



**2018-2019
Parent/Student
Handbook**

408 West Washington Street
Mt. Sterling, Illinois
217-773-2825

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ST. MARY SCHOOL OFFICE.....773-2825

Melissa Obert, Principal (mobert@smseagle.org)
Tammy McKeown, Administrative Assistant (tmckeown@smseagle.org)
Ashley Guthrie, Parish and School Bookkeeper (aguthrie@smseagle.org)

ST. MARY AFTER SCHOOL CARE

HOLY FAMILY RECTORY.....773-3233
Fr. Stephen Thompson (sthompson@smseagle.org)

The *St. Mary School Parent/Student Handbook* can be reviewed online at www.smseagle.org

**2018-2019
St. Mary School
Faculty and Staff**

Name	Grade	Email
Mrs. Jenni Obert	Preschool	jobert@smseagle.org
Mrs. Leslie Wiese	Preschool Aide	lwiese@smseagle.org
Mrs. Mary Weronko	Kindergarten	mweronko@smseagle.org
Ms. Rachel Saxer	1 st Grade	rsaxer@smseagle.org
Mrs. Kayla Walter	2 nd Grade	kwalter@smseagle.org
Miss Amy Johnson	3 rd /4 th Grade	ajohnson@smseagle.org
Mrs. Susan Lipcaman	5 th /6 th Grade	slipcaman@smseagle.org
Mrs. Becca Kassing	7 th /8 th Grade	bkassing@smseagle.org
Mrs. Nancy Mitchell	Development Director	nmitchell@smseagle.org
Mrs. Lana Nuessen	Librarian	
Mrs. Cathy Clarke	Cafeteria	cclarke@smseagle.org
Mr. Kevin Butler	Custodian	kbutler@smseagle.org
Mrs. Ashley Guthrie	Bookkeeper	aguthrie@smseagle.org
Mrs. Tammy McKeown	School/ Parish Secretary	tmckeown@smseagle.org
Mrs. Melissa Obert	Principal	mobert@smseagle.org
Fr. Stephen Thompson	Pastor	sthompson@smseagle.org
Michael Ellerman	Deacon	mikeellerman2239@gmail.com

Acknowledgements

St. Mary School would like to take this opportunity to thank the staff, pastor, parents, school advisory board members and all those who help to update this document. It should be understood that although we have tried to cover several areas that are important in the administration of St. Mary School, a more comprehensive document should be referred to if the reader has additional questions. The "Handbook of Catholic Education Policies" is a comprehensive document developed by the Office for Catholic Education, Diocese of Springfield, Illinois. (Revised and effective September 2011.) St. Mary School has adopted the diocesan policies in whole. It is the responsibility of the principal to insure these policies are followed.

Mission Statement

The mission of St. Mary School is provide a well-rounded Catholic education based on excellence in academics and dedicated to the development of the whole child - spiritually, intellectually, and physically; thereby equipping our students with the aptitude and the determination to continue their education and become responsible Christians in society.

Philosophy

St. Mary School is a Catholic elementary school in the Springfield Diocese, which is dedicated to the educational mission of the Church - to proclaim the message, to build community, to enter into prayer and worship, and to motivate to service.

We believe. . .

- that St. Mary School exists to assist students to develop their giftedness and potential so that they might grow in their faith and choose to serve others in Jesus' name.
- that St. Mary School is dedicated to academic excellence and its ultimate goal is the development of the whole child - spiritually, intellectually and physically.
- that parents are the primary educators of their children. We see ourselves as partners with them as we strive to educate and instill in their children knowledge and truth, as well as Catholic attitudes and values for daily living.
- that St. Mary School provides a joyful, positive and respectful atmosphere, which fosters community and enables students to grow in self-discipline and acceptance of self and others.

Academic Expectations/Goals

In order to achieve the mission of St. Mary School, students will:

- To teach our Catholic faith and heritage through a comprehensive education program based on doctrine and experience
- To stress moral development and the teaching of Catholic values throughout the school day, in each area of the curriculum
- To strive to provide the strongest academic program possible
- To challenge children to aim for excellence and to become increasingly responsible for their own learning
- To use teaching strategies which will enable students to develop higher level thinking skills
- To assist students in developing a positive self-image
- To continue to foster global awareness & social consciousness & to instill in students a realization of and a compassion for the needs of others
- To encourage and enable students to be respectful of themselves, other students, and those in authority
- To encourage students to be self-disciplined
- To enable students to express themselves creatively through fine arts

- To enable students to read fluently with understanding
- To enable students to communicate clearly & correctly through speaking & writing for a variety of purposes
- To enable students to use & apply computational skills & mathematical concepts
- To enable students to exhibit knowledge of our country's democratic process, history & cultural diversity needed to become active citizens within our country & the global community
- To enable students to achieve literacy in the area of technology
- To enable students to effectively use & demonstrate the scientific method & science concepts

Accreditation

The Illinois State Board of Education according to Policy and Guidelines officially recognizes St. Mary School for Registration and Recognition of Nonpublic Elementary and Secondary Schools.

Administration

The Pastor is the chief administrator of the school and parish. In addition, he is responsible for the maintenance of an effective religious education program for the school. The immediate direction of the school and its instructional program is delegated to the principal. To assure effective communication between the school and home, the correct line of communication to be followed is Teacher-Principal-Pastor.

Admission Policy

Nondiscrimination Policy: St. Mary School admits students of any race, sex, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, sex, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and school administered programs.

St. Mary School gives preference in admission to Catholic students living in Holy Family Parish; secondly, to Catholic students living outside the parish boundaries; thirdly, to non-Catholics when openings are available. A student entering kindergarten must be 5 years of age by September 1st of that year. An official birth certificate and a baptismal certificate (if the child is Catholic) must be presented at the time of registration unless the child was baptized at Holy Family Church. A student entering first grade must be 6 years of age by September 1st of that year. Students not fulfilling the age requirement, but who after adequate examination are found to possess sufficient maturity to enter kindergarten or first grade, may be accepted. Likewise, with the consent of the pastor, the principal is authorized to exclude from admission to kindergarten or first grade students who, on the basis of testing conducted by the school, are definitely unprepared for regular classroom work.

Students with Disabilities: St. Mary School shall do everything in its power to provide Catholic education to students with disabilities. Those students who cannot be fully integrated into the total regular school program shall be encouraged to take advantage of dual enrollment. Present state statutes require that public school districts accept in part-time attendance, via dual enrollment procedures, students who are enrolled in non-public schools and who are in need of special education and related services not available in the non-public school. These students do not need to withdraw from the non-public school. Once enrolled part-time in the public school, they have all the rights, responsibilities, and privileges of special education and related services as any student in the public school.

Catholic School does not discriminate against immigrant students lacking legal documentation/status, via Plyler v. Doe.

After School Care

The afternoon childcare program will be available from 3:00 p.m. to 5:30 p.m. Monday through Friday on regularly scheduled school days. After School Care will be available on days when there is a 2:00 dismissal except on 2:00 dismissals before the holidays including Thanksgiving, Christmas, Easter and the final day of school. There will not be After School Care on days when dismissal is before lunch.

After School Care will be available on early dismissal days due to inclement weather until 5:30 p.m. if dismissal occurs after lunch. On these days, please pick up your child as soon as possible so the staff can get home safely. There will be no after school care on any days when school is dismissed before lunch due to inclement weather.

Childcare will not be available on teacher in-service days, snow days, holidays, or scheduled days off on the school calendar.

Fee: The cost for afternoon childcare will be \$2.75 per hour for the first child and \$2.50 per hour for additional siblings. A charge of \$2.75 will be charged for every 15 minutes your child is here after 5:30 p.m.

Billing: Childcare billing will be included in the monthly statements. If you will be reporting your childcare payments for tax purposes, please request a receipt upon each payment for your records. We will not be responsible for end of the year totals.

Pick-up: Parents must sign their child out during pick-up. If someone other than a parent or guardian is picking up a child, that person must sign the child out. The parent at registration must provide a list of those who may pick up a child.

Discipline: The after-school program is an extension of the school day; therefore all school policies will be enforced.

Special Requests and Instructions: If you have any special requests or instructions for your child such as changing clothes for a practice or someone other than a parent is picking up your child, please send the request or instructions in writing to the child care supervisor.



Age Requirement for Admission

A student entering kindergarten must be 5 years of age by September 1 of that year. An official birth certificate and a baptismal certificate must be presented at the time of registration unless the child was baptized at St. Mary Church. A student entering first grade must be 6 years of age by September 1 of that year.

Early Admission Policy: Students not fulfilling the age requirement for kindergarten or first grade

may be considered for early admission if they meet the required criteria. In order to determine eligibility, the student would need to have adequate testing, and possess sufficient maturity and skills to enter kindergarten/first grade. The child would then be allowed to begin kindergarten/first grade and would be monitored for six weeks. After that, a conference will be held and the school will recommend whether the student continues in that grade or returns the following year. It is the responsibility of the parents to arrange for the testing.

Agreement to Abide by the Handbook

The *St. Mary School Student and Parent Handbook* contain the school's policies and procedures, which pertain directly to the students and parents of St. Mary School and are in conformity with the Diocese of Springfield. The handbook is updated yearly and you will be informed of any changes from one year to the next.

Since support to the entire educational process of St. Mary School is essential for the success of the students, students and parents need to be familiar with and follow the policies and procedures. Therefore, all students and parents are asked to sign a statement to show that they have read the handbook and agree to follow the school's policies and procedures. This form to sign will be handed out with the handbook and beginning of school year, and will be kept on file for the duration of the school year.

Arrival and Dismissal

Children are to arrive at school by 8:00 a.m. Students are to enter the school at the east gym door entrance. If children need to arrive before 8:00 a.m. due to parents' work schedules, they will be allowed to come in the gym door after 7:25 a.m. and sit quietly in the cafeteria or gym until 8:00 a.m. If students are disruptive, they will lose the early arrival privilege. Students arriving at school after 8:00 should enter at the south security entrance (Door A) and come to office to be signed in by an adult.

Students are to be picked up at 3:00 p.m. or at the scheduled dismissal time. Children not picked up within 10 minutes of dismissal will go to the after-school care program. If students remain at school past dismissal time longer than 15 minutes, parents will be charged the normal After-School Care rate. Students will be dismissed at the east gym door and will be escorted to the front of the church for pick-up.

Asbestos Policy

St. Mary School has an Asbestos Management Plan, which is on file in the principal's office and is available during normal business hours in accordance with federal regulations.

The School Asbestos Management Plan required by the Federal Government was completed and submitted to the Illinois Department of Public Health in 1989. The school and the state have accepted recommendations in the plan. Inspections are held as required by state guidelines on a regular basis.

Assaults on School Personnel

Assaults or violence on school personnel will be reported to the authorities as required by state regulations. Striking, kicking, or serious acts that endanger the safety of other will be reported.

The principal shall also notify the local and Illinois State Police within 3 days of each incident through Incident Reporting System. (SIRS)

St. Mary School is committed to the safety and well-being of students, faculty, and staff. The principal will notify the local and state law enforcement agencies of written complaint from school personnel concerning instances of *battery*, committed against school personnel.

The principal shall also notify the Illinois State Police within 3 days of each incident through Incident Reporting System. (SIRS)

Athletic Eligibility Policy

I. Purpose

- A. The purposes of school-sponsored athletic programs are to teach the skills of games, to foster healthy exercise, to teach fair play and to give enjoyment to students. Athletic programs which deny to certain students these opportunities, or that exert undue pressures on students, are inconsistent with these purposes.
- B. School-sponsored athletic programs are part of the school program and are subject to policies of the pastor and the board, as well as to the general administrative responsibilities of the principal of the school.
- C. The following practices are prohibited in elementary school-sponsored athletic programs:
 1. The playing of students who are fifteen (15) years of age or older.
 2. The denial of play by students who cooperate with coaches through effort and practice.
 3. The participation of students on more than one team in the same sport.
 4. High-pressure contest, excessive publicity, elaborates recognition ceremonies, or exploitation of children in any manner.

Handbook of Catholic Education Policies
Diocese of Springfield in Illinois

II. Sports Sponsored

Before any new sport may be sponsored it requires approval of the school board, principal and pastor. St. Mary School & Brown County Community School District #1 have a cooperative agreement.

Cooperative Team Agreement

Introduction

This agreement is made by and between the Board of Education of Brown County Community Unit District #1, Mount Sterling, Illinois and Saint Mary School, Mount Sterling, Illinois in accordance with application procedure set forth by the Illinois Elementary School Association (IESA).

The purpose of this agreement is to expand equal opportunities in the area of boys' baseball, girls' softball, girls' and boys' basketball, girls' volleyball, and track.

Brown County Middle School and Saint Mary School will pay the program costs based on a separate agreement between the two school boards.

This agreement is for the 2018-2019 school years, upon approval of the IESA. This agreement will be renewable by mutual agreement between the two (2) Boards of Education and the Illinois Elementary School Education (IESA).

Notice of non-renewal of this contract will be given by July 1 of the renewal contract year in agreement by both schools.

Transportation

Each school will be responsible for arranging transportation for their students to practice sessions and home games. The away games transportation will be the responsibility of the BCCUSD # 1 who will provide the bus and the bus driver.

Squad and Mascot

The squad shall be known as the Brown County Middle School and shall operate with the team uniform colors of kelly green and white with gold trim. The mascot will be the Hornet.

Equipment/Games

Brown County Middle School will furnish equipment and uniforms for all participants. All coaching salaries and officials will be split as per agreement between the two school boards/superintendents.

Supervision

The administration of both schools will be responsible for crowd control, supervision, and discipline of all individuals involved with sport programs held at the host/sub school facility.

Liability

Liability for all students utilizing transportation shall be with the transporting school. Premise liability shall be borne by the school in which the activity/practice takes place.

Eligibility

- A. Minimum requirements for students:
 1. Written permission of parents
 2. Physical examination within the appropriate school year
 3. Proof of medical insurance coverage
 4. No one other than players may practice with the team.
 5. All participants will be required to have proof of insurance and a current physical on file with their home school and the host school. It is the responsibility of the host school to make sure these items are on file before the participant starts practicing.
- B. Player eligibility
 1. It is expected that students maintain satisfactory academic effort while participating in a sport.
 2. An eligibility check shall take place weekly for all students involved in activities. This check shall be the same day each week except when school is not in session; then it must be taken on the last day of student attendance that week.
 3. A student shall be declared ineligible for any of the following:
 - a. An "F" in any subject
 - b. Two "D's" in any core subject (Religion, Math, Reading, Science, English, Spelling, Social Studies, Computer)
 - c. An "F" in conduct or effort
 4. Grades shall be accumulative for the grading period.
 5. Students will be suspended for at least one week (Monday-Saturday).
 6. Students with special needs will be dealt with on an individual basis.
 7. All final judgments concerning eligibility rest with the principal.

8. Students may go to practice while they are ineligible, but may not play in any games during that period.

Attendance

- A. A student must be in school at least ½ day (3 hrs.) on the day he/she desires to attend or participate in any sports activity. In the event of a family emergency, participation will be determined at the discretion of the administration.
- B. Whenever school is not in session or dismissed early due to inclement weather, games and practices are automatically cancelled, according to Diocesan and IESA policies.
- C. Unexcused absences from practice will not be tolerated. If, for any reason, a student must miss a practice, the individual or the parent of the individual must notify the coach prior to the practice session.

Parents

Brown County Middle school operates a concession stand and has an approved fundraiser(s) by the district/school for games exclusive of the IESA state series. Parents of student athletes may be asked to work in the concession stand and the players may be asked to participate in the fundraiser(s). The proceeds directly benefit the sports programs of Brown County Middle School/Saint Mary School co-op and will be administered by the Brown County Middle School.

Awards

Athletes shall be awarded letters and pins representing the host school and provided by the host school.

All team trophies acquired by the cooperative team will be the property of the host school.

This agreement between the Boards of Education of Saint Mary School and Brown County Middle School has been read and approved and is signed and dated by both Board presidents and administrators of the participating schools.

Concussion Policy

St. Mary School follows the concussion guidelines established by the IHSA and the IESA.

Attendance and Absence Policy

St. Mary School requires daily school attendance each and every day of the school year unless an illness prevents attendance. We cannot stress too greatly the importance of your child being in school every day and being on time, in order to achieve the greatest success in his/her schoolwork. Each day's absence makes it more difficult for him/her when he/she returns. It is important that your child attend school every day unless illness prevents attendance.

If your child is absent from school for any reason, it is your obligation to call or contact the school office. Senate Bill #730 requires parents to notify the school if their child is absent. Please call the school office between 7:45-8:45 a.m. This law also states that the school must call the parent if the parent has not informed the school about the absence. You may also send a note with a brother or sister stating the reason for the absence. **Children must bring a written excuse after an absence.**

If a student is arriving late or leaving early, prior written notice is recommended. The parent or designated person taking the child must report to the office to sign the student out when they leave the premises. When a student is returned to school, the parent/guardian must also report to the office to sign the student in.

The following attendance procedures will be in place for the 2018-2019 school year. The instructional school day begins at 8:00 a.m. and ends at 3:00 p.m.

- If a student arrives after 8:15, but prior to 8:45, they will be marked Tardy or Out.
- If a student is absent for any portion of the day 30 minutes or less, they will be marked as Tardy or Out.
- If a student is present for 0-149 minutes of instruction, they are counted as absent for the full day.
- If a student is present for 150-299 minutes of instruction, they are counted as absent for ½ day.
- A student must be present for 300 minutes or more of instruction to be counted as present for a full day.

Homework will be available for pick up after 3:00 p.m. A parent may request the books and assignment sheet to be placed in the school mailbox near the north door on Washington Street if pick up will be later than school office hours (4:00). Homework may also be sent home with a sibling.

Perfect Attendance Awards may be given if a student has no absences or tardies and has not been absent any portion of a school day.

Excused Absences

1. Illness verified by parents or guardian
2. Family emergencies – injury, death, funeral, and work emergencies at home
3. Medical appointments that cannot be scheduled outside of school hours (1/2 day only)
4. Civil court appearances
5. Other (at discretion of the Administrator)
6. Principal may require doctor's excuse after three (3) days absence or longer.

*In order to be excused for any other absence, a written note must be sent to the principal two days before the date of the absence stating the time, length, and reason for the absence.

Unexcused Absences

1. Truancy
2. Student fails to check out properly
3. Oversleeping/missing the school bus
4. Personal business – shopping, haircuts, babysitting, etc.
5. Out-of-school suspension
6. Sleeping in
7. No Transportation/Car trouble
8. Medical appointments for other family members
9. Other (at discretion of the Administrator)

Students may not receive full credit for an unexcused absence.

Ordinarily all assigned work and tests announced prior to a student's absence are made up the day the student returns; the number of days allowed for other make-up work equals the number of days absent. No make-up work will be accepted after the end of the school year unless extenuating circumstances as determined by principal and/or other school personnel exist. It is the responsibility of the student/parent to contact the teacher to arrange for make-up tests and make-up work. Families should make every attempt to schedule trips or vacations when school is not in session. Teachers are not required to give assignments in advance for vacation purposes.

Students who develop a pattern of chronic tardiness or absenteeism may be referred to the Attendance Officer of the Regional Office of Education. The combination of unexcused absences and tardies constitutes the definition for truancy. If the number of absences/tardies equals or exceeds 5% of the school year (approximately 9 days), it is considered excessive by state standards. If truancy is chronic, the truancy team must be contacted according to state law. The Regional Office of Education will be contacted after three, six, and nine unexcused absences. Students should arrive at school by 8:00 a.m.

Bicycles, Skateboards, Roller-Blades

Students are encouraged to bring locks if they choose to ride bicycles to school. The school cannot assume responsibility. Bicycles, skateboards, roller blades, etc. are not to be ridden on school grounds when students are present.

Birthday Celebrations

Birthday celebrations are quite important to children. To mark the occasion, children may bring **simple treats** to share with the class. Parents/guardians are encouraged to send healthy treats in support of our Wellness Policy. A list of alternative healthy treats is in the back of the handbook.

School deliveries of balloons and flowers for students **is discouraged**. Such deliveries will not be given to students until dismissal. Therefore, we ask that these items be **delivered to the student's home instead**.

Invitations to private parties should not be distributed at school, unless the entire class is invited (or all of the boys for a boy's party or all of the girls for a girl's party), so as not to embarrass children who are not included.

Bloodborne Pathogens Control Plan

In conformity with the Diocese of Springfield policy and O.S.H.A. regulations St. Mary School has on file a "Bloodborne Pathogens Control Plan" which is available for inspection during school office hours.

Books

Textbooks are the property of St. Mary School and are issued to students on a rental basis. Students are asked to care for the textbooks by protecting and covering the books. Students will be responsible for the replacement cost of damaged or lost books.

Building Usage

All St. Mary School facilities are primarily for school and parish activities. School activities shall have precedence over all other parish related activities. The Principal/Pastor shall use discretionary judgment about whom, when and how the facilities may be used.

Bullying and Harassment

St. Mary School strives to help our students gain greater capacity for empathy, for compromise, for Christian kindness and respect toward others, and for learning the important skills of conflict resolution and problem solving. We are committed to providing a caring, friendly, and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying or harassment of any kind is unacceptable at our school.

Students at St. Mary School are expected to:

- Treat others with respect.
- Refuse to bully anyone
- Refuse to watch, laugh, or join in when someone is being bullied/harassed
- Report bullying/harassment to an adult.

What is bullying?

Bullying is defined as repeated exposure, over time, to negative actions on the part of one or more students, with the conscious and deliberate intention of hurting another student. Bullying results in pain and distress to the victim. Some specific examples of bullying are:

- Hurting someone physically by hitting, kicking, tripping, pushing, or any use of violence.
- Stealing or damaging someone's belongings.
- Teasing, putting others down or ganging up on someone.
- Spreading rumors about someone.
- Leaving someone out on purpose or trying to get others not to play or associate with someone.
- Verbal or written threats, name-calling, sarcasm
- Teasing others about their appearance, possessions, clothing, etc.
- Intimidating phone calls, e-mails, or notes.
- Gestures or body language meant to put others down or exclude them from a group
- Racial taunts, racial graffiti, or gestures
- Engagement in online blogs such as, but not limited to, MySpace.com, Zanga, Friendster, Facebook, or other social media may result in disciplinary action if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, or the parish.

Bullying issues are to be reported to the principal and sanctions will be determined by the St. Mary School Administration in the following ways:

- Consultation with students
- Parent notification by phone
- Parent conference
- Disciplinary action

Cyber bullying

Cyber bullying is sending or posting harmful material or engaging in other forms of social aggression using the Internet or other technology. Cyber bullying may include anger, harassment, trickery or impersonation and even extend to cyber stalking or cyber threats. The impact of cyber bullying on students can be severe, interfering with education and producing long-term psychological damage.

Engagement in online blogs such as, but not limited to, MySpace.com, Zanga, Friendster, Facebook, or other social media may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Electronic harassment can occur through personal websites, blogs, email, discussion groups, message boards or cell phones. Although cyber bullying may take place outside of the school, it may become a school issue when it affects the educational environment. Cyber bullying issues are to be reported to the principal and will be investigated by the St. Mary School Administration in the following ways:

- Consultation with students
- Parent notification by phone
- Parent Conference
- Disciplinary action
- If the online material appears to present a legitimate imminent threat of violence and danger to others, school officials should contact law enforcement and initiate a protective response.

Sexual Harassment

Sexual harassment will not be tolerated at St. Mary School. Reports of bullying/harassment are to be reported to the principal immediately so appropriate measures can be taken.

Discriminatory harassment or mistreatment of others based on race, ethnicity, religion, sex, creed, national origin, ancestry, age, handicap, disability, or other improper considerations is not acceptable and will be subject to disciplinary or other appropriate action.

Without limiting the scope of this policy, sexual harassment is any unwanted, unwelcome, and uninvited sexual pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. Non-sexual harassment means unwelcome verbal, written, or physical conduct which is directed at an individual based on race, national origin, age, handicap, sex, or sexual orientation. Students, parents, and staff are encouraged to bring to the attention of the principal and/or pastor any instances believed to involve discriminatory and/or sexual harassment for investigation.

The administration and School Board will investigate complaints of harassment. If the investigation shows that the harassment did occur, the school's normal disciplinary procedure will be followed in determining the appropriate consequence for harassment, up to and including termination.

Bus Regulations and Evacuation Drills

Students are under the same authority on the bus that they are under while in the school building. The bus driver represents this authority on the bus. He/she is responsible for the safety of the students he/she transports. Riders may be refused transportation when deemed necessary to correct behavior. The Superintendent or his designee will determine re-admission to the bus. Bus rules are as follows:

1. Be on time at the school bus stop. Be considerate of others.
2. Wait until the bus comes to a complete stop before attempting to enter the bus. Observe precautions at all discharge points. Where it is necessary to cross a two-lane highway only, proceed to a point at least 10 feet in front of the bus on the right shoulder of highway where traffic may be observed in both directions. Then wait for the signal from the bus driver permitting you to cross safely.
3. Do not ask the driver to stop at places other than the regular bus stop.
4. Do not leave your seat while the bus is in motion. Seats may be assigned on the bus.
5. Arms and hands should never be outside the bus window. Do not lower windows below marks on the frame. Do not throw anything in or out of the bus. Face the front with feet out of the aisles.
6. In case of a road emergency, remain in the bus until instructions are given by the driver.
7. Treat bus equipment as you would valuable furniture in your home. Never tamper with the bus or any of its equipment.
8. Leave no books, lunches, or other articles on the bus. Keep books, packages, band instruments, athletic equipment, project materials, and all other objects out of the aisles.
9. Loud talk, confusion, profanity and smoking will not be tolerated. Conduct on the bus shall be becoming young ladies and gentlemen. There is to be the same conduct on a game or fans' bus as on a regular route.
10. Help look after the safety and comfort of small children.

Students participate in bus evacuation drills each year.



Cellular Phones

Cell phones may be brought to school or a school activity under the following conditions:

- (1) Phones must be kept in the OFF position from 7:40 am-3:00 pm or until the student is off school grounds.
- (2) Cell phones may not be used for picture taking or video recording unless directed by the teacher.
- (3) No harassment or threatening of persons via the cell phone is permitted.
- (4) Cell phones may not be used during the school day or on school grounds for text messaging, game playing, listening to music, watching a video, internet or e-mail access, gambling or making purchases of any kind without directions from the administration.
- (5) Those who violate any rule regarding cell phones may forfeit their privileges of bringing them to school. Cell phones used in violation of school policies will be removed from the student and kept in the school office to be picked up by a parent or guardian.

Change of Address

Parents should notify the school when there is a change of address or telephone number. The school must have an up-to-date file of home, work and emergency phone numbers, so parents can be contacted in an emergency situation.

Cheating

Cheating is a serious compromise of a student's integrity and will not be tolerated. Any student found to be cheating will receive a zero for the test or assignment. Parents will be notified. Additional consequences may be determined by the administration.

Communication

Communication between home and school is very important for student success.

Parents are encouraged to contact the school through written notes, phone calls to 217-773-2825 or e-mail to swoodward@smseagle.org any time they have a question or a concern regarding their child's progress, school policy, questions regarding curriculum or behavior policy. Please contact the teacher to schedule a convenient time to meet. Teachers may have meetings scheduled before or after school and be unable to meet if you drop in. If a parent has a concern, the parent should first discuss the concern with the teacher. If concerns are not resolved, the principal should then be contacted. If the concern is still not resolved the pastor can be contacted.

Weekly Announcements will be sent home with the youngest student of the family or e-mailed on the last attendance day each week. The menu will be e-mailed or sent home monthly with the youngest student of each family.

Teachers communicate with parents through notes, newsletter, phone calls, and emails. Please provide the school with updated contact information including phone numbers and email address.

Phone Calls

In case of an emergency, the teacher or office will call the parent. The children may not use any of the phones except with permission or in the case of an emergency. Please be sure to inform your child(ren) of after school arrangements prior to the beginning of the school day. No teacher or child will be called from class except in the case of an emergency.

To *instill responsibility* students will **not** be permitted to use the phone to call for parents to bring forgotten homework, lunches, or for permission to change after school plans. **Please make all after school plans before your child leaves home in the morning, as this will encourage responsibility and organization within your family as well as preventing unnecessary disruptions for school personnel.**

Conflict Resolution

Conflict between people is normal. How we manage the conflict makes a difference. St. Mary School strives to help our students gain greater capacity for empathy, for compromise, for Christian kindness and respect toward others and for learning the important skills of conflict resolution and problem solving. We are committed to providing a caring, friendly, and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Students are encouraged to handle conflict with one another by working together to solve the problem. Faculty and staff members are also encouraged to handle conflicts with one another, with parents, and with students in the same way. Steps to take are as follows:

1. Cool down.
2. Describe the conflict.
3. Describe what caused the conflict.
4. Describe the feelings raised by the conflict.
5. Listen carefully and respectfully while the other person is talking.
6. Brainstorm solutions to the conflict.
7. Try your solution.
8. If one solution doesn't get results, try another.

If the conflict cannot be resolved, agree to disagree. People can get along even when they disagree. Faculty members may be called upon to help mediate the conflict resolution between the students. The administrator may be called upon to mediate conflict resolution between faculty members or faculty members and parents.

Corporal Punishment

Corporal punishment is not allowed or used at St. Mary School.

Conduct, Whether Inside or Outside of School

The student is a St. Mary's student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials. A student who is accused of a serious wrong may be placed on a home study program pending the outcome of adjudication or investigation.

NOTE: The pastor and principal are the final recourse in all-disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

Daily Schedule

St. Mary School schedule allows for 6 hours of instruction between 8:00 a.m. and 3:00 p.m.

7:25	Gym doors open
8:00	Students will assemble in the gym for prayer and announcements,
8:10	Students dismissed to the classroom
8:15	Classes begin/Tardy bell
	<i>*Friday: 8:30 a.m. Mass for Grades K-8</i>
9:45-10:15	Recess/Snack for Grades K, 1, & 2
11:00	Preschool Lunch
12:00 – 12:20	Lunch for Grades K, 1, 2, 3, 4
	Recess for Grades 5, 6, 7, & 8
12:20 – 12:40	Recess for Grades K, 1, 2, 3, & 4
	Lunch for Grades 5, 6, 7, & 8
2:45	Afternoon Prayer & Announcements
2:50	Dismissal for those who ride a bus.
3:00	Dismissal for those who are car riders or are walking home.

Discipline Policy

The essence of Christian discipline is self-discipline. All disciplinary actions should be created to help the student grow in understanding of himself or herself and of his or her Christian responsibilities to others. This is achieved best when principal, teachers, and parent(s) or guardian cooperate in guiding the student's growth in Christian attitudes, values, and behaviors.

Individual teachers will deal with behavior problems through use of the Diocesan-mandated Quality Student Performance Program Behavior Manual. Parents should be aware that their support and cooperation are needed when their child is having behavior or academic problems at school.

Corporal Punishment is not allowed and is not used.

The administrator reserves the right to waive and/or deviate from any or all-disciplinary regulations for just cause at his/her discretion.

Detentions

Detentions will be held in the morning before school begins for not less than thirty (30) minutes and no longer than sixty (60) minutes. A notice will be sent home with the student the day the detention is issued and at least twenty-four (24) hours prior to the date of detention for parent signature. If a student is unable to stay for the detention on the assigned date, the teacher and/or principal must be notified in writing so a date can be arranged. This should only occur in the event a previous appointment has been scheduled.

A student may receive a detention for disrespect, inappropriate language or behavior and/or disregard of school, class or bus rules.

In-School Suspension

In-school suspension may be issued for:

- disrespectful behavior or attitude shown to teachers or any adult working in school.
- repeated failure to respond to correction and direction of teachers or any other adult responsible for students.
- disruptive behavior that impedes the work of the student, the rights of others, and/or the order of the classroom and school.

The student will be removed from all classes and activities during the school day. Students are expected to complete all assignments given during the suspension and may receive partial credit for work completed during the suspension.

Suspension

A student who is accused of a serious wrong may be placed on a home study program pending the outcome of adjudication or investigation. A student will not be suspended from school until there has been a conference with the parent(s) or guardian. The time period of suspension will not ordinarily exceed five (5) school days. The date of the suspension and a summation of the parent conference will be kept on file. No credit is given for academic work during the time of the suspension.

Suspension may be issued for:

- possession, sale, use of or encouraging the use of controlled substances, alcohol or tobacco.
- possession of knives, firearms, explosives, or anything that resembles or is used as a weapon.
- serious misconduct.

If such offenses occur, the principal will notify the parents, the pastor, the school board, and/or the relevant legal authorities where the circumstances are deemed appropriate. After due and deliberate consultation among the parties listed above, a correct course of action will be decided upon which could include permanent dismissal from our school.

Expulsion

The expulsion of a student from a Catholic school is so serious that it should be invoked rarely and then only as a last resort. The general situations, which demand removal of a student from the school, can be reduced to two:

- delinquency and immorality which warrant commitment to a correctional institution or which constitutes a definite menace to other pupils
- chronic and incorrigible misbehavior which undermines classroom discipline and impedes the academic progress of the entire class

When all other means have failed and expulsion is being considered, the following procedures are to be observed:

- The student is to be suspended for a period not to exceed one week.
- The parents of the student are to be granted a conference with the pastor and principal in the hope that a solution to the problem will be found which will forestall the necessity of expulsion.
- The pastor, in consultation with the principal, is to make the final decision and to communicate this decision to the parents. If expulsion is necessary, he will also help them make arrangements for the further education of their child.
- If the pastor decides to expel the student from school, charity would suggest that some help be given to the family in finding another Catholic school which would accept the student on a probationary basis.
- If expulsion is necessary, the date of withdrawal and the word “withdrew” are sufficient for the permanent records.

Search and Seizure

A school official may properly conduct a search of a student’s person if the official has a reasonable suspicion that a crime has been or is in the process of being committed. A search may also occur if school officials believe that the search is necessary to maintain school discipline or to enforce school policies.

Threats

All threats are to be taken seriously. Students who threaten others through words or actions will be removed from school and not permitted to return until a licensed psychiatrist has made written certification to the school that the child is safe to self and others. The student and parents must adhere to post-evaluation therapy strategies (meetings, additional counseling sessions, etc.). The student and parents are responsible for the cost of the evaluation and follow up sessions. A copy of the evaluation and schedule of follow up sessions must be given to the principal. If the student and his/her parents do not agree to the evaluation and subsequent sessions, the student will not be allowed to attend St. Mary School.

Defamation

Deliberate defamation of others is not consistent with Christian values, and students will be responsible for intentional harm they cause others.

Assaults or Violence on School Personnel

Assaults or violence on school personnel will be reported to the authorities as required by state regulations.

Striking, kicking, or serious act that endanger the safety of others will be reported.

Dismissal

All students are to be picked up at the close of the school day (by 3:00 p.m.) unless attending the After School Day Care program. Students are not to be left unsupervised.

Dress Code

Attendance at St. Mary School constitutes an agreement by student and parent to abide by the dress code. Students at St. Mary School are expected to take pride in the way they dress. St. Mary School strives to create an atmosphere conducive to learning, appropriate behavior,

neatness, orderliness, and good morals and values. For the sake of good discipline, scholarly appearance and the fostering of good morals, students are expected to dress modestly, conservatively, and neatly. Attire should always be suitable and appropriate for the classroom. The way one dresses is a direct reflection on the individual student and the school itself. All students are expected to be in dress code compliance at all times during the school day. At any time, the principal has the discretion to decide if an item of clothing or a child's personal appearance abides by the letter or spirit of the dress code and will take the proper steps to remedy the situation.

EVERYONE

1. Bottoms - Boys and girls may wear jeans/jean shorts of any color, but not ones that are form fitting, ripped, frayed, torn, or patched. Pants (twill, wool, corduroy, or polyester blend) or jeans are to be full or mid-calf length and not rolled up or cut off. Neatness and cleanliness are very important. Clothing must be neat and clean, must fit appropriately, and be properly mended, as needed. Leggings are allowed but must be covered by a shirt that is fingertip length covering their backside and front side. Skirts, jumpers, skorts, and shorts must have a hemline fingertip length from knees. Sweatpants, bib overalls, athletic sportswear (pants and shorts), and spandex are not allowed.
2. Tops - All tops must have long or short sleeves. No lettering, emblems, etc. are permitted except for a small logo (no larger than 3" x 3") original to the shirt. T-shirts and other shirts worn under regular school shirts must be solid color with no lettering or pictures to show through the school shirt. The sleeves must not be longer than those of the outer shirt. Graphic t-shirts are not allowed.
3. Socks are required. Shoes: Sandals, flip-flops, backless shoes (including Crocs), and high heeled shoes are not to be worn to school for safety reasons.
4. Jewelry, including watches, necklaces, bracelets, and earrings, should not be distracting to the student or others. Due to safety reasons, only small post-style earrings are allowed.
5. Haircut, color, appearance, and accessories should not be a distraction or disruption to the student or others. Extreme hairstyles (i.e. various colors, Mohawks, length, etc...) are prohibited. Hats, scarves, etc. may not be worn indoors during the school day.
6. Tattoos (permanent and temporary) and visible body piercing other than ears are not allowed.

Game Day Attire

Students may receive permission from the Principal to wear uniforms or jerseys for special events or games. Uniforms, jerseys, or athletic wear are not to be worn on Mass days unless special permission is given by the administration.

***The administration and teaching staff reserves the right to determine inappropriate or distracting clothing.**

Drug/Fire Arm Violations

Any student or person on school property with drugs or firearms in his/her possession or on school property will be reported to the authorities as required by state regulations. Parents or guardians of students in possession of firearms on school grounds, which include the real property comprising

of any school on a public way within 1000 feet of a school, or any conveyance owned, leased or contracted by a school to transport students to or from a school related activity within 48 hours or becoming aware of the incident.

All Catholic Schools are mandated by law to report all incidents involving a firearm, either present or visible, that occur on school property. Similarly, all incidents of violence/attacks on school personnel will also be reported to law enforcement officials. In addition, notifications of these incidents will be made to the Illinois State Board of Education through the Student Incident Reporting System (SIRS).

Educational Program

The St. Mary educational program meets the requirements for State Recognition. The kindergarten through eighth grade curriculum includes instruction in religion, reading, math, science, social studies, language arts, spelling, phonics, and handwriting (in the primary grades), music, art, physical education, drug prevention education, and Protecting God's Children Touching Safety Program (grades K-8). Students receive computer experience in the computer lab as well as in the classroom. There are opportunities for students who need extra help to succeed through our Remedial Resource teacher and our Title 1 teacher. Students may also participate in various essay, poster and art contests. Assemblies and special school activities encourage school spirit and enrich the fine arts experiences.

Technology and the Internet: Students must be responsible for accessing only appropriate web sites and reporting any accidental "hits" of inappropriate sites. The following are unacceptable behaviors:

- Sending, displaying, or downloading offensive messages or pictures
- Using obscene language
- Harassing, insulting, or threatening others
- Damaging of computer systems or computer networks
- Violating copyright laws
- Submitting documents from the Internet as a student's personal work
- Trespassing in someone else's folder, work, or files
- Intentionally wasting limited resources
- Using the network for commercial purposes
- Revealing a personal phone number, name or address of one's self or another

Students who do not comply with usage rules should forfeit their usage privileges. Be sure to review the Technology – Network & Internet Policy.

Electronic Toys/Devices

All electronic toys/devices such as Gameboys, iPods, MP3 players, iPads, tablets, Kindles, Nooks, e-Readers, etc. are not to be brought to school or on the school premises. (This includes any time that you are on the premises, before and after school.) If a student chooses to bring any of the above to school, the device will be taken and kept in the office for the parent/guardian to pick up. After the third offense, the device will be kept until the close of the school year.

Grades that bring items for show and tell must follow the teacher/classroom rules regarding acceptable items.

Emergency Closing of Schools

In event of emergency conditions that will result in the closing of school or early dismissal, an announcement will be made via text message or email through the RenWeb alert system and made over TV channels 7 & 10 and at www.khqa.com and www.wgem.com. As a general rule, St. Mary School will follow the decision of the Brown County Superintendent and close school when the Brown County public schools close.

If school dismisses **before** lunch due to inclement weather, there will be **no** After School Care. If school dismisses **after** lunch, there will be After School Care. Please pick up your children as soon as possible to allow school personnel to travel home safely.

On days that school is cancelled or dismissed early due to weather, all extra-curricular activities, such as basketball practice or games, will be cancelled.

Faith Development

St. Mary School provides children and families with opportunities to foster and grow in faith.

Mass

Children's School Mass is held weekly during the school year. School families and parishioners are encouraged to attend on Friday at 8:30 or at 1:30 on special afternoon scheduled Mass. Students and teachers help to plan and lead the weekly service. Students also participate in Catholic Schools Week, Back to School and other weekend Masses. Families are expected to attend Sunday Mass on a regular basis and provided the opportunity to attend Holy Day Masses as they occur throughout the year.

Prayer

Daily Morning Assembly is held at the start of each day. Students and teachers plan and lead the prayers for the assembly. Students are also provided the opportunity to pray throughout the school day in the classroom, before meals and snacks, and informally. Parents and families are expected to be active participants in their children's prayer life.

Sacramental Preparation

Preparation for the sacraments of Reconciliation, First Eucharist, and Confirmation is provided to all.

Field Trips

The teacher for specific educational goals plans field trips. Parents who choose to not have their student participate in class trips are required to make arrangement for the student's care. This will be considered an unexcused absence. Field trips are viewed as a privilege rather than a right. Students can be denied participation if they fail to meet academic or behavioral requirements. The principal will encourage only those field trips that are appropriate educational experiences. On field trips there will be at least one (1) adult chaperone for every eight (8) students. All adult chaperones must have completed Protecting God's Children and a background check. Chaperones may not bring siblings on the field trips. Permission, in writing, must be secured from parent(s) or guardian of students who go on scheduled trips. Information to the parent(s) or guardian will include the date, purpose, destination, expected student behavior, and time of return. Students who fail to return the proper permission form signed by a parent or guardian will not be allowed to participate in the field trip. Permission must be given in writing; phone calls giving permission cannot be accepted. (See Attachments: Sample Permission Forms.)

Finances

The financial policies established by the St. Mary School Board for the 2018-2019 school year are:

- A. **Instruction Fee** (Book and Technology Fee) (\$200 per child in K-8) may be prepaid in May or paid in full in August. Instruction Fee is non-refundable.
- B. **Tuition** for Holy Family parishioners: Payment may be made weekly, monthly, quarterly or in one lump sum.
1 child - \$2,332 2 children - \$4,082 Family- \$5,512
- C. **Tuition** for non-parishioners is due the 1st of each month. August 1-July 1)
1 child - \$2,510 2 children - \$4,442 Family - \$5,830
- D. **Pre-School** payments are due the 1st of each month. (August 1-July 1)
\$1,272 for AM only (8:00 – 11:00)
\$2,332 AM and extended day (8:00 – 3:00) = *can be considered in multiple child tuition with siblings that already attend SMS*

Non-Refundable Registration Fee: \$50.00 – Payable at time of registration.
(For books, consumable materials, classroom supplies, art supplies, paper, etc.)

Tuition and instructional fees are not tax deductible but qualify for the Illinois Educational Tax Credit.

Enrollment for the next school year will not be allowed until final bill is paid. Should financial hardship require consideration, it is the parent's or guardian's responsibility to contact the Principal or Pastor so that arrangements can be made. It is the intent of the St. Mary School Board to administer all financial policies of St. Mary School in a sound financial way and with a true Christian spirit.

Refund Policy

Tuition refunds are based on a pro-rated formula (total tuition divided by 9 months=cost per month). The principal will notify the parents of the departing student of the amount of tuition refund based on the months of attendance for the departing student(s). Registration fees are not refunded.

Fire, Tornado and Shelter Drills

Drills and precautionary measures to be followed in the event of disaster from fire, storm, tornado, or civil defense alert ensure the safety of the children. The school will conduct fire, tornado, earthquake and shelter in place drills each year. Students are to listen, follow the directions given by teachers and supervisors, and remain quiet and orderly throughout the drill.

Firearms

St. Mary School is committed to the safety and well-being of students, faculty, and staff. The principal will notify the local and state law enforcement agency of firearm incidents at the school.

The principal will also immediately notify the parents or guardian of students in possessions of firearms on school ground, which include the real property comprising the school, on a public way within 1,000 feet of the school or in any conveyance owned, leased, or contracted by the school to transport students from school or a school related activity within 48 hours of becoming aware of the incident.

The principal shall also notify the Illinois State Police within 3 days of each incident through Incident Reporting System. (SIRS)

Food Allergy Plan

St. Mary School has a Food Allergy Plan on file in the school office and may be reviewed upon request.

General Student Rules

1. Knives, water pistols, laser pointers, and items of this nature are not allowed. These items will be taken and returned to the parent or guardian.
2. Chewing gum on school or church property is not allowed. Students caught chewing gum will be fined \$1.00 with the money going to the missions.
3. Students are expected to pay for textbooks and library books which are lost or damaged.
4. Students are not to be in the classroom or hallway before 8:00, at noon or after school unless a teacher is present. No running, yelling or loud talking at any time when students are in the hallways. Caution should always be used when going up or down stairways.
5. Proper conduct is expected on the school bus at all times. Misconduct may result in suspension of riding privileges or suspension from school.
6. Students may not leave the designated play area without permission from the supervisor.
7. Fighting, using bad language, and name calling is not permitted.
8. Snowballs, rocks, hardballs, etc. are not to be thrown.
9. Tackle football and dodge ball are not permitted.
10. Drinks and use of restrooms should, if possible, be before school, lunchtime and recesses.
11. Hats and/or caps should not be worn inside the building.
12. Town students should arrive at school by 8:00 a.m..
13. Toys, trading cards, etc. should not be brought to school unless directed by the teacher.
14. Skates, roller blades, and skateboards are not to be used on school grounds.
15. Report any injuries to the person in charge.
16. Obey all the rules set by the teacher or adult in charge.

Grading System, Report Cards and Honor Roll

Report cards are distributed on a quarterly basis to all students. Midterm reports are distributed to students in Grades 1-8 during the middle of each nine weeks in an effort to keep parents informed of student's progress. Parents are asked to sign and return report cards and midterm reports to the classroom teacher within five school days.

Grading Scale

Grades are determined on the basis of daily work, assignments, class participation, and quiz and test scores. The grading scale and Quality Points for Honor Roll calculations, used at St. Mary School are as follows:

A = 95-100	4.0	C = 79-82	2.0
A- = 93-94	3.66	C- = 77-78	1.66
B+ = 91-92	3.33	D+ = 75-76	1.33
B = 87-90	3.0	D = 72-74	1.00
B- = 85-86	2.66	D- = 70-71	0.66
C+ = 83-84	2.33	F = 69 & below	0.00

Honor Roll

The honor roll is a very special recognition for academic achievement for students in grades 4-8. It is based on the total grade point average for the preceding quarter and is published four times a year. The guidelines are as follows:

High Honors	=	3.5-4.0 grade point average in all subjects
Honors	=	3.0-3.499 grade point average in all subjects

PE/Music/Art/Penmanship/Conduct will be graded ESNF. Music/Art/Penmanship/Conduct are integrated throughout the curriculum.

Two C's or any D's or F's automatically disqualify a student from being on the school honor roll. A student is also disqualified for an F in Conduct, P. E., Music, Penmanship or Art.

Graduation

Upon successful completion of coursework in eighth grade, including passing the Illinois & U.S. Constitution tests, students will receive a diploma of completion at the graduation ceremony at the end of the school year as long as expected criteria are met.

Standardized Testing

Iowa Assessments will be administered to students in grades 2-8 in March (refer to dates on calendar). Test results are used for diagnostic purposes and are shared with parents in the spring. Additionally, the ACRE Religious Assessment will take place during the first two weeks in February for grades 5 and 8.

Promotion and Retention

Students must exhibit satisfactory growth and performance in the subjects of Religion, Reading, Math, English, Science, and Social Studies in the grade in which he/she is presently enrolled in order to be promoted to the next higher grade. Lack of such growth and poor performance in the core subjects may result in the student being retained to repeat a grade. If a student is failing in two or more subjects, the teacher, parents, and principal will meet to study the student's deficiencies and seek to reach a conclusion that will best benefit the student. The teacher and principal will then make a recommendation to promote or retain the student. If the parents decide not to follow the recommendation of the teacher and the principal, they must sign a statement to that effect and the student will be **transferred** rather than promoted, to the next higher grade. Students absent more than 18 days will be considered for retention. Students with special needs will be dealt with on an individual basis. All final judgment concerning with retention rests with the principal.

Grievance Procedures

Complaints about the operation of St. Mary School, including but not limited to concerns about possible discrimination, will be treated courteously. Anonymous complaints or mere rumors,

however, should be viewed in proper perspective. An established grievance procedure agreed upon beforehand by both the Pastor and the Principal will eliminate prior judgments and misconceptions arrived at without complete or accurate factual information. Mutual consultation in such matters is vitally important.

St. Mary School shall deal with grievances in this manner:

1. Anonymous complaints will not be dealt with.
2. Grievances and appeals must be brought in the following order:
 - a. Parent or complainant shall contact the teacher.
 - b. If not satisfactory, complainant shall contact the Principal, who shall call a grievance session. Concerns from staff members would start the process at this level.
 - c. If not satisfactory, complainant shall contact the Pastor, who shall call a grievance session.
3. Grievance sessions shall be processed in this manner:
 - a. In fairness to both parties in a dispute, a parish school representative will meet with all parties, that is, parent or complainant and the teacher or complainant
 - b. In the session, the parish school representative shall:
 - document the grievance/complaint
 - document the answer to the grievance/complaint
 - document the agreement reached or not reached
 - read the report to the parent or complainant and the teacher or complainant

Gum and Candy

Chewing gum, which multiplies maintenance problems, is not allowed on school property. Gum should not be brought to school for treats, including birthday treats. (Please see attachment 6 for a list of healthy food options that promote student, staff & community wellness.) Candy, food, and/or drinks are not allowed during the school day. A fine of \$1.00 will be imposed on students who disregard this rule.

Health and Medication Policy

Illness or Injury

In case of illness or serious injury, parent(s) or guardian(s) will be contacted. Parents are asked to come to the school office to pick up a sick or injured child. A responsible adult must sign out students. No student will be permitted to go home alone. (Diocesan Policy)

Fever/Vomiting

No child with a fever over 100 should be sent to school. Children should not return to school until they have been free of a fever for 24 hours. Any child with a temperature at 100 or above will be sent home.

If vomiting occurs, children should be kept at home until they have not vomited for 24 hours. Any child who vomits at school will be sent home.

Medication

Any student who is required to take **PRESCRIPTION** medication during the regular school day must comply with State 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 requesting that the school comply with the physician's order.
3. Medication must be brought to the school office in a container appropriately labeled by the pharmacy or physician.
4. Every medication given will be recorded on a medication log, which includes the date, time, dosage, and signature of the person giving the medication.
5. The medication must be brought to the office where it will be dispensed and recorded by the person designated by the principal.

Students are **never** to have drugs on their person to take on their own with the exception of inhalers, epinephrine auto-injector, or prescribed self-administered medications.

Asthma

Students with asthma may keep their inhalers with them (School Code, Section 22-30) for the purpose of self-administration. Parents/guardians must sign the "Authorization for Self-Administration of Asthma Medication" form, which is effective for the school year for which it is granted. This form must be signed each subsequent school year. The parents or guardians are to provide a written authorization from the pupil's physician, physician assistant, or advanced practice registered nurse. The parents or guardians of the pupil are to provide the school the prescription label, which must contain the name of the medication, the prescribed dosage and the time at which, or circumstances under which the medication is to be administered.

St. Mary School, its employees and agents, are to incur no liability, except for willful and wanton conduct as a result of any injury arising from the self-administration of medication by the pupil regardless of whether authorization was given by the pupil's parents or guardians or by the pupil's physician, physician's assistant, or advanced practice registered nurse.

Epinephrine Auto-Injector

Students may carry with them an epinephrine auto-injector for the purpose of self-administration. Parents or guardians must sign an authorization for self-administration form each year for which it is effective.

The parents or guardians are to provide a written authorization from the pupil's physician, physician assistant, or advanced practice registered nurse. The parents or guardians of the pupil are to provide to the school the prescription label which must contain the name of the medication, the prescribed dosage and the time at which or circumstances under which the medication is to be administered.

St. Mary School, its employee and agents, are to incur no liability, except for willful and wanton conduct as a result of any injury arising from the self-administration of medication by the pupil regardless of whether authorization was given by the pupil's parents or guardians or by the pupil's physician, physician's assistant, or advanced practice registered nurse.

Immunizations

All students must be in compliance with Illinois State Law concerning immunizations by the first student attendance day in August of the current year. Students not in compliance by October 15 will not be allowed to attend school until they comply. If a parent objects to mandatory vaccinations based on religious grounds, the parent must write and sign a statement detailing such objections and present it to the principal of St. Mary School. If there is an outbreak of a disease in the school, any child not immunized must be removed from school immediately and may not return

until the disease has disappeared from the school population. The school will maintain a list of students that are not in compliance with Illinois State Law regarding immunization.

Health Records

All children entering either kindergarten or first grade, and those entering sixth grade, must have on file by the first student attendance day in August of the current year a completed written health exam by a physician.

Dental

Dental exams are required for grades K, 2 and 6, and must be turned into the office by May 15 of the school year.

Vision/Hearing

All students entering Kindergarten or school for the first time must have a vision exam by a licensed optometrist by October 15th of the school year. One hearing screening is done for students in Grades Pre-K, K, 1, 2 and 3. Vision screening is provided for students in Grades Pre-K, K, 2 and 8.

Communicable Diseases

The principal shall notify the Department of Public Health when a student is sent home because of suspected communicable disease.

In case of absence due to communicable disease, a release card from the Department of Public Health or a letter from the family physician indicating that the Department of Public Health regulations have been fulfilled must be presented when the student returns to school.

Any child who has not received the required immunizations for any reason will be excluded from school should there be an outbreak of a communicable disease

First Aid and CPR

All faculty and staff of St. Mary School have been certified in First Aid and CPR.

Pregnancy/Parenting Policy

St. Mary School affirms the moral teaching of the Catholic Church including the teaching and holiness and the giftedness of life. St. Mary School equally asserts the values of forgiveness and compassion.

Believing that the truly Christian response to an adolescent boy/girl facing adult situations and decisions is focused on the person, the administration will deal with each boy/girl involved in pregnancy/parenting in a sensitive and Christian manner on an individual basis. A conference will be held with the student, his/her parent, the principal, and the pastor, to determine arrangements for the student's completion of his/her education and maintenance of his/her health and wellbeing.

Married students will not be permitted to attend St. Mary School.

Our students will be informed of the parameters of the Abandoned Newborn Infant Protection Act during health, religion, etc. class during their eighth grade year.

Illinois Sex Offender Registry

The Illinois Sex Offender Registry is available through a link on the Illinois State Police website at <http://www.isp.state.il.us/>. Individuals may search the database by name, zip code or county. Access is free.

Homework

One of the chief means of communication between parents and school is homework. It provides the parents with an opportunity to follow what and how their children are doing in school. Cooperation of the parents in supervising homework is a vital element in the learning process of the child. Home study varies according to the needs/ability of the individual child. If your child is finding it necessary to spend unreasonable amounts of time on homework, or has no homework, there is a problem; the teacher should then be consulted. Homework should normally not exceed the following: Gr. 1-3 – 15-45 min.; Gr. 4-6 – 45-60 min.; Gr. 7-8 – 60-90 min.

Written work is not the only type of homework; study and oral assignments are also given. Whatever type is assigned, the child should realize early that homework is his/her responsibility and it must be done consistently with emphasis on completeness, accuracy, and neatness. If an emergency prevents completion of a homework assignment, the parents should write a note. This cannot be a request to omit the assignment, but merely a request for postponement.

Homework Policy Due to Illness

Ordinarily all assigned work and tests announced prior to a student's absence are made up the day the student returns; the number of days allowed for other make-up work equals the number of days absent. Students will be allowed one day for each day of absence due to illness. For example, a student who was absent for three days should be given three school days to complete the missed work.

Insurance

A plan for insurance coverage is offered to each family for each school age child. This is optional. The school does not purchase a blanket accidental insurance plan for the students.

CERTIFICATION OF MEDICAL AND INDEMNITY AGREEMENT forms are provided to parents at registration. Please be sure to sign them in the online packet.

All parents/guardians must declare with an online signature that their child is covered by a healthcare plan, or must obtain the Student Accident Insurance that is offered through the school.

Hot Lunch Program

Hot lunches are provided for the children each day. Students may purchase lunch for \$2.60 per day, and this includes one carton of milk. Extra milk will be sold daily for \$.35 per carton. Statements will be sent at the end of each month to inform parents of the amount owed for that month. Please pay in a timely manner.

St. Mary School is in compliance with federal regulations in allowing reduced price and free lunches to those who have qualified under guidelines established by the Federal Government. Application forms may be obtained from the school office.

The State requires a note from a doctor indicating any food allergies your child might have. These letters will be kept on file for future inspections. Parents or guardians of children with special needs are to contact the office for special arrangements.

Soft drinks and carry-in restaurant food are not permitted.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

LUNCH PRICES

\$2.90 per child per day. Milk is \$0.35. Payment is preferred by check (for bookkeeping). In the case of families with more than one child payment is acceptable in one check for all the children.

Please note: When sending in lunch money with your child, please be sure to enclose the check in a marked "HOT LUNCH MONEY" envelope with the parent's **first and last name** recorded on the outside of the envelope. Please follow this procedure to make sure the money is credited to the correct student account.

All lunch money is collected by the school office and not handled by the homeroom teacher. Please mark the checks or envelopes carefully; a wrong name for example can cause much confusion.

Our lunch program is the OFFER versus SERVE Program. The goals of the Offer versus Serve (OVS) are to decrease food waste and increase food choices. When using the OVS approach, all planned menu items must be offered to all students. Students may refuse a specified number of menu items. Students must accept at least 3 of the items on the menu.

Meals are priced as a unit. Students pay the full-meal price and students eligible for reduced-price pay the current reduced-price charge whether they take the minimum number of menu items or the complete planned meal. Students eligible for the free meal benefits must also be offered the same menu components as that of a paid or reduced-price student.

For lunch, OVS allows students to choose a minimum of three of the five required menu components as a reimbursable meal; portion sizes may not be altered. Specific menu items cannot be required to be taken or refused.

Lunch Food Items

Students must be offered all five required food items:

1. meat/meat alternate
2. milk
3. Grains/breads
4. Serving of vegetables /fruits
5. Second serving of a different vegetable/fruits

In keeping with mandated guidelines of the National Hot Lunch Program there will be one main serving line. *One main entrée* will be provided along with several side items (fruit, vegetable, etc). Parents are asked to review the menu with his/her child prior to coming to school for the day to determine whether or not hot lunch will be chosen for the day.

One carton of milk will be offered with all hot lunches. White and chocolate 1% is available along with white skim milk. Additional milk (white or chocolate) will be sold separately for those who wish to buy it for \$0.35 a carton to drink with their cold lunches. The amount will be deducted from the families account. Students must notify his/her child's teacher during morning lunch count indicating if he/she will be purchasing milk for lunch.

A lunch menu is posted weekly in the Holy Family Mass bulletin. Please consult the menu before deciding if your child wishes to receive hot lunch in order to avoid the unnecessary waste of food. Also, the menu is subject to last minute changes due to circumstances we cannot control.

Those children with special needs are to contact our cafeteria manager, for special arrangements.

Integrated Pest Control Plan

The school has a pest control plan available in the school office. If you wish to be notified when pesticide applications will occur, contact the school office.

Kindergarten Tuition Voucher

Catholic Families:

St. Mary School is proud to offer a \$500.00 tuition voucher to children Baptized into the Catholic Faith. Upon Baptism a congratulatory packet will be awarded to the family that will include a \$500.00 voucher to be redeemed upon Kindergarten registration.

Non Catholic Families:

St. Mary School is proud to offer a \$250.00 tuition voucher to preschool children upon completion of preschool at SMS. The voucher may be redeemed upon Kindergarten registration.

Library

All students have regularly assigned library periods each week. Books are checked out for one week at a time. A student, with teacher's consent, may use the library for research at any time if a librarian is present.

Lice

Our school policy on head lice follows the recommendations of the American Academy of Pediatrics. When head lice are discovered on a child, we take the following steps:

- If head lice are discovered by the parents, we ask the parents to notify the administration.
- If head lice are discovered at school, teachers (including general school staff and after-school staff) will contact administration.

As soon as the administration is informed, they may:

- Check the students in the affected classroom one by one for lice and nits. The names of affected students are not divulged.
- Inform the parents whose children have lice and provide them with resources as needed.
- If a student had head lice or nits, the parent will be called to pick up his/her child.
- If lice/nits are detected in one classroom siblings classrooms will be checked as well.
- Re-check the children after their return to school to ensure that the treatment they have received has been successful.
- E-mail the parents of the affected classes.

- Explain to parents that they are expected to check and/or treat their children before sending them back to school the following day.

Lockers and Desks

Lockers and desks are property of Saint Mary School. The school is co-tenant of lockers and desks with students and reserves the right to inspect said property.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school office to be placed in the Lost & Found basket. Items placed in the Lost & Found remain there for 30 days. After 30 days, items are donated to charity.

Students who lose a textbook or workbook must pay the replacement cost of the book plus shipping and handling charges in order to receive a new copy.

Non-Catholic Pupils

The Non-Catholic pupil at St. Mary School is expected to . . .

- understand, accept and be willing to support actively the philosophy and goals of the school.
- attend religion class. These classes are an integral part of the life of the school. During religion class those in attendance are assisted to understand the basic teachings of Christ and the Catholic Church. The participants may or may not accept the message in Faith, but will be graded on the facts covered in class.
- attend school liturgies.
- participate in programs of service sponsored by the school.

Non-Custodial Parents

St. Mary 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 the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. In the absence of a court order, what is said in this handbook of policies applies to any parent and legal guardian, whether or not the student lives with the parent.

Parent Involvement in Fundraisers

The participation of parents in school fundraisers provides needed revenue to the school and helps maintain tuition costs. Parents may receive a discount toward tuition by volunteering a minimum of 10 hours at designated school fundraisers. [See Tuition Discount for Family Fundraiser Hours.](#)

Parent Organizations

Parents are encouraged to participate in Friends of St. Mary School. Membership in this organization is open to any parent, guardian, grandparent, or parishioner. The purpose of the organization is to provide support to the classrooms and teachers through funding of special projects or field trips. Monthly meetings are held on the first Wednesday of the month in the school cafeteria.

Parents as Partners

As partners in the educational process at St. Mary School we ask parents:

To set rules, times, and limits so that your child:

Gets to bed early on school nights;

- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems;

To support and assist in fundraising for the school.

Parent's Role in Education

We, at St. Mary School, believe that we work in partnership with you, the parent, in the education of your children. We believe that parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life -physically, mentally, spiritually, emotionally, and psychologically.

We Believe:

- Good example is the strongest teacher. Your personal relationship with God, each other, and the Church community will affect the way that your child relates to God and to other people.
- Ideals taught in the school are rooted in the child when they are fostered by the example of good Catholic/Christian morals in your family life.
- During the formative years (Preschool-Grade 8), your child needs constant support from both parents and faculty to reach their potential.

- Parents and teachers must support each other as partners in the educational process. Allowing oneself to be caught between the student and the other partner will not have positive results. To divide authority between the school and home will only teach disrespect of all authority.
- At times students lose focus and when that occurs, students need understanding and discipline. Children may perceive this discipline as restrictive; however, it is this discipline that provides young persons with both security and guidance.
- It is essential that students take responsibility for grades he/she has earned and for homework, long-term assignments, major tests, and all other assignments. This responsibility also extends to times of absence.

Parents and the school have a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parent Cooperation as a Condition for Enrollment

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Parental Approval Form

At the beginning of the school year parents or guardians will be asked to fill out a form allowing approval or disapproval of their child(ren) to be photographed for media purposes. Consent will allow child(ren) to be interviewed, photographed, videotaped, or placed on our school website in respect to news stories or instructional/informational projects and programs.

Parent-Teacher-Student Conferences

Scheduled Parent-Teacher Conferences are held near the end of the first quarter. Optional conferences are held during the third quarter. Both parents are encouraged to take advantage of these opportunities to discuss your child's progress, and parents are also encouraged to schedule additional conferences if they feel it would be helpful to students. The teachers may arrange to meet with the parents more frequently if they think it is necessary.

Students may lead or participate in the conference, so student attendance at the conference is expected. Parents may schedule additional conferences with the teacher if needed.

Parking Area Safety

For the safety of the children in our school, the blacktop is closed to parking during the school day. Please do not drive onto the playground at any time when the children are using the blacktop.

Physical Education

According to State Law, all students are required to participate in physical education class. Pupils will be excused from Physical Education for one or two days only when an appropriate excuse is submitted to the school principal by a pupil's parent/guardian. A doctor's excuse is needed when a child cannot participate for more than three days.

Tennis shoes that tie or fasten with Velcro are required for P. E. classes. Physical education grades may be affected if a student fails to bring tennis shoes for P.E. class. If girls choose to

wear skirts or dresses to school on P. E. days, they are asked to wear shorts under them during P. E. classes.

Pesticide Policy

St. Mary School has a Pesticide Policy on file in the office and may be review upon request.

Plagiarism

A student, who chooses to copy, cut and paste from a book or internet site, etc. is plagiarizing. This will result in a zero for the assignment. The student will be required to redo the assignment and may receive a lower grade.

Playground

The noon hour is an excellent opportunity to train the children in good sportsmanship, thoughtfulness, and consideration for others. Every child, unless excused by reason of ill health, is expected to participate in playground activities with his/her class. Children should be sent to school dressed warmly enough to withstand the weather. When it is raining or severely cold, the children are kept indoors. Throwing or kicking rocks, sand, hardballs, snowballs, or the like is strictly forbidden. Foul language, fighting, or wrestling of any kind is not tolerated. Students are expected to respect and obey the playground supervisor at all times. Deliberate disobedience merits an after-school detention. Any student involved in a fight will suffer consequences.

Police Questioning and Apprehension

When students become involved with law enforcement officers, the officer is to be requested to confer with the student when he/she is not under the jurisdiction of the parish/school if this can be arranged.

The following steps shall be taken to cooperate with the authorities:

- the officer shall properly identify him/herself
- the parents or guardians shall be notified immediately and informed of the intent of the law enforcement authorities
- the student's parents or guardians have a right to be present if the conference is held in the parish/school
- if the student's parent(s) or guardian cannot be located, authorities are not to confer with the student unless they produce a warrant
- if there is a warrant or if it is impossible for the parent(s) or guardian to be present and they request it, the administrator should be a witness to the conference held in the parish/school

Principal's Right to Amend the Handbook

The principal retains the right to amend the handbook for just cause at any time.

Parents will be given prompt notification of any changes that are made.

Promotion and Retention Policy

Students must exhibit satisfactory growth and performance in the subjects of Religion, Reading, Math, Language Arts, Spelling, Science, and Social Studies in the grade in which he/she is presently enrolled in order to be promoted to the next higher grade. Lack of such growth and poor performance in the core subjects may result in the student being retained to repeat a grade. If a

student is failing in two or more subjects, the teacher, parents, and principal will meet to study the student's deficiencies and seek to reach a conclusion that will best benefit the student. The teacher and principal will then make a recommendation to promote or retain the student. If the parents decide not to follow the recommendation of the teacher and the principal, they must sign a statement to that effect and the student will be transferred, rather than promoted, to the next grade level. Students absent more than 18 days will be considered for retention.

Protecting God's Children

All parents or guardians must attend "Protecting God's Children" training. It is the policy of the diocese that any person who volunteers in any way in the parish or school completes the training and a background check. This policy is in place to make all adults aware of the measures they can take to prevent child sexual abuse.

Public School Services

Children who are eligible for Speech or Special Education services may receive these services through the Brown County Public School System.

Release of Records

Names and addresses of students and their parent(s) or guardian and other information in school records are confidential data in the sense that they are not to be released to unauthorized persons, e.g., business firms, insurance companies, fund-raising organizations, photographers, etc. In case of doubt, the principal will consult the Office for Catholic Education for appropriate actions.

The parents/guardians have the right of access to the student's school records. Parents may view their child's permanent record with the principal present. Items may not be added or removed from the record by parents.

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

- to other school officials, including teachers and counselors within the school or school system who have a legitimate interest
- to officials of other schools in which the student intends to enroll, provided that the parent(s) or guardian are notified of the release of the records, are provided a copy of the record if they desire it, and are given opportunity to challenge the record if necessary
- to federal auditors who are auditing a performance of federally funded programs
- a court order

Records can be released to the FBI, government officials, juvenile officers, lawyers, and police with the written permission of the parent(s) or guardian or a court order.

Upon transfer to another school, official school records will be released with written permission of the parent or guardian within ten days.

Information, sufficient to insure adequate placement of a student, will be released within ten (10) days of a transfer to another school.

Parents who plan to withdraw or transfer their child to another school during the school year must complete a withdrawal/transfer form, which is available in the school office.

Flagging Records of Missing Children

Upon notification from a law enforcement agency that a present or past student is missing, his or her records will be flagged with a written notice of the information. That flag will remain until the law enforcement agency has contacted the school that the missing child has been recovered. If a request for the student's records is made before the flag has been removed, the school will immediately notify the law enforcement agency and will hold the records until the law enforcement authority has approved their release. For written requests, the school will provide the law enforcement agency with a copy of the request. If the request is made in person, the school will ask for identification from the person making the request, including contact information and a copy of a driver's license, as well as the birth date of the child and their relationship. He or she will then be informed that a copy of the records will be mailed. The school will provide the law enforcement agency with the obtained information, as well as a description of any individual making the request in person.

Religious Development

The religious development of children attending St. Mary School is the central mission of our school. Students receive religious instruction daily. The students are given the opportunity to help plan and participate in weekly all-school prayer services & Masses. Students also participate in the sacrament of Reconciliation & Stations of the Cross. There are numerous opportunities throughout the day for prayer.

Students in Grade 2 are prepared for and receive the sacraments of Reconciliation and Eucharist. Confirmation is celebrated every other year for Grades 7 and 8.

Our students participate in activities to support the poor. Students collect food in the fall for the Brown County Ministerium Food Baskets, and help pack the baskets. Students also are involved in projects that support our Sister Parish in Guatemala.

Safety

Personal Safety Training: Students in Kindergarten – 8th grades receive personal safety instruction yearly through a *Protecting God's Children* "Touching Safety" program. This personal safety training, which is a diocesan requirement, is provided by our diocese and is taught by the classroom teachers. The lessons are age appropriate and are organized in a three - year cycle. Parents will receive information about the presentation beforehand and have the right to exclude their child from the presentation.

Scholarship

St. Mary School has been committed to Catholic education for more than one hundred fifty years. We believe it is important and necessary that each child of the parish family and others interested in Christian education receive the opportunity of attending our parish school and being formed in the faith which has been generously passed on to us by caring and faith-filled people. They gave of themselves and many continue to give even after their children have graduated from St. Mary School because they have seen the real investment they are making in the lives of the future parents and citizens of our parish, community, and the world.

To insure the continued growth in the equality of faith life in the parish, the parish school, the quality of education and its continued improvement, and the opportunity of passing on our Catholic heritage to future generations, a scholarship fund has been established.

The Fr. Henseler Scholarship Endowment has been established to provide annual tuition assistance for K-8 students based on family financial need. Applications are available in the office or may be accessed through the school website. Contact the principal for information regarding applications through the school year.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks provided by the school must have a proper book cover. No writing is permitted in non-consumable texts. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

Search and Seizure

A school official may properly conduct a search of a student's person if the official has a reasonable suspicion that a crime has been or is in the process of being committed. A search such as through desks, lockers, etc. may also occur if school officials believe that the search is necessary to maintain school discipline or to enforce school policies.

The administration will make the final decision and will communicate this decision to the parents. If expulsion is necessary, he will also help the parents make arrangements for further education of their child.

Student Activities

St. Mary School Students have the opportunity to participate in the following activities:

- IESA Speech Contest (5th – 8th)
- IESA Sports (Baseball, Softball, Basketball, Volleyball and Track) in cooperation with Brown County CUSD
- Chorus (6th-8th) at BCMS
- Band-Beginning 5th & 6th Grade
- Book Club (5th-8th)

Student Service Opportunities

Altar Boys and Girls

Boys and girls in grades 4-8 may become altar servers. Those interested receive training. They serve for school masses as well as regular parish masses, weddings, and funerals.

Community Outreach

Throughout the year, all students have the opportunity to participate in activities that support our community. Some of those activities include, collecting food and needed items for community food drives, making cards or visits to residents of local nursing homes, and making cards for Illinois Veterans' Home.

Mission Outreach

Each year our students help support children in Third World countries by becoming members of the Missionary Childhood Association. Students raise funds through special activities. Students help to support the Sister Parish in Guatemala through raffles and other fundraisers.

School Workers

Students in grades 5, 6, 7, and 8 may serve the school through assistance in the cafeteria, setting up tables and chairs for special events and fundraisers, and cleaning of school and church grounds. Students of all ages serve the school and church by assisting with cleanup of building and grounds and maintenance of facilities.

Student Photos

At the beginning of the school year parents or guardians will be asked to sign a form giving permission for their child/children to be photographed for media purposes.

Student Records

St. Mary School keeps permanent cumulative records of each student during his/her years at St. Mary School. These records are kept on file for at least sixty-two years once the student has left St. Mary School. The information in all records is confidential. According to the Buckley Amendment, parents have the right to inspect and review any and all official records, files, and data directly related to their children and intended for school use. Written consent of the parents must be obtained before a student's records are to be made available to parties outside of the school.

The 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 the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Technology – Internet Use Policy

(Acceptable Use policy)

All use of the network and Internet connection shall be consistent with St. Mary School's mission statement. The use of St. Mary School's network and Internet connection is a privilege, not a right, and inappropriate use will result in loss of privileges, and/or disciplinary action. Access to St. Mary School's network and Internet connection must be for the purpose of education or research only. Students may not use a computer, an iPad or technology until both the student and parent/or guardian sign the following agreements.

All parents and students must sign the *St. Mary School Network Use and Internet Policy*. Additionally, depending on grade level, every parent and student are to read and sign the *St. Mary School iPad User Agreement* for either "in school use", "home use," or both and the *St. Mary School Student iPad Pledge*.

Tuition Discount for Family Fundraiser Hours

The purpose of this policy is to encourage families to assist with school fundraisers by providing an incentive to reduce tuition costs for the following year's tuition. Families may receive \$100 credit toward the following year's tuition by volunteering a minimum of 10 hours at school fundraisers.

Procedures

The St. Mary School Board will annually designate the school fundraisers in which volunteer hours may be used toward the tuition credit. Families will be notified of the qualifying fundraisers by the start of school.

The School Board will annually designate the procedures for tracking the volunteer hours and the school board member responsible for the tracking.

A minimum of ten (10) volunteer hours per family per school year at designated fundraisers may be counted toward the tuition credit.

A family will receive \$100 (one hundred dollars) credit toward tuition for the following year's tuition cost if 10 fundraiser hours are accumulated.

Volunteers will be required to sign in and out at each fundraiser with the fundraiser chairperson.

Eligible volunteers for credit hours are parents/legal guardians and immediate family members.

The fundraiser chairperson will notify the School Board of the accumulated hours within one week of the event.

All volunteers must meet the requirements established by the diocese and school. Volunteers must have completed the class on child safety, "Protecting God's Children" and background check. Families having an eighth grade student and no younger child, may apply the credit toward the class trip. Families with a pre-k student and no older child, may apply the recorded hours toward tuition for kindergarten.

The school board will notify the school administrator by July 1 of the families to receive the tuition credit for the following year.

Families will be notified by January 2nd and June 2nd of the accumulated hours for the year. Families may also contact the School Board during the school year for an update of accumulated hours.

Use of School Grounds

Students are not to arrive on school grounds before 8:00 A.M. unless they are enrolled in the Before School Program. At the end of the school day, students should be off school grounds by 3:15 P.M. unless they are enrolled in the After School Program, are being tutored, are in detention, are at a scheduled after school practice or meeting, or are in the supervision of their parents. The school is not liable for unauthorized students on school grounds before 8:00 A.M. and after 3:15 P.M. on normal school days.

The use of the school gym after school hours is reserved for school and parish functions such as the After School Program, meetings, and scheduled fundraisers. Arrangements are made for its use through school office.

Visitors

St. Mary School cordially invites the parents and guardians of students to visit their child's classes at any time, providing prior arrangements have been made with the teacher or the principal. Visitors must check in at the office and seek permission to visit classes. (State Law) Parents bringing forgotten lunches, homework, etc. are to leave them in the office and they will be

delivered to the students. Friends and other relatives of students may not visit school because of liability concerns.

Volunteers

Volunteers are needed to serve as librarians, teacher aides, office aides, computer aides, room mothers or fathers, art and music, etc. Each family is asked to complete the volunteer form so all may be actively involved. School personnel will assist each volunteer at all times. All persons who volunteer must complete a background check every five years and attend the "Protecting God's Children" program prior to volunteering.

Wellness Policy

St. Mary School and the Diocese of Springfield in Illinois are committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004, including goals for nutrition education, physical activity and other school based activities designed to promote students wellness; nutrition guidelines for all foods available during the school day; a plan for measuring implementation including designating one or more persons charged with operational responsibility; and involving parents, students, school food service providers, the school board, school administrators, and the public in developing this policy. (A copy of the entire wellness policy can be viewed, in full, in the school office.)

Withdrawal Procedures

Parents who plan to withdraw or transfer their child to another school during the school year must complete a withdrawal/transfer form, which is available in the school office. Registration fees will not be refunded upon withdrawal.

Written Notes

Written notes are required from parents for:

1. absence from school.
2. administration of prescription drugs.
3. appointments for students or early dismissal.
4. athletic participation (proper form).
5. attire other than Dress Code.
6. bus riders who occasionally do not ride the bus home.
7. field trips (proper form), errands, leaving school during school hours.
8. request for student to stay indoors during noon hour.
9. cough drops.

Attendance in Saint Mary School constitutes an agreement by parents and child to abide by the rules and policies of the handbook. The handbook is updated yearly and parents & students

receive a copy at the beginning of each school year or upon enrollment during the school year. The administration retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

Since support of the educational process of St. Mary School is essential for the success of the students, students and parents need to be familiar with the policies and procedures. Therefore, all students and parents are asked to sign a statement to show that they have read the handbook and agree to follow the school's policies and procedures. This form to sign is handed out with the handbook at registration and will be kept on file for the duration of the school year.

Authorization for Network and Internet Access

Each student and his or her parent(s) must sign this Authorization each school year before being granted access to the District's computer network and Internet connection. Each School employee must sign this Authorization each school year as a condition of using the school's computer network and Internet connection.

Please read this document carefully before signing.

All use of the network and Internet connection shall be consistent with St. Mary School's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior for users. However, some specific examples are provided. The failure of any user to follow the terms of the *Authorization for Network and Internet Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is/are legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use--Access to the School's Network and the Internet connection must be for the purpose of education or research, and be consistent with the educational objectives of SMS.
2. I give permission for Saint Mary School to assign my child or ward web based accounts which require parental consent.
3. Privileges--The use of the School's network and Internet connection is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrators will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time.
4. Unacceptable Use--You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
 - a. 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 regulation;
 - b. Unauthorized uploading or downloading of software, regardless of whether it is copyrighted;
 - c. Installing or attempting to install software on any school or networked computer.
 - d. Downloading copyrighted material for other than personal use;
 - e. Using the network for private financial or commercial gain;
 - f. Wastefully using resources, such as file space, chain letters, flaming, etc.;
 - g. Gaining unauthorized access to resources or entities;
 - h. Trespassing in others' folders, work, files, or changing computer files not belonging to the user, including but not limited to, desktop icons, wallpapers, screensavers, default settings, etc.;
 - i. Invading the privacy of individuals;
 - j. Using another user's account or password or sharing passwords with others;
 - k. Posting material authored or created by another without his/her consent;
 - l. Posting anonymous messages;
 - m. Using the network for commercial or private advertising;
 - n. Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, cyber-bullying, or illegal messages, pictures, or other material;
 - o. Using the network while access privileges are suspended or revoked.

5. Network Etiquette--You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal addresses, e-mail addresses, or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.

6. No Warranties--The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

7. Indemnification--The user agrees to indemnify the School for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to, or arising out of, any breach of this Authorization.

8. Security--Network security is high priority. If you can identify a security problem on the network, you must notify the system administrators or the Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Unauthorized attempts to log on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

9. Vandalism--Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet connection, or any other network component, including, but not limited to, the creation or uploading of computer viruses. Vandalism is also defined as any malicious attempt to harm or destroy computer equipment, including but not limited to the monitor, keyboard, mouse, CPU, cables, printers, etc.

10. Telephone charges-- This school assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Students, parent(s)/guardian(s), and St. Mary School employees need to sign this Authorization every year while enrolled or employed by St. Mary School.

I understand and will abide by the above *Authorization for Network and Internet Access*. I further understand that should I commit any violation, my access privileges will be revoked, and school disciplinary action and/or appropriate legal action will be taken. In consideration for using the school's computer network and Internet connection, and having access to public networks, I hereby release St. Mary School and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the network and Internet connection.

User's signature _____ **Date** _____

The following must be filled out if the user is a student:

I have read this *Authorization for Network and Internet Access*. I understand that access is designed for educational purposes and that St. Mary School has taken precautions to eliminate controversial material. However, I also recognize that it is impossible for St. Mary School to restrict access to all controversial and inappropriate materials. I will hold harmless St. Mary School, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to St. Mary School computer network and Internet connection.

Parent/Guardian's Name (Please Print): _____

Parent/Guardian's signature: _____

Date: _____

St. Mary School iPad Policy, Procedures, and Information

The focus of the iPad program at St. Mary School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is the iPad computer. The individual use of iPads is a way to empower student to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all iPads used at St. Mary School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classrooms.

1. Receiving Your iPad and iPad Check-in

1.1 Receiving Your iPad

iPads will be distributed during “iPad Orientation.” Parents and students must sign and return the iPad Policy and Student Pledge documents before the iPad can be issued to the student.

1.2 iPad Check-in

iPads and accessories (cords, charge, case, etc.) are to be returned during the final week of school so they can be checked for serviceability. If a student transfers out of the school during the school year, the iPad will be returned at that time.

1.3 Check-in Fines

Individual school iPads and accessories must be returned at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their individual school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at SMS, that student could be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad could result in a theft report, and/or non-issuance of a report card.

Furthermore, the student will be responsible for any damage to the iPad, consistent with the school’s iPad Protection plan and must return the computer and accessories to the school in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

2. Taking Care of your iPad

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the IT Director for an evaluation of the equipment.

2.1 General Precautions

- The iPad is school property and all users will follow this policy and the acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.

- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of St. Mary School.
- iPads must never be left in a locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- iPads should be placed in charging stations if left at school.
- iPads are to be in the protective case provided by the school and approved by the Technology Coordinator.

2.2 Carrying iPads

The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3.0 Using Your iPad at School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad computer. Students must be responsible to bring their iPad to classes, unless specifically instructed not to do so by their teacher.

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly (3 or more times as determined by any staff member) leaves their iPad at home, they will be required to leave their iPad at school for 1 week.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair. There may be a delay in getting an iPad should the school not have enough to loan. Teachers will need to be flexible in this area.

3.3 Charging Your iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Repeat violations (minimum of 3 days-not consecutively) of this policy will result in students being required to leave their iPad at school for 1 week. In cases where use of the iPad has caused batteries to become discharged, students may be able to connect their iPads to a power outlet in class. Power strips will be utilized if necessary.

3.4 Screensavers/Background photos

Inappropriate media may not be used as a screensaver or background photo.

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

3.5 Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Music is allowed on the iPad and can be used at the discretion of the teacher.

Internet games are not allowed on the iPads. If game apps are installed, it will be by SMS staff.

All software/apps must be approved. Data storage will be through apps on the iPad and emailed to a server location.

3.6 Printing

Printing will be available with the iPad. Students should talk with their teachers about which printer to print to. Students will be given information and instruction on printing with the iPad at school.

3.7 Home Internet Access

Students are allowed to set up wireless networks on their iPads. This will assist them with iPads use while at home. Printing at home will require a wireless printer, proper settings on the iPad and the correct app.

4 Managing Your Files & Saving Your Work

4.3 Saving to the iPad/Home Directory

Students may save work to the home directory on the iPad. It is recommended students save documents to Google DOCS. Storage space will be available on the iPad, but it will not be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

4.4 Network Connectivity

SMS makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, SMS will not be responsible for lost or missing data.

5 Software on iPads

5.1 Originally Installed Software

The software/Apps originally installed by SMS must remain on the iPad in usable condition and be easily accessible at all times.

From time to time the school may add software applications for use in a particular class. The licenses for this software require that the software be deleted from iPads at the completion of the class. Periodic checks of iPads will be made to ensure that students have not removed required apps.

5.2 Additional Software

Students are not allowed to load extra software/apps on their iPads. SMS will synchronize the iPads so that they contain the necessary apps for school work. Students will not synchronize iPads or add apps to their assigned iPad, to include home syncing accounts.

5.3 Inspection

Working with IT personnel, SMS administration may select students at random to provide their iPad for inspection. If problems are found, disciplinary measures may follow.

5.4 Procedure for Re-loading Software

If technical difficulties occur or illegal software, or SMS approved apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.5 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

6 Acceptable Use

The use of the St. Mary School's technology resources is a privilege, not a right. The privilege of using the technology resources provided by SMS is not transferable or extendible by students to people or groups outside of SMS and terminates when a student is no longer enrolled in SMS. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be restricted, access to resources may be denied, and the appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension and expulsion of students.

6.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet, just as you do the use of all media information sources such as television, telephones, movies, and radio.

6.2 School Responsibilities are the following:

- Provide Internet and Email access to its students
- Provide Internet Blocking of inappropriate materials as able.
- Provide network data storage areas. These will be treated similar to school lockers. SMS reserves the rights to review, monitor, and restrict information stored on or transmitted via SMS equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
-

6.3 Students are Responsible for the following:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from

delays, non-deliveries, mis-deliveries, or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via SMS designated Internet System is at your own risk. SMS specifically denies any responsibility for the accuracy or quality of information obtained through these services.

- Helping SMS protect our computer system/device by contracting an administrator about security problems they may encounter.
- Monitoring all activity on their account.
- Students should always turn off and secure their iPad after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter questionable, he/she is asked to print a copy and turn it in to the principal.
- Returning their iPad to the office at the end of each school year. Students who leave SMS for any reason must return their individual school iPad computer on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of outside chat rooms, sites selling term papers, book reports, and other forms of student work
- Messaging services-Ex: MSN Messenger, ICQ, etc.
- Internet/Computer Games
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading non approved apps
- Spamming-sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the SMS web filter through a web proxy
-

6.5 iPad Care

- Students will be responsible for maintaining their individual iPads and keeping them in good working order.
- iPad batteries must be charged and ready for school each day.

- Only labels or stickers approved by SMS may be applied to the computer.
- iPad cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- iPads that malfunction or are damaged must be reported to the office. The school will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.
- **iPad damage: Students are responsible for any and all damage.**
- **iPads that are stolen must be reported immediately to the office.**

6.6 Legal Propriety

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is a violation. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school.

6.7 Student Discipline

Repeated offenses could result in disciplinary action including but not limited to loss of iPad privilege, detentions, suspension, and expulsion.

7.0 Protecting and Storing Your iPad Computer

7.1 iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

Record of serial number

SMS label

7.2 Storing Your iPad

When students are not using their iPads, they should be stored in charging stations. iPads should not be stored in a vehicle at school or at home.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds, lunchroom, computer lab, library, unlocked classrooms, hallways, restrooms. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the office. A student will be charged \$1.00 fine the first time, \$5.00 fine the second time, and \$10.00 fine the third time to retrieve their iPad that has been turned into the office due to not being supervised.

8.0 Repairing or Replacing Your iPad Computer

St. Mary School recognizes that with the implementation of the iPad initiative, there is a need to protect the investment by both the school and the Student/Parent.

8.1 Protection Plan

St. Mary School will provide insurance on a year-to-year basis. Students are responsible for the deductible of \$50.00 and any other costs associated with repairs in case of damage, loss or theft to the iPad or any components provided by the school.

In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **Must** be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office. In the case of theft or loss, the principal or technology coordinator **Must** be contacted **immediately** for tracking the device.

Intentional Damage: Students/Parents are responsible for full payment of intentional damages to iPads. Warranty, Accidental Damage Protection, Does Not cover intentional damage of the iPads.

8.2 iPad Loaners

SMS will provide the student a "loaner" iPad until the repaired iPad in the student's name is returned to the school from the repair company. Students are solely responsible for ensuring that the iPad, once returned, is in the same physical shape and condition as when it was loaned.

9.0 Cost of Repairs

Students will be held responsible for all damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as covers and cables will be charged the actual replacement cost.

St. Mary School

Student Pledge for iPad Use

1. I will take good care of my iPad
2. I will never leave the iPad unattended
3. I will never loan out my iPad to other individuals
4. I will know where my iPad is at all times
5. I will charge my iPad's battery daily.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in the case.
9. I will use my iPad in ways that are appropriate, meet the expectations of the school and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number iPad sticker on any iPad.
11. I will follow the policies outlined in the iPad Policy and SMS Handbook while at school, as well as outside the school day.
12. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to return the SMS iPad, case and power cords in good working condition.
15. I understand that my iPad is subject to inspection at any time without notice and remains the property of St. Mary School.

I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Acceptable Use Policy; iPad Protection Plan and the Student Pledge for iPad Use.

Student Name (Print): _____

Student Signature: _____ Date: _____

Parent Name (Print): _____

Parent Signature: _____ Date: _____

Individual school iPad computers and accessories must be returned to the SMS office at the end of each school year. Any student that graduates early, withdraws, is suspended or expelled, or terminates enrollment at St. Mary School for any reason must return his or her iPad computer on the date of termination.

Diocesan Social Media Policy

About this Document

This diocesan policy provides guidance to personnel on their use of social media. The goal of this policy is to empower personnel in the use of technology and social media and to give clarity, guidance and best practices in the use of these resources in ministry. This policy is designed to supplement and not replace the policies set forth in the Employee Handbook and the Information Technology policy for the Diocese of Springfield in Illinois and all three documents should be read in conjunction.

The use of technology and social media is not simply an issue that affects youth. While technology and social media engagement may vary by generation, our competence in technology and social media will only enhance our ministerial endeavors.

Parts of this policy are adapted from documents of the United States Conference of Catholic Bishops, the Archdiocese of Cincinnati, the Diocese of Dallas, the Diocese of Memphis and the Diocese of St. Petersburg.

We are grateful to these entities for their permission to use their documents.

Diocese of Springfield in Illinois Social Media Policy Committee:

Reverend Monsignor Carl A. Kemme, VG Patricia J. Kornfeld

Vicar General/Moderator of the Curia Director of Human Resources

Victim Assistance Coordinator

Dan Gauwitz Michael Hoerner

Director of Information Technology Web Developer

Jonathan F. Sullivan Jean Johnson

Director of Catechetical Ministries Superintendent of Catholic Schools

Marilyn Missel

Associate Superintendent of Catholic Schools Social Media Policy 4 July 2012

Section I – Policy Statement

1.1. The Diocese of Springfield in Illinois and its Affiliates recognize that social media is one of the fastest growing forms of communications in the United States. Echoing Pope Benedict XVI's message for the 44th World Day of Communication, it is our goal for employees, clerics and volunteers to use social media as a powerful tool for evangelization and "facilitate forms of collaboration and greater communion in ways that were unthinkable in the past."¹ The Internet provides various ways for individuals to interact and has changed the way we communicate and share information. The Diocese of Springfield in Illinois views the Internet as an important educational and evangelizing tool to promote school and ministerial programs. The diocese encourages administrators, pastors and principals to support Internet use and to give employees, clerics and volunteers the necessary training and tools to interact safely and responsibly online. However, those using the Internet should bear in mind that certain comments and information may have a harmful effect on the Diocese of Springfield in Illinois, its reputation and its employees. In light of this possibility, and at the urging of the Department of Communications of the United States Conference of Catholic Bishops, employees, clerics and volunteers are required to adhere to the following policy regarding the use of personal and ministry websites including social networks and blogs.

Section II – Policy Application

2.1. This policy applies to all priests and deacons incardinated in the Diocese of Springfield in Illinois, other priests and deacons who have the faculties of the Diocese of Springfield in Illinois, seminarians of the diocese, members of institutes of consecrated life and societies of apostolic life (religious) and lay persons who are employed full-time or part-time in the parishes, schools, agencies and other institutions of the Diocese of Springfield in Illinois and all volunteers associated with the diocese.

Section III – Definitions

3.1. *Blog* (a contraction of the term “web log”) is a type of website, usually maintained by an individual with regular entries of commentary, news on events or subjects, (e.g. church teaching, theology, morals, etc.). May contain other material such as graphics or videos.

3.2. *Micro-blog* is a form of multimedia blogging that allows users to send brief text updates or micromedia such as photos or audio clips and publish them, either to be viewed by anyone or by a restricted group which can be chosen by the user. These messages can be submitted by a variety of means, including text messaging, instant messaging, email, digital audio or the web. The content of a micro-blog differs from a traditional blog in that it is typically smaller in actual size and aggregate file size. A single entry could consist of a single sentence or fragment or an image or a brief, 10-second video. * Example: Twitter – A form of micro-blogging; entries are limited to 140 characters.

3.3. *Social Media* (also called Social Technology) is a term used to describe the type of words, sounds and pictures shared via the Internet and based on conversation and interaction between people online.²

3.4. *Social Network* is a site that is entirely driven by content of its members. Individuals are allowed flexibility in privacy settings, in posting text, photos, video, links and other information and in level of interaction with other members. * Examples: Facebook, LinkedIn, MySpace, Google+, Twitter, YouTube and Flickr are often also included in lists of social networking sites, although sometimes YouTube and Flickr are designated as multimedia sharing sites, while Twitter is currently more often designated as a micro-blogging application.

3.5. *Social Networking* is a term which describes platforms such as Facebook, Twitter, LinkedIn, Google+, etc. in which one identifies/maps real-world relationships onto on-line relationships and then uses those relationships to network. Social networking is a subset of social media.

3.6. *Official Page* is a page on a social media platform that is created with the approval of the pastor, school administrator, appropriate supervisor or designee; is used in the course of work or ministry related activities; and represents an office, ministry, parish, school or other diocesan entity. Public Figure pages created to represent an individual employee or volunteer in a work or ministry related capacity also meet this description and must fulfill all related requirements.

3.7. *Personal Page* is an account with any social media platform or site which you would use to communicate with family and friends on a casual basis. It would contain such items as personal photos, home videos, updates about the regular comings and goings of your daily life, etc.

3.8. *Professional Page* is an account with any social media platform or site which you use to communicate only to those individuals with whom you have a professional relationship. Information chosen for inclusion on this account is relevant to your professional audience or related to your ministry.

3.9. Administrative Authority (A.A.) is the person with the authority to authorize employees and volunteers to establish social media accounts on behalf of the Diocese of Springfield in Illinois or its Affiliates. The following list further defines the Administrative Authority:

3.9.1. The Vicar-General/Moderator of the Curia for the diocesan curia

3.9.2. The Pastor, Administrator, Priest Moderator or Parish Life Coordinator for parishes and schools.

3.9.3. The Executive Director for Catholic Charities

The Bishop of the Diocese of Springfield in Illinois may act, as need arises, as the Administrative Authority for the curia or any parish, parish school, diocesan sponsored school, commission, council, committee, task force, board, advisory board, agency or institution sponsored by the Diocese of Springfield in Illinois

3.10. Employee is any person who is employed by the Diocese of Springfield in Illinois or an Affiliate. An employee may be a cleric or a lay person who may also be a member of a religious institute.

3.11. *Cleric* is a bishop, an ordained priest or an ordained deacon who is incardinated in the Diocese of Springfield in Illinois, as well as a religious priest or deacon, or a priest or deacon granted faculties in the diocese, who is engaged in a ministry under the control or auspices of the Diocese of Springfield in Illinois or an Affiliate.

3.12. *Adult* is an individual who is 18 years of age or older.

3.13. *Child* is a person under 18 years of age.

3.14. *Volunteer* is an adult who works without financial or material gain on behalf of the Diocese of Springfield in Illinois or its Affiliates who is not an employee or a cleric (for example, an intern, catechist, Scout leader, coach, student teacher or others in similar capacities).

Section IV – Creation and Approval of Social Media Activities

4.1. Under the authority of the diocesan Bishop the A.A. who exercises pastoral care of the community committed to him or her will work with the Director of Information Technology, or his or her designee, to create and maintain a positive social media presence. Approval must be granted by the A.A. for a parish group, public or private, to own or maintain a web presence which associates itself with a parish or one of its entities.

4.2. In the diocesan curia, the A.A. must give consent for a department to develop and maintain a social media presence. Upon approval, the department will work with the Director of Information Technology, or his or her designee, to create the social media presence.

4.3. In parish schools, the A.A. must give consent for a group to develop and maintain a social media presence.

4.4. Additional Catholic associations or organizations established in the diocese with permission of the diocesan Bishop, but not directly administered by the diocesan Bishop, may use social media. The diocesan information technology office will periodically monitor the social media content of such groups and the diocesan Bishop reserves the right to restrict social media of such groups if this policy is violated.

4.5. Any use of the Diocese of Springfield in Illinois' logo and its entities for branding or titling pages, blogs or other similar elements of social media must be approved in writing by the Diocese of Springfield in Illinois prior to use. Requests for consent are to be made to the Director of Communications in the case of diocesan associations; the A.A. in the case of the parish; and the Principal in the case of schools. Any usage at the time of adoption of the particular policy is not grandfathered and is required to be authorized.

Section V –Oversight of Social Media Activities

5.1. Once social media has been approved for an organization, the person who practices oversight shall periodically review social media under his or her purview and will respond to inquiries or complaints within a reasonable amount of time. The competent authority to practice oversight of social media activity is as follows:

5.1.1. Websites, which reside on Diocesan owned hardware must be registered with the Director of Information Technology. In all cases, the A.A., and their designees, are encouraged to utilize support of the diocesan information technology office for initial creation of a web presence.

5.1.2. Within a parish, the A.A., or his or her designee, will oversee any media presence of parish associations and groups, public or private.

5.1.3. In parish schools, after receiving the A.A.'s approval, the school principal, or his or her designee, may oversee the school's media presence.

5.1.4. The overseer for diocesan associations, public and private, will be either an employee or volunteer appointed by leadership within said organization.

5.1.5. The Director of Information Technology reserves the right to advise parish and organizational leaders on correcting problems with sites and, furthermore, reserves the right to suspend sites, after consultation with diocesan leadership, which does not reflect basic Catholic or decency standards.

5.2. All social media forums associated with the Diocese of Springfield in Illinois must be registered with the Director of Information Technology, or their designee, and the following information must be provided:

5.2.1. The name of the person who created the site

5.2.2. The name of the person assigned to monitor the site

5.2.3. Contact information for the site monitor – including phone number and email

5.2.4. Date when the site will be or was established

5.2.5. The purpose of the site

Section VI – Conduct for Social Media Activities

6.1 Only groups with specifically granted permission shall post links or blogs on parish or parish school websites.

6.2 Employees, clerics and volunteers of the Diocese of Springfield in Illinois and its Affiliates will comply with all aspects of the *Children's Online Privacy Protection Act* (<http://www.ftc.gov/ogc/coppa1.htm>) and the *Policy on Sexual Abuse of Minors by Church Personnel* and the *Policy on Working with Minors* of the Diocese of Springfield in Illinois (<http://www.dio.org/safeenvironment/diocesan-policies.html>). While photographs of children under the age of 18 may be used on web sites and in social media, care should be taken to avoid connecting pictures with names, locations or other personal identifiable information. In addition, parents and guardians should be given the opportunity to opt-out of having pictures of their children used in this fashion. The Diocese of Springfield in Illinois and its Affiliates will review alleged violations of the *Children's Online Privacy Protection Act* or the *Policy on Sexual Abuse of Minors by Church Personnel* and the *Policy on Working with Minors* of the Diocese of Springfield in Illinois, on a case-by-case basis. In the event that a provision of this Social Media Policy cannot be reconciled with the *Policy on Sexual Abuse of Minors by Church Personnel* and the *Policy on Working with Minors* of the Diocese of Springfield in Illinois, the provisions of the *Policy on Sexual Abuse of Minors by Church Personnel* and the *Policy on Working with Minors* of the Diocese of Springfield in Illinois will take precedence.

6.3 Password-protected areas on both ministry and personal websites may involve the use of a username/password or other such means to access all or portions of the site. In the event that a cleric, employee or volunteer, subject to approval of the Diocese of Springfield in Illinois or its Affiliates, gives a child access to a website that is not otherwise openly accessible to the public, that same access must also be provided to the child's parent/guardian, if the parent/guardian so desires.

6.4 In the event an employee or cleric identifies himself/herself as, or is manifestly understood to be, an employee or cleric of the Diocese of Springfield in Illinois or its Affiliates on a personal blog (or other website with a similar purpose), to help reduce the potential for confusion, the employee is required to put the following notice in a reasonably prominent place on the website **"The views expressed on this website are mine alone and do not necessarily reflect the views of my employer."** Even with this

notice, any information that causes or has the potential to cause embarrassment to the Diocese of Springfield or its Affiliates should be avoided.

6.5 No one may unlawfully harm the good reputation which a person enjoys or violate the right of every person to protect his or her privacy. (Canon 220) If a person feels his or her good reputation is being harmed then the A.A. or Administrator must take action and perform a primary investigation into the matter. If it is found a person was aggrieved then appropriate action is to be taken which may include a request of removing the social media.

6.6 Church personnel are prohibited from disclosing via the Internet information that is understood to be held in confidence by the Diocese of Springfield in Illinois or its affiliates.

Employees, clerics and volunteers are prohibited from disclosing via the Internet any information that is proprietary to the Diocese of Springfield in Illinois or its affiliates, except by explicit permission of the appropriate agency.

6.7 The Diocese of Springfield in Illinois and its Affiliates will not tolerate employees, clerics or volunteers or other authorized users posting obscene, harassing, offensive, derogatory, defamatory or otherwise potentially scandalous comments, links and/or images including sexually explicit or other material deemed inappropriate, which could discredit or cause embarrassment to the Diocese of Springfield in Illinois or its Affiliates, employees, vendors, partners, agencies, schools and others.

6.8 No association, private or public (as defined in canon law), is to assume the name Catholic without the consent of the competent ecclesiastical authority in accord with Canon 300. The competent ecclesiastical authority to grant consent is determined by Canon 312.

6.9 The content of the Diocese of Springfield in Illinois or its Affiliates social media is to be strictly in keeping with the teachings of the Catholic Church. If content is contrary to the teachings of the magisterium, the Diocese will ask that the information be removed. If the registered person refuses to remove the content, an appropriate action will be taken which may include shutting down the social media outlet. All persons and groups subject to this policy consent to the authority of the Diocese to shut down offending sites and will cooperate in the process.

6.10 All applicable criminal and civil laws will be followed.

Section VII – Best Practices for Social Media Activities

7.1. When using social media in ministry to young people, keep in mind that they have the right to a safe environment in their home, school and parish. They are also entitled to a safe environment in their digital interactions with the church through social media. They must be taught and be expected to report violations of their electronic safe environment just as they are of their physical environment.

Similarly young people need to be instructed in their responsibility as participants in the conversation of social media within the church. Just as young people are corrected when they violate the norms and expectations of a school or any community (including the possibility of disciplinary measures), so must they also be corrected for misuse of the social media resources of the parish, school or the diocese.

7.2. Using social media in ministry for adults presents a different challenge than using these technologies with minors. As people engaged in ministry, it is important to remember that we need to maintain the ministerial relationship at all times; therefore, within the ministry context, this document applies to adult ministry as well as youth ministry.

As adults build friendships from among those with whom they work and minister it is natural that individuals who meet in a ministerial context may become friends. It is acceptable, once that friendship is established, to allow access to one's personal social media network. This access should not apply to everyone affected by ministry but only those considered to be friends outside of ministry.

7.3. When using social media as vowed and/or ordained individuals in the Roman Catholic Church, priests, deacons and religious should keep in mind that they have made a commitment to God and to His people to live their lives in particular witness to the Gospel message of Jesus Christ.³ This witness is called for in the electronic world as well as in the physical one. As the Holy Father wrote in his message for the 44th World Communications Day, the presence of the church, and in particular her priests, in social media “will not only enliven their pastoral outreach, but also will give a ‘soul’ to the fabric of communications that makes up the ‘web’,” (§5). Therefore, it is necessary for those living consecrated lives to ensure that there exists no divide between their lives or conduct in the physical world and in the virtual world.

7.3.1. The obligation to maintain a safe environment in social media is the same as in face-to-face communications and interactions.

7.3.2. Social media accounts and profiles, whether personal or professional, are one’s “pastoral outreach” and clearly identifying oneself as a vowed religious and/or member of the clergy by using one’s appropriate title (Fr., Deacon, Sr., Br., *etc.*) and including the religious community (CSC, OSB, OSF, SJ, *etc.*) in one’s displayed profile name bears witness to that outreach.

7.3.3. Photos, especially one’s profile photo; links; and other items included in social media are to be appropriate for one’s state as ordained ministers and/or vowed religious.

7.4. Professionals, ministers, employees and volunteers represent the Catholic Church whether in person or through written or voice communication. Electronic and social media interactions are no exception. The same responsibilities to create a safe environment in one’s physical space extend to all social media sites. Examples include:

7.4.1. Addressing behavior observed in social media according to relevant parish/school and diocesan policies and professional ethical expectations;

7.4.2. Ensuring that all interactions conducted through social media are appropriate and do not create scandal; bring disrepute upon your parish, school or entity; or create an unsafe environment.

7.5. As corporate entities, parishes, schools, diocesan offices and programs need to realize that it is inappropriate and in many cases against the usage policies of social media platforms to register an office or entity for a personal profile. Any use of social media must, therefore, first conform to policies of the social media platform.

When using social media parishes, schools, offices or programs are to have profiles or pages which represent the entity as an entity, not which represent the entity as an individual person (e.g. It is not acceptable to create a profile with first name “DIO” and last name “Communications” for the Office of Communications).

Engage frequent users of social media technology in the creation and maintenance of these sites. This may be a way for someone to take a leadership role and become more involved. Remember, though, that the page’s administrator is ultimately responsible for the content of the page, so, if additional help is required, make sure to monitor the content of your social networking sites.

7.6. Respect copyright and fair use guidelines. Share what others have said by linking to the source and using embedded content. Be sure to cite your source when quoting. When using a hyperlink confirm that link goes where it should and that the content appropriate.

Section VIII – Enforcement of Social Media Policy

8.1. Consistent with the Information Technology policy for the Diocese of Springfield, the Diocese of Springfield in Illinois reserves the right to monitor an employee’s, priests and volunteer’s personal social media.

8.2. Failure to comply with any of the provisions of the Social Media Policy will be grounds for discipline, up to and including termination, if an employee or cleric, or removal from position, if a volunteer.

8.3. The Diocese of Springfield in Illinois reserves the right to make changes to this policy at any time and at its sole discretion and interpret and administer the policy in light of changing circumstances and events. Future modifications of this policy will be made available on the Catholic Diocese of Springfield in Illinois website at www.dio.org.

1 Message of His Holiness Pope Benedict XVI for the 44th World Communications Day. May 16, 2010.

2 Social Media. Wikipedia

3 cf. Vita Consecrata, 1 and the Letter of His Holiness Pope Benedict XVI Proclaiming a Year for Priests.

DIOCESE OF SPRINGFIELD IN ILLINOIS

SOCIAL MEDIA POLICY

PLEASE PRINT

Employee Name:

Last First Middle Initial

Job Title: Pastoral Center/Parish/School

Verification Statement

I verify that I have read and understand this policy. I agree to abide by this policy and also understand that the Diocese of Springfield in Illinois may amend or change the policy at its discretion without notice.

Employee Signature

Date

RETURN SIGNED FORM TO EMPLOYER



RELEASE / REQUEST FORM - STANDARD ACTIVITY

We request that our child _____ be allowed to go on the field trip to _____ with _____ (hereafter the "Organization") presently scheduled to depart on _____ and to return on _____ because we believe this trip will benefit our child both educationally and spiritually.

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

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

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

Emergency Contact / Medical Information: (Please Print)

Father/Guardian: _____ Daytime Phone: (____) _____
 Mother/Guardian: _____ Daytime Phone: (____) _____
 Address: _____ Home Phone: (____) _____
 Other Contact Person: _____ Phone: (____) _____
 Medical Insurance Company: _____
 Company Address: _____ Policy Number: _____
 Blood Type: _____ Medical Conditions/Allergies: _____

We hereby also give our consent for our child to receive emergency medical care during this trip. We hereby also give our consent for photographs of our child to be taken and released.

Signature of parent/guardian: _____ Date: _____
 Signature of parent/guardian: _____ Date: _____



RELEASE / REQUEST FORM - HAZARDOUS ACTIVITY

We request that our child _____ be allowed to go on the field trip with _____

(hereafter the "Organization") presently scheduled to depart on _____, and to return on _____, because we believe this trip will benefit our child both educationally and spiritually.

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

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

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

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

Emergency Contact / Medical Information: (Please Print)

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

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

Address: _____ Home Phone: (____) _____

Other Contact Person: _____ Phone: (____) _____

Medical Insurance Company: _____

Company Address: _____ Policy Number: _____

Blood Type: _____ Medical Conditions/Allergies: _____

We hereby also give our consent for our child to receive emergency medical care during this trip. We hereby also give our consent for photographs of our child to be taken and released.

Signature of parent/guardian: _____ Date: _____

Signature of parent/guardian: _____ Date: _____

Healthful Food and Beverage Options for School Functions *

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans listed below.

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

* This list is not all-inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.

**ILLINOIS REQUIRED SCHOOL IMMUNIZATIONS
for SCHOOL YEAR 2018- 2019**

Parents please fill out and sign the health history and have the physician fill out the lead and diabetes screening on the physical form.

PRE-K

A lead screening.

A **health exam** documented on an Illinois Dept. of Public Health Child Health Exam form within 1 yr. of starting school. **(Form R-01-13)**

Diphtheria, Tetanus, Pertussis (DTP) - 4 or more doses

Polio (TOPV or IPV) - 3 or more doses

Measles, Mumps, Rubella (MMR) -at least 1 dose

Haemophilus Influenzae Type B (HIB) -at least 1 dose 15-59 months of age

Hepatitis B (HBV) - 3 doses

Varicella (Chickenpox) Vaccine - 1 dose (**OR PROOF** of prior chickenpox disease with date signed by physician)

Pneumococcal Conjugate Vaccines (PCV) - * **12-23 months of age: If no history of, will need at least 2 doses ≥ 2 months apart; If 1 dose before 12 months- 2 doses ≥ 2 months apart; If 1 dose on or after 12 months- 1 dose ≥ 2 months after most recent dose; If 2 or 3 doses adm. Before age 12 months-1 dose ≥ 2 months after most recent dose. 24-59 months of age: Healthy Children- Any incomplete schedule; 1 dose ≥ 2 months after most recent one; 24-59 months of age: Children at High Risk- Any incomplete schedule; 2 doses separated by 2 months.**

KINDERGARTEN and 1st GRADE

At least one lead screening prior to starting to school.

An **eye exam** for all children enrolling in kindergarten or 1st time in any private or public school beyond kindergarten (i.e. grades 1-12)

A **health exam***documented on an Illinois Dept. of Public Health Child Health Exam form within 1 yr of starting school. **(Form R-01-12)**

Kindergarten needs a **dental exam** by May 15, 2019

Diphtheria, Tetanus, Pertussis (DTP) - 4 or more doses with booster dose after 4 yrs. old

Polio (TOPV or IPV) - 3 or more doses with booster dose after 4 yrs. old

Measles, Mumps, Rubella (MMR) - 2 doses

Hepatitis B - 3 doses

Varicella (Chickenpox) Vaccine - 2 doses (**OR PROOF** of prior chickenpox disease with date signed by physician. (2 doses are recommended by CDC & ACIP.)

2nd - 8th GRADE

Immunizations as required for 1st grade

An **eye exam** for all children enrolling for 1st time in any private or public school beyond kindergarten (i.e. grades 1-12)

6th Graders also need a **health exam*** documented on an Illinois Dep. of Public Health Child Health Exam form. **(Form R-01-13)**

2nd & 6th Graders need a **dental exam** by May 15, 2019

6th thru 12th GRADE

Show proof of **one dose of Tdap** regardless of the interval since the last DTaP, DT or Td dose.

Show proof of **two doses of Varicella vaccine or other proof of immunity.**

Starting School Year 2015-16; 6th grade entrance, it will be required to have one dose of the MCV4 vaccine and 2 doses for 12th grade entrance, (unless the first dose was administered to a child who was 16 yrs. of age or older, in which case only one dose would be required for 12th grade entrance.

9th GRADE

In addition to the immunizations listed for 1st grade, these students **may** need a Tetanus booster (or Tdap) and varicella if no proof of 2 doses.

9th Graders need a health exam* documented on an Illinois Dept. of Public Health Child Health Exam form. (**Form R-01-12**)

* Reminder: Sport's physicals ARE NOT ACCEPTABLE as needed health exam for Pre-K, Kindergarten, 1st, 6th and 9th.

NOTE: BROWN COUNTY PUBLIC HEALTH IMMUNIZATION CLINIC

MONDAYS 2 - 4 PM

217-773-2714

. *Note: Required immunizations are continually updated to meet changing health needs

**** Note:** These immunization schedules are required by the State Board of Health, which works under the advisement of the CDC, and ACIP recommendation. The Illinois State Board of Education then puts this into effect. The Brown County Health Department merely monitors the medical records on behalf of the Brown County School District to assure compliance.

Name _____

ST. MARY SCHOOL STUDENT HANDBOOK AND RULES AGREEMENT

Attendance in St. Mary School constitutes an agreement by parent and child to abide by the rules and policies of the handbook, as well as specific playground, lunchroom, and computer-internet rules. The administration retains the right to amend the handbook and other written rules for just cause. Parents will be given prompt notification if changes are made.

We have read, understand, and agree to abide by the policies in the St. Mary School Student- Parent Handbook and all other written rules.

Student's Signature Date

Parent's Signature Date

Internet Usage Agreement

Students, parent(s)/guardian(s), and SMS employees need to sign this Authorization every year while enrolled or employed by SMS.

I understand and will abide by the above *Authorization for Network and Internet Access*. I further understand that should I commit any violation, my access privileges will be revoked, and school disciplinary action and/or appropriate legal action will be taken. In consideration for using the school's computer network and Internet connection, and having access to public networks, I hereby release SMS and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the network and Internet connection.

User's signature _____ **Date** _____

The following must be filled out if the user is a student:

I have read this *Authorization for Network and Internet Access*. I understand that access is designed for educational purposes and that SMS has taken precautions to eliminate controversial material. However, I also recognize that it is impossible for SMS to restrict access to all controversial and inappropriate materials. I will hold harmless SMS, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to SMS computer network and Internet connection.

Parent/Guardian's signature: _____ **Date:** _____

St. Mary School Student Pledge for iPad Use

1. I will take good care of my iPad
2. I will never leave the iPad unattended
3. I will never loan out my iPad to other individuals
4. I will know where my iPad is at all times
5. I will charge my iPad's battery daily.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in the case.
9. I will use my iPad in ways that are appropriate, meet the expectations of the school and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number iPad sticker on any iPad.
11. I will follow the policies outlined in the iPad Policy and SMS Handbook while at school, as well as outside the school day.

12. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to return the SMS iPad, case and power cords in good working condition.
15. I understand that my iPad is subject to inspection at any time without notice and remains the property of St. Mary School.

Individual school iPad computers and accessories must be returned to the SMS office at the end of each school year. Any student that graduates early, withdraws, is suspended or expelled, or terminates enrollment at St. Mary School for any reason must return his or her iPad computer on the date of termination.

I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Acceptable Use Policy; iPad Protection Plan and the Student Pledge for iPad Use.

Student Name (Print): _____

Student Signature: _____

Date: _____

Parent Name (Print): _____

Parent Signature: _____

Date: _____

Permission to Publish Student Photos

Please initial one of the following:

_____ Please ***Include*** my child in interview, photograph, videotape, school social media, or web site in respect to school news stories or instructional/informational projects and programs.

_____ ***Do NOT Include*** my child in any interview, photograph, videotape, or web site in respect to school news stories or instructional/informational projects and programs.

Signature of Parent/Guardian

Date

Parents as Partners

We, at St. Mary School, believe that we work in partnership with you, the parent, as together we educate your children. We believe as the primary educator of your children, it is your responsibility to be the role model for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically.

We Believe:

- Your personal relationship with God, each other, and the Church community will affect the way that your child relates to God and to other people.
- Ideals taught in the school are rooted in the child when they are fostered by the example of good Catholic/Christian morals in your family life.
- During the formative years (Preschool-Grade 8), your child needs constant support from both parents and faculty to reach their potential.
- Parents and teachers must support each other as partners in the educational process. Allowing oneself to be caught between the student and the other partner will not have positive results. To divide authority between the school and home will only teach disrespect of all authority.
- At times students lose focus and when that occurs, students need understanding and discipline. Children may perceive this discipline as restrictive; however, it is this discipline that provides young persons with both security and guidance.
- It is essential that students take responsibility for grades he/she has earned and for homework, long-term assignments, major tests, and all other assignments. This responsibility also extends to times of absence.

Let us begin this year with a commitment to a partnership as we support one another in helping your child become the best person he/she is capable of becoming.

I/we the parent/guardian of a student at **St. Mary School**, understand my role as parent/guardian and agree to support the above beliefs and procedures of the **St. Mary School Parent/Student Handbook**.

Parent/Guardian Signature

Parent/Guardian Signature

Students as Partners

We, at St. Mary School, believe that we work in partnership with your parent/guardian as together we educate you. We believe as your primary educator it is your parent/guardian's responsibility to be the role model for the development of your life---physically, mentally, spiritually, emotionally, and psychologically.

We Believe:

- Parents'/guardians' personal relationship with God, each other, and the Church community will affect the way that their child relates to God and to other people.
- Ideals taught in the school are rooted in the child when they are fostered by the example of good Catholic/Christian morals in the family life.
- During the formative years (Preschool-Grade 8), children need constant support from both parents and faculty to reach their potential.
- Parents and teachers must support each other as partners in the educational process. Allowing oneself to be caught between the student and the other partner will not have positive results. To divide authority between the school and home will only teach disrespect of all authority.
- At times students lose focus and when that occurs, students need understanding and discipline. Children may perceive this discipline as restrictive, however, it is this discipline that provides young persons with both security and guidance.
- It is essential that students take responsibility for grades he/she has earned and for homework, long-term assignments, major tests, and all other assignments. This responsibility also extends to times of absence.

Let us begin this year with a commitment to a partnership as we support one another in helping you become the best person you are capable of becoming.

I, a student at **St. Mary School**, understand my role as a student and agree to support the above beliefs and procedures of the **St. Mary School Parent/Student Handbook**.

Student Signature

Catholic Diocese of Springfield in Illinois Family School Agreement - Basic Plan for 2018-2019

What does discipleship and stewardship ask of active parish stewards? It expects:

- an active witness to the Catholic faith by our daily teaching and living, making discipleship a way of life;
- the entire family’s participation at Mass in the parish every Sunday and Holy Day of Obligation;
- active involvement in the various parish ministries, each according to his or her time and talents;
- a respect for and cooperation with those who actually provide Catholic education – the priests, parishioners, and all school personnel – and their policies;
- each family to aspire to the biblical ideal of tithing, as our Diocesan Synod will be considering the goal of all parishioners giving a certain percentage of their income to the parish; and
- the full participation of the child, according to age and ability, to practice stewardship as well.

As parents we ask _____ parish to help us provide our child(ren) with a Catholic education. We understand and agree that our child(ren) will be taught the teachings of the Catholic Church in their fullness even if we are living a way of life that is contrary to those teachings. We also understand that if we do not live in accord with Catholic Church teaching, we are expected to discuss with the pastor of our Catholic parish ways in which we could. We further accept a commitment to the stewardship way of life as practiced in our parish. We pledge our full cooperation with the school and parish to prepare our child(ren) to be a disciple of Jesus Christ. We will make every effort to supervise our child(ren)’s commitment to this agreement.

Father/ Adoptive Parent/Legal Guardian’s Name	Signature
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Mother/ Adoptive Parent/Legal Guardian’s Name	Signature
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Student’s Name	Grade	Signature
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Student’s Name	Grade	Signature
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Student’s Name	Grade	Signature
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Student’s Name	Grade	Signature
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Student’s Name	Grade	Signature
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_____ Parish accepts your request for a Catholic education and your commitment to the discipleship and stewardship way of life. The Parish is committed to subsidize your child(ren)’s tuition as our Diocesan Synod considers the goal of providing Catholic education without charging tuition to parents. We acknowledge our obligation to assist you in your task of nurturing your child(ren) in the practice of the Catholic faith. We will make our best effort to form your child(ren) as a disciple of Jesus Christ.

Pastor’s Signature

Principal’s Signature

_____ School Year

St. Mary School

2018-2019 Calendar

August 2	Registration 10:00 – 12:00; 4:00 – 7:00
	3 Beginning of the Year Teacher Meeting at 9:00 a.m.
	11 Back to School Mass – 5:30 p.m. at Holy Family
	15 Teacher Institute – Retreat in the morning – work day afternoon
	16 First Day of School - Early Dismissal 2:00 p.m.
	19 Pulled Pork Dinner
September	3 Labor Day – NO SCHOOL
	6 School Improvement Day - 11:30 dismissal NO ASC
	13 School Improvement Day - 11:30 Dismissal NO ASC
	16 Friends of St. Mary Quarter Auction
	17 Midterms
	20 School Pictures
	21 Midterms go home
	21 Brown County High School Homecoming - 2:00 p.m. Dismissal
	27 School Improvement Day 11:30 dismissal NO ASC
	29 8 th Grade soup supper
October	1 DAEC Conference for Teachers – NO SCHOOL
	3 Friends of St. Mary Family Fun Night – Fall Scavenger Hunt
	4 Teacher Team Meeting - 2:00 p.m. dismissal
	8 Columbus Day – NO SCHOOL
	13 Friends of St. Mary Potato Bar Supper after 5:30 p.m. Mass
	15 Mission Mass 11:00 a.m.
	17 1 st Quarter ends
	18 School Picture Retakes
	24 P-T Conferences - 2:00 dismissal Conferences from 4:00 p.m. – 7:00 p.m.*
	25 P-T Conferences - 2:00 dismissal Conferences from 4:00 p.m. – 7:00 p.m.*
	26 NO SCHOOL
	*Report cards issued during conferences
November	8 Teacher Team Meeting - Early Dismissal 2:00 p.m. Speech Contest
	16 Deer Day – NO SCHOOL
	17 All School Mass
	20 Midterm; NO ASC
	21 NO SCHOOL
	** FALL BREAK Wednesday, Nov. 21, Nov. 22 (Thanksgiving Day) and Friday, Nov. 23
	22 Friends of St. Mary Turkey Trot
	28 Midterms go home
December	6 Teacher Team Meetings - Early Dismissal 2:00 ASC available
	19 Christmas Program 7:00 p.m.
	21 Happy Birthday Jesus Party - Early Dismissal 2:00 NO ASC
	** WINTER BREAK Monday December 24 – Tuesday, Jan. 2, 2019

St. Mary School

2018-2019 Calendar

January 3 School Resumes 2nd Quarter Ends/1st Semester
 10 School Improvement Day 11:30 Dismissal - NO ASC - Report Cards go home
 21 Martin Luther King Jr. Day – NO SCHOOL
 24 School Improvement Day – 11:30 Dismissal NO ASC
 26 Catholic School Mass

****Catholic Schools Week - January 27–February 2, 2019**

February 6 Midterms
 7 Teacher Team Meetings – 2:00 Dismissal ASC available
 11 Midterms go home
 18 Presidents’ Day – NO SCHOOL
 21 School Improvement Day – 11:30 Dismissal NO ASC

March 4 **SMS IN SESSION; NO BUSES**
 7 Teacher Team Meetings – 2:00 Dismissal ASC available
 12 3rd Quarter Ends
 20 P/T Conferences 3:00pm - 6:00 p.m. ACS available 2:00 Dismissal
 21 P/T Conferences 3:00pm - 6:00 p.m. ACS available 2:00 Dismissal
 22 NO SCHOOL
 *Report cards issued during conferences

April **** Possible Spring Break Monday, April 15 – Tuesday April 23**

4 Teacher Team Meetings – 2:00 Dismissal ASC available
 6 All School Mass
 9 Spring School Pictures
 12 Midterms
 19 Good Friday – NO SCHOOL
 22 NO SCHOOL
 25 Midterms go home

May 2 Teacher Team Meetings – 2:00 Dismissal ASC available
 3 Grandparents/Special Friends’ Day
 5 First Communion
 18 All Graduates Mass
 21 Awards Night
 22 Graduation Day
 23 Last Day of Attendance 2:00 Dismissal

Midterms: 9/17/2018, 11/20/2018, 2/6/2019, 4/12/2019
Midterms home: 9/21/2018, 11/28/2018, 2/11/2019, 4/25/2019
End of Quarter: 10/17/2018, 1/3/2019, 3/12/2019, 4/23/2019
Report Cards home: 10/24 & 25/ 2018, 1/10, 2019,

Revised 7/24/18