

Saint Mary School

Parent & Student Handbook

2017-2018



50 N. Buffalo Grove Road, Buffalo Grove, IL 60089
Phone: 847-459-6270 Fax: 847-537-2810 school.stmarybg.org

SAINT MARY SCHOOL PARENT/STUDENT HANDBOOK 2017-2018

PHILOSOPHY OF EDUCATION

Saint Mary School, a Catholic educational community, is an integral part of Saint Mary Parish Community embracing the values and traditions of the Catholic faith.

We believe that children learn best when they are fully involved in learning activities. Through our educational programs and various teaching methods, we strive to enhance positive self-concepts in each student, incorporate aspects of values education, teach the basic skills and augment skills of critical thinking, and self-direction necessary to function as a contributing person in society.

We believe that faculty in partnership with parents, who are the primary educators, recognize the uniqueness of each child. We seek to provide an atmosphere where students develop a wholesome self-image that they may reach their full potential.

Faculty, staff, contracted employees, and volunteers of Saint Mary School are expected to act in accordance with our stated Philosophy of Education.

MISSION STATEMENT

Saint Mary School is called to its mission by Jesus, the Divine teacher, who entrusts to parents the education of their children. We are committed to supporting and reinforcing the role of parents as primary educators.

It is our aim to help the children see the dignity of human life with the vision of Jesus Christ. We are always aware of the responsibility to treat and respect each child as a unique individual, while providing a quality education that develops the child's physical, moral and intellectual talents.

It is our goal to educate a child with recognizable Christian values who will continue to grow in knowledge, grace and wisdom.

SCHOOL THEME 2017/2018

We are One Body

This handbook has been developed to provide accurate information regarding policy and procedures, for Saint Mary School families. Information contained within this handbook is subject to change at the discretion of the school and parish administration, or as a result of changes to policies from the Archdiocese of Chicago.

PRINCIPAL'S MESSAGE

Welcome to Saint Mary School! Since 1855, Saint Mary School has been educating children in the Roman Catholic tradition of faith, academic excellence and service to others.

I am both excited and honored to lead such an exemplary and high performing school. I feel privileged to be part of the Saint Mary School and community. As an educational leader, I value a child centered learning environment where each and every student learns and grows academically, socially and emotionally. I am also strongly committed to solid, respectful, collaborative relationships among teachers, staff, students, parents, community, and board.

Saint Mary School has a tradition of academic excellence and was recently recognized as a National School of Excellence by the United States Department of Education, a two time Blue Ribbon Award winner. We offer a rigorous curriculum to prepare our students to be lifelong learners, meeting the benchmarks of the common core standards and the curriculum standards of the Archdiocese of Chicago. At Saint Mary's School, teachers, administrators and parents work rigorously together to foster Saint Mary's rich tradition of academic excellence.

I look forward to partnering with you to provide a school that embraces the tradition and values of the Catholic faith where Christian values permeate our entire curriculum and day to day school life.

We invite you to visit Saint Mary School and become a member of the Saint Mary School Family.

In Christ,
Stephanie I. Stoneberg, Ed.D.
Principal

SCHOOL FACULTY AND STAFF

Saint Mary School is staffed with professional teachers who are certified by the Illinois Department of Education, and by the Archdiocese of Chicago.

Administrative Personnel

| | | |
|------------------------------------|-------------------------|--------------------------|
| Pastor | Rev. Dan Whiteside | dwhiteside@stmarybg.org |
| Principal | Dr. Stephanie Stoneberg | sstoneberg@stmarybg.org |
| Assistant Principal | Mrs. Laura Georgen | lgeorgen@stmarybg.org |
| Administrative Assistant | Mrs. Lisa Tomassetti | ltomassetti@stmarybg.org |
| Director of Admissions & Marketing | Mrs. Kara O'Malley | komalley@stmarybg.org |
| Director of Development | Mrs. Lisa Schwabe | lschwabe@stmarybg.org |
| Receptionist/Hot Lunch | Mrs. Mary Lynn Kempf | mkempf@stmarybg.org |
| Before/After Program | Mrs. Lina Anderson | landerson@stmarybg.org |
| Facilities Manager | Mr. Thomas Healy | thealy@stmarybg.org |
| Assistant Facility Manager | Mr. Bob Lauten | blauten@stmarybg.org |

Early Childhood Learning Community

| | | |
|--------------------|----------------------|-----------------------|
| Preschool 4 (135) | Mrs. Laura Georgen | lgeorgen@stmarybg.org |
| Preschool 3 (131) | Ms. Kimberly Geraci | kgeraci@stmarybg.org |
| Preschool 3 (133) | Mrs. Marilyn Frank | mfrank@stmarybg.org |
| Preschool 4 (132) | Miss Diana Aziz | daziz@stmarybg.org |
| Preschool 4 (130) | Ms. Cathy Garcia | cgarcia@stmarybg.org |
| Kindergarten (136) | Mrs. Jennifer Olsen | jolsen@stmarybg.org |
| Kindergarten (107) | Miss Mary Jo Madison | mmadison@stmarybg.org |

Primary Learning Community

| | | |
|---------------|-----------------------|------------------------|
| Grade 1 (108) | Mrs. Stephanie Weaver | sweaver@stmarybg.org |
| Grade 1 (109) | Mrs. Tanya Prawica | tprawica@stmarybg.org |
| Grade 2 (110) | Miss Carrie McClellan | cmclellan@stmarybg.org |
| Grade 2 (111) | Miss Megan Kelley | mkelley@stmarybg.org |

Elementary Learning Community

| | | |
|---------------|-----------------------|--------------------------|
| Grade 3 (230) | Mrs. Mary Galligan | mgalligan@stmarybg.org |
| Grade 3 (231) | Mrs. Elaine MacMahon | emacmahon@stmarybg.org |
| Grade 4 (232) | Miss Erica Massarelli | emassarelli@stmarybg.org |
| Grade 4 (233) | Mr. Eric Martinez | emartinez@stmarybg.org |

Intermediate Learning Community

| | | |
|---------------|------------------------|---------------------------|
| Grade 5 (255) | Mrs. Madeline Bargiel | mbargiel@stmarybg.org |
| Grade 5 (253) | Mrs. Stacy Wipperfurth | swipperfurth@stmarybg.org |
| Grade 6 (254) | Mrs. Shayna Mortensen | smortensen@stmarybg.org |
| Grade 6 (256) | Mrs. Debby Emery | demery@stmarybg.org |

Jr. High Learning Community

| | | |
|------------------|----------------------|------------------------|
| Grades 7-8 (208) | Mrs. Carol Cantwell | ccantwell@stmarybg.org |
| Grades 7-8 (210) | Mrs. Eileen Kirk | ekirk@stmarybg.org |
| Grades 7-8 (209) | Mrs. Linda Payne | lpayne@stmarybg.org |
| Grades 7-8 (208) | Mr. Mike Tuntland | mtuntland@stmarybg.org |
| Grades 7-8 (211) | Mr. Adam Wiesen | awiesen@stmarybg.org |
| Grades 7-8 (206) | Mrs. Allison Blomeke | ablomeke@stmarybg.org |

Specials

| | | |
|--|-------------------------|---------------------------|
| Art | Ms. Sue Motto | smotto@stmarybg.org |
| Band | Mr. Rich Case | rcase@stmarybg.org |
| Technology | Mr. Mike Tuntland | mtuntland@stmarybg.org |
| Library/ECE PE | Mrs. Mimi Conrad | mconrad@stmarybg.org |
| Music 2 nd -8 th Grade | Mrs. Allison Blomeke | ablomeke@stmarybg.org |
| Music PreK-1 st Grade | Miss Kimi Geraci | kgeraci@stmarybg.org |
| Physical Education | Mr. Erik Henschel | ehenschel@stmarybg.org |
| Spanish | Mrs. Alicia Mangialardi | amangialardi@stmarybg.org |
| STEM | Mrs. Kelli Blakeslee | kblakeslee@stmarybg.org |

Special Services

| | | |
|---------------------|-------------------------|-------------------------|
| Learning Specialist | Mrs. Mimi Conrad | mconrad@stmarybg.org |
| Learning Specialist | Ms. Sue Motto | smotto@stmarybg.org |
| Learning Specialist | Miss Kimi Geraci | kgeraci@stmarybg.org |
| Learning Specialist | Mrs. Linda Payne | lpayne@stmarybg.org |
| Learning Specialist | Mr. Adam Wiesen | awiesen@stmarybg.org |
| Administrator | Mrs. Laura Georgen | lgeorgen@stmarybg.org |
| Administrator | Dr. Stephanie Stoneberg | sstoneberg@stmarybg.org |

ACCREDITATION

Saint Mary School participates in an ongoing evaluation process by the State of Illinois and the Archdiocese of Chicago. Evaluation by both the State and Archdiocese takes place annually; Saint Mary School received full accreditation in all aspects.

NON-DISCRIMINATION POLICY

Saint Mary School does not discriminate in its employment or admission policies on the basis of sex, race, color, or national origin in administration of educational policies, loan programs, athletic or other school-administered programs.

ADMISSION

Saint Mary School has an enrollment policy to be used at the time of registration by the administration in the case of maximum enrollment. The following sequence will be used for admission:

1. Students currently enrolled at Saint Mary School
2. Children of Saint Mary's/St. Edna's active parishioners who have siblings enrolled in Saint Mary School
3. Children of Saint Mary/St. Edna's active parishioners who are new to Saint Mary School
4. Children of parents who are registered in neighboring parishes without parochial school
5. Children of parents who are registered in neighboring parishes with parochial schools where enrollment is at capacity
6. Children of parents who are registered in neighboring parishes with parochial schools where enrollment is not at capacity
7. Non-Catholic children are welcome at Saint Mary School

Applicants for grades seven (7) and eight (8) are interviewed by the principal as part of the entrance procedure. International students are welcome at Saint Mary School and are interviewed by a member of our SST in order to determine language proficiency.

AGE OF ADMISSION – ENTRY LEVEL

State Law requires that a child has reached the entry age by or on September 1st of the given year. Admission age is in accordance with state law.

- Preschool Age 3 and Age 4
- Kindergarten Age 5
- Grade 1 Age 6

REQUIRED DOCUMENTATION

1. Birth Certificate issued by the County, State or National Agency evidencing that the child meets the age requirement and containing the Live Birth number

2. Evidence of a physical examination and required immunizations for Preschool, Kindergarten, and 6th Grades
3. Baptismal certificate, if baptized
4. Official copy of the transfer (if a transfer student)
5. The cumulative record file of a transfer student will be requested in writing from the school of which the child is transferred
6. Dental exams are required for Kindergarten, 2nd and 6th Grades

PLACEMENT TESTS AND SCREENING

Kindergarten screening is given to all incoming students. Placement testing may be required for transfer students.

WITHDRAWAL FROM SCHOOL

When transferring to another school the office must be notified as soon as possible. All student records, psychological testing results, etc., will be released upon notification by the parent or legal guardian. School policy stipulates that all outstanding tuition and fees must be paid in full or suitable arrangements made with the school administration, before records can be transferred.

EXCLUSION

If any student, after due consideration, adequate testing, conferring with parents, and/or social worker, is deemed unable to function within the educational opportunities afforded at Saint Mary School, the principal shall request a transfer into a situation which may better ensure maximum growth of the student. Additionally, the Archdiocese of Chicago, as well as Saint Mary School, recognizes parents as the primary educators of their children. The education of students at Saint Mary School is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision, which is made in partnership with the principal and pastor. The Saint Mary School Board holds the principal responsible for executing the above policy.

STUDENT PLACEMENT

| | |
|--------------------------------------|--|
| Preschool | Half day program 8:00 AM – 11:00 AM Full day program 8:00 AM – 2:30 PM *Parent choice on a first come, first served basis |
| Kindergarten – 8 th grade | When multiple classrooms per grade level exist, the principal in consultation with the teachers, will determine student placement. This decision will be made in the best interest of individual student growth and development with efforts to maintain a classroom environment of balanced size, gender and ability level. |

ATTENDANCE

To receive the maximum benefit from classroom and instructional participation, it is important that a child report to school on time and each day. Parents are urged to enforce this habit. Illness of pupil, death in the family, and exceptional instances that affect the child are legitimate excuses for absence from school.

The State of Illinois by Law provides for compulsory attendance of all children between the ages of seven and sixteen. Daily attendance is necessary for a student to benefit fully from our school programs.

TARDY

Punctuality is very important to the education of a student. Tardiness is a practice, which is disruptive for the student, the class, the teacher, and routines necessary for the functioning of the school. After three tardies per trimester, any additional tardy will result in the student missing recess on that day.

ABSENCES

For your child's protection, a parent is requested to call /email the School Office by 8:15 a.m. to report a student's absence at 847-459-6270 / attendance@stmarybg.org. If a child is absent and the parent does not notify the school, the school receptionist will attempt to contact the parent to question the absence. Homework requests are made at the time of the call reporting a student's absence, **and only for those who will be absent for more than one day**. Homework may not be picked up until 2:45 p.m. and no later than 3:15 p.m. **If a child is absent for five (5) or more days, a doctor's note should be submitted to the office. All contagious diseases must be reported as soon as diagnosed.**

A student who participates in a Saint Mary Athletic sponsored program or extracurricular activity, and who is absent at any reported time during the school day is NOT allowed to participate in the program that day. An exception to participate would be a funeral, a written notification of an appointment provided by a doctor, i.e. dentist, orthodontist, pediatrician on the day of absence. Failure to comply with the above mentioned rule will result in a suspension from the program for one week.

EARLY DISMISSAL

Requests for early dismissal of a student must be submitted in writing by the parents. A child will not be released to anyone other than a parent or guardian unless there is written permission given by a parent. **When picking up a sick child, the parent must come to the office.** All children leaving early must be signed out in the office before leaving. We ask your cooperation with this so that we may ensure the safety of all of our students.

All appointments should be scheduled outside school hours whenever possible. A written notification from the parent must be submitted to the homeroom teacher before the requested day of early dismissal stating the reason for the request. The note should include the child's name, day and time of dismissal, destination, name of adult coming

for the child and signature by the parent. The parent or parent/designated adult is to meet the child in the school office and sign the register. Students are not permitted to leave the building without fulfillment of the above procedure.

VACATIONS

Parents who are planning a vacation which will require a student to be absent from school are asked to discuss the matter with the teacher and principal well in advance of the date of absence. We feel that travel is educational; however, **teachers should not be requested to work out a program of study in advance for such an absence, and will not be able to put homework together prior to the vacation.** After the student returns, it is his/her responsibility to determine what work has been missed and what back assignments are due. It is the parent's responsibility to ensure that the work is completed within the time frame determined by the teacher.

2017-2018 SCHOOL SCHEDULES

DAILY SCHEDULE

| | |
|------------------------|---------------|
| Homeroom | 7:40 – 7:50 |
| 1 st Period | 7:53 – 8:35 |
| 2 nd Period | 8:38 – 9:20 |
| 3 rd Period | 9:23 – 10:05 |
| 4 th Period | 10:08 – 10:50 |
| 5 th Period | 10:53 – 11:35 |
| Lunch | 11:35 – 12:15 |
| 6 th Period | 12:20 – 1:02 |
| 7 th Period | 1:05 – 1:47 |
| 8 th Period | 1:50 – 2:32 |
| Homeroom | 2:35 – 2:45 |

MASS SCHEDULE

| | |
|------------------------|---------------|
| Homeroom | 7:40 – 7:45 |
| 1 st Period | 7:47 – 8:20 |
| MASS | 8:20 – 9:20 |
| 2 nd Period | 9:25 – 10:00 |
| 3 rd Period | 10:03 – 10:38 |
| 4 th Period | 10:41– 11:16 |
| 5 th Period | 11:19 – 11:54 |
| Lunch | 11:58 – 12:40 |
| 6 th Period | 12:43 – 1:18 |
| 7 th Period | 1:21 – 1:56 |
| 8 th Period | 1:59 – 2:34 |
| Homeroom | 2:37 – 2:45 |

PRESCHOOL SCHEDULE

| | |
|--------------------|--------------------|
| Half Day Preschool | 8:00 AM – 11:00 AM |
| Full Day Preschool | 8:00 AM – 2:30 PM |

To maintain a proper learning environment, it is imperative that students be in school on time.

STUDENT DEVELOPMENT

RELIGIOUS AND SPIRITUAL FORMATION

One of our primary concerns at Saint Mary School is to assist in the Christian growth of your child. This goal gives us our reason for existing. To enhance the spiritual growth of the child, Saint Mary School provides opportunities for prayer, celebration of Liturgy, reception of the Sacrament of Reconciliation and many other spiritual opportunities. Through planning and celebrating the Liturgy, the students hopefully will grow to appreciate their faith and experience the joy of being a Christian. You are encouraged to participate in special school liturgies, to unite with your children in the Eucharistic celebration, and to be an active part of building a Faith Community. All school liturgies are celebrated weekly based on the liturgical year, at the 8:30 AM mass on Fridays. School masses are outlined on our website calendar. All are welcome!

The spiritual encouragement given at school merely builds upon that already received at home. Sunday Mass, in particular, does much to impress upon children an attitude of reverence for their religion. The ideal situation is for the family to celebrate the Liturgy as a family unit, thus helping emphasize a oneness with God and each other.

SACRAMENTS

The Parish Staff directs the sacramental programs for Eucharist, Reconciliation and Confirmation. Programs are planned which call for parental participation and involvement.

Saint Mary prepares children for the sacrament of Reconciliation and the reception of Eucharist as part of the second grade program. The Sacrament of Confirmation is received in 8th grade or high school.

SPECIAL SERVICES

Saint Mary School is committed to educating the whole child and meeting cognitive, spiritual, social and emotional needs. We utilize a team approach to provide the following services to aid students in the educational process:

- Screening of new students
- Formal assessment of all students three times per year in the areas of language arts and math
- Development of Catholic Individual Education Plans (CIEP) for students requiring remediation or enrichment
- Coordination with the public school district to provide speech services and evaluations, as needed
- Implementation of the Response to Intervention (RTI) process

Response to Intervention is a process of instruction, assessment, and intervention that allows schools to identify struggling students early. It provides appropriate instructional interventions, and increases the likelihood that the students can be successful and maintain their class placement.

When a classroom teacher recognizes that a student may be unsuccessful in accessing the curriculum, the following steps will be taken.

1. Universal benchmark screening
2. Share concerns with Special Services Team
3. Alert the parent/guardian and invite them into partnership
4. Brainstorming strategies and interventions with colleagues
5. Implement research-based interventions
6. Collect data and monitor student progress

EXTENDED DAY PROGRAM

Available before and after regular school hours, the extended day program provides professional care, supervision, and recreation and enrichment activities for your child. It serves the working parent who desires both Catholic school education and supplementary

day care in a Christian environment. The program is open only to students enrolled full time at Saint Mary School, with the only exception being for half day preschool students. This program allows children to experience a rich diversity of growth activities planned to compliment the philosophy and value system of our school and our school families. Arts and craft projects, indoor and outdoor recreation, snack time, and rest periods are available. In addition, there is time set aside for homework, with some adult assistance and resource materials available. The program is operated by an experienced director and staff.

Hours:

Before School: 6:45 AM – 7:30 AM (8:00 AM for Preschool)

After School: 2:45 PM – 6:00 PM (2:30 PM for Preschool)

The program will operate ONLY when school is in session. A weather emergency or other emergency which causes school to be canceled will also result in canceling the Extended Day Program.

When there is early dismissal, the program will operate until 6:00 p.m. Only children that are already signed up for the program may attend the program. On these days, students should bring their own lunch. Milk and snacks will be provided.

HOMEWORK POLICY

Homework assignments are an extension of the student’s daily learning experiences, and are to expand and reinforce the education process. Homework does not mean only written assignments; reading and studying are also part of preparedness. A parent should help provide a quiet place free from distractions. Students should study in the same place at the same time each day, and for the same amount of time. Even if no written homework is required on a particular day, the student should use the time to read, or engage in some other activity related to school work.

COMPUTER USER POLICY

It is a general policy that all computers are to be used in a responsible, efficient, ethical and legal manner. Computing/Information Technology facilities and resources are provided to help students achieve learning outcomes, fill research requirements and assist in high school preparation. School computer facilities are not provided for social or recreational purposes. **ACCESS TO THE NETWORK IS A PRIVILEGE, NOT A RIGHT, AND MAY BE REVOKED IF ABUSED**

Network Etiquette: You are expected to abide by the rules of network etiquette. Always be polite – The student will use the computing and technology facilities in a way that will not harm the system or another person’s work.

- Always use appropriate language – The student will only use language that is acceptable in school when communicating with classmates or on the Internet.

Internet Access – during online time, classroom teachers will strictly monitor students. Students will access only the approved and bookmarked sites during instruction time. Computer hardware and software on the server will continually monitor Internet traffic through the use of a firewall and content filtering software.

Electronic Mail (E-Mail) Etiquette – E-Mail is not private. Saint Mary network administrators will monitor e-mail at all times. Network administrators may review files and communications to maintain system and user integrity. E-mailing for personal use is prohibited.

Consequences of inappropriate network behavior – Any user who does not comply with the policies and guidelines will lose network privileges for the following week. Repeated or severe infractions of the policies and guidelines will result in termination of access privileges for the remainder of the year. Unauthorized use of the network (intentional deletion or damage to files and data belonging to other users) or copyright violations will result in further disciplinary action.

Security on any computer system is a high priority, especially when the system involves many users. Students are responsible to identify and inform the network administrators of any security problems they encounter. Any user identified as a security risk may be denied access to the school network and/or the Internet.

Saint Mary School declares unethical and unacceptable behavior as just cause for taking disciplinary action, revoking information network access privileges, and/or initiating legal action. The judgment of the principal is final regarding acceptable use concerns.

COMMUNICATION

VIRTUAL BACKPACK

The “Virtual Backpack” facilitates communication between the school office, classroom teacher and home. An email blast will be sent weekly, containing pertinent and upcoming information. Some correspondence will require action from home; please make sure that we have your email on file. If you do not receive weekly email blasts from us, contact the office immediately. Organizations that wish to include material must have the approval of the principal then submit it in an electronic format. **NOTE: Please send any documents (.doc files) or .pdf files that you would like to have distributed to komalley@stmarybg.org.**

BISON BEAT

A newsletter will be posted on our school website monthly. This communication enables the principal to inform parents of school happenings and forthcoming events that were not listed on the annual calendar. Make sure you add these new events to your yearly calendar. If for any reason you are unable to view online, please call the office and we will send a copy to you. Please view our website regularly at school.stmarybg.org.

FAMILY SCHOOL ORGANIZATION WEB PAGE

The Family School Organization also maintains a web page within the school site. It contains news from the officers. Please be sure to take the time to read their web page. This is another way for you to learn about what is happening in school.

POWER SCHOOL

PowerSchool is a School Information System that Saint Mary School uses for school and class organization. It provides a school and classroom level website support for administrators, parents, teachers and students from preschool through 8th grade. PowerSchool aims at improving communication between parents and Saint Mary School.

Important announcements, monthly calendars, updated news and newsletters, teacher websites and Virtual Backpack items can be found on our school website. School closings, late arrival and emergency information will be posted when necessary.

EMERGENCY CLOSING

School closing because of unforeseen circumstances, such as heavy snowfall, water or electrical problems, will be announced on the following radio and television stations:
WMAQ 670 WBBM 780 WGN 720 WGN-TV Channel 9 WLS-TV Channel 7

School Web Page www.stmarybg.org

CHECK SCHOOL WEBSITE - PLEASE DO NOT CALL THE SCHOOL OFFICE OR RECTORY

If Saint Mary School is closed due to inclement weather, all sporting and extracurricular activities scheduled for that day, at Saint Mary School or another school, are also canceled. Rescheduling will be at the discretion of the coaches or moderators involved for a later date.

SCHOOL BOARD MINUTES AND AGENDA

Approved minutes from the previous month's meeting are posted on the website.

PARENT DIRECTORY

Each year, Family School Organization (FSO) publishes a Parent Directory that is sold to all school families. The following information appears in the Parent Directory: Parent's Last Name, Father's First Name/Mother's First Name, Address(s), City, State, Zip Code, Telephone Numbers, Email Address(es), Student's Name(s) and Grade(s).

This information will appear in the Parent Directory unless specific notification is given to withhold that information. Inform the school office by 9/1 if you want to remove any or all personal information from the Parent Directory. Unless we are notified, the information will appear in the next school year's distribution of the Parent Directory.

REPORT CARDS

All students receive a trimester report card, with the exception of preschool 3 for the first trimester only. The first trimester report period is followed by Parent-Teacher Conferences. At other times, parents may arrange for a conference with the teacher. In the interest of time management, it is important that parents either come together for conferences or when one parent represents both parents that communication between the parents takes place. Individual requests for conferences, particularly for parents living in the same household, are strongly discouraged. Parents will be notified during the year of unsatisfactory, failing or incomplete work. This may take the form of a deficiency notice, a progress report, or a phone call.

If a student is absent ten or more days during a marking period, an INCOMPLETE may be given for work until the assignments missed have been completed.

GRADING STANDARDS

Early Childhood: The report card follows a letter system in evaluating student achievement.

E = Exploring – first level, showing some aspects of the benchmark

D = Developing – second level, showing more understanding of the benchmark

B = Building – third level, demonstrating proficiency of the benchmark

Grades 1-2: The report card follows a letter system in evaluating student achievement.

E = Excellent

V = Very good

G = Good

S = Satisfactory

N = Needs improvement

The code for personal and social development is:

+ = Making good progress

O = Making satisfactory progress

N = Needs improvement

Grades 3-8: The following code, criteria and equivalent are used in evaluating student achievement

Achievement Code

| | |
|----------------|---------------|
| A+ = 99 – 100% | A = 93 – 100% |
| A = 95 – 98% | B = 85 – 92% |
| A- = 93 – 94% | C = 77 – 84% |
| B+ = 91 – 92% | D = 69 – 76% |
| B = 87 – 90% | F = 0 – 68% |
| B- = 85 – 86% | |
| C+ = 83 – 84% | |
| C = 79 – 82% | |
| C- = 77 – 78% | |
| D+ = 75 – 76% | |
| D = 71 – 74% | |
| D- = 69 – 70% | |
| F = 0 – 68% | |

Grades K-4:

Pass/Fail Art, Computer, Library, Music, Physical Education, Spanish, STEM

Grades 5-8:

Pass/Fail Physical Education

ACADEMIC STANDARDS, GRADE REPORTS AND HONOR ROLL

All students in Grades 5-8 have an opportunity to be recognized for their achievements through a trimester honor roll system. Honor Roll presentation is at the end of each trimester. Students who have met the following criterion are recognized. Honor Roll certificates will be presented at the end of each trimester with report cards.

Highest Honor Roll: All As during the trimester

High Honor Roll: All As and Bs during the trimester

ELIGIBILITY RULES FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES (Grades 5-8)

All Saint Mary School students participating in sports, or any other extracurricular activities, must maintain a satisfactory grade average. Students who receive deficiency notices in any subject may continue on a probationary basis.

Students who receive one D in any subject on the 6 week progress report may continue on a probationary basis. Those students who receive an F or two or more Ds within the six week progress report time, may not participate in any sports or extracurricular activities for one week, and then only if grades have been brought up to standards. Every effort will be made by the teachers to keep each student informed as to his/her academic eligibility.

PROMOTION

Promotion and the opportunity to graduate take place when a student demonstrates satisfactory completion and mastery of the work of the previous grade level. Promotion and graduation are conditioned upon receiving a passing grade in all major subject areas as indicated on the trimester report card.

Major subjects include: Religion, Language Arts, Mathematics, Science and Social Studies. Promotion and graduation will be contingent upon:

1. Successfully completing assigned summer work in the area of deficiency,
2. And/or upon the degree of ability to manifest expected proficiency,
3. And/or upon natural ability and other subjective circumstance.

Students at the seventh grade level are required to pass an examination on the Constitution of the United States and of the State of Illinois.

PARENT CONCERNS

In choosing to register at Saint Mary School, and with acceptance of the application, it is reasonable to expect that academic and discipline standards are compatible and that parent and school will work together to assist the child to become the person described in the philosophy and mission of the school.

Teachers and the principal will communicate with parents by standard means: phone calls, progress reports, and/or conferences, particularly as concerns mount. It is the school's intent and desire to work with the parents in meeting the needs of the student and to assist the child to be self-motivated and self-disciplined.

The normal channel of communication between a parent and the school will be through the teacher first. We feel strongly that there must be a communication of concerns back and forth in order to meet the needs of each child. Make an appointment with the teacher. After contacting the teacher with your concerns, you may contact the principal for an appointment, if further discussion is needed.

The same channel of communication applies to staff, contracted employees, and volunteers. After contacting that person with your concern, you may contact his/her supervisor or the principal if further discussion is needed. If the matter is still unresolved, you may submit a written, signed summary of your concerns to the principal. The principal may investigate and/or respond as the principal sees fit. The principal will keep a record of the communication.

Non-cooperation on the part of a parent could result in the application for registration or re-registration being denied.

HEALTH AND SAFETY

The Saint Mary School Health Office is located within the school office. A child who becomes ill or injured during the school day is to approach the teacher or staff member in charge who will send the child to the Health or School Office. Should it be deemed necessary for the student to be sent home, the parent will be notified. If a parent cannot be reached, the designees listed on the Emergency Form will be called. Should those persons not be available and if the nature of the illness or injury is considered serious for the place and circumstances, the fire department (911) will be called to assume the responsibility for the sick or injured student.

SICK CHILD PICK UP

A child will not be released to anyone other than a parent or guardian unless there is permission given by the parent. When picking up a sick child, the parent must come to the office. All children leaving early must be signed out in the office before leaving. We ask your cooperation with this so that we may ensure the safety of all of our students.

CHILD ABUSE

State of Illinois requires school personnel to inform the Department of Children and Family Services of any allegation/suspicion of child abuse/neglect. Abuse may include physical abuse, sexual abuse or psychological abuse. By Law (P.A. 81-1077) school personnel are required to report reasonable cause to believe that a student may be abused or neglected.

HEALTH RECORDS

Health records are kept in the school office on each child. Physical examination is required by State Law for all students new to Saint Mary, all Preschool, Kindergarten, and students entering 6th Grade. For the safety and well-being of all children, each student is required by the State of Illinois School Code to furnish documented evidence of physical examination and proof of immunity against Diphtheria, Pertussis, Tetanus, Polio myelitis, Measles, Mumps, and Rubella, Hepatitis B and Lead poisoning screening when indicated, and in compliance with the HIB vaccination schedule. All immunization records must be up to date and in compliance with State health laws. The school is required by the State Board of Education to use a standard form furnished by the state to record and verify the physical examination and immunization data which is available in the school office. No other form will be accepted from your doctor. The form must include the dates of each immunization required by the state of Illinois Code, the physician's signature, the signature of the health care provider verifying immunizations, and a completed health history filled in by the parent and signed. Prior to the beginning of school, students not in State compliance by the first day of school will not be allowed admission. Medical forms are available in the office. These forms should be sent to the school office as soon as possible. This required form must be returned to the school office on or before the first day of class. If you do not comply with this health requirement before October 15th

of the given year, your child will not be permitted to attend school. The only exceptions are those that are religious in nature or if a particular vaccine is medically unsafe for your child.

If a religious objection is made to any immunizations, a written and signed statement from parent or legal guardian must be sent to the health office detailing such objections. If a medical objection is being made, the family physician must state in writing the reason for the exception and the immunizations that are contraindicated. Any statements need to be attached to the physical exam form. This is mandated from the State of Illinois.

The chickenpox (varicella) vaccination is now a required immunization. Beginning in Fall of 2002, children entering into any school-operated program for the first time at the kindergarten level and below will be required to show proof of having received one dose of chickenpox vaccine on or after their first birthday.

The Illinois General Assembly's Joint Committee on Administrative Rules voted to mandate the chickenpox vaccination. Further information about the new requirement can be found in the Illinois Department of Public Health site at www.idph.state.il.us/public/press02/chickenpox02.hhtm. If your child has any medical problem that the school should be aware of, or takes medication regularly at home, please let us know before school begins.

The state requires **dental examinations** for children in Grades Kindergarten, Second Grade and Sixth Grade. The state requires **vision screening** before entering school. Forms can be found on the school website. The examination should be done during that school year and submitted before May 1st. The state requires **pneumococcal vaccine** for Preschool students and all new students.

MEDICATION

Medication should ordinarily be administered in the home; however, there are circumstances and certain times where medication must be administered during the school day in order that the child attends school on a regular basis.

State Law prohibits school personnel from dispensing medication to students. It is only permissible for school personnel to make medication available under the following conditions:

- Written permission on the appropriate form is required from the parent or guardian requesting that the directions of a current prescription be followed.
- Medication must be brought to school in a pharmacy labeled container.
- Medication must be brought to the office and kept there. Students are responsible for reporting to the office at the proper time to take their medication.

- A written order from the physician detailing medication, dosage, and time intervals for dispensation must be on file in the Health Office.

Nonprescription drugs also require a written order from the physician. Documented permission from the parent must also be on file in the Health Office to permit the child to receive medication during school hours. This also pertains to Non-Prescription medication such as Tylenol, Advil, Cough Drops, etc., to be on file for any use during the school year.

All medications must be kept in the Health Office, with the case by case exception of prescribed inhalers. Under no condition should a child keep medication on his person or be expected to self-regulate the intervals when it is to be taken. The school does not distribute over the counter drugs, including aspirin and cough drops. If your child needs to take cough drops, bring the cough drops and a note to the homeroom teacher who will assist the child in managing intake.

ASTHMA: If your child has Asthma, he must have a permission note to self-administer medication. As of 2001 students are allowed to carry and self-administer their own asthma medication as needed. If you choose for your child to self-administer, a form must be completed by the parents. If this option appeals to your situation be aware that the school is completely absolved of any liability in the administration of the drug, the storage, and potential injury/side effect that may result from self-administration.

VISION AND HEARING SCREENING

The Board of Health requires all students to have vision screening before entering school. Annual hearing and vision screenings are provided for students in grades selected by the Board of Health; hearing for Pre-school, Kindergarten, First, Second and Third graders; vision for Pre-school, Kindergarten, Second and Eighth graders. Referrals by parents and teachers of students at other grade levels are honored. Parents will be notified when and if it is determined that their child should be referred for further testing.

EMERGENCY DRILLS

Mandatory fire and tornado drills are held during the school year. Bus evacuation and lock down drills will be held annually. Staff and faculty will prepare students to minimize fear and maintain student safety.

ASBESTOS MANAGEMENT PLAN

In 1986, Congress passed the Asbestos Hazard Emergency Response Act. That law requires all schools, Kindergarten through Twelfth Grade, to be inspected and identify any building materials containing asbestos. The law further requires the development of a Management Plan, based upon the findings of the inspection.

Asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Buildings built before the 1970s contain at least some asbestos in pipe insulation and structural fireproofing. We too have asbestos materials in our building. The primary concern arises when these materials begin to deteriorate or become damaged.

Our building contains asbestos materials in various locations such as; floor tile, pipe insulations and mechanical areas not readily accessible to building occupants or students. The Inspection Report and Management Plan outlines in detail the methods used to maintain the materials in a safe manner. We have people properly trained to successfully administer this program.

A copy of the inspection report and the management plan is on file at the Administration Office of the Archdiocese of Chicago and at the school office of Saint Mary School for your review if you so desire. (Notification as specified by the Archdiocese of Chicago.)

SCHOOL UNIFORM

UNIFORM POLICY

Saint Mary students are expected to wear the designated uniform on all days. They are expected to dress neatly and be clean in appearance at all times.

It is the responsibility of the parent that the child is dressed according to the uniform code. The judgment of the principal is final in all questions regarding the school dress code. The first time a child is out of uniform, he/she will receive a conduct referral that must be signed by a parent and returned to the teacher who issued the referral. The second and all preceding times, the student will miss recess.

Preschoolers do not wear uniforms, however, socks and gym shoes should be worn and clothes should be comfortable and conducive to play.

All clothing must be labeled with the child's last name. The following are the Saint Mary uniform requirements:

| Girls K-3 | Girls 4-8 | Boys K-8 | Optional Pieces Boys and Girls K-8 | Gym Uniform |
|---|---|--|--|---|
| SMS Plaid A-Line Jumper (bike shorts should be worn under Jumper) | SMS Plaid skirt or skort (bike shorts should be worn under skirt) | Navy blue uniform pants | ¼ zip navy sweatshirt* | Grey SMS gym shirt |
| White or light blue polo shirt* | White or light blue polo shirt* | White or light blue polo shirt* | Zip-through navy fleece sweatshirt* | Navy SMS mesh shorts (students may wear solid navy blue sweatpants in cold weather) |
| White or navy socks or tights (socks must show) | White or navy socks or tights (socks must show) | White or navy socks (socks must show) | Navy button down cardigan* | White or navy socks |
| Navy blue uniform pants | Navy blue uniform pants | Black, brown or navy shoes | Navy polar fleece vest* | Athletic shoes |
| Black, brown or navy shoes | Black, brown or navy shoes | *Boys may wear navy blue uniform shorts May 1 – October 1 | Black, brown or navy belt | *K-4 wears gym uniform to school on gym days; 5-8 brings gym uniform to school and changes before/after gym class |
| Jewelry should be of moderate size; no dangle earrings. | Jewelry should be of moderate size; no dangle earrings. | No radical haircuts or changing of hair color. Boys may not wear earrings. | | |
| Make-up is not allowed. | Make-up is not allowed. | *all tops must be logoed through Dennis Uniforms | *all tops must be logoed through Dennis Uniforms | |
| *all tops must be logoed through Dennis Uniforms | *all tops must be logoed through Dennis Uniforms | | | |

NON-UNIFORM DAY – DRESS CODE

If the school is having a special dress-up day or if the students may dress out of uniform to go on a field trip, the attire worn to school should be proper and appropriate. Torn jeans or clothes that have inappropriate messages, which the school philosophy would not endorse, are not to be worn. If a student does wear such inappropriate clothing, (“inappropriate” as decided upon by the administration) he/she will be required to call home for a change of clothes or he/she will not be allowed to participate in any of the activities of that special day. Tank tops, spaghetti straps, low cut jeans, short shorts, or shirts which expose the midriff are never allowed.

DRESS UP DAY – Boys wear collared shirts. No shorts and no denim.

MAY CROWNING ATTIRE

This is a reverent occasion that the eighth graders look forward to all year and it is traditional for the eighth grade students to dress up on this day. As befits this holy occasion, Honor Roll or more formal attire is appropriate. Rules for proper attire will be strictly enforced and the student who abuses this privilege will not be allowed to participate in the procession or Mass.

Girls may wear formal attire; NO backless dresses, halter dresses, low cut dresses, strapless dresses, or spaghetti strap dresses are permitted. Jackets may be worn over their dresses if needed.

Boys must wear a shirt with a collar, a tie and sport coat and dress pants. Gym shoes are not permitted for girls or boys.

SAFETY, DISCIPLINE AND REGULATIONS

Etiquette/Regulations

Children of Saint Mary School are expected to conduct themselves with a spirit of cooperation, courtesy and consideration of others. Our faculty recognizes that children will make mistakes in the growing process and believes that the teaching role requires guidance of students toward a mature ability to cope with their own mistakes and those of others.

Students of Saint Mary School are expected to:

1. Respect all people and property
2. Be courteous
3. Observe the uniform
4. Be prepared for class
5. Arrive on time

When our expectations are not met, we will:

1. Intervene to stop behavior
2. Confer with the student concerning a change of behavior
3. Follow-through with a disciplinary notice to be signed by a parent, when necessary
4. Communicate with family and work together, with parents and student, to change behavior

It is the philosophy of Saint Mary School that students learn through proper guidance, self-motivation and self-discipline. To clarify what we believe are your expectations regarding behavior and what we feel should be required to maintain a good learning atmosphere and a safe environment; we have formulated the following regulations. A Minor detention will be issued for failure to comply with regulations. These will be enforced during school hours, school functions, and while students are wearing school uniforms.

GENERAL SCHOOL-WIDE ETIQUETTE

1. Follow directions the first time they are given.
2. Respect the space of other persons by keeping your hands, feet and objects to yourself.
3. Use appropriate language at all times.
4. Be a peaceful, peace-making person. Think of ways to solve disagreements by using positive words rather than through violence of word or body.
5. Use inside voices when in the school so that others might have quiet in which to learn.

6. Help keep this world safe, clean, and beautiful. Keep good order.
7. Respect the property of others.

CHURCH ETIQUETTE

1. Church is a place of prayer and worship. Be respectful of the church as a house of God where people need quiet to pray.
2. Participate in group prayer by singing, listening, praying, reflecting, and watching the actions of the priest and people.

PLAYGROUND ETIQUETTE

1. Follow the directions of your teachers and the supervisors.
2. Use equipment properly.
3. Be protective of each other by not throwing stones, snowballs or other objects, or running without a sense of direction.
4. Let your use of language always be with respect for yourself, the people around you, and the family, school, church and community you represent.
5. Stay in the assigned area.
6. The throwing of snow or ice or sliding on ice is not allowed under any circumstances.
7. Contact sports are never permitted.

DISCIPLINE

At Saint Mary School the purpose of discipline is to teach better habits and to help our students make better choices in the future. The first layer of our discipline policy is positive reinforcement; students are rewarded for meeting behavioral expectations. These rewards may take many forms including stickers, happy grams, classroom celebrations, group and/or individual incentives, and the Virtue of the Month Award.

If behavioral expectations are not met, consequences will result. These consequences are designed to foster positive student behavior. These consequences may include (depending on infraction and student's grade level) sad grams, denial of privileges, meeting with school administrator, written apology, lunch time or after school detention, in-school or out-of-school suspension, expulsion from school.

DETENTION

Detentions are issued by a faculty member, following inappropriate behavior. A detention may be issued to be served during a student's lunch time or after school (depending on the infraction). If an after school detention is issued, the date the detention is to be served is indicated on the detention; after school detentions are never served on the day they are issued. The detention slip is returned to the issuing teacher the day following issuance, after having been signed by a parent. The signature of the parent is necessary to notify the parent of the infraction, elicit home support in order to

modify behavior, and as a safety precaution. Three detentions in one marking period will result in a full day in-school suspension.

SUSPENSION

Suspensions are times when a student is temporarily dismissed or excluded from attending regular classes. In-school suspensions require the student to attend school but be separated from ordinary activities, extra-curricular activities and classes. An out-of-school suspension bars the student from the school entirely. Faculty and administration determine the number of days a student is suspended. A student who is suspended could lose eligibility for merit awards for that trimester.

EXPULSION

Expulsion is the permanent dismissal of a student from Saint Mary School. It is invoked rarely and even then, only as a last resort. Except in extreme cases, expulsion will be imposed only after a period of suspension.

DRUG, ALCOHOL AND WEAPONS POLICY

The abuse of drugs and alcohol is counterproductive to the Christian, social and academic climate of Saint Mary School. The use and/or sale of chemical substances (e.g., tobacco, narcotics, marijuana, or any related substance, hallucinogenic drugs, intoxicants such as alcohol or toxic vapors, non-prescription drugs or medication) by a student shall be dealt with seriously. Students will be held accountable if reasonable cause exists to believe that a student may possess, use, or is under the influence of any chemical substance. Drugs, alcohol and all associated paraphernalia, on school premises or at school related activities, on the school bus or in transit to and from school, are prohibited.

The following course of action will be taken in response to drug or alcohol abuse:

1. The students shall immediately be removed from the class, activity or event.
2. The students will be questioned and observed by the person responsible.
3. A member of the administration shall be notified as soon as possible.
4. If, in the opinion of the designated members of the school staff, a student is deemed to be under the influence and/or in possession of a chemical substance, the parent or guardian will be contacted and will be responsible for removing the student from the premises.
5. The parent or guardian will then meet with a member of the administration to determine a course of action depending on the circumstances. This will result in any or all of the following:
 - a. Consultation between the staff and student's parents or guardians.
 - b. Counseling by qualified personnel.
 - c. A required referral to a recognized non-school agency to determine possible chemical dependency (at parent's expense).
 - d. Required participation in a support group for a specified period of time.
 - e. Referral to law enforcement or probation agencies, if appropriate.

- f. Required participation in an alcohol or drug program (to be determined by the school) outside of the school.
- g. Disciplinary action such as continued suspension or expulsion.

If a student is allowed to remain at Saint Mary School, a contract will be initiated which defines the terms of the student's continuance in the school. Any breach of the contract, either on the part of the student or parent, will result in automatic expulsion. A student who sells or transfer, or attempts to sell or transfer, any illegal substance herein mentioned shall mandatorily be recommended for expulsion. Cooperation with law enforcement officials in the matter of illegal sale or transfer, or attempt to sell or transfer, of drugs or intoxicants shall be in compliance with the State of Illinois.

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, or on school premises.
- Weapons include but are not limited to the following: knives, handguns, brass knuckles, "billy clubs", bats, pipes, sticks and any other object that causes bodily harm.

School officials have the right to inspect and search lockers, desks, parking lots and school property. Parents/guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion. School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

CELL PHONE USAGE

Having a cell phone in school is a privilege not a right. Any misuse of cell phone may cause the phone to be taken away from the student; it will then be turned into the Principal's Office. Students must keep cell phones in their locker or back pack. Cell phones must be turned off during class time (7:15-2:45). Students may not use their cell phones during lunch time. Students may use mobile devices in class, for classroom activities at the discretion of the teacher; mobile devices must be turned off and returned to backpack immediately following. **In the event that a cell phone is used inappropriately, parents will be contacted and the cell phone will be returned on the Monday following the incident.** The school is not responsible for loss of a cell phone.

RIGHTS OF NON-CUSTODIAL PARENTS

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parents 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.

STUDENT RECORDS

The Archdiocese of Chicago, Office of Catholic Education, has established guidelines for school records. These guidelines describe your rights with regard to the records of your child which are maintained by your Catholic school.

Parents have a right by state law, to review the cumulative records of their child. (Family Educational Rights and Privacy Act – 1974, and Illinois School Student Records Act, 1975). Student records will be made available to parents within fifteen school days from the time a written request is received. When parents inspect the records, a qualified staff member will be present. Non-custodial parents have the same rights as custodial parents unless specifically denied by a court order. Records include report cards, health records, accident reports, attendance records, and biographical information.

Saint Mary School will release records to another school in which the student has enrolled or intends to enroll. An official request must be made for the records. This is usually provided to the parent for signature at the time of enrolling the student.

Right to Prevent Disclosure – The school will not disclose anything to third parties from your child’s record, unless you consent in writing prior to the disclosure, the information is directory information which you have not requested by a school to which your child is officially transferring, or the request for the information meets some of the limited circumstances described in the “Guidelines for School Records.”

Right to Request Correction - You have the right to present documentation to the school requesting to amend any part of your child’s record which you believe to be inaccurate, misleading or otherwise in violation of student rights. If the school decides not to change the record, you may insert an explanation in the records. Once your child reaches the age of 18, he/she obtains all the above rights.

PARKING LOT – TRAFFIC CONTROL

In order to safeguard our children, specific rules have been set for the parking lot. Please consult the map for procedures to be followed when dropping off and picking up your children. A few simple items to keep in mind are:

1. All children are to be left off and picked up in the drop-off line, NEVER on Buffalo Grove Road or Church Road.
2. Whenever driving through the lot, please drive SLOWLY, children forget to look!
3. The entrance to the lot from Church Road is an EXIT ONLY from 7:00-8:00 a.m. and 2:00-3:00 p.m.
4. NO PARKING around the Virgin Mary Island.
5. NO cell phone usage while on school property for the safety of children.

INVITATIONS FOR NON-SCHOOL SPONSORED FUNCTIONS AND OCCASIONS

The school does not distribute invitations to private parties. Please be sensitive when having your child give out invitations to classmates, that all of the gender are invited, otherwise do not use the school setting to distribute the invitations. Hold parties with a selected guest list on weekends to avoid school time conversations, which tend to foster division and hurt feelings.

The school does not distribute or collect information, permission slips or money for any other agencies, organizations, or individuals, other than the school/parish and then only following approval.

OFFICE HOURS

The school office is normally open from 7:15 a.m. to 3:15 p.m. each school day. For safety reasons and to teach the students responsibility, students will not be allowed to re-enter the building for forgotten items.

In June, after the last day of class, the office will be open from 8:00 a.m. to 12:00 p.m. for the summer and resume normal business hours on the first day of the new school year.

LOST AND FOUND

Clothing and belongings found will be placed in the “Lost and Found” container located under the stairway outside the office. Valuables will be turned into the office. Please be sure to label your children’s belongings with your last name.

TELEPHONE USAGE

The office telephone is a business telephone and should not be used by students except in an emergency. Students should ask their teacher for a phone pass in order to use the office phone. Children are NOT to call home for forgotten articles such as gym shoes, assignments, etc.

BULLYING

Bullying is an intentional, repeated, hurtful act (physical, emotional, verbal or sexual) committed by one or more persons toward another person or persons. Bullying is contrary to Gospel values and has no place in Catholic school. Intimidation or disrespect of any person is unacceptable and will not be tolerated. All allegations of bullying will be taken seriously and investigated and dealt with promptly. Detention, loss of privilege(s), suspension or expulsion may be the result of confirmed acts of bullying.

SCHOOL EVENTS AND PUBLICITY PICTURES

Occasionally students are photographed or videotaped by the media and staff at Saint Mary School. Your child’s likeness or image may be used in yearbooks, local newspapers, website, church bulletin, or other media. Parents who choose not to have their child photographed during school events are asked to complete the GoogleDoc Form. Any questions, please contact Kara O’Malley.

VISITORS AND VOLUNTEERS

Saint Mary School is fortunate to have parent and non-parent volunteers. The service they render to the school is invaluable. If you or someone you know is willing to volunteer, you are invited to call the school office. NO ONE may volunteer without completing the Archdiocesan policy for volunteers. It is very important, for the safety of our students, that guidelines and procedures are followed by volunteers and visitors. All visitors and volunteers must enter through Entry #1 and sign in and out. While in the school a visitor pass must be worn at all times. We appreciate parent support to do all we can to make this a safe environment in all ways. All perimeter doors are locked and students are instructed not to open any door for persons trying to enter the building, please do not ask a student to open an outside door for you.

If you require a meeting with a teacher, please schedule a time in advance. Upon arriving for the meeting, come to Entry #1 and sign in at the office.

SEXUAL HARASSMENT

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

SEARCH AND SEIZURE

We reserve the right to inspect all school property.

QUEST HOT LUNCH PROGRAM

HOT LUNCH

Saint Mary School has partnered with Quest to provide a nutritious lunch program. This program begins the first day of school and ends on the last full day of school. Families receive a monthly menu and order online. Payments can be made by cash, check (made out to Quest) or online using Paypal.

Grades 5-8 students may bring a snack to eat during third period. Preschool-Grade 4 students may bring a snack – the time to be determined by the teacher.

SPECIAL FOOD DAYS AND BIRTHDAY TREATS

Each month a special fast food day is provided except during Lent. A separate order form for special food day will be available on line. Refunds will not be issued for any student absent on that day. All "birthday" or special treats must be served in homerooms. This must be prearranged through the homeroom teacher. Treats may not be passed out in the lunchroom.

SHADOW DAYS

Seventh and Eighth Grade students are permitted to shadow at area high schools with the following stipulations:

- Seventh Graders are allowed one excused shadow day
- Eighth Graders are allowed two excused shadow days
- A written request (located below) for the particular day must be given to the principal **at least one week in advance**
- Any tests that are missed must be made up on the day the student returns
- Homework that is assigned on the day the student is shadowing will be due the day after the student returns to school
- Students should inform their teachers that they will be absent

I, _____, request permission for my son / daughter,
_____, to shadow at the following school(s):

_____ Date(s): ____/____/____
_____ Date(s): ____/____/____

I have read and understand the stipulations detailed in the Saint Mary School Handbook including, but not limited to, test make-up, homework turn-in, and notification to teachers regarding attendance on Shadow Day(s).

Parent’s signature: _____ Date: ____/____/____

Principal’s signature: _____ Date: ____/____/____

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