

Table of Contents

Please Note: All items marked with an asterisk (*) are School Policy.

Prayer for St. Margaret Mary Catholic School	3	
Faculty/Staff	4	
Organizations	5	
Mission Statement	6	
Philosophy	6	
Admission Policy*	6-8	
Appointments--Medical/Dental	8	
Arrival and Dismissal	8-9	
Allergies	10	
Attendance	10	
Band/Recorder	10	
Before and After School Care	11	
Bicycles	11	
Book/Registration Fees	11	
Brown Envelopes	11	
Buses	12	
Bus Rules	12	
Catholic Religious Education	12-13	
Civil Defense/Tornado Drills	13	
Communication	14	
Computers/Internet	14	
Conflict Management Concerns	14	
Daily Schedule	14	14
Discipline	14-16	
Drugs and Alcohol	17	
Electronic Devices (Possession of)	17	
E-Readers	17	
Emergency Closing	18	
Emergency Dismissal	18	
Field Trips	18	
Fire Drills	18	
Free Dress Passes	18	
Gangs and Gang-Related Activities	19	
Grading System	19-20	
Health Examinations & Immunizations	20	
Home and School Association	20	
Homework	20-21	
Honor Roll	21	
In-services	21	

Table of Contents, continued

Inspection Policy*	21-22
Iowa Tests of Basic Skills	22
Library	22
Liturgy	23
Lockers	23
Make-up Work	23
Mandated Forms	23
Medication Policy	23-24
Mid-Quarter Reports	24
Milk	24
Non-Discrimination Policy	24-25
Open House	25
Parent/Teacher Conferences	25
Parental Cooperation Policy	25
Parking/Picking Up Students	25
Physical Education	25
Playground Supervision	25-26
Possession of Weapons	26
Prayer	26
Report Cards	26
Sacramental Program	26-27
School Advisory Board	27
School Support	28
Sickness or Injury	28
Skateboards/Heelys	28
Volunteer Teacher Aides	28
Tobacco & Smoking Material (Possession of)	28
Tuition	28
Tuition Policy	29
Tuition Schedule	30
Uniforms	30-32
Free Dress Passes & Spirit Days	32
Vacation	32
Visiting Classrooms	32
Visiting School	32-33
Volunteers	33
Withdrawals	33
Appendix 1--Student Activities Association	34-37
Parent/Student Handbook Return Form	38

Prayer for St. Margaret Mary Catholic School

Lord,
Lead us in our endeavors to teach
the Gospel as Jesus taught.

Help us,
as we envision a Catholic education that will
assist and develop in our children the ability
to become persons of faith, with open and eager
intellects; to embrace God and the world with
courage, love, and understanding.

Assist us in using our talents given by You
to develop the necessary skills in our children
to choose and be effective in the choices they make.

Develop in us the ability to create
a school climate that fosters respect
for each person, assists the children
in developing a healthy self-concept
and is conducive to learning.

Give us the grace to continually strive to bring
our children to an appreciation of the arts and leisure
that will ensure in them the necessary means to develop
into persons open to the world and opportunities available
to them to continually grow.

And finally, we pray that our children will become
global citizens aware of their responsibilities in
justice and charity to the environment and the
people of the world.

**St. Margaret Mary Catholic School
2011-2012**

Faculty and Staff

Pastor	Rev. Peter Sarnicki
Associate Pastors	Rev. Darek Barna Rev. Peter Tymko
Business Manager	Clare Titus
Principal	Susan Snyder
Assistant Principal	Amy Johnson
Office Manager	Marcia Polcyn
Office Secretary	April Martin
Pre-School - 3	Debra Stachowski/Erin VanDerBosch
Teacher Assistants	Susan DiPietro, Beth Shydowski
Pre-School - 4	Debra Stachowski/Erin VanDerBosch
Teacher Assistants	Susan DiPietro, Lisa Kolner, Beth Shydowski
Kindergarten	Patricia Jinkins/Tracy Koertgen
Teacher Assistants	Kathy Lewis, Lisa Kolner, Sara Rivera
Grade One	Alison Mallo/Peggy Orabutt
Teacher Assistants	Sandy Radeni/Teri Piekarz
Grade Two	Patricia May/Linda Paskiewicz
Grade Three	Patricia Wright/ Rachel Urbaszewski
Grade Four	Casandra Wagner/Denise Crement
Grade Five	Nicole Hinds/ Sally Quinlan
Grade Six	Sara-Lynn Asta/Susan McCabe
Grade Seven	Linda Whitehead/Kathy Frank
Grade Eight	Karen Ferguson/Janet Peterson
Computer Lab	James Paskiewicz/Elizabeth Shenberger
Technical Support	Cindy Tobolski
Learning Reinforcement	Susan Tarter
Physical Education	Terry Dieckhoff
Band/Music	Emily Morrison
Library	Aimee Dever
Before/After School Care Director	Cheryl Hagan

Organizations

School Advisory Board

Pat Walsh	Chairperson
Doug Kelly	Vice Chairperson
Michele Hoople	Secretary
Amy Schneider	Chairperson of Budget Committee Development/Media/Alumni
Matt Denman	
Matt Harman	
Tony Leidig	
Gene Raso	
Sharon Tuzik	
Susan Snyder	Principal/Ex-officio
Rev. Peter Sarnicki	Pastor/Ex-officio

Home and School Association

Jill Sarto	Chairperson
Linda Butts	Vice Chairperson
Maria Jones	Secretary
Jean Schuely	Treasurer
Raffaella Giuliano	
Nina Gomez	
Sue Leidig	
Janice Piemonte	
Michele Cali	

Student Activities Association Committee

Keith Einecker	Athletic Director
James Beres	Assistant Athletic Director
	Treasurer
	Secretary
Spirit Squad Coaches	Representative
Basketball Coaches	Representative
Volleyball Coaches	Representative
Track Coaches	Representative

St. Margaret Mary Catholic School is recognized by the Diocese of Rockford and the State Board of Education of the State of Illinois as a school of excellence.

Mission Statement

We are committed to Catholic education, developing faith life, building community and Christian service. We endeavor to create a school environment that fosters respect for each person, develops a healthy self-concept, and is conducive to learning. We offer a curriculum that develops the total person through science, mathematics, social studies, language arts, the arts, and religious studies.

Philosophy

Proclaiming the Gospel is a perennial task and joy for the church of Jesus Christ. Catholic education is an expression of this mission entrusted by Jesus to the church He founded. Through education the Catholic Church seeks to prepare its members to proclaim the good news and to translate this proclamation into action (To Teach As Jesus Did).

St. Margaret Mary Catholic School endeavors to create an atmosphere of Christian awareness within the academic program. Realizing that parents carry the basic responsibility to educate their children, we endeavor to supplement their efforts by providing experiences conducive to maximum spiritual, intellectual, emotional, social, and physical growth. Within the school, the program strives to recognize the potential of each student and the student's right to an education commensurate with the individual's abilities in an environment conducive to learning. Being aware that faith in Christian values gives meaning to life, our staff aims to present the Catholic Christian message through witness and doctrine. Faculty and students endeavor to become a faith community founded on spiritual and intellectual growth.

Recognizing our personal giftedness, in the light of world needs, we wish not only to grow in academic learning, but by awareness and empathy to touch the world community through prayer and service.

Admission Policy #5001A

Our School provides a quality religious education, as well as a quality academic education. The school can only continue to provide this if **all school families** totally support these efforts. The Christian values taught in our school need to be reinforced at home in word and by example.

Expectations of registered participating parish families whose children attend our Catholic School:

1. Every family celebrates Eucharist each weekend together with the Saint Margaret Mary parish community and participate in the Sacraments of the Church.
2. Each family accepts the responsibility of contributing to the financial support of the parish (using Sunday envelopes), in addition to paying their school tuition, so that the parish is able to continue to support the school ministry and all of the other important ministries of the parish.
3. Every family attending our school is expected to contribute 20 hours per year of their time and talent in one or more of our school and/or parish ministries.

These are significant expectations asked of all families who have children attending our parish Catholic school. The combination of all these expectations constitutes our Catholic way of life in worship, in practice, and in supporting our Church's Mission. Failure to meet these expectations may keep a family from enrollment in the school.

*St. Margaret Mary Catholic School admits students of any race, color, gender, nationality, 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 on the basis of race, color, gender, nationality, or ethnic origin in administration of educational policies, admission policies, athletic, or other school administered programs.

*Children are admitted to St. Margaret Mary Catholic School on a "first come, first served" basis within the following guidelines. The order in which students will be admitted is as follows:

1. School age children of families who are presently enrolled in our school, preschool through eighth grade.
2. School age children of families who already have siblings in our school, preschool through eighth grade.
3. School age children of school and /or parish staff members.
4. School age children of registered parishioners who are already on a waiting list.
5. School age children of registered parishioners not on a waiting list.
6. School age children of Catholic families who are registered parishioners in another parish.
7. School age children of other faiths.

In the event we have more in school families than spaces available, admission will be given to the children of the families with the most years of seniority in the school.

Children already attending St. Margaret Mary Catholic School and any siblings entering St. Margaret Mary Catholic School (K – 8) **MUST** have their registration forms for the upcoming school year into the school office by the deadline listed on enrollment forms. Any school families who do not have ALL of their children registered by the deadline listed on enrollment forms will then forfeit the right to early registration and must register in May with registered parishioners, parishioners of other parishes, and the public.

In subsequent years, children in the 3 year old preschool will be guaranteed a space in the 4 year old preschool; 4 year old preschoolers will be guaranteed a space in the kindergarten; and kindergarten will be guaranteed a space in first grade. Children must be 3, 4, or 5 years of age by September 1 in order to be admitted to 3 year old preschool, 4 year old preschool or kindergarten, respectively, in accordance with the District 300 school code.

St. Margaret Mary Catholic School will admit students who are non-Catholic who reside within the parish boundaries provided that they will not displace Catholic students. Both students and parents must understand that participation in Catholic religious instruction and school activities related to the Catholic character of the school is required. Full tuition (cost per pupil) will be the responsibility of these families.

If a student has special needs that would require special training or counseling not currently available at St. Margaret Mary Catholic School, admission could be denied at the discretion of the principal and/or the pastor.

Transfer students will be accepted upon the discretion of the principal and/or the pastor.

Final approval of enrollment will be the responsibility of the principal and/or pastor.

Students and parents are expected to abide by the policies and regulations outlined in the school handbook.

If a student wishes to be readmitted into St. Margaret Mary Catholic School after having transferred to another school, the following policy will be followed:

1. A conference must be held involving the parents, student, and school principal.
2. The students and parents may be readmitted only on a six week trial basis.
3. The student and parents will be notified by the principal at the end of the six week trial period regarding acceptance or denial of readmission.

Appointments--Medical/Dental

Every effort should be made to obtain appointments for Saturday or after school. When this is not possible, a written note is to be presented to the teacher at least one day in advance of the appointment. It is also permissible to call the school office to give notice of an appointment. These appointments are not excused absences.

Arrival and Dismissal

Arrival:

Students should arrive no earlier than 8:30 AM and no later than 9:00 AM. There will be no supervision available until 8:30 AM. The school doors will not be open before 8:30 AM. Those not in the classroom at the 9:00 A.M. bell will be marked tardy and will receive a tardy slip. Tardies are recorded on the permanent attendance record and the report card. Parents of students who are continually tardy will be notified and requested to correct this situation.

Bus riders are dropped off at the north entrance to the school.

Car riders are to be dropped off **only** at the west entrance to the school.

1. The carline extends the length of the sidewalk in front of the West entrance. Cars are expected to pull all the way up to the start of that sidewalk, each car will follow suit. We are able to accommodate 6 cars at a time along the sidewalk. Do not stop in the crosswalk. The crosswalk needs to be clear for those crossing from the parking lot. An adult will be stationed at the car line directing. There may be student volunteers helping open/close car doors. This is so parents DO NOT need to park and exit their cars. If a parent needs to help your child, they will need to park in the Lower Lot and walk the child up.
2. An adult crossing guard will be positioned at the top of the stairs from the Lower Lot to help parents/children cross to the West doors.
3. Parents **may not** pull up to the crosswalk in the Lower Lot and drop-off their children. Any car pulling into the Lower Lot must park in a parking space.
4. Cars must enter the Lower Lot from the South entrances and exit to the north.
5. Note that all volunteers/crossing guards will be wearing brightly colored safety vests. Please be mindful and follow their directions. They are there to help things move safely and efficiently.
6. Cell phone usage on school property is not allowed by State Law.

Dismissal

All students must have parent notes to teachers if their usual dismissal location is changed in any way. Please do not send an e-mail, as the teacher may not receive the change.

Walkers/Car Riders

All walkers will be dismissed at 3:15 p.m. through the north doors and escorted to the east for crossing at the stoplight. Walkers who ride a bike to school must part the bike in the rack at the front of the school. Students walking west will be dismissed with car riders. **Walkers are defined as those who live within a mile of the school and are truly walking home.**

- **Car riders:** There will be no dismissal from the east end of the school.
- Kindergarten through 8th grade students will be dismissed at 3:15 p.m. through the west doors to the lower school lot and the church parking lot.
- Cars may not move until all students are safely in cars and the green signs are raised.
- Staff will be stationed throughout both parking lots to assure all students are in cars safely and to see that no car moves until that time.
- All cars need to be parked in designated parking spaces.
- There is no parking in the curved driveway at the east end of the ministry center.
- **Students are never to be picked up at the Algonquin Area Branch Library or 7-11.**
- Cell phone usage is not allowed on school property by state law.
- **Cars may proceed to leave only when the green signs are raised.**

Please remember that these procedures are in place for the safety of our students. The above system allows over 400 students to be dismissed safely in approximately 10 minutes.

Pre-School

Pre-School: Morning session

Arrival: The morning session is from 8:30 AM until 11:00 AM. Children may begin arriving at 8:30 by way of the west door and go directly to their classroom. Parents are to bring their child into the classrooms.

Dismissal: Parents are to park in the west end parking area and come into the classroom or west entrance as designated by teacher to pick up their child.

Pre-School: Afternoon session

Arrival: The afternoon session is from 12:45 PM until 3:15 PM. Children may begin arriving by way of the west door at 12:40 and go directly to their classroom. Parents are to bring their child into the classroom.

Dismissal: Parents are to park in the east parking lot behind the school and enter the classroom via the back classroom door on the south side of the building.

If a preschool child has an older sibling or is part of a car pool, those students will be dismissed with the preschool student out the rear classroom door.

Only preschool students, their siblings, and their car pool riders will be dismissed to the parking lot at the rear of the school.

Preschool children are not bused by District #300, therefore, preschool children must be dropped off and picked up by car.

Allergies

St. Margaret Mary does not claim to be, nor can it guarantee to be, free of food items and non-food items that may lead to severe allergic or anaphylactic reaction. St. Margaret Mary will make reasonable efforts to reduce the risk to the children with severe allergies or anaphylaxis. Parents are responsible for alerting the school office and teachers of allergies.

Parents are urged to list a child's allergies on their Family Emergency Form which should be turned in to the office before the start of the school year. If a child's allergies require the administration of medicine, prescription or over-the-counter, during school hours, a parent must follow the guidelines found in this handbook under **Medical Policy** to have the proper medicine available at the school. Although St. Margaret Mary tries to reduce the risk to children with allergies in our classrooms and lunchroom, it does not claim to be, nor can it guarantee to be, free of food items and non-food items that may lead to severe allergic or anaphylactic reaction (see additional notice below concerning nut allergies and hot lunch). If your child has a severe allergy, we urge you to complete the *Authorization to Administer Medicine and Permission to Share Knowledge of Allergies Form*.

* Saint Margaret Mary School is aware that some students have allergies to peanuts or their byproducts. While we take every possible precaution to ensure a peanut-free environment, we cannot guarantee that type of commitment from all of our vendors. As such, if your child suffers from an allergy to peanuts or their byproducts please ensure that they are equipped with the proper remedial equipment and have been thoroughly trained in its use.

Attendance

Since even occasional absence constitutes a handicap to the pupil in his/her progress, we look for cooperation in keeping absences to a minimum. Parents are asked to report absences to the school office between 8:00 AM and 9:00 AM.

Take Your Child to Work Day: Students who are absent to go to work with a parent will be counted absent. This will interfere with perfect attendance. We suggest taking your child on a day when school is not in session.

Absences/Tardies

Students not in the classroom by 9:00 a.m. will be considered tardy.

Students arriving after 9:45 a.m. or leaving before 2:35 p.m. will be marked as a having a half-day absence.

If a student is "signed out" for a portion of the day (i.e. doctor's or dental appointment) and the student misses more than 60 minutes of instruction time, they can only qualify (at most) for a half day of attendance.

To qualify for Perfect Attendance a student must be in class from 9:00 a.m. to 3:15 p.m.

Band/Recorder

St. Margaret Mary Catholic School offers a band program for students in grades four through eight. Students are responsible for having their instruments at band and lesson practiced. Recorder lessons are available to students in grades one through three. Financial arrangements are made with the Band Director. Classroom work/assignments/announcements missed while in band are the responsibility of the student. Students may not call home for forgotten items.

Before and After School Care

Saint Margaret Mary School offers before and after school care for students pre 4 – 8th grade. For more information, call the school office.

Bicycles

Bicycles are to be parked and locked at the bike rack in the front of the building. Scooters, skateboards, and roller blades are not to be brought to school.

Book/Registration Fees

Registration fees for the coming school year are set at the same time the tuition for the following year is set. The fee includes rental of hard cover textbooks, consumable books, use of library books, audio-visual aids, art supplies, supplementary material, teacher handouts, achievement and cognitive ability tests, etc. Students are responsible for the care of their books. Lost or damaged books must be paid for by the student. A final book check and damage assessment is completed before the close of school.

Grades K-8 Registration Fees:

1 child	\$150.00
2 children	\$300.00
3 children	\$450.00
4 children	\$600.00
5 children	\$750.00

Grades K-8 Book Fees:

\$50 per student

Misc. Fees: *See Registration Forms for additional Miscellaneous Fees for each grade.*

Recess Supervision Fee: \$55.00 per family

Preschool Registration Fee: \$110.00 per child

If you move out of the area over the summer, you will receive a full refund of your registration fee money; however, if you transfer to another school in the area, there will be **NO** refund of the registration fee.

Brown Envelopes

The majority of communication is contained in a mass email sent to all families on Thursdays during the school year. It is important for all parents to check these communications. Please notify the office if you are not receiving emails. Occasionally there will be information impossible to send via email. These items will be sent home via students in brown envelopes on Thursdays. They are to be signed and returned to the classroom teacher the following day. Please do not return anything to school in the brown envelopes.

Note: Any items sent home though the school must contain a school “stamp.”

Buses

District #300 buses provide transportation for students whose middle school of attendance is Algonquin Middle School or Westfield. St. Margaret Mary is on the middle school bus schedule. For the safety of all involved, all students riding the bus are required to comply with District #300 bus regulations. A student may ride only his or her assigned bus.

Early dismissal days: Parents will need to provide transportation home from school on these days. Dismissal times: Grades K – 8 is 12:00 noon. All students must bring a note stating how they are to be dismissed on all early dismissal days.

Bus Rules

1. Students will show respect for others by refraining from any type of physical violence or inappropriate behavior including fighting, hitting, shoving, verbal or physical harassment, or any other forms of physical violence.
2. Students will show respect of property by refraining from any destruction of property.
3. Students will show respect for others by refraining from excessive noise making (screaming, yelling, shouting, etc.).
4. Students will show respect for the bus driver by speaking courteously at all times.
5. Students will show respect for the environment by refraining from littering.
6. Students will remain seated while the bus is in motion.
7. Students will refrain from bringing toys, large objects, or weapons on the bus.
8. Students will show respect for themselves and others by refraining from inappropriate language.
9. Students will show respect for all people through words and actions.
10. Students are not allowed to ride any bus other than assigned District #300 buses.

Parents will be notified of any conduct that is unacceptable. Appropriate actions to be taken, including suspension, will be at the discretion of the principal. Students whose continued misbehavior endangers the safety of those riding on the bus will be asked to find another means of transportation to and from school.

Catholic Religious Education

Together Catholic parents, the Catholic parish and the Catholic school must work hand in hand to develop faith. Catholic education is a very vital part of the Catholic church. We believe that we have an obligation to hand on the faith that we have received from our families to our children and others. In the past, Catholic education was thought of only as "schooling," which we provided for our children, but now we see education as a lifetime process. What we first learn in school is developed and put into practice within our Christian living. We constantly hear the call of God, and we need to respond to it. It is a continuous process of hearing and responding.

In our faith-life particularly, we must be formed in the image of Jesus. The purpose of an education is not to just know more about God, but to form us into His disciples. We need to continually grow into the image of Christ, as we constantly understand His call to us in a deeper way. In the Church, "Catholic Education" is from baptism to death and that is why the Catholic church is so committed to Catholic education. It is most important to understand that real education is not only a process of "information" but even more importantly a process of "formation." In our parish, as in most parishes, Catholic education takes on many different forms. We have our Catholic grade school and

high schools; we have our religious education program for children who attend the public school; we have sacramental preparation programs; we have youth ministry programs with classes and other activities for our junior high and high school youth; and we have adult education programs to help us all grow. Each of these programs has advantages and disadvantages, and we support the parents in their choices of the form of Catholic education for their children.

Why Saint Margaret Mary Catholic School- Faith Development

Since Saint Margaret Mary Catholic School provides a community within our parish community, it can provide in the six hours of each school day a religious atmosphere and laboratory to not only learn about our beliefs and faith, but also to put into practice these beliefs in our relationships, our school work, our worship and prayer, and our Christian way of living. Thus our Catholic school provides a unique opportunity to greater develop Disciples of Christ. As much as an advantage that a Catholic school is, it cannot replace the basic structure of faith development--the Christian family.

The Parents Role in Catholic Education

The Church has always considered the parents as the primary teachers of their children in the ways of faith. We support and aid the parents in their role as "religious educators." This role was spelled out clearly to parents when they participated in the baptismal ceremony of their children and pledged "to accept the responsibility of training them in the practice of the faith and bring them up to keep God's commandments as Christ taught us, loving God and our neighbor." We, the Church, aid parents in the role, since we are the deposit of our faith and the pattern from which we learn how to develop and strengthen our relationship with the Lord.

It is for this reason that we include a list of faith expectations for families whose children attend our Catholic elementary school.

Catholic parents are responsible for:

1. Living the Catholic faith and training their children to live in this faith.
2. Participating as a family in weekly Sunday mass at our parish of Saint Margaret Mary.
3. Participating in regular family prayers and family discussions on our Catholic way of living.
4. Participating in the celebration of the sacrament of Reconciliation several times during the year, in addition to the time the children participate in this sacrament during school time.
5. Giving generously of their time, talent and treasure to the church and her ministries in the spirit of our obligation of Catholic Stewardship.
6. Participating in the parish programs for sacramental preparation and other educational programs required by the school or parish.

The parish and school thank you for your sacrifice to provide this Catholic education for your children, and we know that working together we can provide the church with the next generation of disciples who will carry on the work of Christ and bring about His kingdom.

Civil Defense, Fire, Lockdown, and Tornado Drills

In compliance with the State of Illinois, the students and faculty practice all drills.

Communication

Parents having any questions regarding the education of their child should contact the child's teacher. Parents may phone the teacher, write a note, or email at the school. If the teacher is in class, your message will be returned at a later time. Respecting the family privacy of the teachers, **under no circumstances should a parent call the homes of the teachers.**

Computers/Internet

Students have the privilege of using school computers both in the computer lab and in their classrooms. Students are expected to use equipment as directed and in a responsible manner. Although St. Margaret Mary has internet security software in place, no internet filter is 100% secure. Any site that makes the student feel uncomfortable is to be brought to the immediate attention of the teacher or adult supervisor.

Conflict Management Concerns

The classroom teacher or person involved in an issue should be contacted first. Following that, parents may make an appointment with the principal.

Parents dissatisfied with the enforcement of school policies and/or regulations may request a hearing with the principal, pastor, and teacher (if applicable) after following the above steps initially.

Daily Schedule

Grades: Kindergarten - 8

Classes begin	9:00 AM
Lunch	11:20 – 11:40 AM (Grades K, 1) 11:45 – 12:05 PM (Grades 4, 5) 12:10 – 12:30 PM (Grades 6, 7, 8) 12:35 – 12:55 PM (Grades 2, 3)
Dismissal	3:15PM Walkers/Car riders

Pre-School 4 – AM

Arrival:	8:30 AM Monday, Wednesday, Friday
Dismissal:	11:00 AM

Pre-School 4 – PM

Arrival:	12:45 PM Monday through Friday
Dismissal:	3:15 PM

Pre-School 3 - AM

Arrival:	8:30 AM Tuesday, Thursday
Dismissal:	11:00 AM

Discipline

The aim of St. Margaret Mary Catholic School is not only to impart knowledge but also to create a genuine Christian community. We endeavor to create a school climate that fosters respect, develops a healthy self-concept, and is conducive to learning. Becoming a Christian is a maturing process; our desire is not only to teach children to be good but also to guide them in the process of making choices that will result in good behavior and to work and play with each other in community guided by Christian values. PARENT SUPPORT IS NECESSARY. The school supports the home in

instilling the social habits of respect, courtesy, honesty, and justice. It is from this perspective, balanced with our striving for flexibility, fairness, and respect for each individual, that we at St. Margaret Mary view discipline and upon which our rules for establishing school discipline and order are grounded. Corporal punishment is never part of the discipline.

The students will conduct themselves within the school setting in a manner that demonstrates respect for others and the learning environment.

Bullying

Any action, word or behavior which harasses, intimidates or causes physical, emotional or psychological harm to another student or students is strictly prohibited. This prohibited conduct also extends to the use of technology (—Cyber bullying) as a tool to harass or cause harm. Bullying is prohibited during any school-sponsored education program or activity; while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored events or activities, or through the transmission of information from a school computer, a school network, or other similar electronic school equipment. However, this policy is not limited to conduct that occurs on the premises of the Diocese school.

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

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Examples of cyber bullying include but are not limited to the use of e-mail, web sites, text messaging, electronic photos or videos & social media (i.e. Facebook, Twitter, My Space etc...) to harass or intimidate. These lists are meant to be illustrative and non-exhaustive. Students who violate this policy will be subject to Diocesan discipline Policy 5170 of the student's school.

Classroom

- *The student will help create a pleasant learning atmosphere.
- *The student will listen courteously and speak or leave his/her seat when appropriate.
- *The student will help create a positive learning environment by refraining from disturbing or interrupting others.
- *The student will help develop and abide by classroom rules that provide for the safety and education of every student.

Property

- *The student will show care and personal responsibility for his/her property, the property of

fellow classmates and teachers, and the school property including furnishings (desks, lunchroom tables, playground equipment, etc.), buildings, bathrooms, and grounds.

Respect

*The student will act respectfully toward others, whether they be adults or students.

*The student will be considerate of others by respecting their rights and feelings, valuing their differences, and not participating in "putdowns"(name calling, teasing, bullying) whether they be verbal or non-verbal.

*The student will refrain from talking back, fighting or encouraging others to fight, using profane, offensive language, and causing injury to others.

*The student will refrain from verbal abuse/harassment or intimidation directed toward another student, causing genuine discomfort.

*The student will refrain from throwing food or other items when gathered for meals, parties or other celebrations.

Representing the School

*The student will behave properly on field trips, when speaking to visitors, and during athletic events and any other extracurricular school activities.

*The student will abide by the school and uniform dress code.

Students needing further learning in these areas of responsibility will be assisted in the following manner:

1. Behavior reminders
2. Lunch hour detention
3. Conference with parent and teacher (and principal depending on the seriousness and severity of the situation).
4. After school detention (given at the discretion of the teacher). Detentions will be served on the next assigned detention date. Parents will be notified and provide transportation home. Detentions may include school service or a written assignment.
5. Suspension (handled directly through the office of the principal).

In cases of long term suspension or dismissal, students/parents may request a hearing with the principal, teacher(s), and pastor.

Lunch Hour detention The student will write the rules he/she broke and indicate ways to improve behavior. This paragraph must be signed by the parents and returned to the teacher the following day. If not returned the following day, the student will lose a 2nd recess and may be required to call his/her parents.

Please note that the teacher and principal reserve the right to handle each case on an individual basis. The above methods of assisting students may be altered depending on the situation, and the teacher's discretion. This is particularly important at the primary level.

Incentives A student whose behavior is such that he/she does not have any behavior issues during a calendar month will be rewarded with an "Out of Uniform Pass" as designated by the principal. Individual classroom teachers may also give various incentives to reward good behavior.

Drugs and Alcohol #5150A

Students are prohibited from using or being under the influence of alcohol or drugs while at school or at any school-related function. For the purposes of this policy, the school may also consider drug

or drug-related activities in which the student engages outside the school and/or separate from school-related activities due to the potential repercussions on the school and other students of this conduct. Included within the prohibitions set forth in this policy are the following:

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

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

Possession of Electronic Devices

Student use of cellular phones, electronic communication devices, or any device with an on/off option is prohibited while in St. Margaret Mary School during school hours. Please be aware that any such devices which are brought to school must be stored in the student's unlocked hallway locker. The school cannot be responsible for the security of these items. Students using such devices while in school will have such items taken away from them by a staff member until picked up by a parent at the end of the school day.

E-Readers

Students are permitted to bring his/her e-reader to school for his/her own personal use during the school day when silent reading is appropriate. They must obtain and complete an E-Reader agreement from their teacher and agree to the following:

- Saint Margaret Mary School takes no responsibility for the safety, care or breakage of any e-reader.
- Students must read appropriate books at school. If deemed inappropriate, the reader will be confiscated and sent to the office for parent pick-up.
- No magazines are considered appropriate.
- Nothing other than school approved material may be read while in the school building. It is expected that students know what is considered appropriate. If there is a question, it is the student's responsibility to seek teacher approval of a book.
- Students in 5th through 8th grade only are eligible for this privilege.
- E-reader is to be used only by owner/student and may not be shared with others.

Emergency Closing

When District 300 buses do not operate because of snow or ice, St. Margaret Mary School will not be in session. The following radio and television stations will announce District 300 closings:

WMAQ 670 AM	TV stations
WGN 720 AM	Channel 5
WBBM-News Radio 78	Channel 9
WLS 890 AM	Fox 32
94.7 FM	CLTV News
B-96 FM	

For 24-hour information about school closings:

- Call 1-847-238-1234 from a Touch-Tone phone. Enter this number: 847-658-5313. Listen to message regarding our school.
- Internet: www.emergencyclosings.com

Additionally, all parents will be notified via home and cell phones through an automated notification system.

Emergency Dismissal

In the event of inclement weather, St. Margaret Mary School will be notified of an early dismissal procedure by the District 300 Transportation Department. Parents will be notified via home and cell phones through an automated notification system.

In the event a school emergency arises during school hours, parents will be notified via home and cell phone through an automated notification system.

It is extremely important to notify the school office of any change in phone numbers so that automated notification can be effective.

Field Trips

Field trips must include an educational component. They are to be planned and scheduled after receiving principal approval. Field trips are a privilege and not automatically guaranteed to all students.

Signed permission slips must be secured from parent(s) or guardian. Verbal permission is unacceptable. These forms will be taken along on each field trip.

Fire Drills #2310A

Fire drills are conducted periodically. One unannounced drill is conducted and evaluated by the fire department annually.

Free Dress Passes

Free dress passes are issued monthly for good behavior. These passes are valid for the month following the month issued. For example, September free dress passes are valid for use in the month of October only. Free dress passes are also issued quarterly to students who obtain the quarterly Accelerated Reader goal. These quarterly free dress passes are valid throughout the next quarter of the school year. Free dress passes may not be used on a day when students will be attending Mass or going on a field trip. Please refer to the Uniform section of this handbook for dress code rules that apply when a student is out of uniform.

***Gangs and Gang-Related Activities**

This school is a gang-free environment. Gangs, as defined in this policy, include individuals who associate with each other primarily for criminal, disruptive and/or activities prohibited by law and/or by the school's rules and regulations. Gang, gang-related activities, and secret societies are not acceptable in a school setting as their presence interferes materially and substantially with the educational process and the maintenance of attitudes and practices which may endanger the health, safety, and welfare of all students. Students are prohibited from participating in any activity related to a gang or secret society while on school property or in conjunction with school-related activities. Activities prohibited by this policy include, but are not limited to, the following:

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

For the purposes of this policy, the school may also consider gang or gang-related activities in which a student engages outside the School and/or separate from school-related activities due to the potential repercussions on the school and other students of such conduct.

Violations of this policy may result, at the school's discretion, in discipline up to and including expulsion from the school.

Grading System

Our grading system for grades 1-3 is as follows:

- 3 = Proficient in skill
- 2 = Developing the skill
- 1 = Needs to develop skill at this time
- Not marked = Not applicable at this time

Our grading system in grades 4-8 is as follows:

- | | | |
|------------|-----------|------------------|
| A = 93-100 | C = 76-85 | F = 69 and below |
| B = 86-92 | D = 70-75 | |

Parents dissatisfied with the enforcement of school policies and/or regulations may request a

hearing with the principal, pastor, and teacher (if applicable).

Health Examinations and Immunizations

"Proof of health examination and proof of immunizations are required upon entry to kindergarten or the first grade a school offers, upon entering sixth grade, and upon first entry into any school. If a child does not present this proof by October 15th of a year in which it is required, the school is required to suspend the child from school". This is in accordance with Illinois School Law 11:240 and 11:250.

Dental: Kindergarten, 2nd, and 6th grades: Illinois law requires proof of oral health examination prior to the beginning of school.

Vision: all new students and children entering Kindergarten. Illinois law requires proof of vision examination prior to the beginning of school.

*** Home and School Association #1210.1A**

St. Margaret Mary Home and School Association has as its goal the promotion of a feeling of unity, strength, and love through Christ within our homes and school. The purpose of Home and School is for all members to commit themselves to the continual growth of our school and its environment for the benefit of our children and to support the principal, teachers, and students in forming the religious, academic, social, and economic atmosphere. All parents are members of the Home and School Association and are expected to volunteer 20 hours annually at school functions.

Homework

Homework is an extension of the instructional program and part of the student's academic day. It provides opportunities and structured guidelines for continued advancement in areas being studied within school hours. It may be remedial drill, completion of classroom assignments, preparation for class participation, review or reinforcement of skills, or a challenge for further growth or outreach into independent study. The classroom is but one facet of learning and should be the catalyst for further intellectual growth.

To foster success in learning:

1. The student will come prepared for class, on time, with supplies and completed homework, and ready for tests.
2. The student will participate, listen to, and follow directions.
3. The student will do his/her own best work.

The teachers of the various levels have suggested the following as appropriate for their levels:

Grades 1-3

1. Oral reading from books and word lists
2. Studying math flash cards
3. Memorizing math facts
4. Practice spelling words
5. Completion of incomplete classroom work

Grades 4-8

Consideration for ability level and individual situation is provided, and the homework expectations are geared to the growing intellectual and responsibility level of the students. Homework will provide an opportunity for:

1. The completion of class work and reinforcement of material covered
2. Review in preparation for quizzes and tests
3. Research and reference provided by outside resources

It is difficult to establish a fixed policy as to the amount of homework a student should have each night. There are days when it is easy for a teacher to assign homework; on other days, classroom instruction may not lend itself to assignments to be done at home. If your child is without homework consistently, has too much homework, or has difficulty understanding the assignments, **please contact your child's teacher.** Both parents and teachers are jointly responsible for providing an attitude in which homework can be seen in a positive perspective. Students are expected to complete assignments as given.

In **junior high**, zeros will result from not completing homework. The policy is as follows: If a student in grades 6, 7, or 8 does not have an assignment when due, he/she will have until the next day to turn in the assignment or a zero will be recorded.

Example: The assignment is due on Tuesday. A student who is not prepared with the assignment has until Wednesday at class time to turn in the work for credit. If the student does not have the work at that time, a zero is recorded.

Students who consistently are not prepared for class or consistently do not complete their work may be required to use their free recess time to complete their work.

It is hoped that extra-curricular activities do not take precedence over school work.

Honor Roll

Students in grades 5-8 are eligible for the Honor Roll. The guidelines are as follows:

5th-8th grade

Highest Honors: All A's and A pluses

A Honor Roll: 26-28 points with no C's

B Honor Roll: 21-25 points with no more than one C.

(Cumulative per quarter: More than 3 zeroes nullify Honor Roll.)

Included in Honor Roll are the following subjects:

religion, English, math, literature/reading, science, social studies, and vocabulary.

A student is disqualified from the Honor Roll if he or she receives any D's or F's; or a 1 in effort or conduct in **any subject including Technology, P.E. and Music.**

Teachers in grades 1-4 will acknowledge every student in their classroom with an award which will identify a specific skill to be commended.

In-service

Full and/or half day in-services are scheduled throughout the school year to allow additional time for professional growth opportunities.

***Inspection Policy**

Individuals entering upon the premises of the school -- whether students, employees, or guests -- are expected to conduct themselves in keeping with established norms for personal conduct. In order to

provide students and employees with a safe and healthful environment, the school reserves the right, in its discretion, to conduct inspections of school property and the property of students and visitors existing on the school's premises.

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

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

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

Iowa Tests of Basic Skills and Cognitive Abilities

The primary purpose of these tests is to provide information that can be used to improve instruction.

This information is valuable to the extent that it contributes to better instructional decisions that we could not make without having that information available. Standardized test scores cannot and should not replace teacher observation and classroom assessment information. They can provide unique supplementary information that helps us to make decisions about selecting learning objectives, choosing instructional materials, and creating an effective learning environment. The scores make it possible to determine areas of relative strength and weakness and estimate year to year growth. These scores also allow us to look at the achievement levels of our students in relation to a national representative student group. These test results are NOT an appropriate tool for making retention decisions, selecting students for special instructional groups, or to evaluate the effectiveness of an entire school program (Interpretive Guide for Administrators, Riverside Publishing, 2007).

ITBS is administered to grades 3-8; Cognitive Abilities Test is administered to grades 3, 5, and 7. Tests are initiated in September and follow the schedule for administration provided by the Diocese of Rockford.

Library

Grades K-8 have the opportunity to use the library on a weekly basis or as needed. To foster responsibility in both promptly returning items borrowed and meeting deadlines, the overdue charge is as follows:

1 day late: grace period, no fine; 2 or more days late: 5 cents per day, per item up to a maximum fine of \$1.50. If library fine reaches \$1.00, the student will have no library privileges until fines are paid. Late fines and book repair fees not paid in full by the end of the 3rd and 4th quarters may result in withholding student report cards. Donations of canned foods may always be substituted for daily fines.

Liturgy

In fostering the community aspect of worship, all-school liturgies are celebrated every Friday at 9:15 AM. Grades 1-8 take turns in preparing the liturgies. Parents are invited to attend all liturgies. Penance services, with the opportunity for confession, are celebrated during Advent and Lent in the parish. **Each family is encouraged to assume the responsibility in fostering regular reception of the Sacrament of Reconciliation.** Classroom paraliturgical celebrations appropriate to the church seasons and feasts are also celebrated.

Lockers

Students are issued a locker for storage of backpacks, outerwear, gym shoes, and school items. These lockers measure 11½" wide by 10½" deep. Backpacks must be able to fit completely into the locker and should allow the locker door to close easily. Please be aware that most wheeled backpacks will not fit into our lockers.

Make-up Work

Any student who is absent will have **reasonable time** to complete their class work. Arrangements must be made by the student with the teacher regarding time to have make-up work in. **It is the responsibility of the student to meet with the teacher regarding make-up work.**

Mandated Forms – Diocese of Rockford

The Diocese of Rockford requires the following forms of all volunteers in our school:

- Background Check/Annual Verification
- Protecting God's Children class
- Code of Pastoral Conduct booklet receipt
- Sexual Misconduct booklet receipt
- Mandated Reported form (DCFS)

Additionally, Saint Margaret Mary School requires all parents volunteering as coaches, recess monitors, or recess supervisors to take a Blood borne Pathogen class presented by the school free of charge.

Medication Policy #5130A

St. Margaret Mary School believes that prescription and non-prescription medicine should be administered in the home when at all possible. However, under certain conditions, it is in the best educational and health interest of the child to take prescribed medication during the school day.

The school secretary or school principal's designee is authorized to administer medication as prescribed by a licensed physician, dentist, or podiatrist in the school setting. In most cases, it is recommended for the student to self-administer his/her medication under the supervision of the school principal or school principal's designee.

A request to supervise the self-administration of a prescription or non-prescription medication shall be submitted on a form provided by St. Margaret Mary School. Such requests shall be signed by the parent or guardian and the physician prescribing the medication. A doctor's prescription order will be accepted for routine medications.

Medication will be provided to a student after:

1. Receipt of the appropriate signed authorization from a licensed prescriber and the parent or guardian.
2. Review of the individual request by the principal or school principal's designee.

In exceptional cases, a student may be given medication without signed authorization from the licensed prescriber. In such cases, the principal or school principal's designee may call the licensed prescriber to obtain verbal authorization and information related to the medication. Prescribed medication will be kept in the school office. There are some students that may need to carry their medication and use it on an as-needed basis. These situations require a doctor's order and will be evaluated on a case by case basis considering the student's age, the student's demonstrated intellectual and behavioral maturity, the type of medication, its side effects, its potential for improper usage, and the problems involved in self-administering the medication. Parent/school dialogue is strongly encouraged in such cases. In all cases the school retains the discretion to reject a request for the self-administration of medicine. The medicine must be brought to school by a responsible adult in the original container that includes all prescription or over-the-counter information. **Cough drops are considered over the counter medication and must be kept in the office in a bag labeled with the child's name and appropriate instructions.** The parent or guardian must assume the responsibility for informing the school in writing of any change in the child's health or change in medication. The student is responsible for coming to the office to take the medication.

Parents should notify the office regarding medication to be taken by their child during school hours. Medication may be dispensed at school under the following guidelines:

1. The student's physician must provide the school with a written order **(renewed annually)** detailing:
 - a. Name of the drug
 - b. Dosage
 - c. Time medicine should be given
 - d. Possible side effects
2. The medication must be brought to the office by the parent in the **original prescription container** plainly marked with:
 - a. Child's name
 - b. Name of the drug
 - c. Dosage
 - d. Current date

Mid-Quarter Reports

Progress reports are sent home at mid-quarter in grades 3 through 8 to inform parents of student progress to date.

Milk

Milk is available for any student wishing to purchase it. The payment procedure is yearly or by the semester and is taken initially at supply pick up day and again at semester time.

Non-Discrimination #4110

As an equal opportunity employer the Diocese of Rockford allows for no discrimination in employment. In keeping with this commitment and the requirements of Federal and State law, the

Diocese of Rockford prohibits discrimination against employees and/or candidates for employment on the basis of age, race, sex, color, handicap or disability, national origin or status upon discharge from military service.

The Diocese of Rockford supports an education system seeking to integrate the truths and values of the Roman Catholic faith with the rest of life, not only through unique curriculum but more importantly, by the presence of teachers who express an integrated approach to learning and living, in their personal and professional lives. Accordingly, the Diocese may rightly inquire of employees and/or candidates for employment whether or not they subscribe to, cooperate with, or incorporate into their personal lives the goals, beliefs, and teachings of the Roman Catholic Church and, thereafter, make decisions with respect to employment consistent with those findings. Non-discrimination in employment includes, but is not limited to, hiring, training, promotion, transfer, demotion, and termination.

Open House

An open house and a Home and School Board Meeting are scheduled in September. The open house format is determined by the principal and the faculty.

Parent/Teacher Conference

Communication is one of the best means toward cooperative efforts of parents and teachers in fostering the education of every student. Scheduled conferences are held in early fall(Nov). When possible, both parents are encouraged to attend, the student is also welcome to attend. Conferences are generally held from 3:00 – 8:00 PM. Students are dismissed at 11:55 AM on conference days. Schedules will be sent home with students.

Parental Cooperation Policy

(See Appendix 2)

Parking and Pick-up of Students

Students being picked up prior to dismissal (3:00 PM or before) will be dismissed from the office and signed out. Parents must come to the school office by way of the north entrance facing Route. 62. There will be a few parking spaces for visitors' cars. PLEASE BE AWARE that buses will be picking up in this area, and they will take precedence.

If parents need to pick their children up prior to 3:10 PM, they need to come to the office **BEFORE** 3:00 PM. Dismissal is a very busy time for both teachers and students.

Physical Education Classes

GYM SHOES are necessary. Students must keep an extra pair of gym shoes at school.

Playground Supervision

The recess schedule is listed below. Three volunteer parents together with a supervising teacher monitor lunch recess daily. Four parents are needed for indoor recess. We are extremely grateful to these parents as it gives most teachers a break to have lunch.

Recess Schedule	11:00 – 11:20 AM (Grades K, 1)
	11:25 – 11:45 AM (Grades 4, 5)
	12:00 – 12:10 PM (Grades 6, 7, 8)
	12:15 – 12:35 PM (Grades 2, 3)

Playground volunteers receive a calendar of dates to monitor by the end of the first week of school. The play areas are assigned to classes on a rotating basis. The schedule is kept in the office. Students

requiring first aid are referred to the office. If you are willing to assist with this supervision, you may sign up through your stewardship packet or you may call the school office. Training is provided by the playground supervisor. Students will have outdoor recess unless the temperature or wind chill is below 20 degrees. Please send your student with snow gear.

A staff member is on duty at every outdoor recess. Parents are assigned specific areas of supervision on the playground. It is extremely important that all areas/students are supervised. Specific guidelines for recess duty are in the office for reference.

Throwing rocks, snowballs, etc. is not allowed. Inappropriate language or gestures, fighting, or disrespect will not be tolerated. Students engaging in these behaviors will accept the consequences of their choices.

Physical activity and cooperative recreation are important factors in each student's growth and development. Noon recess affords such an opportunity, weather permitting. Having students remain inside for any other reason than sickness is discouraged. Exceptions to this are made on an individual basis at the teacher's discretion

***Possession of Weapons**

It is a violation of the School's policies for a student to possess a weapon on School premises or at any time in connection with School-related activities. Included with the prohibitions of the policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade, or use of any firearm, knife, martial arts device, or other object which, in the School's discretion, may reasonably be considered to constitute a weapon.

Violations of this policy may result, in the School's discretion, in disciplinary action up to and including expulsion from the School.

Prayer

Prayer is one method of communication with God, and it is an integral part of the daily activity at St. Margaret Mary School. Opportunities for prayer occur regularly within opening day exercises, before meals, during religion class, at times of celebration and sadness, and at the conclusion of the school day.

Report Cards

At the end of each quarter, the students receive written evaluation. This report card shows academic and social progress. If satisfactory results have not been achieved or a problem arises, it is recommended that a parent/teacher conference be arranged. Students successfully completing (passing grades) the grade level curriculum will be promoted to the next grade and that will be indicated on the final report card of the year.

Sacramental Program

The Parish Sacramental Programs

In all of the programs of religious education in our parish (the Catholic school, the religious education program, and the youth ministry programs), information is systematically presented for a

gradual understanding and living out of our Catholic faith and most especially of the sacraments. This information and understanding is also supplemented with experiences of prayer and devotions in each

one of our educational programs. The Church expects children to reasonably understand the specialness and sacredness of each one of the sacraments before they receive it. The preparation and formation for these sacraments is shared by the parents and the religious education program in which they are participating.

The celebration of the sacraments is always a parish celebration, since it is the church's sacraments and the church is the storehouse and well of God's grace. In the Roman Catholic Tradition, there is a special preparation period for all the sacraments which does not belong to any one of the educational programs, but there is an immediate preparation provided by the Church for each of the sacraments. Parents of children who are preparing for reception of a sacrament and the children, themselves, are required to participate in these special preparation programs to receive these sacraments within our parish.

Participation with the Catholic community in its sacramental life consists of: Preparation for and reception of the Sacrament of Reconciliation and the Sacrament of Holy Eucharist in second grade. According to Canon Law, Reconciliation is received before Holy Eucharist.

*Parents are required to participate in scheduled parent preparation meetings for both sacraments in order for their children to be eligible to participate in the sacraments.

*Parents choosing to live a life of faith and pass their faith onto their children should be attending Sunday worship weekly.

*Children in grade 3 and older who wish to prepare for reception of the Sacrament of Reconciliation and/or Holy Eucharist for the first time attend an intensive sacramental preparation class in addition to their daily religion classes. It is the parents' responsibility to notify the school office and the classroom teacher of the need for reception of the sacraments. Parents are to contact the parish office. Readiness will be determined by the mutual consent of the parents and the teacher. If consensus is not met, a conference with the pastor may be arranged.

*A Baptismal certificate for all children not baptized at St. Margaret Mary Church should be presented to the school office at registration.

Children who have reached the age of reason (about second grade) and have not been baptized are no longer permitted by church law to be baptized by the **Rite of Infant Baptism**. Parents would need to speak to the principal about the process of **Christian Beginnings for Children**.

School Advisory Board

The School Advisory Board is a policy formulating body formed for the purpose of supporting and implementing the philosophy of Catholic education at St. Margaret Mary Catholic School. The Advisory Board consists of three ex-officio members, the pastor, the principal, a Mc Henry County Board of Education representative, and nine lay members who serve three-year terms. Monthly meetings are the second Tuesday of the month, and all parents are invited to attend. School policies recommended by the board and approved by the Pastor are labeled as such in the handbook.

School Support

*St. Margaret Mary Catholic School is totally supported by St. Margaret Mary School parents and subsidized by the parish. Parents are required to pay tuition, give financial support to the parish, and help with fund raising. Completion of both the tuition and stewardship commitment forms at the time of registration is required for acceptance in school.

Sickness or Injury

Parents will be notified of a student's illness or injury. When a parent cannot be reached, the person designated on the emergency form will be contacted.

Skateboards/Heelys

Due to the lack of space for storing skateboards and the danger to pedestrians, students may not bring skateboards to school. Heelys are not allowed to be used in the building or on the property at any time.

Volunteer Teacher Aides

Volunteers assist the teachers whenever needed, giving consideration to individual talents and preferences. Aides have assisted in projects both at the library and in the classroom. They have led small groups in drill work, typed plays and worksheets, set up classroom displays, checked workbooks and papers, and assisted in numerous other activities. Aides are usually asked to volunteer once a week for part of the morning or afternoon sessions.

Participating in the Protecting God's Children program is required by the Diocese for those who consistently work with children in an unsupervised situation.

Possession of Tobacco or Smoking Material

It is a violation of the School's policies for a student to use or possess tobacco or smoking materials (including matches and lighters) on school premises or at any time in connection with school-related activities. Included within the prohibitions of this policy is the use, possession, sale, distribution, manufacture, or dispensation of tobacco or smoking materials. Violations of this policy may result, at the Principal's discretion, in disciplinary action up to and including suspension and /or expulsion from the school.

Tuition

Parents are encouraged to pay the full cost of educating their child(ren) (cost per pupil). Parents who are unable to pay the full cost of educating their child(ren) are encouraged to pay as much of the full cost as possible. Any payments above the stated Tuition Rate are tax deductible. The tuition rate for the upcoming school year is listed in the table below. Parents who are unable to pay the tuition rate must contact the pastor at the Parish Office and/or the principal at the school office to receive a financial aide packet and to arrange delayed payment.

The tuition rate for non-parish families (if any) will be 10% higher than the tuition rate for parish families but less than the full cost per pupil. The tuition rate for Non-Catholic families will be the cost per pupil.

If a family would withdraw from the school, appropriate tuition refunds would be made. Our parish community continues to support Catholic education by helping to subsidize the difference between the full cost of education and the amount of tuition paid.

Tuition Policy

Each St. Margaret Mary School family submits a tuition commitment sheet signed by both parents or the responsible adult that indicates preference and payment schedule.

Since St. Margaret Mary School is dependent on tuition pledges for the payment of daily operating expenses, it is important that we be sensitive to timely payment of pledges. In order for students to receive quarterly report cards, tuition needs to be current.

The schedule follows:

- 1st quarter report cards - tuition needs to be current through October
- 2nd quarter report cards - tuition needs to be current through December
- 3rd quarter report cards - tuition needs to be current through March
- 4th quarter report cards - tuition needs to be at a \$0 balance by the last day of school
- **Eighth grade exception: Graduates need to have tuition and fees paid in full by May 21.

It is our intent to keep all of our families informed of their current tuition status. Monthly statements are sent indicating any balance or other amounts due allowing all parents to know current amounts due. If the reason for past due tuition is due to financial difficulties, the family must contact the pastor or the principal. Parents who miss one payment are requested to contact the principal. If contact is not made by the second month of missing tuition payment, the principal will contact the parent. **Students of families three months in tuition arrears with no contact made to the Pastor or Principal will not be allowed to attend school until payment is received.**

The current year's tuition pledge must be paid in full by the last day of school. Last payments for preschool are due on their last day.

If payments are not received by the last day of school, the following procedure will apply:

***If full payment is not received by the last day of school, and payment plans have not been established, the previous spring's registration will not be accepted or honored for the following year.**

**Tuition Schedule
Kindergarten through 8th grade**

Number Of Children	Cost Per Pupil	Out of Parish (non-catholic)	Out of Parish (catholic)	Tuition Rate	(10) Monthly Pymts	(12) Monthly Pymts	Regis Fees
1	3916.00	3916.00	3727.00	3388.00	338.80	282.34	150.00
					391.60	326.34	
2	7832.00	7832.00	6708.00	6098.00	609.80	508.17	300.00
					783.20	652.67	
3	11748.00	11748.00	9316.00	8469.00	846.90	705.75	450.00
					1174.80	979.00	
4	15664.00	15664.00	11553.00	10502.00	1050.20	875.17	600.00
					1566.40	1305.34	
5	19580.00	19580.00	13416.00	12196.00	1219.60	1016.34	750.00
					1958.00	1631.67	
6	23496.00	23496.00	14907.00	13551.00	1355.10	1129.25	900.00
					2349.60	1958.00	

Pre-School 3yr. and 4yr. (self-supporting, not subsidized)

Number Of Children	Cost Per Pupil	Out of Parish (non-catholic)	Out of Parish (catholic)	Tuition Rate	(10) Monthly Pymts	(12) Monthly Pymts	Regis Fees
3 yr	n/a	n/a	n/a	1452.00	145.20	121.00	110.00
4 yr-AM (3 day)	n/a	n/a	n/a	1855.00	185.50	154.59	110.00
4 yr-PM (5 day)	n/a	n/a	n/a	2915.00	291.50	242.92	110.00

The tuition rate for non-parish families (if any) will be 10% higher than the tuition rate for parish families but less than the full cost per pupil. The tuition rate for non-catholic families will be the cost per pupil.

Uniforms

Please note: Uniform policy does not apply to preschool. Please read the following carefully. All student shirts must be tucked in at all times, belts worn with loops, and the entire student uniform in good condition.(i.e. no holes or open seams) Uniform checking will occur.

GIRLS

Blouses: Grades K-4: white, round or pointed collar (long or short sleeve) or white polo shirt; Grades 5-8: white oxford (long or short sleeve) or white polo shirt. Blouses and shirts should be tucked in at all times; no turtlenecks are allowed.

Skirts: Grades K-3: Red and blue plaid jumper. Grades 4-8: Plaid skirt or culotte. **(Purchased from Dennis Uniform.)** Skirt length is to be no more than 1" above the middle of the knee.

Slacks: Cotton twill in plain navy blue. No stir-ups, leggings elastic cuffs, sweat pants, or cargo

pants. No logos. All slacks must be at natural waist of student. Belts must be worn if slacks have loops.

Sweaters: Cardigan, V-neck, or crew in red, white, or navy blue. No designs or cable stitching. No oversized sweaters; they may not be worn below the hip line.

Sweatshirts: Red Saint Margaret Mary School logo sweatshirts may be purchased from Dennis Uniform.

Shorts: Plain navy blue **walking shorts**. Shorts should not be worn below the knee or be too short. No cargo pants. Shorts may be worn until October 1st and after May 1st.

Socks: Crew socks, knee socks, or tights in navy blue, white, or true red. No patterns. Socks are to be worn at all times with all types of shoes. Socks must be visible above the top of the shoe at all times.

Shoes: No hiker shoes or snow boots to be worn in the classroom. **No sandals or high top gym shoes.** Shoes should be neat in appearance and tied properly, using all eyelets. No patterns. All shoes worn by students must be fully enclosed with no open backs or fronts for student safety. Proper shoes for gym are necessary.

Jewelry: Jewelry can be distracting; therefore, rings, earrings (not below the earlobe), watches, jute necklaces/bracelets and religious symbols worn not in excess and in good taste are permissible.

Hair: Hair should not be distracting or covering the eyes. Hair should be neat and hygienic.

Bizarre styles (shaved heads under longer hair), stripes, names and other designs are not allowed.

Makeup: Makeup including eye shadow/glitter, lipstick, mascara, etc. may NOT be worn.

BOYS

Shirts: Light blue polo or oxford shirts in long or short sleeve. Shirts should be tucked in at all times.

Pants: Navy pleated poly/twill only. No cargo pants. Pants can be purchased through the uniform company, Sears, or J.C. Penny or other local outlets. No Dockers, Bugle Boys, or other logo pants are to be worn. Pants should not be rolled, pinned, or have elastic cuffs. Belts should be worn if pants have belt loops.

Sweaters: Cardigan, v-neck, or crew neck in navy blue, white, or red.

Sweatshirts: **Blue St. Margaret Mary School logo sweatshirts purchased from Dennis Uniform.**

Shorts: Navy blue twill **walking shorts**, not to be worn below the knee or too short. No cargo pants. Shorts may be worn until October 1st and after May 1st.

Shoes: No hiking shoes or snow boots to be worn in the classroom. Shoes should be neat in appearance and tied properly using all eyelets. All shoes worn by students must be fully enclosed with no open backs or fronts for student safety. **No sandals or high top gym shoes.**

Proper shoes for gym are necessary.

Jewelry: No earrings. Watches and religious symbols worn in good taste are permissible.

Hair: Hair should not be distracting or touching the eyebrows.. Hair should be neat and hygienic and not longer than the top of the shirt collar. Bizarre styles (shaved heads under longer hair), stripes, names and other designs are not allowed. The school will provide bobby pins if necessary.

Socks: Socks in plain white, navy blue or black. Socks are to be worn at all times and must be visible above shoes at all times.

Pre-School

Appropriate school/play clothes, socks, and shoes. Shoes must be fully enclosed and safe for outdoor/indoor play. All children **MUST BE** potty trained before entering the 3 or 4 year old program. Children are expected to be able to take care of their own bathroom needs.

Sweatshirts

In addition to the red, white or navy sweaters, the children may only wear the St. Margaret Mary red or navy blue sweatshirts made by Dennis. Sweatshirts must be in good condition with no holes or open seams.

General

The school reserves the right to decide whether or not certain attire, accessories, and hair styles are appropriate for its students. If, for some reason, a student needs to be out of uniform, a written excuse from the parents must be presented to the office. The student will be given a pass to show the teacher.

Free Dress Pass and Spirit Days

All students are to be neatly dressed. Shorts that are worn should be **a minimum of mid-thigh in length and not so snug** that they ride up. Shorts may be worn only until October 1 and after May 1. Tops worn by girls should be **modest, loose fitting, and must have a sleeve. No midriffs** should be showing. Tight fitting jeans are not to be worn to school. Clothing promoting objectionable products (tobacco, alcohol), musical groups, or inappropriate sayings are not to be worn. **No Free Dress Passes may be used on Mass days.**

Free dress passes are issued monthly for good behavior. These passes are valid for the month following the month it is issued. For example, September free dress passes are valid for use in the month of October only. Free dress passes are also issued quarterly to students who obtain the quarterly Accelerated Reader goal. These quarterly free dress passes are valid throughout the next quarter of the school year. Free dress passes may not be used on a day when students will be attending Mass or going on a field trip.

If, in the opinion of a teacher or principal, a student is not appropriately attired and has no written excuse, parents will be notified to bring a change of clothing to school.

Vacation

Parents who take their children on vacation during school time must give themselves this permission. **Teachers are not required nor expected** to prepare any work that will be missed by such vacation. Upon returning, **it is the parent and student's responsibility** to consult with the teacher regarding make-up work.

Visiting Classrooms

Arrangements as to specific time and day must be made in advance with the classroom teacher who will then notify the principal.

Visiting School #1250A

Parents or visitors need to come to the office upon entering the building. **We ask that no one go to the classroom during school hours unless asked to do so by the teacher or principal.** We request that parents do not speak to teachers as students are arriving in the classroom. The teacher's

focus must be on the students at this time. All visitors must have a visitors pass from the office before going to other areas of the school. Late lunches labeled with student name should be taken to the cafeteria. Forgotten articles should be left at the office. Parents may not go into any student locker. Parents wishing to take their child out of school before dismissal should send a note in the morning. If an emergency arises, call before 3:00 P.M. If your call is received later that 3:00 P.M., we cannot assure that your child will receive the message in time to make changes. Students/parents **may not** return to school after hours for forgotten items.

Volunteers

Your child's safety is of the utmost importance to us. Saint Margaret Mary School follows the guidelines of the Diocese of Rockford in all areas. To best protect our students, the Diocese requires 5 forms from each parent volunteering in the school. They are: Background Check, Acknowledgement of Mandated Reporter Status, Protecting God's Children course, (for volunteers alone with children) Sexual Misconduct Norms booklet, and the Code of Pastoral Conduct. These forms will be sent home to you or you may request them at the school office. We ask that volunteers refrain from using cell phones while volunteering with students.

Withdrawals

Parents are to notify the school as soon as possible when they wish to withdraw. A release of records should be signed, and the reason for the withdrawal given.

Appendix 1

Student Activities Association #6210A

The St. Margaret Mary Catholic School Student Activity Association is a self-sustaining organization that provides an activities program for the grade school children. The program presently provides for cross country (5th – 8th grade co-ed) volleyball (5th – 8th grade girls volleyball, 5th – 8th grade boys volleyball), cheerleading (5th – 8th grade girls), basketball (5th – 8th grade girls basketball, 5th – 8th grade boys basketball), track (5th – 8th grade coed), and activities for grades one through four, such as field trips.

Mission: To provide activity programs for the grade school children, including athletics and educational opportunities.

The purpose is to:

- A. promote the academic success of student athletes by reminding the children they are students first, athletes second
- B. promote the physical development of each student and increase their potential for excellence
- C. develop within each student a philosophy of teamwork and fair play
- D. develop within each student self-control and self-discipline
- E. promote growth in social skills and moral development
- F. instill a school spirit in each student by representing their school that they can share with others
- G. develop within each student a balance between competition and cooperation
- H. promote a feeling of self-worth through active team participation
- I. promote the spiritual well-being of the participants

Rules for Participants

To be a participant in any sport or activity is a privilege. With this privilege come certain responsibilities.

Attendance at School

In order to be eligible to participate in a practice or contest scheduled on a school attendance day, the student is to be in attendance at school the entire day of the practice or contest. Exceptions, due to extenuating circumstances, may be made only by the Athletic Director or Principal.

Academic Eligibility

Participation in athletics at St. Margaret Mary Catholic School is encouraged. Sports are offered to enrich and complement the academic education of all students.

1. Scholastic eligibility will be determined every two weeks. A student shall be declared ineligible from participating in contests (games) for a **one week** period of time (Monday through Sunday) if she/he has one cumulative “F” (69% or below) for the grading period. The decision to participate in practice sessions during the period of ineligibility shall be made by the student’s parent(s). We here at St. Margaret Mary Catholic School **STRONGLY** encourage parents to keep school and academics first and make the decision for their child(ren) that ineligibility applies to both practices and contests (games).
2. Consistent unacceptable behavior could also bring ineligibility, determined by the teacher and principal.
3. If a student receives a third ineligibility, he/she will be removed from that sport for the remainder of the season.
4. Three after-school detentions in the same quarter make a student ineligible for a **one week** period.

5. Serious misconduct will be evaluated by the staff and principal on an individual basis and may bring about an immediate ineligibility for a period of time determined by the staff and principal.

Physical Needed

A current physical exam must be on file each year.

Responsibility to the Team and Squad

1. We encourage that St. Margaret Mary sports come first before any other outside activities.
2. Attendance at practice is mandatory unless excused by the coach before practice.
3. Team members must encourage rather than discourage, this means supporting and complimenting team members.
4. Always respect the coach.
5. Every member of the team is important. One person does not make the team.
6. There will be no betting on games for points, shots and free throws by students or parents. The first occasion will result in suspension from the next game. The second time will be a suspension from the team.

Responsibility to Property

1. Keep the gymnasiums and locker room clean--both home and away.
2. No food, candy, gum, drinking, etc. at practices or home games.
3. Do not enter the gym unless the coaches are there.
4. Do not go on the stage and do not touch anything that is not property of St. Margaret Mary School.
5. All valuables should be left at home--jewelry, watches, wallets, etc.
6. Uniform shoes should be clean and never worn outdoors.
7. Your complete uniform, provided by the school, should be worn at all games. It should be kept neat and clean.

Responsibility to Others (applies to both Coaches and Players)

1. Always respect the referees. Their decisions are final.
- 2.. Any athlete who is charged with a technical foul or yellow/red card for unsportsmanlike behavior shall not be permitted to play in the next game/contest in which his/her team is involved.
3. The opponents are necessary for a game. Treat them with respect.
4. The coach has the right and duty to pursue disciplinary action within the guidelines for the S.T.M.M.S.A.A. These guidelines provide for action up to and including permanent suspension from team participation.

Student Activities Association Coaches Guidelines

1. Head coaches must be at least 21 years of age. An assistant coach may be under 21 provided an adult would be at every game and practice when the head coach was unavailable.
2. At least one adult female is to be in attendance at all girls team practices and contests. At least one adult male is to be in attendance at all boys team practices and contests.
3. All coaches or other adults involved in student supervision must complete all diocesan requirements regarding criminal background checks, blood borne pathogens training, PGC, etc.
4. Coaches shall display good sportsmanship to instill in each student a sense of responsibility for being good examples to one another. Coaches should always be positive in coaching and encourage a good attitude towards officials. Sportsmanship covers not running up the score on another team. Obscene language and behavior will not be tolerated. Coaches should not incite the

fans toward opposing coaches, players or officials. Athletic Directors are instructed to caution coaches and remind them of their responsibilities in this regard.

5. All coaches will answer directly to their Athletic Director who will in turn answer to his/her Principal.
6. Serious infractions regarding sportsmanship should be brought to the attention of the ADC by the schools involved and principals are to be informed.
7. Any coach who is charged with a technical foul for unsportsmanlike behavior shall not be permitted to coach the next game/contest in which his/her team is involved.
8. Any coach ejected during any NSCC game/contest while coaching shall not be permitted to coach the next two games/contests in which his/her team is involved.
9. Any coach ejected more than twice in a season while coaching in the NSCC will not be allowed to continue coaching and may be barred from any future coaching positions at that particular school in the NSCC.
10. IHSA rules governing sportsmanship and coaches shall apply in all cases.

Student Activities Association Spectator Guidelines

All spectators are expected to exhibit acceptable conduct at all times and may be removed by the game officials or authorized personnel of the host school.

- A) Fans are expected to be courteous and respectful of the host school facility and those in authority.
- B) Obscene language and behavior will not be tolerated.
- C) Kicking and stomping on bleachers is unacceptable.
- D) Local host rules regarding food and drink in gyms must be observed.
- E) All student spectators are to be supervised by an adult.

Any violation of these policies and rules is subject to review by the ADC.

IHSA rules governing sportsmanship and spectators shall apply in all cases.

Student Activities Association Parent Code

It is a commitment for you as well as your child to be a member of a team or squad.

1. At all times parents should conduct themselves in a manner that represents the Christian values taught at St. Margaret Mary Catholic School.
2. Every effort should be made to ensure that your child has completed all homework and other chores on days that practices and games are scheduled.
3. Attendance at practices and games is mandatory unless excused by the coach in advance.
4. Promptness is necessary when delivering or picking up your child for games and practices.
5. Uniforms should be cared for properly. They are costly and cannot be easily replaced. Check with the coaches as to the proper care and cleaning of uniforms.
6. Support your child at all games. Accept the results of each game. Encourage your child to be gracious in victory and to turn defeat into victory by working toward improvement.
7. Be kind to your child's coach and officials. Both are volunteers, giving of personal time to provide a recreational activity for your child. The only reward received is the personal satisfaction of having served the community.
8. During the games, no parental interference with the coaching will be tolerated.
9. If concerns or issues arise, please follow the parent communications process located in the Student Handbook for making arrangements to speak with the coaches. We are a community of faith striving to live the gospel values.
10. Any issues relating to the team and coaching, such as play time, practices or other issues should be communicated by submitting the proper form (available on the web site) to the school

office.

11. Parents bringing younger children to view the game must accompany their children and see that they remain in their seats. Playing on the sidelines interferes with the game and is inappropriate.

12. All Student Activities Committee meetings are open to any interested parents.

13. Volunteer services are warmly received.

Necessary fees and forms, and attending the mandatory meeting are needed prior to the beginning of the season.

1. Athletic fees.

2. Registration form.

3. Proof of insurance.

4. Sports physical.

5. Mandatory parent meeting at the beginning of each season and in May in order for your child to participate in the program.

6. Uniform policy form must be signed by parent prior to distribution.

Parent/Student Handbook Return Form 2011-2012

Please read this Parent/Student Handbook with your student(s), print this page from website, if necessary, sign the bottom of the page, and return the entire page to the school office by August 26, 2011.

Pay particular attention to:

** denotes change or clarification from previous Handbooks

Allergies

Arrival and Dismissal of Students

Allergies** page 10

Attendance/Tardies/ Perfect Attendance

Bus Rules

Computers/Internet

Discipline** pages 14-16 – see bullying policy

E-Readers** page 17

Free Dress Passes

Health Exam requirements

Homework/Grading scales

Honor Roll requirements for 5th-8th grades

Lockers

Medication policy

The Parents Role in Catholic Education

Parental Cooperation Policy

Uniforms: change in skirt length, change in shoe policy, sweatshirts must be in good condition -p. 30-32

Out of Uniform Days

Vacations: make-up work

Possession of electronic devices

Parking and pickup of students

Tuition payment/late tuition consequences

Playground Supervision

Visiting and entering the school

Volunteering at school

Notes necessary for all students changing regular dismissal routine

Website for school closing

Automated parent notification system

Diocese of Rockford mandated forms

I have read the Parent/Student Handbook with my child(ren) and we agree to abide by it's contents.

Please print parent name

Please print student name

Parent's Signature

Student signature

Date