



**St. Joseph  
Catholic School  
Pre K-8**

**PARENT/STUDENT  
HANDBOOK  
2020-2021**

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**Parent-Student Handbook 2020-2021**

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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 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

### Spiritual Development

<p><b>Goal #1:</b></p> <p><b>By 2022 all teachers, students and families will show improvement in the area of spiritual growth by measure of school survey.</b></p>					
Action Steps	Timeframe	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.	2020-2022	classroom teachers	Ongoing evaluation of resources	none	none
Provide spiritual development for the staff-retreats, spiritual direction, prayer circle, etc.	2020-2021	all staff	Yearly	\$500.00	Professional Development (School Budget)
Do a crosswalk of religion curriculum at all grade levels and align to NCEA and Diocesan standards.	2020-2021	classroom teachers principal	Fall 2020	none	none

Implement new practices to provide families and students with spiritual development by implementing additions to principal newsletter, providing guest speakers : clergy , take home kits	2020-2022	Principal Pastor Teachers	Spring 2022	\$500	Classroom Supplies (School Budget)
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**Category: Academic Excellence**

<b>Goal #1:</b> By 2021- 2022 school year all teachers will implement Diocese Math Curriculum resulting in our student population making a 3% growth in math application at all grade levels the MAP assessment using the 2020-2021 results as a baseline.					
Action Steps	Timeframe	Person(s) or Group Responsible	Projected Completion Date	Estimated Cost	Funding Source
Focus on grade level standards with attention to alignment from grade to grade	2019-2021	classroom teachers	Fall 2021	none	
Provide staff development during staff meetings in the area of Math instruction. Using Eureka Math Study Guides	2019-2021	classroom teachers	Ongoing	none	
Align curriculum across grade levels using current math series and investigating Eureka Math	2019-2021	classroom teachers	Fall 2021	Eureka Math Workshops	Professional Development (School Budget)
Pilot group for Eureka Math program time provided to understand curriculum and lessons. Discussions to support collaborative learning.	2020	principal, classroom teachers	Summer 2020		Professional Development (School Budget)

**Category: Academic Excellence**

<p><b>Goal #2</b> By the 2021-2022 school year all teachers will engage students using technology in the classroom resulting in our student population being to use school programs fluently.</p>						
<b>Action Steps</b>	<b>Timeframe</b>	<b>Person(s) or Group Responsible</b>	<b>Projected Completion Date</b>	<b>Estimated Cost</b>	<b>Funding Source</b>	
Provide Chromebooks for all students K-8	2019	principal	Fall 2020	\$15,000	Capital Expenditures (School Budget)	Fall 2020
Provide staff development throughout the school year, on valuable ways to use technology in the classroom.	2019-2021	classroom teachers	Ongoing	\$4,800	Title Money (School)	Fall 2022
Research best practices for technology in the classroom.	2019-2021	classroom teachers	Fall 2021	none		On-going

**Academic Excellence**

<p><b>Goal #3:</b> By 2021- 2022 school year all teachers will improve instructional practices in the area of English/Language Arts resulting in our student population making a 3% growth in Reading at all grade levels on the MAP assessment. Using the 2020-2021 Map assessment results as a baseline.</p>						
<b>Action Steps</b>	<b>Timeframe</b>	<b>Person(s) or Group Responsible</b>	<b>Projected Completion Date</b>	<b>Estimated Cost</b>	<b>Funding Source</b>	
Provide staff development during staff meetings in the area of ELA instruction	2019-2021	classroom teachers	Ongoing	none		
Align curriculum across grade levels using current ELA standards	2019-2021	classroom teachers	Spring 2021	none		
Research classroom materials needed to support current ELA standards	2019-2021	classroom teachers principal	Spring 2022	Purchases made when areas of need arise	Classroom Supplies ( School Budget)	

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 worship
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 with an assignment notebook as needed per teacher preference as well as 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 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)
  - c. A list of any medical conditions affecting students (asthma, diabetes, etc.)
  - d. List of any allergies or allergic reactions to medications
  - e. List of medications the student/minor is taking
  - f. Date of the student/minor's most recent tetanus shot
  - g. Student/minor's health insurance provider (company and contact info)
  - h. Any other pertinent medical information
4. 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
5. 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.
6. 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.
7. 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
8. 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 homework becomes too difficult to complete please write a note on the assignment and return to school.

### **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 and English) plus a minimum of an S or C on the three other subjects (art, music, and P.E.). (Spanish P equals an A and F an F). 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. Students are 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 throughout 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 a 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 5 - 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 5-8**

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 the 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 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. Measurement of Academic Progress (MAP) is administered to students in grades Kindergarten through Eighth grade during the months of September, January and April. Family vacations scheduled during these testing times are highly discouraged. Results of the tests are shared with the parents on or before required teacher-parent fall conferences. The assessments will be a component used in determination of tiered intervention for reading and math improvement.

The diocesan faith assessment (ACRE) is given to students in 8th grade during January. The results of these tests are studied by the principal and the faculty and used in planning curriculum and instruction.

Dibels reading and math assessments will be available for grades K-2.

8th graders will take the Pekin Community High School freshman placement test if they plan to attend PCHS.

## Academic Recognition and Awards

### **American Legion Award**

To give recognition through the award of American Legion Medals to the boy and girl in 8<sup>th</sup> 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 8<sup>th</sup> 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 recognize one boy and girl in 8<sup>th</sup> 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 8<sup>th</sup> 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 8<sup>th</sup> 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 8<sup>th</sup> 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 8<sup>th</sup> grade students.

### **Y.W.C.A. Recognition Award**

Honor an 8<sup>th</sup> 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) : State of Illinois Requirements : 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 1st 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 by

- Birth Certificate
- Baptismal Certificate (if Catholic)
- Previous school transcript(s) and copy of standardized test scores (if transferring from another school)
- Letter of confirmation of registration/participation from home parish (if Catholic)
- \$75.00 non-refundable application fee
- Proof of medical exam and record of immunizations must be submitted by all new students before school begins. Additional medical/dental/vision exam requirements apply for certain grade levels.

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.

As part of the admission process, families agree to maintain a commitment to the mission, goals, and religious values of St. Joseph Catholic School through support of the policies outlined in the parent-student handbook. Students transferring to St. Joseph Catholic School from other schools will undergo a screening process to ensure that the student's previous record and reason for transfer are consistent with St. Joseph Catholic School's mission and goals. Transferring students must have a record free of major disciplinary incidents (e.g. suspension, expulsion, major infractions of school rules). In addition, if the information gathered indicates that St. Joseph Catholic School does not have the educational program to best serve the academic, behavioral, or social/emotional needs of the student, the student will not be accepted for admission. Every Catholic is expected to join their parish community at Mass each Sunday and Holy Day to give thanks and praise to God.

Admissions will be determined on the basis of the following criteria:

- a. Children of active parishioners; this includes siblings currently enrolled, children reaching school 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.

. 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 considered and admissions will be determined by the school's adequacy to meet the needs of the student.

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).

### **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. Readmission is not automatic.
7. The admission and placement of a student, transferring to St. Joseph School from another school or from a homeschool 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.

### **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 **\$4,210** per student. If you have two children in the school, the parish subsidizes **\$10,470** of your cost; three children **\$16,770**.)

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 at St. Joseph School Cost Covered by Parish Parent cost for 2020-2021**

	<u>1 Child</u>	<u>2nd Child</u>	<u>3rd Child</u>
Cost per Student at St. Joseph School	\$ 7,750	\$ 15,500	\$ 23,250
Cost covered by Parish	<u>(4,210)</u>	<u>(10,470)</u>	<u>(16,770)</u>
Parent cost for 2020-2021	\$ 3,540	\$ 5,030	\$ 6,480

10 Month Pay	11th Month Pay
\$354/ Month	\$322/Month
\$149/ Month	\$136/ Month
\$145/Month	\$132/Month

**Tuition Payment Plans**

1. One Annual Payment due August 2020
2. Two Equal Payments due August 2020 and January 2021
3. Ten Monthly Payments due August 2020 through May 2021
4. Eleven Monthly Payments due July 2020 through May 2021

***All registration and tuition payments must be set-up through FACTS which is located under Financial in Parents Web: payments may be made using a credit card with additional fees***

**Registration: Time, Talent, Treasure:**

**\$75 per student (non-refundable) - paid in FACTS**

**\$150 per student (non-refundable) if paid after April 30<sup>th</sup>.**

**20 Volunteer Hours per family per year or Buy Out of \$20 per hour**

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

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

**Scholarship Request Information**

1. Online Enrollment must be accepted.
2. Parents must complete and submit the FACTS Grant & Aid Application form online at [www.factstuitionaid.com](http://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 FACTS billing set up during registration. A \$30.00 return fee will be applied only on the first attempt if NSF. If a check is issued and returned from the bank a \$20.00 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 1<sup>st</sup> 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 preschool; 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 received the immunizations, and present proof of the 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

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. 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 Dioceses Policy A-421 AR-OCS**

Parent Cooperation as a Condition of Enrollment The education of a student is a partnership between the parent/guardian and the school. The parent/guardian is expected to support the decisions of the people hired to administer the school and/or the diocesan system of schools. Just as a parent/guardian has the right to withdraw a child if desired, the administration reserves the right to require the withdrawal of a student if the administration determines that the partnership with the parent/guardian is irretrievably broken.

As partners in the educational process at St. Joseph Parish School we ask parents to set rules, times, and limits so that your child:

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is Dressed according to the school dress code
- Completes assignments on time
- Has lunch money or nutritional sack lunch every day
- Parents are to report to the school office prior to meeting with a teacher before, during, or after school.
- To actively participate in school activities such as Parent-Teacher Conferences
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- To notify the school when the student has been absent or tardy
- To notify the school office of any changes of address or important phone numbers
- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student's well- being, safety, and health
- To complete & return to school any requested information promptly
- To read school notes and newsletters and to show interest in the student's total education
- To support the religious and educational goals of the school
- To support and cooperate with the discipline policy of the school
- To treat teachers with respect and courtesy in discussing student problems

### **Parents Responsibility using Social Media**

St. Joseph 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 and help shape the way our school is perceived in the community via interaction in social media. The following guidelines are provided to help make appropriate decisions about utilizing various forms of social media.

- Facebook pages and Websites created independently and not administered by a school employee or parish member may not use the words **St. Joseph School, St. Joseph Catholic School, SJS** in any manner.
- Social media sites using the St. Joseph School name or abbreviation may not be created without permission.

Classroom Facebook pages must have a school employee as the administrator of the page.

- Under no circumstances should offensive comments be made about students, teachers, other parents, staff or the school in general. Derogatory comments are prohibited and will be dealt with by the pastor.
- Do not use any school logo or image without permission.
- Never discuss sensitive school matters using social media in a private or public forum..



- On-line posting and conversations are not private. Do not share confidential information, internal school discussions or specific information about students, staff, or other parents. Everyone is personally responsible for the content they post, share or respond to on-line.

## **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. Only a school employee may open and close the gates during arrival and dismissal. Students will be dropped off and alongside the sidewalk on the 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. Parents are allowed to park in the school parking lot after gates are open and wait for students to be dismissed, please park out of the way of the bus pick up area. If a parent needs to stop and exit their car, they shall use the SOUTHside 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 3:20pm. 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 from 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 for more than one day. 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 72 hours symptom free before returning to school. To return earlier parents must provide a note from a doctor stating the student is safe to attend school.

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. This will be determined by the school administration.

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 traveling out of state a time of quarantine may be required before returning to school. 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 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.

When parents notify the school office of an absence they can request your child's homework if contacted at 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. 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.

### **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 a 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 a 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 a 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 a third truancy notice to parents.
- \*The Case Manager will put student on caseload (if not already on caseload).*

**Truancy Hearing** (last formal step for the ROE)

1. If a 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. The Regional Superintendent sends out a hearing notice to parents.
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 State's 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 a caseworker puts a student on a 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 Catholic School believes that family is of prime importance. Families 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 an 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 homelike 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.

St. Joseph Catholic School and Tazewell County Health Department have joined together to enhance our Pre/After Care Program by providing tutoring, life skill lessons, fun days/holiday camps and summer camps.

### **Procedure**

Hours of the program will be from 7:00 a.m. to 6:00 p.m. daily. Rates are \$8.00 morning only, \$9.00 afternoon only, \$17.00 morning and afternoon per day, \$17.00 early dismissal afternoons, and \$27.00 full day. Fees are paid a week in advance. An additional fee of \$1.00 per minute is assessed for those who are late. All fees need to be closed out before the end of the school year or there will be a fine assessed of \$50.00. The before and after care may be held at Washington Intermediate School depending on student participation any school year. Students are provided bus transportation from Before care to school and to After care from school. The before care program is available at 7:00 a.m. till 8:15am when students are released to begin the school day. The after-care program begins at 3:30 p.m. Parents/guardians or authorized individuals must sign students out of the program and pick them up 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.

## **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 noncustodial 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 in any way including social media 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.

St. Joseph School has the right, but not the duty, to inspect, review or retain electronic communication created, sent, displayed or received that includes reference to St. Joseph School. The Principal and Pastor are hereby granted the authority to create additional administrative regulations, procedures and rules to carry out the purpose of this Social Media Policy. Use of the St. Joseph School name, SJS and/or logo by any unauthorized persons is prohibited.

## **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 a 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 wholehearted 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 disciplinary reasons, that child must be placed somewhere in the 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 non-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 extracurricular 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 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 disciplinary reasons, that child must be placed somewhere in the 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, 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.

4/23/18

### **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/canonical 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/canonical 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 anytime 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.

D-150  
AR-OCS

In the event that a student is in possession of and/or uses a weapon or look alike weapon, the following procedures shall be implemented:

1. The weapon shall be immediately confiscated by the school administration. Proper discretion shall be used in confiscating weapons from students, taking into consideration such factors as the age of the student, the circumstances surrounding the event, and the potential danger posed by the student. If there is any potential risk to the safety of students and/or staff, school authorities shall call 911 and wait for law enforcement officers to disarm the student.
2. The Superintendent of Schools shall be contacted promptly and informed about the situation. The Superintendent will discuss the required procedures to be followed.
3. The student shall be immediately suspended pending the completion of an administrative review of the events.
4. The student's parents or guardians will be notified of the incident and asked to come to the school to remove their student from the building.
5. The police will be contacted, and the weapon turned over to their custody. Depending upon the nature of the incident, criminal charges may be filed.
6. The principal will conduct a complete investigation into the incident. All involved parties shall be interviewed and any pertinent information shall be documented in writing.
7. A meeting will be held with the principal, pastor/canonical pastor, student, and parents. If the principal's investigation verified that the student possessed and/or used a weapon or look alike weapon, the student shall be expelled from school.
8. In the event of mitigating circumstances, the pastor/canonical pastor may elect a disciplinary action other than an expulsion, especially for students in Gr. K-3. The pastor/canonical pastor may consider circumstances such as:
  - Is the violation merely technical in nature (e.g. squirt guns)?
  - Was the weapon displayed or used in a threatening manner?
  - Has the weapon caused any harm, injury, destruction, or damage?
  - Is the weapon commonly used by people for purposes other than use as a weapon (e.g. table knife)?
  - Did verbal threats precede the possession of the weapon?
  - Does the student have a prior disciplinary record of physical violence, aggression, causing injury or damage, and/or making threats to others?
9. The decision of the pastor/canonical pastor shall be final (cf. D-114). Any appeal of the decision must be submitted in writing directly to the Superintendent of Schools. A review of the decision will only consider whether it violates the applicable policy.
10. Parents may withdraw their child from the school at any point during the process. If the decision is made to withdraw, the official transfer form shall indicate that the student is not in good standing due to a pending disciplinary action.
11. If a student who has been expelled for a weapons violation applies for readmission in a subsequent school year, the school shall require an assessment by a mental health professional and/or professional counseling prior to reinstatement.
12. Upon advance written approval from the principal, a student, or school visitor may possess a weapon and/or look alike for the following reasons:
  - Possession and/or use is required as part of an authorized class or course
  - Possession is part of an authorized school and/or class display or presentation
  - Possession and/or use is part of an official ceremony (e.g. honor guards, Knights of Columbus, etc.)
  - Possession is authorized as a stage prop
  - Possession and/or use is part of an authorized interscholastic sports activity.

Prior to granting such approval, the principal shall require a written outline documenting how student safety will be guarded throughout the duration of the project, display, presentation, or activity.

Review 7/17

### **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 any incident seriously, 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 on 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 on 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, an 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 the 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 electrical 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 hairstyle
- 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 worn appropriately and not interfere with the classroom environment. All colors and patterns are allowed (this includes all bobby pins, ponytail holders, headbands, etc.) If an adult in the building asks for the student to remove the item. The student is to comply and not return to school wearing that item again.

#### **Shoes**

- Solid brown or black dress shoes must be worn during the school day
- Athletic shoes may be worn if they are **all black**
- 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

#### **Makeup/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, JCPenney, 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).

### **Free Dress Days**

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 dresses are not acceptable. Anything that would be deemed immodest will not be allowed for the school uniform and/or for free dress days. Clothing with holes or tears are not appropriate. 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 one is owned by the school.
- 2) Students may not copy commercial software for which neither the school nor the student has a 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.
- 5) **Students may not use cell phones at school without explicit permission from their teachers. Phones may be permitted by teachers for class projects, research, and online school programs.**

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 Website.

## **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 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 addresses 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 4<sup>th</sup> – 8<sup>th</sup> 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 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.

**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.

Volunteers support 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 the 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 ensure 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 tornadoes, 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 headcount 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 dismissed 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.
5. St. Joseph School will have the option for E-Learning days, these learning days will allow students to access work for students to complete on inclement weather school closing days. Parents will access RenWeb and view the teachers lesson plans for that day. E-Learning days count as an attendance day. Any work not completed will need to be turned in with the same procedures as student absence.

Notification will be made through these television stations: WHOI (19), WMBD (31), and WEEK (25). The automated telephone *RenWeb* 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 impassable. 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 *RenWeb* 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 teachers.

St. Joseph Catholic School is in compliance with all federal and state nondiscrimination 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 nondiscrimination 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 extracurricular programs. The school will attempt to provide equal sports opportunities for both boys and girls. Students may participate in extracurricular 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 extracurricular activities, and the principal will have the authority to take the necessary action after consideration of the facts.

Participation in extracurricular 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 extracurricular 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 extracurricular 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 extracurricular 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.

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 Grade</u>	
Art Club	K-8
Band	4-8
Baseball	5-8
Softball	5-8 (girls only)
*Basketball	5-8
Cheerleading	7th & 8th girls only
Mass Choir	4-8
Cross-country	5-8
Declamation	5-8
Lego League	K-5
Scholastic Bowl	5-8
Softball	5-8
Student Council	7-8
Track	5-8
*Volleyball	5-8 (girls only)

\*4th grade may be added to these sports only, at the discretion of the Principal and Athletic Director.

### **Guidelines for Student Participation**

Students may participate in athletic and/or extracurricular 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 (must have proof on file with school office)
4. Students must have paid the activity fee before the first practice 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, the student/parent code of conduct with parent/guardian signature and the Concussion Form with signatures
6. Students will have an acceptable attitude
7. As of the 2020-21 school year, a student who transfers after the first day of practice in a given activity will be allowed to join the team for his or her new school only if he/she did not try out, practice, or participate in a contest for the previous school. They would still need to sit 11 days before participating in a contest for the new school.

### **Code of Conduct**

Student-Athletes are expected to model appropriate Christian behavior at all times. They must also achieve academically the standards set forth by the IESA, or school, depending on the activity.

Only Full-Time Students enrolled at St. Joseph School will be allowed to participate in school extracurricular activities. Please note, St. Joseph Church CCD students may be allowed to participate in Girls Basketball, Boys Basketball & Volleyball for any 5<sup>th</sup> or 6<sup>th</sup> grade level team. This would happen only if there are not enough full-time St. Joseph School students to meet a set number of participants (as set by the Athletic Director & Principal) to form a team.

There are two types of conduct detrimental to participation in extracurricular activities here are St. Joseph. The first conduct would be when a student-athlete receives a Technical Foul. This type of action is when a referee assesses a technical foul due to the play of the student-athlete, be it verbal or physical. The second type of conduct would be Ejection. This occurs when a student athlete is deemed ineligible to play by the referee for actions detrimental to the play of the game. This can also happen when a technical is assessed and is the last foul an athlete has, which disqualifies the student from competition.

Any student-athlete who receives a technical foul will have the following steps taken:

- First Offense Will receive a one-game suspension from the sport the violation took place.
- Second Offense Will receive a three-game suspension from the sport the violation took place.
- Third Offense Automatic removal from the team for the rest of the academic year.

(It is the coach's discretion whether or not the student-athlete can remain in the game, if assessed a technical foul during a contest.)

\*Please note: A suspension, if done at the end of a season, will carry over to the following year until the suspension action steps have been fully met.

Any student-athlete who is ejected will have the following steps taken:

- First Offense will receive a two-game suspension from the sport the violation took place in and will not be allowed to practice with the team until the suspension is lifted or fulfilled. The student must also complete the National Federation of State Sportsmanship course before returning from suspension.
- Second Offense Automatic removal from the team for the rest of the academic year and may face further disciplinary action at the discretion of St. Joseph School staff as well as a \$100 fine.

\*Please note: A ejection, if done at the end of a season, will carry over to the following year until the ejection action steps have been fully met.

### **Eligibility Requirements**

Requirements for meeting eligibility will include the following:

1. Students participating in extracurricular 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.
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 averaged after the second week of grades.
5. If a student is failing any subject, he/she will be ineligible Monday through Sunday and must raise his/her grade to meet eligibility requirements in order to be reinstated for the following week.
6. If a student is receiving a D in any subject, he/she will be on probation Monday through Sunday and must raise his/her grade to meet eligibility requirements in order to come off of probation for the following week. If

a student maintains a D for two consecutive weeks the student will be ineligible the second Monday through Sunday and must raise his/her grade to meet eligibility requirements in order to be reinstated for the following week.

7. Students, who do not meet eligibility requirements will not be allowed to practice, participate or perform for that week.

8. Students who become ineligible, or on probation, for three weeks in a row will no longer be a part of the team/participate in the activity for the remainder of the season.

9. 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. If the Head Coach allows an ineligible player to practice/play with the team, they will also face suspension, at the discretion of the Principal and Athletic Director.

10. 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.

11. The Principal only, in consultation with the Pastor, can make an exception to eligibility rules within the I.E.S.A. regulations, as well as reinstatements.

12. All parents and coaches will be notified on Monday of those students who are ineligible.

13. Students who receive a detention will be suspended from extracurricular activities (including practices) until they serve a one week suspension (which begins the day the detention is served); in-school suspension for two weeks and an out-school suspension; he/she will be removed from the activity/team. The suspension will begin the day the detention is served.

14. If a student is removed from an activity/team, then they will forfeit all awards for that activity/team. (All eligibility decision, actions, etc. are also at the discretion of the Pastor, Principal & Athletic Director)

### **Responsibilities of Student Involvement in Extracurricular Activities**

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. Notify prior to the start of practice or a game, with an explanation either verbally or 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, school property 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. No Student should ever jump off the stage for any reason, at any time. 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 entryway 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. 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.

### **Guidelines for Parents/Legal Guardians**

Parents or Legal Guardians are the first teachers of faith formation in their children's lives.

Display of Christian conduct is paramount to modeling what is expected of one's own child. Parents and legal guardians represent themselves, their children, the coaching staff and the St. Joseph school community.

Encouragement and positive role modeling through acceptable words, actions and support of St. Joseph School's policies and administrative regulations, give evidence and example of commendable sportsmanship.

It is a gift to Student-Athletes when their Parents and Legal Guardians emphasize good sportsmanship rather than excessive competition and when they praise rather than criticize the efforts of their children, their children's teammates, opposing team members, coaches and officials. We also advise that a cooling off period of 24 hours happen prior to any Parent or Legal Guardian contacting any coach, AD or principal to allow for a period of reflection prior to conversing about a situation they feel needs attention.

It should be remembered at all times that the program belongs to the children.

**Parents or Legal Guardians of students who participate in baseball, softball, basketball, cheer, track ,cross country and volleyball, must also sign up for the required number of slots to volunteer during their individual sports seasons, in order for our programs to succeed. Required time slots are determined by the amount of children and how many sports they are participating in.** Sign-ups will take place on the Sign-Up Genius program. Once the schedule is finalized, it is the responsibility of the Parent or Legal Guardian to work the slot, or find a replacement if unable to work. If you are unable to work the slot, and can not find a replacement you must contact the Athletic Director and/or Principal within 24 hours of your shift. Failure of a Parent or Legal Guardian to work a shift will result in the following consequence:

First Offense - \$20 Fine and Student Suspension from the next contest in the particular Sport.

Second Offense - \$20 Fine and Student Suspension from the next 2 contests in the particular Sport.

Third Offense - \$50 Fine and Removal of the Student from the particular Sport.

### **Honan Tournament Guidelines**

\*Please note **Parents or Legal Guardians of students** , who participate in Girls & Boys Basketball and Cheerleading must also help volunteer during the 7th Grade Michael Honan Tourney.\* This number will be determined by the Principal and Athletic Director, based on student participation. Sign-ups will take place on the Sign-Up Genius program. Failure to sign up for the required number of slots, at the time determined by the Principal and Athletic Director, will result in the parent being signed up for the slots they have to work by the School. Once the schedule is finalized, it is the responsibility of the Parent or Legal Guardian to work the slot, or find a replacement if unable to work. If you are unable to work the slot, and cannot find a replacement you must contact the Athletic Director and/or Principal within 24 hours of your shift. Failure of a Parent or Legal Guardian to work a shift will result in the following consequence:

First Offense - \$20 Fine and Student Suspension from the next contest in the particular Sport.

Second Offense - \$20 Fine and Student Suspension from the next 2 contests in the particular Sport.

Third Offense - \$50 Fine and Removal of the Student from the particular Sport.

### **Guidelines for Spectators**

Spectators have distinct roles as participants at athletic events. While they may be considered guests, they are bound by the same rules of conduct as student-athletes, their coaches and moderators and parents/legal guardians.

We ask that any spectator be respectful of any player, coach, official and other spectators and display good, Christian behavior.

The Principal, Athletic Director, coaches and officials have the right and the responsibility to eject spectators whose behaviors are unacceptable. If a Spectator (associated with St. Joseph) is ejected, they cannot attend the next St. Joseph home or away events. If a fine is incurred by SJS, the ejected spectator must pay the fine. Spectators must also complete the required Sportsmanship course before returning to any games. If the ejection was at the last game of a season, the penalty will be served during the next sport season, or school year, in which they want to attend a game.

### **Athletic Director**

The Athletic Director will be selected and approved by the Principal & Pastor and will be directly responsible to the Principal.

The Athletic Director will meet the following requisites before being employed:

- Completion of Safe Environment Training (SET)
- Background check and fingerprinting (cf. Diocesan Policy C-403)
- Screening for drug usage, if paid (cf. Diocesan Administrative Regulation C-312)
- Bloodborne Pathogens (annually)
- CPR and AED training
- Submission of a resume
- Meeting for the purposes of discussing athletic philosophy, duties and responsibilities with the Principal
- Understanding and agreeing to abide by the policies and regulations set in the Diocese of Peoria Athletic Handbook and the St. Joseph School Parent/Student Handbook

The Athletic Director will oversee all aspects of the athletic program, working in close collaboration with the Principal in matters beyond routine responsibilities. Examples of collaboration include fundraising decisions, purchase of uniforms, purchase of equipment, athletic activities that require transportation to out of town locations and significant concerns warranting administrative guidance.

The Athletic Director will maintain a permanent record of coaches' certifications. A copy of the record should be filed with the school.

The Athletic Director's agreement will include a job description. (cf. Appendices -Athletic Director Job Description)  
The Principal will informally evaluate the Athletic Director periodically.

### **Coaches, Assistant Coaches and Moderators**

Coaches and moderators at the elementary school level in diocesan Catholic schools are generally volunteers. They are approved by the Athletic Director, Principal and Pastor and are ultimately responsible to the Principal.

Before coaches and moderators begin the position in any of the sports offerings, they must have completed:

- Safe Environment Training (SET)
- Background check including fingerprinting. (cf. Diocesan Policy C-403)
- Screening for drug usage, if paid. (cf. Diocesan Administrative Regulation C-312)
- Bloodborne Pathogens training (annually)
- CPR and AED training

- Acknowledgement and Adherence to the Diocese of Peoria Athletic Handbook, as well as the St. Joseph School Athletic Handbook.
- The coach/moderator's agreement should include a job description
- Participation in an annual workshop for coaches and moderators, as needed.

Each coach or moderator must be at least 21 years of age. In the event that someone wishes to coach or moderate who is 18 - 20, he or she may be chosen by the Athletic Director to assist a coach under the guidance and supervision of the coach or moderator. Assistant coaches will be responsible to meet all of the above-bulleted requirements. Careful selection of those expressing an interest to coach or moderate shall be required of the Athletic Director and the Principal. Candidates must have given evidence of their commitment to living Gospel values prior to their selection.

All coaches shall be trained toward the goal of certification. Training should include, but not be limited to:

- Basic preparation in the Catholic Christian philosophy of coaching
- Risk management and the prevention and treatment of injuries
- Specific sports preparation including rules, practices, organization, skill development and coaching behavior (including IESA online courses for 7th & 8th grade coaches)

A listing of responsibilities shall be attached to and signed by the coach or moderator. Those responsibilities from a listing in the Appendices should guide each local school in determining what the expected and acceptable practices are. (cf. Appendices -Coach/Moderator Job Description)

***Coaches and moderators will:***

- Provide each student-athlete with opportunities participate
- Promote good sportsmanship, that is, fairness, respect for opponents and graciousness in winning or losing
- Represent themselves as positive role models to their players, opponents, game officials and the school community
- Pray with the student-athletes prior to the beginning and at the conclusion of practices and games
- Refrain from using alcohol, tobacco & vaping in the presence of student-athletes at school-sponsored athletic events
- Refrain from using abusive and foul language and gestures as well as making inappropriate remarks
- Refrain from berating the efforts of student-athletes

The Principal at the local level will establish a written process for sanctioning misconduct that violates the expected behavior of coaches.

Behavioral expectations as well as the sanctioning

Any coach/assistant coach who receives a technical foul and/or ejection will have the following steps taken:

- First Offense Will receive a two-game suspension from the sport the violation took place. They must also complete the required Sportsmanship course and will receive a fine of \$100.
- Second Offense Will receive a five-game suspension from the sport the violation took place. As well as a fine of \$250.
- Third Offense Automatic removal from the team and any further extracurricular activities the rest of the academic year, as well as possibly for future years.

**Structure, Organization and Management**

All students in Grades 5-8 (4th if applicable) may participate in athletic programs offered by St. Joseph School. Those participating in Grades 5 and 6 specific sports, will be provided with as much participatory time as possible, dependent on attitude, practice attendance & behavior.

Further, it is recommended that students participating at the 7th and 8th grade levels be considered, at the discretion of the coach, to play a portion of every game in order to build individual and team skills and self-confidence.

Approval of all scheduled offerings, requisites for grade participation, duration of each offering and exact dates from beginning practices to final games/contests, will be planned and communicated before each academic year begins.

### **Cheerleading**

The cheerleading moderator is under the direction of the Athletic Director.

All cheerleaders and Pom - Poms must follow IESA rules and regulations. (cf. Spirit Rules Book)

If a mascot is used to help with cheerleading and development of school spirit, he or she will follow the student-athlete conduct and academic expectations as listed in this handbook and the St. Joseph School Parent/Student Handbook.

### **Games, Tournaments and Practice - Update**

The Principal and Athletic Director will determine the number of games and tournaments at each grade level before the beginning of each school year, following IESA guidelines for those sports they govern.

St. Joseph School will adhere to the following maximum number of games and tournaments each season.

Baseball:

17 games including tournaments

Softball:

17 games including tournaments

Basketball:

Grade 5 - twenty-four (24) games including tournaments

Grade 6 - twenty-four (24) games including tournaments

Grade 7 - twenty-four (24) games including tournaments, exclusive of the IESA state tournament series

Grade 8 - twenty-four (24) games including tournaments, exclusive of the IESA state tournament series

Track and Field:

Twelve (12) meets

Note: some student-athletes may qualify for regional and state meets beyond the scheduled meets

Cross Country:

Twelve (12) meets

Note: some student-athletes may qualify for regional and state meets beyond the scheduled meets

Volleyball:

Grade 5 – Twenty-four (24) games including tournaments

Grade 6 – Twenty-four (24) games including tournaments

Grade 7 – Twenty-four (24) games including tournaments, exclusive of the IESA tournament series

Grade 8 – Twenty-four (24) games including tournaments, exclusive of the IESA tournament series

Cheerleading:

Grades 7 and 8 – to coincide with regulated games and tournaments, as well as IESA sanctioned events.

Tournaments

The Diocese of Peoria does not sponsor diocesan tournaments. For this reason no tournaments may be referred to as “Diocesan” or “Diocesan-wide” tournaments.

No school may sponsor league or non-league tournaments requiring overnight stays.

Tryouts

Because of its very nature, trying out for membership or participation on a team is not allowed at St. Joseph School. All students are allowed to participate and be on the team they choose to play on..



At the elementary level it precludes student-athletes' participation at a period in their lives when opportunities to develop interests and learn fundamental skills should be paramount to excluding them because their abilities are not as obvious as others in their age and grade ranges.

### **Team Rosters**

An official team roster for each sport sponsored by the school must be on file in the school office and with the Athletic Director and the individual coaches or moderators. Rosters will also be made available to the IESA and other schools conducting approved and scheduled tournaments.

The team rosters should contain information only about the student-athletes' names and birth dates.

### **Frequency of Participation**

Ordinarily, every player should play in every game at the 5th & 6th grade level.

Coaches and moderators at the Grades 7 and 8 levels, based on a competitive season at the IESA level, may use discretion in allowing participation as far as possible based on student-athletes' attitudes, behavior, attendance and effort at practices and cooperation with coaches, moderators and team mates.

### **Practices, Games and Tournaments Exclusions**

No games or practices, including tournaments or Open Gyms, may be scheduled or played on Sundays.

In addition, no practices, games, tournaments and Open Gyms, may be scheduled or played on Holy Days of Obligation, Ash Wednesday, Holy Thursday and Good Friday.

Practices, games and tournaments will be limited to five days per week, per team. Practices should not exceed one and a half (1.5) hours per day.

Parish events and school events such as seasonal programs, fairs and concerts should take precedence over practice, games and tournaments. Careful scheduling of all such events including athletic scheduling should be precisely planned into each year's school calendar and placed on the parish master calendar.

Practice schedules will be part of the complete description and the rules and regulations of each sports offering. These will be written and communicated to all participants before the beginning of each season. The Principal will approve all decisions regarding this written notification.

Two (2) licensed coaches or parents, must be present at each practice or game, otherwise the team cannot have a practice or game.

Also, any practice, game or Tournament that is to take place on a Saturday is weather-dependent. The Principal and Athletic Director, will have final say in whether or not any event on a Saturday will take place.

### **Scrimmages and Drills**

All scrimmages and drills with any outsiders will be considered as scheduled games.

### **Playing Up**

In the event that a grade level does not have sufficient members to form a team, the Athletic Director and the Principal may allow student-athletes to play up; however, those playing up will be from the next lower grade level only. Any exceptions to this requirement (which would be any grade 2 levels or below the designated grade level for the team) shall be granted by the Principal and Athletic Director on a case-by-case basis. The total number of team members will not exceed a reasonable number if there was a need to have lower grade student-athletes play up. The Principal and Athletic Director will determine what the "reasonable" number is. If kids are allowed to play up, every kid

from each grade level allowed to play up, must be asked and given a chance to agree to play. Coaches can not pick and choose who plays up.

If a student-athlete, with the permission of their parent/legal guardian, wants to play up 2 grade levels, the parent/legal guardian must sign a permission from that will stay on file with St. Joseph School giving consent for this to occur.

### **Complaint Procedures**

In the event of a complaint for non-compliance to IESA rules, diocesan policies or local school policies and administrative regulations, a written form should be completed by the complainant and submitted to the Athletic Director and the Principal.

The Principal will make all final decisions regarding complaint resolutions.

### **Disputes Between or Among Schools**

In the event of a dispute between schools with opposing teams, the schools' Principals and Athletic Directors shall initially meet to address the concern. The Principals will resolve the matter internally.

IESA guidelines should be utilized if the schools involved in the dispute hold IESA membership. If not, the schools may seek a resolution through the Diocesan Office of Schools from the Superintendent or his representative.

### **Open Gyms**

Open Gyms may occasionally be held as gymnasium use permits and the Principal approves. As stated previously, Open Gyms may not take place on Sundays and the additional dates as ascribed.

Coaching, competitive play and offering of critical comments shall not take place during Open Gyms. The minimum standard for supervision of Open Gyms will be two (2) persons who are 21 or older who have completed Safe Environment Training (SET), has had a background and fingerprinting check and has been screened for drug usage, if paid. (cf. Appendices – Diocesan Administrative Regulation C-312)

An adult trained in CPR and the use of an automated external defibrillator (AED) must be present at all times.

### **Fundraising/Support From Businesses**

The Principal shall approve businesses who wish to support logos or signs placed in gymnasiums, products promoted through concessions and business names sponsoring ticket stubs and/or programs. The Principal will make final decisions regarding the type and number of fundraising projects.

### **General Directives**

#### **Travel and Transportation**

The Principal will determine the maximum distances for traveling to away games.

Games that may require overnight stays may not be made for any sporting event at the elementary school level.

#### **Weather-Related School Days, Saturdays and Holidays**

On school days, Saturdays and school holidays when severe weather conditions may preclude practices, games and/or tournaments, the Principal and the Athletic Director will determine whether or not practices, games and/or tournaments will take place or be cancelled.

A reliable relay system for communicating cancellations or changes to parent(s) or guardian(s) and student-athletes should be planned, written and distributed to coaches and moderators prior to each sport season.

### **Uniforms and Equipment**

The Principal shall be responsible for approving the purchase of team uniforms. Uniforms will be issued annually. A timetable for their expedient return will be as followed:

Following the last game, up to 7 days - Uniforms must be turned laundered and clean.

After 7 days and then ongoing - There will be a \$10 fine per each 7 days, the uniform is not turned in.

Normal wear and tear is expected. In the event the uniform is returned in less than acceptable condition, the parent(s) or legal guardian(s) will be assessed the cost for its replacement.

Some costs for the completion of the entire uniform will become the responsibility of the parent(s) or legal guardian(s). For example, such items may be shoes, socks, warm up tops and outfits as well as ball caps.

Equipment should be inventoried after practices as well as after home and away games.

### **Adult Supervision**

Adequate adult supervision must be provided to student-athletes every time they arrive, practice, participate in any manner and wait for their rides. It is expected that one of the supervisors will be the coach. However, it is recommended that parents, legal guardians and other adults oversee the student-athletes at all times when they are in the school, on the school premises or at games and contests away from the school.

By the same token, parents and legal guardians must show their respect by bringing their children to events and picking them up at the recommended window of time designated by the school.

### **First Aid**

It is the responsibility of the Athletic Director and school to provide First Aid supplies to the coaches and moderators. A box that can be accessed only by the Athletic Director, the Principal, coaches and moderators, should contain student-athlete emergency information, the score book and student-athletes' addresses and phone numbers. OSHA guidelines must be followed in the event of bodily spills. Disposable gloves and biohazard bags for containment of blood and bodily fluids are mandatory.

Everyone who is at reasonable risk of exposure shall participate annually in a Bloodborne Pathogens information meeting. This universal precautions training will provide basic information regarding exposure to Bloodborne Pathogens including Hepatitis B, Hepatitis C and human immunodeficiency virus (HIV) through bodily blood and fluid spills.

### **Medications and Supplements**

Under no circumstances may medications and/or supplements be supplied, recommended, permitted or dispensed to student-athletes (cf. Diocesan Policy C-310)

### **Reporting Injuries**

Whether at home or away or whether serious or not serious, all injuries must be reported to the Principal, the Athletic Director and the parent(s)/legal guardian(s) as soon as possible during or after an athletic event.

The Principal will determine who is to report an accident/injury to the parents/legal guardians; this administrative regulation will be communicated to the Athletic Director, coaches and moderators.

### **Awards**

Awards including trophies are traditionally part of athletic programs. Factors to consider in selecting awards should be size, cost, appropriateness and proportionality.

Only athletic awards officially approved by the school may be presented to students

### **Other Items of Note**

1. Beginning with the 2016-2017 school year, membership in the IESA (Illinois Elementary School Association) will be required. The Office of Catholic Schools will require all diocesan elementary and secondary schools to be members of IESA 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 are required to complete the IESA online coaches' training education course. This requirement includes coaches that are voluntary or paid. The diocesan school will incur the cost of this online 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 1.5 hours in length.
6. Any team communication via an App based system, must allow for each parent/legal guardian access to the App. In addition, the AD & Principal must be included in all groups, to allow for proper dissemination of information in a timely manner in case of a scheduling change due to weather, etc.

Revised: May, 2018

## **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 take 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 schoolwide and classroom service projects. Participation is required for Confirmation and 8<sup>th</sup> 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 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 prorated 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/aftercare, 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.

C-314  
P-CDOP

### **Tobacco and Vaping**

The promotion and/or use of tobacco products on school grounds and at school-sponsored events is detrimental to the health and safety of students, staff, and visitors. Smoking is prohibited at all diocesan elementary and secondary schools. No student, staff, administrator, or visitor may possess, use, consume, display, promote, or sell any tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes at any time on school property or at school-sponsored events. This includes the promotion of these products via gear, bags, clothing, or any other materials. In addition, no diocesan school may solicit or accept any contributions, gifts, money, curricula, or materials from the electronic cigarette industry, tobacco industry, tobacco-related device industry or from any tobacco or vaping shop.

Adopted 7/2018

### **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 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 \$2.75 for children in grades K – 8. Adult lunches are \$3.00. Milk purchased by students with cold lunch and/or students purchasing extra milk are 55 cents per carton. For all 7-8 graders, an extra main item may be purchased for \$1.75. (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.

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 the 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 \$3.00.

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 remaining 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. For a 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 below 20 degrees, 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 into 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 logbook 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 reentry 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.

### **Administration of Medication**

The purpose of administering medication at school is to help students maintain a state of health sufficient for their academic learning and faith development. All schools shall develop clear procedures for the administration of medication.

1. The school administration shall retain the right to decline to allow a particular medication to be administered by school staff.
2. All prescription and non-prescription (over-the-counter) medications require written authorization from the student's health care provider (licensed to prescribe the medication) as well as written parental consent. A sample medication authorization form is included in the appendix.
3. The written parental request and health care provider's authorization shall be valid only during the school year in which they are submitted, and must be renewed each subsequent school year.
4. The school may allow, on a case-by-case basis, the parent or other adult family member to directly give the student the medication at school as if they were doing so at home.
5. Any medication for a student must be in an original, properly labeled container, either labeled by the pharmacy with the name of the student, name of the medication, dosage and instructions, name of the pharmacist, and pharmacy contact information, or in the case of over-the-counter medications, labeled by the retailer with the name of the medication and suggested dosage, with the student's name affixed to the container.
6. All medications shall be stored in a locked drawer or cabinet. Controlled substances must be stored in a locked cabinet that is securely affixed to the wall or floor.
7. Medications that require refrigeration shall be stored in a locked refrigerator separate from food products.
8. The school shall keep a log for each student of all medication administered at school, including the date, time, and initials of the staff member administering the medication. A sample form for this purpose is included in the appendix.
9. As required by state law, students may self-carry and self-administer drugs for the treatment of asthma, diabetes, or serious allergies, provided that the parent has submitted their consent in writing as well as a written authorization from the student's physician. The authorization from the student's physician shall include the student's name, the name and purpose of the medication and/or epinephrine auto-injector, the prescribed dosage, and the time or circumstances under which the medication or epinephrine auto-injector is to be used. The school reserves the right to restrict the self-carry and self-administration of medication for asthma, diabetes, or serious allergies to certain grade levels and/or ages of students.
10. Only a school nurse or other staff member designated by the school administration shall be permitted to administer medications to students.
11. Students will be subject to disciplinary action if they violate the school's medication policies and/or procedures.
12. Unused medications will be returned to the family at the conclusion of the school year, when they withdraw from the school, or when the prescribed medication period concludes, whichever is sooner.

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, lunch boxes 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**

An outside organization 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 have 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 that 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 meets on M-F half day or full day.

REGISTRATION AND TUITION

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

Required Fundraiser: St. Joseph Spring Festival required to sell \$200.00 in Raffle tickets per family participating in the all-day program and \$100.00 in raffle tickets per family participating in the part-time programs.

***All registration and tuition payments must be set-up through FACTS which is located under family billing in RenWeb.***

**Three/ Four-Year-Old Program (must be 3 years old by September 1<sup>st</sup>)**

\_\_\_\_\_ T/Th 9:00-11:30am

\$145 per month

\_\_\_\_\_ T/W/Th 9:00-11:30am

\$200 per month

**Four and Five-Year-Old Program (must be 4 years old by September 1<sup>st</sup>)**

\_\_\_\_\_ M/T/W/TH/F 9:00-11:30pm

\$255 per month

\_\_\_\_\_ M/T/W/TH/F 9:00-3:30pm

\$420 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 redirect, 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 for a conference, please contact the teachers to set a convenient time to meet.

### **Parking**

For preschool classes 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/W/Th during PE classes or anytime children may be outside.

### **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.

### **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 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.

### **Search and Seizure**

Catholic school officials may conduct periodic inspections of all or a randomly selected number of lockers, desks, and other storage spaces owned by the school and provided as a courtesy to students. The furnishings of lockers, desks, and other storage spaces provided as a courtesy to students shall not give rise to an expectation of privacy. Schools shall contact the Office of Catholic Schools prior to conducting any search.

The administration of the school is free to enter a student's locker, desk, or other storage spaces owned by the school at any time. Therefore the school reserves the right to search them without prior notice. If illegal and/or inappropriate items are found in a student's locker, desk, or other storage space (e.g., non-prescription drugs, stolen property), they will be turned over to law enforcement. Any items (i.e., personal possessions) that violate school rules will be kept by the school administration and returned to the parents.

The school reserves the right to have law enforcement assist in conducting searches of lockers, desks, or other storage areas and the contents contained therein.

Students shall not lock or otherwise impede access to any locker, desk, or storage area except with a lock provided by or approved by the administration. Unapproved locks will be removed and may be damaged or destroyed in the search process.

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Adopted 7/2018

## **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. If you live in North Pekin or Marquette Heights please contact the Bus Department for arrangements 477-2331. 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 ensuring 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.

### **Animals in the Classroom**

The education and therapeutic value of animals in the school setting is widely recognized. However, to ensure the safety and well-being of students, staff, and animals, schools must follow the regulations set forth for this purpose by the Office of Catholic Schools.

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Any student exposure to animals at school should be with parent awareness and consent – it is entirely possible that a child may be allergic to animal dander, bedding, or foods. Further, children may have strong fear or anxiety to certain types of animals (e.g. snakes, mice). While daily exposure might reduce fear or anxiety, it should be the family's choice. If an animal is brought into a classroom without parental knowledge, there is an increased risk of triggering an allergic reaction or anxiety attack.

Most animals are not suitable for handling in a classroom environment. The noise and commotion of the classroom can stress animals that are solitary and disturb their natural sleeping habits. Such stressors can cause typically docile animals to become aggressive. It should be noted that any animal that exhibits aggressive behavior must be immediately removed from the classroom and/or school. Such animals are not to be permitted on school grounds again.

If applicable, animals in schools must show proof of vaccinations.

In an effort to provide a healthy and safe environment for all, the following must be adhered to:

1. Live animals shall be brought into the classroom only as part of the written curriculum and with prior approval of the school administration.
2. There shall be a clear instructional or therapeutic purpose for keeping an animal in the classroom.
3. School administrators must inform parents of students in a classroom when an animal is being introduced and/or maintained. No animal shall be kept in a classroom if one or more parents object.
4. Exposure to feathered or furry animals must be carefully controlled, as they can exacerbate asthma and/or trigger severe allergic reactions.
5. If a heat lamp is required for the animal, it must be securely attached to the cage or tank containing the animal, have an electrical cord in good condition, be plugged into a surge protector, and have no combustible materials nearby (e.g. paper, plastics). In addition, an extension cord is not to be used for connecting a heat lamp to an electrical circuit.

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### **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 Smartwatches will be turned off and handed to the teacher at the beginning of the school day. **All cellphones and Smartwatches 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, handheld 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 noncustodial 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 3:25pm. 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. 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 days 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 setup 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 in 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 extracurricular 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 Bloodborne 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. **Phones are only to be used for educational purpose or medical necessity.**

### **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 the principal office or Ren Web 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.
- share confidential information via social media or any other way

### **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 a 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 the classroom for Tornado/Disaster drills.
3. Students join their homeroom teacher who checks attendance.
4. Take a position of sitting with your hands covering your head until signal is given for release.
5. Return to the classroom quietly.

**Earthquake:**

1. Drop, cover head immediately.
2. Crawl under the 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](http://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. Name Tags are located inside the office, or volunteers may use the disposable name tags 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).

### **Transportation**

For transportation to and from events such as, but not limited to, field trips, athletic events, retreats, or any event not related to the direct transportation of students to and from the school campus, the school is strongly recommended to use commercial transportation or its own bus transportation system. In the event that such transportation is not readily available or feasible,

schools shall adhere to the following regulations:

1. Volunteer drivers must have a current valid driver's license and be at least 25 years old. An exception may be made for faculty/staff or parents age 21 years or older.
2. Volunteer drivers must complete the Catholic Mutual Group's defensive driving training modules, complete a volunteer driver form, and provide current proof of insurance with a minimum of \$100,000/\$300,000 in coverage.
3. Drivers who are paid employees must complete the Catholic Mutual Group's defensive driving training modules, complete a volunteer driver form, and provide current proof of insurance with a minimum of \$100,000/\$300,000 in coverage.
4. Parents must sign a form indicating that they are aware of the mode of transportation being used on the school trip.
5. If the school rents or is loaned a vehicle for a trip, it shall take the insurance provided by the rental company.
6. As an alternative to renting multiple vehicles for a trip, a school may rent a Multifunction School Activity Bus (MFSAB) provided it complies with the Federal Motor Vehicle Safety Standards applicable to school buses for crash survivability and mirrors.

D-140  
AR-OCS  
Adopted 7/2018

### **Right to Amend**

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

## **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 2020-2021**

<b>Pastor</b>	Fr. Michael Andrejek
<b>Principal</b>	Mrs. Mary Jo Sarff
<b>Secretary</b>	Mrs. Brigette Sullivan
<b>Kindergarten</b>	Mrs. Debbie Bruner
<b>1<sup>st</sup> Grade</b>	Mrs. Tracie McConnell
<b>2<sup>nd</sup> Grade</b>	Miss Debbie Oberle
<b>3<sup>rd</sup> Grade</b>	Mrs. Amanda Crouch
<b>4<sup>th</sup> Grade</b>	Mrs. Sue Coyer
<b>5<sup>th</sup> Grade</b>	Mrs. Natalie Wendelin
<b>6<sup>th</sup> Grade</b>	Mrs. Joan Pentecost
<b>7<sup>th</sup> Grade</b>	Miss Joan Moore
<b>8<sup>th</sup> Grade</b>	Mrs. Krista Dare
<b>Music</b>	Mrs. Wendy Strauss
<b>Physical Education</b>	Mr. Larry Spialek
<b>Resource</b>	Mrs. Mary Smith
<b>Spanish</b>	Mrs. Maria Rodriguez
<b>Preschool Teachers</b>	Mrs. Kara Hinkle
<b>Preschool Assistants</b>	Mrs. Christy Bresnahan, Mrs. Lori Mahr
<b>Student Support</b>	Mrs. Jamie Blanchard, Mrs. Cora Smith
<b>Cafeteria</b>	Mrs. Toni Burks, Mrs. Ann Ogle
<b>Custodians</b>	Mr. Bob Small
<b>Pre/After Care</b>	TCHD

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

# ST. JOSEPH CATHOLIC SCHOOL

Preschool – 8<sup>th</sup>  
300 South 6<sup>th</sup> Street  
Pekin, Illinois

## Parent/Guardian Verification Form 2020-2021

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 Monday, August 17, 2020. 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 2020-2021 school year and understand that in all situations Diocesan policies supersede local policies.

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

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### Required

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_