

ST. JOHN THE BAPTIST SCHOOL



PARENT/STUDENT HANDBOOK AND CALENDAR

2008-2009

ST. JOHN THE BAPTIST SCHOOL
Student Handbook

2008-2009

TABLE OF CONTENTS

PREFACE	PAGE 1
MISSION STATEMENT	2
PHILOSOPHY	2
ACADEMIC TESTING PROGRAM	3
ADMISSION AND ACCEPTANCE	3
ATTENDANCE	4
BOOK FEES	5
BUS	6
COMMUNICATION WITH PARENTS	6
CONFIDENTIALITY	6
CURRICULUM	7
DAILY TIME SCHEDULE	7
DISCIPLINE CODE	7
DRESS CODE	12
ELECTRONIC DEVICES	13
EMERGENCY INFORMATION	13
EXTENDED CARE	13
FIELD TRIPS	13
GRADING SYSTEM	14

GRIEVANCE PROCEDURE	14
HARASSMENT	14
HIGH SCHOOL CAFETERIA	15
HOMEWORK	15
ILLNESS AND EXTRACURRICULAR ACTIVITIES	16
INSURANCE	16
INTERNET USE POLICY	16
LUNCH PERIOD	17
MEDICATION	17
PARENT’S ASSOCIATION	17
PARENT-TEACHER-STUDENT CONFERENCE	17
PHONE CALLS	17
PROGRESS REPORTS AND GRADE CARDS	18
REGISTRATION REQUIREMENTS	18
REPORTING CHILD ABUSE/NEGLECT	18
RETENTION	19
ROOM MOTHERS	19
SACRAMENTAL PROGRAMS	20
SAFETY DRILLS	20
SCHOOL BOARD	20
SEARCH POLICY	21
SEPARATED/DIVORCED PARENTS	21
SERVERS	21

SPORTS	21
STUDENT RECORDS	21
TRANSFERS	22
TUITION	22
VISITORS	23
VOLUNTEERS	23
WEATHER	24

CALENDAR

ST. JOHN THE BAPTIST SCHOOL PARENT/STUDENT HANDBOOK

2008-2009

PREFACE

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

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

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

We hope that the handbook is helpful for all concerned.

Father Trevor Murry, Pastor

703 East Main
West Frankfort, IL 62896
932-2828
Rectory

Sister Brenda Engleman, O.S.B., Principal

506 S. Day St.
West Frankfort, IL 62896
937-4509

St. John the Baptist School

702 E. Poplar St.
West Frankfort, IL 62896
937-2017/Office
937-2287/Fax

www.stjohnswestfrankfort.com

e-mail address: stjohns@stjohns.pvt.k12.il.us

ST. JOHN THE BAPTIST SCHOOL

MISSION STATEMENT

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

PHILOSOPHY

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

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

ACADEMIC TESTING PROGRAM

All students in grades two through eight shall participate in annual academic testing programs.

ADMISSION AND ACCEPTANCE

Non-discrimination Policy

St. John the Baptist Catholic School, in following the policy of Diocese of Belleville, admits students of any race, color, sex, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. Our school does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admissions policies, scholarships and local programs and athletic and other school-administered programs. *(DP #5111.1)* No student will be denied an education at St. John's due to a pregnancy. *(DP # 5138)*

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

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

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

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

If a student is accepted for admission:

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

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

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

The student **will be required** to attend church services and religion classes. Grades will be recorded for religion classes.

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

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

ATTENDANCE (DP # 5113)

The Illinois school code makes regular attendance a requirement of the law. According to Illinois State law, students must be in session 176 days a year. The importance of attendance for a child's academic progress cannot be over-emphasized. Extended or repeated absences are not helpful to learning.

Absences

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

It is very important that a student return to school **with a written excuse**. The excuse for the absence must state:

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

The student needs to give the above form to the teacher upon arriving in class. The teacher will notify the office if a written excuse is not received. Then, a call will be made to the parent/guardian.

After 5 absences per quarter, a parent/guardian conference with the principal may be required. If a student misses more than 18 days in a school year, he/she might not be allowed to advance to the next grade.

Parents are asked NOT to take students out of school for pleasure trips or vacations.

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

Appointments

Appointments with the dentist or doctor are to be made outside of class time. However, in case of emergency, an exception will be made. A written note must be presented to the teacher no later than the day before the appointment. Even though the students have a written excuse for medical reasons, they still are counted absent. It is also necessary for the parent/guardian to come to the office and sign out the student before he/she is released.

Arrivals and Dismissals

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

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

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

All other students remaining after school will go to the *Extended Care Program*, which is held from 3:00 p.m. to 6:00 p.m. in the social room. Students not picked up by 3:15 will be sent to Extended Care. (See page 13 for more details)

Illness at School

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

1. The principal or secretary will call the parent/guardian at home or work.
2. The student will remain in the office until picked up by the parent/guardian.
3. The parent/guardian will then sign the child out on the sign-out sheet before leaving the office.

Tardiness

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

When students arrive at school late, but **within 30 minutes** of the beginning of the school day, the students will be marked **tardy**.

When students arrive at school **30 minutes** after the start of the school day, the student will be considered **½ day absent**.

Students who receive no tardies within a grading period will receive a reward to be determined by the principal.

BOOK FEES

Book fees will be **\$75.00** per child. This fee includes book rental, achievement tests, diocesan fees, and art fees. **Book fees are due at the time of registration** unless the parents make other arrangements with the principal. All students are responsible for the care of their books and will pay for the damage or loss of their book/s.

BUS

Students from St. John's are allowed to ride the public school buses. **However, it is the obligation of the parents to call the bus company (937-1902) to make the arrangements**

Families who are eligible for the "Parent or Guardian State Public Transportation Reimbursement" must complete the necessary claim forms in the school office no later than 21 days after the last day of school. This applies to families living 1½ miles from school. **In order to complete the claim form, families must apply for a verification of a safety hazard by February 1, at the Office of the Regional Superintendent of School.**

COMMUNICATION WITH PARENTS

Contacting the principal

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

Contacting the teacher

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

Visiting Classrooms

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

CONFIDENTIALITY

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

CURRICULUM

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

The Title I Program in the West Frankfort School District serves students who are in need of special help in reading and math in grades 1-6. By law, instruction cannot take place on private school premises. However, services are available at Frankfort Intermediate and Denning Elementary Schools. If you feel your child is in need of Title I services, please discuss this with the principal. Arrangements for transportation will have to be made and worked out by the parents.

DAILY TIME SCHEDULE

8:00 – School Begins

8:10 – Mass on Tues. and Fri.

11:20 – 12:10 - Lunch period

3:00 – Dismissal

Pre-K

8:00 – 11:00 - Morning session

12:00 – 3:00 - Afternoon session

DISCIPLINE CODE

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

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

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

Students will be given **10 tickets** at the beginning of the quarter. Students will be responsible for writing their name on the tickets as soon as they are received. The tickets are then placed in an envelope that will be provided at the beginning of the year. It is the responsibility of each student to take care of his/her envelope and tickets. **Lost tickets will not be replaced.**

Students who have 10 tickets to turn in at the end of the quarter will receive a special reward. Extra tickets may be earned throughout the quarter for extra ordinary effort. Any student who accumulates 50 or more tickets will earn an afternoon off at the end of the year.

Some POSITIVE ways to earn extra tickets are:

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

Tickets may be lost for minor or **lower level infractions**, such as the following:

- Lack of classroom material
- Incomplete heading on papers
- Forgotten assignments or materials
- Messy papers
- Improper use of time
- Chewing gum in school or on playground
- Overdue library books (1 ticket each day)
- Failure to obtain parent's signature on tests or other required papers
- Violating the dress code

If a student loses all of his/her tickets for infractions before the end of the quarter, a referral will then be given for each additional infraction. After three referrals, the student will receive a detention. The teacher will notify the parents.

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

Middle Level Behaviors and Consequences: (Examples)

Cheating on tests

Using profane language or signs in writing, speaking, drawing or behavior.

Forging a parent's signature

Verbal disrespect to another student or adult

Constant disruptions in class

Spitting on someone

Failure to cooperate with playground supervisors

Other behaviors that the teachers/administration may consider to belong at this level

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

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

Serious Level Behaviors and Consequence:

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

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

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

Code of Catholic/ Christian Conduct (DP #5131)

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

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

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

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

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

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

Alcohol Use/Drug Abuse by Students -- Suspension and Expulsion (DP #5114.1)

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 excludes the use of medications as ordered by the student's doctor.

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 unless there is written evidence from a certified psychologist or psychiatrist to show that the student is engaged in a counseling program designed to deal with the abusive behavior.

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

“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 perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, or by any other distinguishing characteristic like a mental or physical disability; and
2. a reasonable person should know that the act(s) will harm a student or damage a student's property; or
3. has the effect of insulting or putting down another student or group of students in such a way that the orderly operation of a school is disrupted.

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

Following are examples:

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

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

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

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

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

The local police will be promptly notified of the threat.

DRESS CODE

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

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

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

STUDENTS FAILING TO MEET DRESS CODE REQUIREMENTS MAY BE ASKED TO CALL HOME FOR A CHANGE OF CLOTHING. Consequences will follow the Lower Level Infractions listed under the "ticket section" on page 8.

Violations include but are not limited to those above.

ELECTRONIC DEVICES

Students must keep all cell phones turned off and in their backpack during school hours. Students may not play with electronic games in school or on field trips.

EMERGENCY INFORMATION

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

EXTENDED CARE PROGRAM

St. John's School offers an after -school day care program. Extended Care begins after school each day and closes at 6:00 p.m. Extended Care consists of activities, snack, homework, recess, movies, etc. The cost for the program varies, depending on the days and times needed. **If parents do not pay their fees in a timely manner, their children might not be allowed to attend Extended Care.** Extended Care is also open on early dismissal days. Handbooks explaining the Extended Care Program in detail are available in the school office.

FIELD TRIPS (DP #6153)

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

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

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

All volunteer drivers are required by diocesan regulations to complete and have on file at the school a volunteer application and a background check. In addition, drivers must attend an Initial Child Protection Training or Renewal Session. These forms are available in the school office.

No students are to ride in the front seat of any vehicle. All students must wear a seat belt and use a booster seat if required.

GRADING SYSTEM

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

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

Mid-Term Reports

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

GRIEVANCE PROCEDURE

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

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

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

HARASSMENT – RACIAL/SEXUAL (DP #4116.2)

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

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

HIGH SCHOOL CAFETERIA

St. John's students may have lunch in the F.C.H.S. cafeteria. **Lunch tickets must be purchased at St. John's on Monday or the first day of the week.** They may be purchased for five, ten, twenty or other designated number of days. If a paid day is not used, credit will be given toward the next week. Prices for lunches are **\$1.75 per day K-8 or \$8.75 per week.**

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

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

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

HOMEWORK

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

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

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

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

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

Parents can help their child learn through homework by:

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

Consequences for not turning in homework:

1. If a student does not turn in or complete a homework assignment, a ticket will be taken for each assignment.
2. If the homework is not turned in the next day, an additional ticket will be taken.
3. If the problem continues, the teacher will call the parent.
4. If after the parent is contacted and the homework is still not turned in, the student will receive a “zero” for that assignment.
5. If the student continues to not turn in or complete assignments, the teacher will meet with the parent to discuss ways to help the student.

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

Students are expected to make up all homework that was missed while they were absent from school.

ILLNESS AND EXTRACURRICULAR ACTIVITY

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

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

INSURANCE (DP # 5143)

All students must be covered by insurance according to the diocesan policy. If school insurance is not needed, a waiver must be signed and on file in the school office. Forms will be sent home the first week of school.

INTERNET USE POLICY (DP # 1341)

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

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

- First Offense** - Student will receive a detention slip and parents will be notified.
- Repeated Offenses** – Parent conference with possible in-school suspension.

LUNCH PERIOD

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

MEDICATION

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

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

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

PARENT'S ASSOCIATION

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

PARENT-TEACHER-STUDENT CONFERENCES

Parent-Teacher-Student Conferences will be held when the second quarter report cards are issued. Other conferences will be held upon request. A parent is to call the teacher ahead of time to make an appointment in this regard.

PHONE CALLS

As a general rule, we ask that students not use the phone for personal use. If there is an emergency situation, the principal or administrative assistant will contact the parents/guardians.

PROGRESS REPORTS AND GRADE CARDS

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

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

REGISTRATION REQUIREMENTS

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

REPORTING CHILD ABUSE/NEGLECT

Illinois law has made it mandatory for building principals and teachers to report suspected child abuse or neglect to the Department of Children and Family Services. St. John's School will comply with and follow the procedures outlined by the law.

RETENTION (DP #5123)

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

1. The teacher shall inform the principal when he/she is considering retention of a student. The teacher should give reasons for this consideration.
2. If the request for retention of a student comes from the parent, the teacher shall inform the principal of the parent's request and the reasons for this request.
3. The teacher and parent shall meet to discuss the student's attitude, behavior and academic progress. Discussion of the student's progress shall take place every four weeks with a written account of the meeting kept on file. The principal will attend the meetings.
4. The principal shall see that the student is evaluated through adequate testing to discover a student's academic and emotional needs and abilities, strengths and weaknesses.
5. The level of the student's physical, social and psychological must be taken into consideration and evaluated.
6. The decision to retain a student should be a cooperative one for a student, parent, teacher and the principal, with the final responsibility for a student retention resting with the principal.
7. Before a final decision is made to retain a student, the case must be reviewed by the Diocesan Office of Education.
8. Parents must be informed at least 9 weeks before a final decision is made to retain a student.
9. The student will be retained only if the instructional program can provide for his/her special needs.
10. Generally, retaining a student in a grade for a second year is not advisable. Based on the evaluation process, there may be special circumstances that would help the student perform more successfully in the future.

ROOM MOTHERS

The faculty chooses two room mothers for each classroom. Room mothers aid the teacher in the following projects:

1. Preparing all class parties.
2. Contacting families of the assigned class when necessary.
3. Assisting the teacher with field trips.
4. Contacting parents/guardians when treats are needed.

We ask that you do not send treats unless you have contacted the teacher or have been contacted by a room mother.

SACRAMENTAL PROGRAMS

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

SAFETY DRILLS

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

Tornado and earthquake drills will also be held in order for students to know how to protect themselves in case of emergency.

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

SCHOOL BOARD (DP # 2430)

The parish school board is a policy-making board for the school; but at no time can policies contradict or override the policies of the diocese. Also, distinction must be kept in mind between policy and administration. **The administrative decisions of the school are the primary responsibility of the principal.** It would be beyond the scope of the school board to assume administrative responsibility, to become a board of complaint for disgruntled parents, or to enter into matters of discipline or personnel. **If there are major concerns about a school situation, follow the Grievance Procedure on page 14.**

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

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

The School Board Members for the 2008-2009 school year are:

Holly Hopkins – 937-1014	President
Cheryl Herron (983-6724)	Vice-President
Maureen McElroy – 937-3670	Secretary
Patti Tooley – 937-3098	
Pete Witkewwiz – 937-4257	
Jeff Wollesen (932-3504)	
Alicia Davis (937-4549)	

SEARCH POLICIES

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

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

SEPARATED/DIVORCED PARENTS

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

SERVERS

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

SPORTS

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

STUDENT RECORDS

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

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

TRANSFERS (DP # 5119)

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

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

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

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

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

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

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

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

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

TUITION

Tuition is now payable in one of three ways. You may choose to pay the full amount (at the beginning of the school year) or you may pay in ten (10) equal monthly payments. Once again, we are offering a twelve (12) month tuition payment plan. If you plan to utilize this 12-month plan, the first month tuition will be due in June. Families who pay the full tuition at the beginning of the school year will receive a 5% discount. Tuition statements will be mailed home on the tenth (10th) of the month to be returned to the school with your payment by the fifteenth (15th) of the month. If registered supporting parishioners or non-parishioners experience a problem concerning payment, they need to contact the principal.

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

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

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

The first payment of tuition will be due in August when you come to register and pay the book fee(s) or in June if you opt for the 12-month plan. The last payment is due in May.

<u>TUITION</u>	<u>1 CHILD</u>	<u>2 CHILDREN</u>	<u>3 CHILDREN</u>
Grades K-8 (per year)			
Registered, contributing Parishioners from St. John's and surrounding Parishes	\$2,100.00	\$3,150.00	\$3,675.00
Non-Parishioner	\$3,100.00	\$4,650.00	\$5,425.00

Book fees and the 1st month's tuition are due at registration.

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

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

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

VISITORS

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

VOLUNTEERS

St. John's School encourages and welcomes all volunteers. In order to be a volunteer at our school, you must attend the Initial Child Protection Training Course (and refresher course every year thereafter), complete a volunteer application and a background check (at no cost). Please ask for your volunteer packet in the school office. These requirements are for any parent/guardian/grandparent/other who wishes to volunteer in the lunchroom, classroom, playground, field trips, or any other event in which they will be in contact with our children. This policy is in place for the safety of our children.

WEATHER

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

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