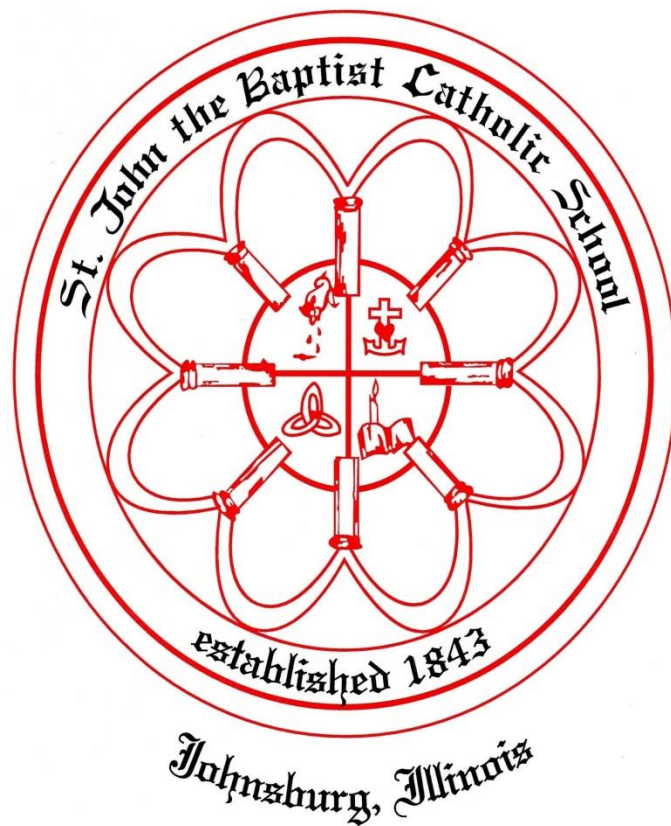


# St. John the Baptist Catholic Elementary School Parent/Student Handbook



*Faith*

*Academics*

*Family*

2304 Church Street  
Johnsburg, Illinois 60051  
815-385-3959  
[www.stjohnschool.com](http://www.stjohnschool.com)

Mission Statement: Rooted in the past and rising to the challenges of the future; we dedicate ourselves to nurturing the intellectual, spiritual, social and physical growth of each student, by developing the skills necessary to thrive as followers of Christ.



St. John the Baptist Catholic Elementary Faculty and Staff:

- Pastor..... Rev. Jacek Junak C.R.
- Principal..... Mrs. Julie Stark
- Preschool.....Mrs. Yee
- Kindergarten..... Ms. Aquadro
- First Grade..... Mrs. Sharp
- Second Grade..... Mrs. Schmitt
- Third Grade..... Mrs. Hildreth
- Fourth Grade..... Mrs. Guarino
- Fifth Grade..... Mrs. Guarino
- Physical Education..... Mr. Nemcek
- Music..... Mrs. Mann
- Computer Instruction..... Mrs. Carley
- Band.....Music Education Services
- Spanish..... Discovery Language
- School Secretary..... Mrs. Rybinski

Maintenance. . . . . Mr. Varella

**Admission**

To enter Kindergarten at St. John the Baptist Catholic Elementary, it is necessary that a child be five(5) years of age on or before September 1<sup>st</sup>. (This is a requirement of the State of Illinois.)

A documented physical exam is required to enter grades PK, K and 6<sup>th</sup> Grade. School physicals are required of any transfer students regardless of grade and state mandated immunizations are required of all students.

Documentation of a dental exam is required for students who are entering grades: K, 2 and 6.

All students entering Kindergarten are required to have a vision screening performed by an optometrist or qualified physician.

St. John the Baptist Catholic Elementary admits students of any race, gender, national or ethnic origin. All students are afforded the same opportunities to all programs. An official birth certificate is required for registration.

I. Admission Policy

- A. Catholic families must be registered with a Parish.
- B. Non-Catholic families will pay the non-participating tuition rate.
- C. Prior to the first day of school all fees and at least one month of tuition must be paid, unless alternate arrangements are made with our pastor.
- D. Each family is required to fill out a tuition payment commitment form. They are required to follow the payment plan.
- E. A student who transfers from another K through 8 educational system is subject to review and approval of the Principal. Temporary placement will be made at the time of transfer; permanent placement will be made after student assessment is complete.

II. Continuing Enrollment

- A. Each family agrees to keep tuition and fee payment current.
- B. Each family is expected to volunteer their time and talent in various activities at St. John School and to fully support all fundraising efforts.
- C. Families agree to abide by the conditions of enrollment stated in this handbook.

III. Ramifications

- A. Any family whose account is not current at the end of May will not receive their students' final report cards.

- B. All fees and tuition must be current by the end of the semester in order for a student to attend classes the following semester.
- C. Any family with unpaid tuition or fees from any previous school year will not be permitted to enroll for the new school year.
- D. Variance from any of these policies may be authorized by the pastor. Any such arrangement is subject to periodic review. All alternate arrangements are valid for the course of one school year.

### **Alumni**

At this time we do not have a fully functional alumni association. If you are interested in forming one, please contact our school office.

### **Arrival and Departure**

Please read the Arrival/Departure procedure page that is distributed on Curriculum Night.

**Children in grades K-5 are not to arrive at school before 8:00 a.m.** We do not have supervision available for students until this time. Upon arrival they are to go directly to our school gym where they will be supervised by school faculty members until school begins.

Dismissal will occur as follows:

When the bell rings our car riders will be dismissed to the parking lot and bus riders will be dismissed to the bus room to await the arrival of their bus. Walkers will be dismissed after the first influx of cars has left the parking lot.

Children are to be picked up by parents or authorized adults. All car riders must be picked up no later than 3:30 p.m.

### **Attendance**

Even occasional absence disrupts a pupil's academic progress. It is the expectation of the administration and faculty that all attempts will be made to keep absence to a minimum and tardiness to a few rare occasions. A written excuse will be submitted to the school office upon the return of the student to school.

Excessive absences may require a truancy report to be made.

If a student will be absent parents are required to inform our school office with a phone call prior to 9:00 a.m. of the day that the student will miss. If the parents do not call our office they will be contacted by our school secretary.

Students are expected to make up the school work and homework that they miss. Arrangements should be made with your student's teacher to keep up with the assignments

missed while out of school. Missed work may be picked up after school in the school office. If a vacation is taken during the school year arrangements need to be made with each individual student's teacher.

If a student misses any part of a school day they will be ineligible to participate in extracurricular activities.

Any student who leaves the school property without permission will automatically suspend him or herself from school.

### **Band**

Our band program is offered through Music Education System. Student in grades 4 and 5 will be permitted and encouraged to join our band program. Band lesson times, fees and the rental of instruments are handled through the band teacher.

### **Bicycles/rollerblades/scooters**

Bicycles are permitted as a mode of transportation to and from school. Children need to walk on school property. The bike rack is provided for students to use for locking their bicycle while at school.

For safety's sake: Double riding is prohibited, as are scooters, skateboards and rollerblades.

### **Birthdays**

Each student's birthday will be celebrated by announcement in our all-school morning announcements.

Dress down is permitted on the student's birthday day.

If the student is hosting a birthday party invitations are able to be distributed at school *only if* all students in the class are invited.

Students are encouraged to bring a birthday treat for their classmates and classroom teacher on the date of their birthday celebration. This may be something to eat or a small prize such as a pencil or sticker. Please drop off your celebratory item before school begins and coordinate with your child's teacher.

### **Bullying**

Any action, word or behavior which intimidates, harasses or causes physical, emotional or psychological harm to another person is strictly prohibited. This prohibited conduct also extends to the use of technology, as it may be used for the purpose of cyberbullying to harass or cause harm.

Bullying is prohibited during any school sponsored education program or activity; while in school or on school property, on school busses or other school vehicles, or at school sanctioned events or activities or through the transmission of information from a school computer, a school computer network or other similar electronic school equipment. Our policy extends beyond the walls of our school to include any transmissions between our students, their parents or any member of our St. John the Baptist school family.

Intimidation/harassment/bullying means any severe or persistent or pervasive physical or verbal act of conduct. This definition includes communications made in writing or electronic communications directed toward another person that has or can reasonably predict to have the effect of one or more of the following;

- Placing the person in reasonable fear of harm to his/her person or property.
- Causing a detrimental effect on the person's physical and or mental health.
- Interfering with the student's academic performance.
- Interfering with the student's ability to participate or benefit from the services, activities or privileges provided by our school.

Bullying may take various forms. Examples of such are the following list: threats to person or property, stalking, physical violence, sexual suggestion or contact, theft, humiliation, destruction of property, retaliation for reporting acts of bullying. Examples of cyberbullying include but are not limited to the use of e-mail, websites, text messaging, electronic photos, videos, social media sites such as: Facebook Instagram, My Space, Twitter, etc. This list is non-exhaustive and meant to serve as illustration; our realm encompasses any format used for contact between two members or our community.

Such actions are contrary to the philosophy of our school and will not be tolerated. Engaging in such an action will result in disciplinary consequences including detention, suspension, or expulsion at the discretion of our administration. The severity of the act and age of the student will be determining factors in the consequences to be received.

### **Bus Regulations**

Free transportation is provided to students who live within the boundaries of District 12. Each eligible student is provided a route and will ride on their bus unless alternate arrangements are made by their parents. Bussing Information (through District 12): Robbin Pierce 815-385-5767

The following rules must be followed:

1. Students must be at their stop on time for pickup.
2. Students must remain in their assigned seat until the destination is reached, switching seats is not permitted.

3. Students are not permitted to be loud, boisterous or to chew gum.
4. If a storm prevents delivery of students to their home, they will be returned to school.
5. The school or school personnel will not have emergency closing information. Please contact the Emergency Closing website for information.
6. Bus drivers are disciplinarians on the bus. If a student disobeys the bus riders they will come to school with a bus referral.
  - A. 1<sup>st</sup> referral – student meets with principal
  - B. 2<sup>nd</sup> referral – student, parent and principal meet
  - C. 3<sup>rd</sup> referral – student may be suspended from the bus

### **Communicable Disease Guidelines**

Guidelines for the exclusion and re-admittance of children with symptoms of communicable diseases are:

Children will be excluded from school for any of the following symptoms:

- Fever over 99 degrees
- Vomiting or diarrhea
- Undiagnosed rash
- Eyes that are red/runny/infected with pus (suspected pink eye)
- Head lice
- Undiagnosed swollen glands

Children who have been absent due to a communicable disease may return if either of the following conditions has been met:

- Written release from a medical doctor
- Symptom free for 24 hours

### **Communication**

Open communication between parents, teachers and our principal is essential to the success of our students. Any member of our school community who has a problem is strongly encouraged to directly contact the appropriate person with whom to address the situation and discuss the matter in an open-minded and respectful way.

Persons who have a concern are instructed to go directly to that person before approaching or contacting the person's supervisor.

If the issue is class-related the chain of conversation should proceed in this way:

- First conversation: Parent-Student

- Second Conversation: Parent-Teacher

If there is no resolution then move to:

- Third conversation: Parent-Student-Teacher

Possibly the situation might proceed to:

- Fourth conversation: Parent-Student-Teacher-Principal

### *Conferences*

Early conferences will be held at teacher request at the end October. Regular parent teacher conferences will be held after the end of the first quarter marking period. Additional conferences may be scheduled at the request of the student's parents or teacher.

### *Family Envelope*

Our principal writes a weekly newsletter which will be distributed to our school families in a weekly envelope. Materials in this envelope should be attended to on Thursday evening and the envelope returned to school on Friday morning. If you desire to send information home to our school families in the envelope it must be submitted for approval to the principal by Monday of the week you'd like it included. Solicitations for businesses are not appropriate material for the folder.

### *Non-custodial parents*

St. John the Baptist abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court report to the contrary, we will provide (upon request) the non-custodial parents with access to the academic records and to other related information relating to the child. If there is a court order specifying information is not to be given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

The non-custodial parent needs to provide our office with a written request for academic records which includes their address.

### *Parent/Office Communications*

Notes are required of parents/guardians in the following situations:



1. Return to school after illness-A student who is absent more than three days needs to present a doctor's note for re-admittance.
2. Permission for alternate transportation-If any student is leaving school in other than the usual way, a note needs to be sent to the office to verify this for school personnel.
3. Early release for appointment-It is the understanding of the school personnel that parents will endeavor to avoid within school hours when at all possible. Please provide our office a clear written note regarding the type, time and date of appointment.
4. Updated emergency contacts, phone numbers and changes of employment when the change occurs.
5. Parent trips out of town. Documentation including the beginning and ending dates of the trip, who is responsible for your child during your absence including their names, address and emergency numbers.

### **Conduct**

Our school community espouses the behavior and teachings of Christ as our model. It is our expectation that our students live, learn and grow in an atmosphere steeped in Christian behavior.

Behavior which is discourteous, unkind or disrespectful will not be tolerated.

### **Curriculum**

St. John the Baptist Catholic Elementary offers a curriculum consisting of Religion, Math, Science, Social Studies, Language Arts, Computer Literacy, Physical Education, Music Education, Art and Band. Our curriculum follows the Diocese of Rockford Curriculum Guidelines.

### **Discipline**

Our school reserves the right to establish and enforce reasonable standards of behavior for all students involved in educational and recreational activities-whether during regular school hours, on school premises, in connection with school activities or otherwise. In an event of those standards, school personnel reserve the right to take appropriate disciplinary steps including but not limited to: in school detention, after school detention, suspension or expulsion. The level of consequences will be determined on a case by case basis. Consideration will be given to the age of the determined on a case by case basis. Consideration will be given to the age of the student, the severity of the misconduct, the student's academic and behavioral record.

The following is a non-exhaustive list of infractions for which students may be disciplined up to and including expulsion:

1. Violation of the school's policy on gang-related activities.
2. Violation of the school's policy on drug and alcohol.

3. Violation of the school's policy on weapons
4. Violation of the school's rules and regulation
5. Any other conduct considered by the school to be contrary to the best interests of the school, its faculty and/or to the school mission

### **School-Wide Discipline Policy**

The ultimate goal of our school-wide disciplinary policy is for students to develop positive behavior patterns. A variety of consequences for inappropriate student behavior will be used including: reminders, reprimands, loss of privileges, detentions, suspension and expulsion.

Undesirable behaviors include:

- Inappropriate words, talking at incorrect times
- Negligence in completion of homework
- Dress code violation
- Consumption of food outside of meal and snack times
- Gum chewing
- Verbal or physical disrespect for adult student or faculty member
- Fighting
- Lying
- Cheating
- Theft
- Inappropriate language
- Vandalism
- Endangering the physical or mental safety of students or teachers
- Disrupting the classroom
- Intimidation of others including written, verbal or physical
- Possession of a weapon, alcohol, drugs or tobacco
- Gang related activity

This is a non-exhaustive list. *Discipline notices* will be issued to parents to sign and make them aware of their student's behavior. Three discipline notices in the same semester will trigger a review of the student's ability to remain as a student at St. John the Baptist.

The principal cooperatively with the pastor have final determination in all discipline proceedings.

### **Daily Schedule**

Students in Grades K-5 begin at 8:20 a.m. and are dismissed at 3:10 p.m.

Students who arrive after the 8:30 a.m. bell are considered tardy.

Lunch begins at 11:40 a.m. – 12:00 p.m.

Recess begins at 12:00 p.m. – 12:20 p.m.

Preschool begins at 8:45 and dismissal at 11:15 a.m.

### **Dress Code**

Parent cooperation with dress code is expected. Please mark all items of clothing with your family name.

#### **Dress Uniform**

Boys:

- Shirt: white oxford button down, long or short sleeved
- Pants: black dress slacks
- Tie: solid black or uniform plaid tie
- Sweater: uniform sweater
- Shoes: **solid** black/brown/tan *NO* colored gym shoes

Girls:

- Blouse: white oxford button down long or short sleeved
- Red or white turtleneck permitted October – March
- Jumper: uniform plaid
- Skirts: uniform plaid or solid black no more than an inch above the knee
- Khaki Pants for students in Grade 6
- Sweater: Uniform sweater: **solid** black/brown/tan *NO* colored gym shoes

Sweatshirts and hooded sweatshirts are not permitted as part of the dress uniform. If a child wears their sweatshirt to school on Mass or “Dress Uniform” Day they will be asked to remove it. The only sweatshirt that can be worn is the crew neck sweatshirt with the SJS logo on it.

#### **Daily Uniform**

Boys:

- Pants/Shorts: solid black twill pants
- Shirt: red polo long or short sleeved red turtleneck permitted October – March
- Socks: Solid black or white
- Shoes: Dress loafers or lace up solid dark color: black, brown , black solid gym shoes

## Girls:

- Pants/shorts: solid black twill pants for grades K-5 Khaki for Grade 6
- Shirt: red polo long or short sleeved red turtleneck permitted October –March
- Socks/Stockings: solid black or white---No multi colored or designs
- Shoes: Dress loafers or lace up solid dark color: black, brown, black solid gym shoes
  
- *Absolutely NO LIGHT UP OR COLORED sneakers*
- *Absolutely NO SANDALS, CROCS, SHOE BOOTS, CLOGS or any kind of heel*
- All undergarments worn that can be seen under shirt with either uniform must be solid white.

Shorts may be worn prior to October 1<sup>st</sup> and after May 1<sup>st</sup> or on any day when the temperature is forecast to be 80 degrees or above.

## General Provisions

1. Clothing needs to be clean, in good repair and fit appropriately.
2. Personal cleanliness and good hygiene is expected of all students at all times.
3. Jewelry is restricted to post earrings (girls only), a singular religious necklace, a singular ring and a singular watch.
4. Hairstyles are required to be neat and hygienic for all students. Stripes, highlights, bleaching, dying and hairpieces are not allowed. Boys' hair is not permitted below the shirt collar, earlobe or eyebrows. Facial hair is not allowed.
5. Colored nail polish is not permitted, clear color is allowed. Facial or body make up is not permitted. No tattoos are allowed.
6. Uniform shirts and blouses are to be worn tucked in. Shoelaces are to be tied.
7. Students are expected to arrive and depart in their school uniforms.
8. When t-shirts are permitted, they are not to have logos or slogans that are inappropriate for elementary school children.

### Non-Uniform Days

Dress-Up Attire – Fall and Spring Picture days and all other specified days. Jeans are not acceptable.

Dress-Down Days-Will be announced. Neat and clean jeans without rips, tears or patches. Walking or Bermuda shorts to the knee are permitted May 1<sup>st</sup> – October 1<sup>st</sup> or if the temperature is forecast to be 80 degrees or greater.

Spirit Wear Days – The first Wednesday of each month, and other days to be announced. Jeans or shorts (weather permitting), athletic pants, sweatpants are all permissible. These bottoms are to be worn with a St. John the Baptist shirt. If the student does not have one, they may wear their uniform shirt or a plain red, black or white t-shirt.

Birthday- In celebration of their birthday, each student may dress up or down, as they prefer on the date of their birthday. Weekend birthdays may be celebrated either before or after the date. Summer birthday students or those who celebrate over a holiday may arrange a different date with their homeroom teacher.

**The Principal reserves the right to determine what is appropriate and acceptable.**

### **Drug and Alcohol Policy**

Students are prohibited from using or being under the influence of alcohol or drugs while at school or at any school related function. Included with the prohibitions set forth in this policy are the following.

- Use, possession, manufacture, distribution, dispensation or sale of drugs, drug paraphernalia or alcohol on the school premises or with respect to school related activities
- Storing in a locker, desk or other repository on school premises or in connection with any school related activity any drugs, drug paraphernalia or alcohol.
- Being under the influence of drugs or alcohol on school premises or in connection with any school related activity.

### **Emergency Closing**

When school is closed, all extracurricular events tied to our school are cancelled. This includes athletic events at home or away and meetings or other school related activities.

Our school employs the School Reach emergency contact system. Please be certain that our school office has your current e-mail and telephone numbers. You will be contacted through one of these methods to make you aware of the situation.

The closing will also be posted on our school Facebook page.

Closings may also be found at [www.emergencyclosigns.com](http://www.emergencyclosigns.com)

Please do not call the school or school personnel.

### **Gang and Gang-Related Activity Policy**

St. John the Baptist is a gang-free environment. Gangs as defined by this policy include individuals who associate with each other primarily for criminal, disruptive and/or activities prohibited by law and or the rules of this school. Gangs, gang related activities and secret societies are not acceptable in a school setting as their presence interferes materially and substantially with the educational process. The maintenance of appropriate discipline and also may foster anti-social behaviors, attitudes and practices which may endanger the health safety and welfare of all students.

Students are prohibited from participating in any activity related to a gang or secret society while on school property or in conjunction with school related activities. Activities prohibited by this policy include, but are not limited to, the following:

1. Soliciting and/or recruiting others for membership
2. Participating in or inciting physical violence
3. Extorting or soliciting money and/or services requesting any person to pay for protection or the payment of dues
4. Coercing, harassing and /or otherwise intimidating, threatening or causing harm to a person or thing.
5. Wearing, possessing, using, displaying in a manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang or secret society.
6. Using any verbal or non-verbal communications (gestures, handshakes, etc.) suggesting or showing membership in or affiliation with a gang or secret society.
7. Any other activity that violates any law or policy of St. John the Baptist or the Catholic Diocese of Rockford when such act or activity is taken to further the interest of a gang or secret society.

For the purpose of this policy St. John the Baptist may also consider gang or gang-related activities outside the school and/or separate from school-related activities due to the repercussions on the students and community of St. John the Baptist.

### **Grading Scale**

We use the Diocese of Rockford Catholic Education Office report card. This report card is sent electronically through School Speak.

K-2 Achievement Code:

3=Proficient in Skill, 2=Developing Skill, 1=Needs to Develop Skill

3-6 Achievement Code:

A=100% - 93%, B=92%-86%, C=85%-76%, D=75%-70%, F=70% or less

### **Health Requirements**

Students entering Preschool, Kindergarten and Sixth grade and all students transferring from another state or out of district school must present the same physical records to St. John the Baptist at the time of registration.

*The health history section of this form must be completed and signed by the student's parent or guardian.*

Dental examinations are required for students entering K, 2 and 6 the original copy of the form is a required part of your child's permanent record on file in our school office.

All students in Kindergarten are required by Illinois state law to have an eye examination by a licensed optometrist or ophthalmologist. The State Eye Examination Report must be submitted to school at the time of registration.

**Illness** (Please see attendance)

### **Inspections**

Individuals entering the premises of the school, whether students, employees, volunteers or guests are expected to conduct themselves in keeping with our established norms for personal conduct. In order to provide students and employees with a safe and healthful environment, the school reserves the right in its discretion to conduct inspection of the school property and the property of students and visitors entering the school premises.

Included in this policy is the right to inspect the following:

1. Lockers
2. Backpacks, knapsacks, briefcases, bags, gym bags, and similar articles brought onto or existing on school property
3. Vehicles on school property
4. Clothing
5. Desks
6. Other property (whether school, student or visitor) existing on school premises.

A student's failure to cooperate with such an inspection may lead to appropriate disciplinary action up to and including expulsion.

### **Insurance**

All students PK through grade 6 are covered with the economy plan of Student Plans, Inc. The school time coverage protects your student the entire school year, during regular school session, as well as participating in other school sponsored activities requiring the attendance of the student. It also protects your student while traveling directly to or from the student's home and school to attend or participate in any of the aforementioned activity. Payment for this insurance coverage is included in your book and material fee.

### **Internet Usage**

St. John the Baptist makes the internet available for student and staff use. All eligible internet users must abide by the Rockford Diocese's "Acceptable Use Policy" which is strictly enforced. Violations will result in disciplinary action and will disqualify the violator from further use of the internet at school. The AUP will be distributed before the beginning of the school year and students and parents must sign verifying receipt.

### **Library**

Students will have the opportunity to check books out from our school library.

All books are due the following week. If books are consistently past due or lost the student will lose their checking out privileges.

### **Liturgical Celebrations**

Mass is celebrated by our students once a week on Friday's at 9:00 a.m. All community members are welcomed and encouraged to join us. Our students also experience Benediction, Adoration of the Blessed Sacrament, Stations of the Cross and Advent Wreath Lighting.

### **Medication**

If your child needs medication during the school day, the following procedure will be utilized and enforced.

The parent/guardian shall provide the school with the physician's order/prescriptions detailing: the name of the student, type of disease or illness involved, the name of the drug, dosage, time interval in which medication is to be taken, the date of initiation and discontinuance, the desired benefits, the side effects and the emergency number of the physician who prescribed the medication.

The student's parent/guardian shall provide to the school a written request authorizing the administration of the prescribed medication. The parent /guardian may also be required to sign a release as to claims against the school and its personnel arising from the administration of the medication.



Medication must be brought to the school in a container appropriately labeled by the pharmacy. The name of the student, the name of the physician and pharmacy, the pharmacy phone number must be clearly indicated on the container. Medication must be transported to and from the school office by the parent/guardian.

There will be no exceptions to this policy.

### **Milk Program**

Milk money will be collected once at the beginning of the school year. Only students who have pre-paid for milk will receive it at lunch. We participate in the Federal Milk Program.

### **Parental Cooperation Expectation**

As members of the community of St. John the Baptist Catholic Elementary we each have a moral and ethical obligation to foster and promote Catholic values in which our faith finds foundation. The cooperation of parents is especially vital. While we recognize that issues may arise during the course of the school year that will be of concern to parents, the manner in which parents address their concern through their personal conduct must be consistent with these values, whether at school and/or during any school related function. The failure to meet these conduct expectations shall be addressed in accordance with this policy.

While many different types of conduct by parents are unacceptable under this policy, the following are examples of conduct that will not be tolerated:

1. Disrespect to any person at school or at a school related function.
2. Raising of voices, foul language or name calling directed at faculty or staff, teacher, child, coach, volunteer, other parents, administration, religious or clergy member.
3. Any physical assault.
4. Gossip or rumors about any other member of the school community.
5. Any other activity considered by the school's administration to be threatening or disrespectful to another, disruptive to the school and/or inconsistent with the Catholic values that the school strives to uphold.

The above is a non-exhaustive list of conducts that violates this policy. The school reserves the right, in its discretion, to determine when a violation of this policy has occurred.

Any violation of this policy as determined by the school, may result in corrective action, up to and including exclusion from school events. Corrective action that may be taken may include, but is not limited to, verbal and/or written warning, meeting with the involved parent's record of conduct and or the severity of the misconduct in question; parents are not guaranteed that advance warning will be given prior to being excluded from future school events. The presence of aggravating factors (including the presence of children during the conduct in question, the severity of the behavior, a pattern or record of unacceptable behavior, etc.) shall be considered.

The decision of the principal regarding the application of the policy may be appealed to the pastor. The decision of the pastor is final.

**Parish Office**

Address: 2302 Church Street, Johnsburg, IL 60051  
Phone: 815-385-1147

**Physical Education**

A physical education program is offered at St. John the Baptist twice a week for all students in grades K-6.

P.E. uniforms plus athletic socks and shoes are required for students beginning in Grade 4. Sweatpants may be worn in place of the uniform shorts on cool days. The sweatpants must be red or black.

Non-aerosol deodorant is required for students to keep on hand for use after P.E. All students in Grade 4 and above must have a drawstring bag for storage and transportation of P.E. uniform, athletic shoes and deodorant.

P.E. uniforms must be marked with your family name. They are available from our uniform distributor.

It is recommended that younger students who are wearing jumpers wear shorts under them for P.E. days.

**Playground**

Students are expected to follow all school rules regarding safety, good sportsmanship and Christian behavior while on the playground. The throwing of ice, snow, sticks, rocks or other debris is forbidden. Children are not allowed to bring toys to school for playground use.

**Possession of Weapons**

It is a violation of St. John the Baptist Catholic Elementary policy for a student to possess a weapon on school premises or at any time in connection with school related activities. Included within the prohibitions of this policy are the possession, sale distribution, manufacture, receipt, seeking the sale, trade or use of any firearm, knife martial arts device or other object which, in the schools discretion may reasonably be considered a weapon.

Violations of this policy will result in expulsion.

**Preschool**

Preschool is part of the total education program at St. John the Baptist. As such, it will set aside time to teach the values of Jesus through simple methods such as: Bible stories, filmstrips or other appropriate methods conducive to the age level.

**Release Permissions**

In compliance with Diocesan regulation there must be on file a signed copy by each parent or guardian containing a statement as to whom the child may be released to either for dismissal or in case of emergency.

### **Report Cards**

Report cards are distributed four times a year shortly after the end of the quarter.

Parents are strongly encouraged to follow student's progress by regularly logging into Schoolspeak at <https://dril.schoolspeak.com/schools/stjohnschool>

### **Sacramental Preparation**

We believe that the Sacrament of Eucharistic and Reconciliation are appropriately celebrated by a child with his or her family. St. John the Baptist Catholic Elementary teaches the theology, history, tradition, ceremonies and prayers associated with these Sacraments. Our faculty will help parents to their part in preparing their children.

### **School Pictures**

Pictures are taken two times a year, in early Fall and in Spring. Photographs for inclusion in the yearbook are taken in the fall session. Lifetouch is the company retained for the purpose of school photos.

### **Testing Program**

The Diocese of Rockford uses the Iowa Test of Basic Skills and the Cognitive Ability test for its testing program. The Diocese requires testing the Fall of students in grades 3 and 5. At St. John the Baptist we test all students beginning in Grade 1.

Other testing includes the School Readiness Test administered to Kindergarten students in the Spring of their Kindergarten year.

All Kindergarten and Preschool students are expected to participate in their local district's prescreening and have their local school district's prescreening and have the results sent to St. John the Baptist's school office.

Vision and Hearing screening is also done in the Fall at our school.

### **Tobacco**

The Illinois School Code and St. John the Baptist school policy forbids students from possession, distribution, sale and use of tobacco on school grounds or at school activities. Illinois State Code prohibits smoking on school grounds. Violators will be disciplined.

### **Travel/Family Vacations**

Because the school calendar is so short and the year allows for ample vacation time, we strongly discourage families from removing students from school for vacations. Parents who choose to remove their students from school during class time should advise their child's teacher in advance of the absence and be advised that:

1. Teachers are not required to prepare work in advance prior to a vacation.
2. Your child's achievement and grades may suffer as a result of missing class.

3. All work to be made up is the responsibility of the student.

**Tuition and Fees**

You are asked to save your brown tuition envelope as a receipt for tax purposes.

Each family is required to fill out the appropriate tuition commitment form. Families are expected to follow the plan that was chosen on the commitment form. Families must regard tuition as a serious financial commitment (as important as a house or car payment). Any family who needs special assistance with their tuition fees is asked to contact the pastor and fill a tuition contract before the school year begins.

Unless arrangements have been made, families whose financial responsibilities are not current by the end of the first semester are not allowed to continue for the following semester. Families who have not paid tuition and other outstanding book, sacramental, graduation and library fees or made arrangements with the pastor by the end of May will be ineligible to attend St. John the Baptist the following school year.

Our parish community continues to support Catholic education with a parish subsidy. Church support through using blue tuition envelopes is an important part of sending your child to Catholic school. Tuition does not cover the entire cost of educating your child. We are grateful to our parish for their support!

St. John the Baptist has two tuition rates, parishioner and non-parishioner.

To receive the parishioner rate a family must meet the following criteria.

1. The family must be registered at St. John the Baptist or co-operating parish.
2. The Catholic members of the family participate in the active stewardship life of the parish by consistently participating in the catholic Mass in a discernible way.

**Tuition Rate for Kindergarten through Grade 6 2018-2019 school year is as follows:**

<u>#of students in family</u>	<u>Parishioner Rate</u>	<u>Non Parishioner/Non Participating Rate</u>
1	\$3,776.00	\$5,200.00
2	\$6,176.00	\$8,100.00
3	\$8,526.00	\$11,000.00
4	\$10,276.00	\$13,400.00

Tuition plans are offered yearly, semester, quarterly and 10-month. All payments are expected when due.

**Tuition Rate for Preschool for the 2018-2019 school year is as follows:**

Two Day Program: \$1,175.00

Three Day Program: \$1,750.00

Five Day Program: \$2,200.00

**Additional Fees:**

Preschool Registration, Supply and Material Fee: \$145.00 per child

Grades K-6 Registration, Book/Material Fee:

1 child: \$320.00

2 children: \$540.00

3 children: \$740.00

4 children: \$900.00

**Online tuition and fee payments:**

Tuition can be paid on-line with a credit card. Go to [www.stjohnsburg.org/](http://www.stjohnsburg.org/) and follow instructions. Please notify the school office when you make an on-line payment.

**Visitors to School**

All visitors, including parents, must enter school from the main entrance. Once in the building the *visitor is required to sign in*.

**Volunteers**

The volunteer program is an integral part of our school program. Volunteers are recruited through the Home and School volunteer survey and periodically through the year. Volunteers are not limited to parents. Grandparents, aunts, uncles or other interested people are also welcome to inquire about opportunities at St. John the Baptist.

Prior to serving in a Catholic school volunteers are expected to support the teachings of the Catholic Church and to line in a manner consistent with them. Volunteers are expected to support the principal, policies and procedures.

Volunteers are required to complete the online course "Protecting God's Children" and present the completion certificate prior to any volunteer attendance.

**Withdrawals**

Parents should notify the school as soon as they know they are leaving the St. John the Baptist Catholic Elementary community. Whenever possible they are asked to give the name of the

school that their student will be attending. It is also necessary that parents sign their child's transcript release so that records may be sent to the new school.

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

***The principal reserves the right to amend the content of this handbook at any time during the school year.*** Parents and students will be advised of changes when they occur.

