

## **Our Mission Statement**



**St. Joseph School  
provides excellence in education,  
instills Catholic faith formation,  
and promotes service to the community  
thereby creating lifelong learners  
and conscientious citizens.**

Renewed April 2013

## TABLE OF CONTENTS

Mission Statement	1
Welcome to St. Joseph School	3
Philosophy of Education	4
Registration, Admission, & Attendance	5-7
Tuition, Insurance, & Communication	8-9
School Program	10-13
General Routine Procedures and Policies	14
Lunch Program.	15
Campus Policies	16-18
Educational Achievements	19
Extracurricular Activities	20-21
Parent Involvement	22-23
Child Protection	23
Health and Safety	24-25
Discipline Policy	26-37
Transportation Policy	38-39
Asbestos Policy	40
Pest Management	41
2021-22 Officers of St. Joseph Parish and School	42
2021-22 Faculty and Staff	43

## **ADDENDUMS**

Medication Procedure	44-45
Internet Usage Policy	45-47
Permit to Administer Medication	48
Vacation Notification Form	49
School Calendar	50

*Additional information regarding procedures to keep children safe in the 2021-22 school year will be provided to families prior to our start date.*

The Principal/Pastor reserves the right to amend the handbook as necessary.

## Welcome to St. Joseph School

Welcome to the 2021-22 school year! I am blessed to be the principal at St. Joseph, and I am thrilled to provide each child with an engaging, faith-filled academic education. We are fortunate to have a strong staff and committed families join our parishes to educate children in our faith tradition.

St. Joseph School is an integral part of our parishes of St. Joseph, Olney, St. Joseph, Stringtown, and Holy Cross, Wendelin. Our school provides future parishioners and leaders, so it is vital that we have a strong tie to our churches. We invite you to our weekly mass, held Wednesdays at 8:05 a.m., to worship and celebrate our school and its children. Each week, a grade level is responsible for the mass and its gospel message. Join us to gather in God's name and share in the joy of our Catholic school.

As a teacher, educational consultant, and principal for over 25 years, I have had the opportunity to work with many educational staff members and parents. I love teaching, and I value education. My leadership style is one that welcomes ideas, opinions, creative solutions, and parish involvement. It is only through combined efforts that we continue to build a strong school.

When I sang in the St. Joseph School choir in the 1980s, Sister Therese Anne Kiefer taught us what would become my favorite song - "The Mustard Seed." The song taught the lesson that a tiny mustard seed is full of promise, much like the kingdom of God. Our school is like that seed, small in size but large in the community that grows from our love and faith in God.

When I attend school celebrations, I am often misty-eyed. My role as a parishioner and alumnus makes me feel success at student achievements and joy at their friendships. We should all experience the love of a class which shares so many years - growing and learning. This year, we celebrate the theme, "Love God, Love People." Matthew 22 We will focus on the four virtues: faith, hope, charity, and love.

Take time to celebrate our school, its children, and the successes of our faith community. We are truly blessed to offer this opportunity. We thank you for sharing your children with us.

In peace and love,  
Carol McKinney Potter  
Class of 1983

## **PHILOSOPHY OF EDUCATION**

### **St. Joseph Catholic School**

St. Joseph Catholic School, an elementary teaching facility within the Belleville Diocesan school system, aspires to the optimum spiritual, mental, emotional, and social growth of its students, with emphasis on the development of educational potential and attention to individual needs and abilities.

Through a balanced curriculum of religion, language arts, natural and social sciences, mathematics, health, physical education, art, music, technology, and foreign language, St. Joseph School attains the following goals:

**Moral and Spiritual Development** - To implement a program including the teaching of Catholic doctrine, the tradition of the church, scripture, liturgy, and Christian morality; and provide the students with experiences in Christian living in order to help them develop reverence for God, respect for creation, and love for others.

**Social Responsibility** - To instill discipline that is both positive and self-directed, evolving from an initial self-respect and awareness of the rights and needs of others and emphasizing the concept of charity as well as justice in social interaction.

**Academic Excellence** - To provide an atmosphere of intellectual rigor with a commitment to a strong general education foundation with educators committed to professional growth and best practices in education.

**Emotional Growth** - To stimulate emotional growth by creating an atmosphere of freedom of expression while maintaining a sense of responsibility for one's actions.

**Physical Fitness** - To encourage physical fitness through a program emphasizing healthful living, exercise for physical development, and an opportunity to participate in interscholastic activities.

**Extracurricular Activities** - To enrich the core curriculum with opportunities to participate in activities which develop leadership skills, public speaking, and ease in working with people of different ages and abilities.

As it prepares students for the future, St. Joseph Catholic School instills pride in students and faculty by maintaining standards of excellence that make it an outstanding educational facility. Therefore, St. Joseph School is an asset to the Catholic ideals of education and the people it serves.

Revised May 2013

**St. Joseph School follows all of the policies of the Diocese of Belleville.**

## **REGISTRATION AND ADMISSION**

### **Admittance - Withdrawal**

St. Joseph School exists to serve the educational needs of children whose parents are members of either St. Joseph Parish in Olney, Illinois, St. Joseph Parish in Stringtown, Illinois, or Holy Cross Parish in Wendelin, Illinois. Children whose parents are non-parishioners may request admission to classrooms that do not exceed 25 students. These requests involve a personal interview with the principal, the completion of a Request for Admittance form, and a formal request made by the principal in the name of the parents to the Parish Board of Education at the next regularly scheduled meeting. The Board reserves the right to deny admittance to non-parishioners. Children of parishioners are admitted by the principal upon completion of a registration form, with the following exceptions:

- 1) Parents of students in attendance at another local educational or alternative program who wish to enroll their child(ren) in St. Joseph School for the first time will be required to interview with the principal and/or School Board.
- 2) Parents who have withdrawn their child(ren) from St. Joseph School within or between school years (to attend another local educational or alternative program) who wish their child(ren) to re-enter St. Joseph School will be required to interview with the principal and/or School Board. If the student is accepted, a re-admission fee will be assessed that is 10% of the total current school year tuition. The readmission fee is payable before entry. (Policy 3005)

The education of child(ren) is a partnership between parent(s) and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require parent(s) to withdraw your child(ren).

Children enrolling in kindergarten must be age 5 by September 1. Exceptions allowed under the Illinois School Code must be approved by the principal, pastor, and Superintendent of Schools. (Policy 5111)

### **Nondiscrimination Policy**

The Catholic elementary and secondary schools of the Diocese of Belleville, listed in the official Catholic School Directory published annually, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. They do not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and local programs, and athletic and other school-administered programs. (Policy 5111.1)

## **Attendance**

Good attendance is necessary for a student to experience the greatest degree of success. Very few absences should be for reasons other than personal illness, illness in the family that prevents attendance, and unavoidable emergencies.

We ask that absences beyond personal illness, family illness, or emergency situations be kept to a minimum. Upon return, a written note with the child's name, grade, date of absences and reason for absences should be sent. We ask that parents phone the school by 9:00 a.m. notifying us of a child's absence. Messages may be left to voicemail prior to school hours.

It is important to realize that absences may be judged as excused or unexcused for the purposes of athletic participation and making up missed credit in the classroom. Excused and unexcused absences affect a student's ability to participate in extracurricular activities on the day the student is not in attendance. Any absence on the day of an extracurricular activity should be discussed with the principal. Excused absences allow students to make up missed work without penalty. Unexcused absences will result in loss of eligibility for sports (refer to the sports policy distributed by the coaches). This also results in loss of credit on assignments missed (refer to the teacher's policy).

Excused absences are determined as follows:

- a. personal illness,
- b. death in the family,
- c. appointments (legal, medical, etc.), or
- d. others as arranged with and approved by the principal.

Students who miss more than 7 days per semester may be required to show doctor verification for absences. In compliance with state guidelines regarding excessive absences St. Joseph School will notify the district truant officer when a student has accumulated 10 or more absences. Absences in excess of 14 days per year may result in consideration of retention as per Board policy and/or review. (Policy 5113)

## **Vacations**

Parents are strongly encouraged to schedule vacation when school is not in session. Students who miss school for vacation trips during the school year are considered absent with parental permission. It is the obligation of the parent and the student to see that missed assignments are made up. In addition, the following guidelines apply for all classrooms. If not followed, the absence is considered unexcused.

- Parental notification form must be submitted **five days in advance**. (form found at end of handbook)
- Material covered and homework assigned will be given upon **the student's return to school**. Materials and/or homework will not be assigned prior to the student's departure.

- All assignments must be completed and returned in the number of days equal to the absence. (For example, if a student is absent for 5 school days on vacation, that student has 5 school days to complete assignments.) Anything returned after the expected number of days will not be credited.
- All assessments missed during vacations must be made up following the student's return at the teacher's discretion.
- Online distance learning is not offered for vacation absences.
- **No more than five (5) days per year of vacation are counted as excused absences.**

### **Tardy Guidelines and Procedures**

It is the policy of the Diocese of Belleville that the following guidelines be used when a student is tardy or absent: (Policy 5113)

1. When a student arrives at school late but within 30 minutes of beginning of the school day, the student is considered tardy. The parent must sign the student into the school office when arriving after 7:50 a.m. Phone calls and notes from students will not be accepted.
2. When a student arrives at school after 30 minutes of the start of the day, the student is considered 1/2 day absent.
3. When a student arrives at school and leaves to go to the doctor or other appointment and returns within one hour, the student is not considered absent. If the student is gone for more than one hour, the student is considered 1/2 day absent. If a student leaves school within one hour of normal dismissal, the student is not considered absent.

### **St. Joseph School Tardy Procedures:**

Students learn best when they arrive at school on time. Not only do tardy students miss valuable instructional minutes, but late arrival is a disruption to the teacher and the other students in the class. Missed instructional minutes add up quickly. If your child arrives a mere 5 minutes late each day, that is 25 minutes per week and that adds up to 15 hours of missed instruction a year! Furthermore, punctuality is an important life skill for children and a character trait which engenders respect for teachers, fellow students, and our school. Excessive tardiness has the opposite effect. Excessive tardiness may affect students' grade(s), their eligibility to participate in special programs, sports, field trips, field day, assemblies, and other events. Additionally, chronic tardiness could jeopardize a child's promotion to the next grade.

St. Joseph School is a state-recognized and fully accredited institution. As such, we are required to follow state school code and diocesan policy. Kindergarten through 8<sup>th</sup> grade students (not preschool) late to school at the beginning of the day (after 7:50 a.m.), must report to the main office. A parent or adult must accompany the student to the office and sign the late slip before the student may go to class. After the third morning tardy, the principal will send a formal letter home. Any tardies after the third result in a morning detention with the principal (arrival to school at 7:30 a.m.). We believe that working together to

ensure that all students arrive on time supports the teachers' ability to start class in a timely manner – maximizing your child(ren)'s learning!

## **TUITION**

### **General Information**

Students are permitted to attend St. Joseph School, provided that tuition as determined by the Parish School Board is paid. Unless all fees from previous school years are paid in full, registration cannot be completed. Families who have deficient payments will receive a letter to allow time for them to make proper arrangements before registration.

Tuition does not cover the cost of educating a child. The cost of educating one student at St. Joseph School for the 2021-22 year is at least \$5600. Parents are encouraged to make regular contributions to the weekly church collection.

### **Tuition Fees**

The St. Joseph Parish School Board approved the following tuition fees for the 2021-22 school year for grades K-8:

#### **Olney/Stringtown/Wendelin Parish family**

Parishioner- 1 student family:	<b>\$3300</b> - \$750 IL Tuition Tax Credit = \$2550
Parishioner- 2 student family:	<b>\$4550</b> - \$750 IL Tuition Tax Credit = \$3800
Parishioner- 3 or more student family:	<b>\$5520</b> - \$750 IL Tuition Tax Credit = \$4770

Non-Parishioner- 1 student family:	<b>\$4300</b> - \$750 IL Tuition Tax Credit = \$3550
Non-Parishioner- 2 student family:	<b>\$5900</b> - \$750 IL Tuition Tax Credit = \$5150
Non-Parishioner-3 or more student family:	<b>\$7300</b> - \$750 IL Tuition Tax Credit = \$6550

### **Parish Covenant**

Each parish family enters a covenant of a mutual commitment to support the Catholic education and faith formation of children. Together we will be committed to provide a Catholic foundation for a life of prayer, knowledge, and served to our parish community.

### **Payment Procedure**

On registration day, each family may receive tuition envelopes. Payments may be recorded on the outside cover of the manila envelope. The envelopes should be returned to the school office by the 25th of each month. Parents may also opt to have tuition automatically withdrawn and deposited into the school's tuition account. Forms are available at registration, online, and in the main office.

Tuition may be paid in full on registration day. Alternately, families pay 30% on registration day and the balance in 10 equal monthly installments. If further assistance is required, please schedule an appointment with the principal. The 30% down payment is non-refundable. (Policy 3002) Quarterly notices are sent to families who have deficient tuition payments. If no response is received within a two week period, the principal will make personal contact with the parents. The principal will conference



with the family to determine if the child(ren) will remain in attendance at St. Joseph School and the conditions of their continued enrollment.

Final report cards can be withheld for any fees or tuition outstanding. For any student who withdraws from St. Joseph School anytime during the school year and for students graduating, final transcripts may be withheld until outstanding fees or tuition are paid in full. Any family financially unable to pay must meet with the Pastor. (Policy 3003)

### **Tuition Assistance**

Families in need of tuition assistance may contact the principal during office hours to make an appointment in order to determine the terms of the tuition agreement. Registration will not be completed, and the student(s) may not start school, until arrangements have been made with the principal. One copy of the agreement will be forwarded to the school office for registration purposes; the family will retain the other copy.

### **Refund Policy**

If a student withdraws at any time during the school year, tuition payments will be refunded on a prorated monthly basis. The 30% down in July is non-refundable.

### **Insurance**

The current policy of the Diocese of Belleville, states that all children enrolled in school must be insured. The medical insurance may be with a private carrier or group insurance.

Certification of Insurance and Release forms must be completed for each child.

### **Logo Usage**

Use of the school logo or name requires written permission from the principal or pastor.

### **Student Fundraising Guidelines (For Non-School Related Fundraisers)**

- Non-school related fundraisers may be posted in the teacher's lounge for one week
  - Student or parent may provide flyer to homeroom teacher or office for posting
  - Teacher will contact students/complete order form if interested in purchasing and for payment
- Thank you for your understanding and cooperation:
  - We love our students and don't want to disappoint them
  - We support many school and church fundraisers
  - We see anywhere from 20-250 students which can easily add up

## **SCHOOL PROGRAM**

### **Curriculum**

The curriculum at St. Joseph School encompasses that outlined in the School Code of Illinois. In addition, all students participate in daily religion classes in accordance with the directives of the National Catechetical Directory for Catholics of the United States. Special curricula in respect for life (sex education, understanding the aging, etc.) are included. In addition to the state mandated program, our curriculum includes music, art, and Spanish. The IJHAS Science Fair is an annual event for 8<sup>th</sup> Grade. Additional offerings include: Recorders (Grade 4), Cadet Band (Grade 5), Varsity Band (Grades 6-8), Technology (Grade 5-8), Music/Choir, Spanish, Art, and Library Instruction (Grades PreK-8). Classroom subject matter is reinforced by means of guest speakers, field trips, and other resources.

### **Religion**

Religion is a fundamental part of our formation instruction. The integration of religion into school life is a significant difference between St. Joseph School and the public schools. All students learn about our faith as Christians and Catholics. This includes the many rites, celebrations, sacraments, and practices that identify us by our faith. Each student learns about the practice of Catholicism and in turn is invited to participate in that practice.

In addition to religion classes, students participate weekly in the Eucharistic Liturgy and other religious activities. Parents are encouraged to attend these activities.

During the year, students are given the opportunity for private celebration of the sacrament of Reconciliation as well as participation in communal Penance Services. The staff at St. Joseph School also assists parents in the preparation of their children for the sacraments.

Three grades prepare children to celebrate specific sacraments for the first time.

2<sup>nd</sup> Grade..... First Communion

2<sup>nd</sup> Grade..... First Reconciliation

8<sup>th</sup> Grade..... Confirmation

### **Curriculum-Based Special Presentations**

St. Joseph School offers opportunities for children to attend special presentations. These include offerings from Olney Central College, Olney Arts Council, the Illinois Ag Extension office, Soil and Water Conservation, Richland County Sheriff Department, Olney Fire Department, etc. Also, there are times when the teachers may elect to present video and computer-generated shows to the students. In all cases, certain guidelines will be observed:

- A curriculum-based, educational purpose to all such activities is stated and substantiated.
- When possible, all such activities are previewed by a school official.

- If ratings are provided, they are strictly observed. No R-rated films are shown to the students of St. Joseph School.

### **Homework**

The purpose of assigning homework for pupils in our Catholic schools is to reinforce student confidence in abilities and used to practice for understanding. Homework is:

1. Used sparingly, assigned strategically after it is carefully thought out and connected to an appropriate learning standard.
2. Reviewed immediately the next class day after assigning when it is due.
3. Brief with students having the opportunity to complete it within the school day.

Homework is not:

1. Assigned as a punishment.
2. Assigned when any test is scheduled for the subject the following day.
3. Used to introduce new material to the students.
4. Used merely to keep the students busy.

### **Grading Scale**

A = 93-100

B = 86-92

C = 78-85

D = 70-77

F – Below 69

### **Tests and Special Assignments**

Tests and special assignments are essential in determining what students have learned. Parents are always welcome to come in and review a test with their child and the teacher.

#### **Admission Testing**

Pupils entering kindergarten for the first time may be given a reliable readiness test. All transfer students may be tested, if needed, to assure appropriate placement.

#### **Annual Academic Testing Program**

All students in grades two through eight shall participate in the Diocesan standardized testing program administered during the fall. This program is optional for grade one.

#### **Yearly Assessment of Catholic Religious Educational Testing**

In order to ensure an effective evaluation of the religious education programs in the Diocesan schools and parish religious education programs an evaluation instrument is administered yearly as determined by the Office of Education. (Policy 6162.5)

#### **Progress Monitoring**

In grades K-6, students will participate in progress monitoring to determine if any additional academic support is needed in specific skill areas.

### **Retention/Acceleration/Graduation**

When a teacher and/or parent believes that retaining or accelerating a student would be in the student's best interest, the school must follow Diocesan Policy. (#5123) For a copy of the policy, please see the principal. Students graduate from 8<sup>th</sup> grade once all requirements of the Diocese of Belleville, the Illinois State Board of Education, and the local School Board are met.

### **Student Records**

Catholic elementary schools in the Diocese of Belleville are required to keep a written record of each student who is currently attending or has attended the school. During the time a student is officially in attendance, the record is considered to be active and to be kept in the local school file. There are two parts to each record: a permanent record and a temporary record. All student records are to be kept according to federal, state and Diocesan guidelines and procedures. Release of information from a student's record to someone other than the student is to be done only according to federal and state guidelines. (#5125) For the entire records policy, please see the principal.

Non-custodial parents:

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Student Transfers**

Schools shall follow proper procedures as determined by the Office of Education when transferring and maintaining all school records. (#5119) For the entire transfer policy, please see the principal.

### **Wellness Policy**

The school maintains a Wellness Policy, which is evaluated annually. The wellness policy is available in the main office and on the school's website.

### **Parent-Teacher Communication**

Prior to the first day of school, St. Joseph hosts an Open House. This is an opportunity for all parents to meet the teachers, walk through their child(ren)'s schedule, discuss policy and guidelines, and generally learn about the school and environment. We believe this event builds the partnership between parents and teachers.

All parents have access to student grades in the FACTS management system. Using the link provided by the school, parents will set up an online account. Parents can regularly check on assignment completion

and grades as well as other important school information. Quarterly report cards are issued online in order to report student progress and communicate with families.

In addition, Parent-Teacher Conferences are held in November for all parents. Parents are encouraged to contact teachers at other times if they need to give or receive information concerning their children. In February, an optional conference is convened with a focus of those students who may be experiencing some difficulties. (#5124)

Appointments may be made to speak with the school principal through the school office.

### **Guidelines for Strong Parent-Teacher Communication**

At St. Joseph School, we value the strong home-school partnership that we have with our families. Next to high quality instruction in the classroom, this partnership stands as one of the most significant factors in a child's education. We want to ensure that we have an open and highly collaborative relationship with all our parents and that our communication is strong. In addition, we want to address any concerns you may have over the course of the year in a positive and constructive manner.

Parents have three direct ways to communicate with teachers: telephone (voice mail), electronically (e-mail, messenger, text, etc.), or face-to-face meetings. Electronic communication has become the preferred choice in our society because it is fast and convenient. Therefore, we want to clarify the guidelines for effective and appropriate electronic communication.

- **Priority:** Teachers' top priority during school hours is working directly with children. In most cases, teachers check and respond to emails and messages before and after school. A teacher will generally respond within 24 hours.
- **Availability:** Teachers are sometimes unavailable due to after-school meetings, tutoring, illness, conferences or trainings, which may delay their response. Teachers are "on call" from 7:30 a.m. to 3:30 p.m. each day. If your communication is sent after 3:30 p.m., the teacher will answer the next school day.
- **Purpose:** What is the goal of the communication? If the purpose is to share information or give the teacher time to think about an issue, electronic communication is appropriate. However, if a more complex issue requires a two way dialog, electronic communication may not be appropriate. Please consider scheduling a telephone call or meeting with the teacher.
- **Clarity:** Unfortunately, electronic communication leaves a lot of room for misunderstanding. Direct phone or face-to-face communication will lead to better understanding and problem-solving.

### **Visitors**

All visitors, parents, and guests are required to register in the school office to sign in.

- Students are released from the building only through the school office.
- Trespassing or loitering on school premises is strictly prohibited.

# **GENERAL ROUTINE PROCEDURES**

## **Daily Drop-Off and Pick-Up**

Classes begin each day at 7:50 a.m. and are dismissed at 2:50 p.m.

Drop Off Locations:

- Circle drive on Chestnut Street (PreK-8)
- Parking lot on corner of Chestnut and Elliott (crossing guard provides for safe crossing)
- Office door (Preschool Families only, please)

The school provides supervised, early drop-off from **7:30 – 7:45 a.m.** in the courtyard each morning. We ask that you do not drop students off before 7:30 am to ensure appropriate supervision and safety.

Students dropped off between 7:45 and 7:50 a.m. enter and go directly to classrooms.

Bicycle riders should park bikes in the rack. On arriving and leaving school, all bicycles should be walked across the dismissal area.

After school supervision extends from 2:50 until 3:00 p.m. Please be prompt in picking up your child(ren). The lot on Chestnut and Elliott is the appropriate location to park and wait.

On occasion, students are dismissed early from school for teacher meetings, parent teacher conferences, and catechist certification instruction. Parents will be notified of early dismissals and are responsible for the student(s)' transportation.

## **Dismissal During School Hours**

Requests for dismissal during school hours must be presented in writing to the teacher and signed by the parent. Please inform the teacher ahead of time about early withdrawal of a child from class. The child will be released through the office and must be signed out there before leaving the classroom and school. For purposes of safety, all children must be signed back in at the office upon return to school.

## **Early Dismissal**

Notification is given in advance regarding early dismissal from school or a change in the calendar. St. Joseph School follows the Richland County Community Unit #1 schedule for weather-related emergencies (school closing or early release). The school will send an email and a telephone broadcast in the event of a school cancellation. Please listen to the local radio station when there is inclement weather.

## **LUNCH PROGRAM**

### **Lunch**

A hot lunch is available free of charge for the 2021-22 school year for students each full school day. Students who bring lunch may purchase a carton of milk. Students may purchase additional items (when available) from the lunch menu by informing the homeroom teacher during the morning lunch count.

### **Collection System**

St. Joseph School utilizes a lunch tracking system within FACTS. The program streamlines the administration of the Hot Lunch Program and allows for more reliable and efficient reporting to parents, State and Federal agencies. Daily lunch is free for students for the 2021-22 school year. Students have the option to purchase extra milk or an extra entree for 5th-8th grade students. Each family has an account in which they can deposit money. When your student(s) order(s) extra items, the money is deducted from your account. Because we take part in the Federal Hot Lunch system, we maintain a separate account for this program. Checks for Hot Lunch must be separate from those for tuition. Once parents have logged-into the FACTS system, the hot lunch balance can be checked on a regular basis.

### **Student Lunch Checkout**

- Students may not be check out for lunch due to shortened lunch periods and reduced exposure

### **Lunch times**

<i>Preschool</i>	11:15 am- 12:00 pm
<i>Kindergarten, 1st, and 2nd Grades</i>	10:50 am- 11:30 am
<i>3rd, 4th, and 5th Grades</i>	11:20 am- 11:50 pm
<i>6th, 7th and 8th Grades</i>	12:20 pm- 12:50 pm

## **CAMPUS POLICIES**

### **Dress Code**

We value personal respect and modesty at St. Joseph School. Please come to school clean and neatly dressed. Following are listed some guidelines to be used at school:

- Jeans are permitted, but they must be neat and clean.
- Shirts must be free from tears and holes.
- If the predicted temperature is 65 or above, students may wear modest shorts and skirts.
- Items of clothing that expose too much of the body, are too tight or too revealing are not acceptable. Clothing that exposes midriffs is not proper school attire. Students may not wear thin straps or tank tops that are too revealing or bras straps are visible.
- Clothing with slogans including alcohol, tobacco, drugs, profanity, or put-downs of other people is also not acceptable.
- Hats and sunglasses are only permissible outside the buildings.
- Shoes must be worn at all times. Sandals are appropriate according to the seasonal guidelines applied to the shorts and must have heel straps.
- On days when the Liturgy will be celebrated, students should wear appropriate dress.

\*Determination of appropriate/inappropriate attire is at the discretion of the staff and principal.

### **Harassment**

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

Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature. No employee or student shall be expected or required to submit to racial slurs, racial jokes, racial or sexual cartoons, sexual advances, requests for sexual favors, and verbal or physical conduct of a racial or sexual nature within or relating to any school or parish setting or activity. (Policy 4116.2)

### **Anti-Bullying Procedures**

St. Joseph School is committed to a safe, education environment for all students, free from aggressive behavior. Aggressive behavior is defined as any behavior that may cause physical or emotional harm to someone else and/or urging other student(s) to engage in such conduct over a period of time. Prohibited, aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

The main types of aggressive behaviors are:

Physical (hitting, kicking, grabbing, spitting, etc.)

Verbal (name calling, insulting jokes, threats, racist remarks, etc.)



Indirect (spreading rumors, offensive cartoon drawings, intimidation, etc.)

Grounds for disciplinary action apply whenever the student's prohibited aggressive behavior is reasonably related to school or school activities, including but not limited to:

- On school grounds before, during, or after school hours or at any other time when the school is being used by a school group.
- Off school grounds at school-sponsored activity or any activity or event which bears a reasonable relationship to the school.
- Traveling to or from school or a school activity, function, or event; or
- Anywhere, if the aggressive behavior may reasonably be considered to be a threat or an attempted intimidation of a student, visitor, or staff member or an interference with school purposes or an educational function.

Students who are victims of aggressive behavior, as stated in this policy, at anytime by anyone are encouraged to notify any school employee who in turn, reports the alleged incident to a building administrator. The administrator will complete a conflict incident report form and document any and all follow-up.

When there is substantial evidence of violation of this policy, the administration and/or Board shall take appropriate action that may include expulsion, suspension, police contact and report, warning, and/or such disciplinary action as may be warranted. (Policy 5142.3)

### **Cell Phone and Electronic Device Policy**

Students may possess cell phones or similar electronic devices. However, students may not use a cell phone or electronic device to make phone calls, receive phone calls, play music or video, text message, take photos, or any other electronic function during the instructional day.

Students observed using cell phones, pagers, or electronic communication devices during the instructional day will face consequences and will forfeit their ability to have such devices. Inappropriate use of a cell phone or electronic device will be treated as a Level I Misconduct. Upon any infraction of the policy, a cell phone will be confiscated immediately. Confiscated phones will be released to parents/guardians only. For corrective procedures, please see Level I offenses. A second offense with a cell phone or electronic device may be treated as a Level II offense.

The instructional day is defined as the time period between a student's arrival on campus and departure from school grounds. The instructional day includes lunch periods and class changes. School busses are extensions of the instructional day, and use of the devices mentioned above is prohibited while students are on busses or while waiting for busses at the end of the day. (Policy 5142.4)

### **Care of School Property**

We count on the entire school community to assist in keeping our building and grounds neat. Students, staff and parishioners are asked to help with litter pick-up.

### **Ratifying or Modifying Policies – Board of Education**

To allow adequate discussion of policy issues and to allow all Board members, families and students affected by policy to have an opportunity to be heard, any new policy or modification of an existing policy must be presented at a regularly scheduled Board of Education meeting. At the Board meeting at which the new policy and/or modification of policy is first presented, the Board shall not adopt or make any change in the policy. The first reading is for discussion and/or revisions. Upon the second reading at the next regularly scheduled Board of Education Meeting, the Board of Education may ratify the new or modified policy into existing policy for the school. In the event of an emergency or compelling situation, if the Board so finds the policy can be adopted or modified at the meeting at which it is proposed, a 2/3 vote is required to pass into existing policy.

### **Telephone**

Unless it is an emergency, children are not allowed to phone home. A parent, or guardian may call and leave a message for his/her child but we ask parent(s) or guardian(s) to call **before 2:00 PM** in order to get messages to students prior to dismissal.

### **Field Trips**

St. Joseph School sponsored trips/events are allowed only when they have an educational purpose. Students must submit the school's request/permission form prior to the school sponsored trip/event. Students who fail to submit a proper request/permission form are not allowed to participate in the trip/event. A parent telephone call is not accepted in place of the signed form. In the event students return to school earlier than expected, they are not released to anyone except their parent(s) unless prior arrangements have been made by the parent(s) through the office or with the teacher.

### **Sleeping and Overnight Arrangements**

Any school activity that includes an overnight stay for youth age 18 and under, will comply with the following rules:

Male and female leaders/chaperons will have separate sleeping facilities (unless married).

Male and female students will not share the same sleeping facilities.

No students may share a sleeping facility with an adult other than a parent/guardian.

All leaders/chaperons will be at least 21 years of age and have completed all requirements according to Child Protection Policy.

The ratio of students to adult chaperones will be one adult to every ten students. (#6153.1)

School sponsored trips/events are privileges afforded to students at the discretion of the teacher and principal. Students can be denied participation in any trip/event if they fail to meet behavioral requirements established by St. Joseph School. (Policy 6153)

Field Trip Permission Forms include a curriculum goal, destination, supervisor name, date and time of departure, anticipated return time, method of transportation, student cost, and a place for a parent/guardian signature, address, and emergency phone number.

### **Educational Achievements**

Along the educational path, our students find rewards and praise in many forms. During the graduation ceremony, we recognize the following achievements:

- *Graduates of Distinction.* The semester letter/percentage grades earned by the students during grades 6-8 are calculated to determine a grade point average. Students earning a G.P.A. in excess of 4.75 are designated as “Graduates of the Distinction of High Honors.” Students earning a G.P.A. in the range of 4.5-4.75 are designated as “Graduates of the Distinction of Honors.”
- *The Elks Awards and the City of Olney Citizenship Awards.* The students are asked to elect 2 boys and 2 girls to be considered for each of these two prestigious awards. Criteria include academics, activities, leadership, citizenship, patriotism, and service. The staff selects the final recipients (one girl and one boy for each) from the candidates voted on by the students.
- Teachers and staff choose a specific student to receive the *Clara Hahn Memorial* (awarded for diligence, involvement, cooperation, and enthusiasm).
- *Leadership Award.* St. Joseph School awards the honor to a student who demonstrates the following: vision - the ability to sense needs and set goals; involvement and participation – the ability to involve other students in personal, class, and school goals; trust and support – the belief that goals will be achieved and the confident to encourage direction in others; discipline – the strength and courage to “stay the course”.

## **EXTRACURRICULAR ACTIVITIES**

It is the policy of St. Joseph Parish School Board that no student leaves the Parish School grounds between morning convocation and afternoon dismissal, except for school arranged and approved activities.

Students participating in after school activities such as band, tutoring, ball practice, etc. may not leave the school grounds due to safety and legal issues. The school is responsible for child(ren) while they are engaged in extracurricular activities associated with the school.

1. For any extra-curricular activity beginning at or prior to 3:00 pm, participating students do not leave the school premises.
2. For any extra-curricular activity beginning after 3:00 pm, participating students must make arrangements for transportation. They may not remain on school grounds unsupervised.
3. Coaches will notify the office when practice begins after 3:00 pm.

The School Board may make exceptions to this policy on a case-by-case basis. Such exceptions are made only upon a request in writing by the parent or guardian of the student for which such exception is requested, delivered to the principal or a teacher. The parent may address the next board meeting regarding the request, either in person or by a representative. No exception shall be deemed granted to this policy unless the School Board makes the exception in writing. All exceptions granted, and the written request therefore, shall be made a part of the student's permanent school record.

Any violations of this policy shall be grounds for implementation of procedures under the school discipline policy. This policy shall not affect the policies now in effect of withdrawal of a child from school or from school premises by a custodial parent or guardian.

St. Joseph School students may participate in a variety of extra-curricular activities. They include ChoirCats, Cross Country, Basketball, and Track. (#6145.2)

The minimum age for participation in these activities is dependent upon the number of students interested in the activity and the criterion for each activity. Participation in grades 4 and 5 varies annually based on enrollment and class size. All students participating in the athletic programs must have a physical on file in the school office.

St. Joseph School Booster Club supports Cross Country, Basketball, Track, ChoirCats, and Band.

### **Safety Patrol**

With the permission of their parents, students in grades 6-8 serve as crossing guards in areas that are heavily traveled by students at dismissal time.

**Athletic and interscholastic competition** follows Diocesan policy. (6145.2) The board of education, the principal and the pastor enforce this policy as it pertains to the opportunities here at St. Joseph School. The following is a brief overview of Diocesan policy:

1.     **LEADERSHIP.** The athletic and competitive programs, their directors and coaches, and the organizations established to help them function are under the direct supervision of the principal. Each will be evaluated by the principal or his designee every year and is to be renewed annually by approval of the principal.
2.     **ACTIVITIES AND PRACTICES.** Coaches shall set practice schedules that conform to the diocesan policy regarding number and time length. Specific regulations have been established prohibiting regular events on Sundays. This includes games, practices, open gyms, and tournaments. The Principal must approve any exceptions.
3.     **Schedules.** Each team will receive from the coach a schedule of starting dates and practices.
4.     **COACHES.** Each will be approved by the principal and the AD prior to each season and must obtain *Win The Prize* certification from the Office of Education. In addition, all coaches must have a criminal background check.
5.     **PLAYERS.** Every student must meet diocesan requirements regarding age and conduct. A student's classroom behavior and academic progress are best handled by the teacher and the principal and should remain a concern not generally connected to the athletic program. However, should the athletic participation be found to interfere with a student's progress, a student may be excused for a time from participation. Any disciplinary action connected with the school and the parish athletic program should be determined with joint participation by the student, teacher, parent, principal, coach and/or athletic director. All students must have a current physical on file with the school office.
6.     **PARENTS AND SPECTATORS.** Teaching good sportsmanship starts with providing good role models. Supporters of the school's athletic activities are encouraged to set the example for the entire school community. All persons—other fans, coaches, players, and officials—should be treated with respect and courtesy.
7.     **Abusive language and excessive criticism are prohibited during and after games.**

A copy of the Athletic Handbook will be distributed to all parents of student-athletes.

## **PARENT INVOLVEMENT**

### **Organizations**

#### **Parent-Teacher Organization:**

All parents are considered members of the PTO and have the opportunity to determine their level of activity within the organization. The PTO sponsors a variety of activities throughout the school year – these events are assigned by grade level and are chaired by room parents. All parents or guardians are encouraged to actively participate and help.

#### **Boosters:**

Parents also serve on the St. Joseph Booster Club, which normally meets the second Tuesday of each month. All parents or guardians are encouraged to attend meetings. Booster members meet to organize and fund these various school activities: Band, Choir, and Sports Programs. All extra-curricular activities are funded by monies raised by this committee. This includes an activity fee for each child at St. Joseph School. This fee is paid at the time of registration. The activity fee of \$10/student, with a cap of \$25 for families of 3 or more children, is designed to strengthen the financial base of the Booster Organization.

- The revenue this fee generates insures that all of the programs in place now will remain well into the future, and
- As a school-community we must work together to support the programs from which we all benefit – as participants, spectators, classmates, siblings. The quality of our extracurricular activities serves as a wonderful outreach program to our surrounding community. This fee should maintain and even bolster that quality.

#### **Board of Education:**

Parents may also serve on the school board and/or one of its several committees. School Board members are elected for three-year terms and must be registered members of the parish. The BOE meets every 3<sup>rd</sup> Monday of the month and acts as an advisory body in determining the policies and goals of the school. Board committees include finance, staffing and curriculum, planning and policy, buildings and grounds, enrollment and community relations, and development. Membership in these is voluntary and encouraged from all parishes. These committees meet monthly or semi-monthly.

### **Volunteer Service**

Parent(s), parishioners, and friends of St. Joseph School volunteer in many capacities throughout the year. All volunteers must be in compliance with Child Protection Policy. Those working with children more than one hour/month or operating as a room parent or chaperone must complete child protection training and annual refresher courses and complete paperwork for background checks.

- playground-lunchroom supervisors
- librarians
- coaches
- room parents
- copy volunteers
- extra-curricular activity sponsors
- fundraising committee members
- musical accompanists
- drivers and chaperones

*All school staff and volunteers are mandated reporters when a child is suspected of being abused or neglected. Complete policy found in school office (5141.4)*

### **Parties**

Please refer to classroom teacher policy regarding birthdays. Room parents coordinate classroom holiday events with the teacher.

### **Child Protection**

Please note that any parent/adult who chaperones a trip and/or volunteers consistently at the school must be compliant diocesan child protection policy. Volunteers must complete these prerequisites:

1. Attend an Initial Child Protection Training class. These classes are presented throughout the school year at various locations in the Belleville Diocese.
2. Complete the Illinois Department of Children & Family Services Authorization for Background Check (CANTS) form.
3. Complete the Application for Volunteer Service form.
4. A criminal background check is required for any volunteers in leadership positions, or those who have lived in Illinois for less than 5 years.

Also, updates to the initial requirements are required. The intervals for updates are:

1. Refresher course – each year.
2. CANTS Form – every other year.
3. Criminal background check form – every 5 years. You may call the school office for additional information, location details, or forms.

**INTERNAL REPORTING PROCEDURE FOR ABUSE AND NEGLECT:** Please report any suspect of child abuse or neglect to the Principal or Pastor of St. Joseph, Olney.

## **HEALTH AND SAFETY**

### **Medication**

The school staff supervises student self-administration of medications required during school hours. Medication prescribed by a physician must be registered in the school office by the parent. Any medication that must be dispensed on a regular basis during the school day must be accompanied by directions and the prescribing physician's signature. Teachers may not keep medication in their desks. All medication that must be brought to school should be taken to the office where it is locked up according to school law (except those approved for self-carry). Cough drops may be used during school, but parents or guardians should send the teacher a note. (see addenda)

### **Emergencies**

It is important that the school office have emergency numbers where a parent(s) or guardian(s) can be contacted should an emergency arise. The names of persons other than the parent(s) or guardian(s) to contact in an emergency should also be on file. Should any phone numbers or addresses change in the course of the school year, please share with the school as soon as possible.

### **Emergency Procedures**

St. Joseph School has an emergency preparedness plan. Each classroom contains emergency kits that contain class lists, medical information, and basic first aid supplies. The school also keeps emergency supplies at several locations in the school. Evacuation diagrams and emergency procedures are posted in each room. Drills and precautionary measures to be followed in the event of disaster from fire, storm, tornado, and earthquake, or Civil Defense alert ensure the safety of the children.

### **Immunizations and Physical Examinations**

St. Joseph School follows the Illinois Department of Public Health Rules for School Health Exams and Immunizations, Illinois Department of Public Health Rules, and the Control of Communicable Diseases.

**Physicals:** The Illinois School Code mandates that students entering an Illinois school for the first time and those entering kindergarten and sixth grade must have a physical examination form completed and placed on file in the principal's office by October 15th.

**Dental and Vision:** State code also mandates that students entering an Illinois school for the first time and those entering kindergarten, second and sixth grade present proof of oral health examination, and those entering an Illinois school for the first time or kindergarten must show proof of a vision exam.

**Immunizations:** In addition, all students are required to be immunized against diphtheria, pertussis, tetanus, polio, measles and rubella. St. Joseph School requires that each child must have appropriate documentation to show that the required immunizations were received before October 15th of the school year. The school office and the principal will inform parents when their child(ren) are not in conformity with the law and will enforce the law according to state directive. (#5141.3)



Medical Delay: If a student is unable to receive all required immunizations as prescribed by the IL Department Of Health, St. Joseph School must receive from the parent or guardian (i) a schedule for the administration of the remaining required immunizations and (ii) a statement of the medical reasons causing the delay. Both must be prepared by the medical professional responsible for the administration of the remaining immunizations and be received by St. Joseph School by October 15th of the school year.

Health Examinations/Immunization Non-Compliance: The health and safety of our students is our top priority. As such, St. Joseph School reserves the right to take the appropriate and legal actions available to ensure that students are in compliance with the health-related standards set by the State of Illinois.

St. Joseph School follows Diocesan procedures concerning students infected with HIV-AIDS in accordance with the directives and procedures set forth by the Illinois Department of Public Health, Illinois State Board of Education, the US Center for Disease Control, the American Red Cross, and the U.S. Catholic Conference. (Principal Handbook 51-6, 7). For the complete policy, please see the school principal.

### **Birth Certificates**

The Illinois School Code mandates that children entering an Illinois school for the first time (Kindergarten and transfer students) must have a certified birth certificate on file in the principal's office.

The principal will inform parents or guardians when their child(ren) are not in conformity with the law and will enforce the law according to state directives.

### **Pregnant Student Attendance** (Reg. 5138)

The Principal and Pastor, in consultation with the Office of Education, shall make final judgments as to whether or not a pregnant student should be enrolled or retained in school. They shall take every precaution to avert consideration of abortion as an option by the pregnant student. In the light of compassion, mercy and justice, they shall consider each person's case individually, consult with the parents, recommend appropriate counseling resources and insure confidentiality. If the boy is enrolled at the school, consultation shall take place with his parents, recommend appropriate counseling resources and insure confidentiality. Pregnancy shall not be a reason for expulsion.

### **Student Photographs and/or Videos**

Parents agree to allow the school use of student photos and/or videos for promotional purposes.

## **ST. JOSEPH DISCIPLINE POLICY**

The purpose of Catholic education is to build faith community among students, faculty, administration, and parents, to instill in the students the authentic tradition of the church, and to mold students in Gospel values. St. Joseph Parish School Board adopts the following rationale of the Belleville Diocesan Board of Education as the foundation for the discipline policy for St. Joseph School, Olney, IL. (#5144)

**The principal reserves the right to utilize his/her discretion in regard to discipline policy.**

### **Discipline Code Rationale**

Students go through different stages of growth and development and each age has unique tendencies and characteristics. Times of rapid change and growth in a student may bring about some turmoil and stress.

All students go through these stages and express characteristics appropriate for their age. Some do this more dramatically than others. Some may struggle more intensely, and some may experience a much smoother transition. Teachers, administrators and parents need to recognize that negative behavior may accompany certain stages. Positive responses to students during these occasions reinforce the positive qualities each student possesses and enables the student to learn and grow.

In order for a student to contribute, learn and grow, the student needs to view the school as a kind, friendly and supportive place. Therefore the methods teachers use to limit negative behavior and promote positive behavior should be reflective of this view.

Discipline is a process that helps teach students ways to develop their own self-control so they can ultimately, be independent, responsible and have a strong reliable conscience. Teaching self-control can be done in many ways that are helpful, supportive and respectful of a child's individuality and humanity. Discipline should be considered a part of the learning process for a student, not a technique to be used when a problem arises. Often the term Discipline is confused with the use of punishment and the two are not the same but really opposed to each other.

Proper use of discipline is never humiliating or harmful to a student's body or self-esteem. Negative forms of child control that are punitive in nature are basically harmful to students either physically, emotionally, or psychologically. Punitive controls do not promote self-discipline, but create barriers between teacher and student by promoting fear, guilt, resentment, resistance, frustrations and irresponsibility. Teachers support their students by guiding them to develop skills that result in self-discipline.

Effective discipline involves:

- Prevention procedures which teach students how to behave responsibly;
- Correction procedures which clearly outline techniques to stop misbehavior and the consequences of inappropriate behavior;
- Resolution procedures that help the student change attitudes, make responsible decisions, and accept the consequences for taking charge of their own lives.

## **Expected Behavior**

### **Honor Code**

As individuals, each of us must make decisions as to how to act and behave. Responsible decisions and the actions that result are the product of our personal sense of self-esteem and worth as well as our personal honor and integrity. It is expected that the people of St. Joseph School will act with a sense of personal honor and integrity demonstrating their self worth.

Furthermore, it is a measure of that honor and integrity that the students learn to recognize appropriate behavior around them. Upon witnessing any behavior which is detrimental to school and/or its individual members, a student is expected to inform the proper school officials. He or she need not take matters into his/her hands. In fact, it is the right and responsibility of the student to uphold the teachings of the school and its rules—one of those being to maintain safety and appropriate behavior whenever possible. Failure to do so demonstrates a willful disregard of that responsibility.

### **Prevention Procedures**

It is impractical to expect students to know what they should do unless they are told. Clearly defined expectations help prevent misbehavior by teaching students how to behave responsibly. The following behaviors are expected of all St. Joseph School students at all times.

### **During School Activities**

Orderly and mannerly behavior is expected at all times. This includes such behavior as is consistent with our teachings. Respectful behavior toward all persons is to be observed.

### **Church**

Participate fully in the liturgical and para-liturgical.

Follow teacher/supervisor's direction for proper use of the church building as our common place of worship.

### **Classroom**

Keep the classroom neat.

Play sit-down games and keep voices at a low volume when required to stay inside for recess or free time.

Follow teacher direction for classroom behavior.

Be prepared for class and complete assignments on time.

Keep the room quiet enough to allow others to read and study.

### **Halls**

Walk in the halls and on the steps for personal safety and the safety of others.

Maintain quiet out of respect for students engaged in learning.

### **Bathroom**

Attend to needs in a timely manner - no loitering in the bathroom.  
Leave the room in good order by putting towels in the wastebasket, etc.

### **Bus Line**

Stay in assigned bus line. Shoving and pushing others is out of order.  
Listen to the directions of the teacher or patrol person(s) on duty.

### **Library**

Keep the room quiet so others can read and study.  
Return books to the library according to classroom plan.  
Return books by the date due.  
Check books out correctly with the librarian.

### **Cafeteria**

Sit on benches in alphabetical order.  
Proceed through the lunch line when directed by the supervisor (*all* students).  
Observe proper rules of etiquette; refrain from sharing food for sanitation purposes.  
Empty tray when finished; return to place at table.  
Raise hand to be dismissed; check the table, chair, and floor area for cleanliness.  
Request permission to use bathroom.  
Walk at all times in cafeteria and on the steps.  
Treat cafeteria supervisor(s) with respect.

### **Gym**

Wear only special tennis shoes on the gym floor—no black-soled shoes, please.  
Treat gym equipment including volleyballs, basketballs, etc. with care.  
Sit on bleachers. Running on the bleachers is inappropriate (dangerous) behavior.  
Leave the locker room in good order.

### ***Events (in gym)***

Leave the gym only at half time or between games to go to the concession stand or restroom.  
Keep drinks in concession area.  
Stay in the building - students who leave will not be readmitted.  
Attend to needs immediately in bathroom - no loitering. Leave bathroom in good order.  
Keep exits clear.  
Allow only uniformed persons on the gym floor.  
Allow only players/coaches at back entrance and locker room areas.  
Walk in the gym and foyer.  
Enter and leave the building by the front entrance.  
Be responsible for students after the game - parents should pick up promptly.  
Prohibition from attendance will result if the rules are not followed.

### **Playground**

Stay in the assigned area.  
Stay on the school premises unless accompanied by a parent or teacher.  
Ask permission to recover playground equipment from the street.  
Share playground equipment.  
Report injuries and other problems to the teacher/supervisor who is on duty.  
Follow teacher/supervisor's directions concerning appropriate playground behavior.  
Respect and obey all teachers/supervisors.  
Refrain from play that may result in torn clothes or harm to others.  
Climb only on the equipment as it is designed to be used.  
Please put trash where it belongs.

### **Code of Conduct/Off-Campus Misconduct**

The disciplinary code of the school and all penalties shall apply to conduct off-school grounds that is contrary to Christian principles and may endanger the health and safety of students enrolled in schools within the Diocese. This also includes engaging in behavior that may adversely affect the educational process. Students may be subject to the full range of disciplinary procedures for off-campus misconduct. These may include, but are not limited to, suspensions, expulsions, removal from participation in extracurricular activities as determined by the principal. (#5131.1)

### **Levels of Misconduct and Interventions**

**Level I: Level 1 acts of misconduct are minor misbehaviors that hinder the orderly operation of the classroom, school bus, cafeteria, or church. Such misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.**

#### **Level I Misconduct Includes:**

- a. Classroom disturbance
  - b. Dishonesty/cheating
  - c. Failure to carry out directions
  - d. Littering
  - e. Tardiness
  - f. Failure to follow school rules
  - g. Name-calling, running, pushing, or yelling
  - h. Restroom play
  - i. Rough play
  - j. Damage to/taking property
  - k. Disrespect toward other students and school personnel/supervisors
- The level of misconduct is dependent on the relative value and other circumstances.

### **Correction Procedures**

There is immediate intervention by the person who is supervising the student or who observes the misbehavior.

If the violation occurs in the classroom setting, the teacher invokes his/her management plan.

Repeated misbehavior may require a parent/teacher conference or a parent conference with an administrator.

#### **Resolutions Options**

- Conference with parents (by phone or in person)
- Conference with student
- Verbal Reprimand
- Behavioral Contract
- Counseling
- Withdrawal of Privileges
- Detentions
- Written Apology

**Level II: Level II involves misbehaviors whose frequency or seriousness tend to disrupt the learning climate of the school. Those infractions that result from the continuation of Level I misbehaviors require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Included in this level are misbehaviors which do not represent a direct threat to health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.**

#### **Level II Misconduct Includes:**

- a. Continuation of unmodified Level I act of misconduct.
- b. Use of tobacco on or adjacent to school property (first offense)
- c. Truancy
- d. Forgery or the use of forged notes or excuses
- e. Insubordination
- f. Misrepresentation
- g. Loitering
- h. Gambling
- i. Bus misconduct
- j. Verbal abuse
- k. Damage to/taking property
- l. Failure to abide by corrective measures for misconduct
- m. Failure to dress properly
- n. Plagiarism – (first offense) Saturday School, assignment receives an F for grade.  
(The level of misconduct is dependent on the relative value and other circumstances).

#### **Correction Procedures**

The student is referred to the administrator for appropriate disciplinary action.

The administrator meets with the student and/or teacher and develops the most appropriate response.

A record of the offense and disciplinary action is maintained by the administrator.

### **Resolution Options**

- Conference with parents (by phone or in person)
- Conference with student
- Detention
- Written Assignment
- Withdrawal of Privileges
- Referral to Outside Agency
- In-School Suspension
- Written Apology

**Level III: Level III involves acts directed against persons or property but whose consequences do not seriously endanger the health and safety of others in the school. The corrective measures which the school or district uses will be determined by the extent of the resources available for remediating the situation in the best interest of all students.**

### Level III Misconduct Includes:

- a. Continuation of unmodified Level II act of misconduct
  - b. Use of tobacco (2nd or repeated offenses)
  - c. Possession, use, or under the influence of alcohol
  - d. Possession or use of controlled substances (drugs) and/or drug paraphernalia
  - e. Threats
  - f. Fighting - may result in suspension
  - g. Vandalism
  - h. Extortion
  - i. Trespassing
  - j. Bus misconduct - second incident report results in suspension from bus not to exceed 10 days
  - k. Damage to/taking property
  - l. Possession or creation of pornography and/or occult or other questionable materials
  - m. Forging parent/guardian signature on tests, quizzes or other documents requiring parent/guardian signature
  - n. Shucking – pulling down pants/underwear of another student
  - o. Cheating in any form including giving answers to other student
- (The level of the misconduct is dependent on the relative value and other circumstances).

### **Correction Procedures**

The administrator initiates disciplinary action by investigating the infraction and conferring with the staff and the student about the misconduct and subsequent disciplinary actions.

Parents will be informed by a discipline report mailed to the home and/or by conference.

An accurate record of the offenses and disciplinary actions is maintained by the administrator.

The Executive Committee of the School Board will be convened as soon as is reasonably possible for misconduct that requires board intervention.

#### **Resolution Options**

- Temporary removal from class
- Financial restitution (in cases where damage or loss is incurred)
- In-House suspension
- Out-of-school suspension
- Suspension of bus privileges
- Written Apology
- Alternative program(s)
- Saturday School

**Level IV:** Level IV acts involve actions that are so serious that they always require administrative actions that result in a least temporary removal of the student from school. Level IV acts of misconduct may involve the intervention of law enforcement authorities and BOE action.

#### **Level IV Misconduct Includes:**

- a. Continuation of a Level III act of misconduct
- b. Furnishing or selling controlled substances
- c. Possession or use of weapons
- d. Bomb threats
- e. Setting fires
- f. Setting false fire alarms
- g. Damage to/taking property
- h. Possession and/or sale of stolen property
- i. Acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff and/or school property
- j. Bus misconduct – third report results in a suspension for the remainder of the school year.  
(The level of the misconduct is dependent on the relative value and other circumstances.)

#### **Correction Procedures**

The administrator verifies the offense, confers with the staff member(s) involved and meets with the student.

The student is immediately removed from the school environment and parents are notified.

School officials contact law enforcement officials if and when appropriate.

The Executive Committee of the School Board will be convened as soon as is reasonably possible for misconduct that requires board intervention.



**Resolution Options**

- Suspension
- Bus suspension
- Board action that results in appropriate placement
- Expulsion
- Financial Restitution

(#5142, 5144)

**Teachers' Approach to Classroom Management**

The staff of St. Joseph School is committed to creating the most effective classroom environment possible. Each teacher will communicate with families about his/her classroom management plan. These plans are developed in collaboration with the principal. Please be familiar with each educator's plan.

**Board Intervention**

While positive approaches to discipline may not eliminate problems with students, using positive approaches will enable teachers and students to manage stressful situations with more respect and dignity for each other. However, it is recognized that in circumstances, for the betterment and protection of the school, proper atmosphere for learning, and safety of teachers and students that some serious forms of behavior management may be necessary. Therefore the following discipline and expulsion procedures are adopted by the St. Joseph Parish School Board, Olney, IL.

**Suspension from School**

A student may be suspended by the principal for gross disobedience and misconduct. Each individual suspension of a student shall not exceed ten school days. Any suspension shall be reported immediately to the student's parent(s) or guardian(s) and to the pastor or pastor/superintendent along with a full written statement of the reasons for suspension. No student will be sent home on suspension unless the parents have been reached and they expect the child home early. At the elementary level, a conference between the parents, principal and the pastor or pastor/superintendent will precede the student's return to class.

**Expulsion** (#5114)

The expulsion of a child from a Catholic school in the Diocese of Belleville is a serious action. It shall be invoked only after due consideration of all other possible solutions.

The principal shall use every means available to discover the cause of the problem and shall exhaust all appropriate remedies, such as, consultation with the parent(s) or guardian(s) and possible referral to appropriate counseling or medical assistance, prior to an expulsion.

All expulsion situations and reasons shall be documented. An expulsion shall be the result of a student seriously violating moral principles, civil laws, or seriously, or seriously endangering the safety and welfare of other school personnel, and be known to the student and the student's parent(s) or guardian(s).

A written record shall show that there were previous incidents which took place to the expulsion, and that a number of documented conferences were held with the parent(s) or guardian(s) to discuss the problems

and infractions of the student. Accurate records of the time, place and substance of the material discussed shall be kept by the principal. The record shall show whether the student has been placed on probation or has been suspended, so that the student is fully aware of the consequences of subsequent misconduct.

It is generally not expected that expulsion will be the first action invoked against a student. There may be cases in which the one incident is serious enough to warrant immediate suspension followed by expulsion. The Director of Education for the diocese and the pastor/superintendent, in cases of elementary schools, shall be notified and involved in all deliberations and shall approve the principal's recommendation for action.

### **Expulsion from School**

When all other means have failed and expulsion is being considered, the following procedure shall be followed:

- 1) The student will be suspended for a period not to exceed ten school days
- 2) The parent(s) or guardian(s) shall be immediately informed in writing of the suspension, and that expulsion is being considered.
- 3) The principal shall meet with the pastor or pastor/superintendent to review the merits of the expulsion.
- 4) When a decision for expulsion has been determined, the principal shall review the decision with the Diocesan Director of Education, along with the pastor or pastor/superintendent, before an expulsion can be implemented.
- 5) Parents who are dissatisfied with the action taken by the principal shall have recourse to the local board of education, education committee and/or parish council as determined by local board policy. Decisions can only be overturned when local and diocesan policies and regulations were not appropriately followed.
- 6) In the event of an expulsion, the principal will cooperate with the parents in attempting to make arrangements for the future education of the pupil in another school.

### **Confidentiality**

All parties involved in determining a suspension or expulsion of a student shall keep all information confidential. (Policy 5114) All written notices herein required should be either personally served or mailed by U.S. Certified Mail, Return Receipt Requested, and if mailed should be deemed served upon the date of the return receipt.

### **Communication with Staff/Grievance Procedure Policy (5114A)**

St. Joseph School seeks to provide an open and direct way for parents/guardians/students to communicate with the faculty/staff/administration. If a parent/guardian has a disciplinary, athletic, or academic concern, the school requests that s/he approach the staff member directly involved with the concern. Having an open, honest conversation is the best approach for understanding and resolution. If, however, a parent/guardian does not feel a situation is resolved after meeting with the staff member, s/he may appeal using the process outlined below.

- Academic/classroom: first approach is with the teacher.  
Appeal: to Principal.
- Athletic: first approach is with the coach.  
Appeal: Director of Athletics.
- Overall athletic program: first approach is with Director of Athletics.  
Appeal: Principal.
- Recess: first approach is with the supervisor on duty and homeroom teacher.  
Appeal: Principal.
- Principal: first approach was to Principal.  
Appeal: Principal and Pastor.

*Note: if a parent inquires to a person who is not the “first approach”---the parent will be directed to contact the proper faculty staff member. No preliminary evaluation or assessment will be offered until the proper protocol is observed.*

#### **APPEAL PROCESS.**

Note: Parents/guardians may appeal a situation only if school/diocesan policies/procedures were not followed. If a parent/guardian wishes to appeal on that basis after meeting with the original staff member (see above), the parent/guardian follows these steps:

1. Parent/guardian provides a detailed summary of the situation in writing within 10 days of the occurrence. This document is given to the principal
2. The Principal acknowledges the request within 48 hours (not including weekend/holidays).
3. The Principal schedules a conference to explore possible resolutions.
4. If the matter remains unresolved, the Principal and the party involved will approach the pastor to act as final arbiter.

The decision of the pastor is the final resort at the parish/school level. *We request that no other agency or person be involved (without Principal/Pastor approval) unless this review procedure is precisely followed.*

#### **STUDENT APPEAL PROCESS**

If a student wishes to appeal a disciplinary process by a teacher, coach, aide, etc., he/she should notify his/her parent of the desired action. The student follows the procedures outlined above with parent/guardian representation.

#### **Law Enforcement Interrogation/Arrests of Students**

INTERROGATION OF STUDENTS:

There may exist occasions where representatives of law enforcement agencies/departments need to conduct investigations in the schools and even request to interview students.

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

- A. The law enforcement representative shall be directed to the Principal's Office, state the purpose of the visit, and request permission to interview the student(s).
  - B. If the representative is not known to school personnel, personnel shall request and obtain satisfactory identification.
  - C. The Principal shall request that the student be interviewed/contacted at home rather than on school property during the legal school day unless there is a judicial order or subpoena, written consent of the parent or guardian of a student under 18, written consent of a student who is 18 or older, or the person is with the Department of Children and Family Services. If any of these conditions are present, the interview should be allowed to proceed. However, a call to the parent/guardian should be placed.
  - D. If the conditions in Subpart (C) are not present and a law enforcement representative still wants to proceed, the Principal shall confirm that the parent/guardian has been notified that the student(s) will be questioned. The Principal shall also attempt to reach the parent/guardian to confirm notification and if the parent/guardian desires, the Principal should not allow the interview to commence without the parent/guardian. If the parent/guardian is reached and does not desire to be present, the interview can commence. If the Principal is unable to reach the parent/guardian, the Principal should indicate to the law enforcement representative that, absent emergency circumstance, they will need to conduct the interview elsewhere or at a different time.
- NOTE: in cases involving the Department of Children and Family Services (DCFS), DCFS has authority to interview the student without permission from either the parent or school.
- E. The Principal shall provide an adequate space where it is possible for the representative to interview the student(s). The Principal shall be present during the interview along with any interested parent/guardian of the student(s). The interview shall be conducted without interruption and without observance of other school personnel or student(s).
  - F. The Principal shall request that legal rights of the student(s) shall be explained to them by the law enforcement representative prior to any such interrogation.
  - G. On certain occasions it may be necessary for the representative to request permission to take the student to headquarters for questioning. If the Principal grants such permission and the student is to be taken from school, the responsibility of notifying the home that the student is being taken from school is that of the Principal. This must be done before the authorities take the student from the building.
  - H. If the Principal is absent from the building when a law enforcement representative seeks to conduct an investigation, every attempt should be made to contact the Principal. No investigation may be conducted unless permission has been received from the Principal. In the event no Principal is present, authority may be granted by the [applicable managerial authority over principals and schools] when emergency circumstances exist.

## **ARRESTS OF STUDENTS**

In the event that a uniformed law enforcement representative from our local police department or sheriff's department comes to school during school hours to arrest a student, the following procedure shall be observed: The Principal will ask to see the warrant for the arrest. The representative has complete jurisdiction in the matter, and the Principal shall not interfere with the student's removal from the building. It is expected that the contact with the student will be arranged in a manner to make it as unobtrusive as possible. The Principal shall obtain a contact name and phone number from the representative and notify the minor's parent of the student's whereabouts as soon as the representative takes the student from the building.

### **Contraband**

The school retains the right to and will search and seize drugs, weapons, and other contraband when there is a belief that a student is in possession of such contraband. Students who possess such contraband are subject to discipline and/or expulsion. The school will assist local government authorities by reporting such possessions and, when requested by authorities in prosecuting and investigation.

### **Search and Seizure**

The administration of the School is free to enter a student's locker, desk, and school bag any time to search for questionable items. Students shall not have any expectation of privacy as it relates to school lockers, school bags or desks. The school is owner of all lockers and desks and shall retain full control of their use and content. Therefore the school reserves the right to search them at any time without notice. Searches may also be selective and carried out even if there are no reports of wrongdoing. If illegal or improper items are found in a student's locker, desk or school bag (e.g. non-prescription drugs, weapons, stolen property), they will be turned over to law enforcement authorities. Any items (personal possessions) that violate school rules will be kept by school administration and returned to the parents. School administration may ask for, but not force a student to provide a password for a student's cell phone. When a situation arises that requires a search of a student; a student will be asked to empty his/her pockets or purse. If a student voluntarily empties his/her pockets or purse, this will not be considered an invasion of the person. Body searches will not take place. If a student does not voluntarily comply with the administrator's request, the student's parent will be called and expected to come to the school and conduct the search in the presence of a school administrator. A parents' refusal to comply with the request is grounds for immediate expulsion. (#5115)

### **Missing Person**

Upon notification by the Illinois State Police of a child's disappearance, the school, in which the child is currently or was previously, enrolled must flag the record of the child in such a manner that whenever a copy of information regarding the record is requested, the school is alerted that the record is that of a missing person. The school must immediately report to the State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the State Police that the missing person has been recovered, the school must remove the flag from the student's record.

## **TRANSPORTATION POLICY**

St. Joseph students who live in the area serviced by Richland County School District ride its buses and are subject to the rules established by the district. Instructions to the bus riders and consequences for violation of the rules follow. Any behavior issues/concerns will be handled in collaboration with the district.

#### Instructions to School Bus Riders

School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local board of education designates some adult to supervise the riders.

1. Be on time at the designated school bus stop - help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until instructions are given by the driver.
7. Keep hands and head inside the bus at all times after entering the bus. Do not throw anything out of the bus windows.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad crossing stop.
10. Treat bus equipment as you would valuable furniture in your own home.
11. Keep the bus safe and sanitary at all times. Eating is not allowed on the bus.
12. Carry no animals on the bus.
13. Keep books, packages, coats and all other objects out of the aisles.
14. Leave no books, lunches, or other articles on the bus.
15. Be courteous to fellow pupils, and the bus driver.
16. Help look after the safety and comfort of younger children.
17. Do not ask the driver to stop at places other than the regular bus stop; s/he is not permitted to do this except by proper authorization from a school official.
18. Observe safety precautions at discharge point. If it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
19. When on other bus trips observe the same rules and regulations as you would when traveling between home and school. Respect the wishes of the chaperone appointed by the school.
20. Seating assignments may be made at the driver's discretion.
21. Do not bring matches or cigarettes onto a bus.
22. Once you have entered the bus, never leave the bus except at your designated discharge point without the driver's permission.
23. Students are allowed to ride only their regular route bus or busses.
24. Knives or other sharp objects are not allowed on a bus.
25. The use of profane or vulgar language in verbal or written form, or in drawings including obscene pictures will not be tolerated.

#### **Violations of Bus Rules**

The school bus driver has the responsibility for supervising and controlling students on the route. If the driver is unable to control students through his/her efforts, then a School Bus Incident Report is to be filled out by the driver. On the same day, if possible, or as soon as practical, this report is to be taken by the bus driver to the building administrator for disciplinary action. The building principal will take appropriate disciplinary action. The following procedure will apply to incident reports involving "gross misconduct or a serious safety hazard to other students."

#### *First Incident Report*

The administrator will notify parent/guardian of violations(s). If the first incident report is of a severe nature, the administrator may suspend the student from the bus for a period of time not to exceed ten (10) school days. Suspension shall be reported to the parent/guardian of such pupil along with a full statement of the reasons for such suspension and a notice of their right to a review before the superintendent. A meeting with the parent/guardian and bus driver may be required by the building principal.

#### *Second Incident Report*

The administrator will suspend the student from the bus for a period of time not to exceed ten (10) school days or until a meeting has occurred with parent/guardian and bus driver. Suspension shall be reported to the parent/guardian of such pupil along with a full statement of the reasons for such suspension and a notice of their right to a review before the superintendent. Prior to student being permitted to ride the bus again, a meeting must occur between the parent/guardian, principal and a bus driver.

#### *Third Incident Report*

The administrator will suspend the student from the bus for the remainder of the school year. Suspension shall be reported to the parent/guardian of such pupil along with a full statement of reasons for such suspension and a notice of their right to a review before the School Board.

Nothing in this section shall prohibit the building principal from taking further disciplinary action in accordance with student handbook.

#### ASBESTOS

St. Joseph School, Diocese of Belleville

NOTICE TO: Students, Parents, Employees and General Public

Asbestos management plans for St. Joseph School are located in the School Office, 520 E. Chestnut St., Olney, IL.

August 2021

TO ALL PARENTS, GUARDIANS, FACULTY AND STAFF:

As you may be aware, the U.S. Environmental Protection Agency (U.S. EPA) has regulations regarding asbestos-containing materials in schools. These regulations require that all schools conduct surveys to identify the presence of asbestos in their buildings, and to implement appropriate response actions as necessary.

Also under these regulations, we are to inform annually all parents, guardians, faculty and staff of the presence of asbestos-containing building materials (ACBM) at our facility.

An inspection was performed at Saint Joseph School in compliance with these regulations. Furthermore, a site-specific asbestos management plan was developed, reviewed by the Principal and the Designated Person, and has been implemented. This plan describes in detail how any asbestos exposures will be minimized. The new parish/school addition is asbestos free.

All parents, guardians, faculty and staff or others are invited to review this plan, which is available at the School Administrative Office. Should you have any questions or desire further information, please contact the Principal.

## **PEST MANAGEMENT**



It is the policy of this school to implement and practice Integrated Pest Management (IPM) procedures to control pests in school buildings and minimize the exposure of students, faculty, and staff to pesticides.

### **Pests**

It is the policy of this school to control pests in the school environment. Pests can pose hazards to human health, damage property, and disrupt learning.

### **Pesticides**

It is the policy of this school to reduce potential exposure to pesticides in the school environment. Exposure to pesticides can pose a health risk to students, staff, and others, which can be minimized by practicing IPM. Regularly scheduled applications of pesticides inside buildings are not permitted under the IPM policy.

### **Integrated Pest Management (IPM)**

The Integrated Pest Management program at this school will include the following:

- Regular monitoring to identify pest problems
- Preference for the use of non-chemical control methods to address pest problems
- When necessary, the use of least-hazardous chemical controls after non-chemical control methods have been applied
- Preventive actions to reduce future pest problems

### **Notification**

If a pesticide application is deemed to be necessary, parents and staff will be notified in writing two business days prior to the pesticide application.

### **Contractor**

Any contractor hired by the school to provide pest control or other services must be licensed and comply with the school's IPM and notification policy.

## **2021-22 OFFICERS OF SAINT JOSEPH SCHOOL**

### **ST. JOSEPH PARISH SCHOOL BOARD**

Father Mark Stec—Pastor – 215 S. Elliott St	392-6711
Mrs. Carol Potter—Principal – 520 E. Chestnut St	395-3081
Mrs. Jeffrey Rosenberg—Trustee – P.O. Box 457	
Mrs. Sara Peavler - 1265 W. North	
Mrs. Kathy Davis- 108 S. Mill St	
Mrs. Lora Kocher – 18273 E. 50th Avenue (St. Joseph, Stringtown)	
Mrs. Andrea Kuentler - 1598 N. Meridian Rd.	
Mrs. Shanna Ginder – 5681 N. East Point Rd	
Mrs. Lauren McClain - 4886 N. Whitewater Rd.	
Mr. Angel Padilla - 104 W. Gassmann	
Mrs. Christy Blank- 2269 E. Dayton Ln, Noble	
Mrs. Tammy Rudolphi - 1702 E. Dundas Ln. (Holy Cross)	

### **ST. JOSEPH BOOSTER CLUB CHAIRS**

Kevin and Trish Bookhout – 5378 N. Lakewood

### **ST. JOSEPH PTO CHAIR**

Mrs. Bobbi Ginder – 208 S. Richland

### **Disclaimer**

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). Membership or participation in school-sanctioned activities is a privilege and not a property right.

## **2021-22 FACULTY AND STAFF**

Father Mark Stec..... Pastor  
Mrs. Carol Potter..... Principal  
Mrs. Kristen Eagleson..... Office Manager  
Mrs. Valerie McVaigh.....Preschool  
Mrs. Darla Cummins..... Preschool & Art  
Mrs. Beth Kinkade..... Paraprofessional  
Mrs. Cindy Peters.....Paraprofessional  
Mrs. Jen Holtschlag.....Paraprofessional  
Mrs. Rachel Frye..... Kindergarten  
Mrs. Michelle Cowman.....Kindergarten  
Mrs. Marcia Horstmeyer..... 1<sup>st</sup> Grade  
Mrs. Casey Hemrich.....2nd Grade  
Mrs. Kristi Kessler.....2nd Grade  
Mrs. Sarah Crane..... 3<sup>rd</sup> Grade  
Mrs. Saundra Hough..... 4<sup>th</sup> Grade  
Mrs. Hannah Jensen..... 5<sup>th</sup> Grade/Social Studies  
Mrs. Beth Kocher..... 6<sup>th</sup> Grade/Math  
Mr. Sam Sterchi..... 7<sup>th</sup> Grade/Science  
Mrs. Cally Mitchell..... 8<sup>th</sup> Grade/Language Arts  
Mrs. Josy Hart.....Assistant Principal/Spanish  
Mrs. Chelsey Pottorff.....Music, Band, Technology  
Mrs. Valerie Rodriguez..... Librarian  
Mrs. Michelle Deimel..... Paraprofessional & Hot Lunch Program Secretary  
Mr. Bob Ochs..... Maintenance Manager  
Mr. Brett Stirnaman..... Custodian  
Mr. Jesse Baker.....Athletic Director

## **School Health Policy and Use of Medication**

As a general principle, medications will not be given at school. An acutely ill student will be sent home. Students convalescing from an acute illness should remain home until the need for medication no longer exists.

Students are not allowed to have any drugs in their possession on the school grounds.

Special circumstances exist for a health problem that can be expected to be of a long duration. When such a condition exists, the following policy will be adhered to:

### **Prescription Medicine**

To assure school attendance for students who must use medication in the treatment of chronic disabilities or illness. Any student, who is required to take oral medication during the regular school day must comply with school regulations. Regulations include:

1. Written orders from a physician detailing the name of drug, dosage, and time interval medication is to be taken.
2. Written request and permission from the parent or guardian of the student that the school complies with the physician's orders.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
4. Every medication given is recorded on medication log in the office.
5. Only the principal or designated person can supervise a student taking prescription medication.
6. Student self-administration and self-carry of asthma medication or epinephrine auto-injectors are permitted as recommended in a written letter from the student's physician.

### **Non-Prescription Medication**

1. All medications, including non-prescription drugs, given at school shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status.
2. No topical application of alcohol, peroxide, calamine lotion, or any other medication will be used.
3. If injury occurs, the school will use soap and water and inform the parent if the child needs further treatment or needs to be sent home.
4. If a child needs medication, the parent will be called and he/she assumes the responsibility to bring the student's medication or take the student home.

The school principal and/or staff may:

1. Observe, evaluate, and report to the student's parent the student's health status and reaction to prescribed medication given at school. It is the parent's responsibility to inform the physician of any complications
2. Report to the parents any factors that might seriously impede in the student's recovery.

### **Immunization**

1. All students must be in compliance with Illinois State Law Regulations concerning immunizations. (Religious exceptions are not allowed)
2. If any child is not in compliance by October 15 of the current school year, the child will not be allowed to attend school or any school functions until the child has received proper immunizations.

### **Health Record**

1. All students entering kindergarten and those entering sixth grade must have on file by October 15 of the current year a completed written health exam by a physician.
2. Any student not in compliance with the health exam will be asked to remain at home until this exam has been completed.
3. All children enrolling in Kindergarten, and any student enrolling for the first time in an Illinois school, are required to have an eye exam by October 15.
4. Dental exams should also be on file. All students in Kindergarten, Grade 2, and Grade 6 are required to have an oral health examination. Proof of examination must be presented to the school by May 15 of the school year.
5. It is the parent's responsibility to inform the school of any student health conditions, such as birth defects, allergies, epilepsy, diabetes, etc. (Policy 5141.1)

### **Student Wellness**

St. Joseph School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. The school environment promotes health and wellness through nutritional education, regular physical activity, healthy school meals, and other school-based activities designed to promote student wellness. (Policy 5141)

Student needs for support services such as counseling and social work are evaluated when school staff believes consideration is needed. Parents will be contacted regarding student concerns and evaluation.

### **Internet Use Policy #1341**

In order to access and use the school's Internet and other related technologies (the "Network"), each person ("User") must sign this Authorization and the Internet Code of Conduct. If the User is a student, both the student and his or her parent(s)/guardian(s) must sign this Authorization. Please read this document carefully before signing.

All use of the Network shall be consistent with the school/parish/diocese's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This Authorization does not attempt to state all required or prescribed behavior by Users. However, some specific examples are provided. The failure of any User to follow the terms of this Authorization/or Internet Access or the Internet Code of Conduct will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

## Terms and Conditions

1. **Acceptable Use.** Access to the school/parish/diocese's Network must be for the purpose of education or research, and be consistent with the Internet Code of Conduct and the educational objectives of the Diocese of Belleville (the "Diocese").

2. **Unacceptable Use.** You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are, but not limited to, the following:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or clean of viruses;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space, printing supplies, etc.;
- f. Gaining unauthorized access to resources or entities;
- g. Invading the privacy of individuals;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

3. **Privilege.** The use of the school/parish/diocese's Network is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. User will participate in a discussion with an assigned staff person(s) concerning the proper use of the Network. A faculty member, staff person or parent/guardian may request the System Administrator to deny, revoke, or suspend a student User's access to the network due to unacceptable use. The System Administrator will make all decisions regarding whether or not a User has violated this Authorization and may deny, revoke or suspend access at any time.

4. **Network Etiquette.** Users of the network and of any e-mail services are expected to abide by the generally accepted rules of Network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal the personal address or telephone numbers of students, staff persons, faculty members and colleagues.
- d. Do not use the Network in any way that would disrupt its use by other Users.
- e. Consider all communications and information accessible via the Network to be private property.

5. E-Mail. All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in the Network are the property of the Diocese and as such are to be used solely for educational purposes. The use of any software and/or the Network for private or commercial purposes is strictly prohibited. Users using the network do so at their own risk. Further, users are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from the System Administrator. All pass codes are the property of the Diocese. No User may use a pass code that has not been issued to that User or that is unknown to the Diocese. To ensure that the use of the Network is consistent with the use of the Network from time to time. Such monitoring may include printing up and reading all Email entering, leaving, or stored in these systems. Messages relating to, or in support of, illegal activities may be reported to the authorities. Therefore, anything you say, receive, or use on the Internet is not private, and you should not have any expectation that any messages to or by you or activities by you are private or confidential.

6. No Warranties. The Diocese makes no warranties of any kind, whether expressed or implied, for the Network service it is providing and will not be responsible for any damages Users suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Network is at the User's own risk. The Diocese specifically denies any responsibility for the accuracy or quality of information obtained through the system.

7. Financial Obligations. The student or parent/guardian will be responsible for any financial obligation incurred through the use of the Network that is not previously approved by the school. Unauthorized charges or fees include, but are not limited to telephone charges, long distance charges, per-minute surcharges, and/or equipment or line costs.

8. Indemnification. The User shall indemnify the school/parish/diocese's for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to or arising out of, any breach of this Authorization.

9. Security. Network security is a high priority. When you identify a security problem on the Network, you must notify the System Administrator or principal immediately. Do not demonstrate the problem to other Users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Network as a System Administrator will result in cancellation of User privileges. Any User identified as a security risk may be denied access to the Network.

10. Vandalism. Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another User, the Network, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Students, adult students, parent(s)/guardian(s), and teachers need only sign this Authorization for Network Access once while e-mailed or employed by the school/parish.

## PERMIT TO GIVE MEDICATION IN SCHOOL

In order to comply with the guidelines recommended by the Illinois Department of Public Health, the Illinois State Board of Education, and the Illinois Association of School Nurses for administering medication in school, we need the following information from the licensed prescriber and a written request from the parent/guardian requesting the medication be given during school hours. The intent of these guidelines is to reduce the number of medications given in school, yet assure safe administration for those children who require them. A written order for prescription and non-prescription medications must be obtained from the child's licensed prescriber. (Orders should be renewed annually for long-term medications and any changes should be reported in writing) The order includes:

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Licensed Prescriber \_\_\_\_\_

Prescriber's Phone No. \_\_\_\_\_ Emergency No. \_\_\_\_\_

Name of Medication \_\_\_\_\_

Dosage \_\_\_\_\_

Route of administration \_\_\_\_\_

Frequency of administration \_\_\_\_\_

Date of prescription \_\_\_\_\_ Date of order \_\_\_\_\_

Discontinuation Date \_\_\_\_\_ Diagnosis \_\_\_\_\_

Intended effect of Medication \_\_\_\_\_

Other medication child is receiving \_\_\_\_\_

Time interval for re-evaluation \_\_\_\_\_

Possible adverse effects of this medication \_\_\_\_\_

Physician's Signature \_\_\_\_\_

### TO PARENT OR GUARDIAN:

Please sign below to request the above medication be dispensed at school. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician, and non-prescription medication ordered by the physician shall be brought with the manufacturer's original label and the child's name affixed to the container. Only those medications which are necessary to maintain the child in school or must be given during school hours shall be dispensed. If you have any questions, please call the school office.

Date \_\_\_\_\_

(Signature of Parent or Guardian)

Phone No. \_\_\_\_\_ Emergency Phone No. \_\_\_\_\_ St. Joseph School



## Vacations

Parents are strongly encouraged to schedule vacation when school is not in session. Students who miss school for vacation trips during the school year are considered absent with parental permission. It is the obligation of the parent and the student to see that missed assignments are made up. In addition, the following guidelines apply for all classrooms. If not followed, the absence is considered unexcused.

- Parental notification form must be submitted **five days in advance**. (form below)
- Material covered and homework assigned will be given upon **the student's return to school**. Materials and/or homework will not be assigned prior to the student's departure.
- All assignments must be completed and returned in the number of days equal to the absence. (For example, if a student is absent for 5 school days on vacation, that student has 5 school days to complete assignments.) Anything returned after the expected number of days will not be credited.
- All assessments missed during vacations must be made up following the student's return at the teacher's discretion.
- Online distance learning is not offered for vacation absences.
- **No more than five (5) days per year of vacation are counted as excused absences.**

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Please submit to the principal in the school office. The principal will notify all classroom teachers.

Date: \_\_\_\_\_

Student Name(s)\_\_\_\_\_

Our family is taking a vacation the following dates: \_\_\_\_\_

My student'(s)' grades are all As and/or Bs, and we will ensure that any missed opportunities and assignments are made up upon our return within the same number of days our student(s) miss(es) school.

Sincerely,

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Signature