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Parent-Student Handbook 2016-2017

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Catholic School Statement of Purpose

“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom...”

(The Religious Dimension of Education in a Catholic School, #25)

Catholic schools in the Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the young people of the diocese. We welcome non-Catholic students into our schools that wish to take advantage of opportunities provided by Catholic education. Every school must have as its main goal to help each student develop a personal and ecclesial relationship with our Lord Jesus Christ, who is “the Way, the Truth, and

the Life” (John 14:6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school’s curricula, service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual abilities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral and social teaching is an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in their daily life, and be loyal to the Church’s Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

St. Joseph Catholic School Mission Statement

St. Joseph School, following the Mission of Christ where we
Learn our Faith, Live our Faith and Prepare for the Future.

St. Joseph Catholic School Vision Statement

Students, staff and family
Joining together
Serving Jesus and one another

St. Joseph Catholic School Core Values

Learn our Faith

Live our Faith

Prepare for the Future

School Colors

Blue and White

School Mascot

Saint

The Philosophy of St. Joseph Catholic School

St. Joseph Catholic School is a unique Christian community organized to foster the spiritual, moral, intellectual, social, emotional, and physical growth of each person in a spirit of dedication, freedom, and love that is based on the Gospel message.

We strive to give each child the necessary fundamentals of their faith to become good Christian adults. We realize that each child is special, possessing his or her own talents. We hope to develop these talents to their potential by teaching our students to have a respectful and responsible attitude, to think creatively and independently, to strive for excellence, and to be a faithful servant of our Lord.

Believing that the parents are the first and foremost educators of their children, we cooperate with and supplement the home in providing leadership (social graces) in the formal Catholic education of their children. As a faculty we work together, each developing our own subject area with professional competence, but sensitive to those opportunities to aid students in all aspects of their lives.

Religious themes arise naturally throughout each teaching day. Our attention to these themes help our students grow in knowledge and commitment to God, to the parish, and to the world in which we all live.

School Policy

The *Parent-Student Handbook* reflects current policy. The formation of local school policy is the direct responsibility of the administration that will follow policies established by the Diocese of Peoria, Bishop of Peoria, and the Office of Catholic Schools.

Circumstances may arise in which St. Joseph Catholic School determines that changes are required in these guidelines and procedures. For this reason, St. Joseph Catholic School reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits, or procedures set forth in this Handbook.

Parents are required to read the *Parent-Student Handbook* each school year. This handbook is posted on the school website and on the RenWeb data management system. A printed copy can be given to families, if requested. Parents are required to sign the designated form at the end of the handbook after reviewing these school regulations with their children. Sign-off forms will be due in the school office on or before PK-8 first day of student attendance. Parents of students transferring in at later times during the school year will be given ample time to read the *Handbook* and sign the form.

Note: Parent/Guardian in this Handbook, unless otherwise designated, shall be referred to as Parent(s).
The policies and regulations presented in this *Handbook* have been reviewed by the Diocese of Peoria and accepted on August 1, 2016.

Right to Life Statement

St. Joseph Catholic School shall uphold the teachings and disciplines of the Roman Catholic Church concerning the dignity of all human life including the rights of the unborn.

Accreditation and Recognition

St. Joseph Catholic School continues to receive full accreditation from the AdvancED North Central Association Commission on Accreditation and School Improvement (NCA CASI). St. Joseph School will continue to maintain high standards, implement an annual school improvement plan, and be evaluated by an external peer review team as scheduled. The school did host an external peer review team in June 2010 and the results of this team visit are posted on the school website.

St. Joseph Catholic School has also obtained Full Recognition by the State of Illinois under the guidelines for Recognition of Non-Public Elementary Schools in Illinois on December 1, 2008. The school has met or exceeded the standards set by the Illinois State Board of Education (ISBE) and fulfilled application requirements.

Administration

Administration in this *Handbook* shall be referred to as pastor and principal. By Canon Law, the pastor has authority over the operation of the parish and where applicable, over the parish school. The principal serves in the capacity of educational, spiritual, and managerial leader of the school. The principal reports directly to the pastor.

St. Joseph Catholic School Goals

Faith in our Future was a year-long process under the direction of the Office of Catholic Schools and the Bishop, which generated the Strategic Plan for our school. A committee consisting of school staff, representatives of the parish, business leaders and diocesan administrators created the following goals for our school to achieve over the next five years.

Category: Catholic Identity

Goal: By 2019, 5 th and 8 th graders at St. Joseph Catholic School tested using the ACRE assessment will show a class average of 85% or higher in all eight domains tested.					
Action Steps	Time frame	Person(s) or Group Responsible	Projected Completion Date	Estimated Cost	Funding Source
Focus on content areas of Church History and Prayer and Religious Practices, specifically in Grades K-5 by supplementing our current text book series with additional curriculum.	2014-2019	classroom teachers	Fall 2016 (Completed)	none	none
Provide spiritual development for the staff- retreats, spiritual direction, prayer circle, etc.	2014-2019	all staff	Yearly	\$300.00	Professional Development (School Budget)

Do a crosswalk of religion curriculum at all grade levels and align to NCEA and Diocesan standards.	2014	classroom teachers	Fall 2014 (Completed)	none	none
Ensure that all staff that teaches religion has completed their religion Certification by 2019.	2014-2019	principal, classroom teachers	2019	\$300.00 per class	Professional Development (School Budget)

Category: Academic Excellence

Goal: By 2019, St. Joseph Catholic School class averages will show a 3% yearly growth in math computation at all grade levels of the Iowa Test of Basic Skills, using the 2012-13 results as a baseline.						
Action Steps	Timeframe	Person(s) or Group Responsible	Projected Completion Date	Estimated Cost	Funding Source	Completed Date
Track data by following individual classes of students as well as looking at grade level trends.	Fall 2015-Spring 2019	Classroom Teachers, Support Staff, Administration	Spring 2019	\$0.00	None	On-going
Ensure that best teaching methods are aligned to match the revised version of the ITBS tests through curriculum mapping.	Fall 2015-Spring 2016	Classroom Teachers, Support Staff, Administration	Spring 2016	\$1,000	School Budget	On-going
Use MAP testing as benchmarks to gauge growth in Math understanding for individual students as well as class averages.	Fall 2015-Spring 2019	Classroom Teachers, Support Staff, Administration	Spring 2019	\$3,000	School Budget	On-going
Each class will focus on Math computation a minimum of 5% of required instructional time per week.	Fall 2015-Spring 2019	Classroom Teachers	Spring 2019	\$0.00	None	On-going
School will provide resources and support to parents to assist in the math practices at home through the online resource of Mathletics.	Fall 2014-Spring 2019	Classroom Teachers and Parents	Spring 2019	\$1,442.00	Donation	On-going

As a Catholic school, we are dedicated to these ideals:

1. Building values in keeping with the spirit of the Gospel
2. Providing opportunities for growth and virtue through prayer, sacraments, and liturgical worships
3. Sharing our faith through Christian service projects in the community
4. Developing respect toward all individuals and all of God's creation
5. Assisting parents within their role, as the primary educators of their children and maintaining communication between home and school
6. Fostering a sense of responsibility to self, fellow classmates, teachers and parents
7. Providing learning experiences that incorporate technology using a variety of media

Circumstances may arise in which St. Joseph Catholic School determines that changes are required in these guidelines and procedures. For this reason, St. Joseph Catholic School reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits, or procedures set forth in this Handbook.

Academic Program Information

Assignment Notebooks

St. Joseph Catholic School will provide students in grades 1-8 with an assignment notebook as an additional means of communication between the school and the home.

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.

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

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:

- 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

Grading

To achieve a sound educational philosophy and professionalism in reporting student progress, each school shall use the diocesan objectives and criteria. However, using diocesan policy D-121 and D-121/AR-OCS as guidelines, schools may design a report card for each grade specific to the skills and concepts unique to that curriculum. The following objectives apply:

- The report card is a reflection of the school's educational policy.
- The report card is an accurate statement of the child's academic, social, fine arts and physical educational development.
- The report card indicates the school's grading practices, such as frequency of card, etc.
- The report card identifies the child's attendance patterns.
- The report card is presented in a simple, clear, and attractive format.
- The report card uses grading symbols that are clearly defined and consistently used.
- The report card encourages parents' communication with school.

Copies of report cards for each grade level are available for review in the school office. Report cards will be available on RenWeb each of the four grading periods (every nine weeks). Midterm reports will be available on RenWeb for parents of students in grades 1-8. Dates of report card distribution can be found on the school calendar that is included on RenWeb and posted on the school website.

Each classroom teacher will explain their individual grading procedures to parents at "Meet the Teacher" night, including the expectations of when homework, tests, quizzes, and other classroom work will be graded and sent home. Conferences with the second and third report will be made by appointment, initiated by the parent or teacher.

The grading scale is as follows:

100% - 94%	=	A
93% - 86%	=	B
85% - 76%	=	C
75% - 70%	=	D
69% or below	=	F

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.

Honor Roll

The St. Joseph Honor Roll is an integral part of our education program. It recognizes academic excellence in grades 4 through 8. There are two parts to the Honor Roll. Honors requires a 3 - 3.49 on 4.0 scale in nine subjects (science, social studies, math, religion, literature, spelling, Spanish, Computers and English) plus a minimum of an S or C on the three other subjects (art, music, and P.E.). The other part is High Honors, which requires a 3.5 - 4.0 grade on a 4.0 scale in the nine subjects, plus a minimum of an S or C on the three other subjects. If a student is not prepared for P.E. three or more times during a quarter, he/she will not be eligible for Honor Roll.

Kindergarten

The purpose of St. Joseph's Kindergarten is to provide a Christian atmosphere that will help children reach their potential and to prepare them for a more formalized program. This carefully designed program offers experiences for prayer, study, social development and physical exercise. Students have opportunities to participate in individual and group activities. Kindergarten students attend weekly mass and prayer services with the rest of the school. Kindergarten is a full day program that operates on the school schedule from 8:50 a.m. until 3:25 p.m.

Non-Promotion of Students

St. Joseph Catholic School will follow the diocesan policy concerning the non-promotion of a student (D-122, P-CDOP, reviewed). The following guidelines will be followed concerning the non-promotion of a student:

1. The teacher informs the principal when a student is not achieving at or above grade level in major areas.
2. Student not demonstrating maturity in learning and actions.

If a child is unable to meet these requirements, non-promotion should be considered. It is best for a student to be retained as soon as a serious problem is perceived. Ordinarily, therefore, children should be retained in kindergarten if there is a lack of the above requirements.

Grades one and two are also prime alternatives when retention has not occurred at an earlier age. Retention in intermediate/junior high grades is usually discouraged.

Students who receive a cumulative grade of 69% or below in three or more of the following classes: reading, math, science, social studies, religion, spelling and English will not be promoted to the next grade level.

Process for Determining Non-Promotion

The teacher keeps the parent/guardian informed of student progress through-out the year.

The teacher informs the principal of the potential need for retaining a student prior to or by the third quarter.

The teacher then communicates with the parent/guardian regarding the need/possibility of retention and gives rationale for proposing it.

Parent/Guardian may also request or discuss non-promotion with the teacher at any time, particularly, if he/she becomes aware of anxiety, frustration, or failure in the student due to learning difficulties.

If there is disagreement or uncertainty about non-promotion between the teacher and parent/guardian, the principal meets in joint conference with them.

The principal makes the final decision regarding placement of a student after having seriously considered the input of both the teacher(s) and the parent(s).

Parent-Teacher-Student Conferences & Appointments

Parents who would like an appointment with the principal, a teacher, or a staff member should call and request an appointment time mutually convenient. Parents should discuss student progress with their student's teacher(s) before meeting with the principal.

A required parent-teacher conference is scheduled after the first grading period.

Physical Education

The Physical Education program provides physical fitness appropriate for each grade. Physical education periods are excellent opportunities for training the child in good sportsmanship, thoughtfulness, and consideration of others. Every child, unless excused by reason of ill health, is expected to participate. All students in grades 6 - 8 must wear a P.E. uniform during P.E. class.

General rules and procedures for Physical Education

1. Be prepared to participate: Every child should have a clean pair of tennis shoes for gym class. Please have shoes with white or non-marking soles.
2. A written excuse is required to be excused from P.E. A parental excuse is good for two days (Mon., Wed. & Fri. of one week.) After that, an excuse from a doctor is required.
3. Equipment should not be touched until instructions are given. Improper use of equipment will not be tolerated.
4. Good sportsmanship is very important. Be a good winner and a good loser.
5. Be respectful of others.
6. Listen and follow directions.
7. Grades will be based on achievement, effort, attitude, and behavior.

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.

Probation

All transfer students entering St. Joseph Catholic School will be placed on probation for an indefinite period of time to be set at the discretion of the administration. Students and parents are responsible for the standards of the Catholic school. St. Joseph Catholic School's position is established primarily for the formation of students in preparation for their life as Catholic adults within a community inspired by faith. The school is not a refuge for those who wish to escape problems relating to their former school environment.

Special Services

St. Joseph Catholic School does not have a special education program. Some services of the Pekin Public School District 108 are available to eligible students at St. Joseph Catholic School. Any concerns in this area must be forwarded to the principal.

Testing and Assessments

Classroom teachers provide quizzes and tests for chapters and units

Classroom teachers provide quizzes and tests for chapters and units in subject matter. Teachers may use assessments that come with a textbook series or create their own.

Several assessments are administered that are required by the Diocese of Peoria. The Iowa Test of Basic Skills (ITBS) standardized achievement tests are administered to students in grades 3, 5, and 7 during the month of September according to diocesan regulations. Family vacations scheduled during this testing time in September are highly discouraged. Results of the tests are shared with the parents on or before required teacher-parent fall conferences and are used as a diagnostic tool for school improvement planning.

The diocesan faith assessment (ACRE) is given to students in grades 5 and 8 during January. A diocesan writing assessment (MetriTech) is administered to students in grades 4 and 7 in February. The results of these tests are studied by the principal and the faculty and used in planning curriculum and instruction.

Reading and math assessments (MAP) are administered to students three times during the school year. Dibels reading and math assessments will be available for grades K-2. The assessments will be a component used in determination of tiered intervention for reading and math improvement.

Finally, 8th graders are assessed for Peoria Notre Dame High School (ASPIRE) and Pekin Community High School (EXPLORER) freshmen placement using the standardized testing program.

Academic Recognition and Awards

American Legion Award

To give recognition through the award of American Legion Medals to the boy and girl in 8th grade who are deemed most worthy of high qualities of citizenship and of true Americanism. The school staff votes upon this award.

Catechistic Awards

To award 8th grade students based on their accomplishments from our NCEA ACRE (Assessment of Catechesis/Religious Education) Assessment that measures the knowledge and skills reflecting our Catholic Faith.

Advanced Catechistic– to honor students who achieve an 85% to 90% on our ACRE Assessment

Cum Laude Catechistic - to honor students who achieve a 91% - 95% on our ACRE Assessment

Magna Cum Laude Catechistic – to honor students who achieve a 96% - 100% on our ACRE Assessment

Elks Award

To recognition to one boy and girl in 8th grade who displays academic excellence, leadership and service during their school career. The school staff votes upon this award.

Extra-Curricular Awards

Extra-Curricular awards are given to students at the “Extra-Curricular Award Night” in April/May. The Administration and faculty will determine requirements.

Honor Roll

Students in grades 4-8 have an opportunity to receive academic recognition on the St. Joseph School Honor Roll. All academic subjects will be considered since each is a part of the student’s curriculum at St. Joseph School. The honor roll is published quarterly.

President's Award for Educational Achievement

To honor students in 8th grade who achieve a grade point average of 3.5/3.74 or above for the first three quarters.

President's Award for Educational Excellence

To honor students in 8th grade who achieve a grade point average of at least 3.75/4.0 for the first three quarters.

Rotary Club Award

Students in grade 8 who have accomplished being in the top 10% of the class academically and scoring in the top 10% on the Iowa Test of Basic Skills. This award is calculated using the first three quarters' grade point average.

Student of the Year

To recognize an 8th grade student who displays the qualities of leadership, citizenship, service and Christian attitude while at St. Joseph School. This award is voted on once by the school staff and four times during the year by the 8th grade students.

Y.W.C.A. Recognition Award

Honor an 8th grade young woman for her accomplishments and contributions to her community, school and possible future careers. The school staff votes upon this award.

Admission and Transfers

Non-Discrimination in Student Admission Policies

No student shall be refused admission to St. Joseph Catholic School on the basis of race, color, gender, national or ethnic origin. Students of religious denominations other than Catholic may be admitted according to local policy. (D-111, P-CDOP)

Eligibility for Admission (K-8)

1. All children entering kindergarten must be five years of age on or before September 1. For children entering school for the first time, verification of age is necessary (birth, baptismal and social security certificates are required).
2. Admissions will be determined on the basis of the following criteria:
 - a. Children of active parishioners; this includes siblings currently enrolled, children reaching age, and children from families moving into the parish.
 - b. Children of active parishioners currently enrolled in public schools wishing to transfer.
 - c. Children of Catholics (non-parishioners) with students currently enrolled.
 - d. Children of Catholics (non-parishioners) without students currently enrolled.
 - e. Children of non-Catholic families desiring a Catholic education.
3. Parents who wish that their children attend St. Joseph School should register with the pastor first, and then apply to the principal for admittance of children to the parish school.
4. Accommodations will be made for students with identified learning disabilities and differences based upon the ability, qualifications and resources of the school. Every student is admitted on a probationary status for one quarter to determine whether the school can adequately meet the needs of the student.
5. Parents must meet the financial obligations set up by the pastor and parish finance committee.

Pre-Kindergarten Admission Criteria

If there is a waiting list for admission to the preschool program at St. Joseph Catholic School, the following criteria will be used for enrollment:

1. St. Joseph Catholic Church registered parish family;
2. Older siblings enrolled in St. Joseph Catholic School;
3. St. Joseph Catholic School Alumni (mother, father and/or extended family);
4. Attended age 3 preschool (for age 4 applicants only).

State of Illinois Requirements

1. Kindergarten students must be five years of age on or before September 1. This is verifiable by a copy of the child's certified birth certificate kept on file.
2. Current physical examinations and required immunizations are necessary for all students entering kindergarten, sixth grade, and all students new to the State of Illinois. In addition, a dental examination is required in kindergarten, second and sixth grades. A vision examination is required for kindergarten students and any student enrolling in the school for the first time.

Admission Age (D-112, P-CDOP)

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>
at St. Joseph School	\$ 5,815	\$ 11,630	\$ 17,445
Cost Covered by Parish	<u>(2,515)</u>	<u>(7,380)</u>	<u>(11,995)</u>
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, work carnival or \$10.00 towards expenses)

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

Reduced Tuition Request

1. A Tuition Agreement must be signed and returned to the school.
2. Parents must complete and submit the FACTS Grant & Aid Application form online at www.factstuitionaid.com and must apply for any other scholarships that might be available (i.e. Spalding Scholarship).
3. The Parish Monitoring Committee will review the FACTS Grant & Aid Application form toward potential / tuition reductions. If more assistance is necessary the family can appeal the decision in writing to the Monitoring Committee.
4. A final appeal for financial assistance may be made to the Pastor of the parish after all the above conditions have been met.

Tuition and Fees Payment

The school relies on the timely payment of tuition and fees. All tuition paid on a monthly basis must be enrolled through the electronic payment method (ACH) set up during registration for the current school year. A \$10.00 fee will be charged for all NSF checks. The quarterly report cards and/or transcripts will not be released with delinquent accounts. Any account that is not up-to-date by May 1st will result in the student not being allowed to attend any end-of-the year activities, field trips, graduation, etc. If an account is in arrears at the end of the school year, the student will not be allowed to attend school the following year until all prior balances are paid in full, or an acceptable plan is in place through electronic deduction.

Health Exams and Immunizations (D-152, P-CDOP)

- Dental Health Exam Required
All Illinois students in kindergarten and Grades 2 and 6 are required to have an oral health examination.
- Vision Exam Required
All students enrolling in kindergarten are required to have an eye exam.
- Health Exam Required
Each student in a Catholic school in the Catholic Diocese of Peoria shall have a health examination within one year prior to entering pre-school; prior to entering kindergarten or the first grade; and upon entering the sixth and ninth grades; and upon entering a school pursuant to a transfer, regardless of the student's grade level.
- Immunizations Required
Each Catholic school student shall receive such immunizations against preventable communicable diseases as are required by the Illinois School Code and the Communicable Disease Prevention Act, at the time those immunizations are required to be received, unless one of the exceptions listed below is satisfied.
- Proof of Health Exam and Immunizations Required

A student's parent/legal guardian must supply proof of both the health exam and the required immunizations no later than the beginning of the school year. Where proof is not submitted, the school will notify the parent/legal guardian that he or she has until October 15th of the current school year in which to have the student examined and receive the immunizations, and present proof of same.

- Noncompliance with this Policy

Failure to provide proof of required health exams and immunizations shall result in the student being excluded from school until the parent/legal guardian presents proof of the exams and the immunizations, and the parent/legal guardian is deemed in violation of the Illinois School Code during the period of noncompliance.

- Objections to Examinations and/or Immunizations

O A parent/legal guardian who objects to his/her student being examined and/or immunized is eligible to be exempt from exams and/or immunizations only as follows:

- Medical Objection.

Any medical objection to an immunization must be presented by a physician licensed to practice medicine in all its branches indicating the reasons, and signed by the physician on the certificate of student health examination and placed on file in the student's permanent record. Should the condition of the student later permit immunization, this requirement will then have to be met.

- Religious Objection.

An objection based on religious grounds shall be presented to the school by the parent/legal guardian in writing signed by the parent/legal guardian, detailing the grounds for the objection. The objection must set forth the specific religious belief that conflict with the examination and/or immunization. General philosophical or moral reluctance to allow examinations, immunizations, and/or screening shall not provide a sufficient basis for a religious exception to the requirement of exams and immunizations. Each objection will be addressed on a case by case basis.

NOTE:

In the event the objection to a vaccine is based on the vaccine containing aborted fetal cell lines, the school should inform the parent/guardian that the objection must be able to state that an alternative vaccine is not readily available to the parent/guardian's student.

O The school shall inform the objecting parent/legal guardian of measles outbreak control exclusion procedures in accordance with the Department's rules, Control of Communicable Diseases Code (77 Ill. Adm. Code 690) at the time the parent/legal guardian presents the objection. 665.510

- Determination of Objection to Examination and/or Immunization.

The school is to forward all objections to the Diocese, attention Superintendent of Schools, for determination of whether the written statement constitutes a valid religious objection.

- List of Non-Immunized Students.

An accurate list shall be maintained at every school of those who have not presented proof of immunity against diphtheria, pertussis (to age 6), tetanus, poliomyelitis, measles, rubella, mumps, Haemophilus influenzae type b, hepatitis B, or Varicella.

CDOP Policy
Adopted: 3/2011
Revised: 3/14

Other Requirements for Enrollment

Parents of children enrolled in St. Joseph Catholic School are required to inform the school of any health problem, disability, or special needs. The school can only make reasonable accommodations since there is no special education program. Special need forms are available in the school office.

If a child with a disability persistently disrupts the educational setting, requires an extraordinary amount of individualized time, or places risks on the education of others, then St. Joseph Catholic School reserves the right to terminate enrollment of the child.

Additionally, if something happens to a child while enrolled in St. Joseph Catholic School, such as a serious accident and more than reasonable accommodations are necessary for the education of the child, St. Joseph Catholic School reserves the right to review and discuss the continued enrollment of the child. If a child is found to be a danger to him/her or to others, the school reserves the right to terminate enrollment of the child.

Parents of students wishing to be admitted to St. Joseph Catholic School from other schools who have previously received special education services or special services must sign a waiver from receiving the special education services or special services that St. Joseph Catholic School cannot provide.

St. Joseph Catholic School reserves the right to terminate enrollment of a student if custodial parents have not disclosed the student's special need. The admission or continued enrollment of any student in St. Joseph Catholic School is based on an individual basis that will be made in the best interest of the child and the other students within the school.

Parent as Partners

The education of a student is a partnership between the parents and the school. Just as a parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Transfers to and from Other Schools

1. If parents find it necessary to transfer their children to another school, they should notify the school well in advance so that all records, reports, and accounts may be taken care of properly.
2. Parents must sign the necessary forms for release of records.
3. Student records will be mailed to the school to which the child is transferring upon request of that school for records.
4. Tuition refund is prorated and will be handled through the business office of St. Joseph Catholic Church.
5. An "exit interview" may be conducted with the student and their family either in person or with a written survey.
6. If a student wishes to transfer and return to St. Joseph Catholic School, an interview with the student and their family may be scheduled. Re-admission is not automatic.
7. The admission and placement of a student, transferring to St. Joseph School from another school or from a home school setting, will be on a probationary level until all requested student records have been received, and needed observation and possible placement testing have been completed and analyzed.
8. Admission for transfer students to St. Joseph Catholic School is contingent upon the approval of the administration.

Attendance

Arrival and Dismissal

Students are not to arrive before 8:15 a.m. unless they will be participating in the Pre/After Care Program or if special arrangements have been made with the principal and/or classroom teacher. The staff from 8:15 - 8:40 a.m. provides adult supervision. Students who arrive on school grounds before 8:15 a.m. will be sent to pre-care at the expense of the parent/guardian. This policy will be strictly enforced. Students are expected to exit the building at the end of the day by 3:30 p.m. unless accompanied by a parent/guardian. Students who are still in the building at this time will be sent to aftercare at the expense of the parent/guardian. However, bus students may be the exception to this billing procedure if the bus arrives earlier than 8:15a.m. The school day begins at 8:50 a.m. with a warning bell at 8:40 a.m.

Students will be dropped off and picked up alongside the sidewalk on playground side on St. Joseph Place. Families are asked to keep the flow of traffic moving on the right hand side of NORTH side of the street by dropping off their child(ren) and then moving back into the flow of traffic. If a parent needs to stop and exit their car, they shall use the SOUTH side of St. Joseph Place or park along an adjacent street in order to walk their child(ren) onto school property safely.

Walkers and car riders shall leave the school grounds immediately after dismissal of the school day. Once the buses leave, there is no longer any supervision by the school. All other students will be sent to after-care and will be billed accordingly. The school day ends at 3:20p.m. for bus riders and 3:25p.m. for all others.

In compliance with the above noted procedure, no student may remain outdoors unattended before or after school.
Note: Different rules for drop off and pick up may apply to preschool.

Absences

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

Excessive Absenteeism

St. Joseph Catholic School considers absenteeism excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development. Excessive absenteeism includes excessive tardiness.

In order to reduce or prevent excessive absenteeism, St. Joseph Catholic School will implement and maintain a procedure to:

- track and provide early identification of potentially harmful attendance patterns
- provide a progressive, multi-level plan toward remediation of the problem

This procedure shall include, but not be limited to, interviews with the student, his or her parent(s)/guardian(s), and any school official(s) or other people who may have information related to the students' absenteeism.

Medical Documentation

Under certain circumstances, St. Joseph Catholic School may require parents or guardians to present medical documentation of physical or emotional conditions causing a student's absence.

Tardiness

Students are expected to arrive to class on time. A student is considered tardy when he/she is not in class at the required time. Tardiness is not appropriate and disrupts the education of other students. Requiring a child to arrive on time promotes responsible behavior. Tardy arrival results in disruption to both the classroom and the individual student learning process. Students must be in their seats promptly by 8:50 a.m. (except late bus riders) for the beginning of the school day. Failure to comply with this must be accompanied by a parental excuse and

the parent must sign the child in at the school office. Tardies are excused for doctor appointments and emergencies only.

Tardiness Notification

A student shall be considered tardy at any time during the school day if he or she is not in the assigned classroom at the assigned time. Parent(s)/Guardian(s) are requested to notify the school office if a student will be arriving late, by writing a note or calling the office and accompanying the child to the school office to sign in. All students who are tardy shall report to the school office immediately upon arriving, shall provide the reason for the tardiness, and shall receive authorization to return to class, and shall immediately return to class and present the authorization to the classroom teacher. Students who are late to school and have three unexcused tardies in a quarter will receive a detention. Students in 6th, 7th, and 8th grades, who are late, due to their own fault in changing classes, will receive a tardy slip. On being issued a sixth tardy slip in one quarter; the student will receive a classroom detention.

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.

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
- *Must be at least 7 school days following the first referral*
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).*

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

Before/After Care Program

Rationale and Goals

St. Joseph School believes that family is of prime importance. Family should provide security and love for every child. In the care center approach, the school does not replace family. St. Joseph Catholic School intends to give the family support and supplement it through the care programs. The purpose of the care programs is to meet the needs of the student and the working parent(s).

The goal of the pre/aftercare program is to provide a Christian atmosphere in order for children to develop and to grow spiritually, physically, emotionally, mentally, and socially. The learning experiences will be as flexible as possible and as home-like as possible. God and values will be stressed while providing a safe environment when parents are still at work. As an extension of the school, the policies and regulations stated in this handbook will be followed during these extended care programs.

Procedure

Hours of the program will be from 7:00 a.m. to 6:00 p.m. daily. Rates are \$6.00 per hour for one child, \$8.00 per hour for two or more children. Fees should be current on a monthly basis. An additional fee of \$1.00 per minute is assessed for those who are late. All fees need to be closed out before end of the school year or there will be a fine assessed of \$50.00. The before care program is available at 7:00 a.m. The after-care program begins at 3:30 p.m. Parents/guardians or authorized individuals must sign students out of the program and pick up them by 6:00p.m. Late charges will be assessed after 6:00p.m. There will be snacks, play time, and study time during the aftercare program.

Aftercare will be available on early dismissal days. Entrance and exit for the pre/after care programs will be through North side cafeteria doors which is secured access while these programs are in session.

Communication between Home and School

A variety of means are provided for communication between home and school. The faculty and staff recognize the responsibility to demonstrate open and courteous communication with parents. Communication and expression of concerns must always be conducted in a constructive and Christian manner within an appropriate setting. Rude and/or abusive communication to the faculty and staff members on the part of parents or students will not be tolerated.

Conferences may be initiated by parents or teachers at any time and scheduled at the convenience of both parties.

School Visitation

"Parent," unless otherwise specified, shall not include a non-custodial parent – for example, regarding visitation rights, requests for dismissal of students, etc.

St. Joseph Catholic School administration reserves the right to designate special days when parents, including non-custodial parents, grandparents, or others may visit with the students during an open house, cafeteria luncheon, or similar events.

If there are limitations, for example, regarding visitation rights, it is the responsibility of the custodial parent to provide the school with a copy of the custody section of the divorce judgment, or any order modifying the judgment. ***Any changes made in custody agreements should be promptly reported in writing to the principal.*** The school reserves the right to request, in writing, that parents provide a copy of the custodial agreement in the divorce decree to confidentially keep on file in the school office. St. Joseph School complies with the provisions of the Family Educational Rights and Privacy Act with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student.

School Information Sent Home

The oldest child in each family is assigned to take home the weekly blue folders and notes from the school office to home. If you would like another child to bring the blue folders home, a written request to the school office must be made. If a folder is not in the office for your family, information will not be sent home. There is a \$5.00 charge for replacement folder.

Parents may call school at 347-7194 and speak with the staff members and/or principal. Below are procedures for contacting the staff and/or principal: Call to speak to the individual or send a note to the individual. This will allow for an appropriate time and place to be arranged to discuss any concerns. Staff members are available from 8:00 a.m. to 3:45 p.m. Monday - Friday. Staff members should not be contacted at home outside school hours. Teachers can only contact parents through school phones or by email per Diocesan policy. Email through use of RenWeb is available twenty-four hours a day. Please allow staff members 24 hours' time during the school week to respond to your email.

School newsletters are sent out on a monthly basis via RenWeb. Please note RenWeb will also update parents on current events happening within the school.

Handbooks

St. Joseph Catholic School *Parent-Student Handbook* and *Diocesan Athletic Handbook* are available on the school website for each family. These handbooks are a guide to regulations and operations of the school. The administration reserves the right to add or change policy as deemed necessary. A yearly parental sign-off form will be required for reading and reviewing the handbook(s).

Parents are highly encouraged to keep current calendars, tuition, program fees, and lunch program information, newsletters, and special notes or policy changes of the handbooks for easy accessibility and referral.

Confidentiality and Professional Conduct

All St. Joseph Catholic School faculty and staff members are expected to maintain the highest standards of professional conduct when interacting with students, parents, and colleagues. Good public relations for the school are essential and St. Joe's employees share that responsibility. All St. Joe's faculty and staff members are reminded that professional standards for confidentiality should be adhered to at all times. St. Joseph Catholic

School employees or regular volunteers may learn confidential information about the school or a student. This confidential information shall not be shared with non-employees of the school and may only be shared with school employees on a need-to-know basis. Should there be a question about the confidential nature of information, please see the principal for clarification. Maintaining good public relations is a job requirement of all St. Joseph Catholic School employees.

Conflict Resolution

From time to time, equitable solutions to problems may arise that affect staff members, parents, students, or other involved parties of St. Joseph Catholic School. Settlement of conflicts will be handled as quickly as possible in a fair and caring manner.

Procedures for solving conflict of interests should begin at the lowest possible level where the point of conflict begins and dealt with as follows:

1. The presenter of the conflict should handle conflict with the classroom teacher, coach, or other party that the complaint is against. An appointment should be made to discuss the matter.
2. If there is dissatisfaction with the conference, then an appeal to the principal may be initiated. An appointment can be made with the principal to discuss the matter.
3. If the problem cannot be resolved, then the presenter may proceed to the pastor. The complaint and remedy should be in writing and signed by the presenter. An appointment should be made.

The pastor and the principal may meet to confer or determine an appropriate course of action if necessary. St. Joseph Catholic School will follow the diocesan regulations relating to conflict resolution, appeal and review.

Conflict Resolution – Local Policy

Definition: Conflict Resolution is the process used to secure, at the lowest possible administrative level, equitable solutions to problems, which may from time to time arise affecting staff members, parents, students or involved parties of St. Joseph School. A lawyer shall represent neither the presenter nor the respondent.

A. Informal Level

Ordinarily grievances or complaints are handled in discussion with the principal. The presenter makes the problem known to the principal. If the conflict is not resolved between the presenter and the principal, the following steps are followed:

1. The presenter submits to the principal in writing the problem and the remedy sought.
2. An informal meeting is scheduled with the principal, presenter and pastor. If a solution is not obtained through these informal efforts, the presenter may proceed to the Formal Level.

Appeal and Review (Policy G-111 P-CDOP)

A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools of the Catholic Diocese of Peoria may be requested by any member of the diocese under the following conditions only:

- The decision violates or is in conflict with the teachings of the Roman Catholic Church, or
- The decision violates or is in conflict with an applicable diocesan policy, or

- The decision violates or is in conflict with a policy or procedure of the parish, the school, or other entity that takes precedence over the decision in question, or
- The decision violates or is in conflict with an applicable federal, state or local civil law.

It is to be noted that dissatisfaction with a decision is not a sufficient condition for appeal.

Catholic Diocese of Peoria Policy
 Adopted: 5/00
 Revised: 1/03
 Reviewed: 9/07; 3/14

The individual or group desiring the appeal or the review of a decision must make that request known to the governing pastor or pastors' board responsible for the school in the form of a written letter. As a matter of record, a copy of the letter is to be forwarded to the local vicar and to the Superintendent of Schools.

This letter must clearly cover each of the following points:

- The decision that is being questioned and which competent authority made it.
- The grounds for the appeal or the review with specific reference to one or more of the four (4) conditions listed in the policy statement above, and
- The proposed resolution. The governing pastor or pastors' board, having received the request for appeal or review, is to respond to those making the request within thirty (30) days of receiving the request. A copy of the response letter is to be forwarded to the local vicar having jurisdiction over the particular parish/school and to the Superintendent of Schools.

In most cases, the decision of the governing pastor or pastors' board is final. However, those who have requested the appeal or review may further appeal the decision of the governing pastor or pastors' board to the local vicar within thirty (30) days. The local vicar has the authority to summarily dismiss the appeal or he may forward the appeal to the Vicar General of the Catholic Diocese of Peoria and the Superintendent of Schools.

The Vicar General shall make a final decision on the appeal in such cases. If the local vicar decides to dismiss the case he must, as a matter of record, forward a copy of such decision to the Vicar General and the Superintendent of Schools.

Catholic Diocese of Peoria
 Administrative Regulation
 Adopted 5/00
 Revised: 1/03; 3/14
 Reviewed: 9/07

Detention, Suspension, Expulsion

The conduct of students at St. Joseph Catholic School shall be based on the sound principles of good behavior, with Christ Himself as the universal example. Honor and respect for the dignity of all shall be shown to all teachers, staff, volunteers, and fellow students. Students are responsible to all school personnel while attending school. Any conduct disruptive of a good learning environment will not be tolerated. The ultimate goal of learning is self-discipline and self-direction. Helping the student grow in these should be the constant aim of both parents and teachers. Good discipline begins with the earliest training in the home, and it extends to the school and

community. Most young people achieve the desirable goals of self-discipline as a normal outgrowth of the training received in the home, school, and community. However, some do not, and it will be necessary for the teacher or principal to discipline those students who, lacking in self-discipline, interfere with the learning environment of the classroom or school. When it is necessary that disciplinary measures be taken, they will be effective only to the extent that we have the whole-hearted cooperation of both parents. Your attitude of respect for authority and your appreciation of the efforts of the school are reflected in the attitude of your child.

Guidelines for Disciplinary Problems

These guidelines apply to all students enrolled in St. Joseph Catholic School from K-8:

1. Pupil discipline is based on the requirement that all children must understand and maintain a reasonable code of acceptable behavior. They should conform and comply willingly to all rules and regulations by the SJS staff.
2. Each classroom will establish its own disciplinary procedures and the teacher will inform the parents and students of the procedures.
3. A teacher may remove a pupil temporarily from a class when the gravity of the offense, the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the pupil in the classroom intolerable. When a child is removed from a room for discipline reasons, that child must be placed somewhere in eye surveillance of the staff member.
4. Detentions will be served at the teacher's discretion - please note detention slip for proper time.

Detentions will be made up of but not limited to:

- a) Three dress code violations per quarter; b) Three none-equipped P.E. violations per quarter; c) Three unexcused absences; d) Three unexcused tardies or nine excused tardies in a quarter; e) Discipline concerns.
5. Detentions will be kept in the student's temporary record and will be discarded at the end of each school year.
6. Students who are caught copying homework, using notes during a test, receiving answers from another student and/or copying information verbatim from the source or from the Internet will automatically receive a zero on the assignment and receive a school detention from the teacher. A second incident within the same calendar school year will result in an in-school suspension and a zero. A third incident will be determined by the principal and pastor.

Suspension

Suspension is defined as removal from all or part of the school activities for a definite period. It may be "in school" suspension or "out of school" as determined by the principal and may consist of any or all of the following:

1. Academic work that will/will not be graded and counted.
2. Service work that will be assigned and monitored for completion.
3. Upon re-admittance after a suspension, the parent(s) of the suspended student shall continue contact with the teacher(s) or the principal, as determined after re-admittance, for the successful continuation of the student's enrollment.

Ordinarily, prior to suspension, the teacher and the principal will have pursued other alternatives of discipline and will have discussed the problems with the parents.

Any suspension will result in the prohibition of participation, by the student, in any extra-curricular and co-curricular activities (i.e. field trips) during the grading period in which it was imposed. This includes the loss of privilege from current sports seasons, already in progress, and any sport season initiated during that same grading period.

The following may result in an in-school suspension and based on the individual circumstances could lead to permanent dismissal. They are: bullying, cheating on tests, plagiarism, forgery, smoking, damaging property, fighting, spitting, stealing property, coercion, harassment, including sexual harassment, leaving school grounds. The following may result in an of an out-of-school suspension and based on the individual circumstances could lead to permanent dismissal. They are: swearing at any adult supervisor, drugs, intoxication, possession of dangerous weapons and/or chemicals, assault/battery on a teacher, staff member, or volunteer. Students who receive an out-of-school suspension must meet with the principal/parents before being readmitted.

Disciplinary Code - K-4: In one quarter - 4 detentions = In-School Suspension,

Disciplinary Code - 5-8: In one quarter - 3 detentions = In-School Suspension,

In one semester - 3 In-School Suspensions = Out-of-School Suspension,

In one year - 3 - Out-of-School Suspensions = Hearing for Permanent Dismissal.

Students who receive suspensions are required to complete all work assigned that day.

Students who receive a suspension will not be eligible for perfect attendance.

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.

Pastor's Jurisdiction

The pastor is the final recourse in all disciplinary situations and may waive any disciplinary rule or step for just cause at his discretion.

The pastor reserves the right to request the withdrawal of a St. Joseph Catholic School student:

- For failure of the family to meet financial obligations of the parish.
- Following a determination by the principal that a student's educational needs can no longer be met by school personnel and by available school resources.

- Due to a failure of a family or student to participate in required activities or to support the mission of the school.
- Or due to disciplinary infractions.

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 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.

Philosophy of Discipline

Discipline is a means of fostering the growth and responsibility of students toward maturity. It is the training that develops self-control, character, orderliness, and efficiency. Discipline underlies the whole educational structure and safety of the students. Parents, students, and faculty alike should understand that one of their first obligations in a Catholic school is to respect the dignity of all members of the school community.

The purpose of rules and guidelines is to define those activities that promote or do not promote a supportive atmosphere for faith development and academic growth of the student. Teachers and/or supervisors are responsible for maintaining, in their areas of responsibility, an atmosphere conducive to the learning and safety of each student.

Ordinarily, each teacher, supervisor, or coach handles discipline problems. Cooperation and frequent communication between parents and teachers, supervisors, and coaches are essential to the successful solution of more serious problems. The principal is kept informed but is usually involved only with more serious problems, which will also be reported to the pastor of the parish.

In addition, any student who engages in conduct, whether inside or outside of school that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church, may be subject to disciplinary action, including suspension or expulsion.

Corporal Punishment

Corporal punishment is not permitted in any school or school program in the Catholic Diocese of Peoria. Corporal punishment includes but is not limited to slapping, paddling, or maintenance of students in physically painful positions or intentional infliction of bodily harm. (D-146, P-CDOP)

St. Joseph Catholic School complies with diocesan policy and forbids the use of corporal punishment. Faculty and staff may use reasonable force, as needed, to prevent injury to a student, another staff member, or oneself.

These guidelines apply to all students enrolled in St. Joseph Catholic School from K-8:

1. Pupil discipline is based on the requirement that all children must understand and maintain a reasonable code of acceptable behavior. They should conform and comply willingly to all rules and regulations by the SJS staff.
2. Each classroom will establish its own disciplinary procedures and the teacher will inform the parents and students of the procedures.
3. A teacher may remove a pupil temporarily from a class when the gravity of the offense, the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the pupil in the classroom intolerable. When a child is removed from a room for discipline reasons, that child must be placed somewhere in eye surveillance of the staff member.
4. Detentions will be served at the teacher's discretion - please note detention slip for proper time. Detentions will be made up of but not limited to:
 - a) Three dress code violations per quarter; b) Three none-equipped P.E. violations per quarter; c) Three unexcused absences; d) Three unexcused tardies or nine excused tardies in a quarter; e) Discipline concerns.
5. Detentions will be kept in the student's temporary record and will be discarded at the end of each school year.
6. Students who are caught copying homework, using notes during a test, receiving answers from another student and/or copying information verbatim from the source or from the Internet will automatically receive a zero on the assignment and receive a school detention from the teacher. A second incident within the same calendar school year will result in an in-school suspension and a zero. A third incident will be determined by the principal and pastor.

The following will result in a detention and, based on the individual circumstances, could lead to suspensions and even permanent dismissal. They are: defiant acts, indecency, offensive language and writing, cheating on homework assignments, wrestling, truancy, disrespect.

Abused Child Law

Illinois Law requires that all cases of suspected physical abuse, malnutrition, neglect, or injury to children be reported to the Illinois Department of Children and Family Services immediately.

The law now requires any physician, surgeon, dentist, osteopath, chiropractor, podiatrist, Christian Science practitioner, school teacher, nurse, day care center, or nursery school staff member to report every case of real or

suspected child abuse. Persons required to make such reports are immune from any liability. Child abuse includes injury or disability from physical abuse, neglect, malnutrition, and deliberate withholding of feeding.

Such reports are required to be made immediately by phone or in person to the Department of Children and Family Services and must also be made in writing within 24 hours of receipt of such reports. The department may provide protective social services to prevent further abuses to the child, to safeguard his welfare, and it may petition the court to remove the child from the custody of the parents.

Bullying (D-147, P-CDOP)

All elementary and secondary schools of the diocese shall actively seek to provide a supportive, caring environment that is safe from all forms of intimidation including bullying. Bullying is repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone. It may include physical and/or verbal intimidation or assault; extortion or taking belongings; oral or written threats; outrageous teasing, mocking, taunting, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; suggestive comments; false accusation and/or social isolation. Bullying behavior shall not be tolerated in any form including via social media

All elementary and secondary schools of the diocese shall develop anti-bullying procedures according to the following guidelines:

1. All members of the school have a responsibility to recognize bullying and to take action when they are aware of it happening.
2. When appropriate, a parent information meeting on dealing with bullying issues will be offered.
3. All faculty and staff shall treat any report of bullying seriously and take action. A faculty/staff meeting will be held annually to discuss bullying and review reporting and investigation procedures, prevention strategies, and disciplinary approaches.
4. Faculty and staff members shall listen carefully to the student(s) reporting bullying, and make sufficient inquiries to clarify exactly what has been happening.
5. Student(s) should be assured that they have acted correctly in reporting bullying.
6. The faculty or staff member who receives a report of bullying behavior shall make a written summary of the information and pass it on to the dean and/or principal, who will take appropriate action.
7. The school administration shall thoroughly investigate all reports of bullying. This may include interviews with students, parents, and faculty and staff members as well as a review of school records. The victim(s), accused student(s), and any witnesses shall be interviewed separately to establish an accurate account of events. Written records shall be maintained of suspected and/or repeated incidents of bullying.
8. Emphasis must be placed on changing the behavior of the bullying student(s), while providing care and support for the student who has been bullied.
9. Whenever bullying has been reported, the principal or his/her designee (assistant principal, counselor, dean, lead teacher, etc.) shall give advice to the student(s) who have been bullied on how to deal with any repeat incidents of bullying that may happen.
10. The principal or designee shall arrange follow-up discussion with the student(s) at periodic intervals to find out if the bullying has stopped.
11. Whenever incidents of bullying are reported, the school shall contact the parents of all the students who are involved.
12. Any student who retaliates against another student for reporting bullying behavior shall be reprimanded and penalized in accordance with the school's disciplinary code.

Furthermore, St. Joseph Catholic School believes in the intrinsic value of the person and that all demeaning behavior, including harassment, bullying, hazing, name-calling and threats, is wrong and will not be tolerated.

Harassment Policy

Harassment, including but not limited to, sexual harassment, of any employee or other person is unethical, is illegal and is prohibited. This policy is intended to clarify the roles and responsibilities of diocese or parish personnel who have administrative responsibility involving the diocese, a parish institution, school or organization in situations involving possible sexual abuse. It sets forth the diocesan response to victims.

The term "harassment" includes, but is not limited to, slurs, jokes, or any other form of verbal, written, graphic, or physical conduct or advances which reflect adversely on an individual's race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, or physical or mental handicap. Harassment under this policy includes sexual harassment which means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when; (1) submission to such conduct is made either explicitly or implicitly a term or condition of any individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment; or (4) such other conduct or actions as are defined as "harassment" under the Illinois Human Rights Act as amended from time to time. Further, retaliation against a complainant or witness who initiates a case under this policy is included within the term "harassment" as used herein and shall be handled under this policy.

Catholic Diocese of Peoria Policy C-401

Possession or Use of Weapons or Look Alike Weapons in School (D-150, P-CDOP)

Catholic schools in the Diocese of Peoria teach and uphold the sanctity of human life. Virtues such as respect for others, peacemaking, and self-discipline are foundations of Catholic education. Furthermore, a safe academic and social environment is essential for learning and Christian formation. The possession or use of weapons not only disrupts the school's learning environment, it fundamentally violates the sanctity of human life by threatening the very health and safety of teachers and students.

It is strictly forbidden for any student to possess, use, attempt to use, manufacture, distribute, purchase, trade or sell (or seek the sale or trade of) any weapon on school premises or at any school-related activity or function, including but not limited to travel to and from school and/or school-related functions. Possession means having a weapon on one's person or in an area subject to the student's control such as desks, lockers, backpacks, and vehicles. Any student possessing, using, attempting to use, manufacturing, distributing, purchasing, trading or selling (or seeking the sale or trade of) weapons at school or any school-related function shall, at the discretion of the pastor and principal, be subject to immediate expulsion.

Weapons are defined as any object, device, or instrument that has been designed, created, adapted or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including but not limited to anything which resembles such items). Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials contacted. The student's parents will be notified, and there will be an administrative review. The normal consequence shall be expulsion from school.

In cases where there are substantial mitigating circumstances, the pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with students in grades K-3). In the event that a student finds a weapon at school or a school-related function, the student shall *immediately* notify a teacher, coach, or administrator about the weapon's location. In such cases, the student shall not be regarded as possessing a weapon. Teachers or students who require a facsimile of a weapon for a legitimate school/class project must first obtain approval from the principal prior to bringing the item into the school.

Diocesan schools reserve the right to dismiss any student at any time whatsoever for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students.

Threats – Student to Student Harassment

St. Joseph Catholic School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Engagement in online blogs such as, but not limited to, MySpace.com, Xanga, Friendster, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Threats of Violence

We take seriously any incident, which could be viewed as a danger to our students and staff. Therefore, the following policies will be followed:

1. Any threat of physical violence will be approached as a real threat. This shall include the bringing of any object used as a weapon (determination to be made by the pastor and principal) upon school property or to a school sanctioned activity.
2. Students who make verified threats of physical violence against themselves and/or others or bring any weapon upon school property or to any school sanctioned activity will be suspended from school until he/she presents a written recommendation from a licensed psychologist/psychiatrist.
3. The Pastor and Principal will make the final judgment as to whether the student will be readmitted.
4. If the student returns, his/her parents will be informed in writing that a second offense will result in an automatic expulsion.
5. Any employee who brings any weapon or makes a threat of physical violence against a student, school staff member or family of St. Joseph, and that threat is verified shall be dismissed.
6. Any parent who makes a threat of physical violence or brings any weapon upon school grounds or to any school sanctioned activity will be reported to the appropriate authority and their child(ren) may be removed from St. Joseph.
7. St. Joseph School adopts a policy of zero tolerance for gangs. A gang is defined as "three or more persons who have joined together for the purpose of verified criminal activity."
8. Any student found to be a member of a gang will be suspended and must receive appropriate counseling to support an effort to remove them from the gang.

9. Before returning to school, the student must bring a written recommendation from a licensed psychologist/psychiatrist.

10. The Pastor and Principal will make the final judgment as to whether the student will be readmitted.

11. In case of emergencies entailing potentially violent situations, threatening the school as a whole, the established emergency plan must be followed. (The plan will entail the course of action of students and staff.)

Policy Note: The discipline policy reflects current practice and is subject to change through administrative decision. Administrators may make supplemental rules whenever necessary and will notify parents, in writing, of any policy changes.

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.

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 electronic devices such as cell phones, tablets, etc. and will be securely locked during the school day)
- One religious jelly bracelet allowed
- 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 wheelie 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.

Violations of the Dress Code

It is the responsibility of the parents to ensure their children dress in accordance with the above policy each day. It is the responsibility of the school to enforce this policy. Students who do not conform to the uniform dress code or the good grooming guidelines will be given a change of clothing. Five school days will be allowed to correct hairstyle violations.

The dress code will be enforced. *To avoid embarrassment to any child, the staff of St. Joseph Catholic School asks for parental support.* The code is effective from the first day of school through the last day, unless otherwise notified.

If for some reason a student must attend school out of uniform as detailed above, the parents must write a note to the teacher stating the reason. The note will be forwarded to the principal. Continued violation of the dress code will result in disciplinary action.

Educational Resources

Technology

St. Joseph Catholic School is committed to combining technology and differentiated learning processes within a learning environment that facilitates a student's preparation for the future. This commitment includes proper use of technological tools, skills, and other resources in active and enriching classroom and lab experiences for each student. Computers are integrated into the curriculum to teach and reinforce skills and concepts. Students have networked access to the Internet and software programs as directed by the teacher and as authorized by parents in accordance with the "Acceptable Use Student Policy."

All persons using the St. Joseph Catholic School computer system are required to read the policy annually. Signatures required at the end of this *Handbook* also apply to adherence to the:

Acceptable Use Policy and Diocesan Policy C-404

Diocesan policy regarding the illegal duplication and use of pirated software requires all diocesan employees to comply with federal law. Anyone who purchases a copy of software has the right to load that copy of software onto a single computer and make another copy for archival (backup) purposes only. It is illegal to use computer software on more than one computer without multiple licenses or to make or distribute copies of software for any other purposes unless specific written permission has been obtained from the institution holding the copyright.

Anyone who illegally copies and/ or distributes a software program may face a civil suit for damages, criminal liability, fine, and / or imprisonment as defined by federal statutes. Employees of the diocese who are found copying, or have copied, computer software for other than backup purposes without permission of the owner of the copyright of the software shall be subject to disciplinary action and/ or termination.

Use of the school's computer system is a privilege, not a right. This privilege may be withheld or suspended indefinitely due to misconduct, abuse of the system, or other disciplinary action.

Internet Use Policy and Guidelines

The Internet, a global electronic information infrastructure is a network of networks, used by educators, businesses, the government, the military, and organizations. In schools and libraries the Internet can be used to educate, to inform, and to entertain. As a learning resource, the Internet is similar to books, magazines, video, CD-ROM, and other information sources. It is a tool that will greatly enhance the ability of teachers to provide new and exciting learning opportunities for students. Access to the Internet enables students to explore thousands of libraries and databases and to exchange messages with Internet users throughout the world. The school believes in the educational value of these electronic resources and recognizes the potential of such information to support our curriculum and student learning. Our goal is to promote educational excellence by facilitating resource sharing, innovation, and communication.

There is, unfortunately, a downside to the Internet. Because there is no censorship constraint, there is much on the Internet that is inappropriate for children. In order to protect our students from exposure to this, it is imperative that they use this tool with caution by following the teacher's instructions carefully. Students may not seek a site that is inappropriate or pursue one that is chanced upon. Students may not enter chat rooms, blogs, MySpace,

FACEBOOK, Twitter or similar sites. St. Joseph Catholic School attempts to protect students and staff from misuses or abuses as a result of inappropriate and illegal interaction with the information service.

Use of the Internet is governed by existing school policies and rules and is for educational purposes only. It should not be used for commercial activity. Consequences of misuse of the Internet will be dealt with under the existing rules and regulations of the school and violations may be subject to disciplinary and/or legal action. Listed below are the provisions of the contract.

Please read this document carefully. When signed by you and your parent/guardian, it becomes a legally binding contract. We must have your signature and that of your parent/guardian before we can provide you with access. The parent/student handbook signature is sufficient.

It is a general expectation that St. Joseph Catholic School computer resources are to be used in a reasonable, efficient, ethical, moral and legal manner in accordance with the mission statements, values, understandings and beliefs of the Diocese of Peoria and St. Joseph Catholic School. Use of the school computer equipment is for educational purposes. The school reserves the right to seek financial restitution for any vandalism or intentional modification of technological equipment.

All Federal Copyright Laws hold true in the use of St. Joseph Catholic School computers.

Some of the highlights are:

- 1) Students may not load onto a computer or run any software for which neither the school nor the student has a license. This would include installing software on more than one computer if only a single is owned by the school.
- 2) Students may not copy commercial software for which neither the school nor the student has license.
- 3) Students may not copy commercial software to "share" with a friend.
- 4) Students may not copy software from St. Joseph Catholic School computers for use at home.

During the school year, students in grades K-8 and all teachers will have access to the Internet in the computer lab and individual classrooms. Use of the Internet in the computer lab will remain under the supervision of the computer teacher. Use of the Internet in the individual classrooms will be under the supervision of the classroom teacher and will be monitored by the computer teacher. Students are not allowed on the internet without a teacher or designated staff member present. We currently use a filtering system on all our internet access.

A. St. Joseph Catholic School

St. Joseph Catholic School will provide teachers with in-service on Internet usage. The school will provide information on Internet usage to the parents via our weekly newsletter and parent information evenings. Prior to students and staff publishing material on the Internet, it must be approved by the Principal. The Principal and computer teacher will review work with regards to quality and taste prior to publishing on the School Web Site.

B. Teaching Staff

Teachers will be given yearly in-service on the Internet at scheduled staff in-services. Teachers will be given the opportunity to explore the Internet during summer computer lab times. The computer teacher will teach Internet etiquette to users and will be responsible for explaining the school's Internet Acceptable Use Policy.

C. The Students

It is essential for each student on the network to recognize his/her responsibility in having access to vast services, site systems and people. The student is ultimately responsible for his/her actions in accessing network services.

The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. All use of the Internet must be in support of education and research and consistent with the mission statement of St. Joseph Catholic School.

The following is a general guideline for student use of the Internet:

- * Students will use the Internet under supervision and for authorized purpose.
- * Students will not use the network to access or process inappropriate materials, text files, or files dangerous to the integrity of the network.
- * Students will not send or receive any messages that indicate or suggest pornography.
- * Students will not participate in any unethical or illegal solicitation.
- * Students will not participate in any racism, sexism, or inappropriate language.
- * Students will not participate in any harassing or insulting messages.
- * Students will not participate in any trespassing in other's folders, work, or files.
- * Students will report all incidents of accessing inappropriate material.
- * Students may not order any material off the Internet.
- * Students may not download any material.
- * Illegal activities are strictly forbidden, such as downloading copyrighted software.
- * Students should not reveal personal address or phone numbers of themselves or other students.
- * Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities must, by law, be reported to authorities. Google email usage allowed for students in grades 4th – 8th only. (Student accounts and server will be monitored by administration)
- * Students should not use the network in such a way that would disrupt the use of the network by others.
- * Users of the network have ownership of their files and messages. Passwords on the network should not be shared among students.

The role of the home is to support student involvement in accessing the Internet. It is our hope that the home will reinforce school goals of promoting responsible Internet use. It is our hope that adults at home will discuss their child's use of and exposure to the Internet with their children to learn more about this resource.

Parents/Guardians obtaining Internet access for their children at home must realize that they are the only adults in a position to supervise their children. Private accounts used within the school, on school equipment, are subject to the guidelines developed in this document.

Internet Acceptable Use Agreement

Student:

I have participated in an orientation session on the acceptable use of the Internet. I understand my responsibilities pertaining to the use of the Internet. I agree to follow the Internet guidelines developed by my school as outlined in the St. Joseph Catholic School Acceptable Use Policy. Further, I understand that any violation of the above conditions or rules of the Acceptable Use Policy may result in as suspension of privileges and/or any other consequence as deemed necessary by my school.

Parent or Guardian:

As the parent/guardian of this child, I have read the Acceptable Use Policy. I understand that this Internet access is designed for educational purposes. Although I understand that St. Joseph Catholic School has taken precautions to circumvent student access to controversial material, I recognize that it is impossible for St. Joseph

Catholic School to restrict access to all controversial materials and I will not hold it responsible for materials acquired on the network.

Appropriate disciplinary action will be taken when necessary. Disciplinary action will be taken for misuse of any information systems or equipment including, but not limited to, loss of computer privileges directed from the administration or disciplinary action involving law enforcement agencies, if necessary. Students who lose such privilege will be required to complete assignments by other means as assigned by the teacher and/or principal.

St. Joseph Catholic School Parent Responsibilities in a Cyber Age

At St. Joseph Catholic 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 important.

St. Joseph Catholic School recognizes the importance of the Internet in forming public opinion. Therefore, it is essential that our administration, faculty/staff, parents, students and volunteers join together and help shape the way our school is perceived in the community via interaction in social media. The following guidelines are provided to help everyone make appropriate decisions about utilizing various social media.

- Parents, students, school employees, and volunteers are personally responsible for the content that they post, share and respond to online.
- Online posting and conversations are not private. Do not share confidential information, internal school discussions, or specific information about students, staff or other parents.
- Never discuss sensitive school matters using social media outlets.
- Under no circumstances should offensive comment be made about students, parents or staff no the school in general.
- Social media sites using the St. Joseph Catholic School name may not be created without permission.
- Do not use any school logo or image without permission.

St. Joseph Catholic School reserves the right to require parents, students, school employees or volunteers to remove content or comments posted on social media for any reason, including but not limited to our belief that the comments violate this social media policy. The core values of St. Joseph Catholic School apply to behavior both on and off campus including the online environment. Failure to comply with any of the provisions of this policy may be grounds for disciplinary action, including dismissal from the school and/or termination of employment.

Library

A school library has been established to serve students and teachers in pre-kindergarten through eighth grades. Included in the library are books about saints, reference materials, fiction, non-fiction books and magazines. Volunteers staff the library.

The library staff supports the use of books and other information sources. The materials complement and enrich textbooks, teaching materials and methodologies. It has been demonstrated that, when librarians and teachers

work together, students achieve higher levels of literacy, reading, learning, problem-solving and informational skills.

Students are responsible that all materials checked out be returned on time in an undamaged fashion. Borrowing privileges will be suspended for any student with unpaid fines and/or lost materials. Fee for materials lost, or damaged beyond reasonable repair will equal the cost of the item. Fee for overdue books is five cents per day, excluding weekends, day's school is not in session, or library is not open. Fee for overdue VHS/DVD/Audio Book is 25 cents per day.

DVDs and Videos

St. Joseph Catholic School classrooms and library will be supplied with a wide variety of audio-visual materials and equipment selected to meet student needs. These materials should provide quality learning experiences for the students to enrich and to support the curriculum and to entertain, not only in the classroom, but also at any school-sponsored activity.

To assist with the selection of materials, teachers may incorporate into their lessons age-appropriate DVDs/videos that are included in the school library. Teachers may also select DVDs and videos which are not the property of St. Joseph School; however, these materials should contain a "G" (general) rating. If a "PG" (parental guidance) rating or a non-rated DVD/video is not included in the school library and is selected for classroom viewing, the teacher will secure administrative approval prior to showing the DVD/video. The administration will consider the content of the material and how it pertains to the grade level curriculum before granting approval.

Emergency Procedures

St. Joseph Catholic School complies with the emergency crisis management plans of the Pekin Public Schools and the Diocese of Peoria.

D-143 P-CDOP

Emergency evacuation and shelter procedures shall be explained to the students and be posted in a conspicuous place in the school classroom. A sufficient number of drills shall be conducted and recorded annually to insure the safety of the students and to fulfill the requirements of State law.

D-143 AR-OCS

Each elementary and secondary school shall hold

1. Three evacuation drills; one with participation of local fire department.
2. Bus evacuation drill.
3. One severe weather drill.
4. One law enforcement drill in which local law enforcement participate.

All schools shall develop and maintain a program for the warning, protection and, if necessary, evacuation of children in the event of tornados, tornado warnings or tornado watches. Evacuation routes as well as tornado preparedness plans are to be posted in a prominent place in each classroom as well as in the school hall, cafeteria, gym, etc. It is suggested that these plans be of uniform color and pattern so that each teacher and

student will recognize and know where to look for them. It is also helpful if the plans are displayed in a consistent place in each classroom or meeting area. For example, a blue fire drill route and an orange tornado plan are placed under the light switch at each doorway. The evacuation signs should be placed at the student's eye level. Whenever possible, the reading part of the evacuation plan is accompanied by a picture or symbol.

Classroom Emergency

An emergency intercom is placed in each classroom and other pertinent rooms throughout the school building.

Emergency Drills

Evacuation Drills. Procedures for evacuating St. Joseph Catholic School, such as the event of fire, are posted in conspicuous places on each floor of the building. Fire drills and other evacuation drills will be held frequently and in accordance with local, state, federal, and diocesan regulations. During these drills, children will behave as directed, leaving the buildings or going to their assigned areas in silence and in a prearranged orderly fashion. Plans used in vacating the buildings or going to assigned areas in actual emergencies will be formed prior to each school year in conjunction with any city or state fire, civil defense, or rescue official as deemed necessary or desirable. In all instances, whether practice or real, the safety and well-being of the students during evacuation or going to assigned areas shall be given utmost priority.

Severe Weather/Shelter-In-Place Drills. In the event that a severe weather emergency occurs at or near the end of the school day, the routine procedure is that students will not be dismissed until an "all clear" is sounded. Parents arriving to pick up students will be invited to safe areas of the building. However, should parents wish to have their child(ren) released during the emergency, the parent will be allowed to remove the child (ren) from the school as long as removal does not, in the opinion of the principal, create a hazardous situation for other children or staff. Parents who have their child(ren) released to them will also need to sign out the child(ren) so that an accurate head count of remaining children and personnel can be kept. During the emergency, please do not call the school, as it is essential that telephone lines remain open. When the emergency is over, students will be dismissed according to regular procedures.

Bus Drills. A bus evacuation drill will be practiced at the beginning of the school year with all children including instruction in safe bus riding practices.

Law Enforcement Drills Students will practice these drills, including but not limited to, lockdown and bomb threat drills. Local law enforcement officials may also request on-site drills throughout the school year.

Medical Emergencies

In the event of any major emergency involving a child, his or her parents will be notified immediately. Emergency telephone numbers will, therefore, be needed in the school office, especially in a situation where both parents are employed during school hours. Current doctor's telephone numbers and permission to be used, if needed, must be on file. School families at the beginning of each school year will sign medical release information forms. In the event parents cannot be reached at a given number and/or the family doctor is not available, emergency situations will be handled with the student's well-being kept foremost in mind. This may mean calling for assistance from community agencies dealing with emergency situations.

Snow Days and Inclement Weather

The Pekin area high school and grade school superintendents have agreed to cooperative operational procedures regarding closing or dismissal changes due to the weather. Therefore:

1. Any day that the public schools are closed due to inclement weather, St. Joseph Catholic School will also be closed.
2. Any day that the public school dismisses early due to inclement weather or excessive heat, St. Joseph Catholic School may also dismiss early.
3. Any day that the public school holds students past dismissal time due to emergencies or impending storms, St. Joseph Catholic School may follow similar procedures.
4. St. Joseph Catholic School does reserve the right to cancel or dismiss school independent of the cooperative operational procedures with the area public schools.

Notification will be made through these television stations: WHOI (19), WMBD (31), and WEEK (25). The automated telephone *SchoolReach!* notification system will also be activated to inform parents of school emergencies or closures. Parents should have an alternate place for their children to stay should parents not be home in case of emergency dismissal and/or in case country roads are impassible. Rural parents should arrange with a town family a place for their children to stay, in the event that the student could not be taken home. This information should be given to the school and added to the child's emergency form.

When school is closed for the day or dismissed early due to inclement weather, all student extra-curricular activities games and/or practices for the day shall be cancelled. On Saturdays when inclement weather conditions exist, the determination of whether to play scheduled games or to practice will be made by the administration. On days when school may open later than normal, student extra-curricular activities, games and/or practices may be cancelled, held as normally scheduled, or alternatively scheduled depending on local weather conditions and other pertinent factors. A delayed opening does not automatically cancel an event. The principal and other local school personnel who are normally involved in scheduling these events shall work out the schedules for days affected by delayed openings.

It is imperative that parents discuss emergency procedures with their children so they are aware of what procedure to follow in such an instance.

Emergency School Closing

In the event that the administration initiates an emergency school closing after the school day has begun, for example – a power outage occurs - parents will be notified via the automated *SchoolReach!* telephone notification system.

Employment of Faculty and Staff

Background Checks (C-400, P-CDOP)

All schools located and operating within the Catholic Diocese of Peoria must have a completed criminal background check for each full-time or part-time employee or volunteer. This background check must be completed for all personnel working in the schools and is a condition for employment. It is also required for all volunteers. In addition, all employees and volunteers must complete the diocesan Safe Environment program.

Diocese of Peoria Harassment Policy – C-401, P-CDOP

Harassment, including but not limited to, sexual harassment, of any employee or other person is unethical, is illegal and is prohibited. This policy is intended to clarify the roles and responsibilities of Diocesan or parish personnel who have administrative responsibility involving the diocese, a parish, a parish institution, school or organization in situations involving possible sexual harassment. It sets forth the Diocesan response to victims.

Definition

The term "harassment" includes, but is not limited to, slurs, jokes, or any other form of verbal, written, graphic, or physical conduct or advances which reflect adversely on an individual's race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, or physical or mental handicap. Harassment under this policy includes sexual harassment which means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

(1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

(2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;

(3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment; or

(4) such other conduct or actions as are defined as "harassment" under the Illinois Human Rights Act as amended from time to time. Further, retaliation against a complainant or witness who initiates a case under this policy is included within the term "harassment" as used herein and shall be handled under this policy.

(Catholic Diocese of Peoria Policy, Adopted: 3/08)

Policy Note: Procedural guidelines for this policy may be found on the Diocese of Peoria website.

Hiring of Teachers (C-111, P-CDOP)

Every reasonable effort shall be made to employ teachers who live and share the Catholic faith and believe in the philosophy of the school. Teachers of other faiths may be employed if they support the teachings of the Roman Catholic Church and believe in the philosophy of the school. Catholic schools shall not discriminate on the basis of race, color, national origin, gender, age, or physical handicap in hiring of teachers.

St. Joseph Catholic School is in compliance with all federal and state non-discrimination and equal opportunity laws regarding admissions and employment stated in the policies of the Diocese of Peoria.

Non-Discrimination in Employment (A-105, P-CDOP)

The Catholic Diocese of Peoria, the Office of Catholic Schools, and the Catholic schools of the Catholic Diocese of Peoria are equal employment opportunity employers and do not discriminate against employees or job applicants on the basis of race, color, sex, age, national origin, handicap, veteran status, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies.

The Catholic Diocese of Peoria, the Office of Catholic Schools, and the Catholic schools of the Catholic Diocese of Peoria will:

1. Recruit, hire, train, and promote persons in all job titles without regard to race, color, sex, age, national origin, handicap, veteran status, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies.

2. Insure that all personnel actions such as compensation, benefits, transfer, layoffs, return from layoff, sponsored training, education, tuition assistance, and social and recreation programs will be administered without regard to race, color, sex, age, national origin, handicap, veteran status, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies.

St. Joseph Catholic School is in compliance with Diocesan policies relating to non-discrimination in employment.

Diocese of Peoria Policies and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or By Lay Employees or Volunteers (C-402, P-CDOP)

Preamble:

In accord with the "Charter for the Protection of Children and Young People", the United States Conference of Catholic Bishops promulgated "Essential Norms for Diocesan/Eparchial Policies Dealing with the Allegations of Sexual Abuse of Minors by Priests or Deacons" as approved by the Apostolic See. The Charter addresses the Church's commitment to deal appropriately and effectively with cases of sexual abuse of minors by priests, deacons, and other church personnel (i.e., employees and volunteers). The Bishops of the United States have promised to reach out to those who have been sexually abused as minors by anyone serving the Church in ministry, employment, or a volunteer position, whether the sexual abuse was recent or occurred many years ago. They stated that they would be as open as possible with the people in parishes and communities about instances of sexual abuse of minors, with respect always for the privacy and the reputation of the individuals involved. They have committed themselves to the pastoral and spiritual care and emotional well-being of those who have been sexually abused and of their families. In addition, the Bishops will work with civil authorities, parents, educators, and various organizations in the community to make and maintain the safest possible environment for minors. In the same way, the Bishops have pledged to evaluate the background of seminary applicants as well as all Church personnel who have responsibility for the care and supervision of children and young people. The Diocese of Peoria will implement these Norms diligently, compassionately, and fairly. This Policy and the procedures set forth herein will be reviewed on a regular basis, at least annually, by competent Diocesan authorities and Diocesan legal counsel. The following policies and procedures are intended to implement these goals. (Catholic Diocese of Peoria, issued: 3/08)

Complete diocesan policy may be found on the Diocese of Peoria website.

Extra-Curricular Programs

St. Joseph Catholic School has outstanding extra-curricular programs. The school will attempt to provide equal sports opportunities for both boys and girls. Students may participate in extra-curricular activities if they meet eligibility requirements, have a current sports physical examination on file, are adequately covered by insurance, and have an acceptable attitude. Coaches or teachers have the right to request suspension from extra-curricular activities, and the principal will have the authority to take the necessary action after consideration of the facts.

Participation in extra-curricular programs is a privilege, not a right. Therefore, students forfeit this privilege if behavior, academic standards and financial obligations are not met. Extra-curricular activities do not take precedence over academics; they work in cooperation with academics.

Philosophy

The activities' program at St. Joseph Catholic School adheres to the mission and philosophy of the school and the Diocese of Peoria. The programs are based on the strong belief that extra-curricular activities are educationally sound and that they play an important part in the development of the participant's physical, mental, emotional, and moral growth. The element of competition and winning exists; however, it will not be the sole determining factor in developing the scope and nature of the athletic or other programs. St. Joseph Catholic School believes that this is educationally sound, for it offers training for living in a society that is based on cooperativeness and competitiveness. The basic principles of good sportsmanship and high ethical standards should prevail at all times in order to enhance the educational growth of the student participants. St. Joseph Catholic School extra-curricular programs emphasize student learning rather than winning games and contests.

The conduct of players, cheerleaders, coaches, and fans should characterize the philosophy of Christian sportsmanship. It is hoped that this philosophy will extend beyond the coaches, players, and cheerleaders, to all students and adult fans at the games, meets, and events. Please also refer to the *Diocesan Athletic Handbook* located on the school website and the Diocese of Peoria website.

At St. Joseph Catholic School we believe that each person is a unique creation of God and that every child has been given special gifts and talents. It is because of this philosophy that we offer enrichment and extracurricular programs to our students. Listed below are some of the enrichment and extracurricular programs currently offered at St. Joseph Catholic School:

<u>Activities</u>	<u>Grade</u>
Band	4 – 8
Baseball	5 – 8 boys only
Basketball	5 - 8
Cheerleading	7 th & 8 th girls only
Choir	4 - 8
Cross-country	5 – 8
Destination Imagination	4 - 8
Scholastic Bowl	6 - 8
Softball	5 – 8 girls only
Speech League	5 - 8
Student Council	7 th & 8 th
Track	5 - 8
Volleyball	5 - 8 girls only

Guidelines for Student Participation

Students may participate in athletic and/or extra-curricular activities if they meet eligibility requirements:

1. Students must have a permission slip on file in the school office to participate
2. Students must have a current sports physical examination on file (only for baseball, softball, cheerleading, basketball, volleyball, cross country, track)
3. Students are adequately covered by insurance
4. Student must have paid the activity fee before the first activity or performance. In cases of hardship, please contact the principal to arrange a payment plan

5. Students have returned the diocesan consent and liability waiver and the student/parent code of conduct with parent/guardian signature
6. Students will have an acceptable attitude

Eligibility Requirements

Requirements for meeting eligibility will include the following:

1. Students participating in extra-curricular activities or sports must meet standards set by Illinois Elementary School Association (I.E.S.A.).
2. Eligibility will be taken weekly during the season of the sport or activity. Grades will be checked at the beginning of each week in the following subjects areas: Math, Science, Social Studies, Religion, Language Arts, Spelling, Music, PE, Spanish, and Computers
3. Students must be doing overall "C" average work when all subjects are averaged together. There must be no F's or U's.
4. At the beginning of each nine weeks, eligibility will be reported after the second week of grades.
5. If a student is failing any subject, he/she will be ineligible the following Monday through Saturday and must raise his/her grade to meet eligibility requirements in order to be reinstated for the following week.
6. Students, who do not meet eligibility requirements will not be allowed to practice, participate or perform for that week.
7. Students who become ineligible for three weeks in a row will no longer be a part of the team/participate in the activity.
8. Students who chose to participate in practices, games, and/or performances while ineligible will be immediately removed from the extra-curricular activity and/or athletic team for the season.
9. The student must be in attendance a half day of class the day of a game/meet/performance in order to participate. The Principal only, in consultation with the Pastor, must approve exceptions. An example of an exception would be when a student needs to attend a funeral.
10. The Principal only, in consultation with the Pastor, can make exception to eligibility rules within the I.E.S.A. regulations, as well as reinstatements.
11. All parents and coaches will be notified on Monday of those students who are ineligible.
12. Students who receive a detention will be suspended from extra-curricular activities for one week; in-school suspension for two weeks and an out-school suspension he/she will be removed from the activity/team.
13. If a student is removed from an activity/team, then they will forfeit all awards for that activity/team.

Responsibilities of Student Involvement in Extra-Curriculars

All student athletes, contestants, and cheerleaders will be expected to maintain standards as defined below:

1. To be in attendance at least a half day within the classroom the day of the game/event.
2. To be present at all practice sessions and games unless excused by the coach.
3. To present an explanation, written and signed by the parents, in the event of an absence from practice or game.
4. To keep his/her uniform neat and clean and to return the uniform at the end of the season.
5. To pay the cost or replacement for any damaged uniform.
6. To take proper care of all equipment used.

7. To cooperate with and show respect to all coaches, supervisors, school personnel, referees, and opponents.
8. To play or cheer to the best of their ability.
9. Use of vulgar language or outburst of temper will not be tolerated.
10. Use of tobacco, alcohol, substance abuse, or any substance that alters mind, body or performance will disqualify the participant from team membership.
11. Any act that is a felony or misdemeanor will disqualify the participant from the team membership.
12. To abide by the above listed eligibility rules.
13. To abide by the coach's rules within the various activities.
14. To promote a positive work ethic for personal growth and team development.

Students who are at school before or after normal school hours for extra-curricular activities are expected to abide by the same rules and expectations that students are required to maintain during school hours. There should be no running around on the stage, on the stairs, in the hallways, or in the cafeteria. Anyone who leaves the building without their parent or responsible adult will receive an in-school suspension. In addition, the following applies specifically in regard to sporting events: 1) soft drinks and food are not allowed off the stage area. No student should be on the stairs, in the entry way off the cafeteria - students who attend the game with their parents or who are dropped by their parents should be on the stage watching the game and supporting our teams. Students who choose to do otherwise will receive a school detention. Dress to events in the school building and dress while representing our school at games and events should reflect the rules that apply to free dress during school days. Goth attire is not appropriate. St. Joseph Catholic School reserves the right to remove student athletes, contestants, and cheerleaders from any school-sponsored activity if continued, inappropriate behavior occurs during the event.

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 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.

Faith Development Program

Goals

The goal of St. Joseph Catholic School religion program is to provide faith formation through instruction and experience in the Catholic faith so that the graduates of St. Joseph Catholic School will have:

1. Learned God's message as proclaimed by the Church.
2. Realized Jesus' presence in prayer and worship.
3. Experienced community by witnessing to Jesus through word and deed among classmates and the larger community.
4. Learned the essentials of Catholic doctrine.
5. Developed a lifelong Christian attitude and have practiced it with others.
6. Had exposure to sacred music.

Objectives

The objectives of the religion program provide the students learning experiences so that each student and graduate will have:

1. Planned and participated in prayer services and liturgies.
2. Learned formal prayer and have grown accustomed to praying spontaneously.
3. Learned the principle teachings of the Church as taught by Sacred Scriptures, Tradition, and the Magisterium.
4. Comprehended and been able to explain the life of Jesus and His part in God's plan of salvation.
5. Participated in all-school and/or classroom service projects.
6. Prepared for and received the Sacrament of Reconciliation, the Eucharist, and Confirmation.
7. Learned the elements of appropriate behavior in Church: reverence, prayer, posture, genuflection, and silence.
8. Gained knowledge and learned to appreciate and respect people of other Christian and non-Christian faiths.

Virtue Formation/Chastity Education (E-142, P-CDOP)

Elementary schools of the Catholic Diocese of Peoria shall integrate programs of virtue formation and chastity education into all areas of the curriculum. All students in grades K-8 will receive chastity education instruction in their religion classes.

Liturgy and Prayer

To achieve the above, several tools are used and experiences planned. Liturgical services and daily prayer are a major part in the life of every St. Joseph's student. All students attend Holy Mass each Friday and on Holy Days of

Obligation that occur when school is in session. Students also attend Exposition, Adoration and Benediction of the Blessed Sacrament on the First Fridays of each month and are given the opportunity to receive the Sacrament of Reconciliation throughout the school year.

Each school day will begin with all-school prayer during the morning announcements and a prayer will be said before lunch (in the classroom). Students are encouraged to share their prayer intentions with the school community.

Catholic teachers teach religion every day. The school uses diocesan-approved curriculum and recommended texts for religion and sacramental preparation.

Praying the rosary is highly encouraged especially during the months of October and May. Students participate in special devotions such as Stations of the Cross during Lent, devotions during Advent, the Living Rosary, May Crowning, and classroom saint celebrations throughout the school year. Additionally, students participate in classroom and school service learning projects.

Religion Assessment

A diocesan faith assessment (ACRE) is given in the 5th and 8th grades each year. During the school year, teachers evaluate students in all grades through written and verbal assignments, reports, tests, and projects. Students are given religion grades on their report card in addition to their other academic work.

Sacramental Program

Parental involvement in the preparation for the reception of the Sacraments of Reconciliation, the Eucharist, and Confirmation is strongly encouraged. Informational meetings for the parents are provided, as well as opportunities for continuing involvement.

1. *Reconciliation*: Children are prepared for their first reception of the Sacrament of Reconciliation during the second grade.
2. *Eucharist*: First Holy Communion preparation occurs during the second grade.
3. *Confirmation*: Preparation begins to takes place during the seventh grade. Parents and sponsors are to be involved in this preparation. Students are required to attend an assigned confirmation retreat prior to the reception of the sacrament.

St. Joseph Catholic School provides days of recollection as part of sacramental preparation. All students preparing for 1st Communion and Confirmation are required to participate in scheduled days of recollection/retreat.

All St. Joseph Catholic School students participate in school-wide and classroom service projects. Participation is required for Confirmation and 8th grade graduation.

Safe Environment Program

St. Joseph Catholic School incorporates the principles of the diocesan Safe Environment Program into its overall curriculum during the school year. It is part of an ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. Parents have an opportunity to ask questions about the program at the "Meet the Teacher Night" scheduled at the beginning of each school year.

Spiritual Development Plan

A “Spiritual Development Plan” is written each year for St. Joseph Catholic School that is included on the school website.

Finances

Books and Supplies

Books and supply lists are provided for parents before the beginning of the school term. Textbooks, workbooks, and assessments are included in the fees’ schedule.

At the beginning of the school year, each child should have a book bag in order that no damage to the books results. Care of books is the student’s responsibility. Payment is required when damage results. If books are badly used or damaged, additional remuneration will be charged at the end of the school year.

Hot Lunch

Students may purchase a lunch through the lunch program. Refer to the section entitled “Lunch Program and Cafeteria Procedures.”

Student Insurance

Student accident insurance is offered through a special school policy. Forms may be obtained from the school office. The insurance is optional.

Refund Policy and Tuition

The parish community is committed to assisting Catholic families who are unable to meet tuition. In cases of genuine need, the family is expected to meet and consult with the pastor. Financial agreements are to be arranged with the pastor prior to enrollment.

If a student withdraws from St. Joseph Catholic School, tuition is pro-rated and refunded based on the days attended in the current school year. A certain portion of the tuition is non-refundable before pro-rating occurs since purchase of textbooks; other instructional supplies and purchase of software for the computer education program are budgeted for the overall operational program of the school.

Published tuition rates for the school year are included on the school website.

If a family has signed up to pay tuition and fees (lunch, pre/after care, field trips, bus, etc.) in installments and is late in paying an installment, a late fee will be assessed. Any family who has not paid an outstanding payment or balance shall be notified that their child(ren)’s report card(s) will be retained and access to RenWeb will be blocked until payment is received, whereby the report card may be obtained and RenWeb access will be reinstated. Students who are transferring to another school will not have an official copy of their St. Joseph Catholic School records forwarded until all outstanding tuition and fees are paid.

Health and Safety

Health and Safety Concerns

St. Joseph Catholic School will promote, as reasonably possible and as regulated by state law and diocesan regulations, the safety and well-being of all students and staff in the educational structure during school activities.

This will include, but is not limited to:

1. Maintaining an educational environment as free as possible from physical hazards to life and limb.
2. Teaching an appropriate range of safety subjects within the curriculum to prepare students to live safely in an increasingly technical and dangerous environment.
3. Promotion of essential safety and survival education in the community at large.
4. Cooperating with and coordinating all crisis safety plans and actions with other community agencies dealing with emergency situations such as local Civil Defense units, American Red Cross, Pekin Fire Department and Rescue Squads, Pekin Police Department, and the Diocese of Peoria.

Alcohol, Smoking, and Substance Abuse

St. Joseph Catholic School is an alcohol, substance abuse, and smoke free environment for its students, which applies to all functions, gatherings, outings, socials, and events associated with the parish school, including transporting students and from school and parish activities. To disregard this will be considered a serious matter and may be subject to the intervention of law enforcement agencies.

Asbestos Statement

This notice is for your information on AHERA Asbestos Inspections. St. Joseph Catholic School has complied with all LEA rules and responsibilities under Illinois 763.84. The operation and management plans that are now in effect are available for your inspection. The plans are located in the school and parish office and can be viewed by appointment only. For an appointment, please contact the pastor or principal.

Wellness Policy

St. Joseph Catholic School follows diocesan policy (D-151, P-CDOP) and implements a local student wellness plan.

Hot Lunch/Snack Program, Cafeteria and Playground Procedures

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 7-8 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.

You may pay for all your children in one sum - the right amount of currency or check is acceptable. All fees need to be closed out before end of the school year or there will be a fine assessed of \$50.00. It is your child's responsibility to remember his/her lunch money. Adult lunch on Day is \$2.50.

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 cafeteria staff.

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.

Free or reduced meals are available to children if the family income qualifies under government guidelines. Information and forms for applying for free and reduced meal status are sent home at the beginning of the school year and are available in the school office.

Menus are published on RenWeb and on the school website.

Cafeteria Procedures

- Each classroom teacher will accompany his/her class until they are completely through the service line. Subdued and refined conduct is expected of all children in the line and at the tables.
- Children come in alphabetical order through the service line to assist the adult who checks the lunch credit. Each child is to tell his/her name in a clear voice when passing in front of the supervisor.
- Students who misbehave in the lunch line will be asked to go to the end of the line and will be served last.
- Students should give polite and complete attention to the servers behind the lunch counter and are expected to use proper etiquette at the tables.
- All food must be eaten in the cafeteria at the table. No food is to be taken outside or to the classroom, unless granted permission by administration.
- Coats, hats, etc., are kept by each child and may be placed over the back of his/her chair. Boots or playground equipment are not taken to the table.
- Cafeteria workers and assigned school personnel will maintain order in the cafeteria during lunchtime
- Only student workers are allowed inside the kitchen.

Playground Procedures

- Supervisors assist daily on the playground during the noontime play period. At recess, when the weather is rainy or wind chill is at zero, the children are kept indoors. Students are to stay in their classrooms when the weather is too inclement to play outdoors. The supervisors will be on duty in the classrooms.
- The school provides all playground equipment, thus items brought from home are prohibited.
- All students are encouraged to participate in-group activities while on the playground.
- Students are not permitted to hang on to the fences or railings, nor are they allowed to play on the school or church steps, or around the dumpster. Only with permission are they allowed to sit on the school steps for any reason. Students are not permitted to run or play on the air grates by the church building.
- Fighting, wrestling, Ninja or kicking will not be tolerated.
- Teachers or supervisors, not students, are to get the balls that have landed on Broadway. Students may be allowed to get balls on St. Joseph Place, only after they have received permission from the teacher/supervisor on duty. Under no circumstances is any student allowed to get a ball off of any roof
- Snowballing or throwing of snow is not permitted on school grounds.
- At the first bell, all students are to stand still. When the whistle blows, they are to line up and proceed quietly to their rooms.
- Any difficulties should be reported to the supervisor in charge. The supervisor is requested to report to the office any grave disrespect, misbehavior, or language problems. Students are to be instructed to respect and obey the supervisor as well as any faculty member.

Medical Care

Illness, Accidents, or Disease Exposure

St. Joseph Catholic School does not have a school nurse. In the absence of a medical professional, the following protocol will be followed:

1. If a child becomes ill or injured, the parent will be telephoned immediately if (a) the illness or injury involves the child's head; (b) the pain is reported internally; (c) injury is a bee sting; or (d) the child has a temperature.
2. External injuries will be judged subjectively, and the person attending the child will make the decision. If the principal is present, the principal will make the final decision as to whether or not the child's parent will be notified by phone.
3. If a child comes in to the office with an illness complaint, the child's temperature will be taken. If the temperature is in the normal range, the child will sit in the medical treatment area for a period not to exceed ten minutes. A determination will be made at this time whether to send the child back to the classroom or call the parents.
4. If a child comes to the office for an ice pack, that child will sit in the office for a short period of time and then return to class. Ice packs will be kept in the office.
5. In any case, the school staff will attempt to act for the safety of the child to the best of their ability and is committed to meeting the needs of all students, in so far as possible. There are some conditions, however, for which the school cannot provide the necessary resources.
6. A log book is kept in the office for medical-related visits to the school office.

First Aid

Basic first aid for minor wounds will consist of cleaning the wound with soap and water and a covering with a bandage to prevent contamination. Since the use of antiseptic sprays and creams may result in allergic reactions, no type of medication will be used unless authorized by the student's physician.

Lice and Other Contagious Diseases

Parents are notified by written note if a child has been exposed to lice or other contagious contact. Students found to have head lice/eggs/nits will be sent home immediately. A student may return to school when found to be free of lice and nits. The school does require the student to be re-checked upon re-entry to school, either by a licensed hair professional or assigned teacher/school personnel at the school. Furthermore, authorized personnel will make regular, random, or all-school inspections throughout the school year.

If your child contacts a communicable disease, please notify the school office. Schools are required to report communicable diseases to the Tazewell County Health Department.

Medications

Dispensing of Medicine at School: If it is determined that the student should receive prescribed or over-the-counter medication(s) at school, the procedures are as follows:

1. All medications must be provided by the parents in their original container and labeled specifically for the child intended. A new authorization must be obtained each time a new over-the-counter drug is to be administered. Throat lozenges and/or cough drops must be given to the classroom teacher with a note of authorization from the parent/guardian.
2. For prescription medication, written orders are to be provided to the school from the physician detailing:
 - a. Name of the student.
 - b. Type of disorder.
 - c. Name of the drug.
 - d. Dosage amount.
 - e. Time interval in which the medication is to be taken.
 - f. An emergency number where the physician can be reached.
3. In addition to the physician's order, the custodial parent or guardian must complete and return to the school office the "Authorization for Administering Medication" form.
4. All medications are brought to the school office, one week at a time. Liquid medication must be sent each day in the prescribed dosage. If medication requires refrigeration, the office personnel will make arrangements.
5. Medication may not be kept in book bags, lunchboxes, or classrooms. Asthma inhalers or Epipens are the exception.
6. Teachers must be made aware of any student in the classroom who has a life-threatening disease or illness. They must also be instructed in the administration of the necessary medication.
7. The principal, teacher, and school secretary will be trained in the administration of injections or other drugs by the parent for a student who cannot administer this on his or her own.
8. The principal retains the right to reject a request for administering medication.

If a child is on medication and the parent wishes to come to school to administer the medication, he/she may do so. If, however, they wish the school personnel to supervise the child taking any medicine, the above rules must be followed. The school will provide safe storage for medicines and will keep a record of drug administration.

Asthma Inhalers

Students may be permitted to have custody and self-administer asthma medication as prescribed by the student's physician. In order to allow this, the school in accord with the state statute, requires all of the following before it can give effect to request and authorization:

1. A written authorization from the parents of the student.
2. A dated parent signature agreeing to the statement, contained in St. Joseph Catholic School authorization form.
3. A written statement from the physician, physician assistant or advanced practice registered nurse containing the following information:
 - a. The name of the student/patient.
 - b. The name and purpose of the medication.
 - c. The prescribed dosage.
 - d. The time or times at which (or the special circumstances under which) the medication is to be administered.

Forms for request and authorization of this medication may be obtained in the registration packet or in the school office. This information will be kept on file in the school office. Used inhalers are to be taken to the office for proper disposal. Students are to use only the inhaler prescribed to them, not to a sibling or to a relative. Any abuse of this medication or endangerment of other students as a result of possessing this medicine may result in disciplinary action by St. Joseph Catholic School.

Counseling Services

St. Joseph Catholic School does not have counseling services. However, should a parent feel that there is a need for such services; the principal will help recommend agencies that could be of service.

Drug Prevention Education

St. Joseph Catholic School incorporates into its curriculum program guidelines and experiences that inform and encourage moral choices and positive self-development. The faculty, using internal and external resources, strives to help students achieve growth in self-awareness, self-esteem, and making good choices. Some programs such D.A.R.E. and Red Ribbon Week are offered to students. Other programs are offered when resources are available.

Hearing and Vision

The Tazewell County Health Department provides hearing and vision screening annually for preschool students, if the state funds the program screening. Notification of screening dates will be sent in advance to parents and are also listed on the preschool and all-school calendar published on the website. Parents who are not notified by the County Health Department can assume that their child "passed" the screening(s). For students in grades K-8, parents are encouraged to have vision and hearing screenings through their health care provider(s).

Immunizations and Health Examinations

Parents should refer to the items in State of Illinois Requirements and the Catholic Diocese of Peoria found in the admission section relating to immunization and physical examination requirements. Students participating in athletics are required to have yearly sports physical examination.

Special Needs

Parents and guardians of children enrolled in St. Joseph Catholic School are required to inform the school of any health problems or special needs. Some special needs may include, but are not limited to, food allergies, high blood pressure, ADHD, ADD, asthma, diabetes, etc. St. Joseph Catholic School can only make reasonable accommodations. Health problems or special needs designation forms are available in the school office.

If something happens to a child while enrolled in St. Joseph Catholic School, such as a serious accident, and if more than reasonable accommodations are necessary for the education of the child, St. Joseph Catholic School reserves the right to review and discuss the continued enrollment of the child. Additionally, if a child is found to be a danger to himself/herself or to others, the school reserves the right to terminate enrollment. Parents and guardians are required to in health problems or special needs.

St. Joseph Preschool

Our prayer is that your child's preschool experience will be filled with positive and enriching experiences.

Children learn through experience. Just like they didn't successfully walk or talk the first time that they tried, they need a number of experiences to be able to count or jump or sing a song. It is our goal to provide some of these experiences in a loving, caring, Christian atmosphere.

We are just one of the many influences in your child's life. It is our goal that through our joint efforts, your child will be better able to obtain the necessary experiences to provide him/her with the background for developing later skills.

Preschoolers are not just miniature grade school students. They need activities that are developmentally appropriate for their age. It is also important to remember that the learning style of preschoolers is different than that of grade school students.

Preschoolers learn best by doing. When you asked them what they did that day, and their answer is "play," then that is what they did. We try to plan our activities around games and other manipulative ideas that are non-threatening to the child. To the preschooler, it was a game. In reality, it may have been a game that reinforced their knowledge of colors, practiced the skill of jumping on one foot, or worked on their small motor skills of cutting. Some of the leading educators in early childhood education have explained that "play is children's work." It is only through these experiences that they will be equipped for the skills later in school.

We encourage you to talk to your child about the things that they do in school. You may not always get long drawn out answers, but your interest shows the child how important they are to you. Any manner in which we can help them develop a positive self-image will benefit them for life. Read to them every day, as we try to do at school too. Children who are read to at an early age do better in school, and often become lifelong readers themselves.

We are looking forward to a fun filled exciting year with your children. We appreciate you sharing them with us this year. Please feel free to stop in at any time if you have any questions.

St. Joseph Preschool Staff

Absences

Please call the preschool office at 347-7194 before class, if you know your child will not be able to attend on that day.

Admission Ages

We will accept children who are three years of age by Sept. 1st and are potty trained for our three year old classes on Tuesdays and Thursdays. Children must be four years of age by Sept. 1st to enroll in our four year old program which meet on M-W-F or all five days of the week.

REGISTRATION AND TUITION

1. \$75.00 registration fee (non- refundable) due at the time of registration
2. \$50.00 Supply fee per school year
3. \$75.00 Snack fee for all-day, five year old program

Required Fundraiser: St. Joseph Spring Festival (Sell \$100.00 in Raffle tickets per family participating in the all-day program)

Tuition payments will be by direct withdrawal from checking or savings account on the 3rd of each month from October through May. First months tuition is due at open house and may be paid in cash, check or money order. Please check below the option to which you agree:

Three Year Old Program (must be 3 years old by Sep. 1st)

_____ T/TH 9-11am (Class Size 12)
\$120 per month

_____ T/TH 12:20 – 2:20pm (Class Size 12)
\$120 per month

Four and Five Year Old Program (must be 4 years old by Sep. 1st)

_____ M/W/F 9-11:30am (Class Size 15)
\$140 per month
month

_____ M/T/W/TH/F 9:00-3:00pm (Class Size 18)
\$385 per

_____ M/W/F 12:20-2:50pm (Class Size 15)
\$140 per month

Discipline

Our staff will use discipline measures designed to help children develop self-control and to help them assume responsibility for their own actions. The main forms of discipline use will be redirection, removal from the group, time-outs, and parent-conferences if necessary.

Dress Code

Please dress your children in play clothes which they feel comfortable in and will be ready to enjoy our day's activities, without having to worry about getting messy. We do enjoy many painting activities, sand and water play and other fun but messy activities. Tennis shoes are easier for running and playing, rather than jelly shoes, sandals, boots or dress shoes.

Dropping from our Program

We require a written notice of at least two weeks before your child will be dropping from our program. If no written notice is received by the teachers, you will be charged for the entire month of the program.

Emergency Care

It is important to have emergency numbers for each student. These should be numbers of people who can be called if a child becomes ill and the parents cannot be reached. Parents are urged to inform these people selected for emergency purposes that their phone number has been given to St. Joseph Preschool Staff as an emergency number. All accidents occurring on school property must be reported to the school office. Minor first-aid will be given by the teacher or secretary. In serious cases where immediate medical attention is required, parents will be notified. If the parents cannot be reached, the physician designated on the file will be called.

Parent Conferences

Conferences are held with the parents of our four year olds classes in January, when we will discuss the readiness of the children for kindergarten. A second conference may be held in the spring at the request of the parent or teacher. If any of the parents of our three year olds wish a conference, please contact the teachers to set a convenient time to meet.

Parking

For preschool classes held in the church basement parents may park on the playground close to the church as long as there are no children present on the playground. Please watch for children on the playground on T/Th during PE classes or anytime children may be outside.

For preschool classes held in the school, parking instructions will be given at open houses. We are still in the process of working with school administration for parking procedures at our new location.

Payment Policy

Payment is due on the 1st of each month. We average the number of days/month that they attend throughout the year, to come up with the monthly fee. Therefore, some months they will be attending more days than other months. A \$5.00 late fee will be added if you have not made your monthly payment by the 5th of each month. If you have not paid by the end of the month, your child will be dropped from our preschool program and his or her place will be filled. A \$10.00 fee will be charged for each returned check.

Pickup Policy

Children need to be picked up promptly at the end of class. After a 5 minute grace period, \$1.00/minute will be charged to the parents. The late fee must be paid by the end of the month for your child to remain in our program.

School Closing

If school is canceled due to weather conditions or other emergencies, it will be announced on the local radio stations under District 108. We take many of the same days off as the local school district; however, we are usually in session on the teacher institute days. You will be notified of our schedules through our monthly calendars and weekly newsletters.

Snack Schedules

A snack schedule will be placed outside of the preschool rooms. The names and dates will be posted on our list. Please bring in a drink of milk or juice, and snacks. Some examples of good snacks that the children enjoy may include crackers, cheese, fruit, popcorn, muffins, cereal, or trail mixes. Please do not send soda. Upcoming snack helpers are listed in each week's newsletters.

Birthdays

Children may bring in a special treat for their birthdays if they wish, but we prefer these to be packaged so that we may send them home in backpacks, as they will already be receiving a snack for that day. Birthdays will be celebrated by giving the children a crown to wear, having a birthday circle for them, and letting them choose a book from our birthday box to take home with them.

Student Supplies

Due to a limited amount of storage area, we ask for a supply fee from each child in our program. The supply fee is \$50.00.

Our 5 day program does many cooking activities throughout the year. Therefore, we ask for a \$75.00 cooking fee that should be separate from your tuition fee, and be made payable to St. Joseph Preschool*

Volunteering

If you have a child in our three or four year old program and wish to volunteer in our program, there are three requirements that must be met. We do not have volunteers in our two year old program, because they are here for such a short time and part of the purpose of the program is to help the children begin to develop some social skills, without relying on their parents to be right there with them.

If you are thinking about helping out with a party this year, going on a field trip, or being a guest reader, these are the three requirements that must be fulfilled first.

1. Completing the CANTS (DCFS form)
2. Being fingerprinted, when it is set up through our school. It must be done on specific forms from our school. Dates will be announced later.
3. Attending a "Safe Environment" 3 workshop. These are held at different times throughout the Peoria's Diocese.
4. Complete the online Catholic Mutual Defensive Driving Modules. (Online)

Although these may seem time consuming or a lot of bother we only have the best interest of every child in mind. These requirements are a one-time thing, and will allow you to volunteer in St. Joseph Catholic School if your child will be attending here down the road. We appreciate you taking the time out of your busy schedules to help volunteer, and to help us out during the year.

School Property

Care of Textbooks

At the beginning of the school year each child should have a book bag so that no damage to the books results. Care of books is the pupil's responsibility. Payment is required when damage results.

Each child will have one set of books to use. If books are badly used or damaged, additional remuneration will be charged.

Textbooks are on a loan basis. Students may be charged replacement costs for damaged or lost textbooks, workbooks, and library books.

Care of School Property Including Desks, Tables, and Chairs

Students are responsible for good care of their desks, tables, and chairs. Students are not allowed to sit on desks or tables. Desks should not be overfilled or desktop hinges may break. Students will be asked to remove excess items in overfilled desks.

Students may not hang on doors, overhead pipes, and basketball rims, or in any way damage school property. Windows must be handled with care under the supervision of teachers or designated staff.

If any school property is used in a manner beyond normal wear and tear, students will be referred to the school office. Consequences include, but are not limited to, detention, referral to the pastor, and monetary compensation.

Desks and Lockers

All students' desks and lockers (in the junior high hallway) are the property of St. Joseph Catholic School and school personnel reserve the right to inspect desks and lockers at any time. In addition, since the security of each student's materials is always of prime concern, the sharing of locker combinations is prohibited. There is to be no writing on or around desks or lockers. Any damage to school desks and lockers is considered vandalism.

Drug Free Environment

St. Joseph Catholic School prohibits student use of tobacco, alcohol, or any controlled substance in the entire school, gymnasium, cafeteria, and on the school grounds and functions.

Transportation

Bus Transportation

Bus transportation is available to all children attending St. Joseph School who live within the city limits but more than 1.5 miles from the school receive free bus transportation. Families who live less than 1.5 miles from the school may make arrangements with the Pekin Municipal Bus Dept. at 477-2331 for the purchase of a bus pass if they so desire.

Anyone who wishes to use this service must have contacted the school office before the first day of the new school year, upon enrollment during the school year or if transportation needs change anytime throughout the school year.

Bus Expectations

If students are passengers on school buses, they must observe all bus regulations. Bus drivers can give written transportation warnings. Discourteous, unruly conduct, yelling, and disobedience on the bus cannot and will not be tolerated. Consistent misbehavior on the school bus will result in disciplinary action. Written excuses must be presented to the office when a student is not riding the bus from the school to his/her residence; said excuses are to be signed by the parent and subject to approval by the principal. Students are expected to:

1. Be on time at the designated school bus stop.
2. Students may not ride a bus that has not been assigned to them, unless the principal has granted previous permission.
3. Be on time at the designated bus stop, at least 8-10 minutes before the scheduled time to help keep the bus on schedule.
4. Stay off the road at all times while waiting for the bus.
5. Be careful in approaching the place where the bus stops. Do not move toward the bus until it has completely stopped.
6. Board the bus in an orderly manner and sit in the seats assigned.
7. Be courteous to fellow pupils and the bus driver.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Assist in keeping the bus safe at all times. Eating or drinking is not allowed on the bus.
10. Keep books, packages, coats and all objects out of your aisle.
11. Keep hands and head inside the bus at all times after entering and until leaving the bus.
12. Do not throw anything out of the bus windows or around the inside of the bus.
13. Remain in your seat while the bus is in motion.
14. No animals are permitted on the bus.

Violation of one of the above rules will be handled in the following manner:

For the first infraction of rules: a warning will be given and a written notice to parents.

For the second: 1 day suspension from bus privileges and a written notice to parents.

For the third: 3 day suspension from bus privileges and a written notice to parents.

For the fourth: 5 day suspension from the bus privileges, written notice to parents, and phone call

For the fifth: 10 day suspension from bus privileges, written notice, phone call and parent meeting

For the sixth: 1 month suspension from bus privileges, written notice, phone call and parent meeting

For the seventh: Permanent removal from bus privileges.

Disciplinary steps may be accelerated based on the circumstances. These types of situations would apply to rules found under detention, in-school suspension, etc.

Walkers

1. Walkers are expected to conduct themselves with good behavior as they walk to and from school each day.
2. Walkers are required to cross the street if and where a crossing guard is present.
3. The principal will notify parents if a phone call is received from local residents regarding the behavior of walkers. It is the responsibility of the parents to settle such problems.
4. Students who walk home from school should leave promptly after dismissal.

5. If there is no adult crossing guard present to assist walkers, the school assumes no liability. Parents are responsible for insuring that their child arrives on and departs safely from school property.

Additional School Regulations and Operations

General School Directives

1. Students will stand and greet the pastor as a matter of courtesy and respect whenever he enters the classroom.
2. School is a place of business, the business of education. Parents and other visitors may not roam the hallways or disrupt classrooms.
3. No loitering in restrooms. Restrooms are not playrooms or conversation rooms.
4. All parents and visitors must check in at the office and sign the registry.
5. Volunteers must sign in at the office. This is for the safety of the volunteer and of the children.
6. Running in hallways, classrooms, stairs, or cafeteria is not allowed.
7. Safety is a rule at all times.

Academic Programs

Comprehensive up-to-date teaching methods cover religion, math, reading, language arts, science, social studies, Spanish, physical education, music, art, and computer literacy.

Catholic Schools' Week

The last Sunday of January begins the national celebration of Catholic Schools' Week. St. Joseph Catholic School begins the week with Mass on Sunday followed by an open house. During the week, students participate in a variety of planned activities. Notification of these activities will be sent home prior to Catholic Schools' Week.

Daily Announcements

Generally, written daily announcements are prepared each morning at the start of the school day and shared with teachers, staff, and students over the intercom system. The system may also be used for relaying announcements or emergency information throughout the school day.

Electronic Devices

Students may not use or possess electronic paging devices or two-way radios on school property at any time, unless the administration specifically grants permission. All students' cell phones and Smart Watches will be turned off and handed to the teacher at the beginning of the school day. All cell phones and Smart Watches will be secured until the end of the school day or if a student leaves school early. Communication with parent/guardians is facilitated through the school office during the school day. If the guidelines are not followed, a classroom detention will be issued and cell phone will be forwarded to the school administration, it may only be returned to a parent or legal guardian. If violation of the policy continues, the user of the device shall be subject to further disciplinary action: i.e. confiscation of device, suspension/expulsion, or other disciplinary action.

St. Joseph Catholic School – Pekin Local Policy
Adopted: 3/15/2007

Examples of other electronic devices include, but are not limited to, laptop computers, hand-held electronic games, Smart Watches, Fitbits, Jawbones, CD players, MP3 players, DVD players, AM/FM radios, iPods® and cellular telephones.

St. Joseph Catholic School is not responsible for the loss or theft of any electronic device brought to school.

E-Reader Devices

Privately owned e-reader devices are allowed at school. Devices intended to be used to play games, watch videos, or navigate the Internet are not allowed. Use of the device must adhere to the school's *Acceptable Use Policy*.

The school assumes no responsibility for the loss of, theft of or damage to any personal device. No privately owned student devices may be attached to the school's network or Internet services.

Students must obtain teacher permission before using the e-reader device in class. Students must turn off and put away the device when requested by a teacher. Students may use the device in adult supervised areas only, such as the library or classrooms with a teacher present and on the bus *with teacher, staff and/or bus driver permission*. The school may examine a student's personal device and search its contents if there is a reason to believe that the school policies, regulations, or guidelines for use of the device have been violated.

Inappropriate use or violation of *Acceptable Use Policy* on personal equipment may also result in disciplinary action. When a student misuses a device, the school may do the following, matching the severity of the school's action to the seriousness of the student's misuse of the device:

- Warn the student, verbally and/or in writing.
- Take away the device. Depending upon the offense, the school may keep the device for the rest of the school day or longer. The school may require the parents/guardians to pick up the device.
- Suspend the privilege of using the device at school.
- Deny the student the privilege of participating in extracurricular and athletic activities.
- Contact the student's parents/guardians or the police.
- Suspend or expel the student from school in accord with student discipline procedure.

Usage Examples:

- Examples of appropriate use: reading eBooks, looking up words, highlighting text.
- Examples of inappropriate use: accessing the Internet, Facebook® or YouTube®, playing games, listening to music, watching videos, sending messages or pictures not provided by the eBook publisher.

Birthday Treats

Students may bring a simple birthday treat, individually packaged treats such as: popsicles, Debbie Cakes, etc., to share with the whole class if they wish. Please make sure treats are easy for teachers and students to distribute. Please be aware of any specific allergies that other children in your child(ren)'s class may have. Birthday invitations and party invitations will only be passed out at school if all students in the class are invited.

Custody Issues

St. Joseph Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. Joseph School will provide the

non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

Daily Schedule

The normal school day begins at 8:50a.m. and concludes at 3:25p.m. Students are not to arrive before 8:15a.m. unless they will be participating in the Pre/After Care Program or if special arrangements have been made. Adult supervision is maintained from 8:15a.m. - 8:40a.m. Parents are requested not to be on the playground during this time.

Flowers and Bouquets

Special delivery of flower and balloon bouquets to students is not permitted. Any deliveries that are made will need to be picked up in the school office after 3:30p.m. Students who ride the bus will not be permitted to transport flowers and/or bouquets on the bus.

Heat Schedule

During the first two weeks of school before Labor Day, the heat schedule will be in effect at St. Joe's with early dismissal. (First week – 11:30a.m. no lunch served)

Inspection Policy

Individuals entering upon the premises of the school - whether students, employees, or guests are expected to conduct themselves in keeping with established norms for personal conduct. In order to provide students and employees with a safe and healthful environment, the administration reserves the right, in its discretion, to conduct inspections of school property and the property of students and visitors existing on the school's premises.

Included with this Policy is the right to inspect the following:

1. Lockers
2. Cloakrooms
3. Purses
4. Desks
5. Book bags, knapsacks, briefcases, athletic bags or similar carriers brought onto or existing on the school premises
6. Vehicles on school premises
7. Clothing (with appropriate safeguards for the individual's personal privacy)
8. Other property (whether school, student, visitor) existing on school premises.

Lost and Found

There is a place for lost and found articles in the cafeteria. Items with names in them will be returned to students. Only jewelry or money that has been found is brought to the office. Please have children check these areas if they have lost something. We ask parents to check these when they come for conferences. Unclaimed items will be given to charity on a regular basis.

Parental Concerns

Parents who would like to address a concern about their child must follow the following procedures:

1. The parent should first contact the teacher or adult supervisor.

2. If the parent continues to have a concern after speaking with the teacher or adult supervisor, the parent should contact the principal.
3. If the situation does not improve, the parent should call to set up a conference with the principal and teacher or adult supervisor.
4. If the situation is still not resolved, the parent should contact the Pastor.
5. The final step in the process involves a meeting with the pastor, principal and all parties involved.

Pets

Pets brought to school for “show and tell,” must first be cleared through the office. Pets, even leashed pets, should not be on the playground when students are present, especially at arrival and dismissal time.

Personal Property

Valuable items and personal property that is not necessary for the student’s learning at St. Joseph Catholic School should not be brought to school. St. Joseph Catholic School will not be responsible for lost, stolen, or damaged items belonging to students. School supplies and personal items should be labeled with the student’s name and grade.

School Safety Guidelines

1. St. Joseph Catholic School prohibits the use of tobacco in the school, gym and cafeteria, when such property is being used for any school purposes.
2. Supervision policy is specially expressed in the faculty handbook. Supervision should be maintained at all times.
3. Lunch time activity is supervised at all times by adults. Teachers and supervisors inform students of specific recess/noon time/playground rules.
4. Indoor and outdoor premises are properly maintained during inclement weather to insure the safety of children and adults.
5. Playground, school and gym equipment are periodically checked for safe performance. Playground areas for recess and noon play are checked for hazardous conditions: outdoor activities are eliminated if necessary.
6. Parents should inform the principal/teacher if there is any medical reason why their child cannot participate in gym class or in any other particular activity.
7. An emergency file is maintained in the office. Parents or guardians fill out a family card indicating who to call in an emergency.
8. If a child becomes ill or injured, parent(s) or designated persons are notified immediately.
9. Medication for students is maintained in the school office. Parents must authorize the administration and are responsible for keeping the supply renewed according to the guidelines.
10. Parents are asked to have an alternative plan for children to use in case of emergency dismissal. As requested in the Parent/Student Handbook, parents discuss this plan with their child(ren) and make appropriate arrangements in the event that a parent may not be home if an emergency occurs.
11. Fire drills are held regularly according to state and local regulations. Evacuation includes all persons from the building. Students have emergency procedures thoroughly explained to them. Drill routes are posted in each room and other areas.

12. Tornado drills are annually conducted and children prepared by word and practice. Drill routes are likewise posted. Earthquake procedures are also reviewed and posted.
13. Signed field trip permission slips are obtained for each student before a trip is taken and these are kept on file in the office.
14. All handrails, steps in corridors and stairwells are regularly checked for safety. All are encouraged to report potential hazards to the office.
15. If a student is absent, parent/guardian is asked to notify the school office by 9:00 a.m. If the parent has not called in, the school office will call the home after 9:15 a.m. to confirm absenteeism.
16. Students are not to arrive at school before 8:15 a.m. since teacher supervision is not provided until after that time.
17. Parents are required to drop students off in the morning on St. Joseph Place alongside the school. Parents are not allowed to stay parked in that area since that is where the buses unload also. In the afternoon parents may park from the center of the playground to the church on the parking lot. Cars may not be parked on St. Joseph Place next to the school. Students are not allowed to cross the street themselves. Parents must come on the lot to pick up students.
18. Children will be released from school only on the personal or written request of parent or guardian.
19. Students riding the bus are informed of rules and behavior guidelines.
20. Students are taught to never accept a ride from a stranger and to report any communication of a stranger to the office.
21. Students who ride bicycles are expected to follow Bicycle Rules of the Road and to follow the guidelines printed in the Parents/ Student Handbook.
22. Student participation in extra-curricular activities is supervised by adults who must inform parents of scheduled times for activities.
23. All school and state equipment and supplies are inventoried and stored in properly secured rooms.
24. Doors to the school building are locked at all times. You may enter the door off the parking lot to the school building. An intercom system with a buzzer will alert the secretary that you seek admittance into the building. No other doors will allow access into the school building to the general public.
25. All employees of St. Joseph Catholic School have been trained according to OSHA Blood borne Pathogen Standard. Besides being in accordance with the Exposure Control Plan, the administration provides in-service education.
26. Procedures are observed whereby pupils, staff, and volunteers may submit suggestions regarding hazardous conditions and practices.

Social

Following the directives set forth by the Youth and Parent Guide written in the light of Vatican II documents and Synod Six, St. Joseph Catholic School believes the proper treasure of childhood must be retained, and any premature acceleration into social ventures beyond a child's age capacity should be discouraged. A gradual unfolding of social relationships from the friendships of grade school through the group parties of early high school time is the proper course to follow. The school does not approve of, nor sanction dating or pairing off at the grade school level.

Student Permanent and Temporary Records

St. Joseph Catholic School maintains a permanent file on each student in the school. The student's permanent file includes name, address, date and place of birth, gender, grades, and attendance record. Temporary records maintained consist of cognitive ability test scores, achievement and aptitude test scores, special education reports, reports of disciplinary actions, and reading curriculum progress charts. These records are reviewed and updated yearly.

Parents or legal guardians of students have the right to inspect, copy, or challenge the student's permanent file or temporary records. Student records are maintained at the school office. In the case of divorce or separation, either parents or legal guardians may have access to student records unless a court order specifically prevents this and is on file in the school office. Upon completion of the examination, a form will be signed indicating that such a review has taken place.

Neither the permanent file nor temporary records of students will be released to persons or agencies outside St. Joseph School without the written consent of the parent or legal guardian or through action necessitated by a legal subpoena. Permanent records will be forwarded within 10 days of any student transferring from St. Joseph Catholic School.

If St. Joseph Catholic School should ever be permanently closed, student permanent records will be stored at the St. Joseph Roman Catholic Congregation parish offices.

Telephone Calls

The school telephone is for business use only. Only in case of an emergency (illness, etc.) may children use the phone. The school phone may be used with the permission of the office personnel. Teachers and/or students are not to be on cell phones during the school day.

Use of School and Parish Facilities

Individuals or groups who wish to use any part of the school or parish facilities, including the cafeteria and gymnasium, must have obtained approval for this usage with the school and parish offices. This includes, but is not limited to, all athletic groups, scouts, organizations, individual or teams practicing, and families. Liability insurance and effective scheduling of the facilities make this necessary. Individuals and groups in violation of this regulation will be asked to leave immediately. The school secretary can be reached at 347-7194 or the parish office at 347-6108.

Visitors, Volunteers, and Parents

Visitors, volunteers, and parents must first report to the school office and *sign in* the school registry. A visitor's identity tag will be issued while in the building. Visitors must then *sign out* in the school registry. Not only does this help provide safety for students and school personnel, but also provides important information needed in case of fire, tornado, or other emergencies.

Diocesan mandates will be followed regarding volunteers, parents, and visitors who regularly participate in activities within the school building throughout the school year.

Water Bottles

Water bottles containing only water are permitted at the classroom teacher's discretion.

St. Joseph Catholic School Volunteer Guidelines and Opportunities (Time, Talent & Treasure)

All volunteers must complete the three-step process to work with children in the Diocese of Peoria: 1) a background check by the Department of Children and Family Services; 2) a fingerprint check by the Illinois State Police; 3) attendance at a Safe Environment session held by the schools 4) Safe Driving Videos.

Diocesan Mandates

All volunteers at St. Joseph Catholic School must comply with mandates as set forth by the Diocese of Peoria, including a criminal background check, fingerprinting, and documented attendance at a Safe Environment Program workshop and completion of the Drive Safe Modules. These mandates are important: (1) to protect young people; (2) to protect the volunteer; and (3) to protect the school from liability. Anyone interested in volunteering who has not yet met these mandates should contact the school office for further information.

Volunteer Activities

Volunteer activities are available in principal office and are mandatory at St. Joseph Catholic School.

Volunteer Rights

As a volunteer you have the right to:

1. be welcomed as a valued member of our community;
2. be assigned to a volunteer area where you feel comfortable and confident;
3. the respect of our community;
4. receive necessary information;
5. have your questions answered clearly and promptly;
6. make suggestions to the professional staff;
7. volunteer as long as you and the Administration agree

Volunteer Responsibilities

As a volunteer, you are responsible for:

1. arriving on time and staying for the agreed-upon time;
2. notifying the appropriate persons if you are going to be absent or tardy;
3. performing your tasks to the best of your ability;
4. understanding that the Administration values your service, but may not always be able to honor your preferences for days, times and places of service;
5. keeping young people under your supervision safe and appropriately occupied;
6. notifying your supervising faculty or staff member or the Administration about unsafe condition or issues causing you concern;
7. supporting the teachings of the Catholic Church and living in accordance with those teachings;
8. supporting the authority of teachers, staff, and the Administration;
9. upholding school rules;

10. keeping confidential information that you have garnered during your volunteer service that is private to students and/or their families;
11. promptly making known the confidences of young persons that involve issues of health, life, and/or safety.

The following responsibilities are referenced from the Catholic Diocese of Peoria's Volunteers Code of Conduct (4/7/03):

"As a volunteer, I will:

- refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the Administration;
- refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the Administration;
- cooperate fully in any investigation of abuse of children and/or youth.

"As a volunteer, I will not:

- smoke or use tobacco products in the presence of children and/or youth.
- use, possess, or be under the influence of alcohol at any time while volunteering;
- use, possess, or be under the influence of illegal drugs at any time;
- pose any health risk to children and/or youth (i.e., no fevers or contagious situations);
- strike, spank, shake, or slap children and/or youth;
- humiliate, ridicule, threaten, or degrade children and/or youth;
- touch a child and/or youth in a sexual or other inappropriate manner;
- use any discipline that frightens or humiliates children and/or youth;
- use profanity in the presence of children and/or youth.

Field Trips

Volunteers who serve as chaperones on field trips should note the following:

1. All school rules are in force, unless the Administration has explicitly stated otherwise.
2. Chaperones are to stay with their assigned groups.
3. Supervision is both mental and physical. Be sure that your attention is always on the young people you have been assigned to supervise.
4. If your own school-aged child is on the trip, he or she must not be treated any differently than any other child.
5. Children of volunteers who are not currently enrolled in St. Joseph School will not be allowed to accompany volunteers on field trips.
6. Volunteers' first responsibility is the safety of the students.

Health and Safety

Any student reporting illness or injury should be referred to the supervising faculty or staff member immediately. If there is no other adult in proximity, use the closest intercom phone to contact the school office (list of intercom phone numbers is posted next to phone). In an emergency, bring the student to the office immediately. Although St. Joseph Catholic School does not have a nurse on staff, office personnel will assess the student and contact parents/guardians. Procedures will be followed as noted in the Parent-Student Handbook.

Emergency Procedures

Fire:

1. Close classroom doors, outside doors, and any fire doors that may be open.
 2. Do close any windows that may be open.
 3. Students walk silently in an orderly single line.
 4. Exit following directions posted in the classroom.
 5. Once outside, students join their homeroom teacher who checks attendance.
 6. Stay in designated spot in silence until signaled to return to building.

Tornado/Disaster:

1. Students walk silently in an orderly single line.
2. Exit, following directions posted in classroom for Tornado/Disaster drills.
3. Students join their homeroom teacher who checks attendance.
4. Take a position of sitting with hands covering head until signal is given for release.
5. Return to classroom quietly.

Earthquake:

1. Drop, cover head immediately.
2. Crawl under desk or nearest table.
3. Listen for further instructions.

Threat on campus:

1. Coded announcement will be given.
2. Close and lock all classroom doors.
3. Move away from windows.
4. Remain in the classroom until otherwise notified.
5. Do not let any student leave the room.
6. Notify the office if a student is missing.

Child Abuse Laws and Reporting

School personnel and volunteers are mandatory reporters in the State of Illinois and therefore, if abuse is suspected, it is the volunteer's responsibility to report the abuse. It should be noted that volunteers are the reporting agents, not the screening agents; thus, it is not appropriate for volunteers to conduct investigations to determine the truth or falsity of the suspicion. Volunteers who make child abuse reports must notify the Principal immediately that they are making a report.

Loyalty to the Church and School

When you are a volunteer, you are a representative of the Church and the school. You are expected to support the directions given by the staff and the Administration. If you disagree with policy, the Administration will be happy to hear your concerns and discuss them with you. Since you are serving in a Catholic school, you are expected to support the Administration and the teachings of the Catholic Church, and to live in a manner consistent with that support. Diocesan Policies, (C-401, C-402). Volunteers should be familiar with these diocesan policies regarding bullying and harassment. They may be accessed at the diocesan website, www.cdop.org, under the "Office of Catholic Schools" link.

Confidentiality

In the course of your volunteer work, you may learn confidential information about young people and faculty/staff. You are expected to keep this information confidential in any setting inside or outside the school, just as you would

want your own privacy rights respected. However, information about a student who intends to harm self/others or is reporting physical/sexual abuse must be reported to the Principal immediately. This information must be shared and not kept confidential.

Supervision of Volunteers

The Administration is responsible for the total school operation; thus, they supervise or may delegate supervision of all who serve in any capacity in this volunteer ministry.

Procedures

School Hours: Grades K-8 are in class from 8:50 a.m. to 3:20 p.m.

Office Hours: The school office is open from 8:00 a.m. to 4:00 p.m.

Sign-In/Out: Volunteers are asked to sign-in and sign-out in the visitor's notebook located in the school office.

Nametags are located inside the office, or volunteers may use the disposable nametags located next to the visitors' logbook.

Volunteer Dress: Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of St. Joseph Catholic School and wear modest clothing while working in the school or during school activities.

Inclement Weather: If it should be necessary to close school because of weather conditions, an announcement will be made over television (WMBD and WEEK) and by the telephone communication system (School Reach).

Right to Amend

St. Joseph Catholic School reserves the right to amend this Volunteer Handbook. Volunteers will be notified promptly of any changes.

"VOLUNTEER OPPORTUNITIES"

Volunteer Code: **S**-School/Church Volunteer **H**-Home Volunteer **E**-Evening/Weekend

Alumni Coordinator - Organizes our alumni data base and completes mailings to our alumni for Annual Drive. (H, E)

Book Fair – Assists Mrs. King in the book fair with setup, sales and clean up. (S, E)

Box Top Coordinator & Helpers– Collects and redeems labels from "Box Tops for Education" to raise money for school library. (H, E)

Campbell Soup Label Coordinator & Helpers – Collects and redeems labels from Campbell Soup cans to raise money. (H, E)

Carnival Chair – Sponsored by Parents' Club; Organizes and works at school carnival that occurs yearly with themes and games, decorations, bake sale, and prize booth. (S, H, E)

Carnival Helpers – Assists in set-up, working and clean-up from the school carnival that occurs in February. (S, E)

Chaperone – Escorts students on class field trips or assists room parents with a class party or event. (S)

Christmas/Spring Fling Program – Assists classroom teacher with program entertainment for grade level requested. (S)

Classroom Helpers – Assists teachers in the classroom with everyday activities or special projects. (S)

Classroom Parties – Attends classroom parties to help room parents. (S)

Coaches – Instructing students in a particular sport or activity. Coach will be in charge of supervision, developmental and spiritual guidance within the sport/activity. (S, E)

Coke Rewards – Supports the school by logging all Coke Rewards into the website. (S, H, E)

Confirmation Reception – Sponsored by Parents' Club; Organizing and seeking volunteers to help with the Confirmation reception. (H, E)

Education Commission – Appointed member who advises pastor and principal on educational matters. Meetings are held every other month on the third Thursday. (E)

Extra-Curricular Committee – Supports coaches and teams representing St. Joseph School. (E)

Extra-Curricular Concession Stand Helpers – Sales, setup and clean-up of admission tickets and concession during athletic/educational events. (E)

Extra-Curricular Concession Stand Coordinator – Orders concession stand items. (H, E)

Extra-Curricular Gate Workers - Sales, setup and clean-up of admission during athletic/educational events. (E)

Extra-Curricular Score Table Workers – Setup, working and clean-up during athletic/educational events. (E)

Fun Day Helpers – Assists with supervision and activities for Fun Day. (S)

Grant Writer – Researches, writes and applies for educational grants that are available for parochial grade schools and approved by the Administration. (H, E)

Graphic Artist/Designer – Creates art work and designs brochures, posters and flyers for school or parish. (H, E)

Guest Speaker or Career Day Speaker – Speaks to a class or entire school. (S)

Head Room Mother – Coordinates classroom parties and activities. (S, H, E)

Heart of St. Joseph School Chair & Volunteer for Committee– Assists or organizes school-wide fundraiser held each school year. (S, H, E)

Library Helpers – Assists the school librarian. (S)

Mailings – Helps copy, sort and address large mailing for the school. (S, H, E)

Market Day Chair – Coordinates Market Day Fundraiser and assists with delivery of Market Day on the first Saturday of each month. (S, H, E)

Market Day Workers – Help with delivery of Market Day on the first Saturday of each month. (S, E)

Marketing Helpers - Assist the school and/or parish in creating marketing material. (H, E)

New Family Mentor – Sponsored by the Parents' Club; contact families new to St. Joseph School before school starts (or when family transfers to school) and throughout the school year to welcome/mentor new family and answer any questions. (S, H, E)

Office Helpers – Supports the school secretary and principal with special mailings, handouts and other office duties. (S)

Painters – Willing to do painting projects around school and church. (E)

Parent's Club – Supports students, faculty and staff by fundraising and planning various school events. (S, E)

Parents' Club Officers – Supports the school financially and spiritually by leading families to be involved with their child(ren)'s schooling. (S, H, E)

Pizza Fundraiser Chair – Organizing and seeking volunteers to raise money for the school through selling/making pizzas. (Jan/Feb) (S, E, H)

Pizza Fundraiser Helpers – Sponsored by Parents' Club; Assist in the delivery of pizzas in February. (S, E)

Playground Helper– Assists Mrs. King in monitoring the lunch recess periods. (S)

Santa Breakfast – Baking and serving breakfast at Breakfast with Santa on a Saturday morning in early December. (E)

Santa Breakfast Chair – Sponsored by Parents' Club; Organizing and contacting families to set up the Breakfast with Santa on a Saturday morning in early December. (E)

SCRIP – Sponsored by Parents' Club; collecting, ordering and distributing SCRIP to St. Joseph families. (S)

Teacher Appreciation Chair & Helpers – Sponsored by Parents’ Club; Provides special treats and meals for the faculty and staff throughout the year. (H, E)

Trunk-R-Treat – Sponsored by Parents’ Club; organizing and seeking volunteers to host a family night activity for the school. (H, E)

Uniform Sweatshirt Chair & Helpers – Organizing, ordering and assisting in uniform distribution of sweatshirts at registration and in November for St. Joseph families. (S, H, E)

Walk-a-Thon – Assist in supervision and donations for school Walking in the Footsteps of Jesus. (S)

St. Joseph Catholic School Support

Extra-Curricular Committee

The St. Joseph Extra-Curricular Committee exists for the purpose of providing funds for and animation of extra-curricular activities of St. Joseph School. The committee will manage the operations of the SJS extra-curricular programs. These programs consist of, but are not limited to, the following activities: cross-country, baseball/softball, basketball, cheerleading, volleyball, track, choir, band, scholastic bowl, etc.

Education Commission

The Education Commission is an advisory committee, appointed by the pastor, which promotes the participation of St. Joseph Parish in the educational mission of the Church. The purpose is to encourage dialogue between the pastor and the members of the parish and recommend to the administration educational policy for the school.

Parents’ Club Committee

The Parents’ Club Committee provides extensive support for the school through fundraising, serving as room parents, sponsoring the school carnival, teacher appreciation, and many other activities. Meetings are open and are held monthly during the school year.

Support Staff

The school secretary, classroom/tutoring/reading assistants, substitute teachers, cafeteria personnel, maintenance personnel, parish secretaries, bus drivers, playground supervisors, and school volunteers provide immeasurable services in the effective operation of the school.

All support staff members who engage in activities with the students of St. Joseph Catholic School are required to comply with the philosophy and policies of St. Joseph Catholic School and with diocesan mandates.

CCD Coordinator

The CCD Coordinator works closely with the pastor and the principal in coordinating the parish sacramental programs. The coordinator is also in charge of the parish CCD program.

Faculty and Staff 2016-2017

Pastor

Fr. Michael Andrejek

Assistant Pastor

Fr. Anthony Mutio

Principal

Mrs. Shannon Rogers

Secretary

Miss Ally Finger

Kindergarten

Mrs. Sue Coyer

1st Grade

Mrs. Tracie McConnell

2nd Grade

Miss Debbie Oberle

3rd Grade

Mrs. Kim Terry

4th Grade

Miss Moriah Millburg

5th Grade

Miss Katie Bogner

6th Grade

Miss Joella Scott

7th Grade

Miss Joan Moore

8th Grade

Mrs. Krista Dare

Band

Mr. Gregory Zobac

Computer

Mr. Steve Dare

Music

Mrs. Nicole Ferree

Physical Education

Mr. Zac Myers

Resource

Mrs. Mary Smith

Spanish

Preschool Director

Mrs. Debbie Bruner

Preschool Assistants

Mrs. Christy Bresnahan, Mrs. Stacy Campbell, Mrs. Sue Culp, Mrs. Whende Rueschhoff

Student Support
Library
Cafeteria
Custodians
Pre/After Care

Mrs. Valerie Dickson, Mrs. Stacey Palka, Mrs. Cora Smith
Mrs. Pam King
Mrs. Toni Burks, Mrs. Christine Hawkinson
Mr. Brandon Dash, Mr. Billy Reay
Mrs. Pam King

All classroom teachers in the K-8 setting, computer, physical education, Spanish and music department have a minimum of a baccalaureate degree, are state certified and are certified in their specific subject area.

ST. JOSEPH CATHOLIC SCHOOL

Preschool – 8th
300 South 6th Street
Pekin, Illinois

Parent/Guardian Verification Form 2016-2017

Because of the importance of parents/ guardians reading and understanding the contents of this Parent/Student Handbook, and pertinent information regarding publicity, we ask that you sign this page, tear it out and return it to the school office by Friday, August 26, 2016. Thank you.

We have read this book with my child(ren) and have reviewed the contents and agree to be governed by the **Parent/Student Handbook**, the **Diocesan Athletic Handbook** (if applicable) and **the Volunteer Handbook** (if applicable) and agree to abide by all its policies & guidelines during the 2016-2017 school year and understand that in all situations Diocesan policies supersede local policies.

Student Name(s) and Grade(s) - Please print

Required

Parent/Guardian Signature _____

Parent/Guardian Signature _____

Date _____