

St. John the Baptist
Catholic School
Handbook and Family
Resource Guide
2021-2022



Campus Map

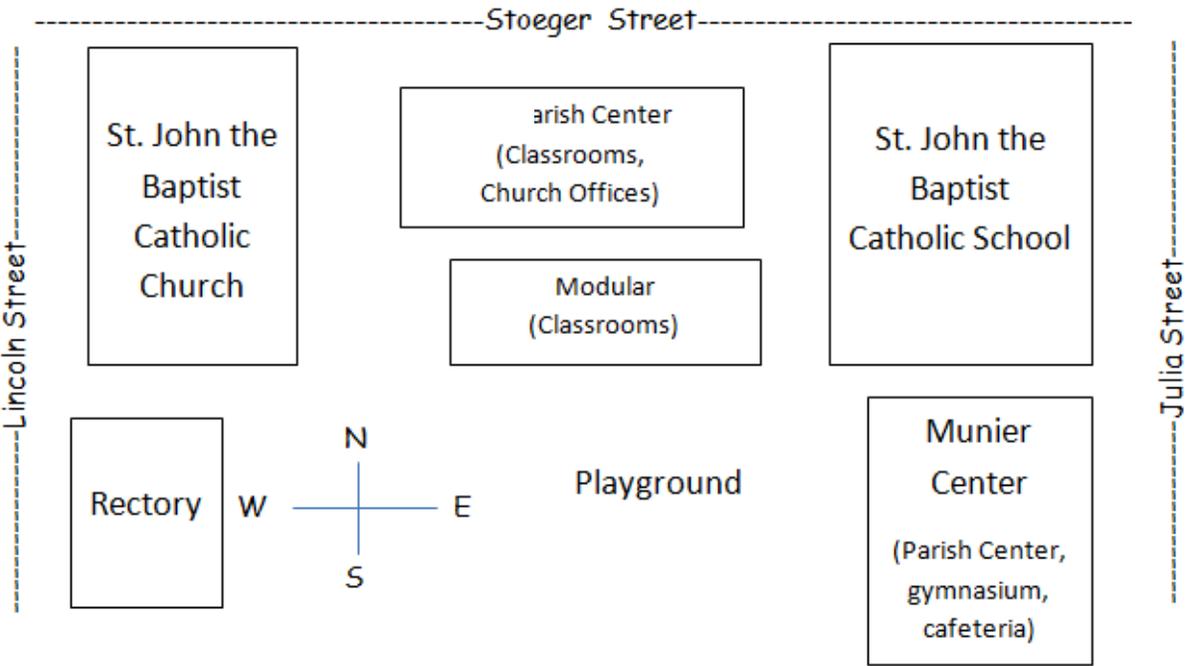


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St. John the Baptist Catholic School
Handbook
Revised 2021

Philosophy:

Our philosophy reflects that of the Catholic schools in the Diocese of Belleville:

Catholic schools in the Diocese of Belleville support and participate in the mission of the Church, especially as they live in parish communities. Our Catholic schools exist to proclaim the Gospel, to teach the doctrinal tradition and moral standards of the church, to promote life-long intellectual growth, social development, and faith formation. All of these include in our times a commitment to social justice, global solidarity, and a preferential option for the poor. Catholic schools promote the development of the whole person; body, mind and spirit, and foster the entire development of human life. The example and teachings of Jesus Christ provide the inspiration and context of education in our schools.

Mission Statement:

St. John the Baptist Catholic School, a ministry of St. John the Baptist Church, provides for the spiritual and academic needs of children (PreK-8) from our parish and community. Working together as parents, faculty, and parish community, we educate the whole child by providing a stimulating, high quality Catholic education in a safe and caring learning environment. Our commitment is to ensure that each child grows academically, spiritually, socially and emotionally while learning to live the Gospel message.

Adopted October, 2004, Revised July 2012

Parish Commitment:

St. John the Baptist Catholic School is exactly what our name says: a Catholic School where the primary mission and responsibility is the formation of young souls in Jesus Christ in the Catholic Tradition. This school is an important part of the mission of St. John the Baptist Catholic Church to witness Christ in today's society. We are much more than just a private school. As such, families enrolled in St. John the Baptist Catholic School are expected to be active in the community of faith. Registered members of the parish are expected to participate in the sacramental life of the Church and meet their Catholic obligations regularly at St. John's. Families from neighboring parishes and from other faith traditions should understand that they are always welcome at St. John the Baptist Catholic Church.

As a matter of justice, all families should try to the best of their ability to support St. John the Baptist Catholic Church since this faith community invests a considerable portion of the funds necessary for the school to meet the needs of students.

Adopted July 2012

Nondiscriminatory Policy:

The Catholic elementary and secondary schools of the Diocese of Belleville, listed in the official Catholic School Directory published annually, admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. They do not discriminate on the basis of race, color, sex, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and local programs and athletic and other school-administered programs.

Diocesan Policy 5111.1, January 15, 1976 revised March 16, 2020

Teachers:

St. John the Baptist Catholic School prefers to employ teachers who are practicing Catholics.

Preschool Admission Policy:

Children may be admitted into the preschool when they are three years old and capable of caring for their own bathroom needs. Three-year-olds are a part of the Jaguar Cubs class, and four-year-olds are part of the Junior Kindergarten class.

Revised July 2012

Kindergarten Admission Policy:

Children enrolling in kindergarten are to be age 5 on or before September 1.

Diocesan Policy 5111, Adopted May 20, 1986, Revised March 16, 2010

Students are expected to participate in the Kindergarten screening process conducted by the Kindergarten teacher.

Enrollment-Probationary:

Any new transfer student (other than those entering kindergarten) 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 until 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.

The school reserves the right, any time, to require that any student with needs that cannot be met by existing curriculum or staff (as decided by the pastor, principal, assistant principal, and teachers involved) not be enrolled in our 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.

Adopted August 1, 1999

School Insurance:

The Diocese of Belleville requires that all students be enrolled in an accident and /or health insurance plan. School insurance forms are available at registration. This insurance is not through the school. Families will be referred to All Kids (www.allkids.com). Your child must be privately insured or with this plan.

Revised July 2012

Compliant with Diocesan Policy 5143, Adopted June 24, 1986, Revised May 15, 2007

Compliant with Regulation 5143, Approved on June 24, 1986, Revised July 1, 2002

Classroom Limits:

The school's administration has the right to limit class size.

School Visitors:

All school visitors must first sign into the office. Any organization or persons wishing to send notes to students or parents must first have the note approved by the principal. Examples: Brownies, Girl Scouts, 4-H, Boy Scouts, and all others.

Financial Policies:

St. John the Baptist Catholic School families participate in the FACTS tuition collection program unless tuition is paid in full by cash or check at the time of registration. Refer to Appendix G: Tuition Table for pricing. The following are the procedures and expectations for tuition payments:

1. Submit completed FACTS enrollment form at registration.
2. Pay monthly. Choose your monthly due date. July of the present year is month one. June of the next year is month twelve.

Payment Options:

1. Monthly invoices—payment by mail, online, or by telephone
2. Automatic deduction from a bank account
3. By credit card—American Express, Discover, or Mastercard. Please log into www.factsmgt.com for all tuition needs.
4. Installment intervals may be determined by the family and principal as long as the above criteria are met.

A late charge of \$50 fee will be assessed to your account if any payment is not received within 10 days of the payment due date.

If unforeseen circumstances arise that affect your financial situation, please contact the Principal.

Revised October 2021

Delinquent Tuition:

If a family gets behind one month on tuition, they will receive an email from the principal stating their tuition is past due. If a family gets behind two months, the family will receive an email and a letter from the principal. After the third month of nonpayment, the family will need to meet with the principal and pastor to work out a payment agreement. A decision will be made followed with a written statement.

Revised October 2021

Financial Assistance:

Families can apply for tuition assistance for preschool through 8th grade. Families applying for tuition assistance are asked to apply online through FACTS. Financial assistance requires a detailed financial disclosure, and the analysis then provides the school with the recommended parental contribution for education. The scholarships are based upon the financial need of the family and the school's budgetary capabilities. Assistance is approved for the one year only and does not cover fees (i.e., technology fee, supplies, pictures, lunch dues, etc.) Families are also required to volunteer PIP (Parent Involvement Program) hours based on the financial assistance received. If assistance obligations are not met by the family, they will not be eligible for the tuition assistance in the next year.

Reimbursement of Tuition and Fees:

The finances of Saint John the Baptist Parish and School run on a fiscal year beginning July 1 and ending June 30 of the subsequent year. Students are registered in the school as of July 1 even though actual attendance is not required until later. Tuition is assessed as of July 1.

If a student withdraws after paying tuition ahead, the tuition beyond the month of withdrawal will be reimbursed less the SMART fee incurred for that school year.

Families can earn tuition credit by participating in the SCRIP program. Credits are made to the FACTS account in May. Families who have paid tuition in full by those times are issued refund checks.

Fees are non-refundable.

Revised October 2021

Grading Scale:

Grades 1-8 will use the A-F grading scale in the following areas: English, Math, Reading, Religion, Science, Spelling, and Social Studies.

A	93 - 100	Excellent Progress
B	86 - 92	Good Progress
C	78 - 85	Satisfactory Progress
D	70 - 77	Poor Progress
F	Below 70	Failing

All other areas will be assessed using the O-I scale. Those areas include the following areas for grades 1-8: Art, Music, P.E., Student Behavior, Student Effort, and Technology.

O	Outstanding	93 - 100
G	Good Progress	86 - 92
S	Satisfactory Progress	78 - 85
N	Needs Improvement	70 – 77
U	Unsatisfactory	Below 70
I	Incomplete	

Cheating:

Cheating is a serious compromise of a student’s integrity and will not be tolerated. If cheating is discovered, the student’s work will be confiscated. A failing grade will automatically be recorded for the work, and parents will be notified.

Honor Roll Guidelines:

Grades from religion, reading, science, social studies, mathematics, English and spelling will be used. An A equals four points; B equals three points; C equals two points; D equals one point; F equals no points. To be recognized on the High Honor Roll, a student must achieve 27-28 points. To be recognized on the Honor Roll, a student must achieve 24-25-26 points. Any marks equal to or lower than a "D" in any subject automatically removes a student from the Honor Roll. Receiving a "U" in conduct will make a student ineligible for Honor Roll. Grades 5-8 are eligible for Honor Roll.

Retention/Acceleration:

When a teacher and/or parent believes that retaining or accelerating 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 or acceleration of a student. The teacher should give reasons for this consideration. If the request for retention or acceleration of a student comes from the parent, the teacher shall inform the principal of the parent's request and the reasons for this request.
2. The teacher and parent shall meet during the school year to discuss the student's attitude, behavior, and academic progress. Discussion of a student's progress should take place every four weeks, with a written account of meetings kept on file. The teacher shall inform the principal of the times and dates of these meetings prior to the meeting. The principal may find it advisable to attend these meetings.
3. 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.
4. The level of the student's physical, social, and psychological growth must also be taken into consideration and evaluated.
5. The decision to retain or accelerate a student should be a cooperative one of parent, student, teacher and principal, with the final responsibility for a student's retention resting with the principal.
6. Before a final decision is made to retain or accelerate a student, the case must be reviewed by the Office of Education.
7. Parents must be informed at least 9 weeks before a final decision is made to retain a student.

The decision to retain a student can only be made if the school has an instructional program which ensures that the student will not simply be repeating the same material in the same manner for another year. This instructional program should be designed to meet the specific needs of the individual student and must be approved by the principal.

Generally, retaining a student in a grade for a second year or accelerating a student into an advanced grade is not advisable. However, in specific cases repetition of the grade or acceleration by a particular student may be beneficial because of the special circumstances that are clearly evident through the thorough evaluation process stated above. Schools shall follow the proper procedures as determined by the Office of Education when retaining or accelerating a student.

Diocesan Policy 5123, Adopted July 10, 1995, Revised January 17, 2015
Diocesan Regulation 5123, Approved November 29, 1994, Revised February 1, 2007

Report Cards:

Teachers' report to parents shall consist of a printed quarterly Progress Report Card and/or electronic notification and parent/teacher conferences. Mid-quarter Progress Reports shall also be issued in the same manner. Parent/teacher conferences shall be scheduled at the discretion of the principal, at least once a year and whenever parents, teachers, or principals deem necessary. Printed Report of Pupil forms (progress report) can be obtained from the Office of Education. If a different form is used in a school, a copy of that form should be forwarded to the Office of Education for approval.

Compliant with Diocesan Policy 5124, Approved October 21, 1976, Revised May 12, 2015

Testing Programs:

Students entering kindergarten are given a readiness screening.

The achievement test required by Diocesan regulations will be administered to grades 2-8.

The Assessment of Catholic Religious Education will be given to students in grades 5 and 8 in alternate years.

In keeping with state law, students must pass tests over the United States Constitution and the Illinois Constitution in order to graduate.

Compliant with Diocesan Policy 6162.5, Adopted February 15, 1996, Revised March 18, 2008

Student Records:

Catholic elementary schools in the Diocese of Belleville are required to keep a written record of each student who is currently attending or has attended the school. During the time a student is officially in attendance, the record is considered to be active and is to be kept in the local school file. There are two parts to each record: a permanent record and a temporary record. All student records are to be kept according to federal, state, and Diocesan guidelines and procedures. Release of information from a student's record to someone other than the student is to be done only according to federal and state guidelines.

Diocesan Policy 5125, Adopted August 9, 1993, Revised, March 15th, 2016

Student records contain any written or recorded information on a student by a school. Student records include permanent and temporary records.

Permanent Record:

Each pupil is to have a Permanent Record folder in the local school file. These Permanent Records form are obtained from the Office of Education. Information contained in the Permanent Record form shall be treated as confidential matter and shall be accessible only to the professional staff of the school or the parents of the child.

The Permanent Record folder contains only:

1. Student's name, birth date, and place, parent;s names and addresses;
2. Academic record, intelligence, aptitude test scores, achievements test score labels, and grade level achieved;
3. Attendance record;
4. Social Security Number;
5. Health records and accident reports;
6. Record of release of permanent record information

These records shall be maintained for not less than 60 years after the student has transferred or graduated from the school. In the Diocese of Belleville, these permanent records are kept on microfilm and stored at the Office of Education permanently.

Temporary Records:

The Temporary Record folder contains:

1. Teacher anecdotal records (destroyed at the end of the school year);
2. Notes from parents (destroyed at the end of the year);
3. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observations, or interviews;
4. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations;
5. Honors and awards received;
6. Other disciplinary information;
7. Special education files, including the report of multi-disciplinary staffing on which placement or non-placement was based.

These additional records and reports shall be reviewed annually and only maintained if the information is viewed as relevant and important. Temporary records are to be destroyed when the student leaves the school.

Microfilming and Keeping of Records:

When students graduate from a Catholic elementary school the permanent record folder, which includes health records and daily attendance records of these students are sent to the Office of Education to be microfilmed. These records will then be returned to the school and must be maintained in the school for four years or longer.

Parental and Student Access:

1. Parents or representatives designated by parents and students have the right to sign and inspect and copy all permanent records.
2. Requests to inspect and/or copy school records must be granted within a reasonable time. (Schools may charge reasonable fees for copying records.)

Release of Records:

School records or information contained therein may not be released or disclosed to unauthorized persons. They may be released to the following:

1. Parents, Students, or representatives designated by a written consent of the parents.
2. Office of Education
3. Any person as specifically required by law, provided the person presents appropriate indications and a copy of the statute authorizing such access.
4. Appropriate persons, in case of emergency, if the information is necessary to protect the health and/or the safety of the students or other persons provided that the parents are notified as soon as possible of such release.
5. The courts, in response to a court order.

6. Official representatives of the school to which the student is transferring, on request of either the student or the parent. Parents may examine and challenge content prior to release.

Release of Records When There is an Outstanding Balance

1. When a student transfers from your school to another Catholic or public school and has an outstanding balance an unofficial record of student grades must be sent to the requesting school. An “Unofficial Record of Student Grade” means written information relative to the grade levels and subjects in which a student was enrolled and the record of academic grades achieved by that student prior to transfer. Such records shall also include the name and address of the school, the name of the students to whom the records pertain, the name and title of the school official transmitting the records, and the date of transmittal. Health Records cannot be withheld and must be forwarded upon receipt of a written request.

Enclose the following statement with each release of permanent records:

NOTICE TO PERSONS OR AGENCIES RECEIVING STUDENT RECORDS

Section 438 (b)(4)(B) of the U.S. Public Law 93-380 requires that the enclosed personal PUPIL RECORD information to be transferred to you only on the condition that you will not permit any other party to have access to it without the written consent of parent, legal guardian, or eligible student.

Keep written records of access to or the release of, any information in the student record. Such records would include: all consent forms, the name and position of the person requesting the information as well as the purpose, and the date and name of the person releasing the records.

Challenge:

1. Parents may challenge the accuracy and relevance of the information in the student record, exclusive of academic grades. Parents may add a written statement explaining their position regarding any disputed material. This statement becomes part of the student record.
2. Each school shall establish administrative procedures for parents to challenge conferences with parents.

Diocesan Regulation 5125, Approved June 1, 2006, Revised March 21, 2016

Student Transfers:

If a student transfers from one Catholic elementary school in the diocese to another, the following records are sent to the school where the child will be attending:

- 1) Permanent Record
- 2) Attendance Record
- 3) Health Record

If a child is transferred to a public school or parochial school outside the diocese COPIES of the following records are sent to the school where the child will be attending:

- 1) Permanent Record
- 2) Attendance Record

The **original** health record should be forwarded to the new school and a copy retained in the school along with the Record of Transferred Student form.

Graduate Transfer:

The Graduate Transfer form is completed for each student entering high school the following academic year. This transfer form, if desired or requested, is sent to the Catholic or public high school where the student will transfer. This should be done immediately following the January grading period.

**Diocesan Policy 5119, Adopted January 13, 1991, Revised November 26, 2002
Diocesan Regulation, Approved December 2010**

Non-custodial Parent:

In the absence of a court order, what is said in the school handbook applies to any parent and legal guardian, whether or not the student lives with the parent.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Homework Policy:

The purpose of assigning homework for pupils in our Catholic schools shall be to re-enforce what has already been taught in the classrooms. Homework shall not be used to introduce new material to the students, nor shall it ever be used merely to keep the students busy. Homework shall never be assigned as a punishment.

It is recommended that student class work that is to be done at home be reasonably assigned within the following timeline for the average student:

Primary Grades - 30 minutes Intermediate Grades - 45 minutes Upper Grades - 90 minutes

Diocesan Policy 6154, Adopted May 9, 1996, Revised May 16, 2006

If a student seems to bring home an excessive amount of homework, the student and/or parents should communicate this concern to the appropriate teacher(s).

Eligibility for Extracurricular Activities:

The primary goal of St. John the Baptist Catholic School is the academic and spiritual development of each student. Extracurricular activities (as described on pages 34 & 35 in the Family Resource Guide) are an extension of this, demanding much time for some children. St. John the Baptist Catholic School follows the Interscholastic Athletic Policy of the Diocese of Belleville and also applies that policy to non-athletic extracurricular activities.

Generally, a student may not be excluded from participation in extracurricular activities because of low grades or unfinished homework. However, if it is determined that a student's extra-curricular activities interfere with the student's academic progress or classroom behavior, the student may be excused for a time. These situations shall be thoroughly investigated by the teacher and principal before any disciplinary action is taken regarding athletic sports participation.

Any disciplinary action connected with the school and an extracurricular program should be discussed with joint participation by the student, teacher, parent, principal, and extracurricular leaders (i.e. sponsor, coach and/or athletic director). The final decision will be determined by the principal.

A student who is absent due to illness for any portion of the school day may not participate in any extracurricular activities scheduled for that calendar date, unless given permission by the principal.

**Refer to Appendix B: Diocesan Athletic Policy.
April 2004**

Code of Catholic/Christian Conduct Covering Students:

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 (e.g., extended care, athletics, field trips, etc.) and non-school sponsored programs and events. 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, 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.

Diocesan Policy 5131, Approved May 27, 2003, Revised May 15, 2012

Pregnancy:

In the event that a student should become pregnant, decisions regarding the education of both the mother and father (if he is also a student at St. John the Baptist Catholic School) shall be made with pastoral consideration by the principal and the pastor in consultation with the Diocesan Office of Education.

Compliant with Diocesan Policy 5138, Adopted, March 17, 1977, Revised May 16, 2006

Compliant with Diocesan Regulation 5138, Approved May 16, 2006

Discipline Plan:

All students go through these stages and express characteristics appropriate for their age. Some do this more dramatically than others. Some may struggle more intensely, and some may experience a much smoother transition. Teachers, administrator and parents need to recognize that negative behavior may accompany certain stages. Positive responses to students during these occasions will reinforce the positive qualities each student possesses and enable the student to learn and grow.

In order for a student to contribute, learn and grow, the student will need to view the school as a basically kind, friendly and supportive place. Therefore, the methods teachers use to limit negative behavior and promote positive behavior should be reflective of this view.

Discipline is a process that helps teach students ways to develop their own self-control so they can ultimately be independent, responsible and have a strong reliable conscience. Teaching students self-control can be done in many ways that are helpful, supportive, and respectful of a child's individuality and humanity. Discipline should be considered a part of the learning process for a student, not a technique to be used when a problem arises. Often the term discipline is confused with the use of punishment, and the two are not the same but really opposed to each other.

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 lives, make decisions and learn from the consequences of those decisions.

Negative forms of child control that are punitive in nature are basically harmful to students either physically, emotionally or psychologically. Punitive controls do not promote self-discipline but create barriers between teacher and student by promoting fear, guilt, resentment, resistance, frustrations and irresponsibility. Teachers should be helpful to their students, guiding them forward in a supportive spirit.

While positive approaches to discipline may not eliminate problems with students, using positive approaches will enable teachers and students to manage stressful situations with more respect and dignity for each other.

Positive Action:

1. When a teacher's words are not succeeding, they need to accompany their words with helpful action. (This is not the same as having students pay for their misbehavior.)
 - Actions should be taken with an eye to helping students understand better the importance of limits and rules.
2. Teacher action is helpful when:
 - It is taken in a supportive spirit.
 - It is as closely connected as possible with the misbehavior so the student can learn from it.
 - It lasts only until the student demonstrates that he/she is once again able to handle the situation appropriately.
 1. Discussion:
 - Verbally emphasize and clarify the teacher's expectations of the appropriate behavior desired and clarify consequences if the student refuses to cooperate.
 2. Temporarily withdraw or alter a privilege:
 - A teacher may need to take this course of action until the student is better able to handle the situation in a responsible fashion.
3. A teacher may need to remove a student from a situation in which he/she is misbehaving:

- A teacher may have the student take "time out" away from the other students within or outside the classroom or area where the class is located. A student should never be placed outside a teacher's or supervisor's range of vision.
- 4. A student may need to be detained after school:
 - This action should be taken rarely and with the prior approval of parents.
 - The time spent after school should be used to academically benefit the student.

2. **Extreme Action:**

1. Suspension
 - Refer to Policy 5114.
2. Expulsion
 - Refer to Policy 5114.

3. **Positive Approaches to Discipline:**

1. Clearly state expectations:
 - Students need limits and boundaries clearly outlining the teacher's expectations for appropriate behavior.
 - Student input needs to be considered in establishing limits and boundaries for appropriate behavior.
2. Encouragement:
 - By using phrases that show the teacher is confident that the student can accomplish what is set forth.
3. Appreciate efforts and improvement:
 - Teachers should let students know that their positive efforts are noticed no matter how small.
4. Acknowledge a student's appropriate behavior:
 - This will encourage and enforce it.
5. Be simple, clear and emphatic in communication with students.
6. Give the reasons for rules and limits.
7. Make environmental changes to alter unacceptable behavior:
 - Set up alternate activities to break boredom.
 - Offer a mix of quiet as well as stimulating activity.
 - Allow ample time for breaks.
8. Allow students time to express their feelings and thoughts about problem situations.
9. Write a note to the student:
 - Sometimes writing older students a brief note stating a teacher's concern can be helpful.
10. Offer choices.
11. Approach issues as problems to solve
 - Discuss alternatives
12. Be firm and kind at the same time

4. **Negative Methods of Discipline:**

The following negative methods of discipline are NOT to be used.

1. Verbal Abuse:
 - Sarcasm, ridicule and humiliation.

2. ALL Corporal Punishment:

- Any form of physical abuse such as (but not limited to) hitting, slapping, shoving, pushing, shaking, pulling hair, twisting ears, kneeling, is inappropriate and harmful.
 - The use of corporal punishment should be considered grounds for dismissal as set forth in Policy 4119.3.
 - All forms of verbal abuse and corporal punishment are to be avoided because they:
 - Are not Christlike.
 - Are forms of violence.
 - Offer a poor model for handling conflicts.
 - Create resentment.
 - Do not teach correct rules or standards.
 - Make a student feel powerless and unworthy.
 - Can promote a poor self-image for a student.
 - Do not treat the student with respect.
 - Do not help to develop a student's self-control.
 - Perpetuate an unfair double standard.
 - Create an atmosphere of fear.
3. Extra work of an academic nature unrelated to the offense:
 - For instance, written assignments must have some relationship to the offense.
4. Indiscriminate punishment of all students for the misconduct of a few students.

Discipline Code:

The local board of education shall establish a policy on school discipline. The school administrator, with the faculty, shall be responsible for developing a Discipline Code according to the procedures outlined in Regulation 5144.

Adopted: September 18, 1984
Revised: January 22, 2013

Discipline Plan:

A discipline plan is a system that allows the school and the teacher to clarify the behaviors expected from students in a Catholic school and what they can expect from the teachers in return. The goal of a discipline plan is to have a fair and consistent way to establish a safe, orderly, positive environment in which a teacher can teach and students can learn.

In the classrooms, students are expected to follow the rules set by their teachers and to show Christian respect for others at all times. Students will be expected to behave and be cooperative at all times. Running, loud talking, pushing, poking, or tripping of others will not be tolerated.

Any teacher, the principal, staff member or adult volunteer can correct misbehavior of any kind in keeping with the school policy. The faculty and/or administration will determine appropriate discipline.

Classroom teachers will develop classroom expectations they feel are suited to their students. The classroom expectations are complementary to the school discipline plan and will be communicated clearly to families.

Every effort will be made to deal with disruptive student behavior in a manner that is consistent with Christian dignity and respect for all persons involved. Also, every effort should be made to solve problems immediately and at the appropriate level.

Conduct that is repetitively and/or grossly uncooperative, disrespectful, disobedient or disruptive as judged by the staff will be dealt with as follows:

LUNCH/RECESS DETENTION: The students will eat lunch in the principal's office and spend recess time with the principal reflecting upon their behavior, discussing consequences, and listing preventative actions. Parents will be contacted.

IN-SCHOOL SUSPENSION: The students will sit in the principal's office or assigned room and work quietly on class-oriented work.

SUSPENSION: The students will be removed from the classroom temporarily for no more than three days.

EXPULSION: The student will discontinue attendance for the remainder of the semester or school term. Before suspension or expulsion is considered for a student from St. John the Baptist Catholic School, the following procedures will be applied.

- A. After an offense or series of offenses judged to be serious enough to consider suspension, the teacher will inform the principal, and the student will be sent to the principal's office.
- B. The principal will talk to the student and notify the parents of the offense or series of offenses. The principal determines if suspension is necessary after discussing the matter with the pastor.
- C. If suspension occurs, teacher, student, and parents must be informed of the decision in writing.
- D. If the student is suspended, the parents will have the right to appeal to the school board within ten days of the written decision. The student will have the responsibility to complete all work while on suspension. Responsibility for obtaining the assignments is left to the parents of the student.
- E. Expulsion may also occur by determination of the pastor/superintendent, principal, teacher, and school board working collaboratively.
- F. In cases of expulsion, due process is granted with the right to appeal to the local school board. A second appeal may be made to the Diocesan Office of Education.
- G. Egregious behavior terminates a student's future relationship with the school.

Compliant with Diocesan Policy 5144, Adopted September 18, 1984, Revised January 22, 2013

Line of Authority:

Parents who have a complaint or problem should make every attempt to solve it with the person(s) most directly involved in the problem. In many cases this is the teacher. The following is the line of authority:

1. Teacher
2. Principal
3. Pastor

Students are served best by parents and teachers working together, by checking out whatever misunderstanding might come up, and by supporting one another.

Student Grievance Procedure and Conflict Resolution:

Students are encouraged to resolve conflict in a mature manner.

1. First, talk with the teacher. State your points clearly with a calm and pleasant voice. Listen to the other's points without interrupting. Consider the other person's point of view. Restate what you think they want. Ask questions to clarify. If you cannot come to an agreement (understanding or compromise) then go to the Principal.

2. If further help is needed, talk with the Principal. (Student/Parent/Principal/Teacher may meet to discuss the problem).
3. If a student remains dissatisfied, make an appointment to speak with the pastor.

Fighting:

No fighting is allowed at St. John the Baptist Catholic School. Students caught fighting will be disciplined. Causing bodily harm to another student may result in suspension or expulsion.

Controlled Substances:

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.

Diocesan Policy 5114.1, Adopted January 24, 2000, Revised March 16, 2010

Student Conduct and Safety:

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.

Reporting:

Any student, faculty member, or staff shall immediately report a violation of this policy to the principal, if available, if not then to the individual in charge of the school at that time.

Possession of Weapon:

Students who are in possession of a weapon are subject to a variety of disciplinary actions. The principal of the school will take immediate action upon learning that a student has or had possession of a weapon in violation of this policy. This action includes, but is not limited to, immediate suspension of the student into the custody of parent/guardian. Other disciplinary actions may be imposed including but not limited to a multiple-day suspension of up to and including, ten days as well as expulsion. The principal shall determine the disciplinary measure to be applied in the circumstances. When a student is suspended and the principal mandates such action, then a satisfactory psychological evaluation by a licensed mental health professional must be completed prior to the student being allowed to return to school. The principal shall determine whether the results of the psychological evaluation would allow for an acceptable reentry of the student to the school to allow a safe environment for the students and faculty at the school.

The ban on possession of any type of weapon should be stated in the student/parent policy manual. Weapons include firearms, ammunition, sling shots, stun guns, swords, any type of knife (including pocket knives), mace, pepper mace (except as noted below), explosive devices or any other object or device that serves no educational purpose and which the principal determines is or was possessed by the individual with the purpose of causing physical harm or dangerously disrupting school activity. A weapon excludes any device or

equipment, unless the equipment is brought with the intention of doing harm, that is commonly used in a sport activity sanctioned by or sponsored by the school (i.e., baseball bats, javelins, hockey sticks, etc.). Possession includes having the weapon on your person, or in a place which the student controls, including but not limited to, locker, book bag, purse, satchel or vehicle on school property. The principal shall determine whether the weapon left in a vehicle will warrant disciplinary action based on the circumstances and type of weapon as determined by the principal. 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. The principal shall determine the disciplinary action, including whether expulsion or suspension of a length determined by the principal will be levied on any student who is found to be in possession of a weapon to, from, or within the school (including any property used by the school); or to, from, or at any school sanctioned activity, a school function, or at any school activity that was organized by a school representative. Any student determined to be in possession of a weapon in violation of this policy may be reported to the police as determined by the principal.

Each school may elect to formulate its own policy and procedures permitting their students to possess small canisters of pepper spray of the type legally permissible for the general public to purchase and carry for personal security. In general, such canisters shall have a capacity of less than two ounces and contain no more than 5 percent pepper substances.

Serious Violent Behavior Including Assault, Battery and Arson:

Students who engage in serious violent behavior are subject to a variety of disciplinary actions. The principal of the school will take immediate action upon learning that a student has engaged in serious violent behavior in violation of this policy. The disciplinary actions that may apply to the situations, include but are not limited to, warnings, probation, a single day suspension, a multi-day suspension (in or out of school) of up to and including ten (10) days or expulsion. When a student is suspended and the principal mandates such action, then a satisfactory psychological evaluation by a licensed mental health professional must be completed prior to the student being allowed to return to school. The principal shall determine whether the results of the psychological evaluation, if mandated, would allow for an acceptable reentry of a student to the school to allow for a continued safe environment for the students and faculty at the school. The serious violent behavior includes any such behavior, as determined by the principal, that occurs within the school or any school property (including any property used by the school) to, from, or at any school activity, a school function or at any school activity that was organized by a school representative.

The determination of serious violent behavior will be determined by the principal taking into account various factors including the type of behavior, the potential for harm, the seriousness of the activity, and any other factor the principal may determine relevant.

Any student determined to have engaged in serious violent behavior may be reported to the police, as determined by the principal.

Harassment, Threats and Theft:

Students who engage in acts of harassment, threats, and theft are also subject to a variety of disciplinary actions. Any violation of these policies include activity taken on school property (including any property used by the school), to, from or at a school sanctioned activity, a school function, or at any school activity that was organized by a school representative. These measures may include, but are not limited to, warnings, probation, single and multiple-day in or out of school suspensions, expulsion and restitution as determined by the principal.

The principal shall determine when an act of harassment, threats, or theft reaches a level of seriousness that would warrant the disciplinary action mentioned above. Each local school board shall establish, in consultation with the principal, a local policy consistent with this policy stating the criteria regarding levels of severity and types of violations necessitating disciplinary actions and whether such information shall be reported to the police. These policies would include: cost, damage, level of injury, and types of theft.

Further, it shall be the policy of the Diocesan Board of Education that when appropriate 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.

Diocesan Policy 5142 Adopted February 21, 1995, Revised May 17, 2016

Threats of Violence:

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.

Diocesan Policy 5142.1, Revised November 18, 2014

Students' Conduct and Safety—Harassment, Intimidation, & Bullying:

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

It is strictly forbidden for any employee or student to express racial slurs, make racial jokes, produce or distribute racist cartoons, or engage in verbal conduct of a racist nature within or relating to any school or parish setting or activity. Such conduct is contrary to the Catholic belief in the dignity of every human person.

Diocesan Policy 4116.2 Adopted April 8th, 1998, Revised September 15, 2009

The Diocesan Board of Education has stated: 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 targets 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 that it is the responsibility of staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for 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.

Search and Seizure:

The administration of the School is free to enter a student's locker, desk and school bag any time to search for questionable items. Students shall not have any expectation of privacy as it relates to school lockers, school bags or desks. The school is owner of all lockers and desks and shall retain full control of their use and content. Therefore the school reserves the right to search them at any time without notice. Searches may also be selective and carried out even if there are no reports of wrongdoing. If illegal or improper items are found in a student's locker, desk or school bag (e.g. non-prescription drugs, weapons, stolen property), they will be turned over to law enforcement authorities. Any items (personal possessions) that violate school rules will be kept by school administration and returned to the parents.

The school also reserves the right to search a student's vehicle when it is on school grounds and/or when attending a school sponsored function off school grounds.

However, when a situation arises that requires a search of a student; a student will be asked to empty his/her pockets or purse. If a student voluntarily empties his/her pockets and/or purse, this will not be considered an invasion of the person. Body searches will not take place. If a student does not voluntarily comply with the administrator's request, the student's parents will be called and expected to come to the school and conduct the search in the presence of a school administrator. A parents' refusal to comply with the request is grounds for immediate expulsion.

Diocesan Policy 5115, Adopted November 27, 2012

If a faculty or staff member suspects a student of harboring an item that could potentially harm a student or the learning environment, the student will be asked to turn over the item for safe keeping. If the student refuses, he/she will be escorted to the Principal's office. In the presence of two faculty/staff members, the student will again be given the opportunity to turn over the item in question - this may involve the student emptying their pockets, bags, etc. if the student refuses a second time, the student's parents will be called and the student will remain in the principal's office until the parents arrive.

It will be up to the discretion of the faculty/staff member to either return the item in question to the student at the end of the school day or to notify the parents and retain it until the parents can pick it up from school. If the item in question violates the school drug or weapon policy, those procedures will be followed.

Police Questioning:

When 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 desires, and the Principal should not allow the interview to commence without the parent/guardian. If the parent/guardian is reached and does not desire to be present, the interview can commence. If the Principal is unable to reach the parent/guardian, the Principal should indicate to the law enforcement representative that absent an 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 students(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 them 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 being taken from school, 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 Pastor when emergency circumstances exist.

Policy of Law Enforcement Arrests 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 student arrest 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/guardian of the student's whereabouts as soon as the representative takes the student from the building.

Electronic Devices:

Generally, electronic devices such as phones should not be brought to school. If it is necessary to bring one to school at a parent's request, then the phone must be turned off and kept in the student's locker or backpack during school hours. All phone communication during school hours should be made through the school office.

Dress Code:

It is important that students of St. John the Baptist Catholic School dress in accordance with the school's dress code. Parents are responsible to be sure that their child is properly dressed for school according to the following policy.

Uniforms must be worn by Kindergarten through 8th grade students. If students in the Jaguar Cubs and Junior Kindergarten choose to not wear uniforms, they must follow the *Casual Clothes* policy.

UNIFORMS:

Pants: Basic khaki or navy blue twill "Docker-style" or corduroy school pants. No "cargo" pockets. No sweatpants. No pants with drawstrings. No knit pants.

Shorts: Solid khaki or navy walking shorts, which are no more than 2 inches above the knee in length. The fabric and style of the shorts must be similar to uniform slacks. Therefore, styles such as gym, biker, or boxer shorts are not permitted. The shorts should not have a design or border. Shorts may be worn throughout the year if they adhere to the uniform rules.

Skirts/Skorts: Navy blue or khaki uniform skirts may be worn. Hemlines must be no more than 2 inches above the knee in length.

Jumpers: Navy blue or khaki uniform jumpers may be worn. Hemlines must be no more than 2 inches above the knee in length.

Shirts: Dress shirts or polo shirts with collars in solid white, light blue, or navy blue. Shirts may be cotton or knit. Shirts must have collars. Shirts must be tucked in. Shirts should be free of all logos unless it is embroidered *Jagwear with a collar.

Blouses: Solid white, light blue, or navy blue long or short sleeved Peter Pan or pointed collared blouses. Blouses may be cotton or knit and must have a collar. Blouses must be tucked in.

Turtleneck shirts: Solid white or navy blue turtlenecks may be worn.

Sweaters: Must be white or navy blue without a hood.

Sweatshirts: Must be solid white, navy blue, or *Jagwear. No other colors or insignias are allowed in school during class time. A blouse, shirt, polo or turtleneck must be worn underneath. The collar must be showing.

Hoodies: Must be *Jagwear.

Socks: Boys and girls are required to wear solid white or navy blue socks with no insignia.

Tights/Leggings: Girls may wear solid navy blue or white tights or leggings underneath their skirts and jumpers.

Shoes: Sturdy shoes should be worn. They are especially important for recess games and physical education class. Students should have an extra pair dedicated for use in the Munier Center. Sandals, Flip Flops, Crocs, and other backless style shoes are not to be worn.

Belts: Students in grades 2-8 must wear a belt if the pants or shorts have belt loops. Fabric style belts should not hang longer than 6 inches when tied.

Jagwear:* **Only shirts and sweatshirts purchased through the school's periodic PTF Jagwear Sales are considered official Jagwear. Other shirts and sweatshirts for sports, Althoff, Gibault, and those items not purchased through the school, are not considered Jagwear for uniform purposes. These items may, however, be worn on Spirit Day with uniform pants.

CASUAL CLOTHES (for Out-of-Uniform Days):

Students must wear tops that fully cover their stomach, back and shoulders. No tank tops may be worn. Students may dress casually on designated days, but they should look presentable at all times. Students are not permitted to wear shirts that sponsor alcoholic beverages, drugs, or tobacco. Sexually oriented clothing, leather pants, and skintight clothes or inappropriate clothing are prohibited. If shorts or skirts are worn, they should be no more than two inches above the knee. Flip Flops, Crocs, and other backless style shoes are not to be worn.

Makeup: Students are not allowed to wear makeup except for nail polish during school hours. Students will be asked to remove makeup if it is worn during the school day.

The principal will make the final determination concerning whether or not students are in compliance with the dress code. Students who are not in compliance may be given a note to take home asking the parents to correct the problem. By signing the handbook, parents and students take responsibility for following the dress code.

St. John the Baptist Catholic School students are expected to maintain certain standards during and after school hours and should be modest in dress. At extracurricular activities on campus and at events away where students are clearly identified as members of St. John the Baptist Catholic School family, shorts should reach as near to the knee as possible—athletic uniforms being the exception, although coaches and parents alike should keep Catholic modesty in mind.

Adopted Feb. 2001, Revised June 2, 2003 Revised April 2004, Revised March 2010, Revised July 2012

Arrival and Dismissal:

7:30 A.M.-7:45 A.M.-The Munier Center is open for students in Preschool through 8th grade who arrive before 7:45 A.M.. Parents should enter the circle drive through the north entrance when dropping off students. The school is not responsible for children who arrive before 7:30 A.M. Please do not leave children at school before 7:30 A.M. Preschool parents need to sign their student in when dropping off.

7:45- A.M.-7:55 A.M.- Students may be stopped off at the main school entrance. Preschool Parents will need to walk their student to the Early Childhood Center.

7:55 A.M.- Any student arriving after 7:55 A.M. is considered tardy.

8:00 A.M.- Thursday Mass begins

2:45 P.M.- Bus riders are dismissed.

2:55 P.M.- On most days students are dismissed at 2:55 P.M. Parents should make arrangements to have their children picked up by 3:05 P.M.; if a child is not picked up by 3:05 P.M., his/her parents will be contacted, and the child may be sent to JagCare until a parent or a parent-approved adult arrives to pick up the child.

Parents must call 618-233-0581 before 8:30 A.M. if a child is going to be absent. If no contact is made by 8:30 A.M. the school will contact the parents.

No student may be dismissed early without permission from the principal. The principal must receive a signed and dated note before permission will be given for early dismissal. Parents or parent-approved adults must sign the visitor log when a student leaves before the regular dismissal time.

Please be alert for early dismissal due to very hot temperatures or a developing winter weather situation such as snow or ice. Make pre-arrangements for your child should school be dismissed early.

Compliant with Diocesan Regulation 5113, Approved May 27, 1998, Revised November 11, 2009

Absences:

1. When a student arrives at school late but within the first hour of the beginning of the school day, the student will be considered tardy.
2. When a student arrives at school an hour after the start of the school day, the student will be considered absent 1/2 day.
3. If a student arrives at school within an hour or leaves to go to the doctor or other appointment and returns within one hour, the student will be considered as absent. If the student is gone for more than one hour, the student will be considered as 1/2 day absent. If a student leaves within one hour of normal dismissal, the student will not be considered as absent.

Diocesan Policy 5113, Adopted May 27, 1998, Revised November 17, 2015

Illness:

A student who is absent for any portion of the school day due to illness may not participate in any extra-curricular activity scheduled for that date unless given permission by the principal.

Trip or Vactions:

Absenteeism for vacation trips during the school year is strongly discouraged. If parents decide to take their children, advance written notice stating the exact days the child will be out of school needs to be given to the teacher and office. The school will not assume responsibility for assisting students to make up missed work or provide schoolwork ahead of class presentations.

Truancy:

A student absent without the consent of parents and the approval of the school is considered truant. In addition to being subject to the school's discipline procedures, 17 days of truancy may result in retention in the grade. (Missing 10% of attendance days due to truancy is a general rule.)

Revised July 2012

Snow Days:

For school closings listen to the following: KMOV Channel 4, NEWS CHANNEL, or FOX 2 NEWS. The school is announced as "St. John the Baptist School – Smithton." Do not call these stations. They will not give out the information over the phone.

If the weather becomes bad during the school day, please listen to the television stations for early dismissal. Parents or parent-approved adults may pick up children early if they contact the school office and sign the visitors' log.

Field Trips:

INSTRUCTIONAL SERVICES—FIELD TRIP

Diocesan Policy 6153

Field trips by the parish catechetical program or school field trips shall be allowed only when they have an educational purpose as determined by the responsible parish minister or school official. Students shall submit the appropriate request/permission form prior to the field trip. Students who fail to submit the appropriate request/permission form shall not be allowed to participate in the field trip. Parent telephone calls will not be accepted in place of the signed form.

Field trips are privileges afforded to students. Students can be denied participation in field trips if they fail to meet behavioral requirements established by the parish catechetical program/school.

Adopted March 28, 1994, Revised January 17, 2017

The following factors are analyzed when determining whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. All field trips during school hours must be approved by the principal. Extended field trips must be discussed with the school board, and then approved by the principal and pastor.

If an overnight trip is approved, boys must have sleeping quarters that are separate from girls. Adults must have sleeping quarters that are separate from boys and girls under 18 years of age.

Adult chaperones are prohibited from bringing additional children. All chaperones must be in compliance with the Child Protection Policy of the Diocese of Belleville. Under certain circumstances, the number of chaperones may be limited. Chaperones may need to provide their own transportation.

Diocesan policy requires that chaperones complete forms and receive the Child Protection Policy Training. Refer to the Volunteer section of the school handbook for additional expectations. More information is also available at www.diobelle.org.

Adopted on April 13, 2000, Revised July 2012, Revised November 2015

Medicine:

Beginning on November 1, 1996, new guidelines were instituted regarding prescription and over the counter medicine. These guidelines were established by the State of Illinois. Each school in the Diocese of Belleville must follow the guidelines. Both the family physician and the parent/guardian must complete the appropriate forms before any medication can be dispensed to your child.

The guidelines are as follows for prescription medications:

1. Written orders from a physician detailing the name of drug, dosage, and time interval medication is to be taken.
2. Written request and permission from the parent or guardian of the student that the school complies with the physician's orders.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.

For over the counter medication (OTC) the following guidelines will be used:

1. Over the counter medications shall be brought in with the manufacturer's original label with the ingredients listed and the student's name affixed to the container.
2. A written request shall be obtained from the parent(s)/guardian(s) and with names and phone numbers in case of an emergency. It is the parent/guardian's responsibility to assure that the licensed prescription order, written request, and medications are brought to school.

Revised November 1, 1996

Under Illinois law, students with asthma are allowed to keep their inhalers with them, which is the only exception to the previous guidelines.

The state does require the following:

1. A written authorization from the parents or guardians of the student.
2. A statement, contained in our authorization form, in which the parents or guardians acknowledge that school, the parish, the pastor, the principal, the employees and agents of the School, the Diocese of Belleville and the Bishop of Belleville are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student; and in which the parents or guardians agree to indemnify and hold harmless the school, the parish, the employees and agents of the school, the Diocese of Belleville and the Bishop of Belleville.
3. A written statement from the physician, physician assistant, or advanced practice registered nurse must contain the following information: the name of the student/patient; the name and purpose of the medication; the prescribed dosage; and the time or times at which or the special circumstances under which the medication is to be administered.

This information will then be kept on file in the office of the principal.

Adopted September 2001

School staff will provide written notification to parents detailing when medication is administered.

See Appendix E: Medication for the Medication Release, Physician Statement, and the Medication Log.

Revised July 2012

Dental Exams:

The State of Illinois requires students in kindergarten, second grade, and sixth grade to have dental exams. If a child in second grade or sixth grade fails to present proof of having been examined by a dentist by May 15th of the school year, the school may hold the child's report card until either the child presents proof of a completed dental exam or the child presents proof that a dental exam will take place within 60 days after May 15th.

The Illinois Department of Human Services will be required to set rules about a waiver for children who show undue burden or total lack of access to a dentist. The dental examination record must contain the signature of the doctor. The Dental Examination Record forms are available in the school office.

Immunization:

According to the School Code for the State of Illinois, all students must have the proper immunizations. If students are not in compliance, measures will be taken to suspend the students, Chapter 122, Section 27-28 of the School Law. An Immunization Report must be filed to the State by the principal by October 15 each year.

Immunization (continued)

All Catholic schools in the Diocese of Belleville shall follow the Illinois Department of Public Health Rules for School Health Exams and Immunizations, Illinois Department of Public Health Rules and the Control of Communicable Diseases. The only exception to the policy is in the case of a medical exemption.

Diocesan Policy 5141.3

Physical Examination:

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.

Diocesan Policy 5141.3, Adopted January 27, 1993, Revised January 17, 2006
Diocesan Regulation 5141.3, Approved January 27, 1993, Revised January 17, 2006

The Illinois State School Code requires that every child have a physical examination prior to or upon entrance into kindergarten and sixth grade. Medical forms for those entering grade 6 are given out at the end of grade 5. These are to be returned on the first day of class.

The medical form must have the signature of the doctor. The Physical Examination Form is available in the school office.

Eye Examination:

Illinois law requires that proof of an eye examination by an optometrist or physician who provides complete eye examinations be submitted to the school no later than October 15th of the year the child is first enrolled or as required by the school for other children. At St. John the Baptist Catholic School an examination must be completed for students entering Kindergarten or for students transferring into grades K-8 who have not previously had an eye examination. The examination must be completed within one year prior to the child beginning school.

HIV-AIDS:

St. John the Baptist Catholic School wishes to follow the Gospel values of compassion and justice in response to students infected with HIV-AIDS.

In accordance with the directives and procedures set forth by the Illinois Department of Public Health, attend Illinois State Board of Education, the U.S. Center for Disease Control, the American Red Cross, and the U.S. Catholic Conference concerning students infected with HIV, the following procedures are to be followed:

1. Students with HIV-AIDS enrolled or seeking enrollment in grades Pre-K through 8 shall be permitted to attend St. John the Baptist Catholic School and shall not be excluded from attending for reasons of the infection unless exceptional conditions are evident. When a student is infected with the virus, the student's parent or guardian must inform the pastor and the principal.
2. Persons involved in the care and education of HIV-infected children should respect the student's rights to privacy, including maintaining confidential records in accordance with the law. The number of personnel who are aware of the student's condition should be kept at the minimum necessary to assure proper care of the student and to detect situations where the potential for transmission may increase (e.g. bleeding injury).
3. Care, involving exposure to an infected student's body fluids and excrement, should be taken by persons who are aware of the student's HIV-infection and the modes of possible transmission.
4. Procedures of Hygienic Sanitation are to be followed.

Compliant with Principal Handbook J 1-10

Textbook Review Policy:

Review of textbooks by administration and staff will be done on a five-year rotation. All grades (PreK-8) will have their books reviewed in the appropriate subject for improvements and updates as recommended by the teachers and administration for the following year's budget.

Adopted June 11, 1999

Volunteers:

Volunteers are welcomed and needed. Volunteer activities include but are not limited to lunch and recess supervision, making copies, assembling mailings, reading with students, being a guest speaker, and helping with maintenance projects.

St. John the Baptist Catholic School follows the Child Protection Policy of the Diocese of Belleville which is as follows: “Any individual who is employed or volunteers in the Diocese of Belleville and has ‘substantial contact’ with children must complete the Child Protection Policy Training, as well as all other requirements of the Policy. ‘Substantial contact’ is contact with children in which the duration and scope in both time and exposure to children is neither trivial nor limited and may occur on a routine and/or ongoing basis (i.e. more than one day a month).

Information about training dates is available at www.diobelle.org.

Volunteers (with substantial contact) must complete a volunteer application, a Child Abuse and Neglect Tracking System (CANTS) form, and a background check.

Volunteers in leadership roles must complete a volunteer application, a CANTS form, a background check, and be fingerprinted through Accurate Biometrics.

Field trip drivers must complete a volunteer application, a CANTS form, a background check, and the Volunteer Driver Form. The volunteer must provide his/her valid driver’s license and proof of insurance. In these situations, a volunteer’s insurance is the primary insurance. All forms are available in the school office.

Volunteer dress and appearance should be appropriate to their tasks. Volunteers are not permitted to wear shirts that sponsor alcoholic beverages, drugs, or tobacco; sexually oriented clothing is prohibited.

Volunteers may use telephones/cell phones to make personal phone calls during time when they are not scheduled to supervise students. Personal calls should never interfere with use of the telephone for school purposes.

To learn more about volunteer opportunities and the Parent Involvement Program (PIP), refer to Appendix I: PIP Introduction Parent Letter and visit <http://www.stjohnsschool.us/home/parent-involvement-program-pip>.
Revised March 11, 2015

Abuse and Neglected Child Reporting:

INTERNAL PROCEDURES FOR REPORTING SUSPECTED ABUSE

Volunteers should immediately notify an employee if abuse is suspected. The employee will notify the principal and/or pastor. The principal and/or pastor will then assist the volunteer with the following reporting procedures.

Revised March 11, 2015

Principle:

The Diocese recognizes that the protection of children is a responsibility shared by the entire community, including the Church, parents, teachers, healthcare professionals, public safety officials, public and private

Abuse and Neglected Child Reporting (continued):

social services agencies and the general public. The Diocese is committed to working with civil authorities to protect children by preventing child abuse and neglect, reporting alleged allegations, and any resultant judicial

proceedings, as well as their exercise of that right, as specified in the Charter for the Protection of Children and Young People. The Diocese will act in accordance with standards that will at all times comply with those of civil law, and this Policy will be reviewed annually by the Vicar General in conjunction with the Diocesan Review Board and the Diocesan Child Protection to ensure consistency with changes in civil law.

1. *Who Must Report?*

- Any Personnel who in the course of performing employment or volunteer activities, makes observations or is presented with information that leads the individual to believe or suspect that any child has been the victim of physical abuse, sexual abuse or neglect, shall make a report to the appropriate civil authorities. The sole exception is that ordained priests shall not report any information subject to the priest penitent privilege.

2. *What Must be Reported?*

- Any suspected physical abuse, sexual abuse or neglect of a child shall be reported as soon as practical, regardless of where the incident occurred. Past incidents of sexual abuse that are alleged to have occurred when the victim was a child, even if the victim is now an adult, also must be reported.

3. *To Whom Should Reports be Made?*

- Under Illinois law, alleged abuse or neglect must be reported to the State via the State Central Register Hotline (1-800-25-ABUSE or 1-800-252-2873). Based upon certain criteria, the Hotline worker will determine whether or not to accept a report and initiate an investigation. If the Hotline worker accepts the report, the individual making the report will be required to complete a written confirmation of the report within twenty-four (24) hours on the appropriate form. If the Hotline worker does not accept the report, the Hotline worker will explain the basis for that decision.

4. *What specific Information Should be reported?*

- The individual making a report should provide as much information as possible. He/she should not conduct an investigation in order to obtain more information than is readily available. The following information should be reported to the extent it is known:
 - Name, address and age of the child;
 - Name and address of the child's parent or adult with custodial responsibility;
 - Whereabouts of the child;
 - Nature and extent of the alleged maltreatment and any past history of injury possible occurring from abuse or neglect;
 - Name, address and whereabouts of the individual or individuals suspected of perpetrating the abuse or neglect if known; and
 - Any other information which might help to determine the cause of the suspected abuse or neglect or the identity of the individual responsible.

Compliant with the Child Protection Policy Diocese of Belleville

The full Child Protection Policy is available at <http://www.diobelle.org/resources/policy.aspx>.

FUNDRAISING:

St. John the Baptist Catholic School participates in the National School Lunch Program (NSLP). Only on exempted fundraising days, the school may sell beverages or food other than as a part of the NSLP reimbursable meals that do not meet the competitive food standards 7 CFR 210.11 (2013) to students before, during, and/or within 30 minutes after the end of the school day. A written request for an exempted fundraising day must be submitted to the principal within 48 hours of the fundraiser (e.g. bake sale). After consulting with

the lunch coordinator (as a representative of the Wellness Committee), the principal can deny or grant permission. A listing of exempted fundraising days is to be kept on file in the school office for at least three years.

Adopted March 11, 2015

Annual Fund:

The Annual Fund campaign is one of the largest school fundraisers. Pledge cards are sent during various phases to parents, grandparents, parishioners, alumni, businesses, and friends requesting spiritual and monetary gifts. Donations are used to supplement the following year's budget, to grow the St. John the Baptist Catholic School Educational Endowment Fund, and to provide tuition assistance.

Bus Services:

SCHEDULES

If you have specific questions concerning bus routes or schedules, please contact the Smithton Public School at 618-233-6863.

Transportations Reimbursement:

If you live more than a mile and half from school and are not eligible for public school transportation, you may be eligible for transportation reimbursement. Parents who receive reimbursement must keep a daily mileage log. If you need more information about this program, please contact the principal.

Communication:

1. *Parent-Teacher Conferences* – Conferences are held to discuss a student's progress each year at the end of the first quarter for all parents. A schedule of the exact time of the conferences will be sent to the parents prior to the conferences. Individual conferences will be arranged throughout the year when it is determined that this would be of benefit to the student involved. Conferences are for 10-15 minutes and are arranged so that the parent may have a continuous time schedule if more than one child is involved. If, at any time during the year, a parent desires a conference with a teacher, the parent should either call or write a note to the teacher requesting an appointment. Parents are not to interrupt the teacher during class hours. (Compliant with Diocesan Policy 5124)
2. *Meetings* - Back-to-School meetings are held with the teachers a few days prior to the first day of school. The 7th and 8th grade families participate in an August or September evening Mass, potluck dinner, and meeting. PTF and School Board meetings are held monthly.
3. *Weekly Parish Bulletin* - School announcements, special highlights, and other information are included in the weekly parish bulletin.
4. *Family Envelope* – A blue envelope is issued to each family. This envelope is used to send the weekly News & Notes edition from the principal, permission slips, calendars, fliers, etc. Usually, the youngest in the family is asked to take the envelope home each Thursday. Parents are then asked to return it to school.
5. *Jaguar Journal and Website* – In an ongoing effort to promote St. John the Baptist Catholic School, the Communication Committee produces three newsletters for distribution to the public. Throughout the school year, pictures of students in everyday school related activities will be taken for use in newsletters, in school brochures, in newspaper articles, on the school website, and on the school's Facebook page. At the beginning of the school year, parent permission is obtained before such material is published or distributed.
6. *School Website* – www.stjohnsschool.us has general school information and specific class information.
7. Option C – <https://www.optionc.com/corporate/home/login/school-login/5827> is used as an online grade book. The school will provide login information to students and to parents at the beginning of the school year. Fast Direct will also be used to send reminder/informational messages and texts to the entire student body.

Emergency Plan:

Each classroom has a copy of the school's Emergency Plan in an emergency backpack. The Emergency Plan addresses the following topics: fires, tornados, earthquakes, injuries, seizures, students left at school, kidnapping/missing/runaway students, armed intruders, weapons, bomb threats, lock down situations, suicide, death at or near school, gas leaks, hazardous material spills, field trip incidents, and general information for all emergencies. Safety drills are held throughout the school year.

Extracurricular Activities:

Extracurricular activities are organized by the teaching staff, athletic director(s), and/or volunteers. The following opportunities are available, and eligibility requirements are described in more detail in the Handbook.

ATHLETICS: Students in 4th-8th grade are invited to join the following teams sponsored by St. John the Baptist Catholic School:

- Girls' or boys' volleyball
- Girls' or boys' basketball
- Girls' and boys' track

Soccer (K-8), softball, baseball, and cross country are also available through collaboration with other local Catholic schools.

CARD CLUB: Students in PreK-8th grade are invited to meet after school once each quarter to make greeting cards that are mailed to parishioners and anyone who is elderly, sick, or homebound.

DRAMA CLUB: Students in PreK-8th grade are invited to meet after school to form the cast, stage crew, set crew, and tech crew for the annual spring production.

MASS MINISTRIES: Students are encouraged to participate in the following ways:

- Altar Servers: Open to students in grades 3-8 who demonstrate maturity and readiness. They are trained by parish personnel and serve at school and parish Masses, Communion Services, funerals, and other liturgical celebrations.
- Musicians: Students of all ages are invited to lead the singing and play various instruments under the guidance of their teachers.
- Sacristan Club: Sixth and eighth grade students are invited to be trained as sacristans, who take turns preparing church for weekday Masses. Students are trained by parish personnel and must be available at 7:45 A.M. for this club.
- Other Roles (i.e. lectors, ushers, gift bearers): Homerooms take turns planning weekday Masses; students of all ages are encouraged to participate in a variety of ways.

SPEECH TEAM: This group is open to students in grades 5-8. The Beginners Speech Team is open to students in grades 5-8 who have never competed before. The team members memorize and prepare dramatic, humorous or serious monologues and duets for competition in three diocesan speech meets during the year. The speech team meets for practice after school.

Graduation:

The date and time for the graduation Mass and ceremony for the eighth graders varies from year to year. The graduates wear caps and gowns. Diplomas and awards are given to the graduates.

The seventh grade families traditionally host a family breakfast for the graduates and their families; a graduation rehearsal and professional photos typically follow the breakfast.

Library Visits:

Students walk to the Smithton Public Library with their class every other week. Students in Kindergarten through 8th grade will need to bring their library cards during the first two weeks of school. Permission slips will be provided during the first two weeks of school.

Parents, Teachers, and Friends (PTF):

The PTF meets at least every other month in the school. Upper grades students and alumni provide free babysitting during the meetings.

The goal of the PTF is to provide financial support to the school for meeting the students' educational needs and to provide social opportunities for school families. In order to meet these goals, the PTF sponsors a Dinner Auction, among other fundraisers.

In past years, the PTF has sponsored a fall Father/Daughter Dance and a spring Mother/Son Fishing Derby. At Christmas, the PTF sponsors a Children's Santa's Kottage that allows children can purchase inexpensive Christmas presents for the entire family. The PTF plans a teacher appreciation luncheon during Catholic Schools Week and coordinates a school Field Day in the spring.

Parties:

There are three regularly scheduled parties held during the year for grades PreK-8: Halloween, Thanksgiving, & Christmas. For grades 5-8 the parties should be 45 minutes or less. A short extension may be granted if an educational activity such as an art project is planned. At Halloween, PreK-Kindergarten may wear costumes during the time period of the party. At Thanksgiving, a "feast" may be held during the lunch/recess period. Event Coordinators (i.e. Room Parents) help teachers with these parties. Grades PreK-4th also have a Valentine's Day party.

School Board:

The purpose of the school board is to assist and advise the pastor and principal in the governing and operating of the parish grade school; the school board works with the pastor and principal to create and implement a strategic plan for school improvements. The membership of this board shall consist of the pastor, the school principal, and seven (7) other members: six (6) from St. John the Baptist Parish and one (1) from either St. John the Baptist Parish or St. Michael Parish, Paderborn. The term of the Board members shall be three (3) years. The School Board shall meet every month during the school year.

Special Events:

Grandparents Gathering - A morning weekday Mass is typically celebrated with grandparents in September or October. The Mass is followed by refreshments and activities.

Christmas Program - A Christmas Program is held each year. All students are asked to attend. Parents may be asked to provide "simple costumes."

Catholic Schools Week - This is a time when activities are planned to help us remember our Catholic heritage and to promote our Catholic schools. Learning activities and fun activities are planned during this time. Parent ideas are welcome.

Special Student Services and Instructional Needs Memos:

To receive special services (e.g. special education class instruction, speech therapy, occupational therapy, etc.), a parent or teacher must first notify the principal of St. John the Baptist Catholic School. The principal then contacts the principal of Smithton District 130. One of the principals will contact BASSC and/or the speech teacher to initiate evaluations. At this time, District 130 requires students from St. John's to receive services at District 130's campus. St. John's works with parents to provide transportation. If a student needs services other than Speech, District 130 will only offer the services if the student dual enrolls. The principal meets with the administration of District 130 each spring to review services and title funding. If special accommodations are needed, and the student is not eligible for an IEP (or the parents do not want to dual enroll their child), the teachers work with the family to create an Instructional Needs Memo that is reviewed at every parent/teacher conference.

Support Programs:

The school currently participates in Box Tops for Education, Amazon Smile, and the Scrip program. Parent volunteers coordinate these programs.

Box Tops For Education:

The Box Tops for Education coupons can be found on various General Mills Products. The school receives a cash payment for each box top coupon submitted.

SCRIP Program:

Scrip is a fundraising opportunity that requires no selling and no extra out-of-pocket expense for families.

Scrip is a program that allows families to purchase gift cards to use not only for gifts but also for your regular shopping. Families pay the face value of the card and an additional percentage goes toward the school. For example, a family pays \$25 for a \$25 Applebee's gift card, and the school earns \$2.00. When ordering, families and friends can designate part of that \$2.00 towards a family's tuition by writing the student's name on the order form. Scrip determines the percentage assigned to each gift card. For a complete list of vendors, visit www.glscrip.com or pick up a packet from the school office or in the main church entrance. Orders are usually placed every other Sunday with delivery on Thursday of the same week.

Treats:

Gum is not allowed in the school. Candy or other snacks are not to be eaten in the school building without the teachers' permission.

PreK through Grade 4: Homemade treats can be brought in to classrooms. They must be individually wrapped and served to the students under adult supervision. Commercially bought and wrapped foods also can be served. Non-perishable items can be served. Treats requiring cutting or preparation or transferring from a serving container to individual dish (sheet cakes, cut up fruit, chips and dip, popcorn, punch, etc.) must be served by an adult after proper hand washing. Wearing of clean food serving gloves is optional. Food items may be prepared at home by an adult and individually wrapped for serving.

Grades 5 through 8: As above, except the adults can use their judgment and allow the students to serve themselves. Please remember teachers should not be placed in charge of preparation and/or serving your child's treat (e.g. birthday cake that requires cutting and serving).

At school party functions homemade food can be served. Adults will do the serving after proper hand washing, wearing of clean food serving gloves are optional.

Proper hand washing, 20 seconds in duration scrubbing all surfaces of the hands and nails with lukewarm water and soap, should be done prior to handling and serving food, after using the restroom, after sneezing, coughing, blowing your nose or other functions that may spread germs from your hands to food items (cleaning up a food spill on the floor).



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****Missing Policy and Regulation****

Policy 5112

Student Expectations:

All students enrolled in a Catholic Elementary School or a Catholic High School in the Diocese of Belleville are expected to attend and participate in all school Religion classes, liturgies, and Religious activities and Services. All Catholic Schools in the Diocese of Belleville welcome students from all faiths. Parents of students from other faith traditions shall be informed of the school's faith practices and services. All parents are to read the school Parent/Student Handbook and indicate their understanding of the school's policies. Schools will provide a form for parents to sign that confirms their understanding of the school's policies prior to the beginning of every school year.

Adopted September 15, 2015

Policy 5125.1

Video/Photograph/Taping of Students:

The Diocese of Belleville requires that a written parental/guardian consent form be obtained by the school in order to use any videos, photographs, slides, audio tapes or any other visual or audio reproductions in which their child/children may appear. The parental/guardian consent form should state that the materials may be used for student videos, web pages, class and school projects and for promotion of the school, parish and the Diocese including recruitment and fund-raising efforts. The form would also state that the parents/guardian would release the school, parish and the Diocese of Belleville from any liability connected with the use of any visual or audio formats as part of any promotion, recruitment or fund-raising program.

Policy 5126

Unauthorized Photograph/Video/Live Transmission:

It is unlawful and against Diocesan Policy for any student or person to knowingly make a photograph, video record or transmit live video of another student or person without that student's or person's consent, such as but not limited to, in a restroom, locker room, or changing room. It is against Diocesan Policy for a student or person to knowingly make a photograph, video record or transmit live video of another student or person with or without that student's or person's consent in a room that is being utilized by a student or person to change clothes resulting in the exposure of such as but not limited to a student's or person's underwear, bra or private naked body parts such as breasts, buttocks or genitals. It is also unlawful and against Diocesan Policy for anyone to knowingly disseminate, or permit someone to disseminate a photograph, video record or live video that violates the intent of this policy or is in any way unlawful. It is also against Diocesan Policy for the transmission of any inappropriate photograph, video record, live video or text (sexting) that may be viewed as offensive, bullying, or harassing by the Administration. When it is suspected or known that unlawful video related occurrences have taken place, police are to be notified and in all occurrences the person involved and parents of any students involved shall also be notified. "Video record" means and includes any videotape, photograph, film, or other electronic or digital recording of a still or moving visual image; and "live video" means and includes any real-time or contemporaneous electronic or digital transmission of a still or moving visual image. Diocesan Policy 5131 also indicates expectations regarding appropriate student behavior on or off campus.

Any student or staff believed to have violated this policy is subject to suspension or expulsion as determined by the principal at his/her sole discretion.

Adopted March 18, 2014

Code of Conduct/Off-Campus Misconduct:

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. These may include, but are not limited to, suspensions, expulsions, removal from participation in extracurricular activities as determined by the principal. Examples of off-campus misconduct subject to this policy, but are not limited to the following:

- Alcohol use
- Arson
- Burglary
- Drug possession or inappropriate sharing/sales
- Illegal drug and substance use
- 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
- Violent offenses

Adopted January 16, 2007

Married Students:

All schools in the Diocese of Belleville shall have a written policy concerning retaining student/s who are married.

Adopted March 17, 1977, Revised May 16, 2006

Goals for other School-Based Activities Designed to Promote Student Wellness:

Consistent School Activities and Environment – Healthy Eating

- It is recommended that food providers share information about the nutritional content of school meals and/or individually sold foods with students, family and school staff.
- School meals shall be served in clean, safe and pleasant settings with adequate time provided for students to eat.
- All food service personnel shall have adequate pre-service training and participate in activities or programs that provide strategies for providing tasty, appealing and healthy school meals; nutrition education strategies including coordination of classroom and cafeteria activities; and effective promotional techniques to encourage healthy eating habits.
- Students, parents, school staff and community members bringing foods and beverages to school for parties/celebrations/meetings shall be encouraged to provide healthful options. (Attachment A provides suggestions.)

- Schools shall take efforts to promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System (MyPyramid) such as fruits, vegetables, low-fat dairy foods and whole grain products.^{ii iii}
- All foods and beverages provided by the school shall comply with federal, state, and local food safety and sanitation regulations.
- Access to any area involved in storage, preparation or service of food on the school campus shall be limited to authorized personnel.

Consistent School Activities and Environment – Physical Activity

- Schools are encouraged to limit extended periods of inactivity. When activities such as mandatory testing make it necessary for students to be inactive for long periods of time, it is recommended that schools give students periodic breaks during which they are encouraged to stand and be moderately active.
- Physical activity facilities and equipment on school grounds shall be safe.
- Schools are encouraged to work with the community to create a safe and supportive environment for students walking or biking to school.

Food or Physical Activity as a Reward or Punishment:

- School personnel shall not withhold food or beverages from students as punishment.
- School personnel shall not withhold participation in recess or physical education class as punishment.

Nutrition Guidelines for All Foods and Beverages Available on School Campuses During the School Day:

- Food providers shall offer a variety of age-appropriate, appealing food and beverage choices and employ food preparation, purchasing and meal planning practices consistent with current Dietary Guidelines for Americans (e.g. provide a variety of fruits and vegetable choices; serve low-fat and fat-free dairy products; ensure that whole grain products are served).^{ii(cf. Attachment)}
- All foods and beverages sold individually (apart from the reimbursable school meal) shall be well-regulated and consistent with the nutritional goals of this policy. This includes a la carte offerings in the food service program; food and beverage choices in vending machines, snack bars, school stores; food and beverages sold as part of school-sponsored fundraising activities.
- Every effort shall be made to provide nutritious and appealing foods and beverages, such
- as fruits, vegetables, low-fat dairy foods and whole grain products, wherever and whenever food is sold or otherwise offered at school.

Guidelines for School Meals:

- School meals served shall be consistent with the recommendations of the Dietary Guidelines for Americans and/or shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.^{ii iv v}

Measuring Implementation & Community Involvement:

- The diocesan superintendent or designee shall be charged with the operational responsibility for ensuring that each school meets the wellness policy requirements.
- The principal of each campus shall be responsible for implementation of the wellness policy.

- Individual schools shall involve parents, students, representatives of the school food authority, the school board (if applicable), school administrators, and the public to implement and continue development of the wellness policy. Their involvement shall include review of and listing on the individual school wellness checklist.
- The diocesan superintendent, based upon feedback from individual schools, may revise the wellness policy as appropriate.
- Each School is responsible for a triennial assessment of the Wellness Plan and informing the public about updates, changes, and the evaluation of the wellness program.

Adopted: September 19, 2006

Policy 5141.1

Mandatory GUIDELINES FOR MEDICATION ADMINISTRATION IN SCHOOLS:

1. Only those medications which are necessary to maintain the student in school and must be given during school hours shall be administered.
2. A program for administration of medications to children in schools must be developed and managed by a certified school nurse.
 1. Each dose of medication shall be documented in the student's individual health record. Documentation shall include date, time, dosage, route and the signature of the person administering the medication or supervising the child in self-administration. In the event a dosage is not administered as ordered, the reasons, therefore, shall be entered in the record.
 2. The certified school nurse may, in conjunction with a licensed prescriber and parent(s)/guardian, identify circumstances in which a student may self-administer medication.
 3. Effectiveness and side effects shall be assessed with each administration and documented as necessary in the student's individual health record. Documentation of effects for long-term medications should be summarized at least quarterly or more frequently as determined by the certified school nurse.
 4. A procedure shall be established for written feedback to the licensed prescriber and the parent(s)/guardian at scheduled appropriate intervals for long-term medication or as requested by the licensed prescriber.
 5. All permission for long-term medication shall be renewed at least annually. Changes in medication shall have written authorization from the licensed prescriber.
3. All medications, including non-prescription drugs, given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. This excludes standing orders.
 1. A written order for prescription and non-prescription medications must be obtained from the student's licensed prescriber. The order includes:

Child's Name Licensed Prescriber and Signature Phone/Emergency Number
--

Date of Birth Licensed Prescriber Date of Prescription
--

Name of Medication <ul style="list-style-type: none"> ● · dosage ● · route of administration ● · frequency & time of administration Other Medications Child is Receiving

Date of Order Diagnosis Requiring Medication Discontinuation Date Intended Effect of the Medication Time Interval for Re-evaluation

2. Medication must be brought to the school in the original package or an appropriately labeled container.

1. Prescription medications shall display

- Child's Name
- Prescription Number
- Medication Name/Dosage
- Administration Route and/or other direction
- Date and Refill
- Licensed Prescriber's Name
- Pharmacy Name, Address and Phone Number
- Name or Initials of Pharmacist
- Over the Counter Medication (OTC)

2. OTC (non-prescription) medications shall be brought in with the manufacturer's original label with the ingredients listed and the student's name affixed to the container.

4. In addition to the licensed prescriber's order, a written request shall be obtained from the parent(s)/guardian requesting the medication be given during school hours. The request must include the parent(s)/guardian's name and phone number in case of emergency. It is the parent(s)/guardian's responsibility to assure that the licensed prescriber order, written request and medications are brought to the school.
5. Medications must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration should be refrigerated in a secure area.
6. The parent(s)/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent(s)/guardian do(es) not pick up the medication by the end of the school year, the certified school nurse will dispose of and document that medications were discarded. Medications will be discarded in the presence of a witness.

Attachments:

- [pdf](#)
- [Request for Administering Medication at School \(39 KB\)](#)

- [pdf](#)
- [Physician's Statement \(36 KB\)](#)

- [pdf](#)
- [Medication Log \(45 KB\)](#)

- [pdf](#)
- [Asthma Medication \(36 KB\)](#)
- [pdf](#)
- [Authorization for Self-Administration of Asthma Medicine \(38 KB\)](#)

- [pdf](#)
- [Parent Letter \(43 KB\)](#)

Approved: May 12, 2015

Policy 5141.4

Abuse and Neglected Child Reporting Procedures:

When to Call DCES?

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.

Who is a Mandated Reporter?

The Illinois Abused and Neglected Child Reporting Act, requires or mandates the members of several professions to report child abuse. These include:

1. Physicians, surgeons, registered and practical nurses, hospital administrators and other staff involved in the examination or treatment of patients,
2. Dentists, osteopaths, psychologists, Christian Science practitioners, coroners, medical examiners, chiropractors and podiatrists,
3. All parish and school personnel, including but not limited to, teachers, PSR teachers, youth leaders and youth volunteers, coaches, and administrative staff, principals and DREs, CREs, 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.
4. Truant officers, probation officers, law enforcement officers, social workers and social service administrators and,
5. All field personnel of the state departments of Children and Family Services, Public Health, Public Aid, Corrections and Mental Health and Developmental Disabilities.

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 addresses 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.
- 10.

When DCFS Contacts a Parish Institution/School

These procedures shall be followed in assisting the Illinois Department of Children and Family Services (DCFS) in the investigation of reported cases of child abuse and/or neglect.

Whenever a parish institution/school is contacted by the DCFS concerning a report of child abuse or neglect, the parish institution/school shall fully cooperate with the DCFS in investigating the alleged abuse. The parish institution/school shall allow DCFS personnel to: (1) interview the child; (2) conduct a physical examination of the child; and/or (3) examine the child's records. The school/institution's cooperation with the DCFS is required by Illinois law and is protected by a grant of immunity from any liability that might result by reason of its cooperation.

The parish institution/school has no obligations to contact the parents of the neglected child prior to the DCFS's interview and/or physical examination of the child. In fact, the institution/school should make no attempt to contact the parents prior to the DCFS's interview and examination of the child, as such actions may hinder the DCFS's investigation into the alleged abuse.

GENERAL INFORMATION

- 1. Full Cooperation With DCFS Required.

Whenever a institution/school is contacted by the DCFS concerning a report of parental child abuse or neglect, the school/institution should fully cooperate with the DCFS in investigating the alleged abuse. The institution/school is obligated by the Abuse and Neglected Child Reporting Act, IL. Rev. Stat. ch. 23, par 2031 et seq. ("the Act"), to provide the DCFS with access to the child for both interview and examination. If the school does not voluntarily cooperate, the DCFS is required to seek the intervention of a local law enforcement agency or seek an appropriate court order to force the school's cooperation. Section 7.5 of the act states:

- 7.5. If the Child Protective Service Unit is denied access to a child by the parents or other persons and it deems that the best interests of the child so require, it shall request the intervention of a local law enforcement agency or seek an appropriate court order to examine and interview the child.

IL. Rev. Stat. ch. 23, par 2057.5 (1986).

Accordingly, the institution/school should voluntarily cooperate with the DCFS and allow it to both interview and examine the abused child.

- Good Faith Immunity Granted For Cooperation With DCFS in the Investigation of an Alleged Abuse. To facilitate cooperation in the investigation of alleged abuses, the Act affords immunity to any person, institution or agency which participates in good faith in the making of investigation of a report, in the

taking of photographs or x-rays, or in the retention of temporary protective custody of a child. IL. Rev. Stat. ch. 23, par 2059 (1986). Further, any authorized person who is in good faith in the removal of a child from the custody of the persons responsible for the child's welfare is granted immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as a result of such removal. IL. Rev. Stat. ch. 23 par 2055 (1986).

Consequently, so long as the school/institution acts in "good faith" it need not be concerned with any adverse implications that may result from its cooperation with the DCFS in the investigation of the alleged abuses.

- **No Notification of Child's Parents Required.**

Because the DCFS is empowered to use its discretion in investigating reported cases of child abuse and protecting the best interests of the child, including the taking of temporary protective custody of the child, IL. Rev. Stat. ch. 23 par 2052 (1983), the school should not attempt to contact an abused child's parents. Under the Act, the DCFS needs not make any attempt to contact the child's parents until the child has been taken into temporary protective custody or upon the taking of photographs or x-rays. Section 5 of the Act provides:

- [Section 5] An officer of a local law enforcement agency, designated employee of the Department, or a physician treating a child may take or retain temporary protective custody of the child without the consent of the person responsible for the child's welfare, if (1) he has reason to believe that the circumstances or conditions of the child are such that continuing in his place of residence or in the care and custody of the person responsible for the child's welfare, presents an imminent danger to the child's life or health; and (2) there is no time to apply for a court order under the Juvenile Court Act for temporary custody of the child. The person taking or retaining a child in temporary protective custody shall immediately make every reasonable effort to notify the person responsible for the child's welfare and shall immediately notify the department. The department shall promptly initiate proceedings under the Juvenile Court Act for the continued temporary custody of the child. IL. Stat. ch. 23 par 2055 (1983) (footnote omitted).

Similarly, ' 6 of the Act requires the attempted notification of the person responsible for the child's welfare upon photographing or taking x-rays of the child. Section 6 states:

- [Section 6] Any person required to investigate cases of suspected child abuse or neglect may take or cause to be taken, at Department expense, color photographs and x-rays of the child who is the subject of a report, and color photographs of the physical environment in which the alleged abuse or neglect has taken place. The person seeking to take such photographs or x-rays shall make every reasonable effort to notify the person responsible for the child's welfare. IL. Rev. Stat. ch. 23 par 2056 (1983). In short, any decision on whether and when to notify the parent's of an abused child should be made by the DCFS. The school/institution's notification of the parents prior to the DCFS's interview and examination of the child can only cause problems and may be interpreted as a hindrance of the DCFS's investigation into the allegations of parental abuse.

- **Limited Degree of Involvement**

Although the Act requires the school/institution to allow the DCFS access to the abused child, the Act does not require the school/institution or any employee thereof to participate in the interview or examination of the child. In fact, if the school principal or any other faculty member does participate in the investigation of the alleged abuse, he or she may be required to testify in any judicial proceeding resulting from such examination. Pursuant to ' 10 of the Act, "any person who makes a report or who investigates a report under this Act shall testify fully in any judicial proceeding resulting from such report, as to any evidence of abuse or neglect, or the cause thereof." IL. Rev. Stat. ch. 23 par 2060 (1986). Accordingly, it is recommended that faculty members do not actively participate in the interview or examination of the abused child unless requested to do so by DCFS.

- **Release of Records**

The reporting of suspected child abuse and the investigation thereof outweighs any right of confidentiality or privilege. See e.g. *People vs. McKean*, 50 IL. Dec. 136, 94 IL. App. 3d 502,41 N.E. 2d 1130. Under the Act, "[the] privileged quality of communication between any professional person required to report and his parent or client shall not apply the situations involving abused or neglected children and shall not constitute grounds for failure to report as required by [the] Act." IL. Rev. Stat, ch. 23 par 2054 (1983). Thus, the school may release any and all portions of the abused child's records to the DCFS, including the name of the child's physician, without concern for the confidentiality or privilege of such information.

Approved: March 2, 1989
Revised: January 22, 2002

Policy 5141.5

Food Allergy Management:

All Catholic elementary and secondary schools in the Diocese of Belleville shall have written policies and procedures that promote both prevention of and management of life-threatening food allergic reactions, also known as anaphylaxis. Therefore, all schools in the Diocese of Belleville shall develop a Food Allergy Management Program that fully implements the following procedures:

1. Outlines the family's responsibilities.
2. Outlines the student's responsibilities.
3. Outlines the school's responsibilities which will include in part the following:
 1. Identifies students with food allergies.
 2. Minimizes or manages risk of exposure to known allergens.
 3. Provides protocols to respond to allergic reactions with prompt recognition of symptoms and treatment.
 4. Educates and trains all staff that interacts with the students with food allergies about management for the students with food allergies including administration of medication.

School attendance does increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. A food allergy is a condition in which the immune system incorrectly identifies a food protein as a threat and attempts to protect the body against it by releasing chemicals in the blood. The release of these chemicals results in the symptoms of an allergic reaction which can include a serious, life-threatening allergic reaction known as anaphylaxis. While it is not possible for the school to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, school administration, staff members, and students helps the school reduce these risks and provides education and recognition for allergic reactions. Food Allergy Management Program should emphasize communication, preparation/coordination, openness and availability.

The principal or designee shall develop and implement a Food Allergy Management Program for each known allergic student that includes the following:

1. Allergy Assessment
2. Authorization for Emergency action
3. Medical alert form for Teachers
4. Medical alert form to Parents
5. Individual Health Care Plan for students with life threatening allergies.

Contact the Office of Education for guidelines in establishing this program.

Adopted:

March 22, 2011

