

ST. JOHN THE BAPTIST SCHOOL
STUDENT HANDBOOK
2016-2017

Table of Contents

PREFACE	3
MISSION STATEMENT	4
PHILOSOPHY	4
PURPOSE OF THE HANDBOOK	4
ADMINISTRATIVE ORGANIZATION	5
LINE OF AUTHORITY	5
ACADEMIC TESTING PROGRAM	5
ADMISSION AND ACCEPTANCE	5
Non-discrimination Policy	5
PROBATIONARY ENROLLMENT	6
ALLERGIES	7
ATTENDANCE (DP # 5113)	7
Absences	8
Appointments	8
Arrivals and Dismissals	9
Half Day Off – End of School	9
Illness at School	9
Tardiness	10
BUS	10
COMMUNICATION WITH PARENTS	10
Contacting the principal	10
Contacting the teacher	10
Visiting Classrooms	10
CONFIDENTIALITY	11
CURRICULUM	11
MASS	11
DAILY TIME SCHEDULE	12
DISCIPLINE CODE	12
ALCOHOL USE/DRUG ABUSE BY STUDENTS (Diocesan Policy 5114.1)	13
SUBSTANCE ABUSE POLICY:	14
Code of Catholic/ Christian Conduct (DP #5131)	14
CODE OF CONDUCT / OFF CAMPUS MISCONDUCT (Diocesan Policy 5131.1)	15
PBIS (Positive Behavior Interventions & Supports)	15
Student Conduct and Safety – Threats of Violence (DP #5142.1)	18
DETENTIONS	18
SUSPENSION from SCHOOL	18
EXPULSION:	18
DRESS CODE	19
ELECTRONIC DEVICES	20
EMERGENCY INFORMATION	20
FIELD TRIPS (DP #6153)	20
GRADING SYSTEM	20
GRADUATION	21

GRIEVANCE PROCEDURE.....	21
HARASSMENT – RACIAL/SEXUAL (DP #4116.2).....	22
HIGH SCHOOL CAFETERIA.....	22
HOMEWORK.....	22
ILLNESS AND EXTRACURRICULAR ACTIVITY	23
INSURANCE (DP # 5143).....	23
INTERNET USE POLICY (DP # 1341).....	23
LUNCH PERIOD	24
COMMUNICABLE DISEASES	24
HIV/AIDS:.....	25
MEDICATION	25
PARENT’S ASSOCIATION	25
PARENT-TEACHER CONFERENCES.....	25
PHONE CALLS.....	26
PREGNANT STUDENTS (Diocesan Regulation 5138).....	26
PROCEDURE FOR POLICE INVOLVEMENT.....	26
PROCEDURE ON LAW ENFORCEMENT ARREST OF STUDENTS.....	27
PROGRESS REPORTS AND GRADE CARDS	27
PROMOTION.....	28
REGISTRATION FEES	28
REGISTRATION REQUIREMENTS	28
Physical Exams/Immunizations Diocesan Policy/Regulation 5141.3	28
ABUSE AND NEGLECTED CHILD REPORTING (DP #5141.4).....	29
RETENTION (DP #5123).....	30
SACRAMENTAL PROGRAMS.....	31
SAFETY DRILLS.....	31
SCHOOL BOARD (DP # 2430).....	31
SEARCH POLICIES.....	32
SEPARATED/DIVORCED PARENTS.....	32
SERVERS.....	32
SEX OFFENDER REGISTRATION	32
SPECIAL EDUCATION/SUPPORT SERVICES.....	32
SPORTS.....	32
INELIGIBLE PLAYER ((SIJHSAA by--laws: Section 2, Article 5.).....	33
STUDENT CONDUCT AND SAFETY (Diocesan Policy 5142)	33
STUDENT CONDUCT AND SAFETY – THREATS OF VIOLENCE (Diocesan Policy 5142.1).....	34
STUDENT RECORDS.....	34
TESTING.....	34
TRANSFERS (DP # 5119).....	34
TRUANCY	35
TUITION PAYMENT POLICY:.....	35
TUITION.....	35
TUITION.....	35
TUITION REFUND POLICY.....	36
VISITORS	36
VOLUNTEERS.....	36
WEATHER	36
ASBESTOS COMPLIANCE.....	37
STATEMENT TO SUPPORT POLICIES & PROCEDURES.....	38

ST. JOHN THE BAPTIST SCHOOL PARENT/STUDENT HANDBOOK

2016-2017

PREFACE

The Christian education of the child is primarily the privilege and responsibility of the parents. Catholic schools exist for the purpose of assisting parents in carrying out this awesome responsibility.

The philosophy written in this handbook represents an attempt to express what education at St. John's is all about. It is by no means the final word; it is but a beginning.

Your suggestions concerning the handbook will be very welcome and will be considered valuable in considering future revisions. Procedures and policies have been set down, subject to possible revision yearly.

We hope that the handbook is helpful for all concerned.

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ST. JOHN THE BAPTIST SCHOOL

MISSION STATEMENT

St. John the Baptist Catholic School has as its mission to integrate Catholic values and morals into a challenging academic education. This mission unites students, staff, and parents to seek, in faith, a sense of belonging in and mutual respect for God's world around us and its people.

PHILOSOPHY

As educators in St. John's Catholic School, the faculty will attempt to fulfill the expectations of family caretakers and meet the needs of their children in the following way:

- *By developing a firm foundation of spiritual values and character.*
- *By mastering the basic elementary subjects.*
- *By appreciating, understanding and practicing American ideals of democracy and citizenship.*
- *By developing global awareness and understanding.*
- *By encouraging a responsibility and stewardship toward God's creation, as is made known in all life and environment.*

PURPOSE OF THE HANDBOOK

The purpose of this handbook is to give parents and students information and to acquaint them with St. John the Baptist School. Please read it carefully and keep for reference as occasions arise.

RIGHT TO AMEND statements in this handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as practical. However, some changes might be made immediately due to unforeseen circumstances.

ADMINISTRATIVE ORGANIZATION

Bishop and Diocese of Belleville

St. John the Baptist School is a Roman Catholic School under the auspices of the Bishop of the Diocese of Belleville. The Director of Elementary Education has the responsibility of implementing Diocesan Policy, once approved by the Bishop.

Pastor

The pastor is the primary spiritual leader of the parish and has the responsibility of fostering, guiding and coordinating the educational ministry of the parish. This includes those matters within the school, which affect worship, the Ministry of the Word and the spiritual welfare of the students. Furthermore, all policies set forth by the School Board are subject to his approval.

Principal

The principal is the administrator of the school and executive office of the School Board, and is responsible for implementing policies established and/or approved by the Diocesan Board, the Pastor and St. John the Baptist School Board. The principal is responsible for implementation of educational policies established by the Diocese of Belleville and the State of Illinois.

Faculty and Staff

All faculty and staff members report directly to the Principal.

St. John the Baptist Advisory Board

The main function of the School Board is to assist the Pastor and the education administrator/s (i.e., Principal, Director of Religious Education) in the governance of the Parish education programs. These policies shall be in accord with, and not contradict, the Diocesan Board Policy.

LINE OF AUTHORITY

The procedures for handling problems are:

1. Problems are discussed first between parents and teachers.
2. If the problem is not resolved, parents and/or teachers may then confer with the principal.
3. If the above fails to satisfy those involved, the matter may be brought to the pastor.

ACADEMIC TESTING PROGRAM

Diocesan Policy 6162.5 states: Pupils entering kindergarten for the first time are usually given a reliable readiness test. All transfer students may be tested, if needed, to assure appropriate placement.

All students in grades two through eight shall participate in the Diocesan standardized testing program to be administered during the fall. This program is optional for grade one.

In order to insure an effective evaluation of the religious education programs in the Diocesan schools and parish religious education programs an evaluation instrument will be administered yearly as determined by the Office of Education.

ADMISSION AND ACCEPTANCE

Non-discrimination Policy

St. John the Baptist Catholic School, in following the policy of the Diocese of Belleville, admits students of any race, color, sex, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. Our school does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its

educational policies, admissions policies, scholarships and local programs and athletic and other school-administered programs. (DP #5111.1) No student will be denied an education at St. John's due to a pregnancy. (DP # 5138)

The following groups of students will also be considered for acceptance in St. John's School:

1. Children of registered parishioners of St. John the Baptist Church.
2. Students who are now enrolled in St. John the Baptist School.
3. Children of registered parishioners of neighboring Catholic parishes.
4. Brothers and sisters of students who are presently enrolled.
5. Children of non-parishioners on a space available basis.

In order to be admitted to the school, kindergarten students must be five years old by September 1.

Whenever students seek re-entry to St. John's School after having attended another school, the principal, in consultation with the teachers, will review their case. The principal will determine to accept or not accept the student's re-entry into the school.

If a student is accepted for admission:

- * Prior to entering first grade, pupils may be given some type of reliable Readiness test. Kindergarten teachers shall administer this test in the spring before the child leaves kindergarten.
- * Testing for children not attending kindergarten shall be administered before the beginning of the school year or at the earliest opportunity.
- * Students who transfer into a Catholic school shall be tested to assure appropriate placement. (DP #6162)

The principal, with the assistance of the teachers, will place the student in a grade according to the student's level of achievement.

The student will be expected to comply with all school policies and guidelines.

The student **will be required** to attend church services, religion classes, funeral masses, etc... Grades will be recorded for religion classes.

The parents or guardians will be expected to show an interest in the education of the child by cooperating with the faculty in school matters.

The student will be expected to progress satisfactorily in the regular curriculum. ***If the student has major physical, emotional, psychological or learning challenges, the parents, teachers and principal will need to discuss other options that may benefit the student.***

PROBATIONARY ENROLLMENT

This is to inform the parent/guardian that any new transfer student grades 1-8 who registers to attend our school shall be considered probationary. This probationary status will remain effective until such time as the student's school records are received from the transferring school, and a sufficient period of time has passed to guarantee that any special needs of the child can be met by existing school curriculum and resources.

"Sufficient period of time" is to be judged by the principal and teacher/s involved on a case-by-case basis. Each student and parent/guardian will confer with the principal and teachers/s after this time to insure that the student is able to meet success in his/her new environment.

St. John the Baptist School reserves the right, at any time, to require that any student with needs that cannot be met by existing curriculum or staff (as decided by the pastor, principal and teacher/s involved) not be enrolled at this school. The board of education will be kept informed by the principal, on a current basis, of all problem situations existing and the resulting actions taken. All student transfers at the 7th and 8th grade level are to be accepted conditionally and students shall remain on probation for the entire academic year.

ALLERGIES

There are several children attending St. John the Baptist School who suffer an allergy to peanuts and nuts. Even exposure to a tiny amount of this item could be potentially serious and life threatening.

We the staff and parent community strive to provide a safe environment for all our students. To this end, we have reviewed the individual needs of our students and the procedures and policies presently in place. We can all play a role in preventing such a dangerous and frightening situation at school. Although the specific child and family must take responsibility to avoid exposure, we can also help to make the school environment safer.

We therefore ask your co-operation. We ask that:

- You avoid sending ANY snacks or items containing peanuts/nuts with your child to school including food, snacks, or chips cooked in peanut oil.
- You inform your child's teacher before giving food products to any children, other than your own.

It is imperative that we all teach children to respect this very serious situation and discourage teasing or threatening of the allergic child.

We recognize that this may be an inconvenience for you, but please realize how important your co-operation is. We would take the same care should your child have such a health care need.

Thank you for your consideration and support in this matter. As a school team, we do our utmost to ensure the safety of all students.

ATTENDANCE (DP # 5113)

According to Illinois State Law, students must be in session 176 days a year. The importance of attendance for a child's academic progress cannot be overemphasized. Extended or repeated absences are not conducive to learning. By law St. John the Baptist Catholic School is required to enforce the attendance rules and regulations of the state of Illinois.

St. John's will seek the assistance of the Regional Office of Education when a student is exhibiting truancy patterns. A student who is absent (without an excused absence) 10% or more of the 176 regular attendance days or about 18 days is in violation of this policy (Illinois School Code 105 ILSC 5/26-21). If your child has 18 or more days of absences for the year, the principal, teacher and pastor

will evaluate the progress the child has made and determine if they are adequately prepared for the next grade level.

If your child comes in after 8:30 a.m. they will be marked as half (1/2) day absent. If your child leaves before 2:00 p.m. they will be marked half (1/2) day absent.

Absences

When a student is to be absent from school, the parent/guardian is asked to call the school office (937-2017) between 7:15 – 9:00 a.m. to report the absence; ***otherwise the administrative assistant will call the home or work.***

A student must return to school **with a written excuse**. The excuse for the absence must state:

1. Date written and date of absence.
2. The reason for absence (ex. fever, sore throat, etc.)
3. Signature of the parent/guardian of the child.

The student needs to give the above excuse to the teacher upon their first day back to class. The teacher will notify the office if a written excuse is not received. Then, a call will be made to the parent/guardian. The student will have 5 days from the day they return to hand in the written excuse. After 5 days, the absence will become an unexcused absence.

After 5 absences per quarter, a parent/guardian conference with the principal and/or teacher may be required to discuss the academic impact. If a student misses more than 18 days in a school year, his/her progress will be evaluated to determine advancement to the next grade.

Parents are asked NOT to take students out of school for pleasure trips or vacations. These types of absences will be marked as unexcused.

Students are to be given one day for each day missed, in order to make up work assigned during the excused absences.

If for any reason a child cannot take part in Physical Education classes or some parts of them for a given length of time or permanently, this must be indicated in writing to the school office.

It is the responsibility of the absentee to find out what work has been missed and to make-up that work.

Students should be prepared to take tests that were missed during absences within two days of their return their to school unless other arrangements have been made.

In addition if a child is absent the day before a test and the test date has been previously announced and the child returns to school the day of the test, the child will be expected to take that test(s).

Students are not allowed to go home for homework or books and may not go on errands outside of school during regular school hours.

Appointments

Appointments with the dentist or doctor are to be made outside of class time. However, in case of emergency, an exception will be made. A written note must be presented to the teacher no later than the day before the appointment. Even though the student may have a written excuse for medical

reasons, they still are counted absent. It is also necessary for the parent/guardian to come to the office and sign out the student before he/she is released.

If your child must leave school for an appointment but they are gone less than an hour they will not be counted as half (1/2) day absent. If they are gone more than an hour it will be considered as half (1/2) day excused absence.

Arrivals and Dismissals

There will be a teacher on duty at 7:40 a.m. in the Social Room. Students will report to assigned tables in the Social Room upon arrival. Earlier arrivals – prior arrangements must be made with the principal.

If a child needs to ride home with someone other than you, you must send a note to the office stating the name of the person who will pick up your child.

The school will provide after school supervision for those who are riding the bus.

Students must be picked up promptly when school dismisses at 3:00. Extended Care services are not offered. However busing within the West Frankfort school district is available. Arrangements must be made with the bus service by the parents or guardians.

Half Day Off – End of School

We will longer have the half day off for absences. We will now have the day before the last day of school off for a teacher institute. So all students will not be in attendance on the day prior to the last day of school.

Illness at School

St. John's aims to protect the health of each child as well as the health of the entire group. Parents, **please do not** send your child to school if within the preceding twenty-four (24) hour period he/she is showing signs of illness such as rash, vomiting, diarrhea, sore throat, harsh cough, earache, swollen glands or a fever. **Do not give your child a fever reducing medicine and then bring him or her to school.** Your child must be fever free and have not been given fever reducing medication for twenty-four (24) hours prior to his/her return to school.

If a child becomes ill during the school day, the procedure will be as follows:

1. The principal or administrative assistant will call the parent/guardian at home or work.
2. The student will remain in the office until picked up by the parent/guardian.
3. The parent/guardian will then sign the child out on the sign-out sheet before leaving the office.
4. If your child has a fever they will be sent home. It will be counted as an absence.

When to Keep Your Child Home From School:

Whether or not to keep a child home from school isn't always an easy decision. It is obvious that a very ill child does not belong at school, but there are days when common sense isn't enough to make the choice. The following may give parents some helpful guidelines:

- Children with fevers should not be in school.
- Children with contagious diseases, spread by contact, coughing or sneezing, should stay home. Examples are: influenza, chicken pox, pink eye, and strep throat. A child with strep throat may return to school after 24 hours of antibiotics, and a child with pink eye after 24 hours of antibiotic eye drops.

- Conditions making students uncomfortable to participate in class are also reasonable grounds for remaining at home. Examples are: urinary tract infections, painful injuries, and nagging coughs.

When keeping a child home from school, don't forget to call the school office and inform them to whom they should send homework with at the end of the day. Homework will be available by 2:50 pm.

Tardiness

We believe that it is important for every child to arrive on time for school every day. Students who arrive late miss opening activities that set the tone for the day. In addition, students who arrive late will miss important announcements. If there are extenuating circumstances or emergency situations, please send a note or call the office.

“Tardy” – When a student arrives at school late but within 30 minutes of the beginning of the school day, which is 8:00 am, the student will be considered tardy. After five tardy slips are given, a student will receive an after school detention from 3:00-4:00 pm on Thursday unless other arrangements are made with the principal. If a total of 15 tardy slips have been accumulated, the child will serve a day of in-school-suspension.

“1/2 day Absence” – When a student arrives at school after 8:30 am, or when a student leaves before 2:00 pm, the student will be considered as ½ day absent.

The following guidelines are used when a student is tardy or absent:

A.M. arrival between 8:15-8:30 TARDY

A.M. arrival between 8:30-12:00 ½ day ABSENT

P.M. departure before 2:00 ½ day ABSENT

If a student has 2 or less Tardies or Absences per quarter, the students will receive 30 minutes of extra recess after lunch recess on the last day of school.

BUS

Students from St. John's are allowed to ride the public school buses. **However, it is the obligation of the parents to call the bus company (937-6280) to make the arrangements.**

COMMUNICATION WITH PARENTS

Contacting the principal

Please feel free to call or stop by the principal's office at any time. For extended visits, please call ahead of time for an appointment. In case of emergency, you may contact the principal at any time, day or night.

Contacting the teacher

A teacher will not be called from class except in cases of emergency. If an appointment is needed with a teacher, please call the office and leave a message. The teacher will return your call as soon as possible.

Visiting Classrooms

Parents are always welcome to visit a classroom, but they must call the teacher one day ahead so that the teacher will be aware of the visit. **Visitors must always check in at the office.**

CONFIDENTIALITY

Staff, parents and volunteers at St. John's are encouraged to maintain confidentiality in dealing with other people in the school/parish. Talking about students, staff and specific issues outside the school can often be misinterpreted, causing rumors and gossip that can only hurt the school.

CURRICULUM

The basic curriculum for students at St. John's consists of religion, 7/8 algebra, math, reading, English, spelling, science, social studies, art, P.E., and handwriting. The Illinois and Federal Constitution tests are given to 7th and 8th grade students. The core subjects are in compliance with the Illinois Learning Standards. Students also will plan and participate in liturgies throughout the year. Other programs available to students are K-8 computer, Speech Team, basketball, cross country, choir, 7/8 Beta Club, etc. **Band will be available for grades 4 -8.**

The Title I Program in the West Frankfort School District serves students who are in need of special help in reading and math in grades 1-6. Services are available at Frankfort Intermediate and Denning Elementary Schools. If you feel your child is in need of Title I services, please discuss this with the principal. Arrangements for transportation will have to be made and worked out by the parents.

Common Core: The superintendents of Catholic schools in the six dioceses of Illinois have issued a statement regarding Common Core State Standards in an effort to clarify that the standards are a set of educational goals students should seek to attain – they are not a curriculum.

“Standards are not new to our instructional purpose,” the six superintendents wrote in the state. “Curriculum in our schools previously focused on diocesan curricular standards and the Illinois Learning Standards, which we adopted and aligned to core academic areas. Similarly, the Common Core standards are an outcomes-based vehicle that seeks the best instructional methods for education our children.”

The superintendents stress that hallmarks of a Catholic education – such as creativity, critical and analytical thinking, real-world application, academic rigor, and an authentic encounter with Jesus Christ – will not be compromised by Common Core standards.

“We will determine what to adapt from the Common Core standard according to what best fits our unique mission. We will never allow the faith and the education of our children to be compromised,” they wrote.

MASS

All children will attend Mass weekly, usually Friday morning. Parents, grandparents and friends are encouraged to join our students at Mass whenever possible. Classes take turns preparing the liturgy and doing the leadership roles.

Children's weekend Masses/Special Liturgies: There will be nine Children's weekend/special Masses that the students of St. John the Baptist School will be asked to attend. We would like to have a 100% participation at these Masses. This helps to showcase our students how well they are. It gives them an opportunity to gain future experience that they may take on leadership roles in our parish.

DAILY TIME SCHEDULE

8:00 – School Begins

8:15 – Mass on Fri.

11:00 – 12:00 - Lunch period*

3:00 – Dismissal

Pre-K

8:00 – 11:00 - Morning session

*Subject to Public School’s Schedule

DISCIPLINE CODE

True discipline is never humiliating or harmful to a student’s body or self-esteem. A school with proper discipline is a school where a student is guided with wisdom, love and firmness – a firmness that will steadily bring the student toward self-discipline.

True discipline involves both preventive and corrective procedures for helping students take charge of their own life, make decisions, and learn from the consequences of those decisions.” *(DR #5144.1)*

Here at St. John’s we believe each student should be empowered to organize, resolve conflict, make decisions, and accept the consequences of their actions in a Christian manner and to the best of their ability.

Some POSITIVE ways to earn Reward Points are:

- Volunteering outside of class time
- Serving or singing at special liturgies (evenings/weekends)
- Good manners
- Act of kindness
- Exceptional use of time
- Class participation
- Other as teacher observes

Written warnings will be issued for minor or **lower level infractions**, such as the following:

- Lack of classroom material
- Incomplete heading on papers
- Forgotten assignments or materials
- Messy papers
- Improper use of time
- Chewing gum in school or on playground
- Overdue library books
- Failure to obtain parent’s signature on tests or other required papers
- Violating the dress code

Once a student has received 5 written warnings an after school detention will be scheduled. Detentions will be served on Thursdays unless other arrangements need to be made.

***Note:* Following are middle and upper level unacceptable behaviors (Major infractions) and consequences that MUST be included in our handbook. Please do not be intimidated by this plan. St. John’s administration and staff will do their best to help our students before they get to this level.**

Middle Level Behaviors and Consequences: (Examples)

- Cheating on tests
- Using profane language or signs in writing, speaking, drawing or behavior.
- Forging a parent’s signature
- Verbal disrespect to another student or adult
- Constant disruptions in class
- Spitting on someone
- Failure to cooperate with playground supervisors
- Other behaviors that the teachers/administration may consider to belong at this level

Consequence: **First Offense:** Immediate issuance of a detention slip and notification of parents
Second offense: Immediate issuance of a detention slip and parent conference
Repeated offenses: Parent conference and possible in or out of school suspension.

The principal will schedule detentions as soon as parents have been notified and an after-school time can be arranged. Failure to serve a detention will result in an additional detention. After a student has served two detentions within a quarter, it may be necessary to enforce an in-school suspension. Parents will be notified whenever any serious offense occurs.

Serious Level Behaviors and Consequence:

- | | |
|------------------------------|---------------------------|
| Alcohol possession | Possession/use of weapons |
| Arson | Sexual assault/harassment |
| Assault & Battery | Stealing |
| Drug possession/use | Vandalism |
| Severe disrespect/misconduct | |

Consequence: **First Offense:** Immediate out-of-school suspension from 1-3 days
A conference with the student, parent/guardian, teacher and principal will precede the student’s return to class after an out-of-school suspension
Repeated Offenses: Possible expulsion occurs. Before any student is expelled, the parents and student will meet with the principal and pastor.

If the above consequences have not been effective in correcting behavior, then the student may need to receive special help from the public school district or a community agency or to be withdrawn from St. John’s in accordance with *Diocesan Policy #5114*.

All major offense written warnings will be signed by either the principal or the Administrative Assistant in the principal’s absence. Written warnings can be given by all faculty and staff members.

ALCOHOL USE/DRUG ABUSE BY STUDENTS (Diocesan Policy 5114.1)

Suspension and Expulsion

The use, possession, distribution or sale of mood altering chemicals, including alcohol, by students is prohibited on school property or at school-sponsored activities or events. Disciplinary action will be taken in instances of violation of this policy. This includes the misuse of medications prescribed by the student’s physician.

The Diocesan Board of Education recognizes the complexity of problems which may be associated with alcohol and drug abuse. The primary concern is for the well-being and best interests of the students. At the same time the Board recognizes their obligation to the parents or guardians and to the community. As a part of this obligation, it is, at times, necessary that suspension and/or expulsion be recommended in a case of alcohol or drug abuse.

A student who is suspended or expelled under this policy may seek readmission. No such student will be readmitted, however, unless there is written evidence from a certified psychologist or psychiatrist to show that the student is engaged in a counseling program designed to rid self of the abusive behavior.

SUBSTANCE ABUSE POLICY:

St. John the Baptist students should be drug and alcohol free at all times. Penalties for possession, use of alcohol or drugs, or being under the influence of them are as follows:

- **First offense:** Three-day suspension. Parents are notified and a required assessment will determine a need for counseling or treatment before return.
- **Second offense:** Five-day suspension for violation. Required treatment program or continuation of previous counseling or treatment program.
- Subsequent offenses may result in expulsion.

Code of Catholic/ Christian Conduct (DP #5131)

Attendance at Catholic elementary and secondary schools in the Diocese of Belleville is at the will and discretion of the particular school. As such, attendance and enrollment may be terminated at any time when the school determines that continued enrollment would not be in the best interests of the students, the school, or the educational purposes of the school.

All students who attend any Catholic elementary or secondary school in the Diocese of Belleville are expected, as a condition of continued enrollment, to conduct themselves in a manner consistent with the policies and principles of the school. These principles are set out in the student handbook and in the mission and purpose of the Catholic school, as determined by the school.

Conduct by a student that the school determines is contrary to, or inconsistent with, the Catholic/Christian principles of the school, is grounds for terminating the student's enrollment in the school. These principles and expectations apply to students both on campus and off campus during school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). **These principles and expectations apply during and after school hours, and during times when school is in session and when school is out of session.**

The school, in its discretion, may determine how to deal with any particular conduct or pattern of conduct depending upon the nature and severity of the problem, surrounding circumstances, and prior record. In some instances, the conduct may be of such a nature that immediate withdrawal may be determined to be appropriate even if it is the first such instance. In cases where the conduct is not as severe or serious, problems may be dealt with using other forms of corrective action, including but not limited to a written warning, suspension from the school, and not participating in or attending parish/school activities, volunteer work, etc.

The school's due process procedures for appeal shall be available to students and parents when this policy is implemented.

The students' interest in receiving a quality, morally-based education can best be served when students, teachers and school officials all work together and set a proper example. Normally, differences between these individuals should be resolved as quickly as possible. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child/children when the situation is warranted.

CODE OF CONDUCT / OFF CAMPUS MISCONDUCT (Diocesan Policy 5131.1)

The disciplinary code of the school and all penalties shall apply to conduct off-school grounds that is contrary to Christian principles and may endanger the health and safety of students enrolled in schools within the Diocese. This also includes engaging in behavior that may adversely affect the educative process. Students may be subject to the full range of disciplinary procedures for off-campus misconduct subject to this policy, but are not limited to the following:

Alcohol, arson, burglary, drug possession or inappropriate sharing/sales, illegal drug and substance, inappropriate/illegal sharing of prescription medicine, fighting, illegal firearm possession, hazing, illegal activity, inappropriate internet usage on/off campus, physical or sexual harassment, psychological or emotional harassment, robbery, sexual assaults, threats of violence, or violent offenses.

The principal shall use every means available to discover the cause of the problem and shall exhaust all appropriate remedies, such as, consulting with the parent(s) or guardian(s) and possible referral to appropriate counseling or medical assistance prior to an expulsion.

All expulsion situations and reasons shall be documented. An expulsion shall be the result of a student seriously violating moral principles, civil laws, or seriously endangering the safety and welfare of other school personnel, and be known to the student and student's parent(s), or guardian(s).

A written record shall show that there were previous incidents which took place prior to the expulsion, and that a number of documented conferences were held with the parent(s) or guardian(s) to discuss the problems and infractions of the student. Accurate records of the time, place and substance of the material discussed shall be kept by the principal. The record shall show whether the student has been placed on probation or has been suspended, so that the student is fully aware of the consequences of subsequent misconduct.

It is generally not expected that expulsion will be the first action invoked against a student. There may be cases in which the one incident is serious enough to warrant immediate suspension followed by expulsion. The Director of Education for the Diocese and the pastor/superintendent, in cases of elementary schools, shall be notified and involved in all deliberations and shall approve the principal's recommendation for action.

Police questioning of a student is not permissible unless a parent or legal guardian is present.

PBIS (Positive Behavior Interventions & Supports)

We have adopted a school wide behavior system that helps create and maintain positive school climates. The program is PBIS (Positive Behavior Interventions & Supports) and is supported by the Illinois State Board of Education. It is a series of strategies designed to promote and maximize academic achievement and behavioral competence.

As part of the PBIS program, the school had established clear rules, or expectations, for behavior that are expected in all school settings. The expectation will be explicitly taught to students throughout the school year.

All of St. John the Baptist School will speak the same language of PBIS. Grades PreK through Eighth will have positive expectations for proper behavior in place. If you have a student here please take a moment to have your son or daughter share the expectations in his/her class. Together we can make the positive language work for the school as well as at home and in the community. After all, PBIS is the language of RESPECT.

About PBIS

PBIS stands for Positive Behavior Interventions and Supports. The goal of PBIS is to help each child develop self-discipline. Together the home and school share the responsibility for developing good citizens. Parents, teachers and students must work together to maintain a safe learning environment. The PBIS program is based upon our philosophy of recognizing contributions of students.

- PBIS means that teachers, administrators, and support staff are going to take responsibility to teach positive behavior expectations to all students.
- PBIS means that students will know exactly what is expected of them. Students who take responsibility to behave positively will be recognized in a variety of ways.
- PBIS has been implemented in Illinois for the past eight years. There are over 1100 schools in Illinois that are currently implementing PBIS.

Why PBIS.

St. John the Baptist School views PBIS as a good fit for our school. The intent of PBIS is to use education, pre-correction, affirmation, incentives, and the like, to create a positive school climate. As a result, less academic time is spent on correcting and disciplining negative behavior(s). PBIS is a proactive, common sense way of identifying and addressing behavior problems on individual, classroom, and school-wide levels. Here are a few reasons why:

- PBIS is a process, not an add-on
- It is individualized to the needs of our students and school
- The emphasis is on continuous data-driven improvement
- Students are taught how to behave and make positive choices
- It provides incentives for ALL students to excel
- It is adaptable and can be used across all grade levels
- It is proactive, positive approach to discipline

Major Components of PBIS

PBIS is a common approach to discipline. Expectations are positively stated for all students and staff. Procedures are in place for teaching these expectations' to students. PBIS is set up as a continuum of procedures for encouraging demonstration and maintenance of the expectations. It's also a tool for discouraging rule-violating behavior. There are procedures for monitoring and evaluating the effectiveness of the discipline system on a regular and frequent basis.

- The success of PBIS in our schools is based on the following uniform guidelines:
- A small number of clear expectations are defined
- Staff are able to state and use the expectations and interpret them uniformly
- Students are taught the expectations
- Appropriate behaviors are reinforced
- Teachers know which behaviors to manage in class and which behaviors school administrators will manage. They are responsible for maintaining discipline in their classroom and have authority to assign reasonable consequences to preserve a quality learning environment.

- Data based decisions are made

Student Conduct and Safety – Harassment, Intimidation and Bullying (DP #5142.2)

A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe environment and is, therefore, not acceptable behavior.

“Harassment, intimidation or bullying” means any gesture or written, verbal or physical act that takes place at school, on school property, at any school sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability; or,
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student’s property, or placing a student in reasonable fear of harm to his person or damage to his property; or
4. Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Not all acts of bullying, however, are motivated by characteristics such as the target’s race, color, religion, gender or sexual orientation. Some acts of bullying are simply one child exercising power and control over another in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

Students are expected to conduct themselves in keeping with their levels of development and maturity. Students are to show proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The best discipline is self-imposed, and it is the responsibility of staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students’ abilities to grow in self-discipline.

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion.

In addition, school administrators shall make resources (e.g., counseling) available to both the person doing the bullying and the individual victims of harassment, intimidation and bullying and respond in a manner that does not stigmatize victims.

Bullying has become a serious problem in schools throughout the United States today. Bullying is purposely performing an act that will embarrass or hurt another person. It is a consistent pattern of disrespect of one or more students by another. It is an abuse of power.

Following are examples:

- Physical (hitting, kicking, shoving, spitting)

- Verbal (teasing someone by making social or sexual comments, by spreading gossip.)
- Non-verbal (threatening gestures, excluding others, text messaging, Internet and so on)

The teachers and the administration will use disciplinary situations as opportunities for the student to learn the consequences of his/her behavior. Depending on the severity of the behavior, the student may receive a detention, suspension or expulsion. In addition, the administrator will recommend counseling for the person doing the bullying as well as for the victims of the harassment.

Student Conduct and Safety – Threats of Violence (DP #5142.1)

The safety and welfare of students enrolled in a Catholic school in the Diocese of Belleville is of the highest priority. For this reason, a student’s written or verbal threat of violence toward other students and/or persons within the school will be taken seriously. For the purpose of this procedure, a threat of violence will be interpreted as a verbal or written threat of action that may cause physical harm to others.

The principal of the school will take immediate action upon learning that a threat occurred. This action includes non-disciplinary suspension of the student into the custody of parent or guardian until a satisfactory psychological evaluation by a licensed mental health professional is completed and the principal agrees that the student may return to school.

The local police will be promptly notified of the threat.

DETENTIONS

If the Principal deems that an after-school detention is warranted for certain behaviors parents need to make an effort to cooperate with the school in having their child serve the detention as soon as possible. It needs to be noted that immediate consequences are best and deter the behavior from occurring again.

SUSPENSION from SCHOOL

Certain behaviors warrant an in-school suspension or an out-of school suspension. The length of the time a student will be suspended depends on the seriousness and frequency of the violation to be determined by the Principal.

The process for the handling of suspension is:

- Suspensions can be in school or at home depending on situation.
- The student must make up all school work missed while suspended.
- A student-parent/guardian-principal conference may be held before the student may return to school or class.

EXPULSION:

An expulsion is extremely serious. If a student is expelled, she/he will not be allowed to re-enroll in St. John the Baptist School.

The following are causes for immediate expulsion from school:

- Carrying weapons or any item that appears to be a weapon with the intention of causing harm to a person.
- Carrying, handing, using, or selling drugs or alcohol
- Verbal and/or written threats to anyone with the intention of causing serious harm.

When all other means have failed and expulsion is being considered, the following procedure will be followed:

1. In the event that a resolution of the problem is not possible, and at the request of the parents, a hearing shall be held at which:
 - a. The student shall be informed of the charges against him/her.
 - b. The student shall be permitted to face his/her accusers, hear the testimony of the witnesses and respond to the charges.
2. The Principal and Pastor as Superintendent make the final decision and communicate it to the parents.
3. In the event of an expulsion, the Principal will cooperate with the parents in attempting to make arrangements for the future education of the pupil in another school.
4. Within 10 days after the expulsion of a student, the Principal shall notify the Director of Elementary Education in writing of the expulsion and state the reasons for the action.
5. Parents who are dissatisfied with the action taken by the Principal and Pastor shall have recourse to the Local Board of Education.
- 6. If satisfaction is not reached at the local level, an appeal may be made to the Diocesan Board of Education.**

DRESS CODE

It is the policy and practice of St. John's School that all students must be dressed and groomed in such a way as not to be a source of distraction to other students and teachers. Students' dress reflects their approach to studies. They learn to respect not only themselves but also the faculty/staff and other students.

- We have adopted uniforms as our school dress and we ask that parents help their children abide strictly by the dress code.
 - **SHIRTS** – A long or short sleeve white, gray, navy, black, or red plain polo- style collared shirt may be worn. No T-shirts. The shirts may not bear any emblem of a particular company (e.g. Polo or Izod). They must be solid in color. **The shirts must also fit properly (not oversized, but also not skin tight)**. Shirt bottoms must be tucked in at all times. Students may wear uniform sweaters. **Students may not wear SWEAT SHIRTS, JACKETS, and COATS in the classrooms.**
 - **PANTS** – Navy blue or khaki docker-style pants (straight legged with inside pockets) may be worn with a belt. (**Belts are not required for kindergarten and first grades, but are encouraged**). Belts must be black, brown, or navy blue. **Cargo pants, carpenter pants, and jeans are not allowed.** If skirts are to be worn, some type cover-up short needs to be worn. Capris will be allowed as well as shorts and skorts. All three must also be navy blue or khaki **with inside pockets**. Shorts and skorts must also be knee-length. Belts must be worn with all shorts.
 - **SHOES** – Shoes must be neat in appearance, suitable and safe for all-around school activity. Shoes should be closed with soft soles (e.g. Mary Janes, Tennis Shoes, and Flats w/strap, or Ugg type boots). All shoes must be worn with socks (visible above the shoe with no logo). **Sandals, jellies, clogs, slides, platform shoes, cowboy boots, ballerina flats, shoes with heels over ½” high and crocs are not allowed.** Socks need to be white, black or blue. No other colored or patterned socks are allowed.

Hair styles should be kept simple. Distracting (weird) coloring of hair is not permitted. Highlights or bleaching should be of natural. **Girls' hair needs to be pulled back out of their face. Boys' hair needs to be neatly trimmed and the length may not touch below the collar, also out of their face.** **Make-up** consisting of lipstick, colored lip gloss, rouge, eye shadow, glitter, and nail polish is not allowed. **Jewelry** of any kind (**NO WATCHES or BRACELETS**) for boys and girls is not allowed because it can be unsafe. **EXCEPTION:** One necklace may be worn if it is of religious significance. Girls may wear only one simple stud earring in each pierced earlobe. No eyebrow, lip, tongue, or nose jewelry is permitted. **Tattoos**, permanent or temporary (fake), are not allowed.

STUDENTS FAILING TO MEET DRESS CODE REQUIREMENTS MAY BE ASKED TO CALL HOME FOR A CHANGE OF CLOTHING. Consequences will follow the Lower Level Infractions.

Violations include but are not limited to those above.

ELECTRONIC DEVICES

Students must keep all cell phones turned off and in their backpack during school hours. Other electronic devices (iPads, Kindles, Nooks or other e-Readers) in the classroom will be allowed as determined by each individual teacher. Students may not play with electronic games in school or on field trips. If your student is found using these items they will be taken away and held in the office until you come in with your child to retrieve the item.

EMERGENCY INFORMATION

Please update the emergency information on the emergency card each year. If there are any address or phone number changes, please notify the office as soon as possible.

FIELD TRIPS (DP #6153)

A field trip is a privilege and can be withdrawn if necessary, by the principal or teacher. If the privilege is withdrawn, the student is required to be in school on the day of the trip.

Teachers may plan an educational field trip for a day that is appropriate to the grade level with the approval of the principal. A sufficient number of chaperones must accompany the teacher on the trip. A permission slip, signed by the parents/guardians, must be received by the teacher no later than 8:00 a.m. on the day of the trip. **Parent telephone calls will not be accepted in place of the signed form.** **If a signed permission slip is not returned, the student will remain in school.**

When using a privately owned vehicle, the insurance coverage is the limit of the insurance policy covering a specific vehicle. The minimal accepted liability limit for privately owned vehicles is \$100,000/\$300,000. The CANTS form and all volunteer forms must be filled out. We have forms in the office that must be signed before any parent/guardian is allowed to drive for any field trip. Insurance forms must be completed and renewed each year.

All volunteer drivers are required by diocesan regulations to complete and have on file at the school a volunteer application and a background check. In addition, drivers must attend an Initial Child Protection Training or Renewal Session. These forms are available in the school office. No students are to ride in the front seat of any vehicle. All students must wear a seat belt and use a booster seat if required.

GRADING SYSTEM

A	97-100	B+	91-92	C+	84-85	D+	76-77
A-	93-96	B	88-90	C	81-83	D	73-75
		B-	86-87	C-	78-80	D-	70-72
						F	Below 70

- A** Superior in all work, written and oral; performs extra work and shows initiative and leadership.
- B** Above average work, written and oral; most assignments are very well done.
- C** Average work; does what is expected.
- D** Below average work.
- F** Fails to accomplish at all; does not meet basic requirements

Mid-Term Reports

Teachers will send progress reports home with their students during the 4th or 5th week of the quarter. These reports inform the parents of student progress to this point.

Honor Roll

St. John the Baptist School students in grades 5 through 8 will participate in an Honor Roll Program at the end of each quarter within a school year. There may be NO “Needs Improvement” checked to be eligible.

The following will be the grade levels for the Honor Roll Program:

High Honors 5.00 Average

Honors 4.99-4.50 Average

Honorable Mention 4.49-4.00 Average

The names of all qualifying students MAY be published in the local newspaper at the end of each quarter.

GRADUATION

In order for students to participate in graduation; they must have passed the Federal and State of Illinois constitution test with at least a 75% passing grade. Health records must be up-to-date. If there are any unpaid fees or tuition, the student may participate, but will not receive a diploma until such fees and/or tuition is paid.

GRIEVANCE PROCEDURE

As in any institution, problems do arise. We want to know what your concerns are, so that we can address them in a positive, caring way. Should a problem or misunderstanding arise, the proper procedure to discuss the matter is as follows:

1. **Contact the person directly involved. For example, if you are concerned about something the teacher has or has not done, contact the teacher.** If parents are unable to attend a conference, the teacher will telephone them.
2. If after discussing the matter with the person involved and no resolution seems possible, the parents may then contact the principal.
3. In most instances, a conference will be set up with the parents, teacher, and principal to discuss and clarify and find solutions.

The above procedure must be followed in order to properly address the issue.

*** Calling the principal, the pastor or a school board member **first** often makes it more difficult to find a solution.*

HARASSMENT – RACIAL/SEXUAL (DP #4116.2)

Racial or sexual harassment of any nature is absolutely prohibited in schools and parishes in the Diocese of Belleville. Violation of this policy shall subject an employee or student to disciplinary action, up to and including, discharge or expulsion.

Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature. No employee or student shall be expected or required to submit to racial slurs, racial jokes or sexual cartoons, sexual advances, requests for sexual favors, and verbal or physical conduct of a racial or sexual nature within or relating to any school or parish setting or activity.

HIGH SCHOOL CAFETERIA

St. John's students may have lunch in the F.C.H.S. cafeteria. **Lunch tickets must be purchased at St. John's on Monday or the first day of the week.** They may be purchased for five, ten, twenty or other designated number of days. If a paid day is not used, credit will be given toward the next week. Prices for lunches are **\$2.00 per day K-8 or \$10.00 per week.**

Please put money in an envelope with your child's name, grade, number of days lunch is being purchased and the amount of money in the envelope.

If students are ill on Monday, they may purchase lunch tickets from the office when they return.

Purchases for a family may be contained in one envelope with one check; however, the envelope must indicate what the purchase is for and for whom.

For those who prefer to carry a lunch from home, milk can be purchased for **\$0.35**. Milk tickets may be purchased for **\$7.00 (20 milks)**. Milk cannot be charged.

In effect for the 2016-2017 school year: Credit will only be allowed for five (5) lunches. After five (5) lunches, your child must bring a lunch to school or their lunch bill must be paid in full.

HOMEWORK

Homework is important to a student's learning experience. A child cannot fully develop new skills without practice. Homework is given as an independent practice in order to reinforce what has been presented in class. It is a correlation of past and present material already mastered.

The teacher determines the kind and amount of homework appropriate to the grade level and subject. Homework includes written work, study, reading and research. It is a review of previously learned material.

The amount of time spent doing homework will vary. However, this is suggested as a guideline: *(DP # 6154)*

Primary Grades – 30 minutes
Intermediate Grades – 60 minutes
Upper Grades – 90 minutes

If the parent feels that his/her child seems to spend an excessive amount of time on homework, he/she needs to contact the teacher to discuss the problem.

Homework & Absences: For each day of excused absence, the student will have that same number of days to complete all assignments upon return to school (e.g. 5 excused absences – 5 days to complete assignments).

Parents can help their child learn through homework by:

- Being interested in the student’s work
- Setting up proper study conditions at home
- Providing quiet time and space for reading
- Developing a schedule for homework and additional reading
- Helping the student develop good study habits

Consequences for not turning in homework:

1. If the problem continues, the teacher will call the parent.
2. If after the parent is contacted and the homework is still not turned in, the student will receive a “zero” for that assignment.
3. If the student continues to not turn in or complete assignments, the teacher will meet with the parent to discuss ways to help the student.

NOTE: Teachers send tests home to be signed in the evening or in a weekly folder so parents may go over the tests with their child. These tests need to be signed and returned to the teacher the next day. **Parents are asked not to come to the classroom in the morning to sign tests that students have forgotten to take home.**

Students are expected to make up all homework that was missed while they were absent from school. For each day of excused absence, the student will have that same number of days to complete all assignments upon return to school (e.g. 5 excused absences – 5 days to complete assignments).

ILLNESS AND EXTRACURRICULAR ACTIVITY

Students who leave school during the day due to illness are not eligible to participate in extracurricular activities for the duration of that day.

Students who miss school due to sickness may not participate in extracurricular activities for the remainder of the day.

INSURANCE (DP # 5143)

All students must be covered by insurance according to the diocesan policy. If school insurance is not needed, a waiver must be signed and on file in the school office. Forms are provided with your registration packets.

INTERNET USE POLICY (DP # 1341)

At registration, all parents will receive the *Authorization for Internet Code of Conduct*. All students must read, sign and abide by the policy. Parents must sign the document, therefore, agreeing that they will support the policy.

Students who do not abide by the policy will be disciplined in the following way:

First Offense - Student will receive a detention slip and parents will be notified.

Repeated Offenses – Parent conference with possible in-school suspension.

LUNCH PERIOD

Students may bring their lunch to school. If you bring a lunch for your child, please put your child's name on it and leave it in the social room. Students that leave the school grounds for lunch are not permitted to go uptown. They may walk home, go to the high school cafeteria, or go with their parents. If you will be taking your child for lunch, please leave a note in the office advising that you will be doing that each time. Students who bring their lunch must eat in the school social room, not in the high school cafeteria. Milk is available for sale at lunch time. **Students who forget their lunch will not be allowed to call home. They will go to the cafeteria for lunch. MICROWAVE OVENS WILL NOT BE AVAILABLE FOR STUDENT USE. Students may not have soft drinks for lunch. If you are bringing your child's lunch to school and it is not here when lunch begins they will be sent to the cafeteria.**

COMMUNICABLE DISEASES

The School will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. Parents are required to notify the school office if they suspect their child has a communicable disease.

In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease. The following indicates rules for school attendance if a child has the following communicable disease/illnesses:

Flu and Fever

Students with flu-like illness should remain at home and away from others until 24 hours after they are free of flu like symptoms, fever of at least 99 degrees or signs of a fever, without the use of fever-reducing medications (CDC guidelines) and have taken prescribed medication for a minimum of 24 hours.

Pink Eye

Exclude case from school until 24 hours after the treatment begins or child is examined by a physician and approved for readmission to school.

Pertussis (whooping cough)

Standard and droplet precautions shall be followed for known cases until the patient has received at least 5 days of a course of appropriate antibiotics.

Suspected cases who do not receive antibiotics should be isolated for 3 weeks after onset 15 of paroxysmal cough or until the end of the cough, whichever comes first.

Measles

Children with measles shall be kept out of school for at least 4 days after appearance of the rash.

Head Lice

Exclude case from school until the day after the first shampoo, lotion, or cream rinse pediculicide is properly applied.

Impetigo

Exclude case from school until 24 hours after treatment begins.

HIV/AIDS:

St. John the Baptist School follows procedures established by the Diocese of Belleville, the Illinois Department of Public health, U.S. Catholic Conference, American Red Cross and the U.S. Centers for Disease Control concerning students infected with HIV or having AIDS. These are our procedures:

- Students with HIV who are enrolled or seeking enrollment are permitted to attend St. John's unless exceptional conditions are present, the students will not be excluded.
- When a student is infected with HIV/AIDS, the principal and pastor must be informed.
- The type of educational and care setting for the student will be determined with the help of the student's physician, public health personnel and the office of education.
- Those personnel in immediate contact with the student where potential for transmission might occur will be informed of the student's infection.
- Students transferring from another school in order to avoid contact with a student with HIV/AIDS will not be accepted at St. John's.

MEDICATION

In keeping with state and federal laws, no school personnel, salaried or volunteer, are permitted to administer first aid or dispense any medication to a student. Only emergency measures will be administered. If the child needs more attention or medication, the parents will be notified.

Medicine must be in the original container and marked with the student's name. All medication must be accompanied by the Medication Consent Form giving explicit instructions and permission from the parent/guardian for the student to administer the medicine.

All medication including cough drops will be kept in the school office and administered under a teacher or staff person's supervision. Medication left in the office will be the students' responsibility to take. We will not call them to the office to remind them.

PARENT'S ASSOCIATION

St. John's Parents Association is a group of parents and teachers, who meets, cooperates and works together to provide various activities and opportunities that can help support the school. This group meets on the first Thursday of each month at 6:30 P.M. in the school's social room. We invite all parents and guardians to attend these meetings. What a wonderful way to find out how you can get personally involved in your child's education. You may also make some new friends.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be held when the first quarter report cards are issued. This conference will be mandatory in order to receive your child's report card. Other conferences will be held upon the request of the parent and/or teacher. A parent is to call the teacher ahead of time to make an appointment in this regard.

PHONE CALLS

As a general rule, we ask that students not use the phone for personal use. If there is an emergency situation, the principal or administrative assistant will contact the parents/guardians. **Students may not use cell phones during the school day. If students use cell phones without permission during school, the phone will be taken. Parents or guardians can retrieve the phone after school.**

PREGNANT STUDENTS (Diocesan Regulation 5138)

The Principal and Pastor, in consultation with the Office of Education, shall make final judgments as to whether or not a pregnant student should be enrolled or retained in school. They shall take every precaution to avert consideration of abortion as an option by the pregnant student. In the light of compassion, mercy and justice, they shall consider each person's case individually, consult with the parents, recommend appropriate counseling resources and insure confidentiality.

If the boy is enrolled at the school, consultation shall take place with his parents, recommend appropriate counseling resources and insure confidentiality.

Pregnancy shall not be a reason for expulsion.

PROCEDURE FOR POLICE INVOLVEMENT

PROCEDURE ON LAW ENFORCEMENT INTERROGATION OF STUDENTS

There may exist occasions where representatives of law enforcement agencies/departments need to conduct investigations in the schools and even request to interview students.

When such a situation becomes necessary and a law enforcement representative comes to the school during school hours to question a student, the following procedures shall be observed:

- A. The law enforcement representative shall be directed to the Principal's Office, state the purpose of the visit, and request permission to interview the student(s).
- B. If the representative is not known to school personnel, personnel shall request and obtain satisfactory identification.
- C. The Principal shall request that the student be interviewed/contacted at home rather than on school property during the legal school day unless there is a judicial order or subpoena, written consent of the parent or guardian of a student under 18, written consent of a student who is 18 or older, or the person is with the Department of Children and Family Services. If any of these conditions are present, the interview should be allowed to proceed. However, a call to the parent/guardian should be placed.
- D. If the conditions in Subpart (C) are not present and a law enforcement representative still wants to proceed, the Principal shall confirm that the parent/guardian has been notified that the student(s) will be questioned. The Principal shall also attempt to reach the parent/guardian to confirm notification and, if the parent/guardian desires, the Principal should not allow the interview to commence without the parent/guardian present. If the parent/guardian is reached and does not desire to be present, the interview can commence with the Principal being present. If the Principal is unable to reach the parent/guardian, the Principal should indicate to the law enforcement representative, that absent emergency circumstance, they will need to conduct the interview elsewhere or at a different time.

NOTE: in cases involving the Department of Children and Family Services (DCFS), DCFS has authority to interview the student without permission from either the parent or school.

- E. The Principal shall provide an adequate space where it will be possible for the representative to interview the student(s). The Principal shall be present during the interview along with any interested parent/guardian of the student(s). The interview shall be conducted without interruption and without observance of other school personnel or student(s).
- F. The Principal shall request that legal rights of the student(s) shall be explained to the student by the law enforcement representative prior to any such interrogation.
- G. On certain occasions it may be necessary for the representative to request permission to take the student to headquarters for questioning. If the Principal grants such permission and the student is to be taken from school, the responsibility of notifying the home that the student is being taken from school is that of the Principal. This must be done before the authorities take the student from the building.
- H. If the Principal is absent from the building when a law enforcement representative seeks to conduct an investigation, every attempt should be made to contact the Principal. No investigation may be conducted unless permission has been received from the Principal. In the event no Principal is present, authority may be granted by the [applicable managerial authority over principals and schools] when emergency circumstances exist.

PROCEDURE ON LAW ENFORCEMENT ARREST OF STUDENTS

In the event that a law enforcement representative comes to school during school hours to arrest a student, the following procedure shall be observed:

- A. When a representative is arresting the student, the Principal may ask to see a warrant. The representative has complete jurisdiction in the matter, and the Principal shall not interfere with the student's removal from the building. It is expected that the contact with the student will be arranged in a manner to make it as unobtrusive as possible.
- B. The Principal shall obtain a contact name and phone number from the representative and notify the minor's parent of the student's whereabouts as soon as the representative takes the student from the building.

PROGRESS REPORTS AND GRADE CARDS

Progress reports and grade cards will be sent home with the students four times a year. Parents will be notified if a student is doing satisfactory or unsatisfactory work. In this way, students will have an opportunity to continue their good work or to raise failing grades, and parents will be made aware of their child's progress.

If for some reason your child is absent from school on the last day of school, the report card will be kept in the office where parents may pick up later. The last day picnic is considered a whole day of school and students are expected to be in attendance.

PROMOTION

Following that students meet the requirements of St. John the Baptist School per his/her grade level, students are promoted to the next grade level or to their district or chosen high school.

REGISTRATION FEES

Registration fees will be **\$200.00** per child. This fee includes book rental, workbooks, achievement tests, diocesan fees, and art fees. **Registration fees are linked with Smart Tuition Payments and are due in August.** unless the parents make other arrangements with the principal. All students are responsible for the care of their books and will pay for the damage or loss of their book/s.

REGISTRATION REQUIREMENTS

1. Registration forms are to be updated by the beginning of each school year.
2. Kindergarten registration will be held in the spring. Time and place to be announced. All children entering kindergarten must be five years old by September 1, the deadline established by the State of Illinois. A original birth certificate is needed when registering a kindergarten student. *(DP #5111)*
3. All Catholic children not baptized in the parish must present a certificate of baptism when registering.
4. **The school code of Illinois** requires that each pupil entering kindergarten, sixth, and ninth grade have a physical examination and current immunizations. *(DP #5141.3)*
5. **The physical exam and up-to-date immunization records are to be on file in the school office within 45 calendar days after the beginning of school or the student will be sent home until proof is supplied to the school.** Parents should have their children examined by the family physician and dentist before school begins so that the necessary forms can be completed and treatment, if needed, can be given without loss of school time.
6. "Children entering any grade level after July of 1993 will be required to show evidence of having received two doses of live measles virus vaccine, the first dose at least 12 months of age and the second dose no less than 1 month after the first or other proof of immunity described in this part." Proof of immunity shall be documented evidence of having received vaccine or proof of disease verified by a health provider. (Section 665.250)
7. All children entering *fifth grade* must provide proof of immunity to Hepatitis B (effective July, 1997).
8. The varicella (chickenpox) vaccination is required for children entering kindergarten.
9. Dental examinations are required for children entering kindergarten, second, and sixth grade.
10. Vision examinations are required for all children entering kindergarten.
11. Beginning with the school year 2014-2015, children entering school at any grade level (Kindergarten-12th) shall show proof of having received **two (2)** doses of live rubella virus vaccine, the first dose on or after the first birthday and the second dose no less than four (4) weeks twenty-eight (28) days after the first does, or other acceptable proof of immunity.
12. Beginning Fall 2015, all students entering 6th grade will be required to show proof of recent meningococcalconjugate vaccination (MCV). 6th Graders will be required to show proof of 1 dose after or on 11th birthday.

Physical Exams/Immunizations Diocesan Policy/Regulation 5141.3

All students attending a Catholic school in the Diocese of Belleville are required to be in compliance with the law of the State of Illinois (105 ILCS 5/27-8.1) in regard to health examinations and immunizations.

Exemptions from the immunizations and health examinations on religious grounds are not accepted for students in a Catholic school in the diocese because the Catholic Church holds no position in opposition to immunizations. Therefore, all students who attend the Catholic school must be immunized regardless of religious affiliation.

An exemption may be granted on the basis of medical reasons if verified by a Medical Doctor (M.D.) or Doctor of Osteopathy (D.O.) in written documentation. This is to be sent to the Office of Education for approval prior to the full acceptance of the student in the school.

ABUSE AND NEGLECTED CHILD REPORTING (DP #5141.4)

Mandated Reporter/Abuse and Neglected Child Reporting

The Abuse and Neglected Child Reporting Act (1982) mandates that suspicion of child abuse or neglect be reported to the Department of Children and Family Services (DCFS). The law covers all children up to age 18.

According to the Illinois Department of Children and Family Services Manual for mandated reporters, mandated reporters can be classified in seven categories: medical, school, social service/mental health, law enforcement, coroner/medical examiner, child care personnel, and members of the clergy. The Manual provides that mandated are persons who work in one of the preceding seven categories and who may work with children in the course of their duties. Neither the Act nor its regulations state that the work must be paid.

All parish and school personnel, including but not limited to, teachers, PSR catechists, catechists, youth leaders and youth volunteers, coaches and administrative staff, principals and DRE's, CRE's, directors and staff assistants of day care centers and nursery schools, child care workers and aides, foster parents, agency homemakers, registered psychologists and volunteers who work with children to report in the same manner as mandated reporters.

All mandated reporters are required by law to report suspected child abuse or neglect to DCFS hotline immediately. In addition a written confirmation must also be mailed to DCFS and sent on special forms available from a local DCFS office or by a confirmation letter stating the essential facts within 48 hours of the Hotline call.

The DCFS may ask that license/certificates be suspended and/or revoked if it has proof that professional personnel had knowledge of child abuse and/or neglect and did not report abuse. When a suspected case is reported to the DCFS, the person reporting the case should inform his/her appropriate authority

By law, information cannot be withheld on grounds preserving confidentiality. All persons who are mandated to report suspected abuse and neglect are presumed to be acting in good faith. Thus, they are immune from legal liability as a result of a report.

It should be noted that the protection of children is the responsibility of the entire community and that the law provides that anyone may make a report to the Hotline. Therefore, our Diocesan Child Protection Policy requires all parties involved with youth are to follow this policy.

When to Call DCFS

The law states that a mandated reporter should call the child abuse hotline [1-800-25-ABUSE] when he/she has reasonable cause to believe that a child has been abused or neglected. Some examples of when to call are:

1. When a mandated reporter sees someone hitting a child with an object.
2. When a mandated reporter sees marks on a child's body, which look like they were not sustained accidentally.
3. When a child tells you someone has harmed the child.
4. When a child appears to be undernourished, is dressed inappropriately for the weather, or is young and has been left alone.

These are only a few examples of situations when a mandated reporter should report.

Mandated reporters that are associated with Catholic Schools include the following: All parish and school personnel, including but not limited to, teachers, PSR teachers, youth leaders, and youth volunteers, coaches, and administrative staff, principals, and DRE's, CRE's, directors and staff assistants of day care centers and nursery schools, child care workers and aides, foster parents, agency homemakers, registered psychologists and volunteers who work with children.

What to Include in an Oral or Written Report

According to Section 7.9 of the *Illinois Abused and Neglected Child Reporting Act* reports of child abuse or neglect should contain the following information to the extent known by the reporter:

1. The names and address(es) of the child and his parents or other persons responsible for his welfare;
2. The name and address of the school that the child attends (or the school the child last attended, if the report is written during the summer when school is not in session), and the name of the school district in which the school is located, if possible;
3. The child's age, sex and race;
4. The nature and extent of the child's abuse or neglect, including any evidence of prior injuries, abuse, or neglect of the child or his siblings;
5. The names of the persons apparently responsible for the abuse or neglect;
6. Family composition, including names, ages, sexes, and races of other children in the home;
7. The name of the person making the report, his occupation, and where he can be reached;
8. The actions taken by the reporting source, including the taking of photographs and x-rays, placing the child in temporary protective custody, or notifying the medical examiner or coroner; and
9. Any other information the person making the report believes may be helpful in the furtherance of the purposes of this Act.

(Diocesan Policy and Regulation 5141.4)

RETENTION (DP #5123)

When a teacher and/or parent believe that retaining a student would be in the student's best interest, the following procedures must be adhered to:

1. The teacher shall inform the principal when he/she is considering retention of a student. The teacher should give reasons for this consideration.
2. If the request for retention of a student comes from the parent, the teacher shall inform the principal of the parent's request and the reasons for this request.
3. The teacher and parent shall meet to discuss the student's attitude, behavior and academic progress. Discussion of the student's progress shall take place every four weeks with a written account of the meeting kept on file. The principal will attend the meetings.

4. The principal shall see that the student is evaluated through adequate testing to discover a student's academic and emotional needs and abilities, strengths and weaknesses.
5. The level of the student's physical, social and psychological must be taken into consideration and evaluated.
6. The decision to retain a student should be a cooperative one for a student, parent, teacher and the principal, with the final responsibility for a student retention resting with the principal.
7. Before a final decision is made to retain a student, the case must be reviewed by the Diocesan Office of Education.
8. Parents must be informed at least 9 weeks before a final decision is made to retain a student.
9. The student will be retained only if the instructional program can provide for his/her special needs.
10. Generally, retaining a student in a grade for a second year is not advisable. Based on the evaluation process, there may be special circumstances that would help the student perform more successfully in the future.

SACRAMENTAL PROGRAMS

The sacramental programs available to students are Reconciliation (Grade 2), First Holy Communion (Grade 2), and Confirmation (TBA). The sacraments of Reconciliation and First Communion are celebrated yearly, while Confirmation is scheduled every two years at the present time.

SAFETY DRILLS

Fire drills will be held regularly starting with the first week of school. The students must conduct themselves in an orderly manner to the designated areas.

Tornado and earthquake drills will also be held in order for students to know how to protect themselves in case of emergency. There also will be Law Enforcement/Intruder Alert drills with or without children present.

Class lists and directions will be posted inside the door of each classroom.

In the event of an actual emergency (fire, earthquake or tornado), students will be released only when it is deemed safe to do so. This is for the safety of everyone. Your cooperation and understanding is greatly appreciated.

SCHOOL BOARD (DP # 2430)

The parish school board is a policy-making/advisory board for the school; but at no time can policies contradict or override the policies of the diocese. Also, distinction must be kept in mind between policy and administration. **The administrative decisions of the school are the primary responsibility of the principal.** It would be beyond the scope of the school board to assume administrative responsibility, to become a board of complaint for disgruntled parents, or to enter into matters of discipline or personnel. **If there are major concerns about a school situation, follow the Grievance Procedure on page 21.**

The Pastor and Principal are Ex-officio members of the board. In addition, seven members serve on the school board. Meetings are open to the parents and are held on a monthly basis in the school library.

Voting will be limited to members only. If a topic needs to be addressed, it must be placed on the agenda at least one week prior to the meeting. This can be done by contacting the Principal, Pastor, or any school board member and requesting the topic be placed on the agenda.

The School Board Members for the 2016-2017 school year are: **TO BE ANNOUNCED.**

SEARCH POLICIES

The principal and teachers may search students and their personal belongings if they have reasonable suspicion, based upon the totality of the circumstances. That is, they suspect the search will turn up evidence that the student has violated or is violating either the law or school rules.

The principal may also authorize any other school official or law enforcement officers to search any student desk. The desks are school property.

SEPARATED/DIVORCED PARENTS

In cases where the parents are separated or divorced, for the sake of the child/ren, the school attempts to take a neutral position. When there is an official divorce decree or court orders regarding custody, a copy of such decrees or orders shall be on file in the school office. This will enable us to follow legal rules and regulations in matters such as: who picks up the child, who is responsible for the tuition, who is contacted in case of an emergency, etc. Unless strictly forbidden by law, both parents receive information about the child's progress in school and various activities.

SERVERS

Altar Servers include boys and girls in grades three through eight. These boys and girls need to be responsible for their assignments or to get a substitute when necessary.

SEX OFFENDER REGISTRATION

Please be aware of the Public Act 94-004: Sex Offender Registration.

The legislation requires that principals and/or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at the following web site: www.isp.state.il.us/sor.

SPECIAL EDUCATION/SUPPORT SERVICES

Special education services are available through our public school District 168 for those who qualify. Support services such as Counseling or Social Work are available from other certified resources. Services will be recommended for students based on staff observations and consultations with parents and qualified professionals.

SPORTS

All students participating in sports program must have a current physical exam prior to attending any practice and have a copy of the report on file in the school office. A permission form must be on file with the principal for each student participating in the athletic program that must be signed by a parent or guardian. An emergency form for each student should also be on file.
(Revised Diocesan Regulation 6145.2A, May 20, 1988)

INELIGIBLE PLAYER ((SIJHSAA by-laws: Section 2, Article 5.)

A student is ineligible to play sports for one school year if they transfer in 7th or 8th grade. Students must transfer at the beginning of the 6th grade to avoid the penalty.

Attendance at Games

We encourage all parents, grandparents, family, and friends of the St. John the Baptist Hawks to attend the sporting events/games. Children should be accompanied by an adult as well as not running around the gym or in the Social Room unsupervised. **The Diocese of Belleville has mandated the following code of ethics for spectators.**

Code of Ethics for All St. John's Athletes, Coaches, and Fans:

1. Language used and actions taken should reflect good sportsmanship and be indicative of Catholic values.
2. Officials and visiting coaches should be dealt with in a respectful manner.
3. Under no circumstances should an athlete or fan question an official's call.

STUDENT CONDUCT AND SAFETY (Diocesan Policy 5142)

A safe, respectful, and pleasant environment that is conducive to prayer, faith formation, and learning is the highest priority for all schools in the Diocese of Belleville.

For this reason, students who engage in such activities as vandalism, assault and battery, theft, arson, or the carrying or use of a weapon are subject to serious penalties. These penalties may include not only a multiple-day *suspension* of, up to and including, ten days, but also *expulsion*.

It is a crime to carry or possess any type of weapon as defined by state statutes on school property or at any school-related activity. Weapons include firearms, ammunition, sling shot, any type of knife (including pocket knives), mace, pepper mace, or any other object or device that serves no education purpose and which the principal determines may cause physical harm or disrupt school activity. If a student is found to be in unlawful possession of a weapon, he/she will be subject to the following: immediate and automatic suspension, notification given to a law enforcement agency, and recommendation to the St. John the Baptist School Board for permanent expulsion. Students should clearly understand that such things as a pocket knife may not be carried to school, even if there is no intent to use it in a harmful manner. Expulsion or suspension will be levied on any student who is found to be carrying a weapon to, from, or within the school: or to, or at any school activity.

Any student who has initiated or taken part in any act of vandalism, theft, arson, or serious crimes against persons or property will be reported to police. Further, it shall be the policy of the Diocesan Board of Education that the school shall recover damages from the parents or guardians of any minor, or from any person who has initiated or taken part in such acts.

Such weapons include, but are not limited to firearms, explosives, dangerous or noxious chemicals, fixed blade knives, etc.

Possession or use of any other objects, such as firearm look-alikes, folding pen knives or pocket knives, etc. which do not fall within the statutory definition of a weapon but which can be used to intimidate or inflict physical injury or which can be disruptive to the educational process will result in the immediate suspension and possible recommendation for permanent expulsion.

Possession is defined as bringing to or having an item on school property or at a school-related activity, whether or not the item is on your person.

If an item not normally thought of as a weapon is used as a weapon, the above punishments will apply.

STUDENT CONDUCT AND SAFETY – THREATS OF VIOLENCE (Diocesan Policy 5142.1)

The safety and welfare of students enrolled in a Catholic School in the Diocese of Belleville is of the highest priority. For this reason, a student's written or verbal threat of violence toward other students and/or persons within the school will be taken seriously. For the purpose of this procedure, a threat of violence will be interpreted as a verbal or written threat of action that may cause physical harm to others.

The principal of the school will take immediate action upon learning that a threat occurred. This action includes non-disciplinary suspension of the student into the custody of parent or guardian until a satisfactory psychological evaluation by a licensed mental health professional is completed and the principal agrees that the student may return to school.

The local police will be promptly notified of the threat.

Police questioning of a student is not permissible unless a parent or legal guardian is present.

STUDENT RECORDS

The Family Educational Rights & Privacy Act gives parents or legal guardians the right to student records. St. John's will comply with such request, but parents or guardians need to give a 24-hour notice. The records must be viewed in the office, as they cannot leave the school. If parents so desire, they may receive a copy and the records must be picked up during regular hours.

St. John's complies with the provisions of the Buckley Amendment in regards to the rights of non-custodial parents or guardians. In the absence of a court order stating the contrary, a school will provide non-custodial parents access to the academic related and other school-related information with regards to the child. If there is a court order specifying that NO information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. (DP # 5125)

TESTING

According to the Diocesan regulations, students in grades 2 through 8 are administered the Iowa Test of Basic Skills (ITBS) in the fall. The Assessment of Catholic Religious Education Test (ACRE) is designed to assess the religious knowledge and attitude outcome of the total religious program in the Catholic school is given to the fifth and eighth grade class every other year.

TRANSFERS (DP # 5119)

If a student is transferring into or from St. John's School, the principal will request or forward required records after parents/guardians have signed the necessary request forms.

If a student owes fees and/or tuition, their Official Records will be withheld until fees and/or tuition are paid in full.

The School Code 122-2-3.13 requires that a student's Unofficial Record and Health Record be sent within ten (10) days of notice of the student's transfer to another school.

The **Unofficial Record** consists of the following:

Written information relative to the grade level and subjects in which a student was enrolled and the record of academic grades achieved by that student prior to the transfer.

Such records must include the name and address of the school, the name of the student to whom the records pertain, the name and title of the school official transmitting the records and the date of transfer. (A duplicate copy of the last report card is sufficient record of academic grades.)

When outstanding fees are paid, the School Code requires the OFFICIAL RECORD be sent within ten (10) days.

The **Official Record** consists of the following:

The formal record showing dates of enrollment, courses studied, grades, credits and awards received, bearing the signature and title of the certifying official, the seal of the school, if any, and the date of issue.

TRUANCY

If a child is absent and a parent does not contact the office by 9am. The office will contact the parent or emergency contact. If the child's whereabouts is not determined by 9:30 am, the student will be classified as truant and emergency procedures will be enacted.

TUITION PAYMENT POLICY:

St. John the Baptist School collects tuition through the SMART Tuition Management Service Program. All families must enroll in the SMART Tuition Management Services Program. Parents may also pay the tuition in full to St. John the Baptist School prior to August 15 of the current school year. If paying by credit card additional fees will apply. Questions about the SMART program can be directed to SMART at 1-888-868-8828; Email: www.smarttuition.com. Any exceptions to the payment schedule must be approved by the principal.

TUITION

Tuition payments are payable to Smart Tuition unless paying all tuition up front. Monthly schedule is payments must be received at Smart Tuition by the 15th of the month. (Payments may also be made in the office.)

Active parish families of St. John's Catholic School participate in their parish activities and contribute every Sunday (year-round) in their weekly envelope collection. We encourage weekend Mass attendance. **Failure to follow this contribution guideline will result in a non-parishioner billing status.**

Non-Catholic families are expected to have some religious affiliation and permit their child to attend and participate in religion classes and religious services.

Each family is expected to uphold contractual commitments as defined in the Tuition/Fees and Contribution Agreement.

TUITION

Grades K-8 (per year)

1 CHILD

2 CHILDREN

3 CHILDREN

Registered, contributing

Parishioners from St. John's and surrounding Parishes	\$3000.00	\$4750.00	\$5750.00
Non-Parishioner	\$4050.00	\$6225.00	\$7675.00

Registration fees (\$250.00) are included in the Smart Tuition Program and are due in August.

Tuition may be paid in 10 or 12 monthly payments beginning in June for 12 monthly payments or August for 10 monthly payments and ending in May.

EVERY FAMILY WILL BE REQUIRED to make a formal arrangement for the payment of tuition. If families experience a problem concerning payment of tuition, they should contact the principal ASAP to establish an arrangement for payment of tuition.

All book fees must be paid and arrangements for tuition agreed upon before children enter school in August. **Any continued delinquency will result in the reconsideration of a pupil's admission for the following school year.**

TUITION REFUND POLICY

In the event a student leaves St. John the Baptist Catholic School prior to the end of the current month, a refund in tuition will be given for the unused portion. The amount of refund will be calculated based on the total amount of tuition divided by the number of attendance days, which is 176 days.

VISITORS

Anyone entering the school building must report to the office and sign in before entering any classroom. Our first concern is our students' safety. Thank you for your cooperation.

VOLUNTEERS

St. John's School encourages and welcomes parents, guardians, grandparents or others to volunteer in our school programs, i.e. cafeteria, playground supervision, reading to primary students, field trip chaperones and in the classroom as needed. All volunteers must have the Diocesan required application and CANTS form on file in the school office. Also, those volunteers who have not lived in Illinois the last 5 years must have a Criminal Investigation check. All school volunteers must also have completed the mandatory Child Protection Training through the Diocesan Office. The training is renewed annually with a refresher course. No volunteers/chaperones are allowed to bring other children with them regardless of age or relationship. This policy is in place for the safety of our children.

WEATHER

The school is rarely closed because of bad weather. If classes are not to be held because of snow or ice, it will be announced over the local T.V. stations and radio stations. No room mother will call. Please watch for "Franklin County Schools" to be announced.

On days that the West Frankfort Public Schools are not in session due to snow or ice, St. John's School will not be in session. We will likewise follow the public school schedule of one-hour delay in the morning or early dismissal because of inclement weather.

ASBESTOS COMPLIANCE

St. John the Baptist School has complied with the federal Asbestos Hazard Emergency Response Act (AHERA) [40CFR763.93 (e) (10)]. St. John's School building does not contain Asbestos Containing Building Material (ACBM). After an inspection, St. John's was found to be in compliance with the EPA regulations. The inspection results and Management Plan are available for review in the administrative office.

**ST. JOHN THE BAPTIST SCHOOL
702 E. POPLAR ST.
WEST FRANKFORT, IL 62896**

Dear Parents/Guardians,

This is your copy of the Parent/Student Handbook for the 2016-2017 school year.

In order that you might better understand the philosophy and requirements of Saint John's School, it is important that you thoroughly read this handbook.

Please sign and return the slip below which indicates that you have read and accepted the rules and regulations.

Sincerely,

Kevin Spiller

Principal



Detach and return to school

STATEMENT TO SUPPORT POLICIES & PROCEDURES

I (We) the parent(s)/guardian(s) of _____ agree to be governed by this

St. John the Baptist School Handbook for the 2016-2017 school year.

I (We) recognize the right and responsibility of the school to make rules and enforce them. I (We) also understand that this agreement must be signed and returned to the school office.

Parent/Guardian Signature

Date: _____

Parent/Guardian Signature

Date: _____