

ST. JOHN THE BAPTIST CATHOLIC SCHOOL

MISSION STATEMENT

Our mission at St. John the Baptist Catholic School is to provide a quality education throughout the daily curriculum and all extra activities. Learning will take place in a faith-filled environment. Christian values and morals will be taught as the basis for students to develop spiritually, cognitively, and socially.

VISION STATEMENT

The vision for the future of St. John the Baptist Catholic School is that it will continue to provide a quality education for the families of St. John the Baptist Parish and for the surrounding parishes. The school will remain viable and continue to prepare students spiritually, cognitively, and socially to be contributing members of the community.

PURPOSE

St. John the Baptist Catholic School (Preschool-8), a primary educational ministry of St. John the Baptist parish, exists to help our students be the best people they can be. This is achieved through high scholastic, moral, and spiritual standards. The Catholic faith and traditions are passed on through the teachings and personal life examples of the teachers and staff.

The school serves the students, parents, and the communities of St. John the Baptist, Red Bud; St. Patrick, Ruma; St. Boniface, Evansville; and St. Joseph, Prairie du Rocher. Together we prepare the students to share the Catholic traditions; to practice virtues in our world; to become responsible citizens; and to serve God, their families, and their communities.

We provide a faith-filled atmosphere where students learn by example, nurturing, and high academic standards. Prayer, liturgies, service, and discipline are distinctive elements of St. John the Baptist Catholic School. Intellectual and spiritual growth is emphasized as we serve others through outreach projects, participate in extra-curricular activities, and build community within our school family.

PHILOSOPHY

St. John the Baptist Catholic School aims to lead the students to the knowledge of their Creator, so that living a life in the example of Jesus Christ, they will come to an enriched and fulfilled personal life which enables them to carry out their responsibilities in their role as a Catholic, a family member, a community member, and a citizen.

We believe in and strive to work together with the parents, as the primary educators, in providing an atmosphere where faith can be strengthened while fashioning the students' lives according to the Gospel values and in developing the students' abilities both intellectually and aesthetically.

A true education aims at the formation of the human person with respect to its ultimate goal and simultaneously with respect to the good of those societies of which, as a man, he is a member and in whose responsibilities, as an adult, he will share."

(Declaration on Christian Education)

OBJECTIVES

To accomplish the mission, the vision and the philosophy established for St. John the Baptist Catholic School these objectives have been established:

1. To impart basic religious instruction and formation and to provide for meaningful religious experiences;
2. To provide quality education by imparting basic knowledge, understanding and skill in the fundamental school subjects;
3. To prepare worthwhile citizens for our Church, our country, and our community;
4. To strive to become an extended family—a community filled with love, care, and concern.

ADMINISTRATIVE ORGANIZATION

Bishop/Diocese of Belleville

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

Pastor

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

Principal

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

Assistant Principal

The assistant principal works closely with the principal to develop within the school, a strong Catholic identity. The assistant principal assists the principal in the administration of school and Diocesan policies and has the authority to act on behalf of the school when the principal is not available.

School Board

Seven members of St. John the Baptist Parish serve three-year terms on the School Board, along with a representative from each of the three supporting parishes if they so desire. The purpose of the Board is to assist the principal in formulating policies that pertain to the school. The Pastor is, also, a voting member of the Board and the Principal is an ex-officio member. The Board meets every second Tuesday of the month, except during July and December. All meetings of the Board are open to members of the Parishes and to parents/guardians of children receiving their education at St. John, except for those portions held in executive session. Any person wanting to speak at the school board meeting must notify the principal or school board president by noon of the Friday before the scheduled meeting so he/she may be placed on the agenda. The pastor must approve any exception to this timeline. New Board members for St. John the Baptist Catholic School are elected in May/June and the other parishes' representatives can be appointed at any time for an unspecified time.

Faculty and Staff

All faculty and staff members report directly to the Principal.

ADMISSION AND TRANSFER POLICIES

NON-DISCRIMINATION POLICY

St. John the Baptist School, along with other Catholic Schools in the Diocese of Belleville listed in the official Catholic School Directory, admits students of any race, color, gender, national and ethnic background 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, gender, national and ethnic origin in administration of its

educational policies, admissions policies, scholarship and loan programs and athletic and other school administered programs. (Diocesan Policy 5111.1)

ENROLLMENT – PROBATIONARY

Any new transfer student (other than those entering Kindergarten) who registers to attend St. John the Baptist Catholic School shall be considered probationary. This probationary status will remain effective until such time as the student’s school records are received from the transferring school, and a sufficient period of time has passed to guarantee that any special needs of the child can be met by existing school curriculum and resources.

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

AGE OF ADMISSION

A child may be admitted into three-year-old Pre-School if he/she has reached the age of three on or before September 1 of the school year.

A child may be admitted into four-year-old Pre-Kindergarten if he/she has reached the age of four on or before September 1 of the school year.

A child may be admitted into kindergarten if he/she has reached the age of five on or before September 1 of the school year.

A child may be admitted into first grade if he/she has reached the age of six on or before September 1 of the school year.

The date of birth must be verified by a state issued birth certificate. (Diocesan Policy 5111)

INSURANCE REQUIREMENT

At the beginning of the school year each family will receive the CERTIFICATION OF MEDICAL INSURANCE & INDEMNITY AGREEMENT to validate insurance coverage for each child through a family policy. Any student whose parent/guardian refuses to provide insurance shall not be admitted to the school. (Diocesan Policy 5143)

PHYSICALS AND IMMUNIZATIONS

Physical, dental and vision examinations and immunizations are required by the Illinois Department of Public Health and are required of all pupils prior to or upon their entrance into certain grades. (Diocesan Policy 5141.3)

Preschool and Prekindergarten-physical exam and up-to-date immunizations

Kindergarten-physical, vision and dental exam and up-to-date immunizations

Second grade-dental exam

Sixth grade-physical and dental exam and up-to-date immunizations

All students competing in sports must have a current physical (within the last 395 days) on file.

Students entering Pre-School, Prekindergarten, Kindergarten, grades two and six,

and all new students must have these records on file in the school office by October 15 of the current school year. Student health forms not on file will result in removal of said child until these forms are produced. (Code 665, Sec. 665.240)

Students participating in any School Sports Program must have physical examinations before the first practice.

If the physical condition of the student is such that any one or more of the immunizing agents should not be administered, the examining physician shall endorse such fact upon the health examination form.

PREGNANCY POLICY

The principal of St. John the Baptist Catholic School shall inform the pastor immediately upon knowledge of a pregnant student and of the boy involved if he, also, is a student enrolled at the school. The pastor and principal, in consultation with the Diocesan Office of Education, shall make final judgments as to whether or not these students should be enrolled or should be allowed to continue enrollment in the school. Pregnancy shall not be the sole reason for expulsion. These officials shall take every precaution to avert consideration of abortion as an option by the pregnant student. In the light of compassion, mercy, and justice, they shall consider each person's case individually, consult with the parents of the students, recommend appropriate counseling resources and insure confidentiality. The pastor and principal will inform the parish Board of Education that they are handling a pregnancy case (Diocesan Policy 5138).

REGISTRATION

Pre-registration is held in late spring. Fees are \$250 (this fee covers books and technology). At pre-registration, you are asked for half your fees. Final registration is right before school begins. At this time, the balance of the fees must be paid. All fees must be paid prior to the start of school. New students are asked to have their records sent from their previous school. Students who have been home schooled are subject to being evaluated prior to acceptance. Students who are transferring may, also, be assessed in one or all curriculum areas. Kindergarten students may be given a readiness assessment at the beginning of the school year.

Registration: Eligibility Requisites

A. Parishioner: Enrollment Eligibility Requirements for Children and Parents/Guardians for **participating members** of St. John the Baptist and supporting parishes.

This regulation shall apply to each child and parent/legal guardian for enrollment in St. John the Baptist Catholic School who is requesting their parish to participate in financial assistance of the child's Catholic education.

EACH child must:

1. Meet admission requirements.
2. Be a registered member of one of the supporting parishes.
3. Be a participating member of one of the parishes by regular attendance at Mass.
4. Comply with and support all the policies, regulations, and rules of St. John the Baptist Catholic School

ONE parent/legal guardian who signs the admission agreement must:

1. Be a registered member of one of the supporting parishes.
2. Be an active parishioner by attending Mass regularly and by making weekly contributions to their parish.
3. Meet all financial obligations to St. John the Baptist Catholic School with payment of required tuition and other fees.
4. Agree, support and comply with all policies, regulations and rules set by the Board of Education, administration and staff of St. John the Baptist Catholic School.

5. Participate in St. John the Baptist Catholic School activities and their own parish activities by donating either time and/or money.

B. Non-parishioner: Enrollment Eligibility Requirements for children and Parent/Guardian for **non-participating members** and **non-parishioners** of St. John the Baptist and supporting parishes.

This regulation shall apply to any child and parent/guardian for enrollment in St. John the Baptist Catholic School where one of the parishes does NOT participate in the financial assistance of the child's education. This applies to non-Catholic students who may enroll.

EACH child must:

1. Meet admission requirements.
2. Comply with and support all policies, regulations and rules of St. John the Baptist Catholic School.
3. Be eligible for a class where space is available. Class size may vary from grade to grade each year. Eligibility will be determined by the principal and the school board.

ONE Parent/Guardian who signs the admission agreement must:

1. Meet financial obligation to St. John the Baptist Catholic School with payment of required tuition and fees. At this time there is not an additional fee charged for non-parishioners and non-Catholics in grades K-8 and the preschool program, but there is a higher tuition rate for non-parishioners in the prekindergarten class.
2. Agree, support and comply with all policies, regulations and rules set by the Board of Education, administration and staff of St. John the Baptist Catholic School.
3. Participate in St. John the Baptist Catholic School activities by donating either time and/or money.

Amended and Approved: May 2017
St. John's Board of Education

TRANSFERS

When a student transfers to another school, it is necessary to make a formal withdrawal at the school office. A diocesan form is provided called the Release of Information. This form includes the name of the students, what school he/she will be attending and the reason for leaving St. John the Baptist Catholic School. This information is necessary to keep school records accurate.

If a student transfers to another school, the student's records will be sent upon request of the receiving school if all financial responsibilities have been met.

When a new student is transferring to St. John the Baptist, parents will be asked to sign a release form for records to be sent to St. John the Baptist Catholic School. (Diocesan Policy 5119)

FINANCIAL POLICIES

It is the responsibility of the Parish and the Board of Education of St. John the Baptist to provide a quality Catholic education for all the students attending St. John the Baptist Catholic School. It is the responsibility of the parents/guardians of the students to meet their financial obligation to the school by meeting scheduled tuition payments and other fees.

Parents/guardians of students who are participating members of the supporting parishes must likewise meet their obligation to the parish through regular attendance at Mass and by making a weekly contribution to their

parish. The parish, Board of Education, and parents must do their parts for the students to fully benefit from the Catholic education offered by this school.

In addition:

1. Requests for reduction or non-payment of tuition must be made to SMART Analysis by June 15. Only in the event of change in a financial situation, whether temporary or permanent, will late applications be accepted.
2. Tuition must be paid in full by the first day of school unless parents are enrolled in the SMART Tuition Management Program.
3. Those parents delinquent in payments will be notified directly by SMART. SMART will notify the principal each month of these problems. Principal will be involved in contacting parents when deemed necessary.
4. If parents are delinquent in payment of tuition or other fees for prior years on June 1, their child/children will not be re-enrolled at St. John the Baptist Catholic School for the upcoming school year. A meeting will be scheduled with the principal and/or pastor.
5. Students will not receive their report cards at the end of the year until all financial responsibilities have been met for the current school year. Report cards could be held during the year if book fees have not been paid.
6. Official transcripts and records of any student will not be forwarded to another school until all financial obligations to the parish and school are met. Unofficial records will be sent within ten days of the request.

It is NOT the intention of any policy or regulation to deprive any child of receiving a Catholic education because of financial situations. An application for reduction of financial obligation may be obtained through the school office for those students who cannot meet their tuition requirements to the school.

Amended August 2018
St. John Board of Education

TUITION AND FEES

The schedule for student registration and payment of fees and tuition shall be as follows:

I. Registration

A. Pre-Registration

1. Pre-registration of students (grades K-8) for the ensuing school year shall be in late spring.
2. Registration for pre-school and prekindergarten will be in March/April.
3. The school board sets registration fees in February/March.

B. Final Registration

1. Final registration of students for the ensuing school year shall be in July/August of each year.
2. Only those students whose tuition and fees from the previous school year are paid in full will be allowed to register.
3. Newly enrolled students should be notified, by the first week of July at the latest, whether they would be accepted for the coming school year. If not accepted, pre-registration fees would be refunded.

II. Tuition

- A. For K-8 grades, tuition must be paid in full before school begins in August or the family must be enrolled in the Smart Tuition Management Plan. Smart Tuition offers two

payment options-monthly or quarterly.

Tuition for the 22-23 school year is as follows:

	Parishioner	Non-parishioner
One child	\$4175	4175
Two children	\$6700	6700
Three or more children	\$8475	8475

- B. Preschool tuition for four-year-old prekindergarten students will be paid to the office. Tuition is \$2,700 for the year for parishioners of St. John the Baptist, St. Patrick, St. Joseph, and St. Boniface parishes. Tuition can be paid in full at the beginning of the school year or it can be paid monthly which is due by the 10th or quarterly which is due by the 10th of August, October, January, and April. A 10% discount is given to a family if there are two or more children from a family in this class. Preschool rate for all other students is \$3200. Members of the supporting parishes will have the opportunity to register before nonmembers. A waiting list will be formed of those families interested in attending the prekindergarten class. They will be notified on June 1 if they will be admitted. There is a \$100 fee for materials and supplies. We ask that \$50 be paid at the time of registration and the remaining \$50 at the beginning of school in August.
- C. Preschool tuition for all three-year-olds will be paid to the office. Tuition is \$1950 for the year. There are three options for paying tuition. Tuition can be paid in full at the beginning of the school year or it can be paid monthly which is due by the 10th or quarterly which is due by the 10th of August, October, January, and April. Members of the supporting parishes will have the opportunity to register before nonmembers. A waiting list will be formed of those families interested in attending the preschool class. They will be notified on June 1 if they will be admitted. There is a \$50 fee for materials and supplies. We ask that \$25 be paid at the time of registration and the remaining \$25 at the beginning of school in August.

III. Fees

- A. All fees shall be paid in full at the time of final registration. This includes \$250 for books/materials and technology materials for kindergarten through grade eight. Fees for four-year-old prekindergarten are \$100 for materials. The fees for three-year-old preschool are \$50.
- B. Fundraisers are very important to the financial stability of the school. Each family has been asked to support the school's fundraisers that are held throughout the year. Each family must help with the sale of these items and commit to working at school and classroom events. A letter was signed at registration time stating each family's commitment to do their part in fundraising activities. These are the fundraising fees for students in K-8.

One child	\$ 400
Two children	450
Three children	500

Both preschool and prekindergarten are asked to pay a \$50 fundraiser fee

ALL TUITION, FEES AND OTHER FINANCIAL OBLIGATIONS MUST BE PAID IN FULL BEFORE

REPORT CARDS, DIPLOMAS AND OTHER AWARDS ARE GIVEN OUT AT THE END OF THE YEAR.

IF A STUDENT LEAVES THE SCHOOL PRIOR TO THE END OF THE YEAR AND TUITION HAS BEEN PREPAID, TUITION WILL BE PRORATED. NO FEES WILL BE REFUNDED ONCE SCHOOL HAS BEGUN FOR THE YEAR. IF A STUDENT ENROLLS IN SCHOOL AFTER THE YEAR HAS BEGUN, TUITION WILL BE PRORATED FOR THE MONTHS ATTENDING. FEES ARE NOT PRORATED AND MUST BE PAID IN FULL.

GENERAL INFORMATION

ABUSE AND CHILD REPORTING ACT

St. John the Baptist Catholic School will abide by the Abuse and Child Reporting Act (1982), which mandates all school personnel to report suspicion of child abuse or neglect to the Department of Children and Family Services. This law covers all children up to the age of 18. (Diocesan Policy 5141.4) Any school personnel or volunteer who suspect any signs of child abuse must also report this immediately to the principal and/or pastor.

ADMISSIONS AGREEMENT

- A. The admission agreement for the ensuing school year will be distributed at the beginning of the school year and must be returned to the office. Any parent/guardian failing to comply with this requirement shall be deemed to be in noncompliance with the rules and regulations of the school. Their child/children will be denied admission to St. John the Baptist Catholic School.

- B. Any parent/legal guardian failing to complete payments of fees, tuition, and specified weekly contributions for the previous school year shall be deemed to be in noncompliance with the rules and regulations of the school. The child/children will be denied admission to St. John the Baptist Catholic School for the ensuing school year.

ASBESTOS NOTIFICATION

An inspection to identify friable and non-friable asbestos was performed in June 1988 at St. John the Baptist Catholic School in compliance with new regulations from the U.S. Environmental Protection Agency (EPA). At that time, a site-specific asbestos management plan was developed and implemented. This plan describes in detail how any asbestos exposures are being minimized. Any person interested in reviewing the inspection and management plan may do so any school day between 8:00 a.m. and 3:00 p.m. in the school administrative office. A letter informing parents of asbestos in the building is included in this handbook and sent home annually to parents at the beginning of the school year.

ATTENDANCE

According to Illinois State Law, students must be in session 176 days a year. The importance of attendance for a child's academic progress cannot be overemphasized. Extended or repeated absences are not conducive to learning. Unexcused absences could result in a student being retained at the end of the school year. By law St. John the Baptist Catholic School is required to enforce the attendance rules and regulations of the state of Illinois. St. John the Baptist Catholic School will seek the assistance of the Regional Office of Education when a student is exhibiting truancy patterns. It is equally important to be on time for the beginning of school. Parents are asked to comply with the start time of school. Classes begin at 7:55 for all students in preschool through grade eight.

Students are not to arrive prior to 7:30 a.m. at which time adult supervision begins; they are to report directly to the gym. Students may not be in the main school area unless they are being supervised by an adult.

NOTE: Primary parents may accompany students to class for the first week of school. After that, parents are asked to leave children at the front door of the school or at the gym door.

Parents/guardians should not take children from classes for vacation any time during the school year. To assist in planning, the yearly calendar can be found on the inside cover of this handbook. Should an unavoidable family need arise, a written request to the principal and teacher will be required in advance. **HOMEWORK WILL BE ASSIGNED AT THE DISCRETION OF THE TEACHER. TEACHERS ARE NOT OBLIGATED TO ASSIGN WORK PRIOR TO THE STUDENT LEAVING SCHOOL.** In addition, parents/guardians are asked to refrain from early departures at the end of the year except in cases of emergency. The school reserves the right to refuse early final tests and make-up work in such cases. Report cards will not be given out until the last scheduled day of school.

DAILY SCHEDULES

Full Day Session	Grades K-8	7:55-2:55
Full Day (M-W-F)	Prekindergarten-4	7:55-2:45
Full Day (M-W)	Preschool-3	7:55-2:45
Faculty Meeting Days	Grades K-8	7:55-11:25
	Prekindergarten-4	7:55-11:20
Lunch	Pre-School	11:00-11:55
	Grades K-2	11:15-12:00
	Grades 3-8	11:55-12:40
Dismissal	Preschool/pre-K	2:45 p.m.
	Grades K-8	2:55 p.m.

NOTE: Students waiting for the Gibault bus after school must remain at the front door where they will wait for the bus. Any student waiting for a ride must wait inside the building at the front door. If any student has not been picked up by 3:20 p.m., he/she will be sent to Latchkey at the parent's expense.

ABSENCE/TARDY GUIDELINES

Regular attendance is of prime importance for the student's maximum learning. School begins at 7:55 a.m. **A child arriving after 7:55 a.m. must first report to the office to check in and order lunch.**

If your child is absent, please call the school office between 7:30 a.m. and 8:00 a.m. and the message will be given to the teacher. Attendance means the student is present and taking part in school functions.

When a student arrives at school late but within 30 minutes of the beginning of the school day, the student will be considered tardy.

When a student arrives at school after 30 minutes of the start of the school day, the student will be considered ½ day absent.

If a student leaves to go to the doctor or other appointment and returns within one hour, he/she will not be considered absent. However, if the student is gone for more than one hour, the student will be considered ½ day absent. If a student leaves school within one hour of normal dismissal, the student will not be considered absent. (Diocesan Policy 5113)

Whenever possible, please avoid dental or doctor appointments for your child during the school day. However, should such an appointment be necessary, your child will only be permitted to leave the building after he/she

has been signed out. **YOU MUST COME INSIDE TO GET YOUR CHILD. STUDENTS WILL NOT BE ALLOWED TO LEAVE THE BUILDING WHEN THEY SEE YOU DRIVE UP!**

A note of re-admission from a physician is required after an absence due to a contagious disease or an absence of three days or more.

ANTI-BULLYING POLICY

Everyone at St. John the Baptist Catholic School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Examples of bullying include:

- ◆ Hurting someone physically by hitting, kicking, tripping, pushing, etc.
- ◆ Stealing or damaging another person's things.
- ◆ Ganging up on someone.
- ◆ Teasing someone in a hurtful way.
- ◆ Using put-downs, such as insulting of someone's race or making fun of someone for being a boy or a girl.
- ◆ Touching or showing private body parts.
- ◆ Spreading rumors about someone.
- ◆ Leaving someone out on purpose or trying to get other kids not to play with someone.

Staff at our school will do the following things to prevent bullying and help children feel safe at school:

- ◆ Closely supervise students in all areas of the school and playground.
- ◆ Watch for signs of bullying and stop it when it happens.
- ◆ Teach the *Steps to Respect* program to students.
- ◆ Respond quickly and sensitively to bullying reports using the *Steps to Respect* Four-A Response Process and coaching models.
- ◆ Take seriously parents' concerns about bullying.
- ◆ Look into all reported bullying incidents.
- ◆ Assign consequences for bullying based on the school discipline code.
- ◆ Provide immediate consequences for retaliation against students who report bullying.

Students at our school will do the following things to prevent bullying:

- ◆ Treat each other respectfully.
- ◆ Refuse to bully others.
- ◆ Refuse to let others be bullied.
- ◆ Refuse to watch, laugh, or join in when someone is being bullied.
- ◆ Try to include everyone in play, especially those who are often left out.
- + Inform an adult of the bullying.

AWARDS

HONOR ROLL: (Grades 6-8): To help motivate and encourage the students to work to their potential, St. John the Baptist Catholic School posts an Honor Roll each quarter. To be placed on the Honor Roll, a student must maintain the following criteria:

ACADEMIC EXCELLENCE- A student receives all A's (4.0) in the 7 core subjects (Religion, Reading, Math, Science, Social Studies, English, and Spelling) and passing grades in the other subjects (Computer, Music, PE, Art, and all other quarter/semester classes).

HIGH HONORS – A student receives a 3.5 to 3.9 grade point average in the core subjects and passing grades in the other subjects (Computer, Art, Music, PE, and all other quarter/semester classes).

HONORS-A student receives a 3.0-3.4 grade point average in the core subjects and passing grades in the other subjects (Computer, Art, Music, PE, and all other quarter/semester classes).

Awards Day is held at the end of the year for all grades. Students receive awards and recognition for their achievements throughout the school year. Certificates and pins are the usual awards given to the students. Plaques are given to students who have participated in Speech and Children's Choir for four years (Grades 5-8).

CAFETERIA

St. John the Baptist Catholic School conducts a hot lunch program. Lunch money is collected on the first day of school each week. If a child is absent during the week, he/she is given credit for the unused meal on the following week's purchase. The children may pick the days they want to eat a school lunch. On the other days, the students must pack a lunch from home. The cafeteria personnel are encouraged to serve food from all the food groups. The cafeteria is currently in compliance with all state and federal lunch guidelines.

The cost of the school lunch is \$3.25 per meal for students in kindergarten through grade 8. Three- and four-year-old lunches are \$3.25 every day. Extra milk at lunch may be purchased for 35 cents. Lunch table conversation should be in keeping with Christian principles. Students must refrain from improper and/or foul language as well as from harassing other students during table conversation.

FREE & REDUCED LUNCHES

Any Parent/Guardian may apply for free or reduced lunches. At the beginning of the school year, forms are available for those families wishing to apply for free or reduced lunches. The form must be filled out with all the necessary information requested and returned to the school. The school will notify the family if their children are eligible for either free or reduced lunch or if their application has been denied. All families may apply at any time during the school year if they feel they are eligible for this program. All families applying for free or reduced lunches are subject to an income verification at any time.

CAFETERIA VOLUNTEERS

Volunteers are assigned once or twice a month to serve food in the cafeteria lunch line. If you are unable to work, you are asked to contact a substitute. All volunteers must meet diocesan child protection requirements.

CELL PHONES

Students may have cell phones at school and school activities. Students are asked to keep them in their backpacks, and they must be turned off at all times. If a student must use his/her cell phone during the day, that call must be made from the office. If a student is caught using his/her phone to call or to text during school hours, their phone will be taken away from them. It will be returned at the end of the day. If a student is caught a second time, their parent must pick up the phone from the principal's office.

CHILD PROTECTION POLICY

The Diocese of Belleville in an effort to protect children from abuse has established a Child Protection Policy. All individuals and entities under the auspices of the Diocese are expected to comply with the provisions of this policy. The Child Protection Policy requires completion of an application, background checks and a training program for all those in regular and/or supervisory contact with the children in the school. This includes both paid individuals and volunteers.

The training programs are designed to enable individuals to identify signs of abuse, understand and establish appropriate boundaries related to their work with children, as well as laws, policies and procedures to report allegations of abuse. Parents, teachers, coaches, and volunteers are to report any suspected abuse to the principal and/or pastor.

Anyone interested in serving in any capacity that involves contact or supervision of children needs to follow the following guidelines:

1. Complete an application (Employment or Volunteer).
2. Completion of a CANTS form. This form is filled out each year at our school.
3. All individuals who are in a leadership role (teacher, coach, school employee) must be fingerprinted for a criminal background check.
4. Attend the initial child protection training.
5. Complete the annual refresher training.

CONDUCT & DISCIPLINE

One aim of St. John the Baptist Catholic School is to assist the child in developing Christian self-discipline. (Diocesan Policy 5144) When parents/guardians send their child(ren) to school, they are delegating some of their disciplining authority to the school. The child should bring to school good habits of discipline already formed at home. Good discipline promotes healthy academic progress. Students are expected to follow the Code of Catholic/Christian Conduct (Diocesan Policy 5131) both on and off campus.

Children are expected to respect and cooperate with teachers, staff and supervisory personnel, volunteer workers, cafeteria personnel, maintenance workers, bus drivers, patrol guards, and coaches—at school or at school-sponsored activities.

Respect for school property as well as the property of others is expected of every student. Compensation will be made to the school for any damage to the school facilities (i.e., windows, plumbing, etc.) and for learning materials (texts, library books, electronic devices).

At no time is corporal punishment used at St John the Baptist Catholic School as a form of discipline. Students are responsible for their behavior and must face consequences for their infractions. These consequences may include losing privileges, an effect on grades, recess and/or after school detention, or removal from school.

INFRACTIONS AND CONSEQUENCES

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. (Diocesan Policy 5144) Those students choosing to disregard school rules/regulations will be disciplined according to their infraction. The parent/guardian will be notified of the infraction and are asked to discuss the infraction with their child.

The following outline applies to students in all grades.

Lower Level Behaviors & Consequences

Violating Dress Code	Passing notes	Chewing gum
Disruptive behavior	Repeated inattentiveness in class	Minor issues between students
Not returning required work	Not obeying classroom rules	Other inappropriate behavior

Parents should be notified when there is inappropriate behavior. Parents will be notified by the teacher when there is a third offense.

Student Conduct and Safety—Threats of Violence

No weapons (knives, guns, arrows, etc) or anything that can be perceived to be used to harm someone may be brought on school property at any time. Toys or look-alikes may not be brought to school either. When necessary, the police will be contacted. Consequences will be determined the pastor and the principal along with the Diocesan Office of Education. Diocesan policy will be followed when there is an incident involving a weapon or a threat.

A student's written or verbal threat of violence toward other students and /or persons within the school or possession of a weapon will be taken seriously. Upon learning that such a threat has occurred or if a student is in possession of a weapon, the principal will suspend the student into the custody of parent/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 immediately of these offenses.** (Diocesan Policy 5142) The Illinois State Police must be notified within three days through the School Incident Reporting System (SIRS) of any incident that involves the threat or act of violence against a school employee.

RIGHTS OF STUDENTS/FACULTY/STAFF

EACH MEMBER OF THE ST. JOHN THE BAPTIST CATHOLIC SCHOOL COMMUNITY MUST REMEMBER THAT AS A CHRISTIAN COMMUNITY WE MUST LOVE ONE ANOTHER AND BE EXAMPLES OF THE CHRISTIAN LOVE. EACH INDIVIDUAL MUST BE A CATALYST IN ITS POSITIVE GROWTH AND DEVELOPMENT AND REFRAIN FROM PUBLIC NEGATIVE COMMENTARY. **RESPECT MUST BE PRACTICED AND PROMOTED AT ALL TIMES.**

The individual rights of students as citizens are respected when they enter St. John the Baptist Catholic School. These rights are protected in many ways. Indirectly, they are protected through education of students as to their rights, through growth in their moral consciousness and through development of their character. Directly, these rights are protected by legal safeguards, both through acknowledgment of these rights and a procedure to restore these rights when these rights are violated. With these rights comes the responsibility to discipline oneself and an obligation to represent the school in a positive manner.

EQUALLY IMPORTANT ARE THE INDIVIDUAL RIGHTS OF ALL ST. JOHN THE BAPTIST CATHOLIC SCHOOL FACULTY AND STAFF. IT IS IMPORTANT FOR PARENTS/GUARDIANS TO ROLE MODEL RESPECT FOR THESE PERSONS AND EXPECT THEIR CHILDREN TO DO THE SAME.

In order that the rights of any members of the St. John the Baptist Catholic School Community are protected, each member must have the following:

1. Personal knowledge of any charges against a member of the community that would harm his or her freedom, status, or property.
2. An opportunity to be heard and prove false the evidence or witness against him or her.
3. An opportunity to show that the rules or laws being applied to a member of the community are unreasonable or in some way should not be applied.

Anyone having a need to share information, a question, disagreement, or concern is to contact the person who is foremost responsible. Adults are expected to refrain from discussing any problems or grievance with other people until the responsible party(ies) has (have) had an opportunity to resolve the issue.

PROTOCOL

1. Parents/guardians are asked to speak with the TEACHER/COACH first before the principal.
2. The PRINCIPAL before the PASTOR.
3. Issues are to be addressed at local level before involving diocesan personnel.

GRIEVANCE PROCEDURES

1. Parents will be notified as soon as possible following a serious incident involving their child.
2. The school will request a 24-hour grace period prior to meeting with the parents.
3. Following the initial conference, a second phone call or follow-up conference may be scheduled to determine if the assigned consequences have been effective or if further action is necessary.

St. John the Baptist Catholic School may determine how to deal with any particular conduct or pattern of conduct depending upon the nature and severity of the infraction, surrounding circumstances and prior record (Diocesan Policy 5131). Also, 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 student (Diocesan Policy 5131.1).

CURRICULUM

The curriculum follows the guidelines of the Diocese of Belleville and the State of Illinois regarding subjects taught and time allotment for the various grade levels.

FINE ARTS, PRACTICAL ARTS AND OTHERS: Students are given opportunities to enjoy aesthetic experiences through an art curriculum, participation in school programs and assemblies, art classes and field trips.

LANGUAGE ARTS: Reading and writing are taught daily using group and individualized methods. Phonics, Vocabulary, English, Spelling and Penmanship skills are taught in conjunction with Reading. **Parents are advised that there may be some books in the library that you may not want your child to be reading. The content of some books may have subject matter that you do not want your child to read. It is the parent's responsibility to monitor the reading material that your child has chosen.**

MATHEMATICS: Mathematics involves basic computation, critical thinking, and problem-solving skills. Daily math sessions and hands-on projects are component parts of the Math Program.

RELIGION: A program of religious education is conducted throughout the school in accordance with Diocesan guidelines. It is important the Religion and Christian values become relevant to the students and be translated into their daily lives. There are numerous opportunities for Liturgies, Sacramental Preparation (First Reconciliation, First Communion, and Confirmation), Scripture Services, and Reconciliation Services. **STUDENTS ARE EXPECTED TO PARTICIPATE AT THE STUDENT LITURGIES.**

THE FAMILY LIFE PROGRAM (Grades K-8) deals with issues that can enhance harm or diminish the life of a young person. It encourages better family communication. Through a cooperative approach involving home and school, both parents/guardians and teachers share in guiding students to develop healthy, wholesome Christian attitudes toward sexuality.

PHYSICAL EDUCATION, HEALTH & SAFETY: Healthy living is encouraged through materials presented in Science, Physical Education, and Religion classes. Students must wear indoor tennis shoes in the gym.

SCIENCE: Critical thinking, observation, experimentation, and use of basic mathematics computation are all part of the basic course work.

SOCIAL STUDIES: Social Studies is taught with emphasis in the areas of World and American History, World Geography and Civics. Seventh graders must pass the Federal Constitution test and Eighth graders must pass the Illinois Constitution test to graduate from St. John the Baptist Catholic School.

COMPUTERS: Computer skills – including keyboarding, usage, and research skills – are taught in the Computer Lab and put to further use on Chromebooks and I-Pads in the classrooms.

MUSIC: The music program consists of a weekly class for all students in kindergarten through grade 5.

LIBRARY: Classes are given opportunities to check out books on a regular basis and are asked to treat books with respect, returning them directly to the classroom library containers on time. **The school must be fully reimbursed for lost books.** Students who have books/fees outstanding will be denied use of the library. Written notification will be sent home. These costs will be included in overall tuition/fees remaining at the end of the school year.

DISASTER EMERGENCIES

Drills for bus, fire, tornado, earthquake, intruder, and other disasters are held periodically throughout the school year. The following safety procedures have been developed in the event of a disaster.

1. No student will be dismissed from school unless a parent/guardian, or the responsible adult as designated by the parent/guardian comes for the child.
2. No child will be allowed to leave with another person, even a relative or babysitter, unless the parent/guardian gives written permission to that effect or that particular person is listed on the emergency form in the school files.
3. All parents or designated parties who come for the students must sign them out at the office.
4. If a parent/guardian is not able to reach the school, the child(ren) will be cared for here until parent/guardian arrive. The school will be in communication with local emergency services. **PLEASE DO NOT CALL THE SCHOOL.**

NOTE: The school office/staff has an **EMERGENCY PLAN** available for specific procedures/codes relative to individual disasters.

DRESS CODE

SEE APPENDIX

DRUG, ALCOHOL, & TOBACCO ABUSE POLICY

It shall be the policy of the Board of Education that the possession, use, distribution, purchase, or sale of any alcoholic beverage or any contraband, controlled substance, tobacco, drug paraphernalia, look-a-like drugs, or any other illicit drugs by a student is prohibited in school buildings, on school buses, and on all other property at all times. This policy extends to all school-sponsored and related activities, as well as field and athletic trips, whether held before or after school, evenings, or weekends. Furthermore, students shall not be permitted to attend or remain in school while under the influence of prohibited substances or alcohol. (Diocesan Policy 5114.1)

Any student found in violation of this policy shall be disciplined consistent with the Board's disciplinary policies including parental notification and involvement, remediation, and referral to community support agencies, referral to law enforcement agencies, suspension and/or expulsion.

Anyone caught with alcohol, drugs, tobacco, or vaping paraphernalia in their possession, whether it be on their person, in their locker, book bag, or in their desk will be:

1. Suspended from school and the parents notified of the suspension and reason.
2. Required to have or schedule consultation with a mental health clinic, a private physician who must be an M.D. practicing in psychology or psychiatry or other school approved agencies and
3. Asked, on their return to school, to show documented proof that consultation treatment has taken

place, or to be continued. Student's return must be approved by counselor and Principal to return to school.

EXTRA-CURRICULAR ACTIVITIES

SPEECH CLUB	Grades 5-8 will have an opportunity to compete against other Diocesan Schools in two or three meets a year in the areas of serious drama, humorous drama, and/or duet acting. A local small schools' competition is also held annually.
LITERARY ARTS	Grades K-8 are invited to participate in the Red Bud Elementary Annual Language Arts Festival. Some books produced are taken to a Young Authors' Conference in the Spring and to the Southern Illinois Reading Council Contest in the Spring.
ART CONTEST	Grades 5-8 may participate in the Bi-County contest each spring and other contests that may come up during the school year.
SPELLING BEES	Grades 5-8 conduct grade level spelling bees. The room winners then compete against each other to determine a school winner. There are several spelling bees outside the building that grades 5-8 may qualify for. Grades 1-4 conduct grade level spelling bees in their own rooms.
READING PROGRAMS	Grades K-6 can participate in the Book-It reading program which earn them pizza from Pizza Hut.
MUSIC CONTESTS	Students in Grades 5-8 may participate in State-sponsored competition each spring. (They need to secure their own accompaniment).
CHILDREN'S CHOIR	Students in Grades 2-8 may participate in the Children's Choir. Students must meet the minimum attendance requirements to receive the end of the year awards.

All students involved in extracurricular activities must meet eligibility requirements. (appendix)

FEDERALLY FUNDED PROGRAMS

St. John the Baptist Catholic School receives money from various state or federally funded programs. The cafeteria benefits from some of these programs. At this time the State of Illinois has discontinued transportation reimbursement, textbook money, and safety block money. St. John the Baptist Catholic School also receives the benefit of some federally funded programs:

Title I	Reading for at-risk students
Title II	Teacher In-Service Lunch Program

FIELD TRIPS

Field trips are considered a part of the student's regular academic studies and are scheduled by the teacher with the permission of the principal. Trips may be taken to cultural or educational sites and/or events. (Diocesan Policy 6153)

Permission slips will be sent home for all excursions a week in advance of the trip. **NO CHILD WILL BE PERMITTED TO GO ON A FIELD TRIP IF THE SCHOOL PERMISSION SLIP IS NOT IN PRIOR TO DEPARTURE ON THE DAY OF THE TRIP. FAILURE TO RETURN THE DIOCESAN-MANDATED PERMISSION SLIP WILL RESULT IN THE STUDENT REMAINING IN THE SCHOOL WITH ADEQUATE SUPERVISION AND ASSIGNMENTS TO COMPLETE.**

The teachers and principal will determine the number of parent chaperones. This number may vary with each grade level based on the destination, nature of the field trip and the availability of seating on the bus.

All chaperones must be in compliance with the diocesan child protection requirements. It is, also, diocesan policy that no other siblings or children may accompany parents on a class field trip.

Parent drivers must produce proof of vehicle insurance prior to chaperoning/driving students anywhere to school sponsored activities.

A sample permission form and driver form can be found at the end of the handbook.

HOMEWORK

Students are responsible for promptly completing assigned work and submitting it to the teacher. When a student is absent, parents/guardians are to arrange for his/her assignments, books, and notes to be picked up at the end of the school day. The children assume the responsibility of making up their assignments and tests. Please do not pick up homework from the office before 2:00 p.m.

Each parent/guardian should help his/her child develop good homework habits by providing a regular time and place for the student to do homework, by understanding the homework requirements of the teacher and by working with the teacher should a student fail to complete homework.

Departmental teachers are encouraged to notify each other when long-range projects are assigned so as not to overload the students on any given day.

Copying from another student constitutes cheating. This is a form of co-dependency and is totally unacceptable. An automatic grade of O will be given any student caught cheating.

If children have trouble with an assignment, we suggest that parents check to see that they understand the directions. If children still have difficulty, parents may help them with the first part of the assignment. If children still cannot complete a homework assignment, parents and other family members **should not** do the work for their children but write a note explaining what you believe to be the problem.

Parents' and teachers' words of support are an important way to motivate children to do well in school. It's important that children accept the responsibility to do their homework and take pride in a task well done. The homework will be checked and needed skills reinforced.

Homework and Illness/Vacation/Emergencies

- ◆ We discourage vacations during the school year because students miss classroom explanations of new concepts, new learning activities, and the assigned work.
- ◆ Homework will be assigned at the discretion of the teacher – either before or after the vacation or following families' emergencies.
- ◆ Students absent due to illness will have the number of days absent to complete missed work and assignments.

ILLNESS/FIRST AID/CONCUSSIONS

In keeping with state and federal laws, school personnel (salaried or volunteer) are not permitted to administer first aid or dispense medication to any student. For first aid, the wound may be cleansed. If the student needs more attention, the parents will be notified. Only emergency first aid measures will be taken, and parents will

be notified of the action taken. Students receiving cuts or scrapes will be instructed to wash with soap and water. Bandages will be administered. School personnel will not administer ointments, creams, or hydrogen peroxide. Sunscreen is allowed. If a child needs medication, the parent will be called, and he/she assumes the responsibility to bring the student's medication or take the student home.

If, in a matter of accident or illness, a student requires medical attention, the following procedure will be followed:

- (1) The parent/guardian will be contacted immediately. If the parents/guardians or relatives cannot be reached at once, the student will be cared for until contact can be made. Students should be picked up within an hour after being notified.
- (2) If, in the judgment of the principal or designee, the injury or illness is serious enough to require hospitalization, the student will be transported immediately by ambulance.
- (3) The school will give the police, firemen or other rescue officials written information concerning the student's name, parents'/guardians' names, telephone number and home address.

All parents have been asked to read the concussion policy. Any student receiving a bump to the head will be evaluated immediately for concussion symptoms. Parents will be notified immediately, and the necessary action will be taken.

COMMUNICABLE DISEASES

Students should not come to school if they are ill. They are not able to give their best attention and other students and staff are exposed to their illness.

Students must be fever free for at least 24 hours before returning to school.

- | | |
|---------------------------|--|
| IMPETIGO | May not attend school until all sores are <u>completely healed</u> . |
| HEAD LICE | Students may not return to school until shampoo treatment has occurred. The school office must be notified when a student is discovered with head lice. |
| CONJUNCTIVITIS (PINK EYE) | May return to school 24 hours after the first dose of antibiotics. |

For the welfare of the other children, no child should be in school during the contagious period of any communicable disease, whether listed here or not.

STUDENTS INFECTED WITH HIV/AIDS

At the present time, there is no medical justification for discrimination against students with AIDS. In fact, such discrimination is a violation of their basic human dignity and inconsistent with Christian ethics.

INCLEMENT WEATHER AND EMERGENCY CLOSING

In case of inclement weather or emergency closing, tune into any TV or radio station for an announcement. St. John School will be closed whenever Red Bud (District #132) closes. **ST. JOHN THE BAPTIST CATHOLIC SCHOOL WILL NOT BE MENTIONED BY NAME.** You will also receive a text message and an email from FACTS informing you of any weather or emergency closings.

INTERNET USE

All students have access to electronics in the classrooms and the lab. There are certain rules that must be followed. Parents and students must sign the internet usage sheet stating they understand the rules that must be followed. (Diocesan Policy 1341) Students are not permitted to send emails, send messages or "surf"

unacceptable websites with school electronics. These actions may cause the student to lose privileges or harsher discipline action (suspension). There are diocesan policies regarding the use of social media. Any violation of these policies may result in severe consequences. The school may not request or require a student to provide his or her social media passwords. If there is sufficient cause for an investigation into the violation of school/diocese policy, the school may ask the student to cooperate in that investigation and therefore may require the student to share his or her social media account information.

LATCHKEY

An after-school care program is available at St. John the Baptist Catholic School. The program will consist of a variety of creative and structured activities that will coincide with the daily routine of homework, study time and free play. The hours of the program are 2:50 to 5:00. The cost is \$7.00 per child and includes a drink and food snack. There are no latchkey services on early dismissal days.

MEDICATIONS

The Illinois Health Law prohibits school personnel from supplying medicine to children, including aspirin, antacids, antihistamines, cough drops or cough syrup. If your child needs medication during the school day a parent may come to the school to administer, or the medication must be sent to the office with a **written note of permission** for the principal/secretary to distribute. **SPECIFIC TIMES AND DOSAGES MUST BE LISTED. A Diocesan Medical Permission Slip must be completed in the office.** No student should have any type of medication (prescribed or over the counter) in his/her possession during school hours or functions. Medicine must be kept in the school office and administered only by the principal or designee. Students with asthma may always carry their inhaler with them, but the necessary paperwork must be on file.

The following are guidelines from the Illinois Department of Health for medication administration in schools:

1. Only those medications that must be given during school hours and are necessary to maintain the student's attendance at school shall be administered.
2. All medications, including non-prescription drugs, given at school shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status.
3. A written order for prescription and non-prescription medications must be obtained from the student's licensed provider. The order must include: Child's name, Date of birth, Licensed prescriber and signature, Licensed prescriber phone/emergency number, Date of prescription, Name of medication, Dosage, Frequency and time of administration, Date of order, Diagnosis requiring medication, Discontinuation date, Intended effect of the medication
4. Medication must be brought to school in the original container or package.
5. Over the counter medication (non-prescription) must be brought to the school office with the manufacturer's original label with the ingredients listed and the student's name affixed to the container.
6. In addition to the licensed prescriber's order, a written request shall be obtained from the parent/guardian requesting the medication be given during school hours. The request must include the parent/guardian's name and phone number in case of emergency. It is the parent's responsibility to assure that the licensed prescriber order, written request, and medications are brought to the school office.

ALLERGIES

PARENTS ARE ASKED EACH YEAR TO IDENTIFY ANY ALLERGIES THAT THEIR CHILD MAY HAVE. SPECIAL MEASURES MAY NEED TO BE TAKEN IF YOUR CHILD DOES SUFFER FROM AN ALLERGY. WE WILL DEVELOP A PLAN FOR YOUR CHILD STATING THEIR ALLERGIES AND NEEDED MEDICAL ATTENTION. PLEASE KEEP US ABREAST OF ANY CHANGES IN YOUR CHILD'S HEALTH STATUS. (DIOCESAN POLICY 5141.5)

MISCELLANEOUS

Birthdays

Classroom birthday treats should be limited to one item only and must be pre-packaged or bakery generated. Treats may be distributed in the classroom and there should be enough for the whole class. (Note: Health Department regulations prohibit homemade food items from being dispersed on school premises for the health/safety of the students). **NO DRINKS OR ITEMS REQUIRING CUTTING, PLEASE.**

Telephone Calls

The office phone is a business phone. It is unavailable for general use except in case of an emergency. The Teachers Workroom is for teacher and staff use only.

Toys/Radios/Etc.

Students should leave personal toys and other items (including electronics, radios, portable video games, and playground equipment) at home. These items can be broken or lost and often can create problems on the playground. Arrangements must be made to bring items to latchkey.

Visitors

St. John has an “open door” policy regarding classroom visitors (parents, grandparents, people interested in enrolling their children in school). When planning to visit, please call the office at least one day in advance. All guests are required to stop in at the school office to sign in. This includes all delivery persons, mail carriers, parents/guardians, salespersons, etc. **Parents dropping off supplies/notes should NOT go to the classroom; please leave the items with the secretary or principal.**

POLICE QUESTIONING

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

1. The law enforcement representative will be directed to the principal’s office, state the purpose of the visit, and request permission to interview the student(s).
2. If the representative is unknown to the school personnel, school personnel will request and obtain satisfactory identification.
3. The principal shall request that the student be interviewed 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/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 will be allowed to proceed. However, a call to the parent/guardian should be placed.
4. If the conditions above 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. If the parent/guardian desires to be present, 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 will indicate to the law enforcement representative that unless it is an emergency situation, they will need to conduct the interview elsewhere or at a different time. 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.
5. The principal will provide an adequate space where it will be possible for the representative to interview the student(s). The principal will 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).
6. The principal shall request that the legal rights of the student(s) be explained to them by the law

enforcement representative prior to any interrogation.

7. If the law enforcement representative requests permission to take the student to headquarters for questioning, the principal must grant permission before the student may be taken from the building.
8. 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 procedures shall be observed:

1. 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 will not interfere with 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.
2. 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 removes the student from the building.

PEST CONTROL

Pest control procedures are conducted when students and most of the staff are out of the building. Advance notification is provided.

PROGRESS REPORTS/REPORT CARDS

PROGRESS REPORTS (all grades) are distributed four (4) times a year, mid-way through each of the quarters, to update parents/guardians of their child's progress. Parents/Guardians are encouraged to contact the teacher before final grades are on the quarterly report card. REPORT CARDS (all grades) are also distributed four (4) times a year. Both the progress report and the report card should be signed by the parents/guardians and returned to school. (Diocesan Policy 5124)

GRADING SCALE

Grades 1-8:

A+	100%	A	94 – 99%	A-	93%	
B+	92%	B	87 – 91%	B-	86%	
C+	85%	C	79 – 84%	C-	78%	
D+	77%	D	71 – 76%	D-	70%	F Below 70%

In the lower grades the students will receive E, S, N or U for their minor subjects and for conduct. A standards based report card is used in grades pre-school through kindergarten. Grades 1 and 2 have supplemental standards based reports in addition to the traditional report cards. The older grades will also use this letter system for reporting conduct, effort, and handwriting.

CONFERENCES

The purpose of parent/teacher conferences is to acquaint the parent/guardian with the teacher and to discuss the child's abilities and achievements. School-wide conferences will be offered at the end of the first quarter. **Parents may request a conference with the principal or teacher at any time.** These will be scheduled at a time convenient for those involved. Most teachers will give contact information to parents at the beginning of school. There should be open dialogue at all times between parents and teachers. The principal can be reached at school. If a meeting is necessary, parents are asked to call school to schedule an appointment rather than dropping by. This will avoid unnecessary trips if the principal is unavailable.

NOTE: During the third quarter, the teacher and principal will consult regarding at-risk students. A letter will be sent home to parents/guardians stating concerns. A conference may be held at this time to discuss the teacher's concerns.

A conference will be necessary if a student is failing in the seven major subject areas. Options for the following school year will be discussed following the third quarter reports. All efforts will be made not to retain a student but, if necessary, diocesan policy will be followed. (Diocesan Policy 5123) Students who successfully meet class requirements with passing grades will be promoted to the next grade at the beginning of a new school year. At the end of grade eight students who have successfully completed the required classes will graduate and be eligible to enroll in a high school of their choice.

RECORDS

The Family Educational Rights & Privacy Act gives parents/guardians the right to access records. St. John the Baptist Catholic School parents/guardians are asked to give the school office 24 hours notice by written request if they wish to view a record.

Parents or representatives designated by the parents and/or students have the right to inspect and copy permanent records.

Students' school records will be released to appropriate agencies, schools or other parties when requested by a parent using a signed release provided all financial obligations have been met. Records will be released upon request to either natural parent or to a legally appointed guardian. In cases of divorce or separation within a family, the school will continue to release records to either of the natural parents unless the school has been given written legal notice that one of the parents involved is not allowed access to the child's records. Verbal instructions by one parent are not enough cause to prevent the right of the other parent to have access to the student's records.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents/guardians. In the absence of a court order to the contrary, a 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 no information to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. (Diocesan Policy 5125)

If a student transfers to another school, the student's records will be sent upon request of the receiving school if all financial responsibilities have been met.

In the event a current or former student is reported missing by the Illinois State Police, the principal shall contact the ISP and local police to inform them of such student and release records as necessary.

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 they will be turned over to law enforcement authorities. Any items that violate school rules will be kept by school administration and returned to the parents.

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 parent will be called and expected to come to the school and conduct the search in the presence of a school administrator. A parent's refusal to comply with the request is grounds for immediate expulsion. (Diocesan Policy 5115)

SEXUAL/RACIAL/GENERAL HARASSMENT

Any employee or student who believes he/she has been subjected to racial, sexual, or general harassment or has witnessed such misconduct must report the incident to the appropriate supervisory individual and appropriate action will be taken (Diocesan Policy 4116.2)

The report shall include the following:

1. A written complaint must be submitted by the person who reported the incident.
2. A thorough investigation must be initiated within 24 hours and be completed in a week.
3. Any person who is found to have engaged in racial, sexual, or general harassment will be subject to appropriate, corrective action, depending upon the circumstances, up to and including, termination or expulsion.

The person who reported the incident will be advised of the findings and actions taken.

SNACKS

Only healthy nutritious snacks should be sent to school. Snacks are to be eaten indoors. This practice prevents the possibility of a child choking on food while playing or running around outdoors. It also prevents debris from accumulating on the premises. No drinks or liquid snacks should be brought to school.

NOTE: Birthday treats/snacks must be pre-packaged or purchased at a bakery and served in the classroom. Please do not take out of store container to repack in containers or bags from home.

SPORTS

NOTE: All coaches at St. John the Baptist Catholic School must sign a coach's code of conduct. Coaches must be child-protected and have criminal background checks run on them. As of September 1, 2016, all coaches must be certified in concussion awareness.

Purpose

The purpose of St. John the Baptist Athletic Program is to provide an environment where students can develop individual skills, positive attitudes towards themselves and their team and good sportsmanship toward teammates and opposing teams. Good sportsmanship is considered a game fundamental and must be incorporated in the learning process. Participation in sports should be an activity, which allows the child to experience fun and comradeship. Athletic participation helps to develop physical coordination, provides mental challenges, accents the value of team cooperation, and emphasizes the results of determination and hard work. The athletic program is designed to promote and reinforce Catholic ethics and values.

Students who participate in practices and develop the attitudes and skills listed above will have opportunities to play. Playing time in Grades 4 and 5 may not be equal because this is a learning level; students will have as much playing time as possible. In grade 6, which is still a learning level, but one age level higher, students may not necessarily have equal playing time but will play as much as possible as directed by the coach. Playing time in Grades 7 and 8 is more selective as judged by the coach. Individual abilities developed by the students and game situation may cause a coach to play some athletes more than others. Coaches try to develop teams that can be competitive with other schools.

St. John the Baptist Athletic Program will function under the Diocesan Sports Policy and adheres to regulations defined in that document. It will be made available to parents/guardians of athlete at the mandatory

informational sports meeting held prior to the beginning of school. (Diocesan Policy 6145.2)

Conduct

Student athletes are expected to conduct themselves in a Christian manner both during practices and during games. Students will be held accountable by the established school Conduct & Discipline Code. Any concerns shall be directed to the COACH IN CHARGE for resolution. If the coach reports behavior issues to the principal, consequences will be determined by both the principal and the coach.

Playing Time

Game playing time is based on several objectives that are assessed by the coach of each team. Some of these objectives are: attitude, desire, ability, practice habit and scholastic performances. It is the coaching staff, as well as the parents'/guardians' responsibility to help with the acceptance of competition and fair play. Hard work, attitude and good behavior will earn the athletes a favorable amount of playing time and a sense of personal pride as well as team achievement. Parents/guardians should be aware that their child's attitude toward practice and teamwork, as well as, behavior at practices are noted when it comes to playing time in a scheduled game.

Regulations

Diocesan regulation states that parents/guardians and fans attending an athletic event are not to use abusive language directed at referees, players, fans, and coaches from any team. They are to treat all officials and coaches with respect and refrain from criticizing them during and after games. These actions reflect on the reputation and name of our school. Those who disregard these guidelines can be asked to leave the gym or playing field.

Students who participate in sports are expected to attend practices and cooperate with the coach. **Students who are absent on any given day or suspended from school are not allowed to attend a practice or game that day unless due to a funeral, medical appointment, or other family emergency. (Diocesan Policy 6145.2)**

Role of Parent/Guardian

The role of the Parent/guardian is very important to an athlete. They will need to be supportive, sympathetic, tough, and participate as chauffeurs, bankers, door admission workers, scoreboard operators or concession stand workers, in addition to other family responsibilities. It can, at times, be very challenging but it can also be very rewarding. **(It is also the responsibility of the parents to pick up the child/ren immediately following games/practices.)**

THE POSITIVE ATTITUDE OF PARENT/GUARDIANS IS OF UTMOST IMPORTANCE AS FAR AS AN ATHLETE IS CONCERNED. THE COACHING STAFF WILL CONSTANTLY BE SUPPORTING PARENTS/GUARDIANS THROUGHOUT THE YEAR. THE COACHES, HOWEVER, LIKE TO INITIATE AN AGREEMENT THAT THE PARENTS/GUARDIANS WILL DO THE SAME. THE PARTIES INVOLVED WILL NOT ALWAYS AGREE WITH EVERY DECISION THE COACHES MAKE, BUT COACHES ARE AT ALL PRACTICES AND GAMES AND MAY HAVE A DIFFERENT PERSPECTIVE THAN PARENTS/GUARDIANS. IF A CHILD OR PARENT/GUARDIAN HAS A CONCERN HE/SHE IS ASKED TO PLEASE FOLLOW THESE GUIDELINES OF PROTOCOL AS THIS IS THE BEST WAY FOR OPEN COMMUNICATIONS.

1. TALK TO THE COACH FIRST. The parents/guardians in the stands can only sympathize with another parents'/guardians' concern. Talking about the coach or running him/her down behind their back is very counterproductive. To promote respect for adults in authority, parents/guardians are not to challenge or confront the coaches in front of the players. Emotions sometimes need a "cooling off" period. **AN**

APPOINTMENT should be made for the day following the game to get issues out in the open.

2. If dissatisfied after speaking with the coach, then make an appointment with the Athletic_Director. It is very important to talk to someone who knows the situation.
3. If the conflict has not been resolved, then make an appointment to see the principal. Sometimes a mediator can do wonders.

FEES

Each student is assessed a \$25 fee per sport they participate in, payable to St. John the Baptist Athletic Department, and given to the Athletic Director prior to the first game of the sport being played. Uniforms will not be issued until fees have been paid.

SPORT AND EXTRA CURRICULAR ELIGIBILITY

Grades will be checked by the principal every two weeks to determine if a student is experiencing academic troubles. Students must maintain an overall C average in the seven core subjects and passing grades in all semester classes to be able to participate in athletics at St. John the Baptist Catholic School. If a student is determined to be ineligible because of grades, he will not be allowed to participate in practices or games until his/her grades are reviewed again. This will be done one week after they were deemed ineligible. A student may be deemed ineligible if there are repeated discipline issues that must be resolved. (See eligibility requirements in appendix)

TAKE HOME ENVELOPES

All students Preschool-8 will be required to have a take-home envelope (provided by St. John School) that will be sent home to parents/guardians on the last day of each school week. Please expect the following:

Oldest Child: Monthly school calendar/monthly lunch volunteer schedule/weekly newsletter/other school-wide communications/flyers/order forms

All Students: Certain flyers/forms/teachers' written communications/graded papers/etc.

TESTING PROGRAMS

Testing programs are chosen and regulated by the Diocesan Office of Education. (Diocesan Policy 6162.5)

A.C.R.E - Diocesan required tests assessing knowledge in Catholic doctrine are administered in Grade 5 or 8 in alternate years.

IOWA BASIC SKILLS - test given in the fall of each year to grades 2-8. The results are shared with the parents usually by December 15.

Periodically, various diagnostic tests are also administered. More extensive testing is available through Perandoe (District #132). This is a valuable service, which can be obtained upon parent/guardian request. Ordinarily, the principal of the school arranges for this service. Students new to St. John the Baptist Catholic may be given placement tests (Grades 1-8) and readiness tests for kindergarten.

TRANSPORTATION

Some of the St. John the Baptist Catholic School students are eligible for bus service. Students, who live in Red Bud School District, may qualify for transportation. Transportation is provided by Red Bus District 132. Bus rules must be followed at all times. Riding the bus is a privilege and students may be removed from the bus if the rules are not obeyed.

WELLNESS POLICY

The Diocese of Belleville is committed to providing a learning environment that supports and promotes

wellness, good nutrition, and an active lifestyle. It recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. Each school is responsible to submit a wellness policy to the Diocese. Details of the Wellness Plan can be found in Diocesan Policy 5141.

Any student who is believed to need support services or counseling/social work may be referred for further evaluation or services provided by Perandoe or other outside agencies.