meet county and conference requirements.

Educational Resources

Technology

St. Mary's School is committed to combining technology and differentiated learning processes within a learning environment that facilitates student preparation for the future. This commitment includes proper use of technological tools, skills, and other resources in active and enriching classroom and lab experiences for each student. Computers are integrated into the curriculum to teach and reinforce skills and concepts. Students have networked access to the Internet and software programs as directed by the teacher and as authorized by parents in accordance with the Acceptable Use Student Policy. St. Mary's School will follow diocesan guidelines relating to Technology and Internet Policies. (C-404)

Acceptable Use Student Policy

St. Mary's School is committed to the effective use of technology to enhance both the quality of student learning and the staff efficiency of school operations. It also recognizes that safe guards must be established to ensure the protection of our staff. Safeguards also protect the school's investment in hardware and software, ensure the benefits of technology and prevent negative side effects. This technology will help propel our school through the communication age by allowing staff and students to access and use resources from distant computer, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

The provisions of this policy and associated guidelines and agreements are subordinate to school, local, state and federal law. St. Mary's School computers are to be used in as responsible, ethical and legal manner in accordance with the mission and rules of St. Mary's School. St. Mary's School has the duty to investigate any suspected violations of this policy

- Access to the Internet must be related to a student's class work responsibilities or for the purpose of education or research, and be consistent with the educational objectives of the Diocese of Peoria and school
- The use of the Internet is a privilege, not a right, inappropriate use may result in a cancellation of those privileges, disciplinary action (up to and including expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the content, he/she should immediately report it to a teacher/Principal./System Administrator in order to protect them against a claim of international violation.
- If a parent feels there are other areas that are inappropriate for their child (ren), the parents are expected to communicate that information to their students. The school expects the students to respect those instructions.
- Some examples of unacceptable use include but are not limited to:
 - Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State Law:

- Unauthorized downloading of software, regardless of whether it is copyrighted;
- Invading the privacy of individuals;
- Using another user's password or account, Computer accounts and passwords are confidential and must remain so. Do not use another individual's account and confidential password;
- Using pseudonyms or anonymous sign-ons;
- Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, sexually-oriented, gambling, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the Diocese of Peoria and/or school;
- Using inappropriate language;
- Use of any proxy sites to access sites that are restricted by the normal course of the network; St. Mary's will lockdown the network using filters and/or additional software to keep some/most inappropriate information away from users, but cannot guarantee this in all situations, particularly given the inappropriate use of proxy sites.
- Damaging computers, computer systems, files, programs or networks
- Vandalizing or damaging the property of another individual, including data files
- Employing the network for commercial purposes(i.e. to buy or sell items)
- Unacceptable use may also include online activities occurring out the school that may carry over into the school environment (defamation, threats, harassment, etc.)
- Posting of a photograph, image, likeness, video, or personally identifiable information regarding any employee, student, parent or parishioner on any internet or web-based site, or in any electronic communications without their knowledge or approval, is prohibited, except with the express permission of the principal.
- Using school equipment to create a website or social media presence (Facebook, Twitter, LinkedIn, etc.) or to transmit the likeness, image, photograph, video or personally identifiable information regarding any employee, student, parent, or parishioner for commercial purposes, advertising purposes or for Internet transmission or posting, except with the express permission of the principal.
- Students may not allow a non-employee or not-student to use a school computer, account, or other equipment unless the person is specifically authorized to do so by the principal.
- The school reserves the right to monitor student use of school computers including internet use and e-mail use and content.

Limitations of Liability – The Diocese of Peoria, St. Mary’s Parish and School and the employees if each will not be responsible for any damage that a user may suffer including but not limited to, access to inappropriate areas, loss of data, or interruption of service. The above will not be held liable for any financial obligation arising from unauthorized use of the system. This responsibility resides with the parent/staff member/volunteer. The confidentiality of electronic messages is normally respected. However, students have no expectation of privacy in their use of school-owned computers, the Internet, or e-mail. All messages composed, sent or received via electronic communication are and remain the property of the school/Diocese of Peoria and as such may be reviewed with or without notice. These policies and measure are designed to protect both students and employees and to ensure the integrity of the electronic information systems used for educational and administrative purposes in this school. Use of the school’s computer system is a privilege, not a right. Inappropriate use of St. Mary’s computers may result in a loss of access to use them as well as other disciplinary and/or legal actions.

Google Apps for Education

Apps for Educations includes web based programs providing e-mail, word processing, spreadsheet, presentation, conferencing, calendaring and collaboration tools for St. Mary’s students and teachers. Apps for Education is intended for educational use only. This permission form describes the responsibilities for the school, students and parents in using Apps for Educations on the school domain.

Child Internet Protection Act (CIPA)

The school is required by CIPA to have technology measures and policies in place, which protect students from harmful materials including obscene and pornographic. This means student email is filtered. Mail containing harmful content form inappropriate sites will be blocked.

---CIPA – <http://fcc.gov/cgb/consumerfacts/cipa.html>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc.) but parents may request the school not disclose this information. St. Mary’s School will only publish directory information school newsletter.

- The school will not publish confidential education records (grades, student ID# etc. for public viewing on the internet
- The school may publish student work and photos for public viewing but will not publish student last names or personally identifiable information.
- Parents may request photos, names and general directory information about their children not be published.
- Parents have the right at any time to investigate the contents of their student’s email account and Apps for Education.

--- FERPA – <http://www2.ed.gov/policy/gen/guid/ferpa>

Students will have access to telecommunications enabling exploration of libraries and databases. St. Mary's School realizes access to such rich information resources may enhance learning in ways not previously possible. The school also is aware that telecommunication and electronic information resources cannot always be screened prior to student use in the same way as library material can be previewed before student use. St. Mary's School will try to maintain the best possible filters and safeguards to protect children from inappropriate Internet connections. The mission and the philosophy of the school, along with general school rules and procedures, will provide guidance and conscience for students in proper use and access to appropriate places on the Internet.

The purpose of Internet access is to provide students with additional resources for research, communications, and the learning of new skills as part of their educational process. Students will be expected to act in a considerate and responsible manner. Access to the Internet is considered a privilege and does not preempt responsibility.

The purpose of computer use is to learn new skills and how to use a tool, which will enhance educational goals and work toward competencies necessary in today's society. Again, students will be expected to comply with school regulations. Students cannot expect files stored on the computers or on their disks to be private. Appropriate staff or administration may review files and disks as necessary to preserve system integrity and to ensure that students are using the system responsibly.

Teachers will guide students in a beneficial and dependable manner in the use of the computers and the Internet. Supervised class instruction on the use of computers and the Internet will be provided for each student. Each class will have assigned class periods for computer instruction as well as ample extra lab instruction periods for sign up. St. Mary's School has the availability of two networked computer labs and classroom computers for instructional purposes.

A number of behaviors will not be permitted regarding the use of computers and information systems in keeping with the mission and the philosophy of the school.

1. Inappropriate language, and the sending or displaying of offensive messages or pictures will not be allowed.
2. Accessing or viewing pornographic pictures will not be allowed.
3. Harassing, insulting, or attacking others through any of the information systems will not be permitted.
4. Trespassing into folders or files of other students or staff will not be tolerated.
5. Violation of copyright laws is not permissible including software applications, illegal retrieval of files from the Internet or video recordings.
6. Students may not damage or vandalize computers or systems nor will they indulge in wasteful use of resources.
7. Students will not be permitted to use others passwords.
8. Appropriate disciplinary action will be taken when necessary.
9. Disciplinary action will be taken for misuse of any information systems or

equipment including, but not limited to, loss of computer privileges directed from the administration or disciplinary action involving law enforcement agencies if necessary.

10. Students who lose such privilege will be required to complete assignments by other means as assigned by the teacher and/or Principal.

Library

The school library has been established to serve students and teachers in kindergarten through eighth grades. Included in the library are books about saints, reference materials, fiction, and non-fiction books and magazines. The library houses the award winning Caldecott and Newberry collections as well as numerous books available for the Accelerated Reader Program. The library has been placed on the network and an automated checkout and research system has been implemented. Volunteers staff the library.

All students are given the opportunity to check out books and magazines each week. Students will be charged the replacement cost for lost or damaged books. Additional books cannot be checked out until books are returned or payment made.

Academic Recognition and Awards

Honor Roll

Students in Grades 6-8 have an opportunity to receive academic recognition on St. Mary's School Honor Roll. Honor Roll will be based on the average of the core grades. Core classes include religion, math, science, language arts, literature, vocabulary and social studies while non-core classes include art, physical education, music, and computer. Letter grades are given to each class. Non-core classes are given "S+" equaling above average work and effort, "S" equaling average work and effort and "S-" Below average work. Each letter grade (A - F) is given a point value based on a 4.00 scale ranging from an "A+" and "A" equaling 4.00 to an "F" equaling 0. The core classes are then averaged. Students are placed on "High Honors" if he/she receives 3.67 to a 4.00 average and on "Honors" if he/she receives 3.00 to a 3.66 grade point average. Grading is as follows – "A+" and "A" equaling 4, "A-" equaling 3.67, "B+" equaling 3.33, "B" equaling 3, "B-" equaling 2.67, "C+" equaling 2.33, "C" equaling 2, "C-" equaling 1.67, "D+" equaling 1.33, "D" equaling 1, "D-" equaling .67 and "F" equaling 0. Students should not have incomplete letter grades on the report card for any of the subjects.

Catechetical Awards Program

A religion assessment is given to students in grades three, six, and eight. Eighth graders who meet the requirements established by the Diocese of Peoria will be honored with a special certificate. This award will be given to eighth graders who qualify at their graduation.

American Legion Award

The American Legion Award is presented to an eighth grade boy and girl who meet the requirements based on leadership, courage, scholarship, and service. The faculty selects the students who will receive this award. The students are recognized at graduation and then represent St. Mary's School at the annual Memorial Day Service. They recite speeches presented at graduation during this service and also receive their award.

Athletic and Other Awards

Athletic Awards are given to students at the Athletic Banquet in May. The "Brian Swift Award", "Ann Cowling Award", and the "Zach Elger" are given to an eighth grade boy and girl, respectively, who meet the requirements determined by coaches. Parents should refer to the Athletic Handbook for additional information concerning athletic awards.

Occasionally, students perform exemplary service in some area during their education at St. Mary's School such as, but not limited to, citizenship, community service, school spirit, and technology. Students will be recognized and honored at a school assembly, or as an eighth grader at their graduation. Teachers and or the Principal will determine requirements.

Dress Code

St. Mary's School requires all students from kindergarten through the eighth grade to abide by the school dress code. Students are expected to be clean, well groomed and neatly clothed.

Uniforms help provide structure and organization within the school. Wearing uniforms also helps ease the stress of what to wear each school day, relieving peer pressure, and maintaining a commonality among students. Thus, the school can place greater emphasis on religious formation, academic achievement, and Catholic identity.

Uniform items can be purchased from area stores such as Dollar General, J.C. Penney, Target, Walmart, and Lagron Miller in Peoria.

Parents are free to take uniforms from the cafeteria for their children as they wish. Outgrown, clean uniforms in good condition may be donated to this collection at any time. When donating uniforms, it is helpful to pin the size of clothing to the uniform.

Special days may be designated for non-uniform attire such as school picture day or a special activity or spirit day. Guidelines for acceptable dress are given prior to these events. These days will be announced by the Principal and stated in the newsletter.

Requirements for Girls

Jumper: A regulation jumper may be purchased from Lagron-Miller or from a uniform catalog carrying the specified regulation plaid or blue jumper.

Skirt and Vest: A skirt of regulation plaid and a vest of navy blue may be purchased. Modesty dictates the hemline length for skirts and jumpers and should be no shorter than just above the knee. Students Shorts or tights must be worn with skirts and jumpers with questionable lengths of skirts or jumpers will be referred to the principal.

Shorts and skorts: At the beginning and the end of each school year, navy walking shorts or skorts of polyester and cotton or brushed twill may be worn in place of the jumper or skirt. Shorts and skorts must be of appropriate length. Short shorts or tight fitting shorts or skorts will not be tolerated. Students with questionable length or fit will be referred to the Principal. The Principal will announce the dates for wearing shorts. Usually, shorts may be worn during August, September, May, and June.

Blouses: Tailored or knit blouses or shirts with pointed collars, turtlenecks, or rounded collars in long or short sleeves should be worn. Polo style knit shirts with collars must have two or more buttons down the front. Colors can be solid white, yellow, gold, navy, or blue. Blouses and shirts must be worn fully tucked into slacks, shorts, skorts, or skirts and be free of any appliques or logos, except the selected "school uniform shirt." Contact the principal for additional information if there are questions about the "school uniform shirt." T-shirts worn under knit shirts or blouses for the winter months may show only at the neckline. Writing seen through T-shirts is not allowed. T-

shirts may not hang out under short sleeves. Blouses with questionable fit will be referred to the Principal.

Sweaters: Any solid blue, white, or yellow sweater, cardigan or pullover style may be worn over the uniform blouse. **Sweatshirts are not sweaters and may not be worn in class.**

Footwear: Socks must be knee socks, crew socks, or tights, in solid colors of white, blue, or yellow. Sock length must be worn well above the ankle. Socks with logos are not permitted. Dress shoes or tennis shoes may be worn. No sandals or dress boots are permitted. Shoes must have a back to them. If snow boots are worn to school, an extra pair of shoes must be brought for indoor use. Outdoor boots must be worn when there is visible snow on the playground.

Jewelry: Wristwatches are permitted. Only one set of small post earrings may be worn in the earlobe. Hoops and hanging earrings may not be worn. Other body piercing is not allowed. Students may wear religious medals and crosses on simple gold or silver chains. No rings or other jewelry will be permitted.

Make-up: No make-up will be permitted. Artificial fingernails are not allowed. No fingernail polish except beige, clear or light pink.

Hair: Hairstyles that are out of the eyes are required. No fad or distracting hairstyles will be allowed. Hair dyed in patches or hair in unnatural colors will not be allowed. Hair should be kept clean, neat, and well groomed. The Principal will decide the suitability of the hairstyle. No shaved heads.

Requirements for Boys and Girls

Pants: Solid navy pants of polyester and cotton or brushed twill are required. No rivets, contrasting stitching, baggy pants, or designer markings, or logos will be permitted; also no corduroys or denims or look-like denim. No side pockets or dropped waists will be permitted. Pants of questionable fit will be referred to the Principal.

Shorts: At the beginning and the end of each school year, navy blue walking shorts of polyester and cotton or brushed twill may be worn in place of the long trousers. Shorts must be of appropriate length. Short shorts or tight fitting shorts will not be tolerated. Students with questionable length or fit will be referred to the Principal. The Principal will announce the dates for shorts. Usually, shorts may be worn to school during August, September, May, and June.

Shirts: Shirts must be tailored or knit with collars and short or long sleeves. Polo style shirts must have two or more buttons down the front. Colors can be solid white, yellow, blue, or navy. Shirts must be worn fully tucked into shorts or slacks and be free of logos or appliqués, except the selected “school uniform shirt.” Contact the Principal for additional information if there are questions about the “school uniform shirt.” T-shirts worn under shirts for the winter months may show only at the neckline. Writing

seen through T-shirts is not allowed. T-shirts may not hang out under short sleeves.

Sweaters: Any style of solid blue, yellow, or white cardigan or pullover sweater or vest can be worn over shirts. Sweaters are optional. **School sweatshirts may not be worn in class.**

Footwear: Socks must be knee socks or crew socks in solid colors of white, blue, or gold. Sock length must be worn well above the ankle. Socks with logos are not permitted. Any dress type shoes or tennis shoe may be worn. Boots such as hiking, cowboy, dress boots will not be allowed. Shoes must have a back. Sandals and flip-flops are not allowed. Shoes that make black marks will not be permitted. If snow boots are worn to school, an extra pair of shoes must be brought for indoor use. Outdoor boots must be worn when there is visible snow on the playground.

Jewelry: Wristwatches only will be permitted. Students may wear religious medals and crosses on simple gold or silver chains. Rings, earrings, or other jewelry will not be allowed. Body piercing is not allowed.

Hair: Normal hairstyles that are out of the eyes are required. The boy's length of the hair is not to exceed three inches anywhere on the head. Fad or distracting hairstyles will not be allowed. Hair dyed in patches or hair in unnatural colors will not be allowed. Hair should be kept clean, neat and well groomed. The Principal will decide the suitability of the hairstyle. No shaved head hair must be of a uniformed reasonable length.

Belts: Students must wear belts with shorts and slacks requiring a belt. The belt may be leather-like, braided, or elastic in solid colors of navy, brown, or black.

Hairstyles

In accordance with Illinois Public Act 102-0360 (SB817), no diocesan school shall prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Adopted: 8/2021

Spirit Wear

School "spirit wear" will be available for purchase several times during the year. "Spirit wear" may be worn to school sporting events and on special "School Spirit Days" designated by the school. School "spirit wear" is defined as items that may contain school logos and colors but are not a part of the daily school uniform dress code.

Violations of the Dress Code

It is the responsibility of the parents to ensure their children dress in accordance with the above policy each day. Violations may result in disciplinary action or a call to the parents to bring an exchange of clothing for the student.

Students wearing attire or hairstyles that may be questionable or found disruptive to the learning environment, will be sent to the office for review by the Principal.

The dress code will be enforced. To avoid embarrassment to any child, the staff of St. Mary's School asks for parental support. The code is effective from the first day of school through the last day unless otherwise notified.

If for some reason a student must attend school out of uniform as detailed above, the parents must write a note to the teacher stating the reason. The note will be forwarded to the Principal. Continued violation of the dress code will result in disciplinary action.

Attendance

Arrival and Dismissal

Students should not arrive at school before 7:30 a.m. There is no supervision on the playground until that time. Students arriving between 7:30 and 8:00 a.m. must participate in the “Walk Program.” Students may come into the building when the 8:00 a.m. church bells toll.

Parents must drop off and pick up students on Chatham Street and should leave promptly. Tazewell Street, within the school block, must be kept free for the bus loading/unloading zone. No one may park on the school side (west side) of Tazewell Street in the School Bus Zone. Parents must park on Chatham Street. Violators may be towed. These changes are made for the protection and life safety of all students.

All students are dismissed at the north entrance of the school building. Walkers and bicycle riders must leave the school grounds immediately, crossing at the crosswalk where patrol person is present. Once the shuttle bus to Metamora Township High School leaves and/or other buses have left, there is no longer any supervision.

The school day for students in grades Kindergarten through Eighth Grade is from 8:00 a.m. until 3:00 p.m.

Absences

1. A written excuse is required from the parent or guardian for each absence occurred.
2. The student accepts responsibility for all daily work missed. Generally, students have two days to make up work missed for each excused day’s absence.
3. Parents are required to call the school at 367-2528 by 9:00 a.m. if there is an absence. The office opens at 7:10 a.m. but the answering machine is available at any time. A signed note by the parent or guardian may also be sent with a sibling. If the school has not been informed of the child’s absence, St. Mary’s School will make a reasonable attempt to notify parents of their child’s absence by calling them at home or at work.
4. Appointments, including dentist, orthodontist, and doctor appointments should be scheduled outside of school hours as much as possible.
5. Perfect attendance will be based on regular attendance from 8:00a.m.-3:00 p.m.
6. Students must check in and out at the school office when arriving or leaving at times other than normal procedures.
7. A student missing more than one and one-half hours of class time will be marked as absent for a half day.

Tardiness

1. A pupil is tardy if he/she is not in class at the designated starting time including after noon recess.
2. Students who dawdle coming back in from noon recess will be sent to the office for a tardy slip, which will be considered unexcused.

3. An excuse is required for tardiness. The Principal or teacher will contact parents, if tardiness is frequent or habitual.
4. Parents should make every effort to have students on time to school. Students miss crucial class time when they are habitually late. Tardiness is unexcused and is listed as such on the attendance records.
5. Tardiness is disruptive to the classroom environment and infringes on the rights of other students.
6. Detention or other disciplinary action may be given to students who are repeatedly late.
7. Students who are late because of bus problems will be excused.
8. Students who receive three unexcused tardies will serve a detention with the Principal.

Leave of Absence before Dismissal

1. The Principal dismisses or approves the dismissal of students who, apparently, have contracted any contagious disease or are too ill to remain in school.
2. No child will be dismissed from school unless the parents have been contacted and arrangements for transportation have been made. Therefore, it is suggested that if during the day both parents will be absent from the home the children should be so informed before they come to school in the morning.
3. Emergency phone numbers are a requirement. If there is a change in the emergency phone number, it is the responsibility of the custodial parents or guardian to notify the school of the change.
4. The Principal or designated person will establish positive identification of any adult who requests dismissal of a student into his/her custody.
5. A written request from a parent, approved by the Principal, is required for leave of absence before the time of dismissal. Phone calls made for leave of absence are not legal and will be approved by the Principal only in an emergency.

Extended Absence

Excessive absence (more than three consecutive absences) due to illness will require written notification from a licensed physician upon return of the student to school.

Excessive absence, due to vacations or visits with friends and relatives outside of the scheduled vacation times in the school calendar, are highly discouraged; excessive absence is disruptive to the classroom learning environment for the student and other students in the classroom. Vacations scheduled during ITBS testing, are highly discouraged. ITBS testing takes place in September of each year.

The principal must pre-approve in advance any excessive absence due to vacation. If approved, parents will receive their student's/students' homework on the last day of attendance before the vacation. Assignments must be turned in to the classroom teacher(s) on the day the student returns from vacation in order to receive full credit; the student must also take any tests missed on the day of return as well. Assignments turned in on the second

day of return from vacation, or tests taken on the second day of return, will result in a 10% deduction from the grade earned; the third day, 20% will be deducted. Assignments and tests will not be accepted or taken beyond the third day of return from vacation to school. (Commission on Education, approved: 5/08; Faith in Our Future Team, revised: 5/10).

Transfers to Other Schools

1. If parents find it necessary to transfer their children to another school, they should notify the school well in advance so that all records, reports, and accounts may be taken care of properly.
2. Parents must complete the Exit Interview Form and sign the necessary forms for release of records.
3. Student records will be mailed to the school to which the child is transferring within ten days upon request of that school for records.
4. Book bills are non-refundable.
5. Tuition refunds will be handled through the business office of St. Mary's in Metamora.

Discipline

“...Directed by the attitudes and actions of Jesus Christ.”

...Hebrews 12:5-7

Philosophy of Discipline

Discipline is a means of fostering the growth and responsibility of students toward maturity. It is the training that develops self-control, character, orderliness, and efficiency. Discipline underlies the whole educational structure and safety of the students. To ensure that this philosophy is maintained, the following information represents a guideline for students.

The purpose of the rules and guidelines is to define those activities that promote or do not promote a supportive atmosphere for faith development and academic growth of the student. Teachers and/or supervisors are responsible for maintaining in their areas of responsibility an atmosphere conducive for “the spirit of belonging within the student,” and for the learning and safety of each student.

Ordinarily, each teacher, supervisor, or coach handles discipline problems. Cooperation and frequent communication between parents and teachers, supervisors, and coaches are essential to the successful solution of more serious problems. The Principal is kept informed but is usually involved only with more serious problems. Additionally, the Pastor may be included in these situations.

St. Mary's School will abide by diocesan policy relating to bullying (D-147) and Violence-Threatened and Acted. (D-150) These policies can be found in the gray pages at the end of this handbook.

Positive Behavior Guidelines

These behaviors are expected for All St. Mary's Students:

1. To exhibit Christ-like behavior at all times of the day
2. To be respectful and courteous to staff members and other students
3. To behave in a reverent manner during Mass, prayer service, or other church celebrations
4. To refrain from disrupting classroom learning activities
5. To use appropriate language (no spoken, written, or profane gestures permitted)
6. To show respect towards the school and personal property of others
7. To obey instruction of school personnel
8. To be quiet in hallways while going to and from classes
9. To complete assignments and turn in on time
10. To observe the school dress code
11. To bring proper supplies to class (pencil, paper, textbook, etc.)
12. To refrain from chewing gum in school or church

Corporal Punishment

Revised and Edited August 11, 2022

Corporal punishment shall not be permitted in any school or school program in the Catholic Diocese of Peoria. Corporal punishment shall include but is not limited to slapping, paddling, or prolonged maintenance of students in physically painful positions or intentional infliction of bodily harm. (D-146, P-CDOP, 1/03)

Minor Infractions or Acts of Misbehavior

These acts of misbehavior are minor but interfere with normal classroom operation, school operation, and/or bus operation. Types of minor misbehavior include, but are not limited to:

1. Classroom disturbance (subject to individual classroom rules)
2. Failure to carry out directions including homework (subject to individual classroom rules)
3. Failure to bring textbooks and assignments to class
4. Poor work habits and incomplete work
5. Misbehavior in the hallways
6. Disturbances on the bus
7. Dress code violations
8. Lack of courtesy
9. Chewing gum, eating candy, etc.

Consequences: A warning will be issued. Minor infractions may be handled by a conference with the student or a disciplinary slip may be given to the student. If a disciplinary slip is given, the student must have the parent or guardian sign the slip and return it to the principal. A disciplinary slip usually will result in an isolated lunch period. If it is not returned, the teacher may contact the parents. If **4** disciplinary slips are given in any quarter, an after school detention will result.

Major Infractions, Serious or Frequent Misbehavior

Frequent or serious acts that disrupt the learning climate of the classroom, school, and/or bus include, but are not limited to the following:

1. Dishonesty (lying, stealing)
2. Cheating
3. Forgery or the use of forged notes or excuses
4. Disrespect or insubordination
5. Profanity (spoken, written, or profane gestures)
6. Defiant acts, disrespect, rudeness
7. Any article which adversely affects or interferes with school functions (Such articles will be confiscated and disciplinary action will be taken)
8. Any misbehavior that is in violation with the law
9. Bullying
10. Violence--threatened or acted

Consequences: An automatic detention will be issued and served at the

convenience of the Principal or teacher. The parent will be notified and the written statement will need to be signed and returned. Other supervisors will inform the Principal who will then take necessary disciplinary action. After detention and other efforts to create change have proven ineffective, additional consequences may result. Major infractions may require suspension and/or expulsion.

Misbehavior in Violation of the Law

These acts are directed against persons or property that may endanger the health and safety of others in the school or on the school bus, which may be in violation of the law, and include, but not limited to:

1. Use of tobacco on or adjacent to school property
2. Possession, use, or under the influence of alcohol
3. Possession or use of controlled substances; drugs and/or drug paraphernalia
4. Fighting
5. Vandalism
6. Trespassing
7. Stealing, forgery, and/or plagiarism
8. Harassment including, but not limited to sexual harassment toward another student, teacher, or staff member
9. Possession or use of any instrument as a weapon
10. Violence--threatened or acted

Consequences: The student is immediately referred to the Principal for disciplinary action. The Principal will meet with the student, necessary personnel, and parent to determine the consequences. The Principal will maintain records of the offense and of the disciplinary action taken.

Additional Action: Any one or more of the following may occur:

1. Suspension or expulsion from class
2. Detention
3. Denial of privileges
4. Financial restitution
5. Referral to outside agency
6. Referral to school support services
7. Suspension of bus privileges
8. Contact of proper authority

Misbehavior Requiring Suspension or Expulsion

Misbehaviors so serious as to require action that may result in temporary or permanent removal of the student from school include but are not limited to the following:

1. Furnishing or selling controlled substances
2. Possession or use of weapons
3. Setting fires
4. Setting false alarms

5. Bomb threats
6. Damaging property
7. Stealing
8. Intoxication
9. Smoking or the possession of tobacco or smoking materials
10. Assault/battery on student/teacher/other staff
11. Sexual harassment on student /teacher/other staff
12. Accumulation of major infractions
13. Any act of misconduct that are seriously disruptive and/or create a safety hazard to students, staff, and/or school property.
14. Having or using any dangerous instrument in school, or on the property, or at school events

Consequences: The student will be immediately referred to the Principal. The Principal will verify the offense, confers with necessary personnel and student. The student will be removed from the school property as soon as possible and the parents will be notified. The Principal will contact law enforcement officials if and when appropriate.

Additional Action: Any one or more of the following may occur:

1. Suspension from school (not to exceed 10 school days)
2. Expulsion

Probation

All transfer students entering St. Mary's School will be placed on probation for an indefinite period of time to be set at the discretion of the administration. Students and parents will be made aware of the standards of the Catholic school. St. Mary School's position is established primarily for the formation of students in preparation for their life as Catholic adults within a community inspired by faith. The school is not a refuge for those who wish to escape problems relating to their former school environment.

Junior High Hands-Off Policy

Junior High students must follow the guidelines established in this handbook. Additionally, Junior High students will be expected to abide by the following:

1. Students will be given no warnings for any pushing, shoving, etc. whether intentional or pretend. In other words students will be expected to keep hands to themselves at all times. To do otherwise can be considered as bullying or harassment, which is also against the law. The "Honor System" will be implemented. If someone is doing something wrong it is the student's responsibility to let a teacher or the Principal know. "We are our brother's and sister's keeper". This includes any kind of misbehavior anywhere on school grounds, cheating, disrespect towards teachers or classmates, vandalism, etc. If the Principal is unavailable a signed note can be placed under the Principal's office door. To not report wrongdoing, makes the student "in the know" just as guilty as the student who committed the wrong.
2. Teachers will assign times for students to use the restrooms.

Note: The discipline policy reflects current practice and is subject to change through administrative decision. Administrators may make supplemental rules whenever necessary.

Detention, Suspension, Expulsion

Detention is a form of disciplinary action that is a consequence for unusual, repeated, excessive, or extreme behavior. The students given a detention will be given a multi-part form identifying his/her misbehavior and the time at which the detention must be served at the convenience of the Principal or supervising teacher. The administration or teachers may assign a work detention requiring some form of service to the school, an academic detention where additional schoolwork will be assigned, or a combination of the two. Participation in extracurricular activities, including sports, will not excuse the student from serving the detention.

The parents will sign one copy of the form, and by this signature, acknowledge that their child will be serving a scheduled detention. The signed copy of the form will be sent back to the Principal the following school morning. The parent retains the final copy.

St. Mary's School will abide by diocesan policy relating to bullying (D-147) and Violence-Threatened and Acted. (D-150) These policies can be found in the gray pages at the end of this handbook.

Major Infractions

First Offense:

1. The teacher, in conjunction with the student, will fill out a detention form regarding the offense.
2. The student will take the detention slip to the Principal, and the Principal or designated person will sign the slip. If the Principal is not available, the teacher will notify the Principal of the offense as soon as possible. In either event, steps 3 - 7 are followed.
3. The child will give the detention slip to the parents.
4. The parents will be notified by phone or emails.
5. The teacher and the Principal meet to discuss the problem.
6. Parents will be called at the discretion of the Principal or teacher.
7. The parents are welcome to request a meeting with the Principal or the teacher if they so desire.

Second Offense:

1. Steps 1 - 7 of the First Offense procedure are followed.

Third Offense:

1. The teacher, in conjunction with the student, will fill out a detention slip the day of the offense.
2. The student will take the detention slip to the Principal.
3. When a student is sent to the Principal for the third offense, the parents are called and informed by phone of the incident.
4. If the parents are not reached when called, the student will take the two

copies of the detention slip home, one copy of which is to be signed by the parent and returned. The parent retains the other copy. The parent will be asked to call the Principal.

5. A meeting with the parent, teacher, and the Principal will then be scheduled. If the parents refuse to have the meeting, the student is immediately suspended.

Further Offenses:

1. Upon the fourth detention in one semester, the child is immediately suspended from class. The decision as to whether this suspension will be an “in-house” or “out-of-house” or a multi-day suspension will be left to the discretion of the Principal.
2. The Principal will contact the parents as soon as possible. The child will not be allowed into class until that contact with the parents/guardian has been made.

Suspension

Suspension is defined as removal from all or part of the school activities for a definite period. It may be “in school” suspension or “out of school” as determined by the Principal. “In school” may consist any or all of:

1. Academic work that will be graded and counted.
2. Service work with academic work completed at home to be graded and counted.

Ordinarily, prior to suspension, teacher and Principal will have pursued other alternatives of discipline and will have discussed the problems with the parents.

A student will not participate in extracurricular activities, including sports, during the day/days of suspension.

Suspension – Remittance

After a period of “out of school” suspension, one or both parents must return to school with the student to request re-admittance and to establish a plan for improved behavior.

The parent of the suspended student shall continue contact with the teacher(s) or Principal as determined at the re-admittance. This duration time will be known as the probation period. Parent/Teacher conferences or phone communication will complete the probation period as agreed upon by the teacher and parent on the schedule established.

Expulsion – Permanent Dismissal

Expulsion, the permanent termination of a student’s enrollment, is a most serious matter and will be invoked only as a last resort. Prior to expulsion, the student and his/her parents or guardian will be granted a hearing by the Pastor, Principal, and teacher(s) involved. If, thereafter, expulsion is still contemplated, the Principal shall inform the Pastor of the church and school who in turn will meet in executive session to discuss the

seriousness of the matter and the course of action to be pursued. The parents or guardians shall be requested by the administration through registered or certified mail to be present at this executive session. This notice shall state the time, place and purpose of the meeting.

Based on the evidence heard at the meeting, the administration shall take action, as it finds appropriate. In judging the justification for expulsion, consideration must be given to the extent of the school's previous efforts to remedy the problem, to the legality of the reason for dismissal, and to the maintenance of the school's philosophy and goals.

In order to protect the reputation of the persons involved, all matters discussed during such an executive session will be held in strict confidence.

If expulsion is determined, the parents or guardian shall be informed by the administration of the reason(s) and the date on which the expulsion is to become effective. A copy of this notification shall be filed in the school office.

Note: "Any student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion." (Mandate by the Office of Catholic Schools)

School Property

Drug Free Environment

St. Mary's School prohibits the use of tobacco, alcohol, or any other controlled substance of abuse in the entire school, gymnasium, cafeteria, and on the school grounds and functions.

Care of Textbooks

1. At the beginning of the school year each child is expected to have a book bag so that no damage to the books results. Care of books is the pupil's responsibility. Payment is required when damage results.
2. Books are covered with book jackets to guard against extensive wear and tear.
3. Each child will have one set of books to use. If books are badly used or damaged, additional remuneration will be charged.
4. All books are on a loan basis. Students will be charged replacement costs for damaged or lost textbooks and library books.

Care of School Property Including Desks, Tables, and Chairs

Students are responsible for good care of their desks, tables, and chairs. Students may not sit on desks or tables. Desks should not be overfilled or desktop hinges may break. Students will be asked to remove excess items in overfilled desks. Additional storage for student use is made available on shelves in student closets, special crates in junior high or through the use of the student's book bag. If student's desks and classroom closets are kept organized, there should be sufficient storage for student use.

Students may not hang on doors, overhead pipes, and basketball rims, or in any way damage school property. Windows must be handled with care under the supervision of teachers or designated staff. Only teachers and staff may operate opening and closing of window blinds.

If any school property is used in a manner beyond normal wear and tear, students will be referred to the school office. Consequences including, but is not limited to detention, referral to the Pastor, and/or monetary reparation may result.

Playground Rules

Safety for all is our concern in all games and activities. The playground and physical education periods are excellent opportunities for training the students in good sportsmanship, thoughtfulness, and Christian consideration for others. Every student unless excused by reason of ill health, is expected to participate.

Playground Areas

Students are allowed to play on the blacktop parking lot, the grassy area west of the parking lot, and the area of playground equipment west of the school. Special permission is needed to play on the baseball field or any area north of Chatham Street. Students need to get permission from an adult to leave the playground area to go into the school building for any reason. Any student injury is to be reported to an adult on the playground. To insure student safety, Chatham Street between Tazewell Street and Hancock Street is barricaded at noon recess periods.

Playground Supervision

Supervision of students is provided on school days from 7:30 a.m. to approximately 3:20 p.m., when the shuttle bus to the high school departs. Staff personnel oversee before and after school supervision. Non-staff personnel and teachers perform noon playground supervision. Supervisors may use a “time out” system for minor offenses. Supervisors will refer students to the Principal for other inappropriate behavior. All injuries must be reported to the school office.

Recess and Noon Break

Playground conduct is based on each student’s right to a healthful, enjoyable break from classroom studies. Activities that are dangerous to others and activities that interfere with a student’s sense of well-being are not allowed. Such activities include, but are not limited to, running through groups and games, kicking and throwing balls with excessive force or into another group or game, pushing, shoving, and tackling.

Other activities that interfere with a student’s sense of wellbeing that will not be tolerated include, but are not limited to, taunting, name calling, and targeting individuals in tag games. Appropriateness of activities will be judged by supervising personnel. Repeated offenders will be required to conference with the Principal and disciplinary consequences may result.

Students cannot leave the school grounds during the noon break and recess periods. All students will go outside for a break from their studies during these times. Exceptions will only be allowed for students who have a pass from a teacher or a written request from the parent or guardian if there is a health reason.

General Rules

1. Students arriving at school before 8:00 a.m. must participate in the “Walk Program.” There is no supervision before 7:30 a.m.
2. Students are to leave the building in a polite manner; running, loud talking,

- and bouncing balls are not allowed in the building.
3. Playground equipment should be taken on the way out to recess. Students will not be allowed to come back into the building for playground equipment. All equipment taken out must be brought back in to the school directly after recess.
 4. Students are to play in areas designated that will be defined to all students at the beginning of each school year.
 5. All games are open to classmates; no one is to be excluded from playing. All students are to play in a cooperative manner.
 6. Students must show courtesy to supervising personnel. Actions of discourtesy will be reported to the classroom teacher and Principal.
 7. Rough games or unsafe games will not be allowed.
 8. Keep hands off of others.
 9. Behaviors that are never allowed include but are not limited to abusive or obscene language, fighting, spitting, kicking, pushing, tackling, and tripping.
 10. There is to be no snowballing or throwing of snow.
 11. Throwing rocks, sticks, and the like is forbidden.
 12. Common sense and safety should prevail at all time around swings, tire swings, and other playground equipment.
 13. Students using bad language, being disrespectful to anyone, leaving others out of a game deliberately, grabbing onto another student's clothing, shoving or pushing others, throwing rocks, tire chips, snow, or sticks will be removed immediately from the playground and referred to the Principal regardless if the situation is intentional or the student claims "just pretending".
 14. No student may play on the sidewalk or east side of the school building or near the bike racks.
 15. No student is to have food, soda, gum, or candy on the playground.
 16. Tackling, wrestling, fighting using strong, aggressive actions, or "pretend fighting" will not be tolerated.
 17. Students must line up quietly and orderly at school entrances when the bell rings. A prayer will be said before re-entry into the building.
 18. Students are to re-enter the school building quietly and orderly. Students in grades K-4 will re-enter using doors at the north entrance and students in grades 5-8 will use the doors at the south entrance.
 19. Students who dawdle coming back in from noon recess run the risk of an unexcused tardy and will be sent to the office for a tardy slip. Three unexcused absences will result in a detention.

Weather

Students will go outside for recesses, weather permitting. Therefore, it is important that students dress appropriately for the weather. Weather can change rapidly during the school day. It is the responsibility of the parents to make sure their children go to school with the appropriate clothing for the weather.

At noon hour and before school, when the weather is rainy or severely cold, all students are kept indoors. Generally, students will be kept indoors when the wind chill reaches 10 degrees Fahrenheit.

In snowy weather, students need snow pants, mittens, and boots before being allowed to play in the snow. Students without snow pants and boots will be required to play on the blacktop. Students should have a hat or a hood and scarf for added protection.

Swings

Students are prohibited from swing high enough as to cause the chain to slack up. Two students cannot ride one swing. Students may not connect themselves with a person in the next swing and swing both swings together. Students are not to swing and twist the chains. Swinging sideways or jumping off of swings is not allowed. Students who choose not to abide by the rules on appropriate use of the swing will not be allowed on the swings.

Teeter-Totters

For grades K-4, two students on each end are the maximum. For grades 5-8, one student on each end is the maximum. Students cannot walk on the teeter-totters or sit in the middle while they are being used. Students are not to stand on the teeter-totters at all.

Tire Swings

For grades K-4, up to three students may sit on the tire as it is pushed. For grades 5-8, two students on the tire are the maximum allowed. Students pushing the tire are to stop when requested by the riders. If students are waiting to ride the tire, each group can use it in three-minute intervals. An adult supervisor may time each group's turn.

Monkey Bars

Students are not allowed to hang by their legs from any of the bars. Students may use hands to hang and dangle across the bars.

Hemisphere Gym

Any number of students may climb on or through the hemisphere gym. Students may sit, not stand, on any part of this equipment for safety reasons.

Slide

Students may not stop at the top of the slide. Students may not walk or run up the slide itself to get to the top. The ladder must be used. There is to be no sliding down headfirst. Students are not to throw tire chips, water, ice, etc. on the slide. Students are not to climb the poles alongside the slide.

Football, Basketball, Soccer, Softball, Baseball, and Kickball

Only touch football is allowed. Tackling and rough play is not permitted. Students being too aggressive or pushy will be taken out of the game. If some classes are perceived as not getting along, the groups will be separated. Normal rules will be followed for all ball games and must be supervised carefully by an adult.

Lunch Program and Cafeteria Procedures

The hot lunch and milk program begins on the first full day of school and continues every full day thereafter unless otherwise designated. Those bringing sack lunches may purchase a milk card. Prices may fluctuate as a result of changes in government subsidy. If there is a change in prices, parents will be notified.

Parents must refrain from bringing the student's sack lunch to school during the day. Students should be responsible for bringing their own lunches when they come to school. It is suggested that lunches be prepared the evening before school if sufficient time in the morning is a problem. Students can eat hot lunch if a cold lunch is forgotten.

Parents are discouraged from taking their child home for lunch. The lunch hour provides a wonderful opportunity for students to interact and to learn to behave properly using good manners in a social setting with their classmates.

Lunch Card, Seconds Card, and Milk Card Purchases

Parents should follow the subsequent procedures to ensure a smooth and effective flow for lunchroom operation.

1. Students are highly encouraged to purchase meal cards and milk cards on the first day of school each week. Parents may pay for all children in the family in one sum. The correct amount of currency, or a check payable to "St. Mary's School Lunch," is acceptable.
2. Students may purchase a lunch card worth 5 lunches with milk for \$17.50 and/or a milk card that is worth 5 cartons of milk for \$1.50.
3. "Seconds" cards for 10 extra servings of the main entree are also available for purchase for \$10.00. Students must order seconds of the main entree when the lunch count is taken in the morning.
4. Free or reduced meals are available to children if the family income qualifies under government guidelines. Information and forms for applying for free and reduced meal status is sent home at the beginning of the school year.
5. Menus are published in the weekly school newsletter, on the website at www.stmarysmetamora.com.

Cafeteria Procedures

Assigned supervisors or teachers will maintain order in the cafeteria during lunchtime. The subsequent procedures have been established for student behavior during lunchtime:

1. Children receiving a hot lunch shall come in through the service line to assist the adult who punches the lunch card. If they have purchased a milk card, it will be punched at this time. Teachers will accompany their classes until they are through the service line.
2. Refined and courteous conduct is expected of all children in the line and at the tables.
3. Students who misbehave in the lunch line will be directed to the end of the line and will be served last.

4. Students should give polite and complete attention to the servers behind the lunch counter and to the supervising teacher. “Please and thank you” are required for service.
5. All food must be eaten in the cafeteria at the table. No food is to be taken outside or to the classroom.
6. There is to be no sharing or giving of food to others.
7. No soda is allowed in the cafeteria over lunch periods.
8. If a student wishes a guaranteed second of the main entree, first item on the menu of the day, the student must possess a seconds card and follow the protocol for its use...receiving the reserved second when going through the line the first time. Students must request the second main entrée during lunch count in the morning.
9. Coats, hats, etc. are kept by each child and may be placed over the back of his/her chair. Playground equipment is to be placed in the designated area.
10. Students having lunch boxes for cold lunch are to take them with them outside during noon recess and place them by the school entrance for retrieval upon returning to classes.
11. In outdoor weather, everyone uses the south exit doors when leaving the cafeteria. On bad weather days, everyone goes quietly to the classroom for inside recess. Playground supervisors may supervise noon recess in the gym if it is available.
12. Only authorized personnel and workers are allowed inside the kitchen.
13. There is to be no ordering of food or food related items through the Hot Lunch Program for personal use. The only ordering of non-related Hot Lunch items/food will be for organizations, groups within the parish/school, which will be used for public gatherings.

School Nutrition Program

The school nutrition program is available to all eligible participants without regard to race, color, sex, age, disability, or national origin. Any person who believes he or she has been discriminated against in any USDA-related activities should write to: Administrator, Food and Nutrition Services, 3101 Park Center Drive, Alexandria, Virginia 22302.

Additional School Regulations and Operations

One Rule Covers All:

DO UNTO OTHERS, AS YOU WOULD HAVE OTHERS DO UNTO YOU.

General School Directives

1. Books are issued one per student in each subject. Students are responsible for the condition of the book. No pen or pencil markings are permitted.
2. Hardbound books are to be covered.
3. No sitting on desktops, tables, or heat registers and radiators.
4. Desks are school property and must be kept in good condition. No carving or writing on desks. Students will be held responsible for the condition of desks.
5. No loitering in restrooms. Restrooms are not playrooms or conversation rooms.
6. School is a place of business, the business of education. Quiet hallways are a must. Parents and other visitors may not roam the hallways or disrupt classrooms.
7. All parents and visitors **MUST check in** at the office and sign the registry and wear the visitor's pass. Upon leaving, parents and visitors must check out at the school office and return the visitor's pass.
8. Volunteers must sign in at the office. This is for the safety of the volunteer and of the children.
9. Running in hallways, classrooms, stairs, or cafeteria is never allowed.
10. No gum chewing is permitted unless a physician, dentist, or orthodontist has provided written authorization. Gum chewing is never permitted in church.
11. Respect and politeness for all students is expected at all times.
12. Maintenance teams work hard to keep the school clean and in good condition. All are required to help keep the school sparkling clean.
13. Shoes that make black marks are not permitted. Please check shoes.
14. Safety is a rule at all times.

After Care

There will be no After Care Program available at this time.

Confidentiality

Confidential information relating to students, grades, concerns and issues will be handled with utmost privacy. Confidentiality is only broken to protect health and life safety of individuals.

Counseling Opportunities

A conference with parents can be scheduled with information given about available resources for their child. Contact the Pastor or the Principal for information on these services.

Custody Issues

St. Mary's School recognizes legal guardianship of a student. Upon request, newsletters and report cards will be sent to both parents of students who share joint custody of their child. Students will not be released to a parent who is not the legal guardian without a signed written permission from the parent holding legal guardianship.

"This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified of the court order" (Shaughnessy, 2002, p. 70-71).

Electrical Appliances and Electronic Devices

Electrical appliances include, but are not limited to hair dryers and curling irons are not permitted at school. Laser pointers and compact disc players should not be brought to school. The use of cellular phones and pagers by students is forbidden at all times during school hours. Violation of these rules will result in confiscation of items and a phone call to the student's parents.

St. Mary's School will not be responsible for personal items that are lost, damaged, or stolen.

Entrance to the School

Everyone must enter the school using the doors at the north entrance. All other doors will remain locked at all times during school hours. Only faculty and authorized school personnel may have access through the cafeteria entrance or south doors during school hours.

Flowers and Bouquets

Delivery of flower and balloon bouquets and similar items to students is not permitted. Students will not be allowed to have any such delivery until after school.

Lost and Found

Lost and found items are turned in to the school office. Students and parents are encouraged to check at the office for lost articles. Unclaimed clothing will be donated to a charity.

Parties and Treats

A simple birthday treat may be passed to the children in their homeroom at a time designated by the teacher. Soda is not allowed. Invitations to parties that do not include all the students in the class may not be distributed at school.

Room parents will assist the teacher to plan age-appropriate parties for

Halloween, Christmas, and St. Valentine's Day. Parents wishing to help with school parties should sign up with the Parent-Teacher Organization contact an officer of the PTO.

Pets

Students or parents who bring pets to school for "show and tell" must be cleared through the Principal first. Students are not encouraged to bring pets due to allergies of some students. Pets, even leashed pets, should not be on the playground when students are present, especially at arrival and dismissal time. Some pets, while they may be quite friendly, do frighten some children, in particular, younger students.

Personal Property

Valuable items and personal property that is not necessary for the student's learning at St. Mary's should not be brought to school. St. Mary's School will not be responsible for lost, stolen, or damaged items belonging to students. School supplies and personal items should be labeled with the student's name and grade.

School Pictures

Each fall students will have the opportunity to have a school and class picture taken. Notification will be available through the school calendar, newsletter, and website. When school pictures are taken, students are not required to wear the school uniform. However, students must wear neat, clean, and appropriate clothing. This is considered a dress-up day. Students with questionable attire will be referred to the Principal.

Additional school pictures will be taken throughout the school year for athletic teams, extracurricular activities, and the yearbook. Students and parents will be notified of these dates.

Snacks and Water Bottles

Water bottles containing only water are permitted when the weather is hot. It is the parents' responsibility to provide a nutritious breakfast for their children before they come to school.

Student Records

A parent who requests to examine the records of their child may do so by contacting the Principal. The Principal will be present during the examination of records by the parent.

All Electronic Devices

Students' electronic devices (e-readers, cell phones, etc.) are subject to a reasonable search while on school property if there is suspicion of misuse, harassment, or any type of misconduct.

Telephone Calls

1. Only in extreme cases are children called to the telephone. In other situations, the message is relayed to the pupil through the respective teacher or designated person.
2. Parents are requested not to call the teachers from their classrooms during class. Calls will be welcomed after the dismissal of school in the afternoon.
3. Voicemail messages may be left on teachers' classroom phones.
4. Students wishing to use the phone must have permission from the Principal or designated person. School phones are not usually used to call home to request forgotten items. Students are to be responsible for lunches, homework assignments, and athletic supplies.
5. Students are not allowed to use the cafeteria or art room phones during the school hours or at other times without permission from a coach or school supervisor.
6. Students needing to call home must do so in the school office after receiving permission from the teacher or designated person. cell phones are not permitted during school hours.

Use of School and Parish Facilities

Individuals or groups who wish to use any part of the school or parish facilities, including the cafeteria and gymnasium, must register and schedule with the school secretary. This includes, but is not limited to, all athletic groups, scouts, organizations, individual or teams practicing, and families. Liability insurance and effective scheduling of the facilities make this necessary. Individuals and groups in violation of this regulation will be asked to leave immediately.

Visitors, Volunteers, and Parents

All entering the school should first report to the secretary's office or the Principal's office. All visitors, volunteers, and parents must sign-in at the school registry located on the reception window counter in the school foyer.

A visitor's identity pass will be issued, must be worn while in the building, and must be returned to the school office when leaving. Visitors should then sign out in the school registry. Not only does this help provide life safety for students and school personnel, but also provides important information needed in case of fire, tornado, or other emergency and life safety of the visitor.

Volunteers and Employees

All volunteers and employees working with children at St. Mary's School must attend a "Safe Environment" Program provided by the Diocese of Peoria, "Safe Environment". Additionally, all volunteers and employees must undergo fingerprint and background checks. Packets may be obtained from the parish office.

Any person who plans to drive students in car pools for school events must have a driver license that is in good standing, sign the Driver Declaration Form, and turn in a current copy of proof-of-insurance to be kept on file in the 's office.

Conflict Resolution

From time to time, equitable solutions to problems may arise affecting staff members, parents, students or other involved parties of St. Mary's School. Settlement of conflicts will be handled in a fair and caring manner as quickly as possible.

Procedures for solving conflict of interests should begin at the lowest possible level where the point of conflict begins and dealt with as follows:

1. The presenter of the conflict should make an appointment with the classroom teacher, coach, or other party, that the complaint is against to discuss the matter.
2. If there is dissatisfaction with the conference, then an appeal to the Principal can be made. An appointment can be made with the Principal to discuss the matter.
3. If the problem cannot be resolved, then the presenter may proceed to the Pastor. An appointment should be made if the presenter wishes to speak to the Pastor.

The Pastor and the Principal may meet to confer or determine an appropriate course of action if necessary. St. Mary's School will follow the diocesan guidelines relating to conflict resolution, appeal and review. (G-111, 1/03)

St. Mary's School Support

Athletic Committee

The Athletic Committee provides support for the school's athletic program. Parents in this group meet periodically during the school year to plan fundraising events and discuss matters that will maintain the financial needs of the program such as purchasing of new uniforms and equipment. Athletic committee members also sponsor concession stands at home games and meets. Interested parents should contact the Principal.

Director of Religious Education

The Director of Religious Education works closely with the Pastor and the Principal in coordinating the parish sacramental programs. The DRE is also in charge of the parish CCD program, Bible studies, parish religious development programs, and may teach some school religion classes.

Education Advisory Committee

The Education Advisory Committee promotes the participation of St. Mary's Parish in the educational mission of the Church. They encourage dialogue between the Pastor and the members of the parish as well as recommend to the Pastor policy on educational matters of the school. The focus of the Education Advisory Committee is promotion and increased enrollment of St. Mary's School. Meetings are generally held bi-monthly during the school year.

Parent-Teacher Organization

The Parent Teacher Organization, (PTO), provides extensive support for the school through fundraising, as room parents, sponsoring the school carnival, teacher appreciation, and many other activities. All parents of the school are members of the PTO. The PTO's major fundraiser is Old Settler's Food Tent which helps support school operations. Meetings generally are held in September, November, January, March and April.

Parish Finance Committee

The Parish Finance Committee works with the Pastor in budgetary matters of the parish and school. They help develop tuition rates of the school, and determine costs for maintenance and repair of parish buildings.

Playground and Lunch Supervisors

Playground supervisors monitor lunchroom and the playgrounds during the noon recess. They also set up and take down school cones to block off street intersections for the safety of students. Generally, there is one playground supervisor on duty each day and one teacher. Interested parents should contact the school office. All playground and lunchroom supervisors must go through background check, fingerprinting, and "Safe Environment" education program sponsored by the diocese.

Strategic Planning

In September of 2013, a committee was formed involving people from the St. Mary's Parish, St. Mary's of Lourdes Parish, St. Mary's School, and the Metamora community in a long range strategic planning process. Among areas of study included were strategic tactics involving Catholic identity, educational programs, institutional advancement, building and grounds, and administration and supervision. A public informational meeting was held in May 2014.

Support Staff

The school secretary, teacher aides, cafeteria personnel, maintenance personnel, and the parish business manager provide immeasurable services in the effective operation of the school. They provide valuable functions assisting faculty and students, keeping the school clean, and providing nutritious meals.

All support staff members who engage in activities with the students of St. Mary's are required to comply with the philosophy and policies of St. Mary's School.

Volunteers

St. Mary's School recognizes the value of volunteers in the overall function of the school. Volunteers enrich educational experiences and provide maintenance of the school property. St. Mary's School welcomes talented individuals with skills, knowledge, services, and time to share with students and staff.

All volunteers who engage in activities with the students of St. Mary's are required to comply with the philosophy and policies of St. Mary's School. Anyone wishing to volunteer may contact the Principal at 367-2528.

St. Mary's of Metamora School Supply List

Primary

Kindergarten

- | | |
|---|--|
| 6 yellow pencils | 4 boxes of 24 color crayons (one is for Art) |
| 1 pair of scissors with rounded edges | 2 large boxes of facial tissue |
| 2 large plastic bottles of Elmer's glue-all | 1 vinyl or plastic 2-pocket folder |
| 1 large pouch | 1 3-ring binder to store school work |
| 1 soft rubber eraser | 1 pair of tennis shoes for P. E. days
(needed only when regular shoes are worn) |
| 1 large book bag | 1 box band aids |
| 1 16 quart sweater box | 4 small glue sticks |
| 1 box ziplock baggies – any size | 1 towel for rest time. |
| 1 package 8-10 count markers | 1 2-pocket colored folder (Spanish) |
| 1 70 page spiral notebook (Spanish) | |

Completed Dental, Eye, and Physical exam forms

First Grade

- | | |
|-------------------------------------|--|
| 2 plastic bottles Elmer's glue | 1 pair of scissors with pointed blades |
| 2 large boxes of facial tissue | 16 pencils |
| 1 box band aids | 3 folders with pockets on each side (one yellow) |
| 1 large book bag | 1 container of wipes |
| 2 boxes of crayons – 24 crayons | 2 spiral notebooks-no perforated sheets |
| 1 <u>small</u> durable school box | 2 sets of 8-color markers |
| 1 70 page spiral notebook (Spanish) | 1 2-pocket colored folder (Spanish) |

Second Grade

- | | |
|--|--|
| 2 bottle liquid glue | 1 zippered pencil/crayon case |
| 1 pair scissors with pointed blades | 2 large boxes facial tissue |
| 16 pencils | 2 erasers |
| 3 folders with pockets on each side (1 yellow) | 2 boxes of 24 crayons-1 for class and 1 for art |
| 1 box band aids | 2 boxes of markers-1 for classroom and 1 for art |
| 2-theme notebooks | 1 large book bag |
| 1 70 page spiral notebook | |

Completed dental exam

Note: Parents are asked to please see that their children's school supplies are marked with their names before bringing them to school.

It is easier if students wear tennis shoes to school. This avoids frustrating attempts on their part to change for P.E. classes. Shoes that make black marks on the gym floor should not be worn to school.

St. Mary's of Metamora School Supply List

Intermediate

Third Grade

- | | |
|--|--|
| 1 plastic bottle Elmer's glue | 1 zippered pencil/crayon case |
| 1 pair scissors with pointed blades | 2 large boxes facial tissue |
| 12 pencils | 1 eraser with name on it |
| 4 folders with pockets on each side | 1 small self-enclosed pencil sharpener |
| 1 dry erase eraser | 1 box of markers |
| 1 box of 24 crayons | 4 spiral notebooks |
| 1 ruler scaled in inches and centimeters | 1 pkg. <u>low odor</u> dry erase markers (4) |
| 1 inexpensive calculator | 1 large book bag |
| 1 70 page spiral notebook (Spanish) | 1 2-pocket colored folder (Spanish) |

Fourth Grade

- | | |
|---|--|
| 12 pencils with erasers | 1 bottle Elmer's glue |
| 1 zippered pouches | 1 box of 24 color crayons |
| 3 boxes of facial tissue | 1 pencil/ink eraser |
| scissors with pointed blades | 6 spiral notebooks |
| 1 white 3 ring binder with pockets and
outside transparent pockets | 1 pkg. <u>low odor</u> dry erase markers (4) |
| 2 ballpoint pens – red | 3 packages of wide-lined notebook paper |
| 1 white plastic 3-ring binder with pocket | 3 pkgs of felt tip makers of assorted colors |
| 6 plain folders with pockets w/prongs | 1 simple calculator |
| 1 year's supply of large book covers | 4 erasable ink pens |
| 1 70 page spiral notebook (Spanish) | 1 box of colored pencils |
| 1 large book bag | 1 2-pocket colored folder (Spanish) |

Fifth Grade

- | | |
|---------------------------------------|---|
| 6-8 pencils – Number 2 | 1 8-oz. Elmer's <u>glue-all</u> – not school glue |
| 1 glue stick | 1 plastic pencil case |
| 1 box of 24 color crayons | 3 large boxes of facial tissue |
| 1 pair scissors | 10 plain 3-hole punched pocket folders |
| 4 ballpoint pens – blue or black | felt tip markers of assorted colors |
| 2 ballpoint pens – red | 12 spiral notebooks |
| 1 <u>zippered</u> 3-holed ring binder | 1 box colored pencils |
| 1 recipe box | 1 black fine point Sharpie |
| 3x5 index | 1 large book bag |
| 1 70 page spiral notebook (Spanish) | 1 2-pocket colored folder (Spanish) |
| 1 box band-aids | |

Note: Parents are asked to please see that their children's school supplies are marked with their names before bringing them to school. Supplies can be gently used. Shoes that make black marks on the gym floor should not be worn to school.

Revised and Edited August 11, 2022

Junior High

Sixth Grade

Completed Dental and Physical exam forms

Junior High Supply List Grades 6-8

5 package of 100 3x5 index cards	36 - No. 2 pencils
10 blue or black ballpoint pens	2 packages wide-lined notebook paper
2 red ballpoint pens	3 large boxes of facial tissue
1 scissors with pointed blades	1 ruler scaled in centimeters and inches
2 wide-lined single subject spiral notebooks	1 scientific calculator
1 zippered pencil pouch	1 compass with lock (can be purchased at school from Mrs. Eckstein for \$1.50)
5 100 page composition notebooks (Mead)	6 Elmer's glue sticks
1 large book bag	1 box of 24 color crayons
4 highlighters	2 box of washable markers (Crayola)
1 3 ring binder for Math	1 box nitrile surgical gloves (6 th gr. non –latex)
2 bottles Elmer's glue	1 box of 12 or more colored pencils
1 box gallon-sized Ziploc (7 th gr)	1 box quart-sized Ziploc baggies (8 th gr)
3 70ct. disinfectant wipes	

8th Grade-Optional for students taking Algebra (will need in high school at MTHS)
TI-Nspire or TI-NspireCX (not TI-Nspire CAS) graphic calculator

Note: Some supplies do not need student's names. Junior high teachers will ensure what needs to be labeled is labeled. Shoes that make black marks on the gym floor should not be worn to school. Please mark all articles of clothing with initials.

No Permanent Markers or Sharpies
No White-out Products

St. Mary's of Metamora Tuition and Fees

Lunch Costs

St. Mary's offers hot lunches for \$3.50 per day, which includes one carton of milk. The *Meal Cards* are \$ 17.50 each and provide five meals.

Milk Only Cards are offered for those wishing additional milk or who bring their lunch. Milk cards are \$ 1.50 and are good for five cartons of milks.

Second Cards can also be purchased for \$10.00. This card is good for ten servings of seconds. Those using *Seconds Cards* must have them purchased prior to need and be sure to have their request turned in with the lunch count. The *Seconds Card* must also be shown when the child proceeds through the lunch line. The *Seconds Card* is good for the main entree only.

Students having punches left on their *Meal, Milk, or Seconds Cards* from the previous school year will be allowed to use them up first at the beginning of the new school year.

Meal, Milk, and Seconds Cards may be purchased in the school office.

Free/Reduced Meal Applications are given to each family at the beginning of the school year and when completed, returned to the school office. Applications may be obtained from the school office.

Adult meals are available at \$ 2.00 each and a meal ticket includes 5 meals. *Milk Only* and *Seconds Cards* are the same price as students and these too may be purchased through the school office at any time.

Kindergarten through Eighth Grade Tuition

Tuition is for the 2022-23 school year is as follows:

Parishioner

\$3750 for one child
 \$5250 for two children
 \$6350 for three children
 +\$1000 per child greater than 3

Non-Parishioner

\$4400 for one child
 \$5900 for two children
 \$7000 for three children
 +\$1650 per child greater than 3

Preschool

Full Day - \$4600
 Half Time - \$3450

The estimated annual cost of educating a child at St. Mary's is \$8,000 per child. This tuition is the third lowest tuition cost out of the thirteen Catholic schools in the Peoria region. Financial aid is available. St Mary's never turns families away based on money. For more

information please talk to the parish priest, the parish bookkeeper or the school principal.

Tuition includes all book fees.

If you have any questions about tuition or FACTS, please contact the Principal at 367-2528

St. Mary's School Athletic Handbook

Athletic Program

Purpose and Goals

The purpose of the athletic program at St. Mary's School is to improve the religious, moral, physical, and emotional person. The responsibility of winning and losing must be learned. The school shall not promote winning at all costs, but will promote Christian sportsmanship within an atmosphere of healthy competition. This sportsmanship also includes student and parent spectators in their exhibition of school spirit. Participation in athletics is a privilege and not a right.

In the interest of the individual worth of every person, the athletic program will be directed toward the following goals:

1. To engender a favorable attitude toward the learning of an athletic activity which envisions a carry-over of a favorable attitude toward Christian living.
2. To cause achievement of the maximum potential of the ability to perform athletic skills through self-discipline.
3. To stimulate the approach of thinking through problem situations both as an individual and as a team.

Athletic Booster Club

Purpose

"The athletic booster club will support and assist the overall athletic program of St. Mary's School through fundraising and will serve an advisory function to the administration of the school. "Any action by boosters, [committee members], outside of their legitimate purposes within the Gospel mission context are to be avoided" (McGrath, 2000, p. 64).

Booster club members function as a group, which is driven by goals rather than personalities. "They must always function in a manner consistent with the overall school priorities—the Gospel mission and academic excellence" (McGrath, 2000, p. 63).

The booster club will operate at the discretion of the school's Principal. The booster club will have "no jurisdiction over the Pastor, Principal, or the athletic director" (McGrath, 2000, p. 66).

Membership

Members of the booster club are the Pastor, or the Pastor's delegate, the Principal, the athletic director and interested couples who have children enrolled in St. Mary's School. The booster club shall be advisory and responsible to the administration and the Pastor of St. Mary's.

Responsibilities

The booster club is responsible for promoting and sponsoring activities to help support the athletic program financially.

The booster club will be accountable for the following:

- Collecting fees for HOME games
- Maintaining and staffing the concession stand and clean up at HOME games
- Preparing financial reports and making recommendations regarding future needs to the Principal and Pastor
- Paying the fees for officials and stipends for coaches
- Keeping the Pastor and the Principal informed of activities and problems

The booster club is responsible for

- Advisement in selection of athletic equipment
- Keeping and inventory of the athletic equipment
- Maintaining athletic equipment and facilities
- Inventory and maintaining uniforms for each athletic sport
- Keeping records of uniform replacement for each sport

Matters of Concern

The booster club is not responsible for the employment or supervision of coaches. The selection and supervision of coaches is the responsibility of the Principal/AD with the approval of the Pastor.

The booster club is not responsible for the operation of any sport and will not address complaints by parents. Such concerns should be taken to the coaches first and then to the Principal. The operation of a sport is the coaches' discretion unless decisions made become arbitrary and capricious. The Principal's decision, in consultation with the Pastor when necessary, will be final.

Parents and spectators who have concerns relating to coaching or a game must wait twenty-four hours before approaching a coach and then set up an appointment to meet with the coach about the matter. Coaches should not be approached with such matters of concern immediately following the game. Good sportsmanship and a Christian attitude are expected of St. Mary's students, parents, and spectators at all times, including before and after games.

Coach Stipends

The booster club shall decide stipend payments for the coaches in the spring for the following school year. A sub-committee of the athletic committee will meet and formulate a recommendation of payment for coaches and assistant coaches to be presented to the committee. The booster club will make approval of the recommendations by consensus following discussion of the sub-committee's report. Monetary payments will need to be made through St. Mary's parish office.

Athletic Banquet

The booster club shall make arrangements for the annual athletic banquet.

Booster Club Delegation

Booster club chairpersons should be decided in the spring of each year for the following school year.

Athletic Director/Assistant Director

The Athletic Director will be appointed by the administration. The booster club may make suggestions and recommendations with the final decision as directed by the Principal and with the approval of the Pastor.

The responsibilities of the Athletic Director include but are not limited to:

- Administer all aspects of the athletic program in conjunction with the school
- Attend conference and county meetings
- Inform all coaches of their duties and responsibilities
- Send all necessary communication home with athletes to parents such as rules, regulations, permission, and schedules
- Determine that all concerned are notified by the coaches when a game is cancelled due to inclement weather
- Schedule, or delegate scheduling as needed, all games and tournaments
- Schedule, or delegate scheduling as needed, all practice sessions and obtain approval for practice sites (generally the parish office or Metamora Township High School)
- Schedule, or delegate scheduling as needed, game site for HOME games
- Dispense, or delegate dispensing, of uniforms and equipment
- Distribute instructions for washing and care of uniforms
- Check the general condition of team uniforms and equipment and to report to the Principal and athletic committee
- Work cooperatively with the administration of St. Mary's School and Metamora Grade School and Riverview in all matters concerning the I.E.S.A. co-op programs
- Adhere to I.E.S.A. regulations for each sport
- Report to the Principal all updated information regarding the athletic program and any matters of concern

Chairperson

- Schedule date, time, and site for committee meetings
- Conduct athletic committee meetings
- Work with the administration as needed in support of the athletic program

Vice-Chairperson

- Act in the absence of the chairperson at committee meetings
- Organize the annual athletic banquet

Secretary

- Record accurately the minutes of each athletic committee meeting
- Send copies of the minutes to the Principal and the athletic director

Treasurer

- Provide a complete written financial report at each athletic committee meeting
- Provide written copy of the financial report to the Pastor, Principal and the athletic director
- Seek approval of the Pastor at the direction of the administration special expenses or purchases
- Issue checks in payment of officials, tournament entry fees, and bills

Fundraising Chairperson

- Initiate ideas for fundraisers and follow through on these ideas with the necessary arrangements (ex. Annual Ad Booklet)
- Seek approval of the Principal and Pastor regarding new fundraising events

Concession Chairperson

- Enlist committee members and parents as needed to work concession stands at HOME games
- Purchase supplies for concession stand
- Schedule clean up crew following HOME games

Spirit Wear Chairperson

- Organize sales of spirit wear
- Help in design of spirit wear and coordinates with coaches and teams

Booster Club Meetings

General Meetings

The meetings of the booster club will be scheduled by the chairperson with the consensus of the committee and the approval of the Principal. The meetings will usually be held monthly at St. Mary's School. Meetings will not be held during the summer months or during December unless deemed necessary by the administration.

All meetings will begin and close with prayer.

Matters discussed in the booster club are agreed on by consensus of the booster club in advisement to the Principal. The Principal makes final decisions with the approval of the Pastor as needed.

The delegates to the athletic director or booster club members when necessary to administer effectively the athletic program.

Special Meetings

The administration may call a meeting as necessary to seek advisement of the booster club.

All members will be contacted of emergency meetings via the secretary, athletic director, or as directed by the Principal.

Coaches

Coaches are appointed by the administration with the approval of the Pastor. Interested coaches must fill out an application and file it with the Principal. The Principal will hold an interview with prospective coaches and other delegates as requested by the administration. All coaches must meet diocesan requirements of fingerprint, background check, and Safe Environment Education Program. A coach is immediately accountable to the Principal and the Pastor.

St. Mary's School is a Catholic school and the philosophy of the school emphasizes Christian formation. Coaches will exhibit strong Christian leadership and example in their speech and actions. Coaching is a ministry. Coaches will be expected to speak about values and live them in front of his or her athletes.

“The coach's primary responsibility is to be an enabler of success—human success—which is much more important than athletic success...The goal is to form athletes in character and personality to the extent that they are changed for the better forever” (McGrath, 2000, p. 18). Furthermore, “coaches should be above the politics often caused by parents and the booster club and often present within the athletic department” (p.19).

Duties of Coaches

- Hold pre-season meetings with athletes and parents to clarify expectations
- Conduct practice sessions
- Inform athletic director as soon as possible of all practice sessions and game schedules for verification and site scheduling
- Supervise maintenance of locker rooms and gyms and secure buildings upon leaving
- Adhere to I.E.S.A. regulations
- Attend conference and county meetings as necessary
- Insure supervision of athletes at all times in games at HOME and AWAY (Cheerleading coaches need to arrange for supervision of cheerleaders if absent from a game)
- Attend athletic committee meeting when requested

Responsibilities Expected of Coaches

- Give good example in sportsmanship, speech, and emotional control
- Expect high standards and team pride in behavior and dress at athletic events
- Enforce the guidelines for student participation in the athletic program at St. Mary's School
- Act in a manner that is not arbitrary and capricious regarding athlete participation
- Refer to and/or inform the athletic director of existing problems resolved and unresolved in the absence of the Principal.

- Report disciplinary problems to the Principal, or to the Pastor in the absence of the Principal
- Work in cooperation with the Principal, Pastor, and the athletic director
- Refrain from use of vulgar language and outbursts of temper
- Abstain from smoking while coaching and any use of drugs

Violation of appropriate behavior and the above conduct code may be cause to disqualify a coach from his/her coaching at St. Mary's School.

Guidelines for Student Participation in Athletic Programs

The following guidelines as presented in the St. Mary's School Parent-Student Handbook will be used for student participation in the school athletic program.

Through the efforts of the St. Mary's Booster Club our students have the privilege of participating in the following sports: baseball, softball, cross-country, basketball, volleyball, cheerleading, archery, chess, and track. Information as to the eligibility to participate in each of these sports is provided to the students prior to the beginning of each sport's season. An annual physical examination is required prior to the practice season. Forms are available in the office.

The school will attempt to provide equal sports opportunities for boys and girls. Students may participate in these extracurricular activities if they meet eligibility requirements, have a current physical, are adequately covered by insurance, and have an acceptable attitude. Coaches or teachers have the right to request suspension from extracurricular activities, and the Principal will have authority to take the necessary action after consideration of the facts.

Participation in programs such as sports, scholastic bowl, and speech is a privilege not a right. Therefore, students forfeit this privilege if behavior and academic standards are not met.

St. Mary's School employs a no-cut policy for student participation in the athletic program with the exception of the girls' basketball and softball program. Girls' basketball is in a co-op program with Metamora Grade School and softball is in a co-op with Riverview and the possibility of cuts may take place in this program. Students come to athletic program with varying degrees of ability and expertise. Basic fundamentals will be taught to all students during practices. Students must be aware they have a responsibility to come to practice on a regular basis and put forth complete effort in using this time wisely to obtain the maximum benefit from practice. It shall be noted that every effort will be made to allow all students to participate in actual playing time. However, it will be in the coaches' discretion to determine an athlete's playing time as long as the decision is not arbitrary and capricious. Matters of concern should be addressed to the individual coaches first and then to the Principal. Such concerns should not be addressed to a booster club member. The booster club has no jurisdiction over coaches or operation of a sport.

Athletic Play in Sports

When there is a school event, students will be allowed to attend the event versus a practice for another activity or sport. For example, a student may elect to participate in a scholastic bowl meet on an evening when there is volleyball or basketball practice. Students will not be penalized for not attending practice when there is a legitimate school event. Coaches will not be arbitrary or capricious in such matters.

St Mary's Athletics will adhere to IESA regulations.

Student Policy Guidelines

As stated in the St. Mary's School Parent-Student Handbook, the following student policy guidelines have been established:

St. Mary's School provides the following guidelines for extracurricular activities:

1. Provide an opportunity for interested students to participate in an organized, competitive activity governed according to I.E.S.A. guidelines and rules.
2. Provide a coach or instructor of that activity who will govern the degree of participation by a student, in all activities.
3. Help students establish school pride and spirit.
4. Help students develop physically, mentally, socially, and spiritually.
5. Help students develop the skill of the activity; accept discipline, and a sense of teamwork.
6. Provide opportunities for fun as students work together towards reaching goals.
7. Learn to accept victory graciously and defeat without revenge.
8. Provide a wise use of leisure time.

Eligibility Requirements

The eligibility requirements according to St. Mary's School Parent-Student Handbook have been established to ensure academic standards are met and I.E.S.A regulations are kept. These requirements include:

Participation in athletics and extracurricular activities is a "privilege" and not a right. Parents should remember that involvement in these activities assumes they conform to school policies. Therefore, students forfeit this privilege if academic standards are not met and/or conduct is deemed unacceptable. Requirements for meeting eligibility will include the following:

1. Students participating in extracurricular activities or sports must meet standards set by Illinois Elementary School Association (I.E.S.A.).
2. Eligibility will be taken weekly during the season of the sport or activity. Grades will be checked at the end of each week with all subjects included. Below average grades ("S-" or "F") will be reported to parents. The Principal will review each participating student's grades, conduct, and attitude.
3. If the student has an "F", he/she will be ineligible the following Monday through Saturday and must raise his/her grade to meet eligibility requirements to be reinstated for the following week.
4. Students who do not meet eligibility requirements will not be allowed to participate in their activities the following week including practice.
5. Students who become ineligible three times may no longer participate on the team or in the activity.
6. The student must be in attendance a half day of class the day of a game in order to participate. The Principal must approve exceptions. An example of an exception would be when a student must attend a funeral.
7. The Principal only can make exception to eligibility rules within the I.E.S.A regulations, as well as reinstatements.

Responsibilities of Student Athletes and Contestants

St. Mary's School Parent-Student Handbook states responsibilities that shall be maintained by participants.

All student athletes, contestants, and cheerleaders will be expected to maintain standards as defined below:

1. Be in attendance in the classroom the day of the game.
2. Be present at all practice sessions and games unless excused by the coach.
3. Present an explanation, written and signed by the parent, in the event of an absence from practice or game.
4. Keep his/her uniform neat and clean and to return the uniform at the end of the season.
5. Replace any uniform if damaged.
6. Be neat and clean in personal appearance.
7. Take proper care of all equipment used.
8. Cooperate with and show respect to all coaches, supervisors, and school personnel.
9. Show good sportsmanship at all times.
10. Play or cheer to the best of their ability.
11. Refrain from use of vulgar language, outburst of temper, smoking or use of drugs. Any athlete/cheerleader seen smoking or using irreverent or indecent language by any staff member or coach of St. Mary's School will disqualify himself/herself from the team membership. This includes all co-op programs.
12. Abide by the above listed eligibility rules.
13. Abide by the coach's rules within the various sports.

Guidelines for Adult and Student Spectator Behavior at Athletic Events

The following directives have been formulated regarding the behavior of fans at extra-curricular events and will be upheld.

1. Spectators are to be seated on the bleachers at softball/baseball fields, in the gyms, or at track events. If there are no bleachers, spectators should be seated in designated area.
2. Spectators may not go on the stage or into the shower rooms.
3. Restrooms should be used at half time and between games at basketball and volleyball events.
4. Soda should not be taken into gyms.
5. Booing and yelling at opponents is not permitted.
6. Parents who are not attending games must arrange in advance for rides home for their child at end of games.
7. Students in grades K-4 must be accompanied by a parent or supervising adult to sporting events.
8. Spectators must strive to show good sportsmanship at all times and refrain from using profane or vulgar language.
9. Courtesy is expected at all times.

Awards and Recognition

Parent-Student Recognition

Parents and eighth grade students participating in cheerleading and basketball will be recognized at the final home game. Parents and/or students of eighth graders of other sports will be recognized at the close of an athletic season as the administration sees appropriate. All recognition of student athletes and cheerleaders during athletic events must meet the approval of the Principal. Funds for recognition will be requested from the eighth grade class committee and approved by the Principal. The Principal, athletic director, or Principal's delegate will present recognition of students and/or parents.

Brian Swift Award

The Brian Swift Award was established to perpetuate the memories of Brian Swift who was an eighth grade student at St. Mary's. He died during a heart transplant operation on February 2, 1990. The award is given to an eighth grade baseball player, who best exemplifies team play, hard work, academic excellence, and most of all a love of the game. These qualities demonstrate characteristics that Brian Swift lived as well as his love of life and of baseball. The coaches/players decide the recipient of the award.

Ann Cowling Award

The Ann Cowling Award was established in May 1999 to commemorate Ann Cowling's dedication and service as St. Mary's Athletic Director for fifteen years. In honor of her commitment, dedication, leadership, good sportsmanship towards the excellence in athletes, and her love for softball an award will be given each year to an eighth grade softball player that demonstrates these same qualities. The players with the approval of the coaches decide the recipient of the award.

Zach Elger Academic/Athletic Award

Zach Elger was a student at St. Mary's from 1993 to 1996. While at St. Mary's he participated in baseball, basketball and track and maintained a high academic standard. He continued this academic excellence through high school and Bradley University, graduating with high honors. On December 30, 2004, Zach was killed in an automobile accident. The Zach Elger Award has been established to commemorate Zach's many strong qualities as a leader, a hard worker, three-sport athlete, and a team player as well as being goal-oriented and a good student. The Zach Elger Award encourages students of St. Mary's to be the type of student-athlete that he was and is given to the eighth grade student that best exemplifies Zach's qualities in competition and the classroom. Their classroom teachers select the winner, who is nominated by their time at St. Mary's, from this group. This student's name will be displayed on a plaque in the school in recognition for receiving this award.

I.E.S.A. State Participants

Students participating in I.E.S.A. state athletic contests will be recognized at an all school assembly send-off. Each athlete will receive a bottle of "Gatorade" and a Good Luck balloon.

References

Athletic Program. (1981, May). Revised policy of St. Mary's Booster Club.

Athletic Program. (1986, February). Revised policy of St. Mary's Booster Club
Illinois Elementary School Association Handbook. Bloomington, Illinois. Revised
yearly.

McGrath, Richard, Rev. OSA, PhD. (2000). Athletics and the Gospel Mission of
the Catholic School. National Catholic Educational Association.

St. Mary's School Parent Student Handbook. Revised yearly.