

Saints News

*"St. Joseph School, following the Mission of Christ,
Where we Learn Our Faith, Live our Faith and Prepare for the Future"
~ St. Joseph Mission Statement*

August 2016

Dear St. Joseph Families,

We hope everyone is enjoying their last few weeks of summer vacation. I cannot believe August is here and it is time for the children to be back in school. We are excited for a new school year. Please make sure you take a few minutes to read this newsletter as it has lots of important updates. If you have any questions, please contact the school office.

Peace,

Mrs. Rogers

Registration Day

Mark your calendars...Registration will be held Wednesday, August 3rd from 9am to 12pm and 5pm to 7pm. The registration process will be completed at this time and fees will be collected for tuition and yearbook. All registration forms are posted on RenWeb. If you are unable to attend registration day, please contact the school office.

Parents' Club

School Supply Kits

Sponsored by the Parents Club

Anyone that ordered their child's 2016-2017 supplies through parents' club, they will be available for pick up in the school office on Wednesday, August 17th. If you are joining us for the Back to School Family Night on Saturday, August 20th and have not picked up your kits beforehand, they will be in your child's room.

New Faces at SJS

The SJS staff welcomes our new staff member for the 2016-2017 school year! Miss Kim Stickelmaier received the sacrament of matrimony this summer. Congratulations to Mr. and Mrs. Terry! We look forward to watching their family grow within our SJS school family. Miss Joella Scott has accepted our 6th grade teacher position. Miss Scott is a graduate from St. Louis University, St. Louis, Mo. Miss Scott worked as a 6th, 7th, and 8th grade middle school teacher at Peoria Academy from January 2014-August 2016. Miss Scott also was involved within the school by substituting for aftercare and loved to coach track and field. Mr. Gregory Zobac will be joining our SJS Family as our band director. Mr. Zobac is a graduate from the University of Illinois in music education and holds a theology degree from Trinity International University. Mr. Zobac worked as Music/Band Instructor at Harrison Learning Center from 2011-2015 and has retired. Mrs. Christine Hawkinson is our new cafeteria member. She graduated from Glendale Community College with a CNA degree. We are thrilled to have them join our SJS family!

Seeking Extra-Curricular Members

Our extra-curricular committee is looking for members who are excited about promoting St. Joseph School through all our extra-curricular activities. This committee will be responsible for overseeing and working athletic events along with looking at ways to promote and raise money for the following extra-curricular activities to enhance our students: choir, band, scholastic bowl, speech, web club, etc. Also, the extra-curricular committee is seeking a co-athletic director for the 2016-2017 school year. If you are interested in enhancing our students' well roundedness, please contact the school office or join us for our first meeting on Monday, August 8th at 5:15pm.

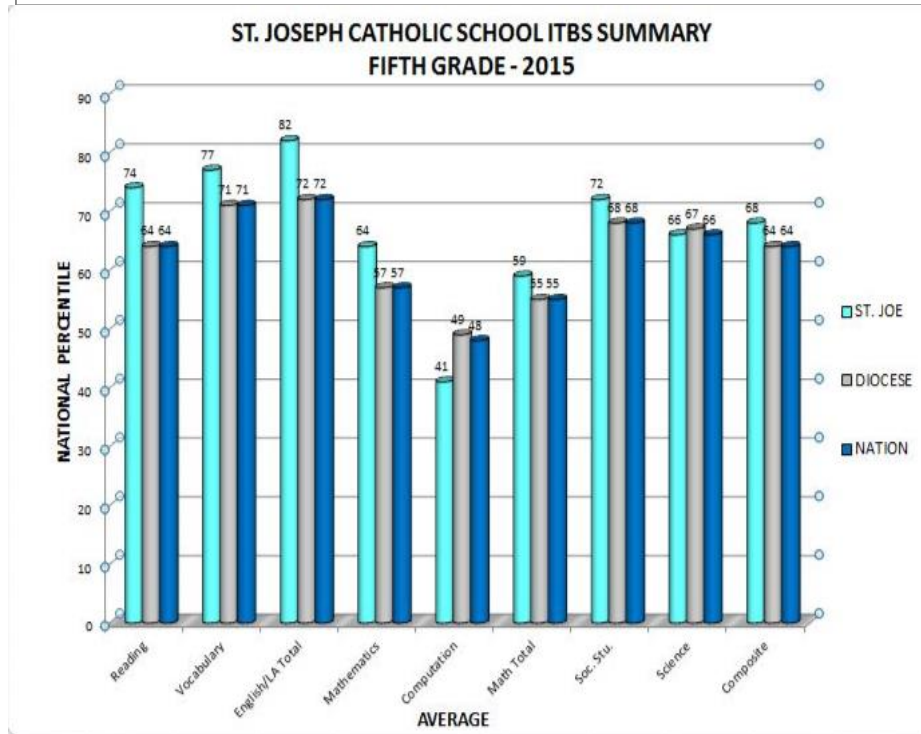
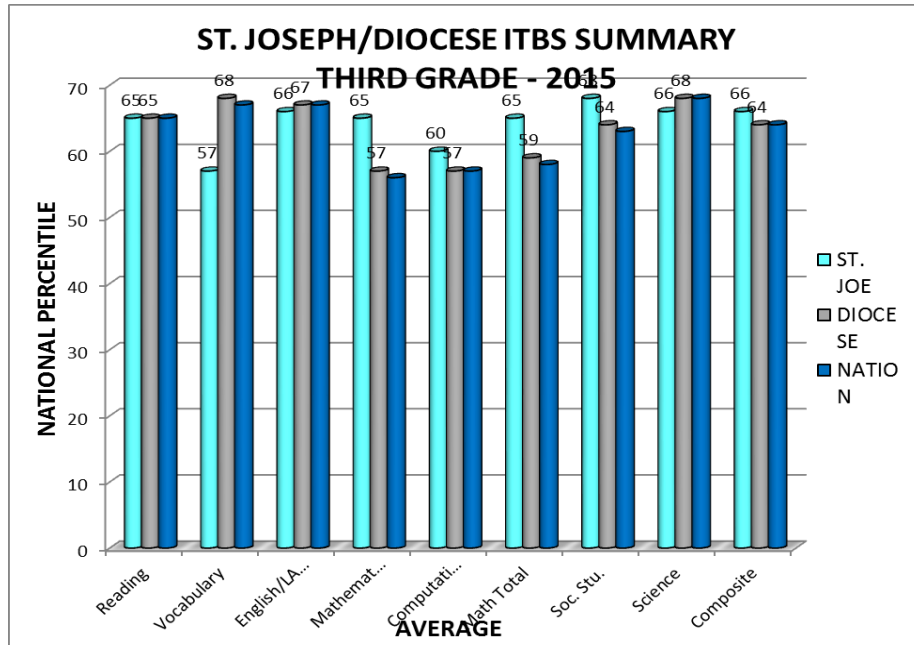
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Iowa Test of Basic Skills and ACRE Test Scores

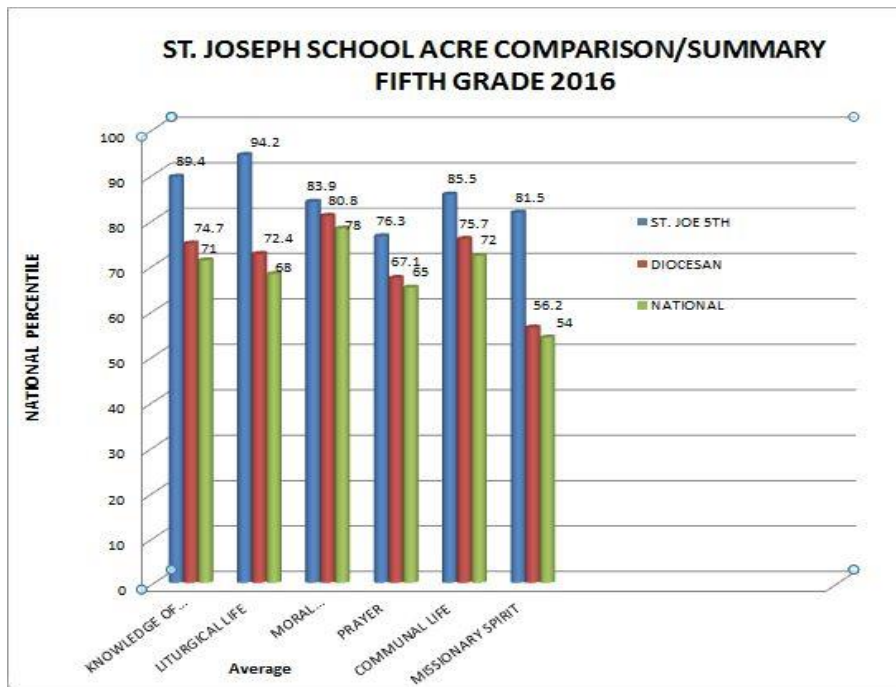
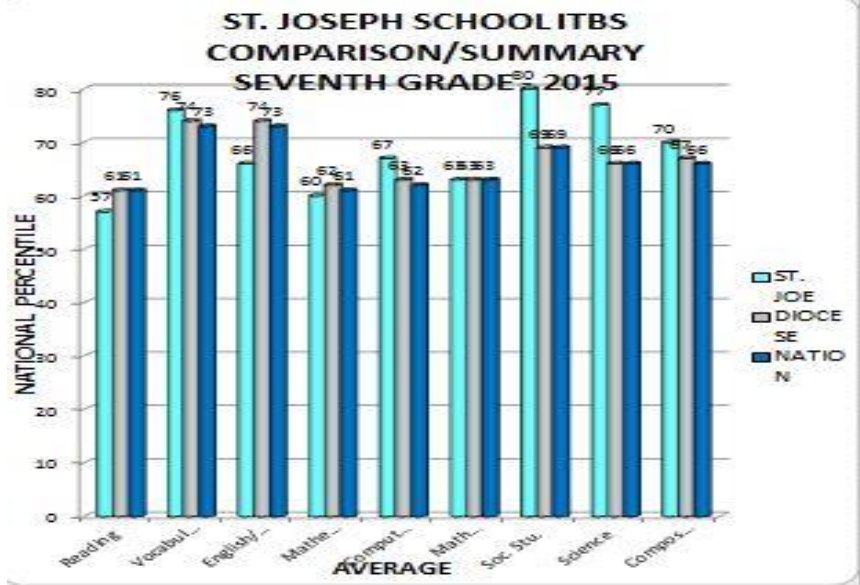
We are proud of the academic achievements of our students, especially as we continue to focus on the education of the whole child.



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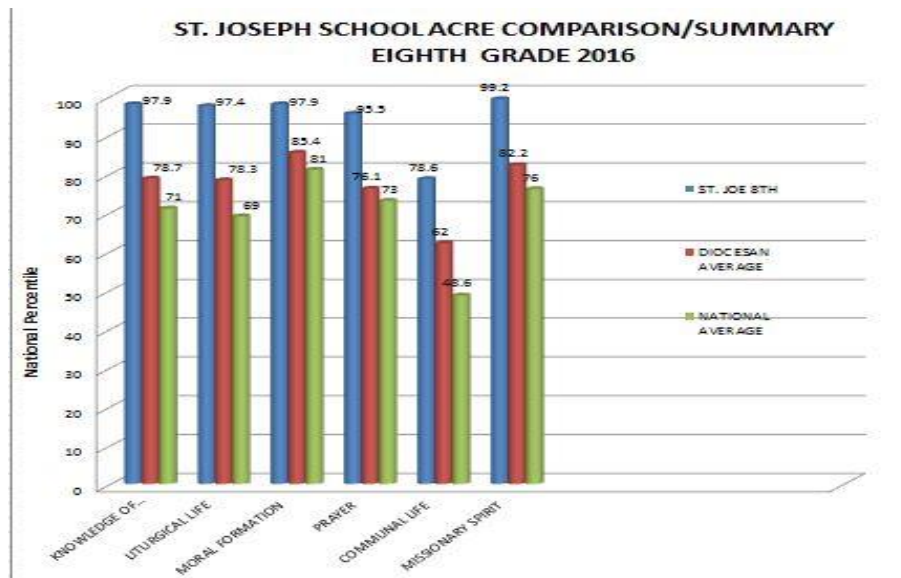
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Pre / After Care Information

Pre/After Care hours will begin on Wednesday, August 24th from 7:00 a.m. to 8:15 a.m. and then from 11:30a.m. to 6:00 p.m. We will run these hours for Thursday, August 25th and Friday, August 26th. If your child(ren) are planning on staying in aftercare, please make sure to pack a sack lunch as the cafeteria will not be running until Monday, August 29th. Rates are \$6.00 per hour for one child, \$8.00 per hour for two or more children. Please remember that fees are to be prepaid. Please see Mrs. King for questions or more information.

Scrip Program

Our SCRIP program is still active. There are significant changes that have been made to how the program will continue. Please note the following:

- Only Online orders at www.shopwithscrip.com will be accepted.
 - No more paper orders
 - No more gift cards for sale in the Parish Center or School Office
- The only form of payment that will be accepted is online PrestoPay.
 - No cash or checks will be accepted, even for online orders
- Physical gift cards can still be ordered. They will be bundled into one order on Monday mornings (as needed).
 - They will be shipped to the school and delivered to the school families in the weekly Blue Folders or can be picked up in the school office.
- EScrip gift cards are also be available to order
 - Note: These are great for internet shopping and last minute purchases!
- Local Retailers are no longer available to order.

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- This includes Avanti's, Culver's, Fast Dragon, Kouri's, LaGondola, Monical's Pizza, Our Inn Place, Sonic, and Sam Harris.
- We will make arrangements to preorder local retailers for restaurant fundraiser nights. Orders will need to be made ahead of time, online and with PrestoPay.
- Families will continue to receive 50% of the rebate as tuition credit or to donate to the various options we have had in the past.

If you have any questions or need assistance setting up your online SCRIP account, PrestoPay, or using the MyScripWallet App please contact Whende Rueschhoff at scrip@stjosephschoolpekin.com or (309)370-3437.

SCRIP 2015-2016 YEAR RESULTS

You will be receiving an email soon with your family's tuition rebate credit information. We had a very successful year! Thank you to all of the school staff and families for making this the 2nd highest tuition rebates in SCRIP history. You will see the tuition credit at registration when you make your payments. Our school families received a total of \$4,136 in tuition credit! This means our school received a matching amount. The SCRIP program overall profit for the school year is not available yet, but will be reported soon. Thank you again for supporting this "No-Selling Fundraiser" for our school!

A HUGE "THANK YOU" also to all of the school families that helped us sell our on-hand gift card inventory in less than 6 weeks. You were incredible and we only have a small handful of gift cards remaining. These gift cards are available in the school office starting Aug 1 and during registration.

Gift Card	Rebate	Remaining
Chuck E. Cheese \$10	8.00 %	2
GameStop \$25	3.00 %	2
GNC \$25	8.00 %	1
Papa John's Pizza \$10	8.00 %	12
Papa Murphy's Pizza \$10	8.00 %	14

Hot Lunch Program and Snack Program

St. Joseph School's hot lunch program will begin Monday, August 29th. The snack program will begin Tuesday, September 6th. St. Joseph School participates in the federally funded hot lunch program. The cost of the meals is \$2.35 for children in grades K – 8. Milk purchased by students with cold lunch and/or students purchasing extra milk are 50 cents per carton. For all 5-8 graders, an extra main item may be purchased for a \$1.35. (Example: a slice of pizza; a taco; chicken sandwich, etc.)

Please note all student lunches are expected to be PREPAID on a daily, weekly, or monthly basis. In the event a family balance exceeds \$20.00, the child(ren) will receive a carton of milk and a cheese sandwich for lunch instead of the scheduled meal for the day. Also, no snack will be allowed until the balance is paid in full. You may pay for all your children in one sum - the right amount of currency or check is acceptable. Please send lunch money in a sealed envelope with the following information: **Student name, grade, amount of lunch money, date**. Parents are strongly encouraged to check lunch balance on the RenWeb remain current on account. If any questions should arise, please contact the Toni Burks.

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St. Joseph School will offer an optional snack program for grades 1 - 8. All snacks will follow the healthy regulation guidelines. Each student may purchase a snack for 50 cents. Grades 1 – 3 will be offered milk only in the morning while grade 4 – 8 will be offered a healthy snack in the afternoon. The free/reduce guidelines do not apply to the snack program. If you wish your children not to receive snack, please send a written notice to the school. Otherwise, all students will be offered a snack.

St. Joseph School will offer an optional breakfast program for grades K-8. All breakfast meals will follow the healthy regulations guidelines. Each student may purchase a breakfast for \$1.35 from 8:15am – 8:40am. The free/reduce guidelines do not apply to the breakfast program.

Students may bring their own lunch from home rather than eating hot lunch. Students may leave for lunch with their parent/guardian who must sign the student out in the office. On special person lunch, parents will need to bring a sack lunch or carry out from a restaurant for their meal and their child's meal. On regular school days, outside food is prohibited due to Health Code Regulations.

It's Not Too Late to Join in the MATH and READING SUMMER GAMES 2016

Student Support is hosting a summer incentive activity for Mathletics and Reading Eggs/Express for students. Our programs are wonderful tools to keep students sharp and confident in their math/reading skills. Due to the new reports on the programs, we are able to track progress and time spent by students even better than years before. We are inviting all students to participate in a reward activity. This summer students that spend time on Mathletics or Reading Eggs/Express will receive prizes in the Fall. Prize levels will be determined by activity and usage points. If you have any question, please email one of Student Support Staff.

Have a blessed and wonderful Summer!

Your Student Support Staff

Parent/Student Handbook Updates

As we are preparing for the 2016-2017 school year, the [Parent/Student Handbook](#) is established to place in writing the **policies and procedures** that make up the day-to-day operations of our school. These policies have been developed over many years. Each new year updates to the handbook are bolded below for your convenience. Please always take time to read the entire handbook as some policies have changed or have been added.

Field Trips

Field trips are the option of the individual teachers. Parents are asked to respect each teacher's freedom to choose or not to choose this option, including selection of chaperones for the field trip.

With the principal's approval, a teacher may schedule such a school-sponsored educational activity for the class. The field trip does not need to include a social outing or last most of the day. Permission forms (provided by the school) must be signed by the parents or legal guardian, the medical information form, and a medical authorization for treatment on file and returned to the homeroom teacher prior to the trip. If the slips are not in school at the time the class is to leave, the child will not go, and they will remain in the office. Telephone permission is not acceptable. Participation in field trips is a privilege, not a right that can be denied for academic or behavioral reasons.

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All school trips (e.g. field trips, class trips, etc.) shall have an educational purpose stated in writing and on file in the school office. Permission forms including the educational purpose and parent/guardian signatures shall be required for students to attend any trip and shall be kept on file in the school office. In regard to overseas travel, diocesan elementary and secondary schools are not to sponsor or to be associated with foreign study or travel outside of the United States. This policy also includes on-site advertising or distribution of materials in regard to overseas travel programs. D-131 AR-CDOP SCHOOL TRIPS

A. The following are guidelines for all school trips:

1. An educational purpose must be stated in writing for a school trip and kept on file in the school office.
2. Proper forms shall be used that include the following components:
 - a. A description of the trip including the place to be visited, the method of transportation, the type of supervision, and the time and place of departure and return.
 - b. The educational purpose including objectives
 - c. Specific materials to be brought including lunch, clothing, money, etc.
 - d. An authorization for emergency medical treatment. This information will be kept in the possession of the school/parish and distributed to the person in charge of each trip on which a student/minor participates, and/or athletic activities.
 - e. A permission form which includes the parent/guardian's signature and date.
3. Permission forms shall be kept on file in the school office for four (4) calendar years provided that, if there is an accident on the trip, forms shall be kept for twenty (20) years. 4. A medical information sheet shall be obtained and kept on file for each child participating in the trip. The trip supervisor shall bring copies of medical information sheets for all students on the trip, as this information shall be relied upon in making healthcare decisions regarding the student/minor.

The medical information shall include:

- a. Student/minor's name and address
 - b. Emergency contacts (names, addresses, phone numbers, relationship to student)
 - c. Student/minor's regular physician (name, address, phone number)
 - d. A list of any medical conditions affecting student (asthma, diabetes, etc.)
 - e. List of any allergies or allergic reactions to medications
 - f. List of medications the student/minor is taking
 - g. Date of the student/minor's most recent tetanus shot
 - h. Student/minor's health insurance provider (company and contact info)
 - i. Any other pertinent medical information
5. The Office of Catholic Schools does not recommend that younger children accompany their parents who are acting as chaperones on a field trip. The parents who are serving as chaperones need to be attending and supervising students assigned to their care without having their own children to supervise in addition to their assigned chaperone duties
6. All individuals transporting students/minors shall be made aware in writing that there is exposure to personal liability. The school/parish shall have a copy of the driver's valid driver's license and proof of insurance on file in the school office before any private vehicles are used.
7. Since many high school students are of the legal age to drive a vehicle, all secondary schools shall include an attachment to school trip forms outlining the parent's permission for student travel options.
8. After each trip, a written report shall be submitted by the designated trip supervisor and kept on record. The report shall state the date, time period, description of the trip, together with a description of whatever injuries or damages occurred or were reported. These reports are to be kept with the permission slips for that trip. If an incident occurs, the report shall be immediately forwarded to the Office of Catholic Schools and the diocesan insurance carrier.

The information to be recorded on the Student/Minor Trip Report is as follows:

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- a. Date of trip
- b. Location of trip
- c. School supervising employee (designated trip supervisor)
- d. Educational purpose of trip
- e. Other adults attending trip
- f. List of students/minors attending trip
- g. Hours of trip
- h. List of those who transported students/minors
- i. Any unusual incidents (including injuries or damages)
- j. Trip supervisor's signature/date

9. The student trip forms described above shall be obtained from the Office of Catholic Schools.

B. The following are guidelines for overnight trips: 1. There are no overnight trips or overnight activities on campus for any of our schools with students in Preschool through 8th grade. Revised: 09/15

Physical Education - Grades 6-8

1. Proper gym uniforms are a must. Three non-equipped P.E. violations in a quarter will result in a detention. This will also result in their grade being lowered one letter grade.
2. Proper uniforms consist of: Plain dark blue or royal blue shorts, Plain **grey** t-shirts or St. Joseph shirts are acceptable. White or **black** socks and gym shoes. Please mark student's name permanently on the inside neck or waist band.
3. Students will be given school locks to be used in the locker room. Do not bring a lock from home. There is no charge to use these locks. However, there will be a \$3.00 fee for lost locks. The school cannot be responsible for articles left in unlocked lockers. Only the student issued the lock, PE teacher and the office know the combinations. Please do not give out your combination.
4. Please do not bring glass deodorant bottles or any other glass items to the locker room.

HOME ASSIGNMENTS

Home study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

If a parent notifies the school office by 9:00am, your child's homework will be available for pick up in the school office at 3:15pm or can be sent home with their sibling. If your child leaves early during the school day, their homework will be available for pick up after 4:00pm in aftercare. Any missed tests or quizzes will need to be scheduled with your child's teacher upon returning.

If a student is absent for one day due to illness, he has one school day after his return in which to complete the make-up work for full credit. If he is absent 2 days, he has 2 days in which to complete the work, 3 days absent, 3 days for make-up work, etc. If a student turns in late work in grades K-8, the student's grade will drop 10% from the grade they receive for each day that it is late. No late work will be accepted on long term projects and/or on in-class work assignments. If after 5 school days the work is not turned in, it will become a zero in the grade book.

Admission Age (D-112, P-CDOP)

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Children admitted to a three-year-old preschool program shall be three years of age on or before September 1 of the academic year. Children enrolled in a four-year-old preschool program shall be four years of age on or before September 1. Students admitted to kindergarten shall be five years of age on or before September 1. Students entering first grade shall be six years of age on or before September 1 of the given school year.

When the school's early childhood program combines preschool with extended child care, children may be admitted throughout the academic year on or after the date of their third birthday. In such cases, parents must acknowledge in writing that their child will remain in the early childhood program and will not be admitted to kindergarten until the child has attained the age of five years on or before September 1 of the given academic year. Exceptions to age requirements may be made only at the recommendation of the principal with the approval of the Superintendent of Schools.

For children entering school for the first time, age shall be verified through a copy of the official birth certificate. In addition, a baptismal certificate shall be submitted for Catholic students.

Admission Age (D-112, AR-OCS)

It is expected that the admission ages defined by this policy will be followed. Any exceptions require the prior formal approval of the Superintendent of Schools. No exceptions will be considered without the recommendation of the administrator. Any request for an exception shall be made in writing to the Superintendent of Schools by the principal. The request shall include: 1. Name of child and parents of the child for whom the exception is being asked. 2. Reasons for exception. 3. Summaries of measures used to determine readiness level. 4. Recommendation of the administrator. The Superintendent of Schools will consider the judgment of the principal when granting exceptions. Therefore, the administrator retains the major responsibility for determining if a child younger than state regulation and/or diocesan policy allows may enter preschool, kindergarten or first grade in a particular school. Before making a determination, principal shall consider several facets of readiness: physical maturation including size, speech and motor skills; social maturity including behavior; language development; and mental age level.

Exceptions to age requirements may be made only at the discretion of the principal in consultation with the Superintendent of Schools.

For children entering school for the first time, age shall be verified through a copy of the official birth certificate. In addition, a baptismal certificate shall be submitted for Catholic students.

Tuition and Fees for Admission

St. Joseph receives its financial support through parish funds and student tuition. School tuition is underwritten by St. Joseph Parish. The parish subsidizes the school approximately **\$2,515.00** or **43%** per student. If you have two children in the school, the parish subsidizes **\$7,380.00** of your cost; three children **\$11,995.00**.)

St. Joseph Parish/School families are expected to give to the parish through Sunday collections and to school through tuition.

Tuition and Fee Schedule

Financial support for Catholic school education through parishioner offerings.

Cost per Student	<u>1 Child</u>	<u>2 Children</u>	<u>3 Children</u>
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at St. Joseph School	\$ 5,815	\$ 11,630	\$ 17,445
Cost Covered by Parish	(2,515)	(7,380)	(11,995)
Parent cost for 2016 - 2017	\$ 3,300	\$ 4,250	\$ 5,450

Group A – Catholic

<u># of Children</u>	<u>Tuition</u>	<u>10 Month Pay</u>	<u>11 Month Pay</u>
1	\$3,300/annual	\$330/month	\$300/month
2	\$4,250/annual	\$425/month	\$387/month
3	\$5,450/annual	\$545/month	\$496/month

Group B - Non-Catholic

<u># of Children</u>	<u>Tuition</u>	<u>10 Month Pay</u>	<u>11 Month Pay</u>
1	\$3,800/annual	\$380/month	\$346/month
2	\$4,750/annual	\$475/month	\$432/month
3	\$5,950/annual	\$595/month	\$541/month

Tuition Payment Plans

- I. One Annual Payment due **August 2, 2016**
- II. Two Equal Payments due **August 2, 2016 and January 13, 2017**
- III. Ten Monthly Payments direct withdrawal from checking or savings account on the 3rd or 17th of each month September through May.
- IV. K - 7th grade may choose eleven monthly payments direct withdrawal from checking or savings account on the 3rd or 17th of each month September through June.

In addition to tuition, the following fees will be assessed:

Registration: \$75 per student (non-fundable) - paid with tuition agreement,
\$150 per student if paid after May 31st

Time, Talent and Treasures Requirements:

Time and Talent: During the 2016 – 2017 school year, each two parent family will need to complete 20 hours of volunteerism. A single parent family will need to complete 10 hours of volunteerism.

Treasure: Each family may buy out their family volunteer hours at \$20.00 per hour.

Required Fundraisers: Required Fundraisers: Walkathon (\$125.00 per family), St. Joseph Spring Festival (Sell \$200.00 in Raffle tickets per family) and Carnival (donations for carnival or \$10.00 towards expenses)

Optional Fees: Yearbook: **\$15 per student - due at registration**

Absences

Attendance is important to the educational program at St. Joseph Catholic School. Regular attendance not only

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contributes to spiritual development and academic achievement, but also to the development of dependability and responsibility. Excused absences with make-up privileges are defined as, but not limited to: personal illness, health/dental appointments, bereavement, quarantine, family emergencies, and written requests approved *in advance* by the principal. All other absences shall be considered unexcused and considered as truancy, which will be reported to the pastor, and may be reported to the Pekin Police Department.

In the event that a student is absent from school for any reason, he or she must have a written excuse or email or phone call from the parent or guardian upon returning to classes. This excuse is to be given to the school office. Students arriving after 8:50 a.m. are tardy.

Students who are leaving or returning to school after the school day has started or before it has ended, must be signed in or out by an adult (parent or guardian). In the case of divorce or separation, either parents or legal guardians may sign a child in or out unless a court order specifically prevents this and a copy of the court order is on file in the school office.

Students who need to remain indoors during recess or noon hour, due to a recent illness, should have a written request by a parent. Requests of longer than three days per month require a doctor's note.

If a student is ill, please notify the school office at 347-7194 before 9:00 a.m. Parents should call school each day a child is absent even if the illness continues more than one day. Three unexcused absences will result in an in-school suspension. The school will call the parent if not notified.

Excuses should contain the following:

1. the date of the absence or tardiness.
2. the child's name.
3. the reason for the absence or tardiness.
4. the signature of the parent or guardian.

If your child has been sick the night before with an upset stomach, throwing up, fever and/or diarrhea, please keep him/ her home for 24 hours to rest and recuperate.

Students absent for health reasons for a period longer than three days must have a doctor's excuse to return to school. The truant office must be contacted if there are frequent absences during the school year.

As we enter a partnership for an excellent education for your child(ren), attendance in all classes is essential for your child(ren)'s success. Cases of **planned** absences are highly discouraged during the school year. If a family plans a vacation during the school year, **the homework will not be given early for extended request. The student or parent will pick up all the work from the teacher(s) once the student has returned from vacation. If there are any questions regarding the homework, please make an appointment for 8:00am or 3:30pm with your child(ren)'s teacher to receive assistance within the time allotment for days absent.** Work not turned in on within the allotted time will be lowered a grade each day that an assignment is late for students in grades K – 3. Assignments not turned in after 5 days will be counted as zeros. In grades 4 – 8, all late work will be counted as a zero.

Truancy

St. Joseph Catholic School considers a student subject to compulsory school attendance to be a chronic or habitual truant if he or she is absent without valid cause for 5% or more of the previous 180 regular attendance days.

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Resources and Supportive Services

The following resources and supportive services are available but not limited to truants and chronic or habitual truants with attendance problems and their parent(s)/guardian(s).

- Conversations/conferences with student and/or parents
- Phone calls home to discuss attendance
- Attendance concern letters
- School staffing re. student and attendance concerns
- Home visits
- Referral to social service agency/agencies
- Attendance incentives/contracts

Truant Minor

St. Joseph Catholic School considers a truant minor to be a chronic truant to whom the above resources and supportive services have been provided and have failed to result in the remediation of the chronic truancy, or has been offered and refused by the parent(s)/guardian(s) and / or student.

Referral of Chronic Truants

St. Joseph School will refer chronic truants to the Tazewell Regional Office of Education in accordance with current procedure established by the Tazewell County Truant Officer. St. Joseph School – Pekin Local Policy Adopted: 5/18/2006; 5/2010

Once referred to the ROE for intervention, a student should have appropriate medical documentation required to excuse future absences. The only exception should be in a case where the student is chronically absent without parent contact (and thus truant on all those days).

Referral Process and Procedures

Initial Referral (recommend at 3-5 unexcused absences)

1. Student not making adequate progress after minimum of 3 school interventions
2. School - fully complete the Referral Form 1 a. Include student's current attendance
 - b. Circle "M-V" if student is homeless and/or qualifies for McKinney-Vento assistance
 - c. Scan and email these documents to your ROE truancy caseworker
3. Assistant Regional Superintendent sends out initial truancy notice to parent/guardian
4. Case Manager monitors student attendance and attempts to contact family

***Case Manager may place student on caseload on discretionary basis.**

Second Referral (case-by-case basis – consider student progress)

1. Student not making adequate progress after the first referral and interventions
2. School – fully complete and submit Referral Form 2
3. Assistant Regional Superintendent sends out second truancy notice to parent/guardian.
4. Case Manager monitors student attendance and attempts to contact family

***Case Manager may place student on caseload on discretionary basis (if not already on caseload).**

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Third Referral (case-by-case basis – consider student progress)

1. Student not making adequate progress after second notice and interventions
 2. School – fully complete and submit Referral Form 3
- *Must be at least 7 schools days following the second referral
3. Assistant Regional Superintendent sends out third truancy notice to parent.
- *Case Manager will put student on caseload (if not already on caseload).

Truancy Hearing (last formal step for the ROE)

1. If student does not make adequate progress after the notices and interventions and has accumulated at least 9 days of unexcused absences within the past 180 school attendance days.
2. Regional Superintendent sends out hearing notice to parent.
3. Regional Superintendent conducts truancy hearing and orders student to return to school immediately without any additional unexcused absences
4. School monitors student's attendance
5. Case Manager monitors and works with student and family as necessary
6. Future referrals from the school will be passed on to the States Attorney for court intervention

Court Involvement

1. Student has not made adequate progress since truancy hearing – referred to State's Attorney's Office
2. State's Attorney's Office takes court action for neglect-related issues (on discretionary basis)
3. Each county court (and judge) determines their own criteria and approach and it does vary
When caseworker puts student on caseload...
 1. Case Manager attempts to meet with student and parent/guardian to discuss attendance concerns
 2. Case Manager constructs individual attendance improvement plan and details plan with student and parent/guardian
 3. Case Manager regularly monitors student attendance, work with the family and conduct interventions
 4. Case Manager makes referrals to outside agencies as necessary
 5. Case Manager may ask school to complete and submit second and/or third referrals, or school may submit on their own

Internet Use Policy

St. Joseph School Parent Responsibilities in a Cyber Age

At St. Joseph School, we understand that the Internet is a powerful but useful tool in just about every facet of our everyday lives. We embrace the use of the Internet to help expand the educational horizons of all our students, especially as they align with our mission and goals. We expect our students to abide by the Acceptable Use Policy (AUP) as adopted by the Diocese of Peoria. It is increasingly important to keep our children safe while on the Internet. In order to keep them safe, and to keep them focused on the benefits that can be had from this tool, we recognize that their privacy is an utmost concern. Additionally, we reinforce the concept of "netiquette," which reminds them that they are valuable members of a community whose input is

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important.

In the continued interest of the high standards we expect of our students, we are extending this interest to parent responsibilities. As parents, you hold powerful positions over what your child does on the Internet. We encourage you to set guidelines for your child so he or she knows what is and what are not acceptable Internet behaviors in your household. We encourage you to lead by example, modeling positive behaviors to your child in your own Internet activities. With this in mind, we encourage you to maintain a positive outlook toward the St. Joseph School community. This outlook applies to any online activities you may partake in, including blogging and social media such as Facebook, Twitter, Pinterest, etc. We ask that before you create a social media group that is affiliated with St. Joseph School, you clear it with the administration beforehand. Additionally, we ask that you make positive comments on any pages that have to do with St. Joseph Catholic School. Should you have a question or problem you would like to discuss, we are happy to have you email us or call us so that we might have the opportunity to converse directly.

Permanent Dismissal (A-421, P-CDOP)

The permanent dismissal of a student from a Catholic school is a measure that shall be taken only when the school is not appropriate for a particular individual, or when the actions of a particular individual fundamentally undermine the school's values, beliefs, purposes, or philosophy. The application of policies and procedures to particular cases is the province of the principal and the canonical pastor of the school. The Superintendent of Schools shall be consulted before any student is permanently dismissed from school. Policies delineating causes and procedures for permanent dismissal from the school shall be clearly stated in writing by the administrator. These causes and procedures for permanent dismissal are then presented to the canonical pastor or local pastors' board for approval and promulgation. After approval, causes and procedures shall be published in the parent/student handbook. Parents and students shall be informed of these causes and procedures at the beginning of the school year.

Permanent dismissal from school is a serious matter and should be used only in extreme cases when everything else has failed. The reasons for expulsion may be:

1. Continuous infraction of rules.
2. Proven delinquency and immorality which is a bad influence on others.
3. Incurable behavior, which prevents the progress of other students.

The previous list of student offenses and possible discipline procedure is intended to place students, parents, teachers, and administrators on notice of what we consider to be unacceptable behavior and appropriate discipline. Although we have attempted to set forth with specificity a list of offenses and the range of discipline, the list is not intended to be all-inclusive. Therefore, to the extent that a student engages in conduct harmful to the school, his or herself, or fellow students that is not addressed on the list, the administration, in its own discretion, may impose appropriate discipline, including detentions and recommendations of class suspension, school suspension, and/or expulsion in accordance with the procedures contained herein.

Discipline

Each school in the diocese shall establish a policy in regard to discipline. The administrator in consultation with the faculty shall be responsible for developing the Discipline Code for the school and publishing it in the

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parent/student handbook. cf. A-421, P-CDOP D-145 AR-OCS

The purpose of discipline in the Catholic schools is to facilitate or promote a sense of moral responsibility in students and to maintain an environment conducive to learning. Discipline is administered in ways designed to meet this twofold goal. Undue harshness as well as undue leniency shall be avoided. Consistency, balanced with individual circumstances, shall be sought. The policy shall be specific enough to give the administration a sense of where the pastor or pastor's board stands on discipline but shall be broad enough to allow for administrative discretion. It may address the philosophy of discipline or principles about the kind of student behavior expected or the kinds of discipline measures to be used. Specific policies may be needed in special instances, such as drugs or alcohol abuse or when addressing suspension or permanent dismissal, but policy shall not be confused with administrative regulation or a discipline code/specific procedures. The discipline code is developed by the administrator with teacher input. Parent input is also encouraged. After the local educational commission/board is consulted, and it is confirmed by the pastor/pastors' board, the code is published in the parent/student and faculty handbooks. The discipline policies, procedures, and/or code shall be reviewed annually and updated as necessary. If a student is given an out-of-school suspension it is considered unexcused. If they are serving an in-school suspension they are marked as present, but excused, and are responsible for completing school work while in the suspension.

St. Joseph Catholic School Dress Code

St. Joseph Catholic School students should be dressed in accordance with the philosophy and spirit of the school, and in accordance with the learning atmosphere, which the school creates and maintains. No student should feel better or worse than any other student because of their appearance. This allows the students to focus on their primary function in school, which is to receive a strong Christian education.

School is for education; therefore, students must be attired and groomed modestly in such a manner as not to be a source of distraction or offense to other students while attending school. This dress code attempts to balance affordability while maintaining a serious learning environment where all can succeed. The dress code is based on the discretion and interpretation of the administration and the code will be reviewed annually by the Commission on Education and revisions or clarifications may be proposed as necessary.

Parents are encouraged to bring in questionable clothing for approval. In other words, "When in doubt, ask," or better yet, "When in doubt, don't wear it." Once a student has been notified that a particular clothing article is not appropriate, that article may not be worn to school again. If an item is not listed in the dress code, it is not a part of our dress code and cannot be worn at school.

Students must be in school dress code each attendance day unless otherwise specified by administration. For example, a non-dress code day may be permitted for certain field trips depending on the activity students are attending, or such as 8th graders at May Crowning who may wear dress-up clothes. Approval must be granted by administration.

Students must comply with the school dress code during All School Mass and church services. Students will not be permitted to wear their coats, sweatshirts, and other non-dress code clothing during this time. Students may wear approved school fleece jackets and sweaters during Mass if they are cold.

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The dress code is as follows:

Grades K - 8:

Shirts

- Short or long sleeve Oxford, polo style with plain collar, or turtleneck (Non-form fitting shirts are allowed)
- Solid white, navy blue or red
- No shirts with any other logos will be allowed
- Must be tucked in at all times
- Undershirt or camisole must be solid white

Pants/Slacks

- Solid navy or khaki dress pants with waistbands and/or zippers (no contrasting stitching, trim, decorative pockets or cargo pants)
- No denim-like material allowed
- If pants have belt loops, then a belt must be worn; Belt loops must not be cut off or removed

Shorts: may ONLY be worn during the months of August, September, October, April and May

- Solid navy or khaki walking shorts with waistband and/or zipper
- Must be no shorter than 2 inches above the knee
- No cargo style
- No denim-like material allowed
- If shorts have belt loops, then a belt must be worn

Socks/Tights

- Solid tights must be all white or navy (no lace or embellishments or logos)
- Socks are required at all times – must be one solid color, either navy, black or white

Jumpers/Skirts

- Green plaid jumpers or skirts (Must be purchased from Lagron-Miller)
- No shorter than 2 inches above knee
- Solid navy or black shorts must be worn under jumpers and skirts (Leg warmers and sweatpants may not be worn under the skirts in the school)

Belts

- Solid black, brown or navy
- Must be worn if pants/slacks have belt loops

Sweaters/Sweatshirts

- Solid navy or royal blue
- Vests, cardigans, V-neck, or crewed
- Only the St. Joseph logos purchased through Parents' Club sales will be allowed. No other logos will be allowed on sweaters and sweatshirts

No outside sweatshirts allowed unless used as outerwear and removed when in building

Jewelry (Modest jewelry is allowed for girls)

- One non-dangling post earring in each ear (Only one earring per ear in the lower lobe is allowed)
- One religious necklace or scapular allowed
- **Digital and Analog Watches permitted (Smart Watches/Fitbits/Jawbone, etc. will be treated as an electrical devices such as cell phones, tablets, etc. and will be securely locked during the school day)**
- One religious jelly bracelet allowed

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- Boys may not wear earrings

For safety reasons, no rings or bracelets are allowed

Hair/Headband

- Clean, well groomed, and conservative hair style
- No distracting hair color or "fad" styles; hair color must be one's natural hair coloring
- Boys only: hair must be 3 inches or shorter
- Boys' hair must be above the shirt collar, above eyebrows & must be cut so the entire ear is showing at all times. Shaved designs are not allowed. *The principal will decide the suitability of hairstyles.*
- All hair accessories must be solid in color: navy blue, black or white (this includes all bobby pins, ponytail holders, headbands, etc.)

Shoes

- Solid brown or black dress shoes must be worn during the school day
- Athletic shoes may be worn if they are all black, with no white, colored markings or designs on the shoe
- Dress or athletic shoes must have laces, Velcro, buckle, or slip-on with a back
- Non-marking tennis shoes are required during PE classes only and can be any color
- No winter/fashion boots may be worn during class times. Students will need to change into their regular school shoes
- Flip-Flops, slippers, moccasins, Heelys, or any type of wheelee shoes are not allowed

Make-up/Tattoos/Body Piercing

- Girls may not wear make-up in any grade
- No body art or piercing of any kind that is visible

Dress pants/Shorts/Jumpers/Skirts must be purchased in the "uniform section" of only the following stores: Target, Kohl's, JC Penney, Aeropostale, Sears, Wal-Mart, Old Navy, Land's End, Sam Harris, etc. Plaid jumpers or skirts must be purchased only from Lagron-Miller.

Grades 7 & 8 Only

Following the same guidelines above may also include black color for tops and sweatshirts. (No form fitting shirts allowed).

On free dress days, students must dress in a manner befitting a Catholic School and follow the uniform guidelines for lengths, shoe styles, and overall modesty. Shirts that advertise drugs, alcohol, heavy rock bands, or have inappropriate language are not acceptable. Tank tops or tank dress are not acceptable. Anything that would be deemed immodest will not be allowed for the school uniform and/or for free dress days. The Principal in consultation with the Pastor makes this determination.

Extra-Curricular (Diocesan Policy E-145 OCS-AR)

1. Beginning with the 2016-2017 school year, membership in the IESA (Illinois Elementary School Association) or IHSA (Illinois High School Association) will not be voluntary. The Office of Catholic Schools will require all diocesan elementary and secondary schools to be members of IESA or IHSA for all interscholastic activities and will be governed by the associations' Constitutions and By-Laws.
2. The Office of Catholic Schools will apply IESA by-laws for all interscholastic activities in which the schools engage in matters of dispute and accountability.
3. Coaches of the interscholastic activities at diocesan schools, unless they are a teaching member of the faculty at the schools, are required to complete the IESA/IHSA on-line coaches' training education course. This requirement

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includes coaches that are voluntary or paid. The diocesan school will incur the cost of this on-line training.

4. All diocesan elementary and secondary schools will appoint an athletic director or co-athletic directors for the school who will serve as a liaison between the diocesan school and the Office of Catholic Schools in matters of communication for the school's interscholastic activity.

5. In addition, the Office of Catholic Schools will require diocesan elementary and secondary schools to adhere to the following:

- Maintain personnel files for each coach of an interscholastic activity offered by the school.
- Require coaches to complete the diocesan Safe Environment Program, CANTS background check, fingerprinting, bloodborne pathogens training, and CPR training (head coaches, preferred).
- Begin each interscholastic activity with prayer.
- Schedule no practices or games on Sundays or Holy Days of Obligation.
- Schedule a practice no longer than 2.0 hours in length.
- Beginning in August of the new academic year, 2015-16, head coaches are required to attend a mandatory Coaches Retreat sponsored by the Office of Catholic Schools. Assistant coaches are invited to attend, but it is optional for them.

Federally Funded Hot Lunch Program

St. Joseph Catholic School participates in the federally funded hot lunch program. The cost of the meals is **\$2.35** for children in grades K – 8. Adult lunches are **\$2.50**. Milk purchased by students with cold lunch and/or students purchasing extra milk are 50 cents per carton. For all 5-8 graders, an extra main item may be purchased for a **\$1.35**. (Example: a slice of pizza; a taco; chicken sandwich, etc.) Applications for reduced price or free meals for children are available in the school office. All information is strictly confidential.

Please note all student lunches are expected to be PREPAID on a daily, weekly, or monthly basis. In the event a family balance exceeds \$20.00, the child(ren) will receive a carton of milk and a cheese sandwich for lunch instead of the scheduled meal for the day. Also, no snack will be allowed until the balance is paid in full.

St. Joseph Catholic School will offer an optional snack program for grades 1 - 8. All snacks will follow the healthy regulation guidelines. Each student may purchase a snack for 50 cents. Grades 1 – 3 will be offered milk only in the morning while grade 4 – 8 will be offered a healthy snack in the afternoon. The free/reduce guidelines do not apply to the snack program.

St. Joseph Catholic School will offer an optional breakfast program for grades K-8. All breakfast meals will follow the healthy regulations guidelines. Each student may purchase a breakfast for \$1.35 from 8:15am – 8:40am. The free/reduce guidelines do not apply to the breakfast program.

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August Calendar of Important Dates

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
		New Family Orientation @ 6:00pm	Registration 9am-12pm & 5pm-7pm	Office opens 9:00am – 3:00pm		
7	8	9	10	11	12	13
	Extra-Curricular Meeting 5:15pm					Cross Country @ Washington Central 10:00am
14	15	16	17	18	19	20
	Baseball @ Parkview 4:15	Baseball @ Home against Christin Life 4:15	Parent Ambassador Meeting 6:00pm	Baseball @ Bartonville Grade 4:30	Baseball @ Georgetown 4:15	Back to School Mass – 5:00pm with SJS Unpack Book bags/Open House
21	22	23	24	25	26	27
	Teacher's Institute Baseball @ Hollis 4:15	Teacher's Institute Baseball @ Home against St. Pat's 4:30 Cross Country @ PJH 4:30	1 st Day of School Early Dismissal @ 11:30am Kindergarten Screening	Early Dismissal @ 11:30pm Kindergarten Screening Baseball @ Home against DeeMack 4:15	Mass - Teachers Early Dismissal @ 11:30pm Kindergarten Screening Baseball @ Eureka 4:15	Baseball @ Home against Hartem 10:00 Confirmation Retreat 8:00-12:00pm
28	29	30	31	1	2	3
Regular Schedule Begins 1 st – 8 th Kindergarten Dismissal @ 12:30pm	Preschool Open House	Preschool Open House Baseball @ Morton 4:15	Baseball @ Home against Rankin 4:15		Mass – 8th	