

Santa Maria del Popolo School

**126 N. Lake Street
Mundelein, IL 60060**

847-949-2335

Fax – 847-566-1096

www.smdpschool.com

STUDENT/PARENT HANDBOOK 2009-2010

Emergency School Closing

If it is necessary to close school because of inclement weather, your local radio station and TV stations will broadcast the information. We will initiate an electronic telephone relay system for both inclement weather and any other emergency school closing.

Non-Discrimination Policy

Santa Maria del Popolo School admits students of any race, color, or origin. All students of Santa Maria del Popolo School are offered the same rights, privileges, programs, and activities.

In employment practices, Santa Maria del Popolo School does not discriminate on the basis of race, color, ancestry, age, military discharge, marital status, mental or physical handicap unrelated to the ability to perform duties of the position. This policy shall be interpreted consistently with the religious mission and teachings of the Catholic Church. This policy does not preclude preference in hiring being given to employees who are Catholic and who show an understanding of the Catholic faith and a commitment to living that faith.

Interpretation of Rules

Santa Maria del Popolo School reserves the right to interpret rules and policies as individual situations and needs arise.

Amendments to Handbook

Parents will receive notice of any amendment to the handbook in the school newsletter as soon as practical. Some changes might be made immediately due to unforeseen circumstances.

Acknowledgement of Receipt of Handbook

Parent(s) and student(s) are required to sign the enclosed contract stating that they have read and accept the rules and procedures of Santa Maria del Popolo School and submit it to the school office by Back-to-School Night.

**Santa Maria del Popolo School
Student and Parent Handbook
2009-2010**

We have read and will comply with the Santa Maria del Popolo School Student and Parent Handbook. Please return signed form to the school office by Back-to-School Night.

Parent Signature	Date
------------------	------

Parent Signature	Date
------------------	------

Student Signature	Date	Grade
-------------------	------	-------

Student Signature	Date	Grade
-------------------	------	-------

Student Signature	Date	Grade
-------------------	------	-------

Student Signature	Date	Grade
-------------------	------	-------

Student Signature	Date	Grade
-------------------	------	-------

TABLE OF CONTENTS

	<u>Page</u>		<u>Page</u>
MISSION	4	<u>COMMUNICATION</u>	
PHILOSOPHY	4	Calendar	21
GOALS	4	Edline / Monthly Newsletter	21
HONOR CODE	4	Messages for Teachers	21
FACULTY/STAFF ROSTER	5	Non-Custodial Parent Communication	22
2009-2010 EVENT CALENDAR	6		
		<u>SCHOOL ORGANIZATIONS</u>	
<u>GENERAL SCHOOL INFORMATION/ PROCEDURES</u>		Family Association	22
Absence	8	Fathers' Club	22
Attendance	8	School Board	22
Before/After School Care	8		
Bicycles, Skateboards, and Rollerblades	8	<u>SCHOOL POLICIES</u>	
Bus Transportation	8	Alcohol Use	22
Daily Class Schedule	8	Cell Phones	23
Drop-Off / Pick-Up Procedures	9	Child Abuse	23
Early Dismissal	10	Custody	23
Emergency Drills	10	Drug or Alcohol Abuse	23
Emergency Forms	10	Head Lice	23
Emergency Weather Closing	10	Health Requirements	24
Fundraising	11	Illness/Communicable Diseases	25
Lost and Found	11	In-School Illness and Accidents	25
Lunch Program	11	Inspection Policy	25
Lunch / Recess Duty - Parents	11	Medication	25
School Security	11	Personal Property/Electronics	26
Snacks and Birthday Celebrations	11	Photo Release	26
Student Insurance	12	Public Scandal Involving Students	26
Teacher Requests	12	Searches Conducted on School Property	26
Vision and Hearing Tests	12	Tardiness	26
		Technology – Acceptable Use Policy	26
<u>ACADEMIC INFORMATION</u>		Technology - Use Outside of School	27
Assessment and Evaluation	12	Technology – Website Guidelines	27
Cumulative Records	13	Telephone	27
Curriculum	13	Truancy	27
Field Trips	14	Vacation Absences	28
Graduation/Promotion/Retention	14	Volunteers – Safe Environment Requirements	28
Homework	14	Weapons	28
Honor Roll	14	Wellness Policy	28
Make-up Work	15		
Parent / Teacher Conferences	15	<u>STUDENT ACTIVITIES</u>	
School Supplies	15	Athletic Association	28
Special Services	15	Band	29
Standardized Testing	15	Children's Choir	29
		Handbell Choir	29
<u>BEHAVIORAL POLICIES</u>		Ministry	29
Conflict Management	15	Student Council	29
Discipline Policy	16	Student Safety Patrol	29
Dress Code/Uniform Policy/Winter Wear	18		
Lunchtime Behavior	20	<u>REGISTRATION AND ENROLLMENT</u>	
Playground Rules	20	Registration and Admission Policies	30
Policy on Bullying/Harassment	20	Student Age Requirements	30
Policy on Gang Activity	21	Non-Catholic students	30
Policy on Violence	21		
		<u>TUITION AND FEES</u>	31
		Tuition Payment Policy	32
		2009-2010 Late Payment Schedule	34

MISSION

Santa Maria del Popolo School is called by Santa Maria del Popolo Parish to provide an elementary education of excellence within a Catholic community that lives the Gospel message of Jesus Christ.

PHILOSOPHY

Santa Maria del Popolo School is a Catholic educational community dedicated to promoting the spiritual, intellectual, emotional, physical, and social development of each student in an environment which fosters Christian values of peace, justice, and concern for others as taught in the Gospels. Santa Maria del Popolo School recognizes that parents are the primary educators and faith models for their children. Together, school and home cooperate in the development of the whole child. Santa Maria del Popolo School affirms the uniqueness of each person and recognizes that the student learns best in an accepting and nurturing climate.

The role of the teacher is to facilitate learning and promote each student's self-esteem and personal growth primarily by modeling Christian values and academic excellence. With teachers and parents as role models, students are called to responsible membership in their Church and communities. Consistent cooperation and mutual respect among parents, teachers, and students are essential for the successful accomplishment of the mission and goals of Santa Maria del Popolo School.

GOALS

The theme for each school year is chosen at the beginning of the year. Santa Maria del Popolo School students are taught to aspire to be students of Faith, Scholarship, Character, and Pride.

In light of the mission, philosophy and theme, Santa Maria del Popolo School is committed to accomplishing the following goals during the 2009-2010 school year:

1. Santa Maria School will strive to encourage and support parents in their primary role as educators of their children.
2. Santa Maria School will recognize and celebrate the school's cultural diversity and promote respect for all people within and outside the school community.
3. Santa Maria School will revere the uniqueness of the individual person.
4. Santa Maria School will assist students in growing in their Catholic faith.
5. Santa Maria School will emphasize daily communal prayer as an integral part of spiritual development.
6. Santa Maria School will focus on writing skills at all grade levels and curricula areas to ensure that students can succeed in their ability to communicate.
7. Santa Maria School will emphasize critical thinking skills and problem solving strategies for students.

HONOR CODE

Santa Maria del Popolo School is committed to educating children within a community which is Christ-centered and family based, where faith, scholarship, character, and pride interact; and, where the individual is cherished and respected. In preparing our students to be lifelong learners, we serve as educators in faith, forming individuals empowered with knowledge and inspired by Gospel values.

Santa Maria del Popolo School is a community dedicated to wholesome inquiry and respect. The foundation of this community is a spirit of personal honesty and mutual trust. Through the Honor Code, the students of Santa Maria del Popolo School affirm their adherence to these basic principles.

An Honor Code is not simply a set of rules and procedures governing students' academic and disciplinary conduct; it is an opportunity to put personal responsibility and integrity into action. When students agree to abide by an Honor Code, they liberate themselves to pursue their academic goals in an atmosphere of mutual confidence and respect.

The success of the Honor Code depends on the support of each member of the community. Students, faculty, and staff commit themselves in their work to the principles of honesty and integrity. When they become aware of an infraction, they are obligated to report it to a school authority.

In accordance with the Santa Maria del Popolo School Honor Code, students are expected to act, both on and off campus, in a manner that will reflect positively on themselves and their school. Responsibilities of a Santa Maria student include, but are not limited to:

- Conducting oneself in a respectful manner that will guarantee the well being of themselves and others;
- Knowing and abiding by the rules and regulations of the school;
- Refraining from libelous, slanderous and inflammatory remarks and vulgar language;
- Doing their own work and working to the fullest of their ability;
- Refraining from conduct that disrupts the educational atmosphere of the school;
- Respecting the authority of all school personnel in maintaining order and discipline in the school and at all school events on and off campus.

FACULTY/STAFF

Santa Maria del Popolo School faculty members are state certified and qualified to teach in any comparable school, private or public. The principal must be state certified in educational leadership/administration as well as in instruction and curriculum development, K-12.

Faculty

Mrs. Briar Knudson	Kindergarten	1106
Mrs. Rebecca Jacobsen	1	1109
Mrs. Elizabeth Piper	2	1108
Mrs. Debra Emery	3	1107
Mrs. Jennifer Rheintgen	4	1202
Ms. Kristine Elliott	5	1201
Mrs. Jeane D'Amico	Librarian	Library
Mrs. Patricia Faull-Teglia	Computer / Grade 6 Religion	1203
Mrs. Mary Olszewski	6	1102
Mrs. Mary Fitzgibbons	7 / Spanish (K-8)	1101
Mrs. Michelle Spangle	8	1001
Mrs. Sheila Grom	8	1002
Mrs. Marianne Powers	Science (6-8)	1003
Mrs. Kristine Winkelmann	P.E./Health	Gym
Mrs. Pat Cole	Music	St. Joseph Room

Administration

Mrs. Patricia Strang	Principal
Mrs. Jeane D'Amico	Assistant to the Principal

Administrative Assistant

Mrs. Kathi Petrocelli

Staff

Mrs. Linda DeMarco	Teacher Aide	1106
Mrs. Jeanne Skaathun	Teacher Aide	1109
Mrs. Pam Nachowicz	Teacher Aide	Library
Mrs. Filomena Fiore	Lunch Monitor	

Band Director

Mr. Charles Shapera St. Joseph Room

Before School Care

Mrs. Patricia Faull-Teglia

After School Care

Mrs. Jennifer Rheintgen

Maintenance

Mr. Gene Doll	Maintenance
Mr. Jaime Morales	Custodial Engineer

SANTA MARIA DEL POPOLO SCHOOL CALENDAR 2009-2010

AUGUST

14	Friday	Kindergarten Interviews	9:00 am – 4:00 pm
17	Monday	Kindergarten Interviews	1:00 pm – 6:00 pm
24	Monday	Meet Your Teacher Night	4:00 pm – 6:00 pm
25	Tuesday	1 st Day of School Grades 1 – 8	Full Day
26	Wednesday	Kindergarten 1 st Day of School	11:15 am dismissal
27-28	Thurs-Fri	Kindergarten Early Dismissal	11:15 am dismissal
30	Sunday	Parish Picnic	
31	Monday	Kindergarten Begins Full Days	
31	Monday	Welcome Coffee	8:30 am

SEPTEMBER

7	Monday	Labor Day	NO SCHOOL
8	Tuesday	Back-to-School Night, Grades K-4 (Parish Center)	6:30 pm
10	Thursday	Back-to-School Night, Grades 5-8 (Parish Center)	6:30 pm
11	Friday	Opening Mass / Grandparents' Day	9:00 am
20	Sunday	Catechetical Sunday ~ School Family Mass	9:00 am

OCTOBER

2	Friday	School Mass ~ 6 th Grade Bible Presentation & Student Council Installation (Church)	9:00 am
5	Monday	2 nd Grade First Communion Parent Meeting (Chapel)	6:15 pm
6	Tuesday	School Pictures	
12	Monday	Columbus Day	NO SCHOOL
16	Friday	Catechetical Workshop	NO SCHOOL
18	Sunday	School Family Mass	9:00 am

NOVEMBER

1	Sunday	School Family Mass	9:00 am
6	Friday	School Mass – All Saints	9:00 am
7	Saturday	Fist Full of Dollars Dinner Dance/Auction	
13	Friday	End of First Trimester	
16	Monday	2 nd Grade First Reconciliation (Chapel)	6:30 pm
20	Friday	Report Cards	
22	Sunday	8 th Grade Rite of Welcoming	10:30 am
24	Tuesday	Thanksgiving Prayer Service & Parent/Teacher Conferences (1-8 pm)	9:00 am 11:15 am dismissal
25-27	Wed-Fri	Thanksgiving Holidays	NO SCHOOL

DECEMBER

5	Saturday	Christmas Craft Fair (Parish Center)	10:00 am – 4:00 pm
8	Tuesday	Immaculate Conception Mass	9:00 am
9	Wednesday	Christmas Program, Grades K-2 (Parish Center)	9:00 am
13	Sunday	School Family Mass	9:00 am
15	Tuesday	Christmas Program, Grades 3-8 (Parish Center)	7:00 pm
18	Friday	Christmas Mass	9:00 am (11:15 dismissal)
21-31		Christmas Break	NO SCHOOL

All School Masses are celebrated in the Church

ALWAYS CHECK YOUR MONTHLY CALENDAR FOR ADDITIONS OR CHANGES

JANUARY

1	Friday	New Year's Day	NO SCHOOL
4	Monday	Classes Resume	
9	Saturday	Catholic High Schools Entrance Exam	8:00 am
18	Monday	Martin Luther King, Jr. Day	NO SCHOOL
31	Sunday	Catholic Schools Week Mass	9:00 am
		Open House	10:30 am – 2:00 pm

FEBRUARY

1-5	Mon-Fri	Catholic Schools Week	
12	Friday	Teacher Institute Day	NO SCHOOL
15	Monday	Presidents' Day	NO SCHOOL
17	Wednesday	Ash Wednesday School Mass	9:00 am
21	Sunday	School Family Mass	9:00 am
22	Monday	Archdiocesan Inservice	NO SCHOOL

MARCH

1-5		Terra Nova Testing, Grades 3, 5 & 7	
5	Friday	Second Trimester Ends	
12	Friday	Report Cards	
17	Wednesday	School Mass – St. Patrick	9:00 am
21	Sunday	School Family Mass	9:00 am
25	Thursday	Parent/Teacher Conferences	4:00 pm – 7:30 pm
26	Friday	Catholic Bee	
29-31	Mon-Wed	Spring Break	NO SCHOOL

APRIL

1	Thursday	Spring Break	NO SCHOOL
2	Friday	Good Friday	NO SCHOOL
5	Monday	Easter Monday	NO SCHOOL
6	Tuesday	Classes Resume	
17	Saturday	Confirmation	10:00 am
23	Friday	Track-a-Thon	
24	Saturday	Family Association Progressive Dinner (tentative)	
27	Tuesday	8 th Grade Ribbon Ceremony (Chapel)	1:30 pm

MAY

1	Saturday	1 st Holy Communion	10:00 am
7	Friday	May Crowning (Church)	1:00 pm
12	Wednesday	Spring Talent Show, Grades 6-8 (Parish Center)	7:00 pm
19	Wednesday	Spring Concert, Grades K-5 (Parish Center)	7:00 pm
23	Sunday	School Family Mass	9:00 am
28	Friday	8 th Grade Dinner Dance (Parish Center)	6:30 pm
31	Monday	Memorial Day	NO SCHOOL

JUNE

2	Wednesday	Kindergarten Graduation Program (Chapel)	9:30 am
4	Friday	School Mass & Award Ceremony	9:00 am
		LAST DAY OF SCHOOL	11:15 am dismissal
5	Saturday	8 th Grade Graduation in the Church	10:00 am
7-11	Mon-Fri	Emergency Days	

All School Masses are celebrated in the Church

ALWAYS CHECK YOUR MONTHLY CALENDAR FOR ADDITIONS OR CHANGES

GENERAL SCHOOL INFORMATION & PROCEDURES

ABSENCE

For your child's protection, a parent is requested to call the School Office by 8:00 a.m. to report a student's absence. A recorded message may be left at any time before 7:45 a.m. at (847) 949-2335. If a child is marked absent by the homeroom teacher and no call has been received, the school secretary will contact the parent/guardian to question the absence.

If homework is requested, assignments may be sent home with a sibling or picked up at the end of the school day. Make-up work will not be available before 2:30 p.m. Teachers will not prepare homework ahead of time.

A student who is absent during the day for school, will NOT be allowed to participate in any evening school activities or sports activities.

ATTENDANCE

Our school day begins at 7:55 a.m. and ends at 2:25 p.m. To receive the maximum benefit from classroom and instructional participation, it is important that a child report to school on time and each day. Parents/guardians are urged to enforce this habit. Illness of the pupil, death in the family, and exceptional instances that affect the child and/or family are legitimate excuses for absence from school. A student who is not in school on an attendance day and who is not attending a school sponsored event or occasion at another location is recorded as being absent.

BEFORE SCHOOL / AFTER SCHOOL CARE

Before School Care is offered each school day beginning at 6:30 a.m. at a cost of \$9.00 per day. After School Care is available for students on regular school days only until 6:00 p.m.. The daily rate is \$15.00. Information and registration forms for both programs may be obtained through the school office.

BICYCLES, SKATEBOARDS, AND ROLLERBLADES

Students in grades 3-8 may ride bicycles to school. Although a bike rack is provided to allow students to lock their bikes, students must provide their own lock. **Bikes must be walked across the school parking lot and on sidewalks when students are present.** Skateboards, roller blades, and "shoe skates" may **not** be used on school property or as transportation to school.

BUS TRANSPORTATION

Public school bus transportation to and from school is available for students residing in Mundelein Elementary School District #75 and Diamond Lake School District #76 areas. Afternoon transportation is not available on early dismissal days. Please check the monthly calendar to note changes in regular bus service. *Students are not permitted to ride unless a registration form is on file.* Registration forms are available in the school office.

Safety is a primary concern, and each student's behavior while on the bus should reflect the principles of mutual respect and cooperation as outlined in the Discipline Code. Fighting, abusive language or any behavior that creates a problem in terms of safety will not be tolerated and may result in the forfeiture of bus riding privileges.

DAILY CLASS SCHEDULE

7:55 a.m.	Entrance Bell
8:05 a.m.	Classes begin (tardy bell)
11:15 a.m.	Lunch and lunch recess (Dismissal time for half day)
12:00 p.m.	Afternoon classes begin
2:25 p.m.	Afternoon dismissal

DROP-OFF / PICK-UP PROCEDURES

PARENTS: SHOULD SOMEONE OTHER THAN YOURSELF DROP OFF OR PICK UP YOUR CHILD(REN), PLEASE BE SURE THEY ARE AWARE OF THE FOLLOWING PROCEDURES.

Adult crossing guards are provided by the Village of Mundelein at designated intersections approximately ½ hour before and after school. One is posted at the intersection of Courtland and Lake Streets. At the intersection of Crystal and Lake Streets another adult crossing guard is posted to cross students who are dropped off and picked up in the St. Christopher lot. Students are required to cross only at intersections protected by a crossing guard.

PARKING AREAS:

St. Christopher Lot: Parking is permitted except in the areas that are protected by orange cones.

Small Lot: (adjacent to the rectory garage) Parking is permitted during the day except at student arrival from 7:45-8:00 a.m., or at student dismissal from 2:15-2:35 p.m.

Crystal Street: Marked parking spaces along the athletic field. **Parents will have to walk their child across the street as NO crossing guard will be posted there.**

NON-PARKING AREAS:

On CRYSTAL STREET from Lake to Lincoln and on LINCOLN AVENUE from Crystal to Division : Municipal signs are posted for “No Standing, Stopping, Parking”. The Mundelein Police Department will ticket violators.

The CIRCLE LOT in front of the Parish Center is parking for teachers/staff only (in the small circle spaces). This lot is for bus drop off/pick up.

Small Lot adjacent to the rectory garage when orange cones are in place.

St. Christopher Lot where cones are present.

When the orange colored safety cones are placed in the driveway of ANY parking entrance or exit, (especially in the small parking lot adjacent to the rectory garage), **for the safety of the children, PLEASE DO NOT DRIVE YOUR VEHICLE IN OR OUT OF THE LOT** until the orange safety cones are removed by the student safety patrol guards at 8:00 a.m. and 2:35 p.m..

A.M. DROP OFF AREAS:

Parish Center circle (ONLY for morning drop-off). Cars may **NOT** park in this circle. **This is a Bus Drop-off Area.** Cars must not stop any longer than it takes your child/children to safely leave your car. Always pull up as far as possible in the circle drive. STUDENTS should only EXIT from the RIGHT SIDE of the car to keep out of the “passing lane” of traffic.

Parents may pull around other cars in the “passing lane”, especially when waived on by a safety patrol member. When leaving the “drop off line”, please put on your left turn signal to alert the other drivers. PULL OUT SLOWLY.

DO NOT let your child/children leave the car less than two car lengths from the entrance of the circle drive. This is not safe and causes a back-up on Lincoln Street.

St. Christopher Lot (students will be crossed at the corner of Lake Street and Crystal Street). Students dropped off in the St. Christopher Lot are to use sidewalks and crosswalks.

Do not cross in the middle of the street.

RAINY AND SNOWY MORNINGS

Orange cones will **NOT** be blocking the entrance/exit to the small lot (adjacent to the rectory garage). Safety Patrol Teacher/Students will wave cars into the small lot to drop off students. PLEASE PULL into the lot as far as you can. Students will enter the building through the RAMP doors, and they will proceed to their respective entrance areas.

Teachers provide before school supervision from 7:45 - 7:55 a.m.. The school is not responsible for students dropped off prior to 7:45 a.m.. All students should stand in their designated grade level areas prior to the entrance bell:

Grades K-3: Chapel entrance

Grades 4-5: North (Gym) Door

Grades 6-8: West (Convent) Door

When the bell is sounded, students should proceed quietly to their homeroom.

P.M. PICK UP AREAS:

St. Christopher Lot has a coned off area which is the SAFETY ZONE where students wait until an adult walks to this area to escort the child(ren) safely to the car. STUDENTS WILL NOT BE ALLOWED TO LEAVE THIS AREA UNLESS ACCOMPANIED BY AN ADULT as students often run through the lot to their car.

Please DO NOT BRING YOUR PET out onto the parking lot. Students often want to run over to pet the animal, without realizing that cars are moving in the lot. Also, many young children are afraid of animals and we have many students allergic to pet dander.

Teachers are on duty in the St. Christopher Lot until 2:40 p.m. If any students have not yet been picked up, they will be escorted to the office at which time a phone call will be made to determine the status of the parent's whereabouts. Students will remain in the office until a parent/guardian arrives.

EARLY DISMISSAL

Doctor or other appointments should be scheduled outside school hours whenever possible. In an extraordinary situation requiring early dismissal from school, a written request, including the dismissal time, must be presented to the teacher or office secretary. The parent or/designated adult is to meet the child in the school office and sign the register.

EMERGENCY DRILLS

Chicago Archdiocesan schools are required to conduct fire and disaster drills regularly throughout the school year. Students are to follow the prescribed procedure quickly and quietly. Fire drills are scheduled at least once a quarter, or as needed. Tornado drills are scheduled during the tornado season. An emergency preparedness plan is kept in each classroom and is on file in the school office.

EMERGENCY FORMS

A copy of the emergency form is to be completed in full each school year, providing requested information to secure the health and safety of each child. Please notify the school office in writing if and when any information changes during the school year. If a parent cannot be reached, the school will try to contact others listed on the form. **It is imperative to keep the Emergency Form up-to-date.**

EMERGENCY WEATHER CLOSING

When the decision has been made that the school will be closed for a weather related emergency, families will be notified by an electronic telephone relay system. You may also tune in to any of the major broadcasting stations or channels. In the case of a tornado warning while classes are in session, or other endangering circumstances, all students will be kept in school until the all clear signal has been given.

FUNDRAISING

A significant portion of the school budget is based on fundraising. Members of the School Board and Family Association coordinate all school fundraisers. Parent support is essential to ensure the success of each of these fundraising activities and to maintain tuition and fees at a reasonable level. Casino Nights, FistFull of Dollars Raffle/Auction, Track-a-Thon, Market Day, and QSP magazine sales are some of the fundraising events sponsored by the School Board and Family Association.

LOST AND FOUND

You are encouraged to *place your child's name on all personal items*, especially school and gym uniform clothing. Items found around the school are turned in to the office. Items not claimed by the end of the school year are given to a charitable organization.

LUNCH PROGRAM

The Archdiocesan School Lunch Program is available to all Santa Maria del Popolo students. The meals served contain one-third of the daily nutritional needs established for children. The lunches are pre-packaged and delivered in refrigerated trucks daily. White or chocolate milk is included with meals or may be ordered separately.

Menus and order forms will be updated each month. Hot lunch orders and payment must be received by 9:00 a.m. each Monday prior to the week being served. Lunches must be ordered on a weekly basis. A separate order form must be completed for each student, each week lunches are ordered. One check may be written for families with more than one child (please note on the order form) Checks should be made payable to "Santa Maria del Popolo School". Credits will be issued for lunches missed due to illness only.

Free and reduced price lunches are available to children of families who qualify. Applications are available in the school office and families may apply at any time during the school year.

LUNCH / RECESS DUTY- PARENTS

Adult monitors supervise the students during the lunch/recess period. Families who have volunteered to help monitor lunch/recess are scheduled for duty one week of the school year. Families who choose not to volunteer are required to pay a \$75.00 fee. The safety of the students is dependant on every scheduled person to serve each day of their given week. **Parents/guardians who fail to report for their scheduled week without securing a substitute will be assessed the \$75.00 lunch fee.**

All students are expected to follow the usual school rules and regulations in regard to behavior during the lunch period. Homeroom teachers will review these rules and procedures with their students. Recess is outdoors. Students should dress appropriately for the weather conditions.

SCHOOL SECURITY

The school doors are locked during the school day. Admittance is accessible by ringing the bell at the main entrance. **All visitors must register in the school office. All visitors must wear a pass identifying who they are. At no time is a parent/guardian or visitor to go to a classroom during the school day.** Parents/visitors who attend the 8:15 a.m. mass in the chapel are to enter and exit the building using the ramp doors. Anyone arriving after 8:15 a.m. must go to the main school office for entrance to the chapel.

Parents are not to visit a student or teacher before or after mass.

SNACKS AND BIRTHDAY CELEBRATIONS

With the permission of the teacher, snacks and birthday treats may be distributed to all of the children in their homeroom. The teacher should be consulted regarding any food allergies/restrictions of any children in the classroom. Please take into consideration the nutritional value of the treat.

Birthday balloons, flowers, decorations may not be brought/sent to school or classroom as they distract from the learning environment we are seeking to achieve.

Parents/guardians are asked not to distribute birthday or party invitations to students at school unless invitations are included for each child in the class.

STUDENT INSURANCE

An insurance form from a private insurance company, affiliated with the Archdiocese of Chicago, is distributed to each student at the beginning of the school year. A descriptive brochure explains the insurance program and coverage. Coverage begins as soon as the insurance company receives the premium. Payment must be made by check (the cancelled check is proof of payment). All families are encouraged to take this coverage to supplement their own insurance in the event of an accident. Students participating in sports are required to verify their insurance coverage with the Athletic Association.

TEACHER REQUESTS

The school reserves the right to place students as deemed necessary and appropriate. The assignment of homerooms is done in the spring of the prior year. The goal of the collaborative decision by grade level teachers, departmental teachers, and the principal is to build a class which will enable each individual child to have an academically successful year in a social environment that supports continued growth and development. The best possible attempts are made to provide a gender balance, a range of overall abilities and personalities, and uniform class size. We ask that parents do not make specific requests to have or not to have a particular teacher. We will, however, be more than happy to accept specific and relevant information which describes or supports a particular academic or social/emotional need of your child. **This information should be put in writing to the principal.** Once again, although we welcome clarifying information, we will **not** accept specific requests for a teacher.

VISION AND HEARING TESTS

Annual hearing and vision screenings are provided for all students new to the school and for grades as selected by the Illinois State Board of Health. Referrals by parents and teachers of students are honored. Parents will be notified if their child should be referred for further testing.

ACADEMIC INFORMATION

ASSESSMENT AND EVALUATION

Progress reports are issued to students in grades 3-8 at mid-trimester. This report is intended to enhance cooperation between school and home, to avert failure in a given subject, to affirm consistent and proficient work, and to encourage additional effort and academic achievement. The progress reports **must** be signed by a parent/guardian and returned to the student's homeroom teacher in a timely manner. This is an excellent time to communicate with the teachers via written note, telephone, or request for conference. The assessment code used on both progress reports and report cards is as follows:

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

Report cards are issued at the end of each trimester for students in grades K-8. The report card envelope **must** be signed by a parent/guardian and returned to the student's homeroom teacher within three days of distribution.

A trimester honor roll acknowledges students who excel in their academic achievement. The honor roll will be posted outside the school office and in the parish bulletin. Students who achieve "straight A's" or perfect 3's are given special recognition by the principal.

CUMMULATIVE RECORDS

If a student is transferring to another school during the scholastic year, the office personnel should receive a records request from the new school. If the student has unpaid fees/fines, a *Unofficial Record Form* will be sent until all fees/fines have been paid. Official transcripts of scholastic records will then be sent to the receiving school within ten calendar days.

Santa Maria del Popolo School abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide, upon request, the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that information not be given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Regardless of custody, both parents have the right to receive a copy of trimester report cards in the absence of a court order. A non-custodial parent, who wishes to receive copies of report cards and financial statements, is asked to inform the school office of their address and phone number. Also, Santa Maria will comply with a subpoena or court order for student records.

CURRICULUM

Santa Maria del Popolo School provides a program of excellence for students in kindergarten through eighth grade. The curriculum areas include: religion, language arts, reading, mathematics, science, social studies, health, physical education, Spanish and computer classes, and the fine arts.

Religious Education, Prayer, and Liturgy

In the area of religious education, the school affirms families as the first educators of their children and relies on their support for reinforcement of faith learned at school. Parents whose children are preparing to receive the sacraments of Eucharist and Reconciliation are required to attend meetings related to the sacrament. All families are encouraged to attend mass regularly, to pray together, and to discuss the value of their faith with their children. Families are especially encouraged to attend the monthly 9:00 a.m. School Family Mass, usually on the 3rd Sunday of each month. Please consult the calendar.

Santa Maria del Popolo School provides students with opportunities for daily prayer, preparation of school masses, and prayer services. Students attend mass on a weekly basis in the chapel. Students are encouraged to live their faith by participating in service and ministry projects. Students are trained to be altar servers and have the privilege of serving school masses and prayer services as well as weekend masses.

Religion class is an integral part of the school day. The experiences and activities planned along with the doctrinal teachings are meant to provide strong foundations upon which each child can build his/her faith and Christian attitudes. All non-Catholic students are required to participate in all classroom instruction and school liturgies.

The parish priests are involved in the religious formation of our students. They are invited to visit classrooms and to supplement classroom instruction. They meet with the second and eighth grade students prior to the reception of the sacraments of First Holy Communion and Confirmation.

Computer Internet Access

Internet access is available to Santa Maria School. The internet offers vast, diverse and unique resources to both teachers and students. Our goal is providing this service to promote educational excellence by facilitating resource sharing, innovation and communication. Santa Maria School will make every effort to protect students from any misuse or abuse during their experiences with this information service. Students are given an "Internet Acceptable Use Policy" at the beginning of each school year. Students must sign the Internet Use Contract and parents must sign an Internet Consent Form before the student is allowed access to the Internet. Inappropriate behavior may lead to disciplinary action and/or denial of the privilege of internet use.

Library

Students have assigned library times throughout the week. Students are responsible to return books on the date due that is stamped on the DUE DATE slip in the front of the book. Students who are absent on the day a book is due must return the book on the day they return to school so that a late fee is not incurred. A one day grace period is allowed before the **\$0.05** fee for each day per book is charged for overdue books. Until the book is returned and /or the fee paid, a student is not allowed to take out another book.

FIELD TRIPS

To correlate with the educational programs, field trips are planned periodically. Since field trips are learning situations, they are counted as a school day and attendance is required. Prior to scheduled trips, a permission slip signed by a parent is required. The permission slip will also address the dress code, day, time of the field trip and mealtime provisions. Students must wear their school uniforms during a field trip, unless the teacher has received prior approval from the principal, who will grant them permission to be out of uniform. Field trips generally take place within the time frame of the school day. The permission slip will inform the parents if the time is extended beyond the normal dismissal time. The signed permission slip must be returned before a student leaves on the trip. *Verbal permission will not be accepted.* While on a field trip, all school rules are in effect. Parents may not attend the field trip on their own.

Serious or continuous abuse of school regulations could result in non-participation in field trips. School attendance, however, will still be mandatory.

GRADUATION/PROMOTION/RETENTION

Promotion and the opportunity to graduate, take place when a student demonstrates satisfactory completion of his/her work of the previous grade level. Promotion and graduation are contingent upon receiving a passing grade in all core subject areas as indicated on the student report card. Core subjects include: Religion, Reading, Language Arts, Mathematics, Science, and Social Studies; and Spanish. Music, Computers and Physical Education are also taken into consideration. Kindergarten achievement is based on growth throughout the year (social and academic). Students are expected to pass an examination on the United States Constitution and the Illinois State Constitution in the 7th / 8th grades.

The decision to retain a student shall be made only if there has been adequate evaluation and documentation that indicate the student would most likely profit from retention. Failing grades in the last trimester of the year may indicate the need for summer school in order to be prepared for the next grade.

HOMEWORK

Homework is not limited to written assignments. It can include reading, memorizing, reviewing, studying, and researching. Whatever type of homework is assigned, the student must accept his/her responsibility in completing it to the best of his/her ability. Students are responsible for all assignments given in class during their absence. Parents may request homework for an absent student by phone no later than 9:00 a.m. **Make-up work will not be available for pick up until 2:30 p.m.**

Each student in grades 2-8 has an assignment notebook in which homework is to be listed daily. *Parents/guardians are encouraged to provide a quiet place for study and to review daily homework assignments to insure their completion.* The teacher should be contacted if the child finds it difficult to complete the work within a reasonable amount of time, or if the child has insufficient homework.

In an attempt to instill student responsibility, students or parents/guardians may NOT return to the classroom to pick up forgotten homework or supplies after 3:00 p.m. We appreciate your cooperation.

HONOR ROLL

Students in grade 5-8 who maintain at least a "B" average on their report cards will be listed on the honor roll for the trimester.

To attain High Honors, a student must have a minimum of 4 A's and 3 B's in the core subject areas of religion, reading, language arts, math, spelling, science, social studies, and Spanish and a "B" average in other subject areas, with no report card grade below a B.

To attain Honors, a student must maintain a "B" average in the seven core subject areas and at least a "C" average in the other subject areas, with no report card grade below a C.

Negative behavioral comments will negate honor roll status.

MAKE-UP WORK

When a student is absent, it is his or her responsibility, upon returning to school, to consult with the teacher regarding work to be made up. Parents requesting homework for an absent student are asked to make the request by phone no later than 9:00 a.m. of the day on which this material will be picked up in the school office after school (2:30 pm) or sent home with a sibling.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled for each student after the first trimester report card. Parents/guardians have the opportunity during these conferences to discuss their child's progress and to design a program that will promote a consistency between school and home. Additional conferences may be arranged by writing a note to the teacher or by calling the school office. **Parents should not expect to meet with teachers without a scheduled appointment.**

TEACHERS ARE NOT AVAILABLE DURING THE SCHOOL DAY TO MEET OR CONFER WITH PARENTS.

SCHOOL SUPPLIES

Each child is expected to have available the school supplies listed on the supply list distributed at the end of the previous school year by the first day of class each August. The list of supplies for each grade level is also available in the school office and on the school website. Please check periodically if a fresh supply of an item might be needed. An assignment notebook will be provided to all 2nd -8th grade students in August.

SPECIAL SERVICES

The law for special services for all children allocates state and federal monies whether they attend private or public schools. Students at Santa Maria del Popolo School are eligible for the following services: academic and psychological testing; special classes designed to address learning problems; visual, auditory, and physical disabilities assistance. No services will be offered to students without parent/guardian consent. These services are provided by Mundelein Elementary School District #75.

- Families should discuss testing concerns with the homeroom teacher.
- In some cases intervention strategies can be utilized to remediate a situation without resorting to the extensive time and energy involved in special services testing.
- The principal will contact the district special services office.

STANDARDIZED TESTING

Standardized testing (Terra Nova Test) is typically administered to students in grades 3, 5, and 7 to establish individual achievement based on national norms. The testing period is determined by CTB and generally occurs during the month of March. Parents are urged to consult the school calendar in scheduling time out of school in order to avoid any absences during this important time.

BEHAVIORAL POLICIES

CONFLICT MANAGEMENT

Conflict involving parents/guardians, teachers, and principal will be resolved according to Archdiocesan Office of Education, Elementary School Guidelines, *Policy 163 (1994)*, *Local Conflict Management* and Archdiocesan Elementary School Policies, *Policy 189 (1987) Local Conflict Management*.

- (1) The conflicting parties meet to seek resolution through one or more meetings, as is necessary or desired. If resolved, the process ends.
- (2) If a resolution is not achieved in Step 1, the conflicting parties may meet in the presence of a mutually agreed upon neutral third party facilitator who assists the disputing parties in their efforts to resolve the conflict. If resolved, the process ends.

If resolution is not achieved in Step 2, the conflicting parties may enter into formal conciliation under the direction of a facilitator from the Office of Catholic Education. This step involves binding arbitration.

DISCIPLINE POLICY

As members of a Christian education faith community, Santa Maria del Popolo students are expected to behave in a manner that enhances the learning process and demonstrates respect for peers and adults. Each student is expected to put forth the necessary effort to make the school a place where everyone feels welcome and where all can pray, study, socialize, and play in an atmosphere of mutual respect. In order to ensure this educational environment, every student has the same rights and corresponding responsibilities within the school community.

Student Rights

- Right to a Christian educational environment where charity and justice prevail
- Right to an education presented with challenging, well-prepared instructional opportunities, supplemented with appropriately designed reinforcement and/or homework assignments
- Right to be safe; not to be endangered, threatened, or intimidated
- Right to be treated with respect and understanding
- Right to be heard
- Right to a clean and safe school environment

Student Responsibilities

- Arrive on time for all classes and school activities
- Comply with the uniform code
- Be prepared for classes with completed homework assignments and all materials needed to participate fully in classes
- Accept responsibility for one's own education by paying attention and participating fully in class, and completing homework assignments to the best of one's ability
- Be respectful and courteous of adults and peers
- Obey all regulations regarding safety, good manners, and order at recess and during the lunch period
- Treat the school property with care

Disciplinary Procedures

Daily efforts are made to foster good communication between Santa Maria del Popolo faculty/administration and parent(s)/guardian(s) of students enrolled in the school. When conflicts arise regarding disciplinary matters, all parties seek to find a resolution to the difficulty. If a student fails to respect the rights of other members of the school community and/or fails to accept his/her responsibilities, and thus fails to abide by the school's Discipline Code, the teacher will attempt to resolve the problem before it becomes a major issue. Any consequence given should be appropriate to the nature and degree of the offense.

Probation

Probation is a disciplinary action that may be taken for serious misconduct or when previous misconduct has been repeated. Disciplinary probation affords the student the opportunity to continue education in the school setting contingent upon cooperation and satisfactory behavior. Further infractions of school regulations may result in suspension and/or expulsion.

Suspension

Suspension is the temporary removal of a student from some or all school activities. Except in unusual cases, the suspension shall not exceed a period of five school days. The student may be admitted to class only after a conference has been held to identify and discuss the problem and develop a written plan to correct the misbehavior. Participants in this conference ordinarily include the student, parent(s)/guardian(s), the principal, and the teacher(s). Suspension is ordinarily invoked to prevent disruption of the school environment or to assist the student in overcoming a disciplinary problem.

Expulsion

Expulsion is the termination of the student's privilege to attend the school and requires transfer to another school. Except in extreme situations, expulsion will be imposed only after a period of probation and/or suspension, including but not limited to the following situations:

- The misconduct has been consistently repeated.

- Other forms of discipline have been previously pursued.
- Except in unusual circumstances, the school has been in contact with the parent(s)/guardian(s) regarding the child's misbehavior.
- The misconduct in the judgment of the principal has or, if repeated, will jeopardize the well being of the school community.
- Willful damage to the school or personal property.
- Carrying knives, drugs, or other objects deemed capable of causing harm.

Detentions and Progressive Discipline

- 1st Time: "Detention" sent to parents and returned signed. Student consultation w/teacher + detention time.
- 2nd Time: "Detention" sent to parents and returned signed. Student consultation w/teacher + detention time.
- 3rd Time: "Detention" sent to parents and returned signed, student meets with the principal and a letter of concern is sent to the parent(s) from the principal's office. Detention time is served w/teacher.
- 4th Time: "Detention" sent to parents and returned signed. Student consultation w/teacher + detention time. Additionally, student remains in at recess for 5 consecutive days. Essay plus Weekly Personal Decorum Progress Sheets will be required.
- 5th Time: "Detention" sent to parents and returned signed. Detention time served w/teacher. Student remains in at recess indefinitely. Staffing meeting is set with the student's teacher(s). Weekly Personal Decorum Progress Sheets required. In attendance at this meeting will be the parent(s), the student, and the principal. Clinical strategies will be discussed established.
- 6th Time: "Detention" sent to parents and returned signed. Student is suspended in school and is responsible for all schoolwork assignments and any other class requirements. The length of the suspension is contingent upon the time necessary to gather all the parties for a Discipline Council hearing. Every effort will be made to convene the council and all affected parties in an expeditious way.

The Discipline Council is made up of the principal, three teachers selected by the principal, and one teacher selected by the student. In attendance at this meeting, in addition to the council members, will be the student and his/her parent(s) only. *The Discipline Council meeting is part of the due process procedure. All decisions of the council are final.*

Note about the Discipline Council: If the school administration deems that any student offense is of a significantly serious nature and is in violation of any standards of the school rules, the discipline board may be called into meeting – regardless of detention sequence and level. The Discipline Council has as its options: exoneration, probation, clinical intervention, withdrawal, or suspension from school. The parish pastor will be informed and consulted. *All decisions are final.*

DRESS CODE / UNIFORM POLICY

To foster a spirit of equality and neatness, uniforms are worn by all students from Kindergarten through Grade Eight. Uniforms are to be worn from the first day of school until the last day of school, unless otherwise directed. Hats (baseball caps, etc.) are not to be worn inside the building. Students are expected to be neat and clean in appearance at all times. It is the responsibility of the parent to see that their child is dressed according to the uniform code. ***The school reserves the right to determine what is appropriate or inappropriate.***

Uniform apparel is to be purchased through Schoolbelles: www.schoolbelles.com (708) 598-8025

GIRLS

Jumper: gray plaid Grades K-4

Skirt: gray plaid Grades 5-8

Jumpers and skirts are NOT to be shorter than 2 inches above the knee

Skort (optional): navy or khaki

****Beginning in the fall of 2010: Girls in grades 4-5 will be required to wear skirts. Skorts for K-5 will no longer be permitted.***

Pants / shorts: navy or khaki **Must be worn at the waist**

Grades 5 – 8: Solid color black, navy, brown or tan belt must be worn with pants/short with belt loops

Polo Shirts: short sleeve, white or navy with Santa Maria logo

No long sleeved shirts are to be worn underneath polo shirt Shirts are to be tucked in at all times

Socks: solid white or navy anklets, knee socks, tights (LOGO and DECORATION free)

Socks must be long enough to be cuffed 2 inches NO ANKLE HIGH SPORTS SOCKS

Shoes: solid color black, dark brown, or navy sturdy shoes. Oxford style, loafer, or strap shoe, one inch or lower heel. No stripes or logos. Athletic shoes, Vans, hiking shoes, working shoes, cowboy boots, shoes cut above the ankle, backless, low-back, or sandal style shoes of any kind are not permitted.

OPTIONAL: navy micro fleece v-neck or long sleeve pullover with Santa Maria logo

Santa Maria sweatshirts / fleeces with **embroidered logo** are permitted

****Beginning in the fall of 2010: Only SMDP sweatshirts with logo may be worn***

GIRLS' UNIFORM CODE INFRACTIONS

- Skirt is to be no shorter than 2 inches above the knee
- Only navy sweatpants may be worn under jumper or skirt (must be removed once in school building)
- Only jewelry with crosses/religious medals is permitted
- Only stud earrings worn one on each ear-no other type is permitted
- No makeup (eyeliner, mascara, eye shadow, lipstick/gloss, etc.) is to be worn
- Only *clear* nail polish
- No temporary or permanent tattoos
- No trendy haircuts: no shaved areas on the head, punk, Mohawk, or multi-layered cuts
- Only natural color hair-no dyed hair *Bangs are not to cover the eyes*
- Hair accessories are to compliment the uniform in like colors (white, navy, gray, black)

GYM UNIFORMS FOR GIRLS AND BOYS

Grades K-4: must bring sneakers/athletic shoes that will *only* be worn in the gym

Grades 5-8: uniform shorts and shirts *and* must bring athletic shoes that will *only* be worn in the gym

BOYS

Pants / shorts: navy or khaki **Must be worn at the waist**

Grades 5-8 Solid color black, navy, brown or tan belt must be worn with pants/short with belt loops

Polo Shirts: short sleeve, white or navy with Santa Maria logo

No long sleeved shirts are to be worn underneath polo shirt Shirts are to be tucked in at all times

Socks: solid white, navy or black crew, tube, or dress socks (LOGO and DECORATION free)

Socks must be long enough to be cuffed 2 inches NO ANKLE HIGH SPORTS SOCKS

Shoes: solid color black or dark brown sturdy shoes. Oxford style or loafer. No stripes or logos. Athletic shoes, Vans, hiking shoes, working shoes, cowboy boots, shoes cut above the ankle, backless, low-back, or sandal style shoes of any kind are not permitted.

OPTIONAL: navy micro fleece v-neck or long sleeve pullover with Santa Maria logo

Santa Maria sweatshirts / fleeces with **embroidered logo** are permitted

****Beginning in the fall of 2010: Only SMDP sweatshirts with logo may be worn***

BOYS' UNIFORM CODE INFRACTIONS

- Pants/shorts are *not* to be worn at the hips
- Shoe laces must be tied at all times
- Only jewelry with crosses/religious medals
- No earrings are permitted
- Hair is to be neatly combed and trimmed. Hair must not be longer than collar length, must not overlap ears and must be above the eyebrow
- Only natural color hair - no dyed hair
- No facial hair of any kind
- No trendy haircuts: no shaved areas on the head, punk, Mohawk, or multi-layered cuts
- Only natural color hair-no dyed hair
- No temporary or permanent tattoos

ALL STUDENTS

Uniforms are to be clean / neat and not in need of mending

Pants/shorts are **NOT to have outside patch pockets**

Polo shirt collar must show when a uniform micro fleece/sweatshirt is worn

No long sleeved shirts are to be worn underneath the polo uniform shirt

Shoes/shoelaces are to be neat and clean at all times

Hats/Caps are not to be worn in the building

Uniforms are to be worn on all days when students attend mass/prayer service in the church/chapel

Spirit Days are out of uniform days-Students must follow the Out of Uniform Dress Code stated below

OUT OF UNIFORM DRESS CODE

- No hooded sweatshirts
- No shirts with inappropriate words/pictures
- No short shorts, boxer shorts, spandex shorts Shorts must be mid thigh
- No tank tops, strapless tops, see through tops, crop tops (no midriff skin showing)
- Hats/caps are NOT to be worn in the building
- **No flip flops, clogs, or backless sandals/shoes**
- No make-up, No costume -look

WINTER WEAR

Students must wear winter coats, snow pants, hats, gloves, and boots to be able to play on the playground equipment or in the snow when snow is on the ground. Please be aware of possible weather changes as your child leaves in the morning and be sure they are dressed appropriately for the weather. We will go outside for recess unless the weather is extremely cold or not safe.

LUNCHTIME BEHAVIOR

Students are expected to follow these rules:

- Follow the directions of the adult monitors
- Be courteous and considerate of others at all times
- Eat the food they bring or hot lunch as ordered
- See that the table, chair and floor are free of papers, food, and crumbs before they go out for recess or begin their next class

Anyone not following lunchtime rules may be disciplined by the adults on duty. Discipline may include:

- Loss of recess time / toys or games may be taken away during an indoor recess
- Sitting away from other students

Adults on duty should report lunchtime behaviors to teacher.

PLAYGROUND RULES

The following rules are in effect for the following areas: playground equipment and the grassy areas designated for use during recess.

- Students must follow all adult directions at all times.
- No rough physical contact is allowed including Red Rover, dodge ball, or tackle football.
- Equipment taken from the bins must be returned to the equipment bins at the end of recess.
- Only recess equipment supplied by the school is allowed. Students may not bring toys/equipment from home.
- Students may not play with stones, twigs, sticks and snow. Snow may NOT be thrown.
- Students are not allowed to re-enter the building when out for recess. *In case of an emergency, the student must report to the adult on duty.*
- Students must notify an adult if a ball goes over the fence.
Students are not allowed to retrieve anything outside the playground boundaries.
- Only one student per swing sits on swing, no standing on swings. Swing back and forth not sideways. No running between swings or jumping off while swing is in motion. No pushing other people on swings.
- No standing on the top of the bars. No acrobatic or gymnastic moves, or flips off of play set.
- No climbing up slides or jumping off over the side of slides.
- No hanging on any basketball rim or hoop.

Consequences for breaking the rules will result in the possible loss of recess privileges/other consequences to be determined by the teacher or principal. Students will be taken to the office for any disrespect, fighting, bullying, teasing, swearing or other serious issues. Students should line up quietly when the bell rings – no pushing!
Students will enter the building quietly.

POLICY ON BULLYING/HARASSMENT

Harassment and intimidation of others is prohibited at Santa Maria del Popolo School and at all school activities and events. No one will be permitted to harass another student, family, or staff member through persistent disturbances, insults, slanderous comments, threats, or other verbal or nonverbal communications. Prohibited harassments include all overt or implied threats, assaults, or verbal attacks of a general or sexual nature.

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

Retaliation in any form against an employee or student who exercise his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

Any employee or student, who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

POLICY ON GANG ACTIVITY

Gang-related activities are contrary to the Catholic Social Teaching and have no place in the Catholic school. Intimidation and/or disrespect of any person are unacceptable.

The following may be subject to disciplinary action:

- Intimidation and threat of physical harm to others
- Symbols that may be gang-related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps of other forms of clothing
- Display of signs/symbols on paper, notebooks, textbooks, and other possessions that may be gang-related
- Conduct on or off premises that may be gang-related

Parents/guardians are notified when their children are either suspected of being involved in gang-related activity. Gang activity may result in probation, suspension, and/or expulsion. The principal has the authority and responsibility to investigate and report suspected gang activity to local law enforcement.

POLICY ON VIOLENCE

Acts of violence are strictly prohibited at school, in transit to and from school, or at school-related functions. Acts of violence shall include assault of any other student, family or staff member, as well as the use of any object to cause injury to another person. The school may also consult with civil authorities with regard to the enforcement of state and local laws.

COMMUNICATION

CALENDAR

Each May, a tentative yearly calendar for the next school year is distributed to families. Each month, a calendar, which focuses on the events of the forthcoming month, is published. Please refer to the monthly calendar for information related to school events. The monthly calendar contains the most accurate dates and events.

EDLINE / MONTHLY NEWSLETTER

In an effort to cut down on the amount of paper being sent home, most of our regular "Friday Packet" correspondence will be posted electronically on our Edline site. Each family has or will receive an access code and instruction packet for activating its Edline account. Parents who would like to continue to receive paper copies of school correspondence must sign a written request. Edline should be checked at least weekly for the most current news from the office and any postings from teachers. Backpacks should be checked daily for any communication from the teacher or office.

The Monthly Newsletter is the official school-home communication. It is published on the last Friday of the current month for the next month and includes the Monthly Calendar. Please refer to the Monthly Newsletter for upcoming events and the most current schedules. Items to be included in the Monthly Newsletter must be submitted in writing by 9:00 am on the Tuesday of the week of publication. The principal must approve all submissions.

All letters/notes to be distributed to school families MUST first be approved by the principal and be submitted at least one week prior to the anticipated distribution date. Please plan ahead to avoid disappointments. Remember to check backpacks on all Fridays for additional communications.

MESSAGES FOR TEACHERS

Teachers are involved with their classes or duty from 7:45 a.m. to 2:25 p.m. each day and are not called to the phone during school hours. Messages for teachers may be left with the school secretary. Parents may also contact a teacher via email. All teacher/staff email addresses are first initial and last name @smdpschool.com.

NON-CUSTODIAL PARENT COMMUNICATION

Santa Maria del Popolo School abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide, upon request, the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that information is not to be given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Regardless of custody, both parents have the right to receive a copy of trimester report cards in the absence of a court order. A non-custodial parent who wishes to receive copies of report cards and financial statements is asked to inform the school office of their address and phone number.

SCHOOL ORGANIZATIONS

FAMILY ASSOCIATION

The Family Association is an organization that promotes family involvement in the school. The Book Fair, Fun Fair, Christmas Craft Fair and the Skating Party are just a few of the many activities sponsored by the Family Association. They also publish the student directory, sponsor teacher appreciation functions. The Santa Maria School Family Association board members for the 2009-2010 school year are:

Mrs. Colleen Finerty
Mrs. Julie Nugent

Mrs. Kyra Gorzowski
Mrs. Teresa Schahczinski

Mrs. Maria Luzano
Mrs. Rita Tarpey

FATHERS' CLUB

The mission of the Fathers' Club (FC) is simple, "Bring positive energy to help Santa Maria School and its students in any way that they can" by conducting fundraising activities where the proceeds benefit the school, volunteering as an "extra set of hands" on any function that helps the school, and taking on projects to improve the physical conditions at the school. A side benefit of being a FC member is participating in fun events planned for the families and the Dads, including ball games, open gyms, and other fun events. The FC always welcomes new members. If you are interested in joining or would like more information, please contact Marc Hallee at (847) 847-7308 or marchallee@sullivancotter.com.

SCHOOL BOARD

The Santa Maria del Popolo School Board is composed of seven elected members of the parish, the pastor, and the principal. The elected members serving on the board for the 2009-2010 school year are:

Mrs. Virginia Biegel
Mrs. Debbie Meyer

Mrs. Jennifer Hill
Mr. Patrick Reardon

Mr. Peter Heid
Mr. Dan Santner

Mr. Kevin Kristan
Mr. Joe Schott

The function of the school board is to assist in hiring the principal, to approve the budget and to formulate all policies relating to planning, operating, and maintaining the facilities and equipment of the school within the framework of Archdiocesan policies. ***The school board is not a grievance committee for settling parent/teacher/student disagreements.***

Meetings are usually held on the third Tuesday of each month (please check the monthly calendar) in the Parish Center conference room. All regular meetings of the School Board are open to parishioners and parents of children attending Santa Maria del Popolo School.

SCHOOL POLICIES

ALCOHOL USE

The school principal has the right and responsibility to prohibit adult consumption of alcoholic beverages at school sponsored events/activities on and off campus where children are present.

CELL PHONES

Students who carry a cellular phone to school must keep the cell phone turned **off** during the school day and stored in their backpack. A cell phone found turned on or being used during the school day will be kept by the principal until the end of the day. *The school is NOT responsible for the loss of any cell phone brought to school.*

CHILD ABUSE

Educators are mandated reporters to the State of Illinois Department of Children and Family Services (D.C.F.S.). Allegations/suspicions of child abuse and/or neglect will be reported to the D.C.F.S.

CUSTODY

If a child enrolled in the school does not reside with both birth parents due to divorce/separation, it is the responsibility of the parents to provide official documentation of custodial arrangements as expressed in a court decree. So that we are aware of custodial agreements, a copy of the court decree bearing the case number, pages referring to child custody as it relates to the school, and the pages bearing the judge's signature are to be submitted to the principal for the child's file. This information will be retained in the student's confidential file and is essential for maintaining appropriate and expected communication between home and school.

DRUG OR ALCOHOL ABUSE

Students enrolled at Santa Maria School are prohibited from the possession, use, distribution, purchase or sales of alcohol and controlled substances (drugs) while on school property or at any school sponsored event. Students are also prohibited from appearing on school property or at any school sponsored event under the influence of alcohol or any controlled substance (drugs).

When the School Principal has evidence that a student knowingly possess any of the aforementioned substances, or that the intent of the student was to possess, purchase, use, sell or distribute those substances, the Principal shall:

1. Notify the parent and the student will be removed from school property or school function.
2. Notify the police.
3. Establish a 10-day student suspension with automatic referral for an expulsion hearing.
4. Require a follow-up in-office parent conference (within 24-28 hours).
5. Determine whether Department of Children and Family Services should be called for apparent child neglect.

The parent/student:

1. Agrees to have the student submit to outside drug-alcohol assessment by the Department of Alcohol and Substance Abuse Certified Counselor and/or other qualified person (e.g.) doctor, psychiatrist, etc., at the expense of the family.
2. Provides proof of a valid outside drug-alcohol assessment and program recommendation to Santa Maria del Popolo School.
3. The student is encouraged to complete a drug-alcohol program (at parent expense) and submit a letter of satisfactory completion to Santa Maria del Popolo School.

Evidence of completion of the student drug assessment and participation in a drug/alcohol rehabilitation program will be given consideration by the Administration.

HEAD LICE

Head lice are common among school age children, and we feel that preventive measures are the best way to keep this from becoming a problem at school. In an attempt to prevent the problems due to head lice, head checks may be conducted monthly and students may be referred to the school office if suspected. Parents will be notified. The child will not be allowed to return to school until proof of treatment is provided and the hair is free of nits. Contact your family physician for the best course of treatment for your child. There is a video in the school office that may be checked out if you would like to learn more about treatment options.

HEALTH REQUIREMENTS

Santa Maria del Popolo School follows the guidelines set forth by the Lake County Health Department and the State of Illinois. All children in Illinois shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health. **These records are to be presented to the school before the first day of school. The child must be in compliance with the health and immunizations requirements by no later than October 15th of the current school year or the child will be excluded from school until proof of having had the health examination and having received the required immunizations is presented.**

Health Examinations and Proof of Immunization

All children in Illinois shall have a health examination as follows:

- Immediately prior to or upon entrance into any public, private, or parochial preschool or transferring from outside of the state of Illinois
- Prior to entering kindergarten or the first grade
- Upon entering sixth and ninth grades

Dental Examinations

All children in kindergarten and the second and sixth grades shall have a dental examination by a licensed dentist. Parents/guardians seeking an exemption to this requirement must submit the Dental Examination Waiver Form, provided by the State of Illinois Department of Public Health, to the school administrator.

Vision Examination

All children enrolling in public, private or parochial schools for the first time or entering kindergarten shall have an eye exam. Proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist is to be submitted to the school. Report cards may be held if the student is not in compliance with this regulation. This requirement may be waived for those families who show an undue burden or lack of access to a physician licensed to practice medicine or to a licensed optometrist.

Medical Objections

- The Physician Statement of Immunity must be attached to the Certificate of Child Health Examination form.
- Questions regarding medical exemptions should be directed to the Regional Immunization Representative or the Illinois Department of Public Health Immunization Section at 217-785-1455

Religious Objection to Immunization and Vision Examination

- Under Illinois law, a religious objection to immunizations or vision examinations must be in writing and must set forth the specific religious belief which conflicts with each immunization or examination.
- It is the responsibility of the Archdiocese of Chicago, as the local authority, to determine whether the written statement constitutes a valid religious objection.
- The written objection to immunization or the vision examination must be sent to the appropriate superintendent so a determination can be made as to whether the objection is valid under Illinois law.
- The written objection must be submitted to the school administrator by the parent or legal guardian. No student whose parent or legal guardian has asserted a religious objection may be allowed in school until a determination has been made as to the validity of the religious objection.
- The parent or legal guardian will be informed by the local school authority of a measles outbreak control exclusion procedure.

Reference: State of Illinois Eye Examination, Dental Examinations, and waiver forms are available online:

A copy of the State of Illinois Eye Examination Report can be accessed at:

http://www.isbe.net/pdf/eye_exam_form_IOA.pdf

A copy of the Eye Examination Waiver can be accessed at:

http://www.isbe.net/pdf/eye_exam_waiver.pdf

A copy of the Dental Examination Form can be accessed at:

<http://www.idph.state.il.us/HealthWellness/oralhlth/DentalExamProof.pdf>

A copy of the Dental Waiver Form can be accessed at:

<http://www.idph.state.il.us/forms/ohpm/Dental%20Exam%20Waiver.pdf>

ILLNESS / COMMUNICABLE DISEASES

All parents/guardians must report any communicable disease to the school immediately. Such diseases include chicken pox, measles, mumps, impetigo, strep throat and conjunctivitis (pink eye).

Any child having an elevated temperature will be sent home and must be fever free for 24 hours before returning to school. This is a safeguard for all children.

A student who is absent during the school day due to illness, is not allowed to participate in after school activities.

If, for any medical reason, a student cannot go outside for recess, a written statement from a physician explaining the nature of the illness and the length of time that the child will be required to remain indoors is needed.

IN-SCHOOL ILLNESS AND ACCIDENTS

A child who becomes ill or injured during the school day is to notify the teacher or other staff member in charge. Should it be judged necessary for the student to be taken home, the parent will be notified. If a parent cannot be reached, the designees listed on the Emergency Form will be called. Should those persons not be available, and if the nature of the illness or injury is considered serious for the place and circumstances, 911 will be called to assume responsibility for the sick or injured student.

INSPECTION POLICY

Individuals entering the school – whether students, employees, or guests – are expected to conduct themselves in keeping with established norms of personal conduct. In order to provide students and employees with a safe and healthful environment, the school reserves the right, at its discretions, to conduct inspections of property of students, employees, and visitors existing on the school premises.

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

1. Lockers
2. Backpacks, briefcases, bags or similar such devices brought onto or existing on school premises.
3. Vehicles on school premises.
4. Clothing (with appropriate safeguards for the individual's personal privacy).
5. Desks
6. 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.

MEDICATION

Medication should ordinarily be administered in the home; however, there are circumstances and certain times where medication must be administered during the school day.

Forms (available in the school office) must be filled out and on file containing a written order from the physician detailing medication, dosage, and time intervals for dispensation. Nonprescription drugs also require a written order from the physician. Documented permission from the parent **must** also be on file with the school office to permit the child to receive medication during school hours.

All medications must be furnished by the parent in the original sealed container, properly labeled by the pharmacist or physician.

All medications must be kept in the school office, with the case-by-case exception of prescribed inhalers and epipens. Students taking medications are expected to come at the designated time, and, in the presence of the designated staff member, take the medication as required.

PERSONAL PROPERTY / ELECTRONICS

Personal property items such as electronic games, Ipods, PDA's radios, toys, and athletic equipment are **NOT** to be brought to school. Any of the above items found on a student will be confiscated and given to the principal. Large amounts of money should not be brought to school, unless it is in an envelope for a school fundraiser. The school will not be responsible for these items.

PHOTO RELEASE

On occasion, Santa Maria del Popolo School uses photos and/or academic work of students in the school/parish publications to share information about the school. School publications include, but are not limited to: the website, school yearbook, student academic work, advertisements, annual reports, posters, newsletters, parish bulletins, and other public relations material. In addition, local news organizations may hear of our activities or events, and our school may invite or allow them to photograph or record our events. ***If the photo release form is not returned by the due date, it will be assumed that permission is given for a child's photo or academic work to be included in any form of communication. This form will remain in effect until the parent/guardian requests a change in writing***

PUBLIC SCANDAL INVOLVING STUDENTS

Catholic school students are responsible to the school staff for maintaining exemplary behavior in school, at school-sponsored activities, and while going to and from school. In addition, student conduct in or out of school that reflects negatively on the Church or Catholic school may be subject to disciplinary action, particularly when the names of the school, its teachers, or students are impacted by the behavior in or out of the school.

School personnel have a responsibility and a right to inform parents/guardians when their child's behavior is inappropriate, disrespectful, or harmful to themselves or to others. School personnel shall demonstrate care for both the safety of the students and the reputation of the school in incidents of public scandal.

Students will be subject to disciplinary action for:

- Actions gravely detrimental to the moral, spiritual, and physical welfare of other students
- Actions which are detrimental to the school's reputation
- Grave offenses which may include violation of criminal law
- Actions so outrageous as to shock the conscience or behavior of the community

SEARCHES CONDUCTED ON SCHOOL PROPERTY

All property of the school, including student desks and lockers, as well as contents, may be opened, searched, or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

TARDINESS

Students must be in their homeroom by the second bell at 8:05 a.m. Punctuality is very important to the education of a student. Tardiness is a practice that is disruptive for the given student, for the class, the teacher, and routines necessary for the functioning of the school. Occasional tardiness for some unforeseen and valid reason should be accompanied by a note or phone call from the parent. A student who is late must report to the office and obtain an admittance slip to class.

TECHNOLOGY – ACCEPTABLE USE POLICY

Each teacher must sign the Authorization as a condition for using Santa Maria's Internet connection. Each student and his/her parent/guardian must sign the Authorization before being granted unsupervised access.

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

TECHNOLOGY USE OUTSIDE OF SCHOOL

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats. Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

TECHNOLOGY – WEBSITE GUIDELINES

School Web pages are public documents welcoming the outside world to the school. The Archdiocese of Chicago has established guidelines for school Web pages. They must support the educational mission, goals, and objectives of the Archdiocese and must be appropriate for access for anyone. In producing Web pages the following goals are considered: (1) introducing external visitors to the school and its program and (2) linking internal users to outside information sources.

For students in Grades K-6, student work would be shown with first name only with no photograph. Small or large group photographs of students are permitted but may not have any identifying names. Individual student photographs are not permitted.

For students in Grader 7-8, student work may be shown with the student's first and last name with no indication of grade level and no individual photograph with the name. Individual, small, or large group photographs of students are permitted but may not have any identifying names.

As part of class/course projects, students may be developing and publishing Web page(s) on the Internet. Publishing Web pages is similar to publishing a newspaper with text and pictures. Just as anyone would pick up and read an article in a newspaper, anyone with access to a computer and to the Internet may find and read student Web pages.

TELEPHONE

Children must receive permission from the Principal's office or homeroom teacher to use the phone. They will *not* be permitted to call home for forgotten books, gym uniforms, etc. Children must develop a sense of responsibility in this regard.

TRUANCY

The State of Illinois defines a "chronic or habitual truant" as a child subject to compulsory attendance who is absent without valid cause 10% or more of the regular attendance days. Excused, unexcused and extended absences are all recorded as absences on the student attendance record. Excessive, repeated or prolonged absence from course work may result in lower academic achievement or failure. A student who has exceeded twelve (12) days of absence in a semester will receive an unexcused absence unless a physician's note is provided for the absence in question.

Students who are not in school or who are tardy without parental or school consent will be considered truant. Truancy will be considered a serious offense and disciplinary action will be taken.

VACATIONS AND LEAVES OF ABSENCE

Parents are ***strongly*** urged to avoid vacations or other leaves of absence for their children during the school year. *If such an absence is unavoidable, parents/guardians are asked to notify the teacher in writing.* **Teachers are not to be expected to prepare special assignments; therefore, students will not be given work ahead of time. The missed assignments/tests will be made up when the student returns to school.**

VOLUNTEERS – SAFE ENVIRONMENT REQUIREMENTS

The Archdiocese of Chicago requires the following for all school volunteers, including the occasional chaperone and/or classroom helpers:

1. Attending a VIRTUS training session.
2. CANTS (DCFS background check).
3. Acknowledgement of Code of Conduct.
4. Application for Volunteer Service (Form 7703).
5. Completion of online background check.

Per Archdiocesan policy, volunteers who have not completed all this documentation are not permitted to participate in school programs involving children. Again, these requirements are mandatory and not negotiable. No exceptions are possible – per Archdiocesan policy. Packets are available from the office.

WEAPONS POLICY

School officials shall report weapon violations to the local police. A student who uses, possess, controls, or transfers a weapon or any object that can reasonably be considered, or looks like a weapon on school property shall immediately be removed until there is a parent conference. Decisions would then be made regarding the student continuing at Santa Maria del Popolo School.

A weapon means possession, use, control, or transfer of any object that may be used to cause bodily harm, including, but not limited to, firearms, knives, guns, rifles, shotguns, brass knuckles, and billy clubs or “look-alike” of these objects. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, pens, and rubber bands may be considered weapons if used or attempted to be used to cause bodily harm.

WELLNESS POLICY

Santa Maria del Popolo School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. It recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.

STUDENT ACTIVITIES

ATHLETIC ASSOCIATION

Santa Maria del Popolo School Athletic Association provides a program of basketball, volleyball, track and field, and cross-country running for boys and girls. Girls in grades 6, 7, and 8 may participate in cheerleading. All teams participate in established leagues or conferences in the Lake/Cook County areas.

Representing Santa Maria in athletics is a privilege and responsibility. To retain this privilege, students must abide by the principles of mutual respect and cooperation outlined in the Discipline Code and adhere to the Athletic Eligibility Code. The student and his/her parent/guardian must sign a Code of Conduct contract. After being approved, the athlete must continue to perform satisfactorily in the area of behavior, attitude, and academic effort, or she/he will be suspended from the team. Participation in a sport requires parental permission and evidence of insurance, either school or family.

Parents volunteer their time at home games by serving as monitors and admission attendants. At the beginning of the school year, the Athletic Association will send information to families regarding the sports programs.

BAND

Students in grades 4-8 are eligible to participate in the school band program offered by Music Education Services. Lessons are given to the students on a weekly basis; two band rehearsals are scheduled each week. There are two band concerts scheduled each year; at Christmas and in the Spring. Information regarding participation and associated fees is available at the beginning of each school year. *Attendance at band practice, all rehearsals, and concerts is mandatory.*

CHILDREN'S CHOIR

Students in grades 3-8 are eligible to join. These students sing at school liturgies. Practice is during the recess period of the respective grades.

HANDBELL CHOIR

The Santa Maria Handbell Choir is a very distinguished and highly recognized musical group. This is an after school student activity. Students in grades 4 through 8 are eligible to tryout and participate in this group. These students perform at liturgies, special events, and concerts. Information is distributed throughout the school year by the choir director.

MINISTRY

Each student (K-8) performs ministry activities age appropriate for their grade level. Teachers give guidance to the students as to types of ministry that can be performed.

STUDENT COUNCIL

The purpose of the Student Council is to give students, elected by their peers, the opportunity and responsibility to exercise their leadership ability, to share in decision making, and to formally express the opinions of the student body in matters of general school interest.

To qualify as a candidate for a Student Council office, an eighth grade student must have a "B" average in the seven content areas with no report card grade less than a C in the last three quarters of the seventh grade. Homeroom representatives from grades 5-8 must have no grade less than a "C" for the last three quarters of the previous year to be a candidate. If elected the student must maintain the academic requirements of their specific office. In addition, officers and representatives are not allowed to have negative behavioral comments on their report card.

Being a member of the Student Council is a privilege. Conduct unbecoming a student council member, or a violation of the Santa Maria del Popolo codes and policies could result in permanent removal from the council.

STUDENT SAFETY PATROL

The purpose of the Student Safety Patrol is to assist in the safety of students. The students who serve on the Safety Patrol are giving their own time and are fulfilling a position of service for fellow students. All students must respect the Safety Patrol.

REGISTRATION AND ENROLLMENT

REGISTRATION AND ADMISSION POLICIES

Santa Maria del Popolo School is *established* to offer a Catholic education to the children of families registered as Santa Maria parishioners. The admission of students other than parishioners is based upon the availability of classroom space.

Registration is based on the following priority order:

1. Children of Santa Maria del Popolo parishioners
2. Children of St. Mary of Vernon church
3. Children of non-parishioner and/or non-catholic families

Registration and enrollment for students of current school families:

1. Unless arrangements have been made with the principal, all fees and tuition payments must be up to date.
2. Registration forms will be distributed to students at school.
3. Registration form must be completed and returned before March 1st.
4. Placement is not guaranteed after March 1st.
5. A non-refundable fee is required at the time of registration.

Registration and enrollment for students transferring to Santa Maria:

1. Transfer registration packets may be picked up from the school office.
2. A personal interview must be arranged for the student and parents with the principal.
3. A certificate of "Live Birth" must be presented– a copy will become part of the child's permanent file.
4. A Certificate of Baptism must be provided.
5. Current Medical and Dental Health forms must be completed for the child's permanent file.
6. A non-refundable fee is required at the time of registration.

The school reserves the right to refuse enrollment and/or place conditions for enrollment on any applicant whose placement may impair the health, security, well-being, or educational process of other students, or any applicant whose special needs might not be well-served by the programs of the school or has an academic record that is below standard. Acceptance decisions are made after consultation with an Admissions Committee and if necessary other appropriate individuals or agencies. All admissions decisions are final.

STUDENT AGE REQUIREMENTS

A child must be five years of age before September 1st of the current school year to enter Kindergarten, and six years of age before September 1st of the current year to enter the first grade.

NON-CATHOLIC STUDENTS

Non-Catholic students enrolled at Santa Maria del Popolo School will be required to participate in all religious instruction, prayer and liturgical celebrations along with their Catholic classmates.

TUITION AND FEES

TUITION AND FEES FOR THE 2009-2010 SCHOOL YEAR:

Tuition:	<u>Parishioner</u>	<u>Non-Parishioner</u>
One Child	\$3,704.00	\$4,233.00
Two Children	6,033.00	9,669.00
Three Children	8,079.00	9,122.00
Four Children	9,396.00	11,516.00

Parishioners are those families who are 1) registered as a parishioner of Santa Maria del Popolo 2) attend Sunday mass regularly and 3) use the parish offering envelopes at least twice per month.

Non-parishioners are those families who are NOT registered at Santa Maria del Popolo or St. Mary of Vernon.

Registration Fees: *New Families:* \$125.00/one student, \$175.00/two students, \$225/three or more students
Current Families: \$75.00/one student, \$100.00/two students, \$125.00/three or more students

Registration fees are due at the time of registration and are non-refundable.

Book Fee	\$185.00 per student
Technology Fee	\$60.00 per student
Voucher Fee	\$200.00 per family
Family Lunch Fee	\$75.00 per family
FistFull Raffle Ticket	\$100.00 per family

The above fees are added to the tuition amount.

All tuition and fees must be paid in full in order for registration for the next school year to be complete. The tuition/late payment policy may be found on the last pages of this handbook.

If you experience financial difficulty in paying your child's tuition and fees, please call the school office for a confidential discussion with the principal.

Tuition Management Systems administers our tuition payment program. You may contact customer service for any questions concerning your account at 800-722-4867 or on-line at www.afford.com.

This handbook is a formal agreement between Santa Maria del Popolo School and the parents/guardians of students who are currently enrolled at Santa Maria del Popolo School.

**Santa Maria del Popolo School
Tuition Policy**

TUITION PAYMENT:

- I. Families who are registered members of Santa Maria del Popolo or St. Mary of Vernon are entitled to the parishioner rate tuition. All others will pay the Out-Of-Parish/Non-Catholic tuition.
- II. All families shall be expected to make tuition payments to Tuition Management Systems (TMS), according to one of the following payment plans:
 - A. Full payment by July 5 or July 20.
 - B. Semi-Annual payments, July and January 5 or 20.
 - C. Monthly payments – payments either on the 5th or 20th of the month, are made for 12 months from July – June.

LATE REGISTRATION:

Students who register after July 1st must pay one month's tuition with the registration fee being added to the tuition total. Students who register after August 1st will have to pay two month's tuition with the registration fee being added to the tuition total.

Tuition for students registering after the first month of school shall be prorated according to the time remaining in the school year.

TUITION DELINQUENCY: If tuition is not up to date by mid-August the student's name will not appear on a class list and the student will not be permitted to start classes.

- I. Once the school year starts, if the tuition is not received at TMS by the due date, TMS will send a past due bill asking for immediate payment and a late fee will be charged.
- II. After 30 days a warning letter will be sent from the Santa Maria.
- III. After 61 days there will be a mandatory meeting between the principal of Santa Maria and the parents and student attendance will be interrupted per the attached chart. Late fees continue to be added on a monthly basis.
- IV. At the end of the semester, if tuition is delinquent, the student will not be permitted to return to school for the remainder of the school year.
- V. If the tuition accounts are delinquent for kindergarten students or eighth graders, at the end of May, they will not be permitted to participate in year-end graduation activities.
- VI. Transferring student's records will not be released to another school unless the tuition is current.
- VII. Delinquent tuition accounts at year end will be turned over to a collection agency.

TUITION ASSISTANCE: (Adopted 08/18/07, Updated 05/13/08, effective 12/01/08)

- a. All families wishing to pursue tuition financial assistance must be active members of the Santa Maria community.
- b. Financial assistance at Santa Maria means a percentage reduction in tuition only.
- c. All financial-aid applications must be submitted by March 1st of the calendar year for the start of the enrolling school year.
- d. Once the financial reports are received, the principal and pastor will meet to review the assessments.
- e. The percentage of reduction will be given for tuition only. All fees will need to be paid in full by the family.
- f. Applications will be accepted on a first come, first serve basis. Normally, we will only accept five applications.
- g. The maximum tuition reduction that will be given to each application is 50% per family. The normal tuition reduction will be between 5% and 40%.
- h. Our guidelines are to award three families with multiple students in the school and two families with one student.

For subsequent years

- Receiving an award one year does not guarantee an award in subsequent years.
- All families must re-apply every year they are in need of assistance.

- If a family received the maximum 50% of tuition reduction in a year, the next year the award will be between 5% to 40%, if need is still demonstrated.

The principal will inform all of the families, who submitted their applications on or before March 1st, by April 1st.

In cases that we received and approved less than 5 applications submitted by March 1st, the principal and pastor will convey a second meeting for families who submitted their applications after March 1st, but before March 15th. In those cases, the procedures will be the same as listed above.

If there are still less than 5 families who have applied for Tuition Reduction by March 15th, there will be a third meeting for families who have submitted their applications after April 1st, but before June 30th.

The School will create a scholarship account and will deposit donations in this account that are specifically given for this purpose.

TUITION REFUNDS:

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition, minus the registration fee that has been paid for the current school year. After the first day of school, tuition refunds shall be prorated over the number of school days each student was in attendance.

TUITION POLICY ACKNOWLEDGEMENT:

By signing the tuition contract at registration, parents/guardians acknowledge that they have read and understand the above policies and agree to comply with them.

Adopted 12/01/08
Effective 12/01/08

2009-2010 Tuition / Late Payment Schedule

Payment Number	Last Day Tuition Payment is On Time	\$30.00 Late Fee Charged After This Date	Tuition Current or Attendance Interrupted
1	7/5/2009	7/8/2009	
	7/20/2009	7/20/2009	
2	8/5/2009	8/5/2009	
	8/20/2009	8/20/2009	
3	9/5/2009	9/5/2009	
	9/20/2009	9/20/2009	
4	10/5/2009	10/5/2009	
	10/20/2009	10/20/2009	
5	11/5/2009	11/5/2009	
	11/20/2009	11/20/2009	
6	12/5/2009	12/5/2009	12/8/2009
	12/20/2009	12/20/2009	12/22/2009
7	1/5/2010	1/5/2010	1/12/2010
	1/20/2010	1/20/2010	1/26/2010
8	2/5/2010	2/5/2010	2/9/2010
	2/20/2010	2/20/2010	2/23/2010
9	3/5/2010	3/5/2010	3/9/2010
	3/20/2010	3/20/2010	3/23/2010
10	4/5/2010	4/5/2010	4/13/2010
	4/20/2010	4/20/2010	4/27/2010
11	5/5/2010	5/5/2010	5/11/2010
	5/20/2010	5/20/2010	5/25/2010
12	6/5/2010	6/5/2010	6/8/2010
	6/20/2010	6/20/2010	6/22/2010