



Parent Handbook

**701 IL Rte 35 North
East Dubuque, IL 61025**

2017-2018

St. Mary School Faculty and Staff

| | | | |
|--------------|-------------------------|-----------|---|
| Pastor | Rev. Fr. Dean Smith | Principal | Mrs. Angela Jones |
| Grade 7-8 | Mr. Nathaniel Kass | Hot Lunch | Mrs. Doris LaPage |
| Grade 5-6 | | Custodian | Mr. Thomas Burdt and Mrs. Mary Kay Donar |
| Grade 3-4 | Mrs. Jennifer McDermott | Phy Ed | Mr. Nathaniel Kass |
| Grade 1-2 | Mrs. Amy Spain | Computer | Mrs. Jenny McDermott |
| Kindergarten | | Music | Mrs. Mary Kay Donar |
| PK Aide | Mrs. JoJo Sullivan | Art | Mrs. Gina Lang |
| Secretary | Mrs. Annie Kass | Library | Mrs. Elaine McNeil and Volunteers |

Contact Information

| | |
|-----------------|--|
| Ms. Blocklinger | iblocklinger@stmary-ed.org |
| Mrs. Spain | aglennon@stmary-ed.org |
| Mrs. McDermott | jmcdermott@stmary-ed.org |
| Ms. Brimeyter | bbrimeyer@stmary-ed.org |
| Mr. Kass | nkass@stmary-ed.org |
| Mrs. Kass | secretary@stmary-ed.org amcallister@stmary-ed.org |
| Mrs. Jones | ajones@stmary-ed.org |
| Father Smith | stmaryeastdubuque@yahoo.com |

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MISSION STATEMENT

The mission of St. Mary School is to prepare the students entrusted to our care to be responsible Christians. It is our mission to develop each individual's potential to become well-rounded members of the community by stressing Catholic liturgy, traditional Christian values and the basic skills necessary to meet the challenges of an ever-changing society.

PHILOSOPHY

St. Mary School is an educational faith community of the parish that provides an environment of Catholic Christian living. Recognizing that each child is a unique individual, we strive to meet their needs through a personalized education in a disciplined, loving atmosphere. The students' potentials are developed to enable them to accept and live the Christian message now and in the future.

GOALS

Faith Community

- To provide a positive Christian environment which fosters faith development in students and faculty.

Educational Excellence

- To update curricular needs on a cyclical basis to provide our students with the skills needed to be productive in their future educational endeavors.
- To provide our students with opportunities to develop their creative and imaginative abilities.

Self-Concept

- To affirm one another's strengths; to foster acceptance and respect for oneself and others.
- To foster responsibility, self-discipline, accountability, and decision-making skills.

Peace, Justice and Global Awareness

- To respect one another and our environment and to further awareness of global issues.
- To foster good citizenship practices, community involvement, and volunteerism.

Admission

Pupils may be registered for Kindergarten if they have attained the age of five by September 1, and first grade if they will or have attained the age of six by September 1.

Children entering school for the first time should bring a copy of their official, government issued birth certificate and baptismal certificate for placement in their permanent file (Re: PROTECT Act of 2003, 42 U.S.C. §§ 5771 and 5780)

Absences

Parents are required to call or email the school before 8:20 am if their child will be absent. If we do not hear from you by 9 am, the office will call you. The office must know what illness your child has for our report to the Health Department. Children who are sick should be kept at home. In case of extended illness, i.e. chicken pox, measles, etc., it is not necessary to call each day, but we advise you notify the office of their projected return. Any student absent from school will not attend or participate in any extra activities such as sporting events, parties, or programs that evening.

Attendance

Regular and prompt attendance in school is extremely important to a student's success in school. A student with regular attendance is more likely to succeed in academics, because it is difficult for the student to build their skills and progress if he or she is frequently absent.

Blue Folders

Blue folders will go home with the **EACH** child in the family. Look for this blue folder each day and return it the following day. Any communication between home and school during the week may be placed in the folder. The weekly newsletter will be sent home on the last school day of the week, with the youngest child.

Cell Phones and Electronic Devices

For the purposes of this handbook: "cell phone" refers to cell phones, iPods, iPads, tablets, etc.

In general, there should not be a need for students to have a cell phone at school. If a need arises for a student to bring a cell phone to school, the following guidelines apply:

1. Students may not use their cell phone during the school day without the permission and supervision of a staff member. For cell phone usage regulations, the school day is defined as the students' arrival on school property in the morning and their departing from school property at the end of the day.
2. Cell phones must be handed over to the student's teacher at the beginning of each day.
3. Students may never use cell phones while on school property for taking photos/video or accessing the internet without the permission and supervision of a staff member.

Additionally, cell phones are never to be used for any purpose in restrooms or locker rooms. Violation of any of these rules will result in confiscation of the cell phone and appropriate disciplinary action. The item will be kept in the office until the end of the school day. It is the responsibility of the student to pick up the cell phone in the office after the final bell.

Daily Schedule

Times subject to change -based on bus schedule.

Grades PreK-2

8:25 – School begins
8:30 – Tardy bell
8:35-10:10 – Class Time
10:10-10:30 – Recess
10:30-12:00 – Class Time
12:00-12:45 – Lunch and Recess
12:45-3:10 – Class Time
3:10 - Dismissal

Grades 3-8

8:25 – School begins
8:30 – Tardy bell
8:30 -12:00 – Class Time
12:00-12:45 – Lunch and Recess
12:45-3:10 – Class Time
3:10 – Dismissal

Dismissal from School

No child will be dismissed from school due to illness or other reasons unless the parents or other responsible adult have been contacted and arrangements for transportation have been made.

- The child must have note signed by a parent for early dismissal due to doctor/dental appointments, etc.
- A note is needed for any arrangements out of the ordinary regarding your child's transportation home from school.
- If someone else needs to pick them up, we ask that you send a note to the office including a description of their vehicle. This is for your child's safety.

Drugs and Alcohol

Students are prohibited from using or being under the influence of alcohol or drugs while at school or any school-related functions. Included within the prohibitions set forth in this policy are the following:

- Use, possession, manufacture, distribution, dispensation or sale of drugs, drug paraphernalia or alcohol on school 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 drugs, drug paraphernalia or alcohol.
- Being under the influence of drugs or alcohol on school premises or in connection with any school related activity.

The school reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of such use exists. A "reasonable suspicion" of drug and/or alcohol use may be based upon the observation of the student's behavior, information received regarding alleged

alcohol or drug use and/or other indicia 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 and including expulsion from the school.

Emergency School Closings

In addition to radio and television announcements as official notification of school not being in session due to inclement weather, you may also choose to sign up for our telephone notification system. When the school buses are not running, both the public and parochial schools are closed. St. Mary School is closed for weather any time that East Dubuque Public Schools are closed. If school is dismissed early due to bad weather, the radio and television will carry the message. Please have arrangements made and fill out the Weather Related Early Release Form at the beginning of the year and return to school as soon as possible in order to be added to the telephone notification service.

Firearms on School Property

The Illinois Firearm Concealed Carry Act prohibits the carrying of firearms on school premises or into a school building or any other facility operation by a school, such as a school's outdoor football stadium. This is the rule, regardless of whether the individual carrying the weapon has a concealed carry license.

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the superintendent or his or her designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident and to the Illinois State Police.

Homework

Homework is a necessary part of education. Through thoughtful attention to homework assignments, a student is enabled to do individual independent work, apply what is being learned and to prepare for the next day's lesson. This work will not be new, but a review or reinforcement of work already presented. Homework that is excessively lengthy, complicated or interferes unreasonably with family living does not accomplish the purpose. The time necessary for doing homework will vary according to grade level.

- K-3rd Grade: 15-30 minutes
- 4th-6th Grade: 30-60 minutes
- 7th-8th Grade: 60-90 minutes

No homework will be given on nights when there is an all-school event. This does **not** include athletic events. ***Students should also be taught to use their school time wisely so they don't have to spend too much time at home trying to get their work completed.***

Hot Lunch and Milk

The price of hot lunch is \$2.00. This includes the main course, vegetable, fruit, and milk. Tickets may be bought for a week, a month, or more if you wish, but we do not sell single tickets. Children may pay cash each day if they choose.

The price of a carton of milk is 50 cents. The children may purchase milk to go with their cold lunches, or may buy an extra milk to go with their hot lunch. Money may be sent to purchase tokens for extra milk in the same manner as hot lunch tickets are purchased.

Inspections

Individuals, upon entering 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 of students and visitors existing on the school's premises.

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

- Lockers
- Knapsacks, briefcases, gym bags, or similar such devices brought onto or existing on school premises.
- Vehicles on school premises.
- Clothing (with appropriate safeguards for the individual's personal privacy.)
- Desks
- Other property (whether school, student or visitor) existing on school premises.

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

Mandated Reporter

Every employee of a school and every volunteer in the Diocese of Rockford will read and acknowledge receipt of:

1. Sexual Misconduct Norms available online at the Diocesan's website.
2. Acknowledgment of Mandated Reporter Status
3. Diocesan Code for Technology and Social Media available online at the Diocesan's website

Every school employee and catechist is to annually sign the verification form acknowledging his or her criminal history has not changed in the previous 12 months. These documents assist the Diocese in ensuring the safety of its employees, volunteers and those with whom they minister. Additionally, each employee of a school and/or of a parish religious education program and every volunteer who has direct contact with minors must take the Protecting God's

Children training course and provide to the school/parish verification of satisfactorily completing the training course.

Medication

If your child requires prescription medication during the school day, please bring a signed note from your doctor, along with the medication. If your child needs an over the counter medication during the school day, please send in a note along with the medication. **We cannot dispense medication unless it is sent in, along with a signed note.**

Missing Person and his/her School Record

Each school shall have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State police.

The procedure is as follows: Upon notification by the Illinois State Police of a person's disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

Money

When sending checks/cash with the children to pay fees, hot lunch, fund raisers, etc., please put it in an envelope marking what it is for or write what it is for in the subject line.

We also ask that you send separate checks/cash for hot lunch, tuition and other fees. This money goes into separate accounts and also helps with the bookkeeping. If you are buying lunch tickets for more than one child, separate checks are not necessary. The secretary will divide the amount sent between all the children.

Newsletter

Each Friday, the principal will send home a newsletter explaining any upcoming events, changes and news from around the school. Upcoming calendars and lunch menus will be attached to the newsletter at the end of each month. Also attached to the newsletter will be any other information from school in order to keep communication lines open between school staff and parents. This information will also be accessible via the school website. www.stmary-ed.org.

Nondiscriminatory Policy

As an equal opportunity employer, St. Mary School allows for no discrimination in employment. In keeping with the requirements of State and Federal law, St. Mary School prohibits discrimination against employees and/or candidates for employment on the basis of religion, race, color, national origin, age, gender, political affiliation, veteran status, ancestry or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job with or without a reasonable accommodation.

In addition, all educational programs of St. Mary will not discriminate on the basis of age, race, color, gender, national or ethnic origin.

Phone Calls

Except for emergencies, neither students nor teachers will be called to the phone during school hours. If a parent wishes to talk to a teacher, a message may be left with the school secretary and the call will be returned at the earliest convenience. The telephone is not intended for general use of the children.

Photographs

At times candid photos of your child(ren) will be taken as they are involved in various school activities. If these photos are NOT to be used for public relations, (school brochures, website, etc.) please sign the photo release form at the beginning of the year and return to school as soon as possible. If you choose not to return this form, it will be assumed that the use of these photos is acceptable.

Physical Examinations

New Preschoolers & Kindergarteners, all students new to the school, and all students entering 6th grade are required by Illinois State Law to have physicals and up-to-date vaccinations. Lead assessments and diabetes screenings are also required during this exam. In addition, students entering 6th grade are required to provide proof of the tDap vaccination.

There are health clinics held regularly by the Jo Daviess County Health Department where children may get their required immunizations. Call the Health Department for times and appointments.

If you are not vaccinating your child for religious reasons, a letter of explanation must be presented to the principal, which will in turn be reviewed by the Superintendent of the Diocese of Rockford. If this step is not taken, and your child is not appropriately vaccinated, your child will not be allowed to return to school until appropriate documentation is submitted and approved.

Dental exams are required for Kindergarteners, 2nd & 6th Graders.

Vision Exams are required for Kindergarteners and anyone new to Illinois Schools.

Pre-School – Early Childhood

Registrations Policy: The requirements for Preschool registration at St. Mary School are as follows:

The child must be 3 years old and toilet trained.

Registration will begin in the middle of March and extend until the class fills.

Regular class hours for Preschool are from

3 year old: 8:20-11:30 AM on Monday, Wednesday and Friday

4 year old: 8:20-11:30 AM Monday through Friday

If school should be delayed due to bad weather please remember the following:
If school is delayed one hour, preschool will also start **one hour later (9:20)**
If school is delayed two hours, preschool will be cancelled.

School Committees

P.A.T.S. (Parents Appreciate Teachers and Staff) Committee

Our teachers and staff play a very important and valuable role in our children's life and education. The PATS Committee was started to organize special lunches and small treats to give our teachers and staff that extra "pat on the back" for all they do for our children. These meals are when the teachers are at school extra hours and hot lunch is not available, such as Institute days, conferences, etc.

Volunteer for this fun committee and meet other parents. If you would like to help, have ideas for us, or have any questions about what we do, please feel free to contact one of us for more information about PATS or attend a Home and School meeting. Parents are who make this PATS Committee possible!

Home and School Association

This association provides the link between the school and home, assists with activities and fund raising events. All parents are members of the Home and School Association. The monthly meeting dates appear on the monthly calendar. Everyone is encouraged to attend and participate!

St. Mary Booster Club

The Booster Club oversees the athletic program for boys and girls, organizes fundraising events, arranges for umpires and pays their fees, etc. If your child plays any sport at all, this organization makes it possible. All parents are welcome to join.

Tardiness

A student will be considered tardy if not present in the classroom when the tardy bell rings 5 minutes after the first bell. If tardiness is frequent or habitual, parents will be contacted by the principal or teacher.

Transferring Records

When a student enrolls at St. Mary School, we will ask the parents to sign a records request form, this will be faxed to the previous school within 14 days. When a student transfers out of St. Mary School, the records will be sent to the new school within 10 days of a release form being signed.

Tuition

Students attending St. Mary School pay the following tuition (Grades K-8)

| | |
|---------------------|--------|
| One Child..... | \$1900 |
| Two Children..... | \$3325 |
| Three Children..... | \$4230 |
| Four Children..... | \$4900 |

\$675 more per each additional child.

All families are expected to contribute to St. Mary Parish, East Dubuque in their weekly church envelopes.

No parish child will be denied a Catholic education due to finances. Scholarships are available. Contact the principal or pastor for more information.

Uniform Code

The purpose of the dress code at St. Mary School is to aid in providing a focused learning environment and to minimize faddishness and comparison among students. The dress code must be consistently appropriate for that environment to foster Christian respect and modesty. Parents are expected to help the school staff enforce the dress code policy. The school administration will have final discretion on what is appropriate or not appropriate for school wear.

Shirts

- Polo shirts in RED or NAVY BLUE. (NO white) Solid in color or with St. Mary logo.
- Shirts must be tucked in at all times.
- Students may not wear long sleeves under their polos
- Undershirts, for both girls and boys, must be white in color.

Pants/skirts/shorts

- Pants/ trousers/ capris/ walking shorts in NAVY, BLACK or KHAKI.
- Skirts/skorts are allowed for girls in all grades year round. From Oct 1st to April 1st, white, blue, or black tights must be worn.
- Shorts: Students may wear during the months of August, September, April and May, hemmed walking shorts, Bermuda shorts (1"-3" above the

knee) of solid khaki, navy blue or black. NO denim, fleece, sweatpants or biking shorts. The girls may wear Capri pants during these months.

- NO Yoga style pants, NO athletic pants, NO jeans.

Pullover/Jacket

- Solid color Sweatshirts/ sweaters/ cardigans in RED or NAVY BLUE.
- Royal Blue or Red St. Mary logo sweatshirts. NO HOODED SWEATSHIRTS.
- Students may wear St. Mary track jackets with either a red or navy polo under it.

Shoes

- Shoes must be tied at all times.
- Socks must be worn, (calf length or shorter).
- Closed toe shoes, no sandals or backless shoes.

Physical Education: Each child is required to have a clean pair of sneakers for PE class. The shoes children wear for physical education should be the kind that will not mark the gym floor. If your child in grades 5-8 would like to change for PE, they must bring a separate appropriate t-shirt and shorts.

Please mark all removable clothing (sweatshirts, coats, hats, gloves, etc, with your child's name. This ensures that it will be returned to you if placed in the lost and found.

Visiting School

Parents and guests are welcome to visit the school and are encouraged to do so. We ask that arrangements be made through the school office. Upon entering the building, please sign in at office.

APPENDIX A - Athletic Program and Eligibility

The purpose of our athletic program is to give young persons a chance to take part in organized and directed interscholastic contests. All practices and games will begin in a team prayer.

- Girls' volleyball team is part of the Wisconsin Parochial League.
- Boys and Girls Basketball is part of the Wisconsin Parochial League
- Girls and boys (7-8) have the opportunity to run track with the East Dubuque Public School.
- Boy's (7-8) football is offered in conjunction with the Public School.

The primary purpose of such contests is to instill the spirit of teamwork, sportsmanship, and fair play in their developments as young Christians. The desire to achieve, to win, is a characteristic of good character, but such desire must not be emphasized to the detriment of the primary purpose. Toward this end, the following guidelines should be observed.

1. Greater emphasis is placed on learning to play the games well, rather than on winning.
2. Avoidance of highly emotional approaches by coaches and parents in practice sessions and contests.
3. The following code of conduct for athletes representing St. Mary School will be enforced: An athlete is ineligible if his/her habits and conduct in and out of school are such as to make him/her unworthy to represent the ideals, principles, and standards of our school.

Athletic Eligibility

A student must maintain a "C" average (at least 76%) in all areas to participate in the Athletic Program. If a student's average falls below a "C", he/she will be placed on academic probation. This means that the student has one week to raise the grade. If they fail to raise the grade after one week, they will be suspended from athletic eligibility. This means that a student may participate in practices, but not in games until a "C" average is re-established.

APPENDIX B - Bullying

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 or school-sanctioned events or activities; or through the transmission of information from a school computer, a school computer 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. Face Book, 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 the discipline policy of the student's school.

APPENDIX C- EpiPen and Asthma Inhaler Policy

The usage of epi pens by students and staff is governed by the Illinois law known as "School Access to Emergency Epinephrine Act," effective August 1, 2014.

1. Use by a student: A student may carry on his or her person and may self-administer an epinephrine auto-injector ("epi-pen") and asthma inhaler where the student or student's parent/guardian supplied the epi-pen or asthma inhaler, and presented the school with a prescription authorizing the student to use the epi pen or inhaler. A parent whose child's condition requires the use of an epi-pen is required to notify the school, provide a prescription for the epi-pen, supply the prescribed pen to the student, and complete the forms required by the school. The prescription may be written by a physician, a physician assistant, or advanced practice nurse.
2. "Trained Personnel," in addition to a school nurse and persons authorized under the student's individual health care plan, are now permitted to administer the epi-pen and the asthma inhaler to the student.

APPENDIX D - Gangs and Gang Related Activities

The school is gang-free environment. Gangs as defined by 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. Gangs, 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 appropriate discipline and also may foster anti-social behavior, 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:

- Soliciting and/or recruiting others for membership.
- Participating in and/or inciting physical violence.
- Extorting or soliciting money and/or services, requesting any person to pay for protection or the payment of dues.
- Coercing, harassing and/or otherwise intimidating, threatening or causing harm to any person or thing.
- Wearing, possessing, using, displaying, distributing or selling clothing, jewelry, emblem, badge, symbol, or sign or other item commonly associated with membership in or affiliation with a gang or secret society.
- Using any verbal or non-verbal communications (gestures, handshakes, etc.) suggesting or showing membership in or affiliation with a gang or secret society.
- 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.
- Any other activity which violates any law or policy 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 the 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 dismissal from school.

St. Mary School Parent Handbook

Please read this document carefully, and return the form below stating you have read and understand the policies and information therein.

____ I have read and understand the directives and information included in the.
"St. Mary School Parent Handbook.

Parent/ Guardian (printed) _____

Signature _____

Date _____

*****Please sign and return by Tuesday, September 5, 2017***