

**ST. JOSEPH CATHOLIC SCHOOL
275 W. NORTH STREET
P.O. BOX 70
MANHATTAN, IL 60442**

Phone: 815-478-3951 Fax: 815-478-7412

Website: www.sjsmanhattan.org

Pastor, Father John Lindsey Principal, Mrs. Colleen Domke

BOARD OF EDUCATION

Mr. Daniel Potempa-President
Mrs. Melissa Sallade-Secretary
Mr. Martin Babich-Vice President
Mrs. Angela Jaworski
Mr. Michael Jaworski

Mrs. Deborah Ruppel
Mr. David Torri

St. Joseph Catholic School Board meets the third Tuesday of every month August through May. The meetings are held at the Parish Center at 7:00 p.m. The meetings are open to anyone. Each meeting's agenda includes a public participation item when interested parties may address the board. By making known to the school principal or the school board president your wish to address the board at least ten calendar days before the board meeting, your topic of interest will be placed on the agenda. Visitors may comment on agenda items only during "Visitor's Comments." The board may respond to the topic that night or defer the topic for further information until the next board meeting.

MISSION STATEMENT

Academic Excellence in a Catholic Community

St. Joseph Catholic School, Manhattan, Illinois, exists for the purpose of providing the highest level attainable of spiritual and intellectual development of the children we serve. Our goal of providing academic excellence within a Catholic environment is facilitated by strong family involvement, thereby creating an atmosphere of hope, mutual respect, caring, love of Jesus Christ, self and each other.

PHILOSOPHY

St. Joseph Catholic School, Manhattan, Illinois, exists for the purpose of aiding parents in the spiritual, emotional, physical and intellectual development of their children. St. Joseph Catholic School succeeds because of the interest, involvement, and cooperation of the school parents with the parish community to maintain a quality Catholic School.

Priority is given to teaching strong spiritual values by creating the climate and providing opportunities for the students to gain a deeper knowledge of the teachings of Jesus Christ. The gospel message of Jesus Christ is the foundation on which a positive attitude toward Catholic values is instilled. This is achieved through liturgical and paraliturgical services, involvement in school, parish, and community service projects, and learning the beliefs and traditions of the Catholic Church.

St. Joseph recognizes each child as a unique individual with special needs, talents, and gifts. The staff strives to develop each student into a caring, problem solving, critical thinking, and loyal citizen. The curriculum enables each student to attain success in mastering subject matter according to his/her abilities. We instill in our students an appreciation of varying cultures and strive to empower the children to develop their responsibility to grow as life-long learners in an ever-changing technological world.

St. Joseph Catholic School strives to develop young men and women who will share love, understanding, kindness and respect for Christian values with all of God's people.

MESSAGE FROM THE PRINCIPAL

Welcome Parents and Students,

One of the most crucial decisions you will make as parents is how and where to find the best possible environment in which to educate your child. As you begin to look at your educational options, please know that St. Joseph offers families much more. St. Joseph School offers students a strong faith-filled academic program providing faith and education for a lifetime.

St. Joseph School is a community dedicated to the faith formation and educational excellence of each individual student from our 3 year-old preschoolers through our grade 8 graduates, and even our successful alumni. St. Joseph graduates consistently succeed in their high school classes. Our graduates are very well prepared for academic success and continue to become active service orientated leaders in high school and beyond. On behalf of St. Joseph School, I would like to welcome you and assure you that St. Joseph School is the best choice for your child's education.

Through the leadership and guidance of our dedicated and knowledgeable teachers and staff, the unending support and efforts of our parents, and the commitment of our parish, the entire St. Joseph community works to create the best academic and spiritual experience for our students.

St. Joseph School Common Core Catholic Identity Initiative has two goals. We will empower our school to design and direct the implementation of the Common Core standards within the culture and context of our Catholic curriculum. We will also infuse the Common Core standards with the faith, principles, and values inherent in the Catholic mission of St. Joseph School.

St. Joseph's primary mission is to develop and enrich the faith of our students. Our students learn from early on the importance of prayer, mass attendance, celebration of the Sacraments, and service to others, especially those less fortunate. We work together to instill in them the highest moral values and deepest faith.

As we begin our 94th school year at St. Joseph Catholic School, our students and families continue to be a testament to the strong family oriented values that reinforce the spiritual and intellectual development of all of our students. I invite you to see for yourself the many opportunities for excellence St. Joseph School has to offer. I look forward, as well, to meeting and getting to know each and every student and parent.

The monthly school calendar will be an excellent resource for the upcoming school year and can be found on School Speak. Please understand, as the year progresses, changes and additions may be necessary. Weekly newsletters will follow with any updates or added upcoming events, and please make sure to check the St. Joseph School website often at www.sjsmanhattan.org.

**ST. JOSEPH CATHOLIC SCHOOL
2019-2020 School Year**

**Pastor: Reverend Fr. John Lindsey
Principal: Mrs. Colleen Domke**

Faculty Members:

Mrs. Denise Kresal Secretary
Mrs. Jeannie Loichinger Preschool
Mrs. Kristin King. Kindergarten
Mrs. Jacquelyn Kinsella Grade 1
Miss Jennifer Bernhard. Grade 2
Ms. Allison Kozlowski. Grade 3
Mrs. Karen Talamonti Grade 4
Mrs. Regina Merritt. Grade 5
Mrs. Mary Beth Sullivan. Junior High
Ms. Ferne Hillger Junior High-Lead Teacher
Ms. Cathleen Koss Junior High
Mrs. Jayme Squires Music
Mrs. Gina Alberico Physical Education
Mrs. Suzanne Spreitzer. Art

Extracurricular:

Mr. Jeff Redmann Band
Mrs. Jayme Squires Choir

Athletic Association Board Members:

Mrs. Michelle O’Neill. Athletic Director
Mrs. Jean Phelps
Mr. Brad Phelps
Mrs. Angela Jaworski
Mr. Eric O’Neill
Mr. & Mrs. Matthew Morrisette

The following policies and procedures are either excerpts from the Diocesan School Policy Handbook or those established by St. Joseph Catholic School. The principal retains the right to amend the handbook for just cause and with prompt notification given to parents. Parents and students are expected to read the handbook, be familiar with the policies and procedures and abide by them.

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ABSENCES

If a child is going to be absent from school, please notify the school office before 8:30 a.m. on the day the child is absent. The telephone number is 815-478-3951. If the parent does not call into the office on the day of the absence, then a dated written excuse is required when the child returns to school. For each day a child is absent due to illness, the child will have the same amount of time to make up school assignments and homework. Any student absent from school may not participate in after school activities including choir and athletics. Any student absent for longer than 3 consecutive days will be required to have a doctor's note in order to return to school. Chronic absences can be reflected in overall grading. Arrangements should be made for picking up student work in the case of extended absences.

ACCIDENTS

Every effort is made to prevent accidents. However, should an accident occur at school, these procedures are followed:

1. First Aid is given.
2. The parent or guardian is notified if the accident warrants parental attention. This includes any head injury.
3. If warranted, emergency medical assistance will be sought.
4. An accident report is filled out.

Parents should make sure the school has the necessary information to reach a parent. If a parent is unavailable, we will contact the name and number of a relative or close friend that is on file. If the family or guardian cannot be notified, school staff will attempt to procure the services of the family physician. Please keep this information current through the school office personnel.

ADDRESSES

Change of address, including box number and telephone numbers, cell & landlines as well as email addresses should be reported to the school immediately to facilitate communications with a parent in case of illness or accident.

ADMISSION OF PUPILS

St. Joseph Catholic School admits students of any race, color, sex, nationality and ethnic origin to all the rights, privileges, programs and activities generally available to the student population. The class size at St. Joseph School is limited to 25 students. A child entering kindergarten programs must be five years old on or before September 1st. A child entering the 4-year-old Preschool program must be four years old on or before September 1st, and must be toilet-trained. A child entering the 3-year-old program must be three years old on or before September 1st

and must be toilet trained. Legal birth certificates and health and immunization requirements must be provided upon entering school. New pupils must present evidence of grade placement. St. Joseph will request complete records be sent from the former school. The administration retains the right to screen students prior to acceptance. All new students begin school with a probationary status.

APPOINTMENTS – MEDICAL, ETC.

If your child must leave school during the day because of a doctor or dentist appointment, please send a note on or before the day of the appointment to the homeroom teacher. We discourage visits to the doctor during school time, but realize that there is sometimes no other alternative. Please come to the school office, sign out your child, and we will bring your child down to meet you. A ½ day absence will be recorded for any student attending less than 5 clock hours.

APPOINTMENT WITH STAFF

Appointments may be made with the principal or teacher at any time during the school year. Such appointments should be made in advance by calling the school office. A meeting will be scheduled at the earliest convenience with the staff. Parents who come to school without appointments cannot be assured that staff will have the time to meet with them. Staff will not take time away from classroom responsibilities to meet with parents. All staff members will reply to phone calls and emails within a 24 hour period.

ATTENDANCE

The State of Illinois provides by law for compulsory attendance of all children between the ages of seven and sixteen years. It is the duty of the principal and teachers to insist upon **daily** attendance. Principals have the obligation to see that the requirements of the law of the State of Illinois are met. Schools keep accurate and daily records of attendance and a summary of these records are kept permanently on file.

St. Joseph Catholic School recognizes the importance of daily attendance. Students who are frequently absent from school may encounter difficulty keeping pace with their classmates. Students should keep in mind that there is a direct relationship between attendance and progress in school. Being absent too many times tends to inhibit a student's opportunity to learn. Upon returning from an absence, it is the student's responsibility to acquire and complete all make-up work. Parents are required to call the office each day a student is absent. An answering machine will receive calls outside office hours. If the absence is caused by a contagious disease, (measles, chicken pox, German measles, skin rash, mumps, whooping cough, scarlet fever,

pneumonia, eye infections, strep or staph infections), the school should always be notified and a doctor's confirmation of the disease should be sent to school. Extended absences (more than 3 days) require a doctor's note upon return to school.

B.U.G. AWARD

Beginning with the second trimester, students in Grades 3rd – 8th will be eligible for a B.U.G. Award (Bringing Up a Grade). For purposes of determining which students are eligible for this award, an overall grade point average (GPA) will be used. Thus if a student increases their overall GPA from one trimester to the next, they are eligible for a B.U.G. Award.

BULLYING

See Diocese of Joliet policy 5313 under **Bullying Prevention Policy**.

CALENDAR

According to Illinois School Code, the school year will consist of (at a minimum) 176 teaching days or 880 instructional minutes, four teacher institute days and five emergency days. Parents will be sent a tentative calendar in June and presented with a school year calendar on Orientation/Fee Day and will be informed of changes to the calendar through the weekly emails and phone blasts.

CELLPHONES - SEE ELECTRONIC DEVICES

CHEATING AND PLAGIARISM POLICY

A student at St. Joseph Catholic School is responsible for providing his/her own work for assignments finished in school or done at home as homework. Each student is responsible for doing their own work on quizzes, tests and long term projects, such as research projects, Science Fair projects and the like. To pass off someone else's work as your own is cheating.

Plagiarism:

Plagiarism is the theft and use of the ideas or writing of another and passing it off as one's own. Plagiarism also applies to students who allow others to copy their work. Plagiarism is a serious offense and should be avoided in all academic endeavors.

Cheating:

Cheating is presenting someone else's work as one's own, whether it is a single answer, or a whole assignment. Using hidden references during a test (writing on your person or using unauthorized crib sheets or notes) is cheating. Copying work or answers from another student, or giving work or answers to another student is cheating.

Rationale:

Students are given assignments as a learning experience, a method for demonstrating understanding of a topic, or an opportunity to show mastery of a skill. Student work is meant to be theirs – original. Plagiarism and cheating are not acceptable, and all participants are subject to consequences.

Consequences:

Presenting another person's work as one's own or providing work to a fellow student that they present as his or her own is a serious ethical violation. It is wrong. So, incidents of plagiarism and cheating will have severe consequences. If a student is in doubt about the proper use of someone else's words or ideas, he/she should consult with the classroom teacher before submitting the assignment.

If a student is found to be cheating, he/she will:

- Receive a grade of zero on the assignment or test.
- The parents will be made aware of the situation, along with an indication of what the student's overall grade is in the subject area with the zero included. The parent will sign and return the report indicating they have been made aware of the incident and the consequence.
- The test or assignment will not be made up in the case of cheating.
- Plagiarism will be at the teacher's discretion.
- An automatic detention will be issued.

This policy will be discussed with the upper grade classes at the start of the school year so all students are aware of the seriousness of cheating. The plagiarism, cheating, and forgery policy will be sent home for parents to review with their child and parents will return a signed portion, indicating that they have read and reviewed the policy with their child.

COMMUNICATION

Children will do their best when there is clear and continuous communication between home and school. The usual means of daily communication will be the student assignment notebook. The parent on a daily basis should review this notebook. Parents will also receive notice or communications from School Speak, our school management system. If you have concerns about your child's schoolwork or conduct, you should discuss these things first with the child's homeroom teacher. In the case of the upper grades, because of departmentalization, you may need to talk or meet with several of your child's teachers. The principal may be contacted after a parent has met with the teacher(s) and concerns still exist. The school board is available after the first two steps have been followed.

Concerns regarding athletics are to be directed to the child's coach, the Athletic Director, and then the principal, in that order. Issues still unmet can be referred to the School Board through the athletic liaison.

GUIDELINES FOR EFFECTIVE COMMUNICATION

Concerns Dealing With:	Initial Involve:	Next if Not Resolved:
Student performance	Student	Child's teacher
Teacher	Involved Teacher	Principal
Unfair Discipline	Disciplinarian	Principal
Classroom Assignment	Teacher	Principal
School Board Policy	Principal	School Board
Principal	Principal	Pastor
School Rules / procedures	Principal	Pastor

Note: The Catholic Schools Office may be contacted for advice at any point in the process. To resolve an issue the Catholic Schools Office is contacted only after local recourse is exhausted.

PINK SLIPS/ACADEMIC REFERRALS

Pink Slips are given to students for missing or incomplete assignments, as well as any assignment not turned in on time. Pink Slips need to be completed by the student, signed by a parent and returned the following school day along with the completed assignment. Upon the third Pink Slip, a detention will be issued. Until the assignment is turned in, the grade will be recorded as a zero, and the zero will be replaced with the new grade upon completion. Pink Slips/Academic Referrals do not carry over from one trimester to the next. Each trimester students begin with a clean slate.

CONDUCT REFERRALS

Conduct referral forms will be used to notify parents about concerns regarding their child's behavior. A copy of each conduct referral will be sent home with the student the day of the misconduct. Parents will also be notified via email through our School Speak System. Parents are asked to sign electronically and sign and return the referral the next day. The teacher initiating the referral will keep a copy of the referral form and a copy will be sent to the school office. Upon a student receiving three conduct referrals, regardless of sources of the three referrals, the student will serve a detention after school. Conduct Referrals continue from one trimester to the next.

GUIDELINES FOR ISSUING CONDUCT REFERRALS (NOT ALL INCLUSIVE)

1. NOT PREPARED FOR CLASS (including gym clothes)
2. NOT ON TASK IN CLASS
3. DISRESPECT

4. GUM/CANDY AT INAPPROPRIATE TIMES
5. EXCESSIVE TALKING/LOUDNESS
6. RUDE/DISOURTEOUS BEHAVIOR
7. DISHONESTY/LYING
8. INAPPROPRIATE LANGUAGE

CORPORAL PUNISHMENT

Both by Illinois School Code and Diocesan School Policy, corporal punishment is prohibited as a means of discipline by St. Joseph Catholic School Staff.

DETENTIONS

The parent will receive a detention notice outlining the date, place and length of time for the detention. If an activity by a student is judged by the principal to be so egregious and severe that the single action merits a strong response from the school, the single action may warrant a detention (see guidelines below).

A student who receives three detentions in a trimester is eligible for an in-school suspension as a way of handling any additional detentions he/she may earn. As with any suspension, a conference with parents must occur before the child is allowed to return to school.

1. Detention is time spent after school because of violation of the rules at St. Joseph School. During the detention, a meaningful, written assignment will be given, or cleaning of school and/or grounds may be assigned.
2. All detentions will be served after school on Wednesday until 4:00, in an assigned classroom where adult supervision will be provided. Notice of a detention will be given in advance and the notice is to be signed by a parent or guardian and returned to school before the detention date.
3. Parents are expected to provide transportation home for their child.

DETENTION GUIDELINES

The following activities are of a more serious nature and may result in an automatic detention or a suspension (subject to change).

1. CHRONIC DISOBEDIENCE OR GROSS DISREGARD OF SCHOOL/CLASSROOM RULES
2. CHEATING
3. PLAGIARISM
4. FORGERY
5. FIGHTING

6. HARASSMENT/OR BULLYING – PHYSICAL & VERBAL
7. USE OF OBSCENE LANGUAGE, GESTURES OR MATERIALS
8. INAPPROPRIATE USE OF THE INTERNET AND RELATED TECHNOLOGY
9. LEAVING SCHOOL GROUNDS WITHOUT PERMISSION
10. OPEN DEFIANCE OF A FACULTY OR STAFF MEMBER
11. STEALING OR VANDALISM TO STUDENT OR SCHOOL PROPERTY
12. POSSESSION OF ALCOHOL, DRUGS OR TOBACCO ON HIS/HER PERSON OR LOCKER. (THE SCHOOL RETAINS THE RIGHT TO EXAMINE LOCKERS).
13. POSSESSION OF WEAPONS OR OTHER DANGEROUS INSTRUMENTS
14. INAPPROPRIATE TOUCHING

DISCIPLINE

Since a pleasant, orderly classroom atmosphere aids in more effective learning, students, parents and faculty need to work collaboratively to maintain that atmosphere. Respect and discipline are essential since they are important to moral growth and character development. Effective discipline requires consistency. In cooperation with staff and parents, St. Joseph School strives for academic and moral excellence and holds students accountable for his or her own successes in the areas of individual learning and Christian behavior.

The school discipline code listed here is as complete as possible, but it is not exhaustive. Situations not covered by the discipline codes will be dealt with on an individual basis, consistent with our school policy of respect and care for all.

School-Wide Rules: These rules apply to all students at all times, regardless of grade level.

- RESPECT EVERYONE AND ALL PROPERTY
- HONESTY
- ON-TASK BEHAVIOR
- ACADEMIC ACCOUNTABILITY

DRESS CODE

It is St. Joseph School's belief that requiring students to meet certain standards of appearance instills in them self discipline and pride. The purpose of uniforms in our Catholic Schools is to minimize unnecessary distractions and /or influences in the school. To achieve this goal, the

St. Joseph dress code is established to eliminate inappropriate fashions/fads among our students. While we will always recognize the uniqueness of each child, we feel that by requiring a standard uniform, we are able to better focus on academic achievement, spiritual development and commonalities as a Catholic School community. It is in keeping with this guiding philosophy the following school dress code has been adopted. The dress code will be enforced by individual teachers and /or principal and is valid for all grades K-8.

Uniforms- Preferred vendor for St. Joseph School uniforms is: Schoolbelles Uniform Company.

A. Girls - **Clothing should not have symbols or labels except for St. Joseph identification.**

1. Uniform jumpers/skirts with button or polo white blouse/polo with collar. Only white shirts or undergarments are to be worn under the blouse. Jumper/skirts must be no more than 1 inch above the knee. Blouses should not be tight fitting. They should be in the style of "French Toast" or blouses sold by School Belles.
2. All girls must wear shorts under the skirts or jumpers at all times.
3. Dark blue dress slacks (no stretch pants, stirrup slacks, cargo pants, hip huggers, or denim; no patch back pockets or capris).
4. Solid colored black or brown belts are to be worn with looped slacks. (Grades 1-8 only)
5. Red or navy blue pullover or cardigan (button or zip) sweaters may be worn with slacks, uniform skirts or jumpers. "Hoodies" or zip-up sweatshirts are not allowed, however St. Joseph fleece or cotton ¾ zip pullovers are appropriate.
6. Solid color, dark dress shoes with red, black, or blue knee high, calf high or ankle length socks must be worn. (ankle socks must cover ankles). "No Show" socks are not allowed. Shoestrings must match the color of the shoe. Hiking boots, wheelies, heelies, clogs, or flip flops are not appropriate.
7. Dark blue or black sweatshirt or fleece with St. Joseph emblem is an optional part of the uniform.
8. 8th Grade "Chargers" sweatshirts with the students' names on the back may be worn as part of the regular uniform. (8th grade only)

B. Boys - **Clothing should not have symbols or labels except for St. Joseph School identification.**

1. Dark blue dress pants (no denim, patch back pockets or cargo pants).
2. Light blue button or polo shirt with collar. Only white T-shirts are to be worn under the polo shirt.

3. Solid colored black or brown belts are to be worn with looped pants. (Grades 1-8 only)
 4. Solid navy blue sweater may be worn. "Hoodies" or zip-up sweatshirts are not allowed.
 5. Solid color, dark dress shoes with red, black, or blue knee high, calf high or ankle length socks must be worn. (ankle socks must cover ankles). "No Show" socks are not allowed. Shoestrings must match the color of the shoe. Hiking boots, wheelies, heelies, clogs, or flip flops are not appropriate.
 6. Dark blue or black sweatshirt or fleece with St. Joseph emblem is an optional part of the uniform.
 7. 8th Grade "Chargers" sweatshirts with the students' names on the back may be worn as part of the regular uniform. (8th grade only)
- C. Uniform walking shorts (navy blue) may be worn from the first day of school through September 30th and from May 1st until the last day of school – weather permitting. Knee highs, calf-high or ankle socks are to be worn with the shorts.
- D. Any student who cannot wear the proper dress shoes because of braces, orthotics, or any other foot or medical condition must file a doctor's written note in the school office.
- E. Uniforms are worn for the first day of school.
- F. It is required that names be placed on all school uniforms and physical education clothes to avoid mix up and lost clothes.
- G. A written excuse is required if a child needs to be out of uniform for any reason.
- H. Students shall be well groomed at all times.
1. In keeping with the Dress Code Philosophy, hair shall be styled/cut in a manner that is not a distraction. Boys' hair must be off the back of the neck and off the ears. The cut must be in a style where eyebrows are showing.
 2. Hair may not be colored/dyed and must be one consistent color.
 3. No make-up is permitted.
 4. Finger-nail polish is prohibited.
 5. No chokers may be worn.
 6. A religious medal on a metal chain may be worn.
 7. Boys may not wear earrings.
 8. Girls may wear **one set** of post earrings. No dangling earrings allowed.
 9. Hats, sunglasses, external coats, jackets or sweatshirts, other than St. Joseph sweatshirts, may not be worn during school.
 10. Flip flops are not allowed at any time.
 11. Uniform should be clean and in good repair.
- I. Out of uniform:

If a student is judged by a staff member to be out of uniform, a notice will be given to the student with a copy to the school office. If a student receives a third out-of-uniform notice, he/she will be assigned a detention. Out of uniform notices carry over from one trimester to next.

DRESS DOWN DAYS

On occasions during the school year, students will be allowed to have a non-uniform day. Students may wear casual clothing. Skirts and shorts must be to fingertip length. Jeans must be appropriate, neat and without holes. No tank tops, yoga pants, jeggings, leggings, or pajama pants may be worn. All sleeveless athletic shirts or jerseys must have a t-shirt underneath.

DRESS UP DAYS

During the school year, dress up days are scheduled. Dress up days occur for student pictures, or other special occasions. On such days, students should wear clothing that would be compatible to what they would wear to church. No blue jeans are allowed on dress up days. On specified occasions, the students may be given more guidelines as to what would be the appropriate dress for the day.

DRINKS

Except for special occasions, (classroom parties), pop or energy drinks are not allowed during the school day. No outside fountain drinks may be brought into the school for student lunches.

ELECTRONIC DEVICES

Electronic Devices such as video games, iPods, iPads, MP3's, and the like are not allowed on school grounds. Such devices, if brought to school, will be confiscated and must be picked up by a parent at the end of the school day. Electronic devices may be allowed on long field trips (over one hour one way) only at the discretion of the school principal. However the school will assume no responsibility for such items. Cell phones may be allowed by a coach during after-school activities or sports; permission must be sought first. Use of device is limited to before and after activities only. No student should have a cell phone out during games or practices. Cell phones must be turned off during the school day and be left in the locker. Cell phones may not be seen or heard during school hours. **The use of text messaging, internet use, camera and video cell phones are prohibited at all times.** Calls to be made during school hours will be made from the school office after permission is received from the principal or the school secretary.

Violation of electronic devices: The device will be sent to the principal's office. The parent or guardian must pick up the device. The device will not be allowed in school for a duration set by the school principal. Any student who uses any type of camera inappropriately may be suspended from school. For the safety of every student, photos taken at school or during school events are prohibited from being uploaded to social network systems (e.g. Facebook, Snap Chat & Instagram). A cell phone agreement form is required for any student bringing a cell phone to school. Any inappropriate use of a cell phone will result in a referral and further disciplinary action is at the discretion of the principal.

EMERGENCY CLOSING

St. Joseph School follows the procedure of emergency closing in accordance with District #114, Manhattan. If District #114 is closed for severe weather conditions, St. Joseph School will most likely be closed due to our dependence on bus service. An automated emergency telephone system will attempt to notify each family of emergency closings or any important information that must be passed on. Also, a notice will be sent home at the start of the school year alerting parents to what television and radio stations to listen to for news of emergency closings. Emergency closings are posted on the school website as soon as the school closing is confirmed.

If severe weather develops after school begins, our school day will continue. However, we suggest all parents have a "contingency plan" if circumstances should force the school to close early. Make sure your child(ren) know this plan and what their transportation home might be.

- A. A heavy snowstorm providing impassable roads will warrant no classes. This will be made known on both radio and television stations.
- B. If a threatening weather condition arises during the day, the children will not be released until the principal feels it is safe.

EXPULSION

In extreme cases, where all other available means of help and correction have been exhausted, the Diocesan policy regarding expulsion will be followed. Such a decision will always be made in consultation with the pastor.

EXTRACURRICULAR ACTIVITIES

St. Joseph School recognizes and appreciates the importance of extracurricular activities for both boys and girls at St. Joseph. We will all do our best to strive for excellence in such worthwhile programs. Participation in all extracurricular activities is a privilege. Students must remain

academically eligible to participate and be willing to assume additional responsibilities. Students absent from school may not attend extracurricular activities.

EXTRACURRICULAR ELIGIBILITY

A list of students participating in extracurricular activities will be compiled. If it is a sport activity, the Athletic Director will provide to the principal the list of students for that sport season. If it is a club or student group, the adult responsible for the group will provide to the principal a list of students involved in that activity. This list will be compared with student achievement and conduct each Friday. Teachers will be asked to single out students who are not completing schoolwork and homework in a timely manner or are uncooperative in their conduct. If a student has two missing assignments in one week's time, that student will be considered ineligible for practice or games in the following week. When the teacher feels the child is not working to his/her ability level, there will be a discussion with the parents to determine if a child's name should be listed. The child and parents will receive a warning on the first occasion that the student's name is listed. Upon a second occasion that the same student's name is listed he/she will be barred from participating in the extracurricular activity for a minimum of one week. A third warning would trigger another week of nonparticipation. The purpose of these standards is to try to help the student. Extracurricular activities can be very beneficial and the school is very much in favor of student participation. Nevertheless, academics are a more important area at St. Joseph. We expect parental cooperation and support in these matters. Children must be in attendance at school the day of the extracurricular activity in order to participate in the activity.

FIELD TRIPS

During the school year, classroom teachers will schedule field trips. Field trips will have a connection to the curriculum. Parents will be notified in advance regarding the details of the field trip. Written permission by a parent or guardian is required for participation in all field trips. If a parent elects not to have their child participate in a field trip, the parent should alert the principal to this fact. The parent will need to make some arrangement outside of the school to fill in the student's time away from school. There may be a transportation and program cost associated with the specific field trip.

FOOD ALLERGIES

St. Joseph Catholic School values the safety and security of all children. Many children present with allergies and intolerances of certain foods. Depending on the level of allergy, we make the necessary accommodations to ensure safety at all times. We honor the children with this type of special need through a “least restrictive environment” approach.

- The first line of defense for any child with an allergy is that they learn what foods they can or cannot consume.
 - Epi-pens will be stored in the front office; however, children with severe peanut and/or tree nut allergies may be allowed to carry their own Epi-pen on their person at all times by parent consent. Each allergic child should also be able to use their own Epi-pen properly if prescribed. This should be discussed annually with the school principal and the transportation coordinator if using the bus system.
 - The school must have on file a doctor’s note with an explanation of how severe the allergy is. This will allow the school to make the appropriate accommodations for that child.
 - Any allergic student new to the school, or that comes in mid-year must meet with the Principal to ensure all information is conveyed properly.
 - The specific child’s home-room and any subsequent rooms that child visits (eg. art and computer) will be designated “allergy sensitive” rooms. This would mean that any room in which that child attends class will be free from the specific allergens.
 - The lunchroom will have a designated “peanut and tree nut free” table. This table should never be switched with other tables in the lunchroom. A permanent sign must be posted on this table to ensure no peanuts and/or tree nuts are eaten there, and that there is no possibility of contamination from any residue of those items from previous meals.
 - Students who eat peanuts, peanut butter, or any tree nuts will be instructed to wash their hands. Lunchroom supervisors will enforce this procedure every day after lunch (12:00 – 12:10, and at 12:25).
 - Many foods are produced in factories that are not peanut-free even though they do not have peanuts or peanut butter as a specific ingredient. These items also will not be allowed in the room. Each room parent in the allergy safe rooms will be provided with a safe snack and food list. The “safe” food list is lengthy and provides a great deal of choices. Please adhere to the list.
- Alternative, allergy-safe snacks are to be provided by the parent to the teacher to be kept on-hand for any instance that the child cannot partake in the foods provided to other students. All parents who have children in the allergy friendly classroom should select an allergy-safe food when deciding to treat the whole class. The school will provide listings of items that qualify as allergy safe. All classroom parties will include a selection of items that the allergic child can choose from, and the parent of the allergic child will be instrumental in providing those foods.
 - Teachers and all paid lunch personnel will be in-serviced once a year by the school nurse on peanut allergies, how to use Epi-pens, what signs to look for in a child who may be going into anaphylactic shock, and what to do with the child once an Epi-pen is used.
 - At the beginning of each school year, families and students of an “allergy friendly” classroom will be informed about what that means and all school families will be addressed on the topic of peanut and/or tree nut allergies to reinforce the importance of not allowing these items in the specific classroom areas.
 - Any families with other life-threatening allergies are welcome to meet with the principal to discuss what accommodations can be made to ensure the safety of their child. All allergies are reported at the beginning of the year through documentation from the family. St. Joseph School nurse prepares a list of known allergies in each classroom and this list is made available to all teachers and supervisors of children.

FUNDRAISER OBLIGATION

Each family is required to participate in a number of fundraiser activities every school year, as designated by the school board. Families who do not participate in the designated fundraisers will be obligated to pay additional fees that will be added to their tuition. If all financial obligations are not fulfilled by the end of the school year, diplomas and report cards will not be issued and academic records will not be transferred.

GRADING

Each student’s success in school hinges on the amount of effort expended. Report card grades include tests, daily written work, classroom projects, and oral participation in class discussion. Late assignments will not receive full credit, unless due to an absence. Missing assignments are recorded as a zero grade until they are turned in to the teacher.

Students in kindergarten through third grade will receive 4's (Exceeds Expectations); 3's (Work Meets Expectations); 2's (Work Approaches Expectations) or 1's (Work Needs Improvement).

Students in grades four through 8th will receive letter grades based on the following percentages.

A+ 100%-99%	A 98%- 96%	A- 95% - 93%	B+ 92% – 91%
B 90%-88%	B- 87%-85%	C+ 84% -83%	C 82% - 79%
C- 78% - 77%	D+ 76% - 75%	D 74% - 72%	D- 71% - 70%
F - ANY GRADE 69% OR BELOW			

GRADUATION REQUIREMENTS

The following criteria must be met for a student to receive a diploma from St. Joseph School, as opposed to a certificate of attendance. A candidate for graduation must indicate he/she is working up to his/her ability as specified. A child must pass each subject (Religion, Reading, Math, Science, Spanish, Social Studies, Language Arts) with a cumulative average of at least a D in each subject area. This also includes Physical Education, Music and Art. Students failing to meet our standards are allowed by the local high schools to matriculate into 9th grade; however, they will be issued a certificate of attendance and not a diploma. Students are required by State Law to pass the U.S. and Illinois State Constitution test before graduating from 8th grade.

HEALTH

Communicable Diseases

Communicable diseases are defined as diseases that may be transmitted directly or indirectly from one individual to another. In the school setting, it is our responsibility to refer any child suspected of having a communicable disease to his/her doctor for diagnosis. Children with suspected illness must be seen by a physician and obtain a note listing non-communicability before reentry into the classroom, to prevent spread of infection. The local health department sends a handbook to each school district regarding procedures for handling communicable illness. St. Joseph Catholic School follows instruction set forth by the Health Department unless otherwise specified by a physician.

Medications

All prescription medications needed for chronic conditions that are to be taken when needed or on a daily basis must be accompanied by a doctor's note as well as the parent's request for a medication form (obtained from the school secretary). No medications will be given without these. All medications must come in the original containers at all times. All medications must be kept in the school office.

This includes over-the-counter needs such as aspirin, Tylenol, cough needs, etc. Children may take cough drops in school if parent note is provided.

Physical Examinations

Physical Examinations are required upon entering preschool, kindergarten, and sixth grade. A *Vision Examination* is required for children entering Kindergarten. *Dental Examinations* are required for Kindergarten, 2nd grade and 6th grade. Dental examinations are recommended for pre-school. If the student does not have the necessary medical forms submitted by October 15th, He or she will not be allowed to attend classes until the forms are received by the school office.

Vision and Hearing Screening

Vision & Hearing screening is provided by Will County Health Department. Screening is done annually for new transfer students, Pre-4, K, 1st, 2nd, 3rd & 8th grade students. All students are screened upon referral of teachers. Students with previous hearing loss will be monitored annually at all grade levels. Students with an ISP in place will be monitored annually.

HOMEWORK

Homework is given to supplement and reinforce learning that occurs in school. Homework is intended to be done by the student. Homework assignments are usually reinforcement of what has been covered in school and expectations are that the work is within the capabilities of the student to do on their own. Parents are encouraged to help the student with homework, but they should not do the homework for the child. Parents should provide a quiet place for study in the home. It should be noted that there should not be interruptions during this study time. Parents should check with the classroom teacher when their child consistently indicates he/she has no homework or when homework is taking up an extreme length of time. 45 to 60 minutes of homework could be the daily average for grades 1-4. 60 to 90 minutes will be about the daily average for grade 5-8. It is assumed, of course, that this is uninterrupted study time and that time is used profitably at school. If your child works to lengths much greater than this or appears under severe stress, there is cause for concern, and discussion with the classroom teacher should occur. When students are absent, we ask that parents and students make provisions to find out what homework has been assigned, and the student is expected to make up the homework assignment(s). As a rule of thumb if a student is out for illness or family misfortune, the student will have the same number of school days to make up the homework as the days of school he/she has missed. If a student misses school because of family vacation, the student is expected to get the homework assignment(s) upon returning to school. In the case of

vacations, the teacher will determine the due date for all homework. Generally, student will have the same number of school days to make up the homework as the number of days he/she has missed because of vacation.

All assignments need to be turned in on the due date as determined by the classroom teacher. If homework is not turned in on the due date, it will be considered late. The student will be expected to complete this homework assignment. All homework assignments are posted on School Speak.

In grades 1-4, late homework will be completed during the student's noon recess time. In grades 5-8, on the first day of a late assignment, the homework may be graded and given only partial credit. The student assignment book will be used as the communication instrument between home and school. Teachers will use the assignment book to notate late assignments, missed homework and poor and failing test grades. Parents will be asked to sign the assignment book and have the student return it to school when late assignments, missed homework and poor failing grades occur.

For long term assignments, such as research projects, book reports, poster presentation, etc., where the student has a time span, outlined by the teacher, to complete the work, there will be no grace period for late assignments.

All students in grades 3 and up are expected to check School Speak regularly.

HONOR ROLL

Students will be recognized periodically for their academic achievements. An Honor Roll will be available for students in grades 3 through 8. Honor Roll will be determined by grade point average in the following subjects: Religion, Reading, Spelling, English, Math, Science, Spanish and Social Studies. Failing any subject disqualifies students for the honor roll. While an Art Grade, Music Grade and a Physical Education Grade are not totaled into the grade point average, a failing grade in one of these subject areas will result in disqualification for honor roll consideration. (Students attending behavior detentions will result in loss of Honor Roll). Obsessive tardies and/or absences may also result in loss of Honor Roll. Any student late more than 7 days in a given trimester will not be eligible for Honor or High Honor Roll. High Honors is earning a grade point average of 3.5 – 4.0. Honors is earning a grade point average of 3.0 – 3.49.

ILLNESS

If a student becomes ill during the school day, the parents or emergency contact will be notified. When it is necessary for the student to go home, he or she may be picked up at the school office.

Should a child be injured, school staff may administer first aid. The school is not, however, allowed to dispense internal medicine without parental permission. If a student must receive medication at school, the medication must be sent to the school office in the original pharmacy container with written directions and written permission from a parent to provide the medication. Barring this, parents themselves will need to come to the school office to dispense medicine to the child. Emergency cards are kept on file at the school. If a minor accident takes place (e.g. scratch or minor cut) and sending the student home is not necessary, school staff will make an effort to contact the parent at the earliest convenient opportunity. If a child contracts a communicable disease, please let the school know immediately so precautionary measures may be taken. If your child cannot participate in gym or outdoor recess due to medical reasons, the student will need to have an excuse on file in the school office.

INCIDENTS OR THREATS OF VIOLENCE

Any student, faculty member, or administrator, who becomes aware of an actual or perceived threat of harm by a student to themselves or others, shall report the incident to the school principal as soon as possible. The principal shall investigate this matter. This investigation will, at a minimum, include an interview of each person involved, the student making the alleged threat and the persons reporting it. The Pastor and the parents of the students directly involved will be informed as soon as circumstances allow. In addition, the threat may also be reported to the Catholic Schools Office, local law enforcement officials, parents and students, the Pastor and the School Board, depending on the circumstances of each case.

As a result of any threat it is possible the offending party will be removed from the school and/or be required to obtain an evaluation by a certified therapist. If an evaluation is required, the offending party would not enter the school until it is determined that the offending party is not a danger to themselves or others. Threats or bullying activity that take place over the Internet whether originating from a school computer or a home computer, will be taken seriously and will be treated the same as a physical threat. The Pastor/Principal has final decision-making authority in matters of this nature.

INTERNET ACCESS

Parents will be given an "acceptable use agreement" to sign at the beginning of the school year. Such an agreement will deal with Internet access and related Technology use. Failure to sign such an agreement or failure on the part of the student to adhere to the code of conduct in the agreement will lead to non-access to the Internet. Cyber bullying will not

be tolerated. Internet access by students will occur as part of the normal curriculum.

LOCKERS

Each child will be assigned a locker at the start of the school year. It is the responsibility of each student to keep his/her locker neat and orderly. Periodic inspections can be made by the classroom teacher and /or principal to ensure that lockers are kept neat and orderly. Students in the upper grades (5th–8th) will place no decorations or signs on the outside of their lockers. The inside of the locker should be decorated with school appropriate decorations only, such as pictures of family or friends. There is to be no memorabilia or depictions of music, sports or other entertainment personalities. Pictures inside the lockers should be held up by magnets. There is to be no use of tape or glue inside the locker to hold up pictures.

LOST AND FOUND

Lost & Found articles are kept in a designated area. Parents are asked to clearly mark all articles of clothing worn by their child. Each year, shirts, shorts, belts, socks are considered “lost” because they have no such markings. Money, glasses and other articles will be kept in the school office for a short time to give students or parents the time to claim them. Any article found on school grounds should be brought to the school office.

LUNCHES

Lunch/Recess Time begins at 11:40 a.m. and ends at 12:25 p.m. Lunch and Recess times will be staggered for the younger children and the older children according to a schedule established by the principal. Outdoor recess is held on most school days. Please dress your child appropriately for the expected weather. When inclement weather conditions prohibit recess, students remain in the building for “Indoor Recess.”

Parents are responsible for supervising lunch/recess time for one week out of the school year. A schedule will be established for this duty immediately after Orientation/Fee Day. Parents who cannot provide supervision time themselves will be assessed a \$50.00 fee.

When hot lunches are made available to students, they will have the opportunity to order from the selection.

If the government continues to subsidize the cost of milk for the students, then this will be available to those who place their order prior to the start of the school year. Milk is available at \$25.00 per student for the year (K-8th). Milk for pre-school students will be \$25 for full day students, \$20 for 3/day preschoolers and \$15.00 for 2/day preschoolers.

MISSING PERSON and HIS/HER SCHOOL RECORD (1430)

Each school shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State police.

The procedure is as follows:

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

NON-CUSTODIAL PARENT

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the 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. If any child from a divorced family is not permitted to be released to one of the parents, this information must be submitted in writing to the principal.

NON-DISCRIMINATION

Diocesan Policy #5110 (Students): Schools operated under the auspices of the Diocese of Joliet admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally available to students at the school.

Diocesan Policy #4005 (Employment): The statement, “As an equal opportunity employer, the school allows for no discrimination on the basis of sex, race, color, national or ethnic origin, or physical disability”. This non-discrimination clause which appears in this policy applies to all personnel hired in the Catholic Schools of the Diocese of Joliet.

NON –TEACHING PERSONNEL

The office personnel, lunch/recess supervisors, custodians have been vested with authority commensurate with their responsibilities. While on duty, they are to be considered a part of the faculty and shall be accorded the respect and obedience shown every other faculty member.

NON-VIOLENCE

The environment of a Catholic School should be one where respect for individuals prevails. If student behavior consists of acts of violence, threats, harassment or bullying, it should be reported immediately to school officials. All reports of this nature will be taken seriously. Every effort shall be made to provide help for both the person mistreated and those alleged to be mistreating someone. The principal shall take great care to investigate such alleged behavior. While consultation is advised, the principal, along with the pastor, retains local decision-making responsibility for the remedy and its implementation.

PARENT-TEACHER CONFERENCES

The diocese suggests conferences in the 1st and 3rd trimesters. Parents are required to attend the 1st trimester conferences. All parents are welcome to attend the 3rd trimester conferences; however, the 3rd trimester conferences are reserved for teachers and/or parents with concerns. The staff may require parents to attend a conference at any other time throughout the year if poor quality of work or student conduct makes it necessary. Parents may also request teacher conferences to discuss their child's progress.

PHYSICAL EDUCATION POLICIES

1. Students must be quiet in the hallway going to P.E. class.
2. Students are not allowed in locker rooms until permission is granted by the P.E. Teacher.
3. Students in P.E. are required to have the following uniform:
 - a. Green St. Joseph shorts
 - b. Gray St. Joseph t-shirt
 - c. White or Black socks
 - d. Gym shoes must be worn.
 - e. No other clothes will be allowed.

4. Forgetting the proper gym attire will affect the student's P.E. grade and prevent a child from being on honor roll. It may also result in receiving a detention after a student receives 3 out of uniform notices.
5. Students are not allowed to borrow gym clothes or gym shoes from another student or sibling, if they have forgotten to bring gym clothing to school. If a student does not have the appropriate shorts and shirts, she/he may be given a reading/writing assignment to do during the gym period. The physical education teacher will prepare in advance materials dealing with nutrition, exercise, physical fitness and /or health that will be appropriate for the student's grade level and will form the basis for the reading/writing assignment. Not being dressed appropriately for gym will impact negatively on a student's physical education grade. Students who are consistently out of uniform will not be allowed to participate in the physical education class and will receive a detention.
6. A written excuse is required if a student is unable to participate in physical education classes.

PICTURES

Professional photographers take individual pictures of all students in the Fall and again in the Spring. Fall pictures are usually received before winter break. These pictures are used in the student yearbook. Purchase of pictures is optional. Eighth grade group and individual graduation pictures are taken at a later date, announced in advance. Group activity pictures are taken throughout the year. Parents will be given a Diocesan Agreement regarding videotaping and photographing of students. If they object to such an agreement they must indicate in writing their intent to "opt out".

PROMOTION REQUIREMENTS

As we do not allow social promotion, the following criteria must be met in order for a student to be promoted to the next grade, indicating that he/she is working up to his/her ability as specified:

1. A child must pass each subject (Religion, Reading, Math, Science, Spanish, Social Studies, Language Arts) with a cumulative average of at least a D in each subject area. This also includes Spelling, Physical Education, Music and Art.
2. Any child failing to meet these criteria will not be allowed to re-enter the school in the fall unless they receive some form of summer remediation. It is the responsibility of the parents to provide evidence that all remediation has been satisfactorily completed.

PROPERTY DAMAGE

Parents are held responsible for the replacement of property damaged and materials damaged or lost through negligence of their children.

RELIGIOUS EXERCISES

1. The entire school will attend Mass one day a week. (Pre-4 once a month)
2. The teacher and students (K-8) will plan liturgies for Mass and any other religious function.
3. Religious instruction is given daily.
4. Opportunities for the Sacrament of Reconciliation will be provided at the availability of a priest. Parents are asked to encourage reception of the sacrament at least monthly.
5. Families are highly encouraged to attend Sunday Mass regularly and discuss the Gospel message each week.
6. Stations of the Cross, Rosaries, and Adoration will be scheduled throughout the school year. Families are welcome to attend.

SAFETY

1. Students are instructed on place of safety for occasions of bad weather/fire/intruder.
2. During dismissal, students are to be picked by their parents or their designees. Students not picked up at dismissal time are to wait in the school under adult supervision until their transportation has arrived, and may be directed to our after school care program. Appropriate fees may be charged for this service.
3. Entrance to the school front door and access through the turnaround in front of the school should never be blocked.
4. Cell phone use (calls or texting) while driving in a school zone is prohibited by law. **Please refrain from using a cell phone while driving on school property.**

SCHOOL DAY

Student arrival (in gym)	8:15 a.m. - 8:30 a.m.
Morning Session	8:40 a.m. - 11:40 a.m.
Afternoon Session	12:25 p.m. - 3:00 p.m.
Early Release Days	8:40 a.m. - 11:40 a.m.

1. Children arriving at school before 8:15 a.m. must report to the "Before School Care" room and pay all associated fees.
2. Students will be taken to their classrooms at 8:30 a.m. All students should be in the building at this time. A tardy bell will ring at 8:40

a.m. Students who are tardy need to report to the school office before proceeding to their classroom. Classes begin promptly at 8:40 a.m. with prayer. Dismissal is at 3:00 p.m. Any student who will be picked up late (after 3:10 p.m.) will report to the "After School Care" and pay all associated fees.

3. If a child must remain indoors due to illness, a written note from a physician or parent must be presented to the teacher. The note will be honored for a reasonable time only.

SPORTS

Students in grades 5th through 8th may participate in a sports program. The warning procedure listed under "Extra Curricular Activities" is effective for each sport season. Students will not be allowed to practice with a team, attend games, or participate in any games during any week of ineligibility. St. Joseph athletes are expected to set an example of good sportsmanship and high standards of social behavior at all times. Athletes are also subject to team rules made by their coaches and by schools playing host to any of our athletic events. Students absent from school will not be allowed to participate in athletic practices or events.

SUSPENSIONS

Suspensions may be in-school or out-of-school. The principal and pastor will make decisions concerning the type and length of a suspension. After a suspension, a conference must be held with the student, parents, and principal prior to the student's return to classes.

TARDINESS

A student is considered tardy when the tardy bell has rung. This time is stated at the beginning of each school year (currently 8:40 a.m.). A student arriving after this time must enter the office and receive a tardy slip before being allowed into their classes. **Upon receipt of 5th tardy slip in a trimester, the student will be required to serve an after school detention.** Detentions are held each Wednesday after school until 4:00 pm. Parents of a student with an excessive number of tardy notices will be contacted by the principal. **Any student receiving 3 unexcused tardy slips will not be eligible for a "Perfect Attendance" Award in a given trimester.** Students who ride buses are not considered tardy when their bus is late.

TELEPHONE

Students are not allowed to use the phone without permission of either the principal, the secretary or a staff member. We **discourage** the use of the school phone by students and will allow it to be used only in an emergency,

which will be narrowly defined. No teacher or student will be called to the phone during class time except for an emergency.

TESTING PROGRAM

Diocesan: Achievement and Cognitive Ability testing programs are mandated by the Catholic School Office for students in grades 3, 5, and 7. St. Joseph school tests students in grades 2 thru 8.

TEXTBOOKS

1. The principal and the faculty with the approval of the Diocesan Catholic Schools Office handle adoption of new texts.
2. Textbooks may be brought home by the child for study purposes with the understanding that they will be cared for properly and returned daily.
3. A fine will be charged to those students who write in or damage books.
4. Books are to have book covers at all times.

TRANSPORTATION

Each year directions will be provided to parents who bring their children to school and/or pick them up after the school day. These directions will be issued in an attempt to ensure an orderly and safe drop off and pick up of students.

Students who reside in Manhattan School District #114 may qualify for transportation being provided by the school district. The coordinator for bus transportation will communicate with parents the time and location of pick-up and drop off. The students are expected to follow the same bus guidelines and rules issued to the public school children. These regulations will be provided to bus riders at the beginning of each school year.

Bus riders must be dropped at the same location each morning and afternoon, no changing can occur for safety of bus riders.

TRUANCY

The Illinois School Code Section 3-13 is defined: "A truant is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. **A chronic truant is any student who misses 18 or more days of school without a proper excuse.**

TUITION & FEES & CREDITS

Tuition:

A. Tuition - **Parishioners** of St. Joseph Church defined as:

- Catholic family registered at St. Joseph Church
- Attends St. Joseph Church on a regular basis
- Contributes to St. Joseph Church weekly using church envelopes
- All exceptions to this category are made by the pastor & principal
- St. Joseph Church Pastor has agreed to invest in the education of the parish children in our Catholic school. Should one find they are not living up to these expectations; higher tuition rates will be assessed out of fairness to parishioners. All families, Catholic or non-Catholic are welcome to apply for admission.

Kindergarten – 8th Grade (Parishioner Rate)

One Child	\$4,885.00
Two Children	\$8,107.00
Three Children	\$10,255.00
Four or more Children	\$10,745.00
Kindergarten (1/2 Day Program).	\$3,393.00

Three Year Old Preschool:

2 Days/Mornings (3hrs) – Tues & Thurs	\$1,372.00
3 Days/Mornings (3hrs) – Tues, Thurs & Extra Day	\$2,056.00

Four Year Old Preschool:

3 Days/Mornings (3hrs) – Mon, Wed, Friday	\$2056.00
5 Days/Mornings (3hrs) - Monday through Friday	\$3,393.00
3 Days/Full Day (6.5hrs) – Mon, Wed, & Friday	\$4,543.00
5 Days/Full Day (6.5hrs) - Monday through Friday	\$4,885.00

B. Tuition – **Non-Parishioner / Non-Contributing Parishioners**

Non-Parishioner Tuition Rates are established at the discretion of the Principal and Pastor.

- Catholic family who belongs, contributes, and attends another Catholic Church
- Families who do not contribute to St. Joseph Church
- A family who is not Roman Catholic
- All exceptions to this category are made by the pastor or principal

- St. Joseph Church Pastor has agreed to invest in the education of the parish children in our Catholic school. Should one find they are not living up to these expectations; higher tuition rates will be assessed out of fairness to parishioners. All families, Catholic or non-Catholic are welcome to apply for admission.
- C. Tuition payments are made according to the agreement established between the parent and FACTS Management at the time of Intent to Enroll Contracts. Payment options are 10 month payment plan, 3 month payment plan, 2 month payment plan or one full payment.
- D. A late fee of \$35.00 will be assessed by FACTS if payment is not made by the contracted payment date established with FACTS.
- E. All tuition fees and other extra curricular fees are to be paid in full by April of each school year. Report cards, graduation diplomas or transfer of student records may be withheld if all fees are not paid in full.
- F. Those incurring unexpected financial circumstances may speak to the pastor or principal for an extension of time.
- G. In the event a family finds it necessary to leave St. Joseph School, tuition refunds are based on the number of days the child attended during the school year. Tuition will be prorated based on a regular 176 day school year. All fees will be due in full and no part of the fees will be refundable.

Fees:

Books - Students are responsible for the care of their books and must pay for any loss of books or damages beyond ordinary wear.

Lunch/Recess Supervision – To ensure that staff has a duty free lunch each family will be responsible to provide adult supervision for one week at lunch/recess time. For the family that cannot or does not wish to provide this supervision, a \$50.00 fee will be charged so that the school may employ paid lunchroom/recess supervisors.

Physical Education Uniform – A St. Joseph t-shirt and St. Joseph shorts are the required uniform for physical education classes. These may be ordered on Orientation/Fee Day. A St. Joseph sweatshirt and sweatpants are also available and are optional to the P.E. uniform. Non-compliance will affect a student’s grade for Physical Education.

Science – To ensure students safety, safety goggles are required of all students, grades 5th through 8th. Goggles are provided to all students. If

safety goggles are lost or damaged the student is responsible for replacement of goggles. Students are also responsible for any damage of science lab or computer equipment.

Facilities Fee – Each St. Joseph School family pays a \$50.00 fee per family to defray the cost of the utilities/maintenance for activities held in the gymnasium.

8th Grade Graduation Expenses – Each 8th grade student will be charged a \$75.00 fee to cover the cost of the graduation cap & gown and defray the cost of the ceremony.

Milk Program – If the government continues to subsidize the cost of milk for the students, then this will be available to those who place their order prior to the start of the school year. Milk is available at \$25.00 for K-8th, \$25.00 for 5 day preschool, \$20.00 for 3 day preschool, and \$15.00 for 2 day preschool.

Technology – Each St. Joseph School family pays a \$100.00 fee per family to support the technology program. These funds will be used to defray the cost of hardware, software, teacher training, and technology administrative costs, as well as the purchase and staff training of Google Chromebooks.

Registration Fee – A \$100 (nonrefundable) registration fee is due when tuition contracts are submitted.

Tuition Credit:

All St. Joseph Catholic School families are eligible to receive a \$200.00 tuition credit for the current school year for referring a new family to the school for that school year subject to the following:

1. The new family must have a student registering for Full Day Kindergarten through 8th grade for the upcoming year.
2. The new family must notify the school at the time of registration of the name of the referring family.
3. If there is more than one referring family, the \$200.00 credit will be divided equally among the number of referring families as per the notification of the new family.
4. The student(s) of the new family must complete the school year.
5. The referring family will receive the \$200.00 tuition credit on the March tuition statement.

UNIFORMS

See Dress Code.

VACATIONS

Vacations during the school year are strongly discouraged because valuable instruction time for the student is lost and grades could be affected.

Teaching and learning continues until the last day of school. Parents who schedule vacations during the school year should discuss the matter with the child's teacher(s) well in advance of departure. Teachers may provide the student with schoolwork to be covered during the student's absence, but teachers will not be required to provide homework or tests in advance for the student. All work given in advance of vacation must be turned in upon return from vacation. Extra time may be given at the request of the parents, however missed assignments, papers, projects, tests and quizzes must be completed within the time frame outlined by the teacher. Failure to make up this work will negatively affect a student's grade for that subject matter.

If the teachers are able to supply work in advance it is expected the student would return to school with that work completed.

VISITORS TO SCHOOL

Visitors to the school should report directly to the office and sign in and obtain a "Visitors Pass" as they enter and leave the school. Visiting a classroom during school time should be prearranged with the classroom teacher. If a parent needs to have a discussion with a teacher, that discussion should take place when the teacher does not have classroom responsibilities. (See Appointments with Staff)

-Updated June 2019