

St. John the Baptist Parish School

Parent/Student Handbook 2018-2019

Reviewed and Approved by School Board, August 7, 2018

St. John the Baptist Parish and School, in all its ministries, operates under the guidance and support of the Diocese of Joliet and therefore is directly under the authority of the Bishop. As an adherent to all diocesan policies, St. John the Baptist Parish and School community also recognizes the authority of those agencies imbued by the Bishop with oversight authority, including but not limited to the Catholic Schools Office and the Joliet Diocesan Finance Office.



Dear Parents and Students,

Over one hundred fifty years ago, the parish of St. John the Baptist was established around a small, two-room, German-speaking schoolhouse in Winfield, Illinois. Today, the parish remains committed to the work of education and to the great commission of Jesus Christ, “Go, therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you” (Mt. 28:19-20a).

Catholic education is important to the mission of our parish, because it is a part of the Church’s mission of creating disciples as well as a response to Jesus’ request, “Let the children come to me” (Mt. 19:14). St. John the Baptist Catholic School strives to develop each child’s God-given potential so that they may be holy sons and daughters of God who give glory to God in this life and in the life to come.

We, the faculty, staff, and administration of Saint John the Baptist Catholic School, are extremely grateful that you have decided to send your children to our school and have entrusted us with the great responsibility of standing with you as we educate them and form them in the faith. May this school, made up of faculty and families, be a community where discipline and virtue are fostered, faith and values are handed down, knowledge, wisdom, and understanding are bestowed, charity is lived out, and our children are brought closer to Christ.

In Christ,

Rev. Matthew Pratscher
Pastor

Dear Parents and Students,

On behalf of the faculty, staff, and administration of St. John the Baptist Catholic School, I am delighted to extend you a warm welcome. This school that we share is a treasure in the Diocese of Joliet, and I am pleased to point out some of our finer qualities.

At St. John the Baptist Catholic School a strong emphasis is placed on academic excellence, the intrinsic value of the individual student, and an abiding commitment to our Catholic faith. The faculty and I, in partnership with the parents and the wider parish community, strive to foster in our students an understanding that they are cherished members of our parish family. We encourage them to have full and active participation through service to our Church and our local community, prayer and public worship, and genuine care for others. Our curriculum has as its foundation our Catholic faith and the aim of guiding children into a closer friendship with Jesus.

To achieve an education of high academic standards, our school promotes diversified programs of learning and adapts the curriculum to meet student needs. Preschool is a self-contained classroom. Grades K-3 are self-contained classrooms with large and small group instruction. Fourth and fifth grades are departmentalized on a limited basis, with students moving between the two rooms for instruction. Sixth through eighth grades are departmentalized, with students receiving instruction from teachers in their areas of expertise. To facilitate small group instruction, we are fortunate enough to have a resource teacher on staff. Our faculty is rounded out by qualified staff who instruct in the areas of Spanish, physical education, music, art, and technology. Our instruction is enhanced by continuous assessment of programs and leveling throughout the school in areas of textbook and concept continuity.

Among the more significant assets enriching our curriculum are the science lab and the learning resource center, which brings together technology and library attributes in one space. The use of internet access throughout the building, digital cameras, and SMART Boards™ enliven and enhance our students’ educational program.

In addition, we offer an active athletic program with a variety of sports represented for students in Grades 5-8. Extracurricular activities such as Student Council, Math Team, School Play, Band, and Choir offer the opportunity for acquiring the skills of leadership, teamwork, fellowship, and sportsmanship.

We enjoy a close association with District 33 and other agencies as we cooperate in providing special services for individual students.

Our greatest strength, however, lies within our family structure. We come together from different social, ethnic, and religious traditions in a way that allows us to appreciate our diverse heritages. Children are nurtured in an atmosphere of care and respect for one another that mirrors the families from which they come each day. In all practices, programs, and policies of our school, we emphasize the loving care modeled for us by Jesus Himself.

We thank you for choosing St. John the Baptist Catholic School, where we educate each child through faith and academic excellence to be the face of Jesus Christ to our world.

Joyfully,

Mrs. Joanne Policht

St. John the Baptist Parish Catholic Elementary School
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(630)668-2625
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INTRODUCTION TO THE HANDBOOK

We warmly welcome you to St. John the Baptist Catholic School (SJB). The purpose of this handbook is to provide a source of guidance for parents and students of St. John the Baptist Catholic School. It is not intended to address every potential situation that may arise. Rather, it is intended to be a reference guide for most issues that occur with respect to St. John the Baptist Catholic School operations.

Further, St. John the Baptist Catholic School reserves the right to modify the policies and procedures in this handbook as necessary. New policies and procedures may be added and old policies revised or deleted as determined by school administration. Parents and guardians will be notified if any changes occur during the school year.

PHILOSOPHY/VISION

ST. JOHN THE BAPTIST CATHOLIC SCHOOL MISSION STATEMENT

In union with the parents and the Church, the mission of St. John the Baptist Catholic School is to prepare young people to impact the world for Christ, using Jesus as our model. A dedicated faculty will affirm and prepare them through the development of spiritual well-being, academic excellence, and the concept of service to fully embrace the Catholic way of life.

PHILOSOPHY OF SJB

Catholic education has an increasingly important role in today's society. As a Catholic school, and part of the ministry of St. John the Baptist Parish, we recognize parents' God-given responsibility as their children's primary educators. As educators within the school setting, we support and assist our parents in preparing their children to live by Catholic values. We strive toward excellence in the four fundamental components of Catholic education: message, community, service, and worship. We are responsive to the genuine concerns and needs of parents and recognize the commitment they have made by placing their children in our care. Our concern focuses on every aspect of our students' development and the development of each child's full potential. The faith-based academic program embraces cultural diversity while supporting and enhancing our students' spiritual, moral, intellectual, emotional, social, and physical growth. The faculty and staff of St. John the Baptist Catholic School strive "To Teach as Jesus Taught."

FACULTY AND STAFF

Principal	Mrs. Joanne Policht
Administrative Assistant	Mrs. Patt Zagotta
School Secretary	Mrs. Teri Hardesty
Eighth Grade	Mrs. Barb Rosin
Seventh Grade	Mrs. Nicci Garlic
Sixth Grade	Mr. Scott Valenta
Fifth Grade	Mrs. Kathy Redar
Fourth Grade	Mrs. Tricia Monaco
Third Grade	Mrs. Lori Seay
Second Grade	Mrs. Lauren Ludvik
First Grade	Mrs. Trish O'Sullivan
Kindergarten	Mrs. Donna Gudanick
Preschool	Mrs. Beverly Cronin
Preschool Assistant	Mrs. Brenda Wilkens
Physical Education	Mrs. Paula Norton
Technology	Mrs. Bridget Anderson
Resource	Mrs. Margaret Cresto
Music	Mrs. Aimee Scala
Art	Mrs. Renee Orr
Social Worker	Myra Isidoro (Catholic Charities)
Speech and Language	Mobile Therapy Center
Athletic Director	Mr. Chuck Zydek
Facilities Manager	Mr. Aaron Simpson
Maintenance	Mr. Tony Zagotta
	Mr. Jose-Maria Guojordo
Director of Religious Education	Mrs. Maureen Brennan
RE Secretary	Mrs. Kathie Brewer

CURRICULUM

Standards/curriculum guidelines, consistent with the Diocese of Joliet Standards, are followed for the teaching of all subject areas. Diocesan standards are accessible on the Diocesan website.

ELEMENTS OF SJB RELIGIOUS EDUCATION

1. Daily instruction in Catholic Doctrine is taught by the use of textbook, liturgy-based catechesis, and preparation for Sunday Mass.
2. Religious instruction is enhanced by visits from our parish priests.
3. Students participate in the planning of weekly school Mass, as well as prayer services throughout the year. Emphasis is placed on collaboration and leadership opportunities within Faith Families.
4. The Sacrament of Reconciliation is offered to students on a regular basis.
5. Students prepare and receive the Sacraments of Reconciliation and Eucharist in second grade.
6. Preparation for Confirmation is a two-year program during seventh and eighth grades, with mandatory parent/student meetings at each grade level. Confirmation is celebrated at the end of this preparation in the spring of the student's eighth grade year.

7. Catholic traditions of holy days of obligation, the liturgical calendar, and feast days are celebrated throughout the school year.

ADMINISTRATION

St. John the Baptist Catholic School is in the Diocese of Joliet and under the central administration of the Joliet Diocese. Direct administration consists of the pastor and principal. The St. John the Baptist Catholic School Board works with the pastor and principal in a consultative role. The Board's purposes are to assist in the development and definition of the policies which govern operation of the school, to promote implementation of those policies, to review the goals and objectives of the school, to develop plans to finance the school's educational programs, to serve as an effective public relations source, and to provide representation in the selection of the principal.

STAFF COMMITMENT

As staff members of St. John the Baptist Catholic School, we strive to provide an atmosphere where students can realize the potential that God has given to them. We are committed to providing an environment where our Catholic heritage, worship, and service are integrated into the school experience. We aspire to promote spiritual growth for all, to provide an academically excellent curriculum, to encourage the unique characteristics of each student, addressing the social, emotional, and physical aspects of child development.

CATHOLIC SCHOOL PARENT CODE OF CONDUCT

As a parent, you play the formative role in the development of your child's sense of justice, equity, and the dignity and worth of all members of our diverse school community. You are the most influential role model in your child's life. It is the expectation of this Catholic community that all parents demonstrate Christian behavior at all times, especially within the school setting.

There may be times when you feel that the actions of another child have infringed upon the rights of your own child. Parents are not to approach another child to address behavior as this may be interpreted as threatening. It is appropriate to consult a teacher, the principal, or staff member closest to the situation to seek intervention.

Bullying has no place within our community. This is as true for adult-to-adult interaction as it is for child-to-child. All interactions between members of our community must be in keeping with the values espoused by the school through its Mission Statement and the peace and social justice teachings of our Catholic faith.

Always be positive. Events occur which don't always appear to be fair. However, it is often the case that the entire situation is not apparent to an outside observer. Approach every situation with a spirit of cooperation and genuine partnership. We truly value the close relationship with our parent community.

A child's perception is not the same as an adult's due to developmental maturity; adult perceptions are balanced with life experiences. Listen to your child as they tell you their "reality," but remember that another "reality" exists from a different point of view.

Protect people's good name. Problems, differences of opinion, and personality clashes are not resolved by involving other people in a disagreement or by taking sides. Attempt to resolve these issues through calm dialogue between the parties *directly* involved while respecting the dignity of each and every person. Be prepared to actively listen to another's point of view.

As a Catholic school community, we must live our faith and trust that all situations can be resolved if we participate with a listening heart and a desire to provide for our children the very best educational settings in a truly Christian environment. Acting in contravention of the **Catholic School Parent Code of Conduct** could result in the need for the parents to reconsider their child's placement within our school.

ADMISSIONS AND REGISTRATION

NON-DISCRIMINATION

St. John the Baptist Parish School is operated under the auspices of the Diocese of Joliet. The school admits students of any race, color, gender, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students in this school. The school does not discriminate on the basis of gender, race, color, or national and ethnic origin in the employment of teachers and staff or in the administration of educational policies, athletic or school administered programs.

ADMISSION AND REGISTRATION

Religious formation is a primary purpose of Catholic education. An interview with the principal to assess the religious and academic commitment of parents or guardians is customary.

The SJB School Board sets forth the school admission policy. Copies of the admissions policy are available upon request.

Students entering preschool must be three years old or four years old, respectively, on or before September 1st of the year of entry to school. Toilet training (defined as being able to independently use the facilities) must be completed before entering the preschool program. Students entering kindergarten and first grade must be five years old and six years old, respectively, on or before September 1st of the year of entry to school.

Registration for the next school year begins in mid-January. Registration materials are sent out to currently enrolled families and families seeking enrollment for the first time. A non-refundable pre-registration fee of \$100 is required. Notification of placement on a wait list is conveyed by April 15th.

Families are encouraged to register and become active, contributing members of St. John the Baptist Parish. SJB believes that active participation in parish life is an important element in the development of the student.

St. John the Baptist Catholic School is partially funded through tuition. Tuition rates are available for the current school year through the school office. The parish subsidizes all students' education and further financial assistance is available for qualifying families. Since fundraising contributes to the revenues of the school, each family is expected to participate to the extent they are able.

ACADEMIC POLICIES

REPORT CARD EXPECTATIONS

Student Report Card

The report card identifies key standards and grade level descriptors that align with Diocesan Curriculum Standards. These standards and descriptors identify the knowledge and skills students need within each subject area. The report card evaluates student performance in terms of what the child knows and can do relative to our grade level standards.

The evaluation forms are designed to report student achievement. The achievement grade is objective and based on the child's performance as measured against the standards. Effort and Behaviors that Support Learning are marked with symbols and are not included in the achievement grade.

Report Card Codes for Kindergarten through Third Grade

All work that is assessed should reflect the same code as the report card. Electronic grade books should be used consistently to record marks. The following is the code officially approved by the Catholic Schools Office, Diocese of Joliet:

4 (Exceeds Expectation), **3** (Meets Expectations), **2** (Approaches Expectations), **1** (Needs to Improve to Meet Expectations), **NG** (Not Graded), and ***** (Not Offered). The categories with their explanation are listed below.

4 – Work Exceeds Expectation ~ Student consistently demonstrates an in-depth understanding of concepts, skills, and processes that exceeds the grade level expectation of the curriculum.

3 – Work Meets Expectation ~ Student consistently demonstrates an understanding of grade level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student completes tasks with *little* teacher assistance. (Most students will achieve in this range.)

2 – Work Approaches Expectation ~ Student's work demonstrates that he/she is approaching an understanding of grade level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student requires *some* teacher assistance: prompts, directions, and reminders.

1 – Needs to Improve ~ Student has not yet demonstrated an understanding of grade level concepts, skill, and processes taught to date and needs consistent support. Student requires *significant* teacher assistance with prompts, directions, and reminders.

NG – Not Graded ~ Used when a particular subject is not taught.

***** – Not Offered ~ Used for subjects not offered at the school/grade level.

Report Cards for Grades 4-8

The following grading scale is used for students in grades 4 through 8.

A+ = 100% B+ = 92-91 C+ = 84-83 D+ = 76- 75 F = 69-0
A = 99-96 B = 90-88 C = 82-79 D = 74-72

A- = 95-93 B- = 87-85 C- = 78-77 D- = 71-70

REPORT CARDS

Parents can access current grading information at SchoolSpeak.com. Diocesan report cards are issued at the end of each of three trimesters. Report card dates are indicated on the school calendar. Report cards evaluate a student academically, add accountability, and assess a student's social skills, character, and behaviors that support learning. The purpose for evaluating the student, both in subject matter areas and in character development, is to allow both parents and teachers to cooperate in helping the student reach his/her highest potential.

CONFERENCES

Mandatory parent/teacher conferences are held at the end of the first trimester, typically the Monday of Thanksgiving week. At this time, the student's progress and other matters of mutual interest and concern are discussed. Other conferences are held at the parents' or teacher's request.

LATE WORK (Grades 5-8)

The teacher issues a "late work" slip for an assignment not turned in on time. "On time" is the beginning of the class period. The work assignment should be completed that evening at home, and must be returned upon arrival the following morning. A parent signs the late slip and the student returns it the next day to the teacher and the grade will be reduced by 10%. If a student neglects to return the late slip and/or the assignment the next day, a failing grade will be recorded. Long-term assignments must be submitted on their due dates. An after school detention is issued for every five late-work slips acquired within one trimester.

ACADEMIC ELIGIBILITY (Grades 5-8)

Students must maintain a passing grade in all subject areas and exhibit appropriate behaviors/effort to be eligible to participate in any extracurricular activities. When a student becomes ineligible, the principal will notify the student first, followed by the parent and the appropriate supervisor. The initial suspension will be one week. Ineligibility is in effect from Monday through Sunday. Ineligibility is defined as a student being unable to participate, even as a spectator, in all aspects of the extracurricular activity. A check on the progress of the student will be made to see if assignments have been completed satisfactorily and all tests or quizzes earned at least a passing grade. If progress is shown in this manner, the student will be eligible to return. If assignments have not been completed satisfactorily, or if a quiz or test was failed, the student will remain ineligible for two more weeks. If after these three weeks improvement is not evident, the student will be removed from the activity.

PROMOTION AND RETENTION

Students completing a grade level to the best of their ability and meeting the criteria will then be promoted. At times it is in the student's best interest to repeat a grade. Parents will be informed if retention is recommended.

All students must receive a passing grade in all subjects, **as well as meet the attendance requirement**, to advance to the next grade level or to receive a diploma at graduation. A failing grade in two trimesters of any subject necessitates makeup work by the student before promotion or receipt of a diploma. Summer school or a tutorial may be used to make up required work.

This process must be outlined and a program approved by the principal must be initiated before the end of the school year.

HONOR ROLL STANDARDS: 6th – 8th GRADES

The average of the grade points of all graded subjects determines Honor Roll.

High Honors – Student average 11 – 13 points

Honors - Student average 9 – 10 points

Each letter grade is equal to a number: A+ = 12 points, A = 11 points,

A- = 10 points, B+ = 9 points

1 point will be added for Algebra 1

A grade of less than C- in any class or an X in effort in any class disqualifies a student from honor roll.

LOST OR DAMAGED SJB BOOKS OR MATERIALS

Students pay for replacement of lost or damaged textbooks, library books, Chromebooks, and other school materials. All delinquent accounts will be charged to SMART Tuition.

WITHDRAWAL OF SJB STUDENT

The parent or guardian of a student transferring out of SJB must notify the school as soon as possible. The day before a student leaves school they are asked to return all school-owned materials to the teacher. An exit interview is held between the parent and the principal. All outstanding bills must be paid. State law requires that student records be sent by mail from one educational facility to the other. This request to transfer records must be signed by the parent or guardian.

ATTENDANCE

SCHOOL SCHEDULE

- Grades 1-8
 - The school day begins at 7:45 A.M. Students should arrive between 7:30 A.M. and 7:40 A.M. Students arriving prior to 7:30 A.M. must report to the preschool room where before school supervision is provided for a fee. School is in session until 3:00 P.M.
 - Wednesday dismissal is at 1:30 P.M. in order to accommodate teachers' professional development. Students have the option of staying in the school until the 3:00 P.M. bell. No charge will be assessed for this period.
- Kindergarten
 - Full-day program with option of half-day
 - Full-day 7:45 A.M. – 3:00 P.M.
 - Half-day 7:45 A.M. – 12:00 P.M.
- Preschool
 - Full- or half-day options available
 - 7:45 A.M. – 2:55 P.M. or 7:45 A.M. – 11:30 A.M.

STUDENT ATTENDANCE

SJB educational programs are built on the premise that regular attendance is vital to the student's success in school. Ensuring that a student maintains regular attendance requires cooperative effort by student, parents, and school staff. A student who is frequently tardy or absent misses valuable class instruction, discussion, and social interaction. Additionally, excessive tardiness violates state school code and will be considered a truancy issue.

By law, the local regional office of education is responsible for enforcing the school attendance guidelines of the state. If a student is chronically or habitually absent without valid reason, the case will be referred to the local truant officer.

ABSENCES

To report a student's absence, call the school absence voice message mailbox at 630-668-2625 x695 before 7:45 A.M. to leave a voicemail. If the school is not contacted, the school secretary will call the parent or guardian regarding the student's absence. **If parents do not inform the school office of a child's absence and the parents cannot be reached, police may be contacted to make a safety visit to the home.**

If your child is experiencing fever, vomiting, diarrhea, or has contagious or undiagnosed skin rash or eye/ear infection, your child must be kept home. **Children must be symptom-free (no fever, no vomiting, etc.) without the use of medication for 24 hours prior to returning to school.** Children prescribed an antibiotic must be on the medication for 24 hours before returning to school. At any time, the school may require that a doctor's note be provided prior to the student's return to school.

Upon returning to school, it is the student's responsibility to get any work s/he may have missed or to make up any tests. Homework is available upon request at dismissal. Students have one day to complete absent work for each day absent from school. If a student is absent due to illness, s/he is not able to participate in any athletic or extracurricular activity on that day. Participation for the following day is at the discretion of the parent.

Students whose unexcused absences total 18 days or more may be subject to retention.

TARDINESS

Students are expected to be in school hall, ready to begin, at the 7:45 A.M. bell. Students arriving after the 7:45 A.M. bell receive a tardy slip from the school office. Students in grades 5-8, receiving five tardy slips in a trimester must serve an after school detention. Chronic tardiness is also an issue for the truancy office, therefore an excess of tardy days will be reported to the proper authority.

VACATIONS

Taking students out of school for vacation is strongly discouraged, as it is detrimental to the student's progress. Ample holiday and vacation time is provided during the year and in the summer. Parents who do take students out of school must provide written notice to SJB. Assignments will **not** be given in advance. It is the student's responsibility to gather missed work from his teachers upon returning to school. Students will be given one day to make up missed work for each day of absence.

ARRIVAL PROCEDURE – GRADES K – 8

Cars approach the school eastbound on Sunnyside Avenue, using the east drive and pulling around the back lot of the school, ending near Door #10 in a southern orientation. Once the car has stopped, students immediately exit the car on the passenger side only. A staff member plus

patrol students stationed along the line of cones assist students from cars. Students enter the building through Door #10. Once students have unloaded safely, cars continue southbound and exit via the western driveway onto Sunnyside Street. Cars should not block the street at any time.

School staff opens Door #10 and begins supervision at 7:30 A.M. Students should not be on school grounds prior to 7:30 A.M. If an early arrival is necessary, students will be sent to the extended day morning program, for which a charge is assessed. If arriving after 7:45 A.M., students enter through Door #1 on Church Street and will be considered tardy.

ARRIVAL PROCEDURE – PRESCHOOL

Parents of preschool students follow the same procedure as above, but exiting the line at the southeast corner of the gym, using Door #3 on the south side of the gym as their entry point. A teacher and patrol student will assist the students to exit the vehicle, and then escort them to the preschool room. Parking along the gym on either side of the building is not permitted as those spots are designated for faculty and staff only. Staff opens and monitors the door after the 7:30 A.M. bell until 7:45 A.M. After 7:45 A.M., students must enter the school through Door #1.

For those preschool students leaving at 11:30 A.M., dismissal is also via Door #3. Teachers will escort children to the door as drivers form a pick up line parallel to the curb outside Door #3.

The front of the school is a “No Parking” zone from 7:00 A.M. until 3:00 P.M. on all school days. Police monitor this area closely and issue tickets for violations.

DISMISSAL

Preschool – 8th Grades

Drivers enter the east parking lot through the driveway on Sunnyside Street and park in rows facing north toward playground equipment after 2:45 P.M. each school day. Cars are not allowed to enter the lot from the Church Street side. All lanes of parking are to be filled in, one vehicle after the other. Do not park in the small rectory parking lot reserved for those with appointments in the parish business office. Please respect the cars that are already in the lot and take your place behind them.

A bell at 2:55 P.M. signals the end of classes. Teachers lead their classes to building exit doors for dismissal with the 3:00 P.M. bell. Students in grades five through eight exit through Door #9 while students in kindergarten through grade four exit the building at Door #10 and proceed to their vehicle in the parking lot. **Preschool parents may park, and then proceed to Door #8 at 2:55 P.M. to pick up the children and escort them to the waiting car.**

Drivers may choose to escort students quickly to their vehicle, or wait for students in their cars. After students are dismissed at 3:00 P.M., they are to proceed quickly to vehicles and be ready for the dismissal of cars. If a student does not see his driver or vehicle, that student waits with the staff member on duty. **The playground is closed during dismissal.**

School staff dismisses vehicles as soon as all students are safely inside. Vehicles leave the parking lot in an orderly manner with the north/south row closest to the school departing first. The first row of parking is reserved for families who purchased this benefit at our school fundraiser. Vehicles drive north between the school and parish office exiting onto Church Street. **Vehicles are not permitted to turn around and exit onto Sunnyside Avenue.** If a student is late and does not leave with his class, drivers should return to their cars, follow exit procedures, and circle around and return to the lot via Sunnyside rather than hold up the exit line.

If you know that your **child** will be dismissed late, you have an appointment with a teacher, or are involved in an after school activity, please park in the far east lane along the grass.

If your **child** is walking home, please submit this information in writing to the school office and inform your child's homeroom teacher. Students who are walking will be dismissed from the front office prior to vehicles leaving the lot.

Students not picked up at dismissal will go to the Extended Day Care Program, where fees are charged for supervision. If you are arriving after dismissal, please drive to Door #9 to pick up your child from EDC in the preschool classroom.

The Winfield Public Library requests that we share with you that they are not an alternate dismissal location for your students to wait to be picked up. The library has and will enforce this policy.

Notify the office by 2:30 if someone other than those on your authorized list is picking up your student at the end of the school day. For safety reasons, staff may ask for identification or call for confirmation of the person picking up your child.

Students are NOT permitted back into the building for forgotten items after dismissal.

EMERGENCY CLOSINGS

All parents are notified of emergency school closings, to both home and cell phone, through an automated system called SchoolMessenger. Emergency school closings are also announced on: WGN, WBBM, WMAQ, WCFL, WIND, and FM-US99 radio. In addition, closing information may be found on the Internet at www.EmergencyClosings.com. Please do not call the parish office to inquire about school closings

CHILD ABUSE LAWS

St. John the Baptist Catholic School abides by the child abuse laws of the State of Illinois. This law identifies all school personnel (teachers, staff, and administrators) as mandated reporters who are required to report all cases of suspected abuse and/or neglect to the Department of Child and Family Services (DCFS). Failure to comply with this law will result in license forfeiture.

COMMUNICATION

ACCESS TO RECORDS

SJB complies with the federal statute governing access to student records. A written request is required. The school has fifteen days to comply with a request. Please contact the school office for further information.

PARENT CONCERNS

Should an issue arise at school, parents should utilize the following protocol.

- Make an appointment with the teacher closest to the situation to discuss questions or concerns. Many issues are resolved at this level.
- If you have discussed the situation with the teacher(s) and are not satisfied with the results, you may make an appointment with the principal to discuss the issue. Call the school office to make the appointment. Please inform the principal of the meeting's purpose.
- If you still feel that the issue has not been adequately resolved, present the problem to the pastor for consideration.
- Should the matter still be unresolved, contact the Catholic Schools Office.

NON-CUSTODIAL PARENTS

SJB 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, 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 file-stamped copy of the court order.

SCHOOL COMMUNITY COMMUNICATIONS

Communication between school and home is essential. SJB has procedures to ensure open lines of communication. Parents' concerns are directed first to the classroom teacher, then the principal, pastor, and, finally, the Diocesan Catholic Schools Office.

1. The principal's newsletter is sent weekly via email with the link to the Thursday posting. The posting is prepared for a Thursday distribution. The deadline to include information is Wednesday by noon. The principal approves all contents of the Thursday communication, which is posted to SchoolSpeak.
2. Communications between home and the classroom teacher are not included in the Thursday posting; they are sent separately through SchoolSpeak.
3. Faculty and staff email addresses and telephone extensions are found on SchoolSpeak. Personal phone numbers and email addresses of faculty and staff members are confidential.
4. School Board meetings are scheduled early in the scholastic year. Changes to meeting day or time are noted in the Thursday posting. Minutes of the meetings are on SchoolSpeak.
5. The Yearly Calendar and the Handbook are made available via SchoolSpeak.
6. Grading information for students in K-8 may be found on the SchoolSpeak website and accessed through individual family PIN numbers.

DISCIPLINE

SJB DISCIPLINE POLICY

The word "discipline" comes from the word disciple. Christ told us how to recognize His disciples. "They shall have love for one another." SJB is a place where:

- every person is respected.

- administration, staff, and students strive to help each other.
- the love and concern of Jesus Christ is alive.
- a community of faith is bonded in the presence of Christ.
- students embrace Catholic traditions, values, attitudes, and responsibilities.
- the safety and well-being of all students is maintained in an educational environment.
- the PBIS system has been implemented to be a proactive and positive approach to discipline. Our school focuses on three main characteristics: Christian Attitude, Responsibility, and Safety. Behavioral expectations in each area of our school have been created to ensure a common approach to discipline. (The PBIS matrix is included at the end of this handbook).
- restorative justice is implemented, providing a climate in which students and staff strive to repair any harm done by their actions.

PARENT EXPECTATIONS

- Parents enter into partnership with SJB and are loyal to this commitment.
- Parents encourage students by the example they set.
- Parents promote students' development through weekly Mass attendance and by providing positive models of Christian service.

STUDENT EXPECTATIONS

- Students treat themselves and other students and faculty at SJB with respect and kindness in words and actions.
- Students demonstrate pride in themselves, the SJB environment, and their academic progress.
- Students practice self-discipline and take personal responsibility for their choices, restoring that which has become damaged through their actions.
- Students' conduct prioritizes the safety of themselves and others.
- Student behavior should enhance the educational process.
- Students provide Christian examples to classmates by following the PBIS matrix of SJB and the directives of classroom teachers, staff, and parent volunteers acting in a supervisory capacity.

TEACHER EXPECTATIONS

- Teachers view all students as children of God.
- Teachers recognize all students as individuals.
- Teachers support and encourage each student.
- Teachers demonstrate respect to students, parents, and colleagues.
- Teachers demonstrate an active faith life.
- Teachers communicate effectively with students and parents.
- Teachers work together to create an atmosphere of peace, where love and justice flourish.

It is the duty of the school to redirect or correct the conduct of students that does not meet the expectations of SJB. The correction of inappropriate conduct is accomplished when there is a strong working relationship and support between school and home.

PRIDE IN PROGRESS NOTE (PIPs)

Positive reinforcement is provided to students for demonstrating the behaviors outlined in the PBIS matrix. One way this occurs is through the use of Pride in Progress notes (PIPs). Teachers complete a PIP form and give it to the principal when students demonstrate behavior above and beyond expectations. PIPs are publically recognized during the daily assembly. Once a student has accumulated five PIPs in a trimester, a privilege will be given.

DISCIPLINARY PROCEDURES

At the beginning of each school year, rules and regulations that reflect SJB's philosophy are determined by teachers and students for their individual classrooms. Those rules reflect dedication to the PBIS system. Those rules are posted in the classroom and used to monitor conduct. The classroom teacher makes consequences clear to students on the first day of school. Periodic review of the rules is implemented. The principal intervenes when other measures have failed to deter misconduct.

SJB's faculty and staff understand that everyone is entitled to make a mistake and students are given an opportunity to correct their behavior. Students' grade levels determine appropriate action when rules are broken. Students may be assigned a detention for an infraction considered disrespectful or dangerous to themselves or others, regardless of grade level.

BULLYING/CYBERBULLYING

St. John the Baptist Catholic School, as all elementary and secondary schools in the Diocese of Joliet, actively seeks to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, un-Christian, and strictly prohibited. We endeavor to provide a safe environment for all students. Any verbal or written threats against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, or online) face appropriate discipline, up to and including detention, suspension, expulsion, and referral to local law enforcement. Behavioral interventions may be included as a component of the disciplinary actions. This may include but is not limited to mandatory counseling. Retaliatory behavior by a student accused of bullying will also incur consequences. False accusations of bullying will result in disciplinary action taken against the accuser. Engagement in online blogs or social networking sites may result in disciplinary action if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, or the parish. The *Student Agreement for Internet Access and Related Technology Use*, which is sent home in the beginning of the year envelope for student and parent signature, addresses this issue in further depth. Any reported bullying issue will be promptly brought to the attention of the appropriate party; the pastor or the principal or designee, and thereafter investigated.

For the purpose of this policy, bullying is defined in conformity with Illinois Law as follows: "Any severe or pervasive physical act or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance; or

- Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by the school.” 105 ILCS 5/27-23.7 (b)

DEMERITS / DETENTIONS

- Demerits are written notification to parents that a student has not met the minimum requirement for conduct in some regard. Student accumulation of 5 demerits results in a detention. Accumulation of three demerits in one day results in an automatic detention.
- When issuing a demerit to a student, the teacher must fill out the student’s name, date, and specific reasons for the demerit.
- After signing the demerit, the teacher gives the white copy to the student, the pink copy to the principal who forwards the demerit to the assistant principal, and keep the yellow copy for his/her own files.
- The student is expected to have their parent/guardian sign the white copy of the demerit and return the copy to the issuing teacher the next school day. If a demerit is not returned the next day, the student will call home, and an email will be sent by the issuing teacher through Schoolspeak notifying the parent.

A detention notice is written notification to parents that a student is staying after school for one (1) hour. The infraction and the time period to be served are stated on the notice.

- Teachers or the principal issue students a detention.
- Parents or guardians must sign the notice and return it to the issuing faculty member on the next day classes are in session.
- Failure to return the detention slip results in the student serving an additional detention the next week.
- Detentions are served on Thursdays from 3:00 – 4:00 P.M.
- Students will use the hour to reflect upon their actions, identify what was damaged by those actions (property, relationship, trust, etc.), how they will avoid this action in the future, and in what ways they will restore what has been broken. This internal narrative will result in a written essay.
- Detentions are non-negotiable and must be served.
- An accumulation of five detentions will result in an in-school suspension.

Detentions are a consequence for the student, not the family. Please contact the appropriate person if arrangements need to be made to change the date of the hour. Students usually respond with positive behavior when they see parents and school working together for their benefit.

CHEATING

Cheating is a serious violation that requires disciplinary action. If a student is found to have cheated, allowed another student to copy work on a test or homework assignment, or has plagiarized, the student will automatically receive a failing grade on that test or assignment. There will be no opportunity to retake that test or assignment. In addition, the student will serve a detention.

SUSPENSION OR EXPULSION OF STUDENTS

St. John the Baptist Catholic School reserves the right to suspend a student for a determined length of time or to expel a student from SJB. **Civil authorities will be contacted for any behaviors that are unlawful.** Examples of behavior resulting in this action include, but are not limited to:

- Gross misconduct endangering the health, safety, and welfare of SJB community in general
- Possession and/or use of a weapon
- Possession and/or use of any narcotic or intoxicants
- Setting off a fire alarm without evidence of a fire or emergency
- Behavior resulting in property damage
- Behavior substantially or materially disrupting the educational process or discipline of SJB
- Repeated minor incidents of misbehavior which other disciplinary measures have failed to deter
- Gross disrespect or harassment
- Fighting or assaulting another individual
- Insubordination to a faculty or staff member
- Truancy- including accumulation of tardies
- Possession of smoking materials
- Defacing, damaging, or theft of property
- Possession of firecrackers or other explosive materials
- Use of vulgar, abusive, or racist language
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, and indecent exposure.

If a report is made to a teacher regarding any of these behaviors, the teacher will promptly notify the principal. Prompt and fair action will be taken to investigate any report related to the aforementioned behaviors.

ELECTRONIC DEVICES

A cell phone or any electronic device (such as an iPod, Kindle, or digital camera) may not be used by a student during school hours without faculty approval. If it is essential that a student possess a cell phone, it must be turned off and stored in the locker during the school day. Students may only operate a cell phone or other electronic device after they have left the building. Cell phones or electronic devices that are visible or audible will be confiscated. This item will be held at the school office until a parent comes to claim it. A student will serve a detention if a cell phone or other electronic device is in use, as defined by being visible or audible, during the school day. A second offense will result in the loss of the device for the remainder of the school year.

DRESS CODE

SJB UNIFORM

After two years, we have transitioned to this Uniform:

- Blue plaid jumper or skirt, depending on age, purchased from Dennis Uniform
- White blouse or white, gray, royal blue, or black polo for girls
- Black pants for boys or girls (or shorts prior to October 15 and after April 15)
- White, gray, black, or royal blue polo with pants option
- White, black, gray, or navy/royal blue socks, at least crew length (no liners or quarter socks)
- White, gray, black, or navy tights (optional)
- Leggings in white, gray, black, or navy may be worn with skirts/jumpers in cold weather.

Shoes

- Dress shoe in solid color (topsiders-style permitted) in black, brown, gray, navy, or white
- Solid color gym shoe in black, brown, gray, navy, or white

Boys and Girls

- Special Club Meeting Days – Club shirt worn with uniform slacks, jumper, or skirt. No jeans may be worn.
- Spirit Days – SJB spirit shirt worn with jeans or sweat pants

UNIFORM REGULATIONS – ALL GRADES

- All pants, slacks, skirts and shorts must be worn on the waist.
- Blouses and shirts may not be oversized and must be tucked in at all times.
- All shirts worn under uniform shirts must be tucked in and not be visible.
- Skirts and shorts may not be shorter than two (2) inches above the knee.
- Shorts may be worn until October 15th and beginning April 15th.
- It is recommended that girls wear shorts under jumpers/skirts for recess.
- Cardigans and zip fleeces provided by Dennis are optional. Plain fleeces and sweaters are also permissible in white, gray, navy, royal blue, or black.
- Only clear nail polish may be worn.
- Makeup is never permissible, including on dress down or picture days.
- Only one post earring per ear which does not dangle is allowed.
- Boys may NOT wear earrings.
- Chains and necklaces may not be worn excepting a cross, crucifix, or religious item.
- Scout uniforms may be worn on meeting or special activity days. Jeans are not acceptable with Scout shirt.
- Boys' hair may not exceed collar length and must be trimmed above eyebrow level.
- SJB students must have their natural-colored hair.
- Only one bracelet or wristband may be worn at a time.
- No ankle bracelets or rings may be worn.
- No light-up shoes, cargo pants, rolled skirts, moccasins, or hair extensions/feathers are permitted.
- Jeans may only be worn on "Dress Down Days." No chains may adorn jeans.
- No toys of any kind may be brought to school.

Students out of uniform or with unacceptable shoes, hair, accessories, or other clothing will be given a warning for a first offense. If the offense is not corrected, the student will receive a demerit.

- Fifth – Eighth graders are required to dress for gym class including gym shorts, shirt, and gym shoes.
- Kindergarten – Fourth grade boys and girls do not dress for gym but are required to have gym shoes for gym. Girls should wear shorts under jumpers.
- SJB blue gym shorts and tee shirt must be worn for gym in grades 5 through 8. Shorts should be mid-thigh to knee length.
- Sweat clothes may be worn on cool days and must be plain navy blue.
- No black marking soles on gym shoes.

DRESS DOWN DAY GUIDELINES

- Clothes must be modest in nature.
- Shirts, pants, or shorts must not expose any undergarments.
- All tops must have sleeves.
- Shorts and skirts may not be shorter than 2” above the knee.
- No midriff tops or low cut pants that expose the waistline.
- Jeans are acceptable. Tattered jeans are not permissible.
- Leggings and skinny jeans are permissible only when the blouse covers the upper thigh.
- No clothing with inappropriate sayings or pictures.
- All shoes must be close-toed and have a back. Sneakers are permitted.

UNIFORM SUPPLIER

Uniforms may be purchased through Dennis Uniform at www.dennisuniform.com. Please visit their website for locations and directions. Our clothes closet will reopen when sufficient new uniforms are returned to the school for this purpose.

FAITH DEVELOPMENT

PARENT COMMITMENT

We expect parents to participate actively in family faith life. Children are taught that regular participation in liturgy is essential to the lives of Catholic Christians. Parents are expected to share Eucharistic celebration every weekend with their children. Children are taught that daily prayer is an important part of their faith life. They need to see their parents as prayerful persons and join them in family prayer.

MASS

Students in kindergarten through grade eight attend Mass with the entire school community once a week as part of their religious education, as well as a second Mass with their grade level peers. One Faith Family or grade level group assumes special roles at the all school masses. Parents are always encouraged to attend. These are special times for your children during which our role as “Church” is visible in a very tangible way.

SACRAMENTS

All sacramental preparation is conducted in cooperation with the SJB Parish Religious Education Office. The parents’ role in the religious education of their children is paramount. Student preparation for the sacraments is handled in the following manner:

Reconciliation - Second grade students receive instruction in class and during Reconciliation meetings with their parents. The reception of the sacrament is during a family- oriented parish celebration.

Eucharist – Second grade students receive instruction in class and attend First Eucharist meetings with their parents. The celebration of First Holy Eucharist is held in the spring.

Confirmation – Seventh and eighth grade students receive instruction in class and attend meetings with parents and sponsors as part of the parish formational process which augments their religion class. The sacrament of Confirmation is celebrated for eighth graders in the spring.

ALTAR SERVERS

An altar server is a member of the assembly who assists the priest and deacon during the celebration of the Eucharist and during other liturgical ceremonies. Beginning in fourth grade, all students are given the opportunity to be trained as altar servers and to serve at Mass. Trained altar servers are scheduled throughout the year for daily and weekend Masses. Altar servers may sometimes be asked to serve at funeral Masses during the school day.

FINANCES

TUITION PAYMENTS

The smooth operation of our school depends on the timely payment of tuition installments. Although rare, families sometimes need to amend the original payment agreement. Should a family face an economic situation making their tuition obligation difficult to honor, the family must contact the parish accounting office in order to address the situation. If a family falls behind by one payment without parish/school approval, certain restrictions will go into effect.

- In order for children to participate in extra-curricular activities (including, but not limited to athletics, spring musical, etc.), families must be current with tuition payments as well as all fees. Faith formation activities do not fall under this guideline.
- In order for eighth graders to participate in graduation events, all tuition and fees must be paid by May 1.
- In order to return to St. John the Baptist in the fall, all unpaid balances must be satisfied and current enrollment fees must be up-to-date.

TUITION REFUND POLICY

If a student enrolled at St. John the Baptist School finds it necessary to leave the school for any reason, tuition will be refunded on a pro-rated basis. Tuition will be refunded for the full months that a student is not enrolled. Tuition is pro-rated on a ten month calendar (July – April). For example, if a student withdraws from school on February 5th tuition will be refunded for two months: March and April. If an automatic deduction payment plan has been chosen, payment will be deducted through the last month in which the student is enrolled. The Smart Tuition enrollment fee of \$45 is not refundable.

HEALTH MATTERS

ILLNESS

Parents will be called to pick up a student who becomes ill or has a fever during school. Please do not send a questionably ill student to school. Temperatures must be normal for 24 hours without medication before returning to school.

Students with a rash may not attend school until a physician has provided written documentation that it is not contagious. Students with chicken pox may not return to school until they are fever free and all sores are scabbed-over. All visible warts must be covered.

A physician's permission may be necessary after an extended illness or an injury for a student to participate in physical education class activities. A note from the parent or guardian is necessary

to excuse a student from physical education for one day. A physician's note is necessary to excuse a student for more than three (3) days.

SJB is required to report all contagious and childhood illnesses to the DuPage County Health Department of Records. Please be sure to include this information when reporting a student's absence.

MEDICATION

The Illinois Association of Nurses believes it is more desirable for medication to be administered at home. They do recognize that at times this is not practical or possible. Any student who is required to take medication while attending regular classes must comply with SJB regulations:

1. Written orders, renewed annually, from a student's physician and pharmacy with dosage and time interval for medication.
2. Written permission must be given with each new physician's order requesting SJB's administration of the physician's order to dispense medication. These documents must be kept in the student's file in the school office.
3. The law for schools states that medications must be appropriately labeled by the pharmacy or physician, and stored in its original packaging in the school office. This includes all over the counter as well as prescription medicine. No medication is distributed without proper procedures.
4. **The school secretary administers all medications including; cough drops, antacids, and pain relievers.**
5. If your child has asthma medication or epinephrine (auto-injector) , please call the school office to be advised of procedures for the student to carry that medication with him/her on a daily basis.

HEAD LICE

When head lice are discovered at SJB, information is sent home with all students in any affected class. All students in affected classrooms are checked for head lice until no other cases are found. No infected student may attend school as long as nits are visible on the hair follicle.

EMERGENCY CARD

An emergency card for every student is sent home at the beginning of the school year. Please fill out the card completely; cellular phone numbers are especially helpful. The card is returned and kept on file in the school office. The card must provide the names and phone numbers of two people who can be contacted if the parents cannot be reached. It is vital that you notify the school office of any changes in your emergency card information and provide as much information as possible. Parents who are out of town for several days must send written information informing the school office who is responsible for the student during parent or guardian absence.

ACCIDENTS

In an emergency or in the event of serious illness or an accident, students are transported via ambulance to Central DuPage Hospital for treatment after all contacts on the emergency card have been tried or school personnel feel that immediate attention is warranted. This action taken by SJB personnel does not obligate them to assume responsibility for the treatment of the student. Records of each accident are kept in the school office.

SOCIAL WORKER

A social worker will be in our school one day a week for group work on peer relationship issues, individual counseling, and staff support for students in crisis. The program is offered through Catholic Charities.

The social worker works with SJB staff to identify students who may benefit from social work services. The social worker works with groups of students, parents, and staff. Parents will be contacted for consent should the social worker believe that regular meetings with a single student would be beneficial.

PHYSICAL/DENTAL/VISION EXAMINATION

The State of Illinois requires physical exams for students entering school for the first time and for students who have recently moved into Illinois. Students entering St. John's for preschool, kindergarten, and sixth grade are required to have record of mandated physical exams on file in the school office no later than the first day of school. Failure to comply will result in the exclusion of the student from school and school related activities. The date for exclusion is October 15th of the given school year.

A sports physical is required each year of all students participating in the athletic program before the student may practice or participate in games. Record of this sports physical exam needs to be on file in the school office. The sixth grade physical fulfills the sports physical requirement.

Dental exams are required for all kindergarten, second and sixth grade students. Vision exams are required for all students entering kindergarten or school for the first time. The vision exam needs to be completed by a licensed optometrist or ophthalmologist.

LUNCH AND RECESS

LUNCH

Please pack a lunch that is sufficient to meet your child's needs while avoiding excessive amounts that might lead to waste. In addition, please try to pack items with limited packaging. Students may not bring carbonated beverages or use glass containers. **Fast food lunches are not to be brought in or delivered to school.**

Hot lunches are offered through a monthly order form. Dates for distribution of the monthly form and due dates are provided in the monthly calendar additions. Hot lunch forms are found on the website included in the weekly Thursday envelope posting.

RECESS

Students have daily outdoor recess, weather permitting. Students are required to dress appropriately for the weather. Hats, gloves and boots are necessary during cold, snowy weather. Only students with snow pants, boots, and gloves may play in the snow. Students have indoor recess on rainy days or in extreme cold, defined as single-digit temperatures, either wind chill or actual.

LUNCH SCHEDULE K-8

Grades K-4 Lunch.....12:00 P.M. -12:20 P.M.
Grades 5-8 Lunch.....12:20 P.M. – 12:40 P.M.
Grades K-4 Recess12:20 P.M. -12:40 P.M.
Grades 5-8 Recess12:00 P.M. – 12:40 P.M.

Preschool Lunch.....11:30 A.M. -12:30 P.M.

MISCELLANEOUS

ANIMALS/PETS

To ensure the safety of all students, animals or pets are not allowed in the school building or on school grounds without the permission of the principal.

LOST AND FOUND

Parents are urged to mark all articles of clothing, books, boots, lunch boxes, water bottles, backpacks, etc. with their child's name to facilitate their return when lost. All found articles will be kept in a bin in the primary hallway and a bin in the area outside the gym. You may check Lost and Found for students' lost items. Articles not claimed will be donated at the end of each trimester to local charities.

SCHOOL OFFICE HOURS

School office hours are 7:30 A.M. to 3:00 P.M. when school is in session. SJB's telephone system has voice mail for the office and school staff before and after school hours. The telephone number is (630)668-2625. The school secretary can be reached at extension 618. Teachers' extensions are listed in the school directory. Students will be allowed to use the classroom telephone only in the event of emergencies.

PARENT ACTIVITIES

SJB VISITORS

For the safety of our students and staff, all parents and visitors enter the school through Door #1 (main office entrance), which is always locked. Please ring the buzzer to have the door opened. Visitors and volunteers sign in and receive nametags before proceeding into the school. No one may enter any room or office other than the area designated on sign in sheet. All other doors in the school are to remain locked at all times.

Parents who want to speak with a teacher or staff member must schedule an appointment in advance. Please do not attempt to conference with a teacher when you are here for drop-off or volunteering in some capacity.

Children may not call home for forgotten items. This will assist in the teaching of responsibility and problem-solving skills. Please know that nutritional needs will be met.

VOLUNTEERS

St. John the Baptist Parish and School appreciate and expect families to participate in service. Our volunteers are a valuable asset. All volunteers must participate in a training program, "Protecting God's Children."

Any individual that would like to participate in any and all activities with the children of St. John the Baptist Catholic School must meet the following requirements:

- Complete Volunteer Profile form (may be obtained from the office)
- Complete Volunteer Release form (may be obtained from the office)
- Attend a seminar on Protecting God's Children

Please register online for the seminar that best suits your schedule.

https://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=17156&theme=0

Volunteers will not be allowed to interact with children until these requirements have been completed.

ST JOHN THE BAPTIST CATHOLIC SCHOOL PARENTS CLUB

The Parents Club works in cooperation with the pastor, principal, and faculty at SJB for the enrichment and support of the students. Every school parent or guardian is a member of the Parents Club, which is responsible for activities throughout the school year. Information on events and projects is communicated through the Thursday envelope posting and SchoolSpeak. The Parents Club meets on the second Monday of the month, when students are in session, at 7:00 PM in School Hall, unless otherwise noted. All school parents are welcome and encouraged to attend these meetings.

STUDENT ACTIVITIES

BIRTHDAY CELEBRATIONS

In order to avoid hurting the feelings of others, party invitations may not be distributed at school unless the entire class is invited. Distribution of birthday treats during the school day must be arranged in advance with the student's teacher. For school celebrations and birthday treats, parents should give strong consideration of healthy choices to help promote student, staff, and community wellness. Teachers have food allergy information in their classroom. Parents should check with the classroom teacher before providing birthday treats. Children may only exchange birthday gifts outside of school. Students will be invited to come to the principal's office for a special treat.

LOCKER DECORATIONS

In order to avoid hurt feelings, lockers are not to be decorated for birthdays or sporting events.

EXTENDED DAY CARE AND BEFORE SCHOOL CARE

Extended Day Care (EDC) is offered to parents needing before or after school care for their children enrolled in SJB. EDC hours are from 3:00 P.M. until 5:30 P.M. Parents new to the program are given a handbook outlining this service, which operates for a fee under the direction of staff. Before school care is also offered for a nominal fee. Before school care begins at 7:00 A.M. and ends with the 7:30 A.M. bell. Details are available through the school office.

FIELD TRIPS

Field trips enhance the curriculum and provide first hand experiences for the growth of SJB students. Parents or guardians are provided with permission slips, including fee amount due, for each field trip that students attend in advance of the field trip. Permission slips must be signed and filled out whether or not a student will participate in the event. Field trip fees must be

submitted with the permission slip if the child plans on attending. Permission must be given in writing, therefore permission cannot be given over the telephone. The classroom teacher, following diocese guidelines and considering the nature of the field trip, decides the number of chaperones needed for a trip. Please indicate on the permission slip if you are able to take on this responsibility. Only assigned chaperones attend a field trip. Any parent providing transportation must fill out a driving form each year. For the safety of all our children, siblings are not allowed to go on class or school field trips.

TRANSPORTATION

On occasion, parents may be asked to transport other students to school functions, including but not limited to, field trips. When transporting a child other than your own for a school sponsored event, the driver must complete a Transportation Form, found in the school office, and meet all volunteer requirements as stated by the Diocese of Joliet.

STUDENT PRIVACY AND VOLUNTEER CONFIDENTIALITY

Students have the right to expect that information about them will be kept confidential by all volunteers. Volunteers must refer any concerns they have about a student to the principal.

Any other policies or procedures not covered in this handbook follow the Joliet Diocesan Handbook. A copy of the handbook is available in the principal's office.

The Administration reserves the right to amend this document at any time. Families will be notified if a change is deemed necessary.

St. John the Baptist School PBIS Matrix

	Arrival -Dismissal	Church	Classroom	Hallway-Stairs
Christian Attitude	<p>Arrival:</p> <ol style="list-style-type: none"> Greet adults using Mr. / Mrs./ Ms. Respect personal space and belongings. <p>Dismissal:</p> <ol style="list-style-type: none"> Say "goodbye" to those you see. 	<ol style="list-style-type: none"> Enter quietly and genuflect. Show reverence in words and actions Participate in prayer and song. Fold hands when going up to and returning from receiving Communion. 	<ol style="list-style-type: none"> Use kind friendly words and a calm voice. Say please/thank-you. Include everyone. Use good manners. Respect other students' comments, opinions and ideas. Do not show disrespect by rolling eyes or body gestures. Act in a way that allows everyone to learn. Participate appropriately. 	<ol style="list-style-type: none"> Move quietly to avoid disturbing classes. Be aware of who is around you and walk in way that does not interfere with other students.
Responsibility	<p>Arrival:</p> <ol style="list-style-type: none"> Arrive on time. Have all belongings ready to go. Dress in proper 	<ol style="list-style-type: none"> Close books quietly. Raise/lower kneelers quietly with your hands. Pay attention and listen. Hold hymnals in hands. 	<ol style="list-style-type: none"> Be prepared for class with supplies, materials, and homework. Keep areas clean. Take ownership of your 	<ol style="list-style-type: none"> Stay to the right in a single file line on stairs Wait quietly to enter a classroom. Close lockers quietly w

	uniform. Dismissal: 1. Take all materials needed to complete homework.		actions. 4. Take care of classroom materials and equipment. 5. Cell phones must be turned off and in backpacks at all times.	hands. 4. Make sure your shirt is tucked in and skirt is unrolled.
Safety	Arrival: 1. Exit cars promptly and enter designated door. 2. Enter the building walking quietly. Dismissal: 1. Go directly to designated area. 2. Walk to designated areas in a straight line. 3. Do not walk between cars.	1. Walk in line with group. 2. Sit and kneel appropriately.	1. Sit on chair appropriately. 2. Ask permission to leave the classroom. 3. When necessary, follow emergency procedures.	1. Walk at all times. 2. One step at a time on stairs. 3. Face and eyes forward. 4. Only enter a classroom if teacher is present.

St. John the Baptist School PBIS Matrix

	Recess (Indoor/Outdoor)	Washrooms	Office	Field Trips
Christian Attitude	1. Use kind and appropriate language. 2. Include anyone who wants to play in your game. 3. Follow the rules of the game.	1. Respect your own privacy and that of others. 2. Do not deface washroom property.	1. Greet office staff. 2. Wait your turn, being careful not to interrupt. 3. Use good manners, including the phrases please, thank you, and excuse me.	1. Always be polite. 2. Use quiet voices both on the bus and at your destination.
Responsibility	1. Dress for the weather for outdoor recess. 2. Use equipment properly. 3. Return equipment to appropriate places. 4. Snow pants and boots must be worn in snowy areas.	1. Always flush. 2. Use washroom quickly and quietly. 3. Leave area clean. 4. Keep water in sink. 5. Use paper towels for drying hands only. 6. Deposit used paper towels in garbage can.	1. Know your purpose for going to the office and clearly state it. 2. If late, stop for tardy slip.	1. Keep track of your belongings. 2. Listen in order to learn. 3. Participate appropriately. 4. Always follow the directions of your chaperone.
Safety	1. Ask for permission to leave the playground. 2. Sticks, rocks, woodchips, and snow stay on the ground. 3. No rough play. 4. Walk to and from recess quietly.	1. Wash hands with soap. 2. Report problems to your teacher. 3. Turn water off. 4. When finished using water fountain be sure water is turned off and no water is on the floor.	1. Stand in area visible to the secretary, but clear of the hallway.	1. Stay with the group and group leader. 2. Follow directions. 3. Stay in your seat with hands inside the window. 4. Obey the driver. 5. Know the steps to follow if you get separated from the group.

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