

# St. John the Evangelist School



## Student/Parent Handbook 2022-2023

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Website: [www.stjohnscarrollton.org](http://www.stjohnscarrollton.org)

K-8 Enrollment for 2021-2022: 170

Maximum Capacity: 180

St. John the Evangelist School meets the educational standards as prescribed by the Diocese of Springfield Board of Education, and the Illinois State Board of Education, and is recognized as accredited by these agencies.

St. John the Evangelist School serves the parishes of St. John the Evangelist Church in Carrollton, IL, All Saints Church in White Hall, IL, and St. Michael's Church in Greenfield, IL.

#### **ADMINISTRATION & STAFF**

Father Anthony Swamy Chowrappa	Pastor
Mrs. Julie Lake	Principal
Mrs. Ashley Varble	Parish Secretary/Bookkeeper
Mrs. Amelia Uhles	Administrative Assistant
Mrs. Mary Kay Ketchum	School Secretary
Mrs. Patti Fraley	Kindergarten Teacher
Mrs. Tara Palan	1st Grade Teacher
Mrs. Kara Albrecht	2nd Grade Teacher
Mrs. Terra Lake	3rd Grade Teacher
Mrs. Megan Albrecht	4th Grade Teacher
Mrs. Cathy Smith	5th Grade Teacher
Mrs. Melissa Palan	6-8th Grade Teacher
Mrs. Melia Sibley	K-5 Art & Music & 6-8th Grade Teacher
Mr. Ryan Skolasinski	Religion Teacher
Ms. Phyllis Didier	RtI Reading & Math Interventionist
Mr. Frank DeWitt	Cafeteria Contact/Cook
Mrs. Amber Walls	Custodian
Mrs. Rhonda Rimbey	Teacher Aide
Mrs. Lisa Krumwiede	Teacher Aide
Mrs. Stacy Duba	PreK Director/PreK 4 Teacher
Mrs. Andi Evans	PreK 3 Teacher
Mrs. Cindy Adcock	PreK Aide
Mrs. Cathy Fraley	PreK Aide
Mrs. Tera Staples	PreK Aide

## **SCHOOL BOARD MEMBERS**

Mrs. Jill Price, Chair  
Mrs. Shelly Juhl, Secretary  
Mrs. Robyn Klingler  
Mr. Jay Eilerman, Athletic Director

Mr. Kevin Brannan, Vice Chair  
Mr. Joe Alexander  
Mrs. Crecia Robeen

Note: Any time the word parent is mentioned in this handbook, it refers to the parent or legal guardian.

## **MISSION STATEMENT**

Our mission is to prepare our students to continue the ministry of Jesus Christ by enabling them to develop spiritually, intellectually, socially, emotionally, and physically in a Roman Catholic educational environment. With Christ in our presence, we strive to learn, love, and live through His example.

We believe that through our ministry we continue the mission of Jesus Christ by enabling the students of St. John the Evangelist School to develop the gifts given to them by the Spirit. With God in our presence, we strive to provide an education based on the Roman Catholic tradition, in a faith-centered environment through the teaching of Christian values, the promotion of spiritual growth, and the total development of each student.

## **PHILOSOPHY**

We, the Administration and Staff of St. John the Evangelist School, believe that a Catholic educational environment enables each child to develop spiritually, intellectually, socially, emotionally, and physically according to his/her God-given potential.

We believe that parents have the primary responsibility for the education of their children and realize that it is through the family that God's love takes root in the heart of the child. We believe it is our privilege and responsibility to assist parents and families in carrying out this duty of Catholic education.

We believe that it is through the mutual involvement and sharing between the home, school, and Catholic faith community that students can be encouraged to learn Catholic doctrine, embrace Gospel values, actively participate in liturgical worship, and love and serve others as Jesus did.

We believe, therefore, it is only through the cooperation of the home, school, and Catholic faith community that each student will achieve his/her maximum potential physically, intellectually, socially, and spiritually in order to fulfill God's purpose in his/her life.

## OBJECTIVES

- To be an example of Catholic living.
- To enable students to grow in a sense of self-worth and accountability.
- To help students see the necessity of a Christian value system in their daily lives.
- To call forth students' respect for God, for others, for themselves, and for all that is good.
- To enable students to develop their sense of responsibility to local and global communities.
- To provide a sound religious and secular education that meets the needs of each student.
- To live as a faith-community strengthened by opportunities for personal prayer, communal prayers, liturgical worship, and participation in the Sacraments.
- To provide students with opportunities to complete various tasks at appropriate levels.
- To encourage students to pursue challenges and to develop special talents.
- To challenge one another to serve as Christ served through mission projects, liturgical ministries, civic projects, school duties, and works for special charities.

## PURPOSE

Our primary purpose is to assist family and church in the development of each student spiritually, intellectually, socially, emotionally, and physically. Working together with the family, church, and school we strive to help each student learn, love, and live out his/her faith.

## ADMISSION POLICY

### Age Requirement

In accordance with the Illinois School Code, a child entering kindergarten must be five years of age on or before September 1<sup>st</sup> of that year.

### Early Admission Policy

Early admission would be determined only after a conference that would include parent(s), teacher(s), and principal.

### Admission Process/Transfer Policy

Parents of students entering Kindergarten, new students entering grades 1-8, and transfer students, must complete the following process for admission:

1. Parents complete an Enrollment Application (see Addendum) and submit it along with the required fee and documents to the school office.
2. Parents schedule an appointment to meet with the principal to discuss school and parent expectations, and to determine if enrolling in St. John the Evangelist School would be in the best interest of the student and the school.
3. Records from the previous school may be requested and reviewed by the principal.
4. Students may be required to take placement tests to determine their academic achievement levels.
5. The principal and pastor will review the application and supporting documents and determine whether the applicant will be accepted or denied.

6. Parents will be informed of the decision of acceptance or denial in writing.
7. If an offer of admission is extended, parents must accept or decline the offer within 14 days.

### **Admission Priority Scale**

Students entering K-8th grade will be admitted to St. John the Evangelist School according to the following priorities:

1. Practicing Catholic children who are parishioners of the Tri-Parish churches who are not currently enrolled at St. John the Evangelist School and have a sibling currently enrolled at the school.
2. Practicing Catholic children who are parishioners of other parishes who are not currently enrolled at St. John the Evangelist School and have a sibling currently enrolled at the school.
3. Practicing Catholic children of the Tri-Parish churches who are not currently enrolled in St. John the Evangelist School and do not have a sibling currently enrolled at the school.
4. Practicing Catholic children of other parishes who are not currently enrolled in St. John the Evangelist School and do not have a sibling currently enrolled at the school.
5. Non-Catholic children who are not currently enrolled in St. John the Evangelist School and have a sibling currently enrolled at the school. (Preference will be given to students who attend St. John's Preschool.)
6. Non-Catholic children who are not currently enrolled in St. John the Evangelist School and do not have a sibling currently enrolled at the school.

### **Withdrawal**

If a student is withdrawn from St. John the Evangelist School, an exit survey must be completed. Re-entry at a later date is dependent on the situation.

### **Non-Discrimination Policy**

St. John the Evangelist School admits students of any race, color, sex or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, sex, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and school administered programs. Our schools do reserve all their rights as religious entities in accord with the teachings of the Catholic Church, the protections of the First Amendment of the U.S. Constitution, and the Illinois Religious Freedom Restoration Act 775 ILCS 35/.

### **Students with Disabilities**

St. John the Evangelist School will do all in its power to provide Catholic education to students with disabilities. Although we do not have our own special education department, we provide modifications and accommodations in order to meet the needs of all students.

### **Family School Agreement**

Parents are required to sign the Diocesan Family School Agreement (see Addendum A/B) in order to enroll their child(ren) in St. John the Evangelist School. By signing the Handbook Receipt Sign-Off Form, you are also agreeing to the Diocesan Family School Agreement.



## **Insurance**

School accident insurance is offered at the beginning of each school year. Insurance forms are available at registration and from the school office. If a student does not take the student accident insurance, the school will require the parent(s) to sign a waiver and, if the child is covered under another policy, provide the name of the insurance company and policy number to be kept on file in the office.

## **ATTENDANCE POLICIES & PROCEDURES**

### **Attendance**

The Illinois School Code, Article 26-1, requires those who have custody of any child between the ages of 6 and 17 years to cause such child to attend school daily the entire time it is in session during the regular school term.

Compliance with the compulsory attendance law is the responsibility of the parent(s) and the student. Attendance at school has a direct correlation to student performance, and absence from school is regarded as a deterrent to success in school. St. John the Evangelist School's attendance policy is designed to develop student punctuality, self-discipline, and responsibility.

Each school day begins at 8:00am and ends at 3:00pm. St. John the Evangelist School adopts and publishes a school calendar each year. Parents are encouraged to schedule trips and appointments during days and periods of time that school is not in session in order to eliminate interruptions in the learning process.

### **Absence**

Any time a student is not in school he/she is designated absent. A student is considered ½-day absent if they are absent for 30 minutes to 3 hours. A student is considered full-day absent if they are absent for more than 3 hours (not counting lunch/recess period). A parent is to contact the school office by phone (942-6814), written note, or email (stjohnsoffice@stjohnscarrollton.org) before 8:30am to notify the school of the student's absence. If notification is not received by 8:30am, a parent will be contacted.

The office may require upon request a written excuse stating the dates/times and reason for a student's absence(s).

Each absence will be determined as either Excused or Unexcused.

- 1) Excused - A student will be excused for the following reasons:
  - a. Personal illness
  - b. Personal medical or dental appointment
  - c. Serious illness or death of an immediate family member
  - d. Other reasons approved by the principal with the parent's prior request. In emergencies the principal may excuse absences without prior request if it was determined that prior approval was not possible.
  - e. Involvement in school related activities (i.e. field trips, extra-curricular events, etc.)

- 2) Unexcused – All other absences will be unexcused, including an absence that the parent neglects to report to the office or fails to comply with written excuse requests.

### **Missed Work**

When a student is absent he/she is responsible for any work that was missed. The student is allowed one school day for each day absent to make up any work that was missed. (i.e. If the student was gone on a Monday, the work should be turned in no later than 8:00am Wednesday. If the student was gone on Thursday and Friday, the work should be turned in no later than 8:00am Wednesday.)

A parent may call the school office before 9:00am to arrange to pick up any missed work for an absent student. The work can be sent home with a sibling or needs to be picked up from the office before 3:30pm.

### **Pre-Arranged Absence**

A student may obtain a pre-arranged excused absence when he/she knows he/she will be absent for a trip or other pre-planned event. The parent must provide the office with a written note stating the dates and reason for absence as soon as possible. Parents/students will need to contact individual teachers about work missed during the absence.

### **Excessive Absence/Truancy**

If a student is absent for more than five days during the school year (not counting absences with a written doctor excuse or pre-arranged absences), the student may be asked to provide a written doctor excuse in order for the absence to be excused.

Excessive absences (25 days or the equivalent of 25 days including tardies) can be cause for a student to be retained in the current grade for another year.

A student who is absent from school without a valid cause (unexcused) for 5% or more of the available attendance days (9 days or the equivalent of 9 days including tardies) is defined as a chronic truant and may be referred to the Truancy Officer.

### **Late Arrival/Early Departure/Tardiness**

A student is tardy if he/she arrives after 8:00am until 8:30am or leaves after 2:30pm. If a student arrives late to school, he/she must report to the office immediately. A parent or guardian should accompany the student to the office to sign him/her in. Bus students will not be considered tardy if their bus is late. If it is necessary for a student to leave during the school day, a written note, email, or phone call with an explanation must be received by the office. The parent is asked to pick up the student at the school office to sign them out and sign them in upon their return to school.

## Daily Schedule

7:30-8:00am	Students arrive at school
8:00am	Bell Rings; Classes Begin
10:45am-11:15am	Lunch - PreK
11:15am-11:45am	Lunch - Grades K, 1, 2
11:45am-12:15pm	Lunch – Grades 3, 4, 5; Recess – Grades K, 1, 2
12:15pm-12:45pm	Lunch - Grades 6, 7, 8; Recess – Grades 3, 4, 5
12:45pm-1:00pm	Recess – Grades 6, 7, 8
3:00pm	Classes End/Dismissal

## Arrival/Dismissal Procedures

Students are not to arrive at school before 7:30am and are to be in their classrooms ready for class to begin at 8:00am. School dismissal is at 3:00pm.

### Car Drop-Off

ALL cars should enter the parish parking lot from Second Street and proceed to the northeast corner of the gym (for K-3rd grade) or the south east corner of the gym at the sidewalk (for 4th-8th grade). There, the student should leave the car and walk to the doors of the school. DO NOT pass cars that are waiting in line or dropping off students. NO ONE is to park in front of the school or on the school parking lot before school. If you have an appointment with a teacher or need to speak with someone in the office, please drop off your child as stated above, park on the south side of the school or in front of the church, and enter through the front doors.

### Car Pick-Up

Cars are to enter the parish parking lot from Second Street no earlier than 3:00pm. The first cars in the lot should park in 2 rows along the gym facing south, and the rest park in rows facing west. When ALL students and parents are in their vehicles and all doors are closed, drivers will be directed by a teacher to exit the parking lot by way of Locust Street one row at a time.

### Walkers

Walkers may enter through the main west door of the building or through the north doors (for K-3rd grade) or south doors (for 4th-8th grade). They are not to walk through the parking lot, but use the sidewalks or stay on the edge of the parking lot. They will be dismissed through the west doors and are asked to follow the instructions of the safety patrol student/teachers on duty.

### Bicycle Riders

Students who ride bicycles are to access and leave school property by walking their bicycles on the north, west, or south sidewalks. They are not to enter or leave through the school parking lot. They are to park their bicycles in the rack on the north side of the school and enter and leave the building through the north door.

### Bus Riders

St. John the Evangelist students are allowed to use the public school buses. Students are expected to follow the guidelines of the CCUSD#1 Transportation Department, which are outlined in the Transportation Handbook. Please contact the Bus Garage (217-942-5511) for a copy of the Handbook and to sign your child up for pick-up or drop-off. Written permission from a parent is required if a student is to ride the bus home with another student or if a student is to be dropped off at an alternative location. This written permission is to be presented to the school office and the bus driver. Bus students will be dropped off and picked up on the west side of the building.

### **Pregnancy/Parenting Policy**

St. John the Evangelist School affirms the moral teaching of the Catholic Church, including the holiness and giftedness of life. St. John the Evangelist equally asserts the values of forgiveness and compassion, believing that the truly Christian response to an adolescent boy/girl facing adult situations and decisions is focused on the person. The administration will deal with each boy/girl involved in pregnancy/parenting in a sensitive and Christian manner on an individual basis. A conference will be held with the student, his/her parent(s), the principal, and the pastor to determine arrangements for the student's completion of his/her education and maintenance of his/her health and well-being. Married students will not be allowed to attend St. John the Evangelist School.

## **FINANCIAL INFORMATION**

### **Tuition**

Please see Addendum C for the current Tuition Covenant.

No Catholic child will be denied admission into St. John the Evangelist School because of inability to meet the tuition covenant. A private consultation with the principal and/or pastor is necessary for an exemption or reduction in the school tuition. If no exemption or reduction is sought or given, and failure to pay tuition occurs, the parent(s) will not be provided their child(ren)'s report card(s) and the permanent records will not be released until all bills have been paid. If tuition is not paid in full before registration of the next school year, the child(ren) will not be allowed to register. Tuition will be determined on a case-by-case basis for students who transfer in or out during the school year.

### **Fees**

A registration fee of \$150 per student is charged for each child's educational materials, equipment, and technology services. Fees are to be paid at registration and are non-refundable. In cases of financial hardship, arrangements for paying in installments can be made. Students will be charged for books that are lost or damaged.

### **Refunds**

Removal of a student by the parent(s) or school shall not entitle the parent(s) to a refund of tuition or fees, unless otherwise determined by the principal and/or pastor. There will be no refund of registration fees after the first day of school begins.

### **Lunch/Milk Program**

St. John the Evangelist School does provide students with a hot lunch at a price of \$2.10 per student. Lunch orders and account balances are available on SchoolSpeak. Parents can contribute to their family's lunch account by paying online or by sending a check to the school office. Free and reduced lunches are available for those who qualify. Please pick up an application from the office or at registration.

Each class has a snack time in the morning. Students may purchase milk for morning snack at registration at a cost of \$60 for the year. Students are to bring their own snacks from home. We ask that parents provide healthy snacks for their children.

## ACADEMIC INFORMATION

### Religious Education/Formation

Religious education is the most important reason for the existence of St. John the Evangelist School. The teaching of Catholic doctrine and moral principles is the first priority of our school. Students not only receive daily instruction in Catholic religion, but are taught Christian principles throughout every aspect of their school day.

All students attend school Mass once a week (typically on Wednesday at 8:15am) and on other Holy Days and special occasions. Reconciliation is offered to Catholic students during school hours throughout the school year. Catholic students prepare for and receive the Sacrament of First Reconciliation while in 2nd grade at their local parish. Third graders who are Catholic receive the Sacraments of Confirmation and First Communion at the Cathedral in Springfield.

### Academic Subjects

St. John the Evangelist School also provides a curriculum of learning experiences in the areas of Language Arts (English, reading, spelling, and vocabulary), Mathematics, Science, Social Studies, Physical Education, Music, Art, and Technology.

### Homework

It is expected that most students in Kindergarten through 8<sup>th</sup> grade will have some homework each evening. Ordinarily homework should take 30-90 minutes, depending on the age and speed of each individual student. Homework is important as it is an extension of the learning that takes place in the classroom as it provides further practice and reinforcement. It also provides opportunities for independent study, research, critical thinking skills, and responsibility. Homework also allows parent(s) insight into what their child is learning and the quality of work their child is producing. Keep in mind homework is not always written work. Reading, studying for quizzes or tests, researching, and preparing reports and projects are also valuable homework assignments.

Parent(s) are requested to:

- Show an interest in your child's work.
- Request to view student's graded homework, quizzes, tests, etc.
- Provide a proper atmosphere for studying.
- Take time to look over and discuss homework with your child.
- Contact the teacher with any comments or questions regarding homework.

### Report Cards

Report cards are available after each quarter for parent(s) to view and/or print from SchoolSpeak. Parents also need to "Sign" the report card on SchoolSpeak. If there are any questions, or a printed copy is needed from the school, please contact the teacher or principal.

## Grading

### Grade Scale:

100 A+	94-99 A	93 A-
92 B+	86-91 B	85 B-
84 C+	77-83 C	76 C-
75 D+	71-74 D	70 D-
Below 70 F		

S+ = Outstanding

S = Satisfactory

S- = Unsatisfactory

### Grade Point Values:

4.3 A+	4.0 A	3.7 A-
3.3 B+	3.0 B	2.7 B-
2.3 C+	2.0 C	1.7 C-
1.3 D+	1.0 D	0.7 D-
0 F		

Honor Roll is 3.3 or higher

High Honor Roll is 4.0 or higher

All classes with the exception of Physical Education, Music, Art, and Computers are included in the Grade Point Average.

## Testing

The ACRE (Assessment of Catechesis Religious Education) is administered to 5<sup>th</sup> and 8<sup>th</sup> grade in February.

Grades K-8 are given the MAP Growth assessment in English, Reading and Math three times per year in order to help teachers track student progress.

Classroom teachers and the Rtl specialist may give the Fountas & Pinnell Reading Assessment to determine a student's reading level periodically throughout the year.

Students must pass the Illinois State and United States Constitution tests with an 80% or higher during their 7<sup>th</sup> and/or 8<sup>th</sup> grade year in order to graduate from the 8<sup>th</sup> grade.

## Graduation

A formal Graduation Mass is held on the completion of 8th grade. Notification will be sent home regarding specifics as the graduation date approaches. Diplomas may be withheld at the time of graduation ceremony if work is not completed to the satisfaction of the teacher(s) and/or all fees are not paid. Please see Dress Code for Graduation Mass Dress Code information.

### **Students with Learning Disabilities**

St. John the Evangelist School will integrate students with learning disabilities into the ordinary school day as much as possible. If an undiagnosed learning disability is suspected by the school or parent(s), the school will first refer the student to the RtI (Response to Intervention) program to try to identify and overcome problem areas. If this is not successful, the school and parent(s) can request the services of Four Rivers. If it is determined that the student is eligible for services, a Service Plan will be written and any required services would be provided by the public school district. If a student transfers to St. John the Evangelist School from another school and already has an IEP (Individualized Education Plan) or Service Plan, St. John the Evangelist will work with Four Rivers and the public school district to meet the student's needs.

### **Promotion/Retention**

Promotion to the next grade is not to be taken for granted. In order to maintain a high standard of education, children who do not meet the minimum requirement for their grade level will not be recommended for promotion. Amendment (ILCS 5/10-20.9a) prohibits schools from promoting a student to the next higher grade for any reason not related to the academic performance of the student. The school shall not promote based upon the age of the student or for any other reason. Students must meet St. John the Evangelist School's goals and objectives and perform at the expected grade level prior to promotion.

Grade retention can be proposed after the following procedure has been followed:

- 1) The principal and parent(s) are notified that a concern exists that may warrant retention.
- 2) A conference including parent(s), teacher(s), and principal is arranged to discuss the concern. Documentation of the conference is filed in the office.
- 3) Only after three documented conferences will retention be proposed.
- 4) Cumulatively failing two or more subjects is cause for retention.

## **STUDENT RECORDS**

### **Parent/Guardian Access**

The parent(s) have/has the right to access their child(ren)'s records upon written request. In the absence of a court order, what is said in this handbook of policies applies to any parent(s), whether or not the student lives with the parent. If there is a court order specifying that there is to be no information given to a specific parent(s), it is the responsibility of the custodial parent(s) to provide the school with an official copy of the court order, which will be kept on file in the office. Any information regarding a child will only be given to a parent(s). If a third party is involved and has no legal guardianship, the principal has the right to refuse giving any information to that third party.

### **Rights of Non-Custodial Parents**

"This 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." (from *School Handbooks: Some Legal Considerations*)

### **Release of Records**

Names and addresses of students and their parent(s) and other information in school records are confidential data in the sense that they are not to be released to unauthorized persons.

There shall not be release of personally identifiable school records without the prior written consent of the parent(s), except in the following cases:

- To other school officials, including teachers and counselors within the school or school system who have a legitimate interest.
- To officials of other schools in which the student intends to enroll, provided that the parent(s) are notified of the release of the records, are provided a copy of the record (if they desire it), and are given, if necessary, an opportunity to challenge the record.
- To federal auditors who are auditing a performance of federally funded programs.
- A court order.

Records can be released to the FBI, government officials, juvenile officers, lawyers and police with the written permission of the parent(s) or a court order.

When a student who is transferring to another school, St. John the Evangelist School has ten (10) days from time of student's notice to transfer an unofficial record and health record to the school to which such student is transferring. Official school records do not have to be released until all fees and other obligations are satisfied.

### **Request of Records**

When a student transfers from another school to St. John the Evangelist School, St. John the Evangelist School will request certified copies of the student's records within 14 days of the transfer.

### **Missing Person's Records**

When any records requests are received by St. John the Evangelist School, the school administrator will check <https://www.missingkids.org/> to determine if the child is listed as missing. Also upon notification by the Illinois State Police of a currently or previously enrolled St. John the Evangelist student's disappearance, the school will place that student's file into a separate pocket folder to identify that the record is that of a missing person. The school will immediately report to the Illinois State Police any request concerning a missing person's records or knowledge as to the person's whereabouts. Upon notification by the Illinois State Police that the missing person has been recovered, the school will remove the file from the missing person's folder.

## **COMMUNICATION**

### **SchoolSpeak**

St. John the Evangelist School uses SchoolSpeak, which is an internet-based school management system. Each parent will be assigned a username and password which gives them access to the information relative to the school, grade levels of their children, and any special group to which they belong (i.e. athletic team, etc.). The school will post weekly announcements, newsletters, and calendar items. The teachers are able to post announcements, homework, and student grades. The system also allows the school and/or teachers and/or parents to email one another.



We encourage parents to use SchoolSpeak to stay informed about the school and the progress of their child(ren).

### **SchoolMessenger**

SchoolMessenger is also used to send information, reminders, and announcements by phone call, email, and text messaging. In order to receive text messages, you must opt in. Contact the office for assistance in opting in.

### **Emergency School Cancellation/Early Dismissal/Late Start**

In most instances, St. John the Evangelist School will follow Carrollton CUSD #1 when it comes to weather-related school cancellations, early dismissals, or late starts. You will be notified of this or the use of snow routes for buses through SchoolMessenger and/or SchoolSpeak via phone call, text message, and email if you have opted-in to receive messages.

### **Student/Parent Information**

Each student and parent has a profile on SchoolSpeak. This profile includes information such as email addresses, home addresses, phone numbers, doctors/dentists, insurance information, emergency contacts, medical issues/allergies, and so on. Parents are responsible for keeping this information up-to-date.

### **Teacher/Parent Communication**

In addition to SchoolSpeak, teachers are expected to contact parent(s) immediately when they have a concern about a student.

Teachers also report student progress through

- written tests, assignments, and projects that students are to bring home and share with their parents
- mid-term grade reports that are posted on SchoolSpeak
- quarterly report cards that are posted on SchoolSpeak
- standardized test results
- Parent/Teacher Conferences
- phone calls when necessary
- email will not be used for personal or confidential information

### **Parent/Teacher Communication**

Besides keeping up with posted announcements, homework, and grades on SchoolSpeak, we encourage parents to stay in regular contact with their child(ren)'s teacher(s). If a parent would like to meet with a teacher, they may call the school office or contact the teacher through email or phone outside of school hours to make an appointment. Parents are not to expect phone or email responses from teachers during the school day as it may interfere with valuable class time.

### **Parent/Teacher Conferences**

Parent/Teacher Conferences are held once a year in October. Parents will sign up for meeting times through SchoolSpeak. Additional conferences may be held at any time during the school year upon the request of a parent or teacher.

### **Chain of Command**

All parent/student/teacher problems are to be resolved in the following manner:

- Step 1: Parent(s) or student meets with the teacher. If results are unsatisfactory,
- Step 2: Parent(s) contact(s) the principal to arrange a meeting
- Step 3: Parent(s) share(s) concerns with the principal.
- Step 4: Further action will result in a parent, student, teacher, and principal meeting.
- Step 5: If necessary, the pastor will be contacted.

Do not by-pass any step in this logical progression.

## **BEHAVIOR EXPECTATIONS/DISCIPLINE POLICY**

### **Discipline Philosophy**

All members of St. John the Evangelist School have a responsibility to show Christ-like respect for one another and for their environment. Such respect manifests itself in courteous behavior and speech. All faculty and staff members have the right and responsibility to correct any student who is acting in an inappropriate manner and should expect full parental support. A student represents St. John the Evangelist School at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, will be disciplined accordingly.

Because each person is called to be a Disciple of Christ, St. John the Evangelist School's disciplinary policies are designed to:

- Create an ordered, but not rigid, learning environment.
- Demonstrate respect for the dignity of all.
- Teach respect for the rights of each person.
- Empower students to develop mature attitudes and behaviors.
- Provide opportunities for growth in leadership and cooperation.
- Enable students to become intelligent, virtuous, thoughtful Catholic citizens.

### **Student Service Expectation**

All students are instructed about service to others. Students put that instruction into practice by performing grade-appropriate service work that includes working in the cafeteria, serving as safety patrol guards, raising and lowering the flag each day, participating in Mass, and other service-related tasks.

### **Behavior Expectations/General School Rules**

- Respect God
- Respect authority
- Respect others
- Respect yourself
- Respect property
- Respect the learning process

Although these are the general school rules, each classroom teacher/supervisor is responsible for making his/her own specific classroom/area discipline plan. The teacher/supervisor is responsible for explaining and teaching the discipline plan to the students and making the parent(s) aware of it.

## Discipline Consequences

The following is a list of possible consequences when a student chooses not to follow the stated rules/behavior expectations.

- 1) Teacher reminds student of expected behavior.
- 2) Teacher gives the student a verbal warning.
  - a. States what the student did wrong.
  - b. Explains what is expected.
  - c. Reminds the student of the next consequence.
- 3) Isolation from group or other appropriate consequence.
  - a. Time out
  - b. Loss of recess (or time at recess)
  - c. Eat lunch in classroom, instead of cafeteria
- 4) Behavior improvement plan
  - a. Student describes the inappropriate behavior
  - b. Student makes a commitment to improve
- 5) Phone call to parent(s)
  - a. Student will follow a Parent Calling Form
  - b. Teacher will sign the form
- 6) Detention after school
  - a. ½ hour
  - b. 1 hour
- 7) Meeting with Principal
  - a. Student, parent(s), teacher(s), principal
  - b. Behavior plan is developed
- 8) In-School Suspension (see **In-School Suspension** below)
- 9) Out-of-School Suspension (see **Out-of-School Suspension** below)
- 10) Expulsion (see **Expulsion** below)

In severe cases, moving directly to Step 5 might be necessary.

The principal and pastor are the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

## Harassment

In order to create a safe and secure environment in which all students are able to reach their full potential, all forms of harassment (bullying and sexual) will be taken seriously. Harassment shall not be tolerated in any form at St. John the Evangelist School.

### Bullying

Bullying is repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten or humiliate someone. It may include physical and/or verbal intimidation; extortion or taking of belongings; oral, written, or electronically transmitted threats; outrageous actions; cruel rumors; suggestive comments; false accusations; and/or social isolation.

The main types of bullying may include, but are not limited to:

Physical: shoving, hitting, kicking, tripping, grabbing, spitting, beating upon others, including damaging or stealing another student's property.

Verbal: spreading rumors, mocking, hurtful teasing, humiliating or threatening someone, making people do things they don't want to do, wearing or possessing

items depicting or implying hatred or prejudice, verbal taunts, name calling, putdowns, taking and hiding/destroying other's papers, and/or possessions.

Written: threatening e-mail, notes, and/or graffiti.

Social: excluding others from the group, spreading gossip or rumors about others, making others look foolish, making sure others do not spend time with a certain person.

Electronic: using computer, e-mail, instant messaging, phone or cellular phone text messages to: threaten or hurt someone's feelings, single out, embarrass or make someone look bad, spread rumors or reveal secrets about someone.

### **Sexual Harassment**

It is the policy of our school to provide for our students and educational environment free of unwelcome sexual advances. Any conduct containing sexual suggestions, that would be offensive to a reasonable person is considered sexual harassment.

According to Federal Law, sexual harassment includes, but is not limited to:

- Verbal conduct such as epithets, derogatory jokes, or comments, slurs or unwanted sexual advances, imitations or comments;
- Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;
- Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, studies or play because of some sexual matter;
- Threats and demands to submit to sexual requests for certain benefits; and
- Retaliation for having reported or threatened to report sexual harassment.

### **Disciplinary Action for Harassment**

Grounds for disciplinary action may 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 a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school.
- Traveling to or from school or a school activity, function, or event.
- Anywhere that aggressive behavior may reasonably be considered to be an interference with school purposes or an educational function.

### **Reporting Procedures for Harassment**

Any faculty or staff member or student at St. John the Evangelist School who has witnessed or has reliable information that a student or staff member has been subjected to harassment as defined above, or a person in the above categories who has experienced the harassment, shall report such incident to the principal. Confidentiality to the fullest extent possible will be observed at all stages of the investigation and for any hearing that may take place. Further retaliation against those who seek remedies under this policy is prohibited.

Punishment is determined by teacher, principal, and pastor, according to severity of behavior.

### **Cheating/Plagiarism**

Cheating or plagiarism by a student on school work is not acceptable. Students are responsible for doing their own work. Students who are determined to be involved in cheating or plagiarism could have their grades affected and referred to the office for additional disciplinary action.

### **Severe Disobedience/Misconduct**

Severe disobedience or misconduct will be taken very seriously. Certain acts are considered willful and malicious, and disrupt the educational environment. Such acts include, but are not limited to the following:

- Possessing or using a weapon or dangerous object
- Possessing or using tobacco, alcohol, or controlled substance
- Disrespecting/defying a teacher, staff member, or adult
- Setting a false fire alarm
- Fighting/Threatening of any kind
- Committing or threatening violence of any kind
- Damaging school, parish, or private property
- Stealing
- Using profanity, or improper language
- Displaying indecent conduct
- Disrupting the educational process
- Leaving class or school grounds without permission

An infraction of the above may result in suspension or expulsion. St. John the Evangelist School reserves the right to discipline for such conduct not only when it occurs on school grounds, on a school bus, or during a school related activity, but also outside the school or school activities if it is determined that the conduct was detrimental to the reputation of the school or interferes with the educational process. Controlled substance violations and other criminal offenses will be reported to local police authorities.

### **Firearms & Drugs**

Firearms and drugs are prohibited on school premises. St. John the Evangelist School is mandated by law to immediately report the presence/visibility of a firearm or drugs on school grounds to a local law enforcement agency. If a student is found to be in possession of a firearm on school grounds, the principal will also immediately notify the student's parent or guardian. The principal will notify the Illinois State Board of Education of such incidents through the School Incident Reporting System (SIRS) in IWAS.

### **Battery Against School Personnel**

The principal shall immediately notify law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel. The principal shall also notify the Illinois State Police within 3 days of each incident of battery through the SIRS in IWAS.

### **In-School Suspension**

A student assigned to in-school suspension will report to the office that day. The student is responsible for obtaining and completing all assignments and classwork for that day. Credit will be given for work completed and the student will be allowed to make up any quizzes or tests given that day.

### **Out-of-School Suspension**

A student may be suspended by the Principal for major discipline violations. Prior to the suspension, the Principal will have a conference with the parent(s). The suspension may not exceed five school days. The date(s) of the suspension and a summary of the parent conference will be kept in the student's file. During the suspension, the student is not permitted to be on school property. The student is responsible for obtaining and completing any assignments during the suspension. The student will receive partial credit for work completed and any make-up quizzes/tests that occurred during the suspension.

### **Expulsion**

The expulsion of a student from St. John the Evangelist School is so serious that it should be invoked rarely and then only as a last resort. The Principal will use every means available to discover the cause of the problem and will exhaust all appropriate remedies such as conference with parents or referral to a guidance clinic, physician, or the pastor.

The general situations which demand removal of a student by expulsion can be reduced to two:

- delinquency and immorality which poses a risk of injury to the student, other students or staff, or which could be considered a violation of law or a serious violation of the rules of the school
- chronic or incorrigible misbehavior which undermines classroom discipline and impedes the progress of the entire class

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

- 1) The student is to be suspended (out-of-school) for a period not to exceed one week.
- 2) The parent(s) of the student are to be granted a conference with the pastor and principal in the hope that a solution to the problem will be found which will forestall the necessity of expulsion.
- 3) The pastor, in consultation with the principal, is to make the final decision and to communicate this decision to the parents.
- 4) If expulsion is necessary, the principal will make an effort to help them make arrangements for the further education/formation of their child.

If expulsion is necessary, the date of the withdrawal and the word "misconduct" will be annotated on the student's permanent record.

### **Conflict Resolution**

If there is a conflict between students, it is handled in the following manner:

Three questions are asked to each student individually:

1. Is there something you want to tell me?
2. What can I do to help?
3. Is there anything else I need to know?

The next step is to ask, "How can the problem be resolved?" The two students will then discuss how to resolve the problem and create a resolution.

If it is a group conflict the following procedures take place:

1. Each person in the group writes down what they know about the conflict.
2. The teacher discusses the conflict with the individuals involved.
3. The teacher also asks, "If you are involved, how can you change the situation?"
4. The students involved in the conflict are asked to write goals to improve behavior.

The students will be asked what they think their consequence should be. Each student involved will receive a consequence applicable to his/her behavior.

### **Student Grievances**

Students have both the right and the responsibility to express school related concerns and grievances to the principal.

If a student has a serious grievance, they are to schedule a meeting with the principal to discuss the concern(s) or submit their concern(s) in writing. Once the grievance has been discussed with the student, the principal will make a determination as to whether any further action is required.

### **Corporal Punishment**

There is no allowable corporal punishment according to Illinois State Law and Diocese of Springfield policy.

### **Police Questioning & Apprehension**

When students become involved with law enforcement officers, the officer is to be requested to confer with the student when he/she is not under the jurisdiction of the parish/school, if this can be arranged. The following steps shall be taken to cooperate with the authorities:

- The officer shall properly identify him/herself
- The student's parent(s) shall be notified immediately and informed of the intent of the law enforcement authorities.
- The parent(s) has/have a right to be present if the conference is held in the parish/school.
- If the parent(s) cannot be located, authorities are not to confer with the student unless they produce a warrant.
- If there is a warrant or if it is impossible for the parent(s) to be present and they request it, the principal should be a witness to the conference held in the parish/school.
- Legal counsel should be called as needed if officers come to the parish or school.

### **Search & Seizure**

St. John the Evangelist School retains the right to search a student, along with a student's property when there is reason to believe that drugs, weapons, or other contraband is in the possession of a student. Such possession is in violation of the rules and policies of St. John the Evangelist School. Students who possess such contraband will be subject to discipline and possible expulsion. The school will assist local government authorities by reporting such possessions and, when requested by authorities, the school will cooperate fully with police and other government authorities

in prosecuting. Lockers and desks are school property, which the school expressly retains the right to search at any time, with or without the student's knowledge or consent.

### **Social Media**

St. John the Evangelist School may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

St. John the Evangelist School may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy. St. John the Evangelist School may require the student to share content in the course of such an investigation.

## **DRESS CODE**

### **Dress Code/Uniform Description**

All students K-8 are required to wear uniforms.

#### **Shirts/blouses**

- White, navy blue, or red polo shirt (long or short sleeved)
- White, navy blue, or red turtleneck
- For girls, plain, white blouse (long or short sleeved) with buttons and Peter Pan collar
- If undershirts are worn, they must be white and must have no writing that shows through
- Shirts must have no writing or logos
- Shirts and blouses must be neatly tucked in at all times (except Kindergarten students)

#### **Sweatshirts/sweaters**

- Plain, navy blue or red sweatshirt (without a hood) worn over a white blouse, polo, or turtleneck
- Navy blue or white cardigan sweater (without a hood) worn over a white blouse, polo, or turtleneck
- Sweatshirts must have no writing or logos
- One navy blue fleece jacket is approved to wear in the classroom. They can be purchased from the Country Stitcher (618-535-1360).

#### **Pants/shorts/shirts/jumpers**

- Navy blue or khaki slacks or shorts ("Docker style" only – no cargo pants, no pockets sewn on the outside, no capris, no sweatpants)
- Plaid (check with the school office to see an example of the correct plaid pattern), navy blue, or khaki skirts, skorts, or jumpers
- Shorts, skirts, and skorts must be less than 4 inches above the floor when kneeling

#### **Accessories/Hair/Make-up**

- Belts must be worn if there are belt loops
- Socks and shoes must be worn at all times; if socks show, they must be solid white, navy blue, red or black; shoes must cover the feet (no sandals, flip-flops,



Crocs, or shoes with heels; students need to be able to play and run outside for PE and recess)

- Students must have a separate pair of gym shoes to wear in the gym for recess and/or P.E. These will be kept in their lockers during the school year.
- Girls may wear solid white, navy blue, red, or black tights under their skirts or jumpers
- Boys are not to wear earrings. Girls may wear small earrings. No dangling or hoop earrings.
- Boys are to have neat, clean-cut standard length (short) haircuts that are in good taste.
- There are to be no unusual haircuts, hair styles, or unnatural coloring, streaking, or frosted hair that may be considered in poor taste.
- In compliance with SB 0817, St. John the Evangelist School will not prohibit hairstyles historically associated with race, ethnicity, or hair texture.
- Girls are not to wear make-up at school.

### **Dress Code Violations**

If a student is in violation of the dress code, the parent will be notified and the student will be asked to correct the problem when possible. If necessary, a parent will be called to bring appropriate clothing to school. Three dress code violations in a month will result in loss of the next dress down day. If dress code violations persist, the student may be subject to the Discipline Consequences policy.

### **Dress Down Days**

Students will be allowed Dress Down Days for special events and for rewards throughout the school year. Dress Down Days will be communicated to the parents through SchoolSpeak. Christian appropriate attire is required on these days. Shirts must have sleeves, not too short or low cut, and not too tight-fitting. Shorts are to be of appropriate length and pants should not have holes. Students must wear socks and shoes that cover their feet (no flip-flops, sandals, etc.) If clothing is deemed inappropriate the student will be asked to change or call home for a change of clothing. Dress Down Days are a privilege. If the privilege is abused, it can be taken away.

## **EXTRACURRICULAR ACTIVITIES**

### **Activities Offered**

St. John the Evangelist School offers the following extra-curricular activities:

Basketball - Grades 4-8

Cheerleading, Cross Country, Speech - Grades 5-8

Baseball, Softball, Volleyball, Track, Scholastic Bowl - Grades 6-8

Note: These activities and grade levels may vary depending on the number of students interested in participating.

### **Extracurricular Policy**

The primary purpose of the extracurricular program at St. John the Evangelist School is to promote the physical, mental, social, emotional, and spiritual well-being of the participants. It is hoped that extracurricular activities in our school will be a positive force in preparing youth for an enriching and vital role in American life and for eternal life.

The following are requirements of the Athletic/Extra-Curricular Program:

- Written permission of parents is required.
- Physical examination within the appropriate school year must be on file.
- Proof of medical insurance coverage must be provided.
- All academic and conduct standards of participation as stated in the Extracurricular Program Handbook must be followed.

### **Eligibility Policy**

A student whose grade average in any subject falls below a "C" will be considered ineligible. Unacceptable grades are reported to the principal on Fridays. The principal will then contact the parent(s) and coach(es) of any ineligible students by noon on Saturday. If a student is ineligible, he/she will be suspended from participation in all athletic and extra-curricular competitions from Sunday at 12:00am until Saturday at 11:59pm. During the suspension, the student may participate in practices, but only after attending tutoring after school if required by the teacher(s). The ineligible student may also attend games and sit with the team, but must wear their school uniform (not their athletic uniform). Eligibility will be re-evaluated each Friday. If a student has been ineligible for 3 weeks, a meeting will be held with the student, parent(s), coach/sponsor, teacher, and Principal to determine if participation in the activity should continue.

### **Participation in Activities if Absent**

A student must attend school the entire day and follow the regular schedule in order to participate in a practice, game, or contest that day. Exception to this rule is permission granted from the Principal for absolutely necessary reasons to be out of school (examples: funerals, necessary doctor, or dental appointments). Parents must clear any absence with the Principal prior to 10:00am for that student to be eligible to participate in interscholastic activities that day.

### **Use of Gymnasium**

St. John's School gymnasium is to be used only for St. John's practices and games, as well as school-sponsored activities. Any other use of the gymnasium must receive prior approval from the Principal. Only gym shoes can be worn on the gymnasium floor.

## **HEALTH POLICIES**

### **Physical Examinations/Immunizations**

All students entering Kindergarten and 6<sup>th</sup> grade are required to have a physical examination and up-to-date immunizations. These forms are to be turned in at registration. Any student not in compliance by the first day of school will be asked to show proof of an appointment. If the forms are not on file by October 15, the student will not be allowed to attend school until the forms are submitted to the office.

### **Dental Examination**

All students entering Kindergarten, 2<sup>nd</sup> grade, and 6<sup>th</sup> grade must show proof of a dental examination by May 15<sup>th</sup> of the current school year. The examination must have been completed within 18 months of the May 15<sup>th</sup> deadline. This form is to be turned in at registration. However, if the form is not on file by May 15<sup>th</sup>, the student can be withheld from attendance for the coming school year until the proper form has been submitted to the office.

### **Eye Examination**

All students entering Kindergarten must have an eye examination. This form is to be turned in at registration. Any student not in compliance by the first day of school will be asked to show proof of an appointment. Proof of an eye examination must be submitted to the office prior to October 15.

### **Medication**

As a general principle, medications will not be given at school. Students are not allowed to have any medications in their possession on school grounds. Special circumstances exist for health problems that can be expected to be of long duration. When such a condition exists, the following policy will be followed:

#### **A. Prescription Medication**

To assure school attendance for students who must use medication in the treatment of chronic disabilities or illness:

1. Written orders from a physician detailing the name of medication, dosage, and time intervals medication is to be taken.
2. Written request from the parent of the student requesting that the school comply with the physician's order.
3. Drugs must be brought to school in a container appropriately labeled by the pharmacy or physician.
4. Every medication given must be recorded in a medication log, which includes date, time, dosage, and signature of the person giving medication.
5. Only the person designated by the Principal shall be allowed to dispense the oral medication, and that person shall make the notations required in #4 above.

Please use the Request to Administer Medication form (see Addendum E) when requesting a student be allowed to receive medication at school. Copies of this form can be printed from SchoolSpeak or obtained from the office.

#### **B. Non-Prescription Medicine**

1. No non-prescription medicine will be dispensed in our school.
2. Non-prescription medications include such things as aspirin, Tylenol, antacids, antihistamines, etc.
3. No topical application of alcohol, peroxide, etc. will be used.
4. If injury occurs, we will use soap and water and inform the parent if the child needs further treatment or needs to be sent home.
5. If a child needs medication, the parent will be called and he/she will assume the responsibility to bring the child medication and administer it or to take the child home.

### **Self-Carry and Self-Administration of Medications and Epinephrine Injectors**

St. John the Evangelist School allows students to self-carry and self-administer asthma/diabetes/seizure medication and epinephrine injectors as long as the parent provides written authorization by the student's doctor and parent and a prescription label with the name of the medication, prescribed dosage, and time or circumstances under which the medication is to be administered.

### **Medical Cannabis**

St. John the Evangelist School allows for the administration of a medical cannabis infused product to a student who is a registered qualifying patient. However, it may only be administered by a parent, guardian, or other designated caregiver according to restrictions outlined in 105 ILCS 5/22-33.

### **Communicable Disease**

Students with communicable diseases are required to get an evaluation from a doctor and share it with the principal before they can attend school. A child will be sent home from school upon displaying symptoms of a communicable disease, having a temperature of 100.4 degrees or above, having vomited, or having experienced an accident requiring a doctor's attention. A child who shows signs of illness should not come to school. Parents must notify the school when a child has a communicable disease. The principal shall notify the Department of Public Health when a student is sent home because of any suspected communicable disease. A student may return to school after being free of symptoms of non-chronic diseases. A student returning to school after an absence due to a communicable and chronic infectious disease may be required by the principal to present documentation from a physician stating that the student qualifies for readmission to school under the rules of the Illinois Department of Public Health which regulates periods of incubation, communicability, quarantine, and reporting.

### **Head Lice**

Head lice can spread through a school environment very quickly; for this reason we ask that children are routinely checked for this major nuisance. If head lice or nits are found on a child, the child must be treated, and the school office must be notified. School personnel may occasionally check the heads of students in classrooms where there have been infestations. A parent will be called for any student who appears to have head lice. St. John the Evangelist School has a no-nit policy; no student may be in school until all nits have been removed from the hair.

## **TECHNOLOGY POLICY**

### **Internet Use**

Each student and his/her parent(s) are required to sign an Internet Use Policy (see Addendum D). By signing the Handbook Receipt, you are agreeing to the Internet Use Policy.

### **Diocesan Information Technology Systems Policy**

A copy of the Information Technology Systems Policy from the Diocese of Springfield is on file at St. John the Evangelist School office.

### **Cell Phones/Electronic Devices**

Students are not permitted to carry any electronic devices with them during the school day. Cell phones and electronic devices are to be turned off and placed in the classroom bin until the end of the school day. These devices are not to be used on school property without permission of the principal or teacher and then only under supervision. Violation of this policy will result in confiscation of the device and may result in additional discipline to the student. When a device is confiscated, it may be retrieved from the principal by the parent.

### **Student Photos/Information**

Student photographs and names will be used in the paper, on the internet, or where appropriate unless a written objection is received from the parent.

## **PARENT/VOLUNTEER INVOLVEMENT**

### **Booster Club**

All members of St. John the Evangelist Parish and School belong to the St. John's Booster Club. The Booster Club is responsible for supporting the school and teachers as much as possible. The Booster Club is in charge of several fundraisers (which are described in the **Fundraiser** section). These fundraisers are necessary to help keep down the cost of tuition and cover some of the operating costs of the school. In addition to fundraisers, the Booster Club provides free St. John Redbird t-shirts to all students every 2-3 years, teacher appreciation week gifts and activities, and the "Last Blast Day." Please support the Booster Club by attending the meetings. Also, the class that has the largest number of parents at each meeting receives a sum of money to be spent at the discretion of the teacher.

### **Volunteer Program**

St. John the Evangelist School considers its volunteers as very special resources. Parents, grandparents, and others are encouraged to help in classrooms, programs, and extracurricular activities. Please call the office if you have time or skills you can donate to make our school a better place for students to learn and grow. For the safety of our children, all volunteers must sign the form consenting to a background check and participate in the "Protecting God's Children" program.

### **Visitors**

All parents/visitors must sign in at the office and wear a visitor pass at all times. If parents are to visit a classroom, arrangements must be made with the teacher prior to the visit.

### **Fundraisers**

Tuition and parish subsidy is not adequate to pay our operating expenses. Therefore, fundraising projects are necessary. St. John the Evangelist has adopted the following fundraising projects: Official Cardinal Calendars (Oct/Nov), St. John's Dinner Auction (Nov), and St. John's Parish Picnic (Spring), in addition to others as planned by the Booster Club. All St. John the Evangelist School families are asked to participate in the fundraisers.

## **FIELD TRIP POLICY**

### **Field Trip Guidelines**

- Field trips are considered an extension of the classroom and must have an educational purpose.
- Field trips are a privilege not a right. Students can be denied participation if they fail to meet academic and/or behavioral requirements.
- No children other than the students in the class may go on field trips.
- Parents must give their children permission to attend a field trip using the Release/Request Form for Field Trips. This is the only format that may be used to give a student permission to go on a field trip. A phone call or hand-written note is not acceptable.
- Parents may refuse to give permission for their child to attend a field trip. If so, that child is expected to attend school that day.
- Transportation by bus may be provided from CCUSD #1 if there is money available to pay for it or the cost is reasonable. If not, transportation may be provided by parents of students attending the field trip.
- Parent volunteers driving their own vehicle must be at least 25 years old, provide a copy of their driver's license and current auto insurance card, and sign a Form for Volunteers Driving Personal Vehicles for School Activities (see Addendum F). The driver's license and auto insurance card will be kept on file. They only need to be replaced when they expire. The Form for Volunteers Driving must be filled out for every field trip.
- Parent/volunteer realizes that in the event of an accident, the insurance on their auto would be the first and primary coverage for the incident.
- Only parents, legal guardians, or grandparents are allowed to attend the field trips, unless otherwise approved by the principal, and they are to serve as chaperones.
- Chaperones must have taken Protecting God's Children and completed a criminal history background check with the Diocese of Springfield.
- Chaperones must sign this handbook (if a parent) or a separate form (if not a parent) stating that they have read and agree to the Guidelines for a Field Trip Chaperone one time per year

## **MISCELLANEOUS ADMINISTRATIVE INFORMATION**

### **Asbestos**

St. John the Evangelist School has an Asbestos Management Plan that is on file in the principal's office and is available during normal business hours in accord with federal regulations.

### **Right to Amend Handbook**

The pastor and Principal retain the right to amend the handbook for just cause. Parents will be given prompt notification of any changes that are made.

## **ADDENDUM A**

### **Catholic Diocese of Springfield in Illinois Family School Agreement – Basic Plan 2022-2023**

What does discipleship and stewardship ask of active parish stewards? It expects:

- an active witness to the Catholic faith by our daily teaching and living, making discipleship a way of life;
- the entire family's participation at Mass in the parish every Sunday and Holy Day of Obligation;
- active involvement in the various parish ministries, each according to his or her time and talents;
- a respect for and cooperation with those who actually provide Catholic education – the priests, parishioners, and all school personnel – and their policies;
- each family to live as disciples of Our Lord Jesus Christ by giving of their time and talent and striving to fulfill the Biblical command to tithe by donating the suggested amount of at least 8% of their income to their parish, as adopted by our Fourth Diocesan Synod; and
- the full participation of the child, according to age and ability, to practice stewardship as well.

As parents we ask St. John the Evangelist Parish to help us provide our child(ren) with a Catholic education. We understand and agree that our child(ren) will be taught the teachings of the Catholic Church in their fullness even if we are living a way of life that is contrary to those teachings. We also understand that if we do not live in accord with Catholic Church teaching, we are expected to discuss with the pastor of our Catholic parish ways in which we could. We further accept a commitment to the stewardship way of life as practiced in our diocese and in our parish. We pledge our full cooperation with the school and parish to prepare our child(ren) to be a disciple of Jesus Christ. We will make every effort to supervise our child(ren)'s commitment to this agreement.

St. John the Evangelist Parish accepts your request for a Catholic education and your commitment to the discipleship and stewardship way of life. In order that cost not be a barrier for your children to receive a Catholic education, the Parish is committed to help pay tuition through the use of public and/or private scholarships, as adopted by our Fourth Diocesan Synod. We acknowledge our obligation to assist you in your task of nurturing your child(ren) in the practice of the Catholic faith. We will make our best effort to form your child(ren) as a disciple of Jesus Christ.

## **ADDENDUM B**

### **Catholic Diocese of Springfield in Illinois Family School Agreement Alternate Plan for Families Practicing Other Faith Traditions 2022-2023**

As parents we ask St. John the Evangelist School to help us provide our child(ren) with a Catholic education. We understand and agree that our child(ren) will be taught the teachings of the Catholic Church in their fullness even if we are living a way of life that is contrary to those teachings. We also understand that if we do not live in accord with Catholic Church teaching, we are expected to discuss with the administration of the school ways in which we could. We agree to pay for our child(ren)'s Catholic education as determined locally. We pledge our full cooperation with the school and parish to prepare our child(ren) to be a disciple of Jesus Christ. We will make every effort to supervise our child(ren)'s commitment to this agreement.

St. John the Evangelist School accepts your request for a Catholic education and your commitment to live in accord with biblical teaching. We acknowledge our obligation to assist you in your task of nurturing your child(ren) in the practice of the faith. We will make our best effort to form your child(ren) as a disciple of Jesus Christ.



## ADDENDUM C

Family Name \_\_\_\_\_

### TUITION COVENANT 2022-2023

#### Tri-Parish Member Tuition

1 Child	\$3400.00
2 Children	\$4860.00
3 or more Children	\$6160.00
Incentives:	
Sold $\geq$ 10 Daily Drawing Tickets	(-\$250.00)
Purchased $\geq$ \$2400 in SCRIP July 1 – June 30	(-\$100.00)
2% of SCRIP Purchases	

#### Non-Catholic Tuition

1 Child	\$4400.00
2 Children	\$6050.00
3 or more Children	\$7480.00
Incentives:	
Sold $\geq$ 10 Daily Drawing Tickets	(-\$250.00)
Purchased $\geq$ \$2400 in SCRIP July 1 – June 30	(-\$100.00)
2% of SCRIP Purchases	

Plans for payment of tuition:

- One-time payment
- ACH Monthly Payments (10 payments that will be deducted from your chosen account on the 20th of each month September through June; fill out attached ACH form)
- Other payment plans can be arranged with the approval of the principal and/or pastor

## ADDENDUM D

### INTERNET USE POLICY

#### Internet Usage & Network Rules

All use of the Internet shall be consistent with St. John the Evangelist School's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do 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 the "Rules for Network & Internet Usage" will result in the loss privileges, disciplinary action, and/or appropriate legal action. All students must sign an internet use policy before being permitted usage on the internet.

St. John the Evangelist School prohibits the access of materials that may be defamatory, inaccurate, pornographic, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Parents must recognize that the school will not provide close or constant monitoring of usage, and students may have access to materials considered inappropriate. Ultimately, parent(s) are responsible for setting and conveying the standards that their child or ward should follow, and it is up to the child or ward to follow them. To that end, the school supports and respects each family's right to decide whether or not to permit Internet access. Unless you advise your building Principal otherwise in writing, we presume that you give permission allowing your child to have Internet access.

#### Terms and Conditions of Internet Use

1. **Acceptable Use:** Access to the Network & Internet must be for the purpose of education or research, and be consistent with the educational objectives.
2. **Privilege:** The use of the Network & Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The teacher and Principal will make all decisions regarding whether or not a user has violated these rules and may deny, revoke, or suspend access at any time; his/her decision is final. Students and staff should have no expectations of privacy regarding the use of the network. By nature of the network, for example, system administrator(s) have access to all e-mail, directory files, and log files of Web browsing activity.
3. **Unacceptable Use:** You are responsible for your actions and activities involving the network. Some examples of unacceptable use are (but not limited to):
  - a. Using the network for illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulations.
  - b. Unauthorized uploading or downloading of software, regardless of whether it is copyrighted or devirused.
  - c. Using the computer system/network for private financial or commercial gain (this includes buying or selling on the Web.)
  - d. Wastefully using computer resources.
  - e. Gaining unauthorized access to resources or entities.
  - f. Trespassing in others' folders, work, files, or changing computer files not belonging to the user.

- g. Invading the privacy of individuals.
  - h. Using another user's account or password or sharing passwords with others.
  - 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 (including weapons & bombs), racially offensive, harassing, or illegal messages, pictures, or other material.
  - m. Using the Internet while access privileges are suspended or revoked.
  - n. Using a chat room without appropriate permission.
4. **Network Etiquette:** You 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 any personal addresses or telephone numbers.
    - d. Recognize the e-mail is not private. People who operate the system have access to all mail, files, and activity logs. Messages relating to or in support of illegal activities may be reported to the authorities.
    - e. Do not use the network in any way that would disrupt its use by other users.
    - f. Internet information and communication is private property.
  5. **No Warranties:** The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or services. Interruptions caused by its negligence or your errors or omissions. Students and staff are responsible for backup of their personal files. Use of any information obtained via the Internet is at your own risk. The school specifically denies any responsibility for the accuracy of the quality of information obtained through its service.
  6. **Indemnification:** To the extent permitted by law, the user agrees to indemnify the school for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to, or arising out of, any breach of these rules.
  7. **Security:** Network security is a high priority. If you can identify a security problem on the Network or on the Internet, you must notify the teacher and Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log-on to the Internet as a system administrator will result in the cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
  8. **Vandalism:** Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy hardware or data of another user, the Internet, or any computer system. This includes, but is not limited to, the uploading or creating of computer viruses and any attempts to disrupt network resources of communication.

## **AUTHORIZATION FOR INTERNET POLICY**

I, a student of St. John the Evangelist School, understand and will abide by the above Internet Policy. I understand that the St. John the Evangelist School, Parish, and/or its agents may access and monitor my uses of the internet, including my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be taken. In consideration for using the School's electronic network connection and having access to public networks, I hereby release the School, Parish, and its board members, employees, and agents from any claims and damages arising from my use of, or inability to use the internet.

I, a parent of a St. John the Evangelist School student, have read this Internet Policy. I understand that access is designed for educational purposes and that the School and Parish have taken precautions to eliminate controversial material. However, I also recognize it is impossible for the School and Parish to restrict access to all controversial and inappropriate materials. I will hold harmless the School and Parish, its employees, agents, or board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of the Authorization for Internet form with my child. I hereby request that my child be allowed access to the School and Parish internet.

By signing the Student/Parent Handbook Receipt, a student and parent agree to the above statements.

**ADDENDUM E**

**REQUEST TO ADMINISTER MEDICATION**

I/We the undersigned parent(s) of \_\_\_\_\_, a student at St. John the Evangelist School, hereby request St. John the Evangelist School to allow said child to attend school in spite of his/her need to be given medication.

\_\_\_\_\_ (Doctor's name) has prescribed \_\_\_\_\_ (name of medication) to be given \_\_\_\_\_ (how often) from \_\_\_\_\_ (start date) to \_\_\_\_\_ (end date).

The medication will be furnished by me/us and labeled by the physician or pharmacist with said child's name, doctor, pharmacy, name of medication, and the specific dosage. I/We assume all responsibility for any mistake in furnishing the correct dosage.

For and in consideration of allowing said child to attend school in spite of his/her special problem, we hereby release, relieve, and discharge St. John the Evangelist School and/or any of its agents or employees, from all and any liability for any injury or damage to the health of the said child arising out of, or resulting from the necessity of said child having to take medication during school hours.

I/We have read, understood, and agreed to the regulations concerning giving medication at St. John the Evangelist School.

Signature \_\_\_\_\_

Date \_\_\_\_\_

This form needs to be accompanied by the medication and written instructions from the doctor.

**ADDENDUM F**  
**RELEASE / REQUEST FORM - STANDARD ACTIVITY**

We request that our child \_\_\_\_\_ be allowed to go on the field trip to \_\_\_\_\_ with \_\_\_\_\_ (hereafter the "Organization") presently scheduled to depart on \_\_\_\_\_ and to return on \_\_\_\_\_ because we believe this trip will benefit our child both educationally and spiritually.

We understand that all rules of conduct and standards of behavior, as deemed by the Organization will apply to this trip and we have discussed these with our child. In consideration for making the arrangements for this trip, we hereby release and save harmless the Organization and all its employees from any and all liability arising to my child as a result of this trip.

Our child has been informed that he/she is to abide by the rules and regulations including the directions and instructions from the school's administrators, instructors, and supervisors as imposed on students while participating in the program or activities. This shall include his/her participation in the planning and information sessions and meeting all the prerequisites prior to his/her participation in the activity or program.

In the event that our child fails to abide by the rules and regulations imposed on the student while participating in the program or activities, disciplinary action may either require that he/she not participate in the program or activity, or that I will be contacted to have him/her picked up or transported home at my own expense.

We also understand that it may not be financially feasible for the Organization to provide transportation for all those who are going on this field trip. Therefore, we understand that some participants may be traveling by bus or by privately owned vehicles. With this knowledge, we hereby consent to our child traveling to, from, and during this trip in either of these manners.

We further understand that the Organization is not responsible for any damages or accidents that may result from our child's actions or the actions of others. To the greatest extent possible, we release the Organization and the Diocese of Springfield in Illinois, and all those acting on their behalf, from all liability for damages to or caused by our child as a result of this trip and we agree to indemnify them for any such damages.

In the event of an emergency, we hereby grant permission to the adults supervising the program or activity, or any licensed hospital or physician, to authorize immediate emergency medical treatment for our child. Additionally we give permission to transport our child for emergency medical treatment. We wish to be advised prior to any further treatment by the hospital or doctor.

Emergency Contact / Medical Information: (Please Print)

Father/Guardian: \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

Mother/Guardian: \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

Other Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Medical Insurance Company: \_\_\_\_\_

Company Address: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Medical Conditions/Allergies: \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

We hereby also give our consent for photographs of our child to be taken and released.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## ADDENDUM G FORM FOR VOLUNTEERS DRIVING PERSONAL VEHICLES FOR SCHOOL ACTIVITIES

### INFORMATION TO OWNERS USING PRIVATE VEHICLES FOR ALL PARISH/SCHOOL ACTIVITY TRIPS

Vehicle Owner: _____	
Vehicle Make, Model & Year: _____	
Driver's Name: _____	License State and #: _____
Insurance Company: _____	Policy #: _____
Policy Expiration Date: _____	Vehicle Plate Number: _____

I hereby volunteer to drive my private vehicle to transport minors on an activity trip to: \_\_\_\_\_ on behalf of \_\_\_\_\_ parish/school in the **Diocese of Springfield in Illinois** (hereafter "the diocese") on \_\_\_\_\_.

I understand that by thus volunteering, I am acting as an agent of the diocese and must be at least 25 years of age. I also understand that in case of an accident my private insurance carrier assumes primary liability. The insurance carried by the diocese has coverage for any claims beyond the limits of my policy.

X \_\_\_\_\_ X \_\_\_\_\_  
 Driver Date Administrator Date

List of passengers and emergency phone #:	
1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

*Please attach a copy of your driver's license and of the insurance card for this vehicle*

**Administrator:** keep a copy of this form on file for 1 year after the safe return of all participants. If there is an accident, retain this form indefinitely. In case of accident, immediately notify the Office for Insurance of the details: (217) 698-8500. The driver must also report the accident to the appropriate authorities and their own insurance company.

**NOTE: 11-15 passenger vans are not permitted for transporting youth due to safety concerns per diocesan policy Bk3:206.1.4.**

**Administrator,** please verify that the driver has a valid license, insurance, and youth protection training (PGC).

Valid License
  Auto Insurance Policy
  Youth Protection Verified

**St. John the Evangelist School**  
**Student/Parent Handbook Receipt**

I have read and discussed the policies and procedures contained in the Student/Parent Handbook with my child(ren).

I agree to abide by all policies and procedures outlined in the Student/Parent Handbook.

I agree that St. John the Evangelist School and its personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist.

I understand that I am a partner with St. John the Evangelist School Faculty and Staff and will promote cooperation and collaboration. Should a concern or issue arise that I would like to address, I will follow the proper Chain of Command.

I understand that I play a vital role in the success of St. John the Evangelist School. I accept my responsibility to participate and support school events, fundraisers, and special activities in which my child(ren) participate(s).

I understand that the school administration reserves the right to amend the handbook for just cause and that I will be notified of any changes.

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Parent Signature

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Parent Signature

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Student Signature

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Student Signature

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Student Signature

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Student Signature

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Date Signed

Note: A copy of this Student/Parent Handbook can be found on SchoolSpeak for easy reference.