

Saint Mary's Catholic School

St. Mary's Catholic School
417 N. Chestnut St.
Mt. Carmel, IL 62863

Mission:

To nurture students' spiritual, intellectual, social, and emotional growth within a faith-based environment, emphasizing the teachings of the Catholic Church and the Gospel of Jesus Christ.

Parent/Student Handbook 2026-2027



Dear Parents and Guardians,

Welcome to the 2026–2027 school year at St. Mary's School! We are grateful for the opportunity to partner with you in the academic, spiritual, and personal growth of your child.

Please take time to carefully review the Parent/Student Handbook with your child. The handbook contains important information regarding our school's policies, procedures, expectations, and programs that help ensure a safe, respectful, and faith-filled learning environment.

After reviewing the handbook, please sign the acknowledgment below and return this page to your child's teacher **no later than Friday, August 28, 2026**. Your signature indicates that you have received and reviewed the handbook and understand that you and your child are expected to follow the policies and expectations outlined within it.

Thank you for your continued partnership and support. We look forward to a wonderful school year together!

God bless,

Tyler Buss
Principal



Detach and return to school by August 28, 2026

I have read and will support the rules and regulations as presented in the handbook. I hereby acknowledge that I received a copy of the Statement of the Diocese of Belleville. I have read the Policy, understand its meaning, and agree to conduct myself in accordance with the policy.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student(s) Name(s) (Please Print)

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Section I: Organization

Mission:

To nurture students' spiritual, intellectual, social, and emotional growth within a faith-based environment, emphasizing the teachings of the Catholic Church and the Gospel of Jesus Christ.

School and Administration:

St. Mary's Catholic School is a member of the Belleville Diocesan School System. The school is recognized and certified by the State of Illinois.

The administration of St. Mary's Catholic School is here to serve you. Please feel free to bring any business you have to the office. If you would like an appointment for a conference with the principal, please contact us at 618-263-3183.

School Advisory Council:

Tyler Buss

Principal / Email: tbuss@smsrockets.net

Valerie Miller

Annual Give

Father Robert Zwilling

Priest / Email:

godislove333@hotmail.com

To be filled

Communications/Technology/Safety

Shannon Hudson

President / Email:

slprice1312@gmail.com

Kristi Stevens

Long Range Planning

Kristi Stevens

Vice-President/Curriculum

Klstevens7806@gmail.com

To be filled

Planned Give

Jared Smith

Building and Grounds

Marcerie Hocking

Secretary / Public Relations and

Recruitment Email:

lei_alani@hotmail.com

To be filled

Policy and Governance

Trenton Wood

St. Mary's Parish Council Liaison

Jason Tennis

Finance

To be filled

St. Sebastian Parish Council Liaison

Section II: Administrative Policies & Procedures

Admission:

Students shall be admitted to St. Mary's Catholic School according to the following priority schedule:

1. Returning students
2. Siblings of returning students
3. Children of St. Mary's Parish families
4. Children of St. Sebastian Parish families
5. Children of teachers employed at St. Mary's School
6. Children of Catholic families of other parishes
7. Children of non-Catholic families paying full tuition

Probationary Policy:

All new students are accepted on a probationary status and will be on probationary status for one semester.

Registration Eligibility:

Any child entering Preschool must be 3 years of age on or before September 1st and potty trained (pull-ups are not allowed at any time), and the child must pass the principal's evaluation to begin Preschool. Pre-K must be four years of age on or before September 1st of that school year. If entering kindergarten, the child must be five years of age on or before September 1st of that school year. Both must provide a birth and baptismal certificate if Catholic. Other students must provide records from the previous school(s) attended.

Pre-Registration:

Pre-Registration packets will include dental and physical forms, school calendars, handbooks, and other necessary forms, and will be sent home with students in May. Birth certificates are required for new students. Baptismal certificates, if the student is baptized, are required for new students not baptized at St. Mary's. Pre-registration forms must be returned on or before the last day of school.

Final Registration:

Final registration occurs in August, prior to the first day of school. Notices will be placed in the church bulletin and the local paper. Physicals are required for all Kindergarten and Sixth Grade students and any upper grade student participating in sports or cheerleading. Illinois State Law requires that all children in Kindergarten, Second, and Sixth grade must have a dental examination. Dental exams must be done before final registration in August. Illinois State Law requires that all children entering Kindergarten must have an eye examination. Eye exams must be done before final registration in August. Any new student entering school must provide proof of a physical, dental and eye exam before entering school. All exams must be completed on an Illinois State form. No student will be allowed to attend school without the appropriate physical, dental, and eye forms submitted at final registration. No student will be allowed to participate in any sports activity or cheerleading without a sport physical submitted each year at final registration. No child will be registered for school if the previous year's tuition remains unpaid and the parents have failed to respond to written requests from the principal to discuss the available options. "Tuition" includes Fair Share.

The deadline for registration is June 1. Registering after the deadline does not secure a spot. The above priority list does not apply after the registration deadline. You may be put on a waiting list.

Tuition:

All families shall be willing to pay tuition prescribed by St. Mary's Catholic School. If more than one child attends St. Mary's, tuition shall be reduced according to our Tuition, Fees & Financial Assistance Policies.

Little Blessings (Preschool and Pre-K) Tuition:

Tuesday, Wednesday, & Thursday from 8-11AM - \$315.40/month (\$3,154.00/year)

Tuesday, Wednesday, & Thursday from 8-3PM - \$361.70/month (\$3,617.00/year)

½ Day - Monday-Friday from 8AM-11AM - \$397.70/month (\$3,977.00/year)

Full Day - Monday-Friday from 8-3PM - \$511.10/month (\$5,111.00/year)

Tuition for the 2026-2027 school year (K-8th Grade):

****Catholic tuition is where at least one parent, and the child are baptized Catholic****

Catholic 1st Child: \$5,143.00

(This price includes the \$700 Fair Share deduction off the cost of tuition per family)

Each additional child: \$5,143.00

Non-Catholic: \$5,781.00

(This price includes the \$700 Fair Share deduction off the cost of tuition per family)

Each additional child: \$5,781.00

After Care Program:

\$4.50 an hour – billed monthly

Hours – 3-5:30PM

Payment Options:

Tuition must be paid in one of the following ways:

1. Pay in full to school at registration in August
2. Pay in two installments to FACTS
3. Pay in ten monthly installments to FACTS

All families, except those that make full payment in advance, are required to participate in the FACTS program.

Non-discrimination Policy:

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

Schools in the Diocese of Belleville do not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

Background Checks:

All new employees of St. Mary's Catholic School, part-time and full-time, certified, and noncertified, will be subject to background checks (to include employers and references) before being hired. The principal may also extend suitable background checks to volunteers who regularly visit/work at St. Mary's and come into contact with students.

Student Transfer:

When a student transfers to another school, that school must request student's records in writing. No records will be given to the students: they will be mailed to the new school provided there are no outstanding financial obligations to the school or parish.

Withdrawal:

Parents/guardians who withdraw a child from St. Mary's are required to abide by the following:

1. Contact must be made directly with the principal. It is the policy of St. Mary's that once a decision has been made to withdraw a student, the parents/guardians shall contact the principal.
2. All textbooks and materials belonging to the school must be returned. If books are lost, a replacement fee will be charged. Any books or special materials that were ordered by the school and not in condition to be returned to the publisher will be charged to that student.
3. All financial obligations are to be met.

Only after these points are met will official grades/records be forwarded to the student's new school. Parents who have withdrawn their children from St. Mary's Catholic School within or between school years and wish for their children to re-enter St. Mary's will be required to interview with the principal.

Since St. Mary's has assumed financial and spiritual obligations for educating the students, tuition refunds will be issued based upon how many monthly payments are left.

Line of Authority for Concerns and Complaints:

The procedures for handling problems are:

1. Problems are discussed first between parents and teachers.
2. If the problem is not resolved, parents and/or teachers may then confer with the principal.
3. If the above fails to satisfy those involved, the matter may be brought to the pastor.

Section III: School Attendance and Schedule

School Hours:

For grades Pre-K through 8, the normal school day begins at 7:45AM and ends at 3:00PM. Children should not arrive on school grounds before 7:30AM. Children are expected to be picked up promptly at their dismissal time.

Daily Attendance (Including Policy 5113.1)

Students are expected to be in their classroom at 7:55AM. They are allowed in their classrooms at 7:45AM. Students who arrive before 7:45AM will wait in the gym for the 7:45AM bell. Doors to the building will not open until 7:30AM. Those arriving in the classroom after 7:55AM are tardy. All doors entering the school will be locked promptly at 8AM. Students arriving after 7:55AM will need to proceed directly to the office to sign in and get a tardy slip for admittance into their classroom.

Students who ride the bus will be dismissed at 3pm. If you need to take your child before the second bell, you must sign them out in the office.

Preschool and Pre-K students are dismissed at 2:45-2:50pm. K-2nd grade is dismissed at 2:55pm. 3-8th grade is dismissed at 3pm.

When a teacher notices excessive tardiness and/or absences, the parents will receive a call from the principal. If there is no valid excuse, the district truant officer will be notified.

Parents should phone the school by 8:30AM to notify them of a child's absence. Messages may be left on the answering machine prior to the start of the school day. Upon return, a written note with the child's name, grade, date of absence, and reason for absence must be submitted to the office by the parent or guardian.

If student arrives late on a Mass Day, it is the parent's responsibility to sign in student at the office and to take student to the church for Mass.

Absences may be judged as excused or unexcused for the purposes of athletic participation and making up missed credit in the classroom. Excused absences will allow students to participate in sports and make-up missed work without penalty.

Unexcused absences will result in loss of eligibility for sports and a loss of credit for assignments missed. Students participating in extra-curricular activities MUST attend school at least $\frac{1}{2}$ of the school day (3 $\frac{1}{2}$ hours) to participate in the scheduled activity.

- Students who miss three consecutive days must return with a doctor's note.
- If an adult other than the parent is picking up the student, the parent must specify in writing the name of the adult, the accompanying adult must come to the office and sign the child out. Students will not be sent from the school to meet rides. If the student is returning to school the same day, the adult must also come to the office to sign the student back in.
- A student returning to school following a doctor's appointment must bring a doctor's excuse to the office.
- Students who need to leave school early for medical purposes (doctor or dental appointments) must bring a note to the office before leaving school. The note should include: (1) the requested dismissal time, (2) the reason the student needs to leave early, and (3) a parent's signature. This note is expected at least one day advance.
- When a student arrives at school late but within 30 minutes of the beginning of the school day, the student will be considered tardy.
- When a student arrives at school after 30 minutes of the start of the school day, the student will be considered as $\frac{1}{2}$ day absent.
- If a student arrives at school within an hour or leaves to go to the doctor or other appointments and returns within one hour, the student will not be considered as absent. If a student is gone for more than one hour, the student will be considered $\frac{1}{2}$ day absent. If a student leaves school within one hour of normal dismissal, the student will not be considered as absent.
- If a student is ill during the day, the student must check out in the office before leaving the building. Students should not arrange for parents/guardians to pick them up; a school representative will contact the parents/guardians.

Students who miss more than 7 days per semester must show doctor verification for absences. In compliance with state guidelines, St. Mary's Catholic School will notify the district truant officer when a student has accumulated 9 or more absences. Absences more than 14 days per school year may result in retention.

Perfect attendance requires that students do not miss any classroom time, whether through being tardy, absent, or having doctor appointments. Students may be excused for one event that the principal deems to be school or community related.

No principal or teacher shall permit a student to leave the school before the time for dismissal without a written request from the parent/guardian. The request should state the reason for dismissal. Students should never be sent home for homework or books or sent on errands during school hours.

Excused Absence: An excused absence is recognized as:

- A student's personal illness
- A death in the immediate family
- A family emergency
- Medical visits
- Family vacations (up to 5 school days)
- Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health
- Other situations beyond the control of the student (such as court appearances)
- Other reasons approved by the principal

Unexcused Absence: An unexcused absence is defined as an absence from school for a reason other than those listed above as an excused absence and/or an absence not authorized by the student's parent/guardian or the principal. When a student's absence is unexcused, the parent/guardian may recognize the absence as being valid or legitimate; however, the school does not.

The following are unexcused absences (even with parent/guardian consent):

- Missing the bus
- Family vacations that are 6 or more school days
- Needed at home
- Other avoidable absences.

Truant Absences: Truancy is defined as absence without valid cause for one or more periods of the student's school day. Parents/guardians may be notified following 3, 5, and 9 days of absence or tardies within a school year, and a school intervention may

be initiated. After the 9th school day (5% of regular attendance days) on which a student is absent without valid cause, he/she is deemed to be truant under Illinois law. Interventions to address truancy may include attendance letters, parent/teacher/principal conferences, student counseling, and/or involvement of the county truancy officer and/or local law enforcement.

Family Vacation Absences: Family travel during the school year does interrupt a student's regular progress; however, we recognize the potential educational value of these trips. Therefore, five (5) vacation days per school year will be allowed as excused. Any days after five (5) school days will be unexcused. Early notice of travel will help school personnel to accommodate parents and students during that period. It will be the student's responsibility to obtain all the work missing from their teachers during their absence. Some assignments may not be available until the student returns to school. All missed assignments will be prepared for the student upon his/her return. Work shall be completed and returned to the teacher.

Tardiness: Students are expected to be in class on time so they may maximize their learning opportunities. Teachers and the Principal will monitor student tardies. Students may be considered tardy if they arrive after the bell has rung. Students may receive consequences for excessive tardies. If a student accumulates 5 tardies throughout a semester, he/she will serve an hour detention after school from 3pm-4pm. At 3 tardies, the teacher will send home a warning to the parents. For each additional 3 tardies, another hour detention after school will be served.

Make Up Work:

Students who have excused absence(s) from school will be allowed to make up work for equivalent academic credit. It is the responsibility of the student (and his/her parent/guardian), not the teachers, to get the assignments, complete them, and turn them in, and to arrange time with the teacher to make up any missed quizzes or tests. Incomplete work or failure to do the work may result in a lowering of grades.

Child Custody and Visitation Orders:

Children will be released to either parent unless the school is provided with a current valid court order directing limitations or restrictions to either parent.

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

All schools within the Diocese of Belleville will honor all current orders, decrees, or instructions pertaining to custody situations. It is the responsibility of adults having custody of a student to submit to the school a certified and/or file stamped copy of the most recent order or decree.

In sole custody situations, the custodial parent has the right to determine the child's education unless the custody decree provides otherwise. When parents share joint legal custody, neither parent's rights are superior with regard to determining the child's education unless otherwise specified by the court or parents in the final judgment or order.

Both parents, custodial and noncustodial, have equal access to the school records of their children unless the school has received a copy of a certified and/or file stamped court order or decree indicating otherwise.

The school will not act merely on the desires of one parent to prevent the other parent from seeing the student. Noncustodial parents will not be permitted to use the schools to contact their children, unless an emergency exists.

School personnel are not permitted to produce school documentation and/or testify in court-related custody proceedings relating to a student absent a subpoena requiring such production and/or testimony. The principal, Diocesan Human Resources Director, or the Director of the Office of Education must be immediately informed of the receipt of any subpoena prior to any response and/or testimony being provided.

Recess:

Recess periods are scheduled so that children may receive needed fresh air and exercise. At recess periods, all are expected to take part in activities outdoors, except when the weather does not permit outdoor play. The children should come properly dressed for outdoor play. Parents must send a written note if the child needs to remain indoors during recess.

Emergency Dismissal & School Closing:

Information on school closing due to bad weather will be broadcast on local news stations and posted on our Facebook page. Through FACTS, text alerts will be sent out to notify all households and parents within minutes of an emergency (early dismissal, school cancellations, etc.)

Lunch/Lunch Room:

The price of the lunch is \$4/day. The price for adults to eat is \$4.50. Milk is \$0.45 per carton. Lunch fee is paid in FACTS. Please apply for free and reduced lunches when there is a reduction in family income and the family qualifies under guidelines issued by the Federal Lunch Program. Please contact the school office for an application, as this information is confidential.

Preschool and Pre-K are to have white milk only.

Students may bring a sack lunch or go home for lunch. Lunches that are brought to school or brought in by parents are not to include carbonated beverages, soft drinks, or candy. Do not send glass containers in lunch sacks.

Students must have written permission from parents to leave the school premises during lunch. Students who plan to go to lunch with other students need written permission from their parent/guardian to do so. An adult must accompany and sign out students in the office before leaving school for lunch. If a student goes out to lunch, he/she must return from lunch and be in line on the playground before the bell rings or he/she will be counted tardy.

If your child has a food allergy, you must submit a doctor's note to the office and kitchen, so they are aware of this allergy.

Guidelines for using the cafeteria are:

- Take your place in line, avoid running, pushing, do not break in line and do not "save a place" in line for a friend.
- Sit properly at the table using acceptable table manners.
- See that the place where you had lunch is clear when you leave it. Throw trash in proper containers.

- No food is to be taken from the lunchroom.
- Misuse of food is not allowed.
- No fighting or foul language.
- Respect is to be shown to those who are in authority, whether teacher or parent volunteer.

Section IV: Spiritual and Academic

Sacramental Preparation:

Catholic Second grade students at St. Mary's receive the Sacrament of Reconciliation and the Sacrament of the Eucharist (First Holy Communion). The Sacrament of Confirmation is conferred upon the Catholic students of the 7th & 8th grade every other year.

Liturgical Experiences:

Students in Grades K-8th attend Mass twice a week on Tuesday and Thursday at 8AM. During special occasion Masses, the office will be closed so staff, Preschool, and Pre-K may attend Mass. Opportunities for the Sacrament of Reconciliation, and special seasonal practices such as Stations of the Cross and the recitation of the Rosary are given to all students. Liturgical seasons and feasts are celebrated. Other liturgical experiences include being prayer leaders, readers, ushers, or gift bearers for school Masses. Students also participate in annual Living Rosaries in October.

Religious Education Expectations:

All students are expected to attend and participate in all school Religion classes, liturgies, and religious activities and services. St. Mary's School welcomes students from all faiths. Parents of students from other faith traditions shall be informed of the school's faith practices and services.

Preschool/Pre-Kindergarten:

St. Mary's preschool is a play-based educational program. St. Mary's Pre-K program is a 1-year educational preparation program to give the child the needed skills to be successful in kindergarten. A child cannot be promoted from Preschool to Pre-K during the school year.

Curriculum:

St. Mary's Catholic School provides for a well-rounded curriculum in accordance with the guidelines set forth by the State of Illinois and the Diocese of Belleville.

The following subjects are required for all students:

- Art
- Religion
- Music
- Math
- Language Arts
- Physical Education
- Social Studies
- French/World Cultures
- Science

Grading System:

Kindergarten & 1st Grade: These classes receive “O” for Outstanding, “S” for Satisfactory, and “N” for Needs Improvement

Second through Eighth Grade:

A+	99-100%	B-	86%	D	72-64%
A	94-99%	C+	84-85%	D-	65%
A-	93%	C	76-83%	F	Below 65%
B+	91-92%	C-	75%		
B	90-85%	D+	73-74%		

The grading system is based on a percentage from 0-100. These percentage grades are averaged at mid-quarter, as well as at the end of the quarter and semester. Grades can be taken from tests, homework assignments, in-class assignments, projects, reports, presentations, etc. The number of grades taken is at each teacher’s discretion. They are explained to all parents and students who have questions regarding the process. Grades may be viewed online.

Honor Roll:

Students having a 3.25 or higher grade point average (GPA) are placed on the honor roll. Students having a 4.0 GPA are placed on the high honor roll. The GPA is figured by adding the grades (see chart below) and dividing by the number of classes.

A	4.00	B-	2.75	D+	1.25
A-	3.75	C+	2.25	D	1.00
B+	3.25	C	2.00	D-	.75
B	3.00	C-	1.75		

Homework:

The purpose of assigning homework in our school is to reinforce student confidence in abilities and used to practice for understanding.

- **Homework is:**

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

- **Homework is not:**

- Assigned as a punishment
- Assigned when any test is scheduled for the subject the following day
- Used to introduce new material to the students
- Used merely to keep students busy

Report Cards/Progress Reports/Conferences:

Report cards are issued four times a year and are available on FACTS and a copy is sent home. In addition, mid-quarter reports are sent home to give parents an idea of the type of work their child is doing. These reports are to be signed and returned to school. Parents may see student tests by request. Grades are online and can be seen at any time. At the mid-way point of each quarter, a progress report is available to parents on FACTS and a copy is sent home.

Parent-teacher conferences are scheduled once a year at the end of the first quarter.

Parents will make appointment with the teachers of each of their children.

Communication between teachers and parents is vital to the educational experience of the child. Conferences are encouraged and can also be arranged at any time during the school year. If a parent has a particular concern, it is not necessary to wait for the regular scheduled conference. Additional conferences are scheduled at the request of the parent or teacher.

Testing:

The Diocese requires the use of the Iowa Test of Basic Skills as the Achievement Test given annually to 2-8th grade students. The ACRE Religion Test, required by the Diocese, is given to 5-8th grade students on a rotating basis.

Conflict Resolution:

If a parent has a concern, the parent is asked to meet with the teacher first. The parent is then encouraged to meet with the principal if the concern is not alleviated.

Following the principal, the parent may then meet with the pastor. The principal may bring concerns to Diocesan Superintendent, if deemed appropriate.

Retention/Acceleration:

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

Student Records:

Student records contain any written or recorded information on a student by a school. Student records include permanent and temporary records.

Library:

Students are encouraged to make use of the library for leisure reading and for information for their assignments. A replacement fee will be charged for lost or damaged books.

Section V: Standards

Dress Code:

Students may wear any spirit wear on the 1st Friday of each month. Spirit wear must be worn with uniform bottoms.

All colors described are solid plain colors (no neon). Accepted colors for tops are black, navy, royal blue, white, or yellow/gold. Accepted colors for bottoms are solid navy, khaki, or black. All shirts must be tucked in for grades 4-8.

If an article of clothing or footwear is not described below it is considered not acceptable. A student whose parents or legal guardians object on religious grounds to the student's compliance with an applicable school uniform or dress code policy shall not be required to comply with that policy if the student's parents or legal guardians present to the school board a signed statement of objection detailing the grounds for objection.

We will notify parents if children's attire is judged unsuitable for school and request an improvement in appearance of individuals regarding length of hair, personal hygiene, etc. Compliance with the dress code is not optional.

All questions about appropriate uniform and casual dress clothes are to be directed to the principal.

Preschool & Pre-K: Comfortable clothing with closed toe and heel tennis shoes.

Boys Grades K-8th:

- **Pants/Shorts:** Solid navy, khaki, or black dress pants or shorts. No jeans or sweatpants. Pants are to be worn at the natural waistline.
- **Shirt:** Black, Navy, Royal Blue, White, or Yellow/Gold short or long sleeve polo or uniform style shirt. No logo except for St. Mary's logo. T-shirts worn under uniform shirt must be plain white with no design or lettering.
- **Sweater:** Black, Navy, Royal Blue, White, or Yellow/Gold with uniform shirt underneath.

- **Sweatshirt:** Black, Navy, Royal Blue, White, or Yellow/Gold ¼ zips, crewneck, hoodies, or zip up jacket (with shirt underneath). No logos other than St. Mary's logos.
- **Socks:** Solid white or solid black and visible above the shoe must be worn. No logos.
- **Shoes:** Must be closed toe and heel. Boots with flat heels may be worn. No hiking boots, Crocs, or sandals are allowed. Shoes must be tied or secured with Velcro.

Girls Grades K-8th:

- **Dress:** Solid navy, khaki, or black uniform-style dresses or polo-style dresses at knee-length with shorts underneath.
- **Skirt:** Solid navy, khaki, or black skirts (or skorts) may be worn. If you wear a skirt, shorts must be worn underneath.
- **Pants:** Solid navy, khaki, or black dress pants. Pants are to be worn at the natural waistline. No jeans or sweatpants.
- **Shorts/Capri Pants:** Solid navy, khaki, or black shorts or capri pants may be worn instead of pants. No Jeans.
- **Shirt:** Black, Navy, Royal Blue, White, or Yellow/Gold short or long sleeve polo, uniform style shirt. Undershirts must be plain white with no design or lettering.
- **Sweater:** Black, Navy, Royal Blue, White, or Yellow/Gold with uniform shirt underneath.
- **Sweatshirt:** Black, Navy, Royal Blue, White, or Yellow/Gold ¼ zips, crewneck, hoodies, or zip up jacket (with shirt underneath). No logos other than St. Mary's logos.
- **Tights:** If tights are worn under dresses or skirts/skorts then they must solid neutral colors only.
- **Socks:** Solid white or solid black and visible above the shoe must be worn. No logos.
- **Shoes:** Must be closed toe and heel. Boots with flat heels may be worn. No hiking boots, sandals, clogs, or Crocs are allowed. Shoes must be tied or secured by Velcro.

Accessories and Grooming:

- Shoes should be neat in appearance and suitable for all-around school activity.
- Hair is to be neat and clean. If hair is colored, only natural looking hair color is permitted, however, the school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.
- Only small, non-distracting jewelry and hair accessories may be worn.

Free Dress Days:

Occasional “free dress” days will be held during the school year. Students are allowed to dress in non-uniform attire for free dress days. No tight-fit clothing. Dresses, shorts, and skirts/skorts must be knee-length. No sleeveless tops and no low-cut tops. Students are allowed a free dress day on their birthday or half-birthday if they have a summer birthday.

Picture Days:

Students are allowed to dress in non-uniform attire for picture days. No tight-fit clothing. Dresses, shorts, and skirts/skorts must be knee-length. No sleeveless tops and no low-cut tops.

Dress Code Violation:

If there is a dress code violation the parent will be contacted via written notification to be signed and returned. If a student is repeatedly out of uniform parents may be called to bring acceptable clothing before the student may return to class. If student continues to violate the dress code policy a parent conference will be scheduled to discuss further possible repercussions.

Cell Phone Policy:

Students are not permitted to use cell phones during school hours and school sponsored field trips unless given permission by teacher. Any misuse of cell phones could result in disciplinary action.

Anti-Bullying Policy:

Everyone at St. Mary’s Catholic School is committed to making our school a safe and caring place for all students, staff, and parents. We will treat each other with respect,

and we will refuse to tolerate bullying in any form within the school community. Our school defines bullying as follows: Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Harassment Policy:

Any student who believes he/she has been subjected to racial or sexual harassment or has witnessed such must report the incident to the principal.

Student Conduct and Safety – Harassment, Intimidation, and Bullying (Policy 5142.2):

A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment and is, therefore, not acceptable behavior.

“Harassment, intimidation or bullying” means any gesture or written, electronic communication (social media), verbal or physical act that takes place at school, on school property, at any school sponsored function or on a school bus and that:

1. is motivated by any actual or perceived characteristic, such as race, color, religion ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability; or,
2. by any other distinguishing characteristic; and
3. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
4. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Not all acts of bullying, however, are motivated by characteristics such as the targets race, color, religion, gender, or sexual orientation. Some acts of bullying are simply one child exercising power and control over another in isolated incidents (e.g.,

intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

Students are expected to conduct themselves in keeping with their levels of development and maturity. Students are to show proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The best discipline is self-imposed, and it is the responsibility of staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to grow in self-discipline. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion.

In addition, school administrators shall make resources (e.g., counseling) available to both the person doing the bullying and the individual victims of harassment, intimidation and bullying and respond in a manner that is respectful to all parties involved.

Responsibilities, Duties, Code of Ethics – Racial/Sexual Harassment (Policy 4116.3/4116.4):

Any employee or student who believes he or she has been subjected to sexual harassment or has witnessed such misconduct must report the incident to the appropriate supervisory individual and appropriate action will be taken.

Each school/parish school of religion shall have written grievance procedures available for use by any individual wishing to present a sexual harassment complaint.

This grievance procedure shall include the following steps:

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

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

The local law enforcement agency and the state police must be notified within three days of incidents of battery committed against school personnel.

Expected Behavior:

In their classrooms, children are expected to follow the rules set up by their teachers and to always show respect for others. Running in the hallways, sliding down banisters, loud talking in the corridors, bathrooms, or stairways, and any other disrespectful behavior is not acceptable. This includes both during the school day and at dismissal.

Students may not bring electronic games or devices to school unless given permission by their teacher. Cell phones and smartwatches must be turned off and stored in their backpack while on school grounds unless a teacher or the principal gives permission. Cell phones that are on or visible will be confiscated. A parent must come to the office to reclaim it.

If a child repeatedly shows lack of respect or habitually disobeys the rules and regulations of the school, the parents along with the student will be called in for a conference. If a student continues his/her misconduct, suspension or expulsion will follow.

Expectations:

- Bullying will not be tolerated.
- Complete all work assigned by the teacher, including homework.
- Show respect for materials of teachers and students.
- Keep desks orderly.
- Supply your own school materials; borrowing is to be kept to a minimum.
- Use proper manners when addressing the teachers and others.
- Follow all classroom rules set down by the teacher.
- No lingering in the halls before or after school.

- Students are not to disturb classes by visiting other students during the school day.
- Any damage to property becomes the responsibility of the students involved.
- No obscene language.
- Respect supervisors in charge.
- Students are to remain in playground area assigned.
- Equipment brought from home is the responsibility of the student.
- Observe playground rules listed by your teacher.
- Do not throw stones, snow, snowballs, sticks, or any other objects that might hurt someone.

Playground/Recess Expectations:

- No one may leave the playground without the permission of the teacher on duty.
- Off limit areas are front/back of rectory, around the parish center alley, and behind the shed.
- No balls are to be thrown against the building.
- No rough play.

If these expectations are not maintained a consultation with the teacher and principal will be held and may result in the discipline policy being followed.

Code of Catholic/Christian Conduct Covering Students (Policy 5131):

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

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

Conduct by a student that the school determines is contrary to, or inconsistent with, the Catholic/Christian principles of the school, is grounds for terminating the student's enrollment in the school. These principles and expectations apply to students both on campus and off campus during school (e.g., extended care, athletics, field trips, etc.) and non-school sponsored programs and events. These principles and expectations apply during and after school hours, and during times when school is in session and when school is out of session.

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

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

Conduct – Application of Code of Conduct to On and Off-Campus Conduct (Policy 5131.1):

The disciplinary code of the school and all penalties shall apply to conduct of all Diocesan students that occurs:

- on school premises (including in automobiles or any other vehicle parked on school property), as part of any school activity, or during school hours (including meal periods and breaks); or
- off school premises, if, as determined in the sole discretion of the school, such conduct impairs the student's ability to perform school-related duties in any

way, presents a danger to the wellbeing or welfare of other students or employees, or is otherwise contrary to Christian principles or compromises the reputation of the school or the Diocese.

Students may be subject to the full range of disciplinary procedures for both on and off-campus conduct. These may include, but are not limited to, suspensions, expulsions and/or removal from participation in extracurricular activities as determined by the principal. Examples of off-campus conduct subject to this policy include, but are not limited to the following:

- Illegal alcohol use
- Arson
- Burglary
- Drug Possession or inappropriate sharing/sales
- Illegal drug and/or substance abuse
- inappropriate/illegal sharing of prescription medicine
- Fighting
- Illegal firearm possession
- Hate crimes
- Hazing
- Illegal activity
- Inappropriate internet usage on/off campus
- Physical or sexual harassment
- Robbery
- Sexual assaults
- Threats of violence
- Violent offenses

Student Conduct and Safety – Weapons (Policy 5142):

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

Students who engage in such activities as vandalism, assault and battery, theft, arson, or the carrying or use of a weapon are subject to serious penalties. These penalties may include not only a multiple-day suspension of, up to and including, ten days, but also expulsion.

There is a ban on the carrying or use of any type of weapon. Weapons include firearms, ammunition, sling shot, any type of knife (including pocket knives), mace, pepper mace, laser pointer or any other object or device that serves no educational purpose and which the principal determines may cause physical harm or disrupt school activity. Students should clearly understand that such things as a pocket knife

may not be carried to school, even if there is no intent to use it in a harmful manner. Expulsion or suspension will be levied on any student who is found to be carrying a weapon to, from, or within the school, or at any school activity.

Any student who has initiated or taken part in any act of vandalism, theft, arson, or serious crimes against persons or property will be reported to the police. Further, it shall be the policy of the Diocesan Board of Education that the school shall recover damages from the parents or guardians of any minor, or from any person who has initiated or taken part in such acts.

All incidents that involve weapons, drugs, or violence must be reported to local law enforcement and entered on the SIRS system on IWAS.

Student Conduct and Safety - Threats of Violence (Policy 5142.1)

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

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

Fighting:

Fighting at school, to or from school, in the vicinity of the school, or originating at school, is unacceptable behavior and will be treated with severe school punishment.

Alcohol and Drugs:

The possession, use, and/or distribution of alcoholic beverages, cigarettes, electronic cigarettes, and/or drugs are prohibited in school buildings, on school grounds, on school busses, and at all school functions. The principal will notify the parents immediately of any such offense. Students found to be in violations of this policy will

be disciplined by the principal on an individual basis. Disciplinary measures may include professional family counseling, withholding privileges, and/or suspension or expulsion. The principal may notify juvenile authorities. Alcoholic beverages will not be allowed at the school-sponsored functions where children are the primary participants.

Suspension and Expulsion (Policy 5114):

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

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

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

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

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

- **Suspension From School:**

- A student may be suspended by the principal for gross disobedience and misconduct. Each individual suspension of a student shall not exceed ten (10) school days. Any suspension shall be reported immediately to the student's parent(s) or guardian(s) and to the pastor along with a full written statement of the reasons for the suspension. No student will be sent home on suspension unless the parents have been reached and expect the child home early. At the elementary level, a conference between the parents, principal and pastor will precede the student's return to class. At the high school level, a conference between the parents and principal should precede the student's return to class.
- Any academic ramification of suspension shall be determined by the principal at both the elementary and high school level.

- **Expulsion from School**

- When all other means have failed and expulsion is being considered, the following procedure shall be followed:
 1. The student will be suspended for a period not to exceed ten (10) school days.
 2. The parent(s) or guardians(s) shall be immediately informed in writing of the suspension, and that expulsion is being considered.
 3. The principal shall meet with the pastor to review the merits of the expulsion.
 4. When a decision for expulsion has been determined, the principal shall review the decision with Diocesan Superintendent of Schools, along with the pastor before an expulsion can be implemented.
 5. Decisions can only be overturned when local and diocesan policies and regulations were not appropriately followed.
 6. In the event of an expulsion, the principal will cooperate with the parents in attempting to make arrangements for the future education

of the pupil in another school.

- **Confidentiality:**

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

Faith's Law:

This is a law passed by the Illinois General Assembly focusing on the prevention of sexual abuse. For more information, please go to Faith's Law Guidance at <https://www.isbe.net/Documents/Faiths-Law-Guidance-FAQ.pdf>.

Internet Code of Conduct (Policy 1341):

The internet code of conduct policy is distributed and signed via FACTS

Food Allergy (Policy 5141.5):

The implementation of an effective food allergy plan will take the coordination of parents, physicians, teachers, administrator, secretary, and kitchen staff.

- **The attached forms shall be kept in the students' permanent record file:**

- Allergy Assessment Form (*Sent home to be completed by parents*)
- Authorization for Emergency Form (*Sent home to be completed by physician*)
- Medical Alert Form for Teachers (*Copies also kept by teacher of student with allergy*)
- Medical Alert to Parents Form (*Informs parents not to send food to school containing allergen*)
- Individual Health Care Plan form (*To be completed by parents to provide guidelines for staff*)

All staff will be required to have training on food allergy management at least once every two years. This training reviews the handling of students who are in a food allergy emergency, as well as use of an epinephrine auto-injector (Epi-Pen).

Physical Exams/Immunizations (Policy 5141.3):

“Physical Examinations are prescribed by the Department of Public Health and are required of all pupils prior to or upon their entrance into pre-kindergarten, kindergarten or the first grade, and upon entrance into the sixth grade, and ninth

grade, and irrespective of grade, immediately prior to entrance into school if such pupil has not previously been examined according to Illinois law. In addition, prior to entering pre-kindergarten, kindergarten or first grade, every pupil shall be immunized.” (Illinois School Code, Section 27-8)

The students in pre-kindergarten, kindergarten and grades 1 and 6 and all new students from out of state must have these on file by October 15th. After October 15th, children may not attend school until health forms are on file.

All children enrolling in Kindergarten must have a vision exam on file by October 15th.

Immunizations are provided by City or County Health Department if the parent desires.

Child Protection Policy (Policy 2110):

All children have the right to be safe and protected from harm in all environments – home, school, religious institutions, neighborhoods, and communities. The Catholic Diocese of Belleville (the “Diocese”) embraces this right to safety and is dedicated to promoting and ensuring the protection of all children. The Diocese will do all in its power to create a safe environment for children and young people, to prevent physical abuse, sexual abuse, and neglect and to bring the healing ministry of the Diocese to bear wherever possible. It is the expectation of the Diocese that all individuals and entities under its auspices comply with the provisions stated in this policy.

This Child Protection Policy (the “Policy”) builds on a 1990 policy issued by the Diocese that was updated in 1993 with an additional policy document regarding clerical sexual misconduct with minors. This Policy continues and expands our concern for children and reflects the provisions contained in the revised *Charter for the Protection of Children and Young People* (approved by the full body of U.S. Catholic Bishops at its November 2002 General Meeting) and the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons* (approved by the Congregation for Bishops December 8, 2002).

- **With renewed faith, we commit ourselves to the original goals of this Policy:**
 - a. To reiterate and strengthen educative and screening procedures toward the goal of preventing child abuse;
 - b. To identify and observe reporting requirements to civil and Diocesan authorities;
 - c. To address the spiritual, physical and emotional care of the abused child and the family, as well as the affected Catholic community;
 - d. To address the spiritual, physical and emotional care of the individual against whom the charge was made; and
 - e. To address other actions to be taken when child abuse is alleged.

All Personnel and Volunteers as defined in the Diocesan Child Protection Policy are required to abide by the Child Protection Policy of the Diocese.

Unauthorized Photography/Video/Live Transmission (Policy 5126):

It is unlawful and against Diocesan Policy for any student or person to knowingly make a photograph, video record or transmit live video of another student or person without that student's or person's consent, such as but not limited to, in a restroom, locker room, or changing room. Additional details or explanations of this policy can be discussed with the principal.

Any student or staff believed to have violated this policy is subject to suspension or expulsion as determined by the principal at his/her sole discretion.

Section VI: Guidelines

Communication:

Any information (letters, flyers, etc.) sent home to students by anyone outside of the faculty/staff, must be approved by the principal.

Newsletters are to be posted on the website prior to Monday morning each week when possible. The cafeteria menu will be posted on the school website prior to the beginning of each month.

Calendar:

St. Mary's school calendar is available in the office and is on the school's website. The calendar issued by District 348 is followed as closely as possible. However, St. Mary's calendar also includes various Diocesan and church events; thus it is not the same. Early dismissal and snow days will follow District 348's calendar.

Change of Address or Telephone Number:

Please notify the school office if you change your address, telephone number, or emergency number's during the school year. This is very important.

Extracurricular Activities:

St. Mary's offers a variety of special programs to expand your child's learning. Some of these programs include: Art Club, Student Council, academic contests, and athletics.

Extracurricular activities are just that, extra. If a child chooses to participate in any extracurricular activity, it is the responsibility of the parents to assume all costs. Transportation to and from practice and events is the responsibility of the parent.

Generally, a student may not be excluded from participating in sports because of low grades or unfinished homework. However, if it is determined that a student's extracurricular activities interfere with the student's academic progress or classroom behavior the student may be excused for a time. These situations shall be thoroughly investigated by the teacher and principal before any disciplinary action is taken regarding athletic sports participation. Any disciplinary action will be decided between the principal, coach, and student.

Lost and Found:

Articles found in or around the school will be brought to the office and kept until identified and claimed. Articles that are labeled will be returned to the student. Lunch boxes, athletic equipment and/or clothing that is not labeled or claimed within two weeks will be given to one of the local charities.

School Property:

Students, staff and parents are encouraged to take pride in keeping their school and its premises clean and attractive. It is inexcusable to throw litter on the ground, hallways, or other areas of the school property.

School materials, such as desks, chairs, textbooks, and lockers, are loaned to students for their use during the school year. Students are expected to make restitution for and may be fined for damages to school property.

Visitors:

All parents and volunteers are asked to sign in at the office. No one should go directly to a classroom. Class interruptions are to be avoided if possible. It is for this reason that all messages or forgotten items be brought to the school office. These will be delivered by the office personnel to the students. All visitors must sign out in the office before leaving.

Any visitor(s) may be denied access to enter the school at the discretion of the administration (principal and/or pastor). Admittance can be denied if there is a suggestion or question about the visitor's business in school/church buildings or on the property outside the buildings.

Volunteers:

All volunteers must be in full compliance with the Diocesan Child Protection Policy (CANTS, Initial Training, Refresher Course, and the criminal investigation, and updates). The training is renewed annually with a refresher course.

We encourage parents to volunteer in our school programs, cafeteria, reading to students, and in the classroom as needed. **No volunteer is allowed to bring other children with them regardless of age or relationship.**

Section VII: Transportation

Bus Conduct:

- **Regulations for all students who travel daily as well as those who travel on field trips:**
 - Stay in your seat while the bus is in motion
 - Show respect for the driver by:
 - Speaking in a low voice
 - Refraining from throwing objects
 - Maintaining general orderliness
 - Using respectful language only
 - Obeying driver's instructions
 - Students cannot be allowed to choose on their own whether to walk, ride the bus, or walk "part way". The school is responsible for seeing that they are either picked up by parents/relatives or riding the bus. Exceptions are given when parents send notes.

Violations of the above may result in exclusion from bus transportation.

- **Written bus conduct reports received by the principal will be handled in the following manner:**
 - 1st Report – Lunch Detention
 - 2nd Report – After school detention (30 minutes)
 - 3rd Report – Suspended from riding the bus

Parking:

- **Arrivals:** The buses will unload in front of the school. Car riders must, for safety reasons, be dropped off at the back parking lot door of the school.
- **Departures:** Buses pick up students in front of school doors. If you are picking up your children after school, please wait in the parking lot or outside by the alley doors for the bell to ring. If your child doesn't know that you are picking him/her up, please notify the office and we will contact the teacher.

Driver's Policy:

All drivers, transporting St. Mary's students to field trips or any other school-sponsored event, must meet the following requirements:

- All private drivers must be compliant with the Child Protection Policy
- The driver must be 21 years of age or older.
- The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
- The vehicle must have a valid and current registration and valid and current license plates.
- The vehicle must be insured for the following minimum limits: \$100,000 per person/\$300,000 per occurrence.
- A signed Driver Information Sheet must be submitted to the principal prior to the field trip. In following our smoke-free school policy, and for the health and safety of our students, drivers are prohibited from smoking while transporting children on field trips.

Section VIII: Special Activities

Athletics:

The following sports will be offered at St. Mary's Catholic School for 2026-2027 school year.

- **Fall:**

Boys & Girls Cross Country	August through October	Grades 5-8
Boys Baseball/Girls Softball	August through October	Grades 5-8
Boys & Girls Basketball	October through February	Grades 5-8
Cheerleading	October through February	Grades 5-8

- **Winter:**

Girls Volleyball	February through March	Grades 5-8
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- **Spring:**

Boys & Girls Track	April through May	Grades 5-8
Boys & Girls Golf	March through May	Grades 5-8

Teams play or practice no more than four times per week. All students participating in the sports program must have a physical exam each year and have a copy of the report on file.

Scholar Bowl Composition and Requirements:

The team consists of 8-10 members from grades 6-8.

- The first members chosen will be students with composite Iowa Basics Scores of 90% or better.
- All remaining members will be chosen from the top results of a Scholar Bowl exam that will be provided for all 6-8th grade students.
- All students selected to be on the Scholar Bowl team will require a teacher recommendation to play on the team.
- Two disciplinary procedures or detentions during non-Scholar Bowl hours and a student is removed from the team.
- One incident of poor sportsmanship to others during Scholar Bowl competitions and a student may be removed from the team.
- Attendance at practice is required; students may be removed after two unexcused absences.
- Scholar Bowl is subject to St. Mary's Extra-Curricular Policy.

Field Trips:

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

Field trips are privileges afforded to students. Students can be denied participation in field trips if they fail to meet behavioral/academic requirements established by school. If arrangements were previously made for the field trip and the student is not permitted to go later, no reimbursement will be made.

Chaperones may accompany the students on the trip only if their Child Protection Policy documents are current. The school remains responsible for the welfare of the students for the duration of the trip. Consequently, the class travels as a group and remains as a group until the teacher releases them. Students shall not be allowed to leave of their own accord.

The dress code must be followed at all times including any specific requirements made by the teacher.

Spelling Bee:

Students in grades 5-8 each have a class spelling bee. The winner and runner up of each class competes in the St. Mary's Spelling Bee.

Fundraising/Fair Share:

St. Mary's Catholic School has been able to keep tuition low because of the fundraising activities that take place each year. Families participate in Fair Share fundraising activities as part of their commitment to the school. Each family accumulates 700 points per year. This translates to approximately \$50,000 per year when all families are involved. The money from this Fair Share program allows St. Mary's to retain a reasonable tuition as a significant share of the school's budget is paid with these funds. Families may choose to contribute \$1,000 (\$1.00 for each point and a \$300 penalty) in lieu of involvement in the fundraising activities. More information is communicated with families at the beginning of the year by the chair of the committee. The sooner you sign up the more options you must sign up for. All families are expected to sign up at the beginning of the year.

Miscellaneous:

Gum chewing, as well as eating candy, is not allowed in school or on parish premises. No food or snacks may be brought to school unless the teacher gives approval.

Parties:

Any time a parent wishes to honor a child with a small birthday treat, please arrange with the classroom teacher before the birthday. Treats, etc. should be brought to the office where they can be taken to the class toward the end of the day. All treats should be individually wrapped. Treats should not contain any allergens that affect students in the class. No lunchtime or early morning treats are permitted unless permission has been granted by the teacher.

Valentine's Day:

Treats for entire classes are allowed. Valentine's deliveries for individuals will not be accepted at SMS.

Meals:

Parents are welcome to join their children for lunch. Please notify the teacher, cafeteria manager, or office in advance so that arrangements may be made. Notification by 9am is sufficient. Payment for an adult lunch (\$4.50) may be made to the cafeteria staff.

Parish Center:

St. Mary's Parish is proud of its renovated parish center. The center is not part of the school property though and thus is not under the school's control. Any parish group or individual wishing to use the center should contact the rectory (618-262-5337).

Use of School Facilities:

School facilities are to be used only by St. Mary's staff/faculty, parish staff, and St. Mary's and Allendale coaches.

Dance Guidelines:

The general guideline is to allow students to enjoy each other's company and music with a minimum amount of adult presence. However, adult supervision must be

present to ensure students remain within the boundaries of good behavior and do not jeopardize the possibility of future dances.

- **Dance Committee Responsibilities:**

- Obtain adult (21 or over) chaperones – at least five are required
- Set times for dance (Must end by 11pm)
- Take care of decorations, the music (and payment), entrance charges, and refreshments.
- Clean up after the dance: decorations taken down, gym floor and bleachers swept, wet spots cleaned with a wet mop, entrance way and bathrooms swept where needed, tables and chairs put away.
- Turn off lights. Make sure all doors and windows are closed/locked. Wait until all students depart.
- Report (and pay for, if necessary) any damages to school property.

- **Dance Rules:**

- Students shall remain in the gym. If they depart, they will not be readmitted.
- Dress Code: casual dress according to the requirements of the school's dress code.
- No one is allowed in the back bathrooms, classrooms, hallways, or upstairs.
- Chaperones are asked to watch all parts of the dance floor, foyer (money area), and bathrooms. There will be no “dancers/students only” area.
- No rough play, throwing of articles, destroying of decorations, or unbecoming behavior.
- All dangerous or weapon-like objects (knives, laser pointers, etc.), drugs and alcohol are forbidden. All the above will be confiscated and parents called.
- It is understood that the music and dancing will stay within the boundaries of decency and good taste.
- During the dance, the main gym lights may be turned off, provided the music set-up provides adequate lighting. Otherwise, the gym spotlights must be turned on.
- All dances for St. Mary's School students will be held in the school gym.

Section IX: Health and Safety

First Aid:

In case of sudden illness or injuries of a serious nature, the school will use the information on the Emergency Contact form to contact parents or guardians. The information on the Emergency Contact form is extremely important therefore, at the beginning of the school year, you are asked to complete this form and keep us always informed of any changes. School personnel may only administer basic first aid for minor injuries. This does not include over the counter (OTC) medications.

Illness, Injury, and Insurance:

Parents will be notified if their child is sick or injured. If your child has a fever, the parent will be notified, and the child must go home.

All students are to be covered by an insurance plan provided by the parents. It is mandatory that any student participating in a sports program at St. Mary's Catholic School has insurance prior to the first practice.

If a student requires the use of a wheelchair or crutches during the school year, the principal must first be notified so appropriate accommodation is made.

School Health Policy and Use of Medication (Policy 5141.1):

As a general principle, medications will not be given at school. An acutely ill student will be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists. Students should not be allowed to have any drugs in their possession on the school grounds. Special circumstances exist for a health problem that can be expected to be of a long duration.

- **When such a condition exists, the following policy will be adhered to:**

A. PRESCRIPTION MEDICATION

To assure school attendance for students who must use medication in the treatment of chronic disabilities or illness.

Any student who is required to take oral medication during the regular school day must comply with school regulations. These regulations must include at least the following:

1. Written orders from a physician detailing the name of drug, dosage, and time interval medication is to be taken.
2. Written request and permission from the parent or guardian of the student that the school complies with the physician's orders.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
4. Every medication given must be recorded on a medication log which includes date, time, dosage, and signature of person giving medication.
5. Only the principal or designated person shall be allowed to supervise a student taking prescription medication. At no time shall the principal or designated persons administer medicine to a student with the exception of #6 below.
6. The State of Illinois has approved a law that provides for the administration of undesignated epinephrine auto-injectors (undesignated = owned by the school) by a pupil, school nurse, and trained personnel. The school nurse or other trained personnel can administer the undesignated epi-pens to students with plans or prescriptions on file or to any student the nurse or trained personnel believes in good faith is having an anaphylactic reaction.

The school is required to permit the self-administration and self-carry of asthma medication or epinephrine auto-injectors as recommended in a written letter from the student's licensed physician.

State Law does not mandate that a school carry undesignated epinephrine autoinjectors or train school personnel. State Law simply allows for it.

If undertaken, the Law stipulates designated personnel must submit to the school's administration proof of completion of a training curriculum to recognize and respond to anaphylaxis.

The State Law ensures the liability protections for staff. The Law allows for (but does not mandate) quicker application of needed medicine and provides strong liability protection for school personnel that assist the student.

The use of intramuscular or intravenous medication must be cleared with the physician and administered by a registered nurse.

B. NON-PRESCRIPTION MEDICATION

1. All medications, including non-prescription drugs, given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. This excludes standing orders.
2. No topical application of alcohol, peroxide, calamine lotion, or any other medication will be used
3. If injury occurs, the school will use soap and water and inform the parent if the child needs further treatment or needs to be sent home.
4. If a child needs medication, the parent will be called and he/she assumes the responsibility to bring the student's medication or take the student home.

C. COMMUNICATION

Opportunities must be provided for communication with the student, parent, and physician regarding the efficiency of the medication administered during school hours.

1. Observe, evaluate, and report to student's parent, the student's health status and reaction at school to the medication(s) that has been prescribed by the physician. It is the parent's responsibility to inform the physician of any complications.
2. Report to the parents those factors in the school that might seriously impede the student's recovery.

D. HEALTH RECORD

1. All students entering either kindergarten or first grade and those entering sixth grade must have on file by October 15 of the current year a completed written health exam by a physician. School may require pre-K students to have an exam.
2. Any student who is not compliant with the health exam will be asked to remain at home until this exam is taken care of.

3. All children enrolling in kindergarten, and any student enrolling for the first time in an Illinois school, are required to have an eye exam by October 15.
4. Dental exams should also be on file. All students in Kindergarten, Grade 2 and Grade 6 are required to have an oral health examination. Proof of an examination must be presented to the school by October 15th of the school year.
5. It is the parent's responsibility to inform the school of any physical abnormalities, such as birth defects, allergies, epilepsy, diabetes, etc.

Medical Cannabis (Policy 5141.2):

For details on the Diocesan policy or to administer medications under it, please contact the principal.

Communicable Diseases and Illness:

- The following indicates rules for school attendance if a child has the following communicable diseases/illnesses:
 - **Flu:** Must be free of flu symptoms
 - **Fever:** Must be excluded from school until clear of fever for a twenty-four-hour period without medication.
 - **Conjunctivitis (Pink Eye):** May attend school twenty-four hours after first application/dose of antibiotic
 - **Chickenpox:** May not attend school until 6 days following the eruption of the first crop of vesicles.
 - **Head Lice:** Treated and checked before entry to school. Proof of treatment must be brought after a forty-eight-hour waiting period.
 - **Impetigo:** Must be excluded from school until sores are completely healed.
 - **Measles:** May not attend school until rash has disappeared
 - **Whooping Cough:** Must be excluded from school three weeks from onset of cough.

Notification of Contagious Disease:

- If a child has been exposed to a contagious disease parents **MUST** notify the school within 24 hours.
- If a child has been exposed to a contagious disease at school, parents will be notified.

- Keep any ill child at home so that they may recover, and the danger of infecting others is limited.
- Child **MUST** be free of a fever for a twenty-four hour period without medication before returning to school.

Head Lice:

- **When a child is found to have head lice:**
 - The parent will be called immediately to remove the child from school.
 - The child must be treated immediately with the special shampoo/rinse, either over the counter or prescription. The parent will be asked to follow the household cleaning suggestions from the Health Department.
 - The child may return to school when the following has been done:
 - The parent must show proof of treatment, which can be a note from the Health Department, physician, or proof of purchase of over the counter product.
 - The child must also be “nit free” and the school office must be given proof of this with a note from the Health Department or physician.
 - If a child is found to have head lice a second time or repeated cases, the child cannot return to school until evidence of treatment and written release from their physician.
- **St. Mary’s will use the following precautions:**
 - All pillows, blankets, & stuffed animals will be sent home to be laundered by the parent. All carpeted areas in the school will be vacuumed daily.
 - The school will make random checks through the fall and winter when head lice are so prevalent.
 - The school discourages sharing of personal items (combs, hats, etc.) and also discourages close contact in and out of the classroom.

Fire, Tornado, Earthquake, and Crisis Drills:

Procedures have been established for the proper exit of students during crisis situations, fire, tornado, and earthquake alerts. Practice drills are conducted during the school year to acquaint students with these safety procedures as required by the state.

Concussion Protocol:

- Any student/athlete who suffers a head injury shall be immediately removed from the game/playground/PE class/classroom and is subject to the Return To Play Policy i.e.:
 - The parent of a student/athlete who suffers a head injury must be notified.
 - School administration (Athletic Director for sports / Principal for school day) will be notified and receive a copy of the Incident Report.
 - The student/athlete must be evaluated by a health care professional.
 - This evaluation must be presented to the school.
 - Students/athletes who are determined not to have suffered a concussion can return to normal activities.
 - Students/athletes who are determined to have suffered a concussion cannot return to sports (games or practices) or school related activities until written clearance is received from a healthcare professional.
 - The student's/athlete's return to the classroom is subject to compliance with the Return to Learn Policy i.e.:
 - The student/athlete must present written instructions from a healthcare professional outlining the students/athletes prescribed limitations and their duration.

Coaches:

- Coaches will follow all concussion protocols.
- Coaches must complete and pass an IHSA approved Concussion Awareness Program prior to beginning their coaching career, and every two years thereafter.

Students/Athletes:

- Shall review, sign, and return to the school a concussion and head injury information sheet prior to beginning practice or competition.
- Shall abide by all concussion, RTP and RTL protocols.

Parents/Guardians:

- Shall annually review, sign, and return to the school, a concussion and head injury information sheet.
- Shall provide their student's school with the necessary written consent in accordance with Illinois state law prior to their student's return to participation following a concussion.

Student Safety:

If a student is interviewed by police during the school day, the procedure is:

- The interview is always conducted in private with a member of the administration present.
- The parent will be notified by the administration of the police interview.

Search and Seizure:

The administration of the school is free to enter a student's locker, desk, and school bag any time to search for questionable items. The principal has the authority to inspect all school or personal property. Hazardous and nuisance items, which are any items or articles which may cause or become a nuisance in the school, the classroom, or on the playground, are subject to immediate confiscation and will not be returned until the end of school.

Pest Control and Lawn Care Management (Policy 2502):

St. Mary's has established the required comprehensive Pest Control Management, Lawn Management and use of Fertilizer programs and is hereby notifying all involved parties that the school has a schedule for Pest Management, Lawn Management, and use of Fertilizer program implementation.

Asbestos Abatement Act:

The Asbestos Abatement Act (P.A. 83-1325 and amended by P.A. 84-1096) requires all schools to be tested for asbestos and have a management plan for their buildings.

The St. Mary's School building has been inspected. A management plan is available in the office. Anyone who wishes to review it may do so between 9-11am and 1-3pm. The copy of the plan may not be taken out of the office as it must always be available for official inspection.

We have contracted Asbestos Professional Services, Inc. to conduct periodic inspections of encapsulated asbestos pipe coverings located on the lower floor of the building. These are requirements by EPA regulations. In April 1998, these pipes were enclosed with PVC pipes.

HIV-AIDS:

Students with HIV enrolled or seeking enrollment in grades K -8 shall be permitted to attend school and shall not be excluded from attending school for reasons of the infection unless exceptional conditions are evident. When a student is infected with the virus, the principal and pastor must be informed by the student's parent or guardian.

Pregnant Students (Policy 5138):

The principal and pastor, in consultation with the Office of Education, shall make final judgments as to whether a pregnant student be enrolled or retained in school. They shall take every precaution to avert consideration of abortion as an option by the pregnant student. In the light of compassion, mercy, and justice, they shall consider each person's case individually, consult with the parents, recommend appropriate counseling resources, and ensure confidentiality. If the boy is enrolled at the school, consultation shall take place with his parents, recommend appropriate counseling resources, and ensure confidentiality. Pregnancy shall not be a reason for expulsion.

Sex Offender Registration:

The legislation requires that principals and/or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at the following website:

www.isp.state.il.us/sor

Statement of the Diocese of Belleville

Diocesan clergy, religious personnel, lay employees and volunteers of the Diocese of Belleville, while performing services for the Church, shall not engage in sexual conduct that is unlawful or harmful and contrary to the moral instructions, doctrines, and canon law of the Catholic Church. Such conduct is contrary to Christian principles and is outside the scope of the duties and/or employment of all personnel or volunteers of the Diocese.

Employees and/or volunteers must comply with all relevant state and federal laws, including:

- The Illinois Abuse and Neglected Child Reporting Act. This Act is summarized in the attached pamphlet "Care Enough to Call" of the Illinois Department of Children and Family Services.
- The laws prohibiting sexual harassment in the workplace. Sexual harassment includes but is not limited to slurs, jokes, sexual advances, requests for sexual favors and all verbal, graphic or physical conduct of a sexual nature. Any employee or volunteer of the Diocese of Belleville who suspects an incident of any sexual misconduct by any diocesan clergy, religious personnel, lay employee or volunteer must immediately report such incident to the Vicar General of the Diocese. The matter will be investigated, and where appropriate, disciplinary action will be taken. Do not assume that the Diocese is aware of any sexual misconduct. It is your responsibility to report incidents of which you know. Volunteers in the schools of the Diocese of Belleville Diocese of Belleville and a Volunteer must be in full compliance with the Diocesan Child Protection Program before beginning to work with children.

Statement of the Diocese of Belleville

To allow adequate discussion of policy issues and to allow all Board members, families and students affected by policy to have an opportunity to be heard: Any new policy or modification of an existing policy must be presented at a regularly scheduled Board of Education meeting. At the Board meeting at which the new policy and/or modification of policy is first presented, the Board shall not adopt or make any change in the policy. The first reading is for discussion and/or revisions. Upon the second reading at the next regularly scheduled Board of Education meeting, the Board of Education may ratify the new or modified policy into existing policy for the school. In the event of an emergency or compelling situation, if the Board finds the policy can be adopted or modified at the meeting at which it is proposed, a 2/3 vote is required to pass into existing policy.