



JORDAN

CATHOLIC SCHOOL

“Forward in Faith”

2023-2024

PARENT / STUDENT HANDBOOK

CATHOLIC SCHOOL STATEMENT OF PURPOSE

“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom “

The Religious Dimension of Education in a Catholic School, #25

Catholic schools in the Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the young people of the Diocese. We welcome non-Catholic students into our schools who wish to take advantage of the opportunities provided by Catholic education. Every school must have as its main goal to help each student develop a personal and ecclesial relationship with our Lord Jesus Christ, who is “the Way, the Truth, and the Life” (John 14:6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school’s curricula, service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual abilities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral and social teaching is an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church’s Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local church communities.

History of Jordan Catholic School

In January of 1974, Bishop Edward O’Rourke approved the consolidation of three Catholic schools operated by St. Pius X, Sacred Heart and St. Joseph Parishes in Rock Island, Illinois. Eventually three more parishes were included in this consolidation, St. Ambrose Parish in Milan, St. Mary’s Parish in Rock Island and St. Patrick’s Parish in Andalusia.

The Right Reverend Monsignor T.J. Jordan, a retired pastor who served many years in Rock Island and in the Diocese of Peoria and was a strong advocate of Catholic schools, was honored by the use of his name for the consolidated school, Jordan Catholic School.

The consolidation of these parish schools brought the total enrollment in 1974 to 1,014 students. Four campuses were originally used to house the students: the Villa de Chantel, St. Pius X, Sacred Heart and St. Joseph campuses.

Jordan Catholic School expanded its educational program by adding a four year old preschool in 1987. In 1990, the preschool program was expanded to include a three year old class. Daycare was added in 1992. In the fall of 1998, Jordan Catholic School began the all-day Kindergarten program. The addition of these programs allowed a full day educational program for children three years of age through Grade Eight.

Currently, five Catholic parishes participate in the consolidated system: Sacred Heart Parish in Rock Island, St. Mary's Parish in Rock Island, St. Pius X Parish in Rock Island, St. Ambrose Parish in Milan and St. Patrick's Parish in Andalusia. Jordan Catholic School is now located at one campus at St. Pius X Parish. There are two classes in every grade level, Kindergarten through Grade Eight, with an enrollment of over 400 students.

Jordan Catholic School Mission Statement

The mission of Jordan Catholic School is to provide students with a Catholic Christian education resulting in graduates who are committed to the mission of Christ, the Gospel values, and the recognition and development of their own individual gifts and abilities.

Statement of Philosophy

We believe that each child is unique and is a creative and responsive person with individual abilities, experiences and needs, who grows and learns through interaction with others and is influenced by home, community and a society in which attitudes toward Christian values are changing and being challenged.

We believe that each child is called to grow in understanding and the practice of Gospel values and to live a faith relationship with the Father through Jesus, His Son, and to share a unique giftedness with the community. This will give strength to the faith community of the Church.

We believe a Catholic school teaches and reinforces values based on Sacred Scripture, the Catholic Christian tradition and on the principles of social justice. It emphasizes Christian community and fosters experiences of prayer and worship, creates a learning environment that encourages self-discipline, values skill development and competency, implements a curriculum that makes it possible for each student to accept increased responsibility for his/her own learning, encourages various patterns of interaction and cooperation in curricular and co-curricular activities, provides educational experiences for appreciation of the fine arts and the contribution of diverse cultures, recognizes the primary responsibility that parents have for the education of their child(ren) and the involvement of home and school in the process and encourages the continued growth and development of each member of the staff.

**Be it known
To all who enter Jordan Catholic School
That Christ is the reason
For this school,
The unseen but ever present
Teacher in its classes,
The model of its faculty,
The inspiration of its students.**

INTRODUCTION

All Catholic schools in the Diocese of Peoria are subject to the policies of the Diocese of Peoria. The Diocesan Policy Manual can be found on the Diocesan website, cdop.org, under the Office of Catholic Schools.

Reference the Diocesan Handbook where noted at: [School Forms - Catholic Diocese of Peoria](#)

NON-DISCRIMINATION IN ADMISSION POLICIES

No student shall be refused admission to Jordan Catholic School on the basis of race, sex, national or ethnic origin. Students of religious denominations other than Catholic may be admitted according to local policy.

ACCREDITATION

Jordan Catholic School received full accreditation during the 2015-16 school year from North Central Association Commission on Accreditation and School Improvement, a division of AdvancEd.

STATE RECOGNITION

Jordan Catholic School obtained full recognition by the State of Illinois under the guidelines for Recognition of Non-public Elementary Schools in 2015. Jordan Catholic School has met the standards set by the Illinois State Board of Education and fulfilled application requirements.

RIGHT TO AMEND

Circumstances may arise in which Jordan Catholic School determines that changes are required in these guidelines and procedures. For this reason, Jordan Catholic School reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits or procedures set forth in this handbook.

STATEMENT OF GOALS

Christian Formation

- To develop an awareness of Christ in self and in others.
- To develop, reinforce and proclaim Christian values and attitudes.
- To increase the knowledge of and respect for the teachings of Christ.
- To present basic Catholic doctrine.
- To witness our faith through our actions.
- To foster responsibility for one's actions.
- To deepen appreciation for various prayer forms through active participation in worship and prayer.
- To nurture a faith-filled life for everyone involved in and with our school community.

Academic Education and Formation

- To give each child the necessary encouragement and aid to independently attain individual goals.
- To provide differentiated learning situations in which personal achievement and success are attainable.
- To strive for a stimulating and challenging educational program that provides for individual needs.
- To develop and maintain a coordinated curriculum throughout all of the grades.
- To impart background knowledge and information in the Jordan Catholic School curriculum that will guide students to make connections and to apply their knowledge to new situations.

- To guide and motivate students in becoming self-directed, responsible, respectful and independent learners.

Administrative Responsibility

- To provide educational leadership and administrative skills in building a faith community through which the total development of each student is promoted.
- To provide encouragement and understanding to faculty and students while recognizing each as a unique individual.
- To strive for harmony with the school community by providing an opportunity for honest, open communication.
- To assist teachers in providing a total educational program where every child is given the opportunity to succeed.

Faculty Responsibility

- To show acceptance and encouragement of each child as a unique individual.
- To meet the individual needs of each student.
- To exemplify Christian principles and attitudes.
- To maintain professional ethics at all times.
- To show a spirit of cooperation and open communication with other faculty members, parents and guardians, students, pastors, the Jordan Catholic School Commission of Education and the public.
- To show a spirit of cooperation within and between departments.
- To continue participation in professional activities and continuing education.

Student Responsibility

- To strive to achieve to the fullest of one's ability.
- To exemplify a concern toward one's self and others.
- To abide by Jordan Catholic School rules and regulations.
- To accept and respect the uniqueness of each person.
- To play a supportive role in school activities.

Parental Responsibility

- To be the primary educators of their child(ren).
- To guide their child(ren) in the deepening of their faith through attendance at Mass, participation in the sacraments and sharing daily prayer.
- To cooperate and work in conjunction with the Jordan Catholic School's faculty, staff and administration.
- To be active in and supportive of the Jordan Catholic School Home and School Association and Booster Club.

ADMISSION/ENROLLMENT PROCEDURES

Admission to Jordan Catholic School

Jordan Catholic School admits students regardless of sex, race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded to the students in the school.

Priority for Admission. Families who follow our application procedures and timeline will be admitted on the following priority basis:

- First priority for admission is given to children with siblings already attending Jordan Catholic School who are in good standing with the school and participating members of their parishes.
 - Second priority will be given to children of registered and participating members (defined below) of St. Pius X Catholic Church, St. Patrick's Catholic Church, St. Ambrose Catholic Church, Sacred Heart Catholic Church (RI), or St. Mary's Catholic Church (RI).
 - Third priority will be given to children of registered and participating members of other Catholic parishes.
 - Fourth priority will be given to all other non-affiliated parish applicants
- A child must be three years old by September 1 of the academic year to enter 3-year-old Prekindergarten.
 - A child must be four years old by September 1 of the academic year to enter 4 year-old Prekindergarten.
 - A child must be five years old by September 1 of the academic year to enter Kindergarten.
 - A child must be six years old by September 1 of the academic year to enter First Grade.

Exception to age requirements may be made only at the recommendation of the principal with the approval of the Superintendent of Schools.

For children entering school for the first time, age shall be verified through a copy of the official birth certificate. In addition, a baptismal certificate shall also be submitted for Catholic students.

Transfer of students from any public, private or Diocesan school will be considered on a case by case basis. All new students will be admitted on a conditional basis.

Registration Procedures

Parents wishing to register their child(ren) in Jordan Catholic School:

- Must complete the necessary registration materials.
- Must have an on-campus meeting w/ principal and child(ren) looking to enroll, and at this meeting must provide all academic & disciplinary records from the previous school.
- Must provide a certified copy of the child's birth certificate.
- Must provide a copy of the child's baptismal certificate (Catholics only).
- Previous school transcript(s) and copy of standardized test scores (if transferring from another school)
- \$350 non-refundable Educational Fee per student, and a max of \$650 a family (due July 5 to ensure a spot on a class roster)
- Provide the child's Social Security number(s) (optional).
- Students entering Preschool, Kindergarten and Grade Six, or who have recently moved into the State of Illinois must provide proof of a current medical examination as well as the necessary immunizations required by the State of Illinois.

- Students entering Kindergarten, Grade Two and Grade Six are required to provide proof of a current Dental Examination.
- Students entering Kindergarten or upon first entry beyond Kindergarten are required to have an Eye Examination.

Current Jordan Catholic School families will receive a Pre-registration commitment form in February with **official registration beginning around March 1st**. For new students a copy of a birth certificate, and baptismal certificate must accompany the Registration Form to secure a session placement. Three year-old Preschool and 4-year-old Pre-K will have a maximum class size of twenty.

As part of the admission process, families agree to maintain a commitment to the mission, goals, and religious values of Jordan Catholic School through support of the policies outlined in the parent-student handbook. Students transferring to Jordan Catholic School from other schools will undergo a screening process to ensure that the student's previous record and reason for transfer are consistent with Jordan Catholic School's mission and goals. Transferring students must have a record free of major disciplinary incidents (e.g. suspension, expulsion, major infractions of school rules). In addition, if the information gathered indicates that Jordan Catholic School does not have the educational program to best serve the academic, behavioral, or social/emotional needs of the student, the student will not be accepted for admission. All students transferring to Jordan Catholic School will be put on a 60 day probationary period, at which time an evaluation will be done by the teachers and administration.

Student Admission from another School

Any student who has previously been expelled from a school, asked to leave a school, or left a school to avoid expulsion shall not be admitted into an elementary or secondary school of the diocese without written permission from the Superintendent of Schools. [D-110 P-CDOP](#)

Each school will follow local policies and procedures for admission. If an administrator believes that there is merit in admitting a student who has previously been expelled from a school, asked to leave a school, or left a school to avoid expulsion, the administrator shall obtain written approval from the school's pastor/canonical pastor prior to partitioning the Superintendent of Schools. The Superintendent will review all pertinent information, with consideration being given but not limited to the following:

- Nature and circumstances of the expulsion or withdrawal
- Attendance records
- Disciplinary records
- Academic records
- Counseling records

After reviewing all pertinent information, the superintendent shall make a final decision regarding admission to the school. Admission will be granted on a case-by-case basis and only if enrollment is in the best interest of the school and the student. If permission is granted to the school to admit the student, the student shall be placed on probation for a period to be determined by the principal and not to exceed one semester. [D-110 AR-CDOP](#)

Tuition Assistance

Finances should not keep Catholic children from attending Jordan Catholic School. Jordan outsources the initial application process through a private needs analysis company required by other schools in the Diocese of

Peoria, called FACTS. All applications for tuition assistance must be completed and returned to FACTS with all required documentation (ie: tax returns and W2) by the date specified on the application which is available through an online process. The needs analysis performed by FACTS and its recommendations will be reviewed in a confidential manner.

Invest in Kids Act Scholarships are available on a first come first serve basis. The monetary awards will vary from year to year depending on donors taking advantage of the tax credit.

Jordan Catholic School is providing a tuition discount on any donations made to Empower Illinois **for the benefit of Jordan Catholic School**. For the School Year 2023-24, any donations made to Empower Illinois for the benefit of Jordan Catholic School through December 31, 2023 may be used to receive a reduction in your tuition bill based on 25% of your donation. Example: If you donate \$1,000 to Empower Illinois for the benefit of Jordan Catholic School, your tuition bill will be reduced \$250. There is an additional tax benefit on your Illinois return of up to 75% of your donation. Please see Wendy Todd for more information.

The John Lancaster Spalding Scholarship is an endowment fund established by the Diocese of Peoria. You must file FACTS in order to qualify for the scholarship and filing must take place no later than the deadline that is set for each school year.

St. Pius X Fr. Bader Scholarship- Active members of St. Pius Parish are eligible to apply for a Father Bader Scholarship. You must apply for all other scholarships in order to be considered. Application will be available through the parish. Please watch your church bulletin for deadline/application information.

Since the year 2000, the State of Illinois has offered an Illinois Education Tax Credit to parents or legal guardians who have students in Grades K – 12 and who spend more than \$250 a year on tuition, book and lab fees. The credit is a 25% deduction up to \$750 per family per year. Parents or legal guardians will receive a statement from the bookkeeper no later than January 31st of each calendar year.

Participating Membership Requirements

Every Catholic is expected to join their parish community at Mass each Sunday and Holy Day to give thanks and praise to God. Jordan Catholic School offers a tuition discount to members of St. Pius X Catholic Church, St. Patrick's Catholic Church, St. Ambrose Catholic Church, Sacred Heart Catholic Church (RI), or St. Mary's Catholic Church (RI) who are active participants. Because the parish makes this tuition discount available by contributing a significant sum to the operational expenses of the school, to be eligible for the discounted "parish member" rate, families must be a registered parishioner at one of the above parishes. Your parish priest will give you the guidelines of 'active membership' status.

Parishioner status will be monitored throughout the year by the school and parishes. Families who fail to maintain active parish membership at St. Pius X Catholic Church, St. Patrick's Catholic Church, St. Ambrose Catholic Church, Sacred Heart Catholic Church (RI), or St. Mary's Catholic Church (RI) will be charged the standard (non-parishioner) tuition rate beginning the next semester.

Tuition Payments

Tuition and academic fees are determined annually. Tuition amounts are divided into two categories: affiliated (members of the Rock Island, Milan and Andalusia affiliated parishes) and non-affiliated for Grades K-8.

The Diocese of Peoria has mandated that all schools use a tuition management service. All tuition payments will be paid through Smart Tuition. There is a \$36.00 annual fee for parents to pay monthly, and a \$20.00 annual fee for parents making one annual payment, for tuition by August 15th. The first payment is due August 15th and the last payment is due May 15th. You will receive an email in July to set up an account with Smart Tuition. If you choose to make a one-time payment the \$50.00 discount still applies to one student and \$25 for the second student. Smart Tuition will charge a late fee after 5 days. There is also a 3.0% fee on all debit/credit card transactions.

All financially responsible parties are to have their SMART tuition account set up prior to the first day of school, with proper arrangements for their set tuition amount. **Parents/Guardians should contact the principal if there is any problem in meeting their financial obligation.** If the financially responsible party falls more than 1 month behind in payments, the Business Manager will be contacting you. If the responsible party falls multiple months behind, a meeting with the principal will be required to create an action plan, with the understanding that failure to make future payments will result in the families being asked to leave Jordan. This is a last resort option, but Jordan Catholic School needs to continue to maintain all expected financial responsibilities, in order to function within our budget. Finances should not keep Catholic children from attending Jordan Catholic School. If there is a need for tuition assistance, online application forms are available through FACTS. Applications for financial assistance will be considered only after children are registered. Payments for childcare, aftercare, and lunch can be made in the business office or online.

A \$25.00 fee will be charged on all checks returned by financial institutions.

Discover, Mastercard and Visa accepted (transaction fees will apply.)

Online payments: Go to jordanschool.com (from the dropdown menu under Parents, click Online Payment).

At the end of the school year, parents/guardians who are behind in tuition payments, lunch, childcare and Aftercare fees, and have not contacted the principal to make alternate arrangements, will have their bill turned over to a third party to collect the payment. Parents/guardians of students that have withdrawn at any time during the school year whose accounts are not current will be referred to the third party collection service. **In addition, students of these families will not be eligible for re-enrollment for the next academic year unless all prior balances are paid off for lunch, aftercare, and tuition.**

Policy: Unpaid Tuition and Fees/Transferring Schools

When students move between local diocesan schools (Seton Catholic School, Jordan Catholic School, Our Lady of Grace Catholic Academy, and Alleman Catholic High School) the school they are leaving is required to complete a *Transfer of Records Request* form.

Per the *Transfer of Records Request* form, a school may NOT accept/finalize enrollment for a prospective new student that is found to be **“NOT in good standing”** due to outstanding tuition and/or fees from the previous school.

To rectify the situation and finalize a student's enrollment at the new school, parents/guardians must either remit full payment OR arrange a payment plan with the school they are leaving. Once tuition and/or fees are either paid in full or a payment plan has been devised and agreed upon the administrator of the school the student is leaving will notify the new school.

ATTENDANCE

In order to achieve the goals and objectives of the curriculum and to ensure a student's continuous progress in school, regular attendance and habits of punctuality are essential. Students are expected to be in school and on time. Academic achievement is evaluated on the basis of a student's involvement and participation; therefore, attendance is necessary. Parents/guardians are responsible for the attendance of their children at school. Students and families are asked to make every effort to **arrive at school no later than 7:55 a.m.** so students can properly prepare for the day.

"Valid cause" for absence shall be illness, including the mental or behavioral health of the student, observance of a religious holiday, death in the immediate family, or family emergency and shall include such other situations beyond the control of the student, as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student

A description of diagnostic procedures to be used for identifying the causes of unexcused student absenteeism, which shall, at a minimum, include interviews with the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problem.

The identification of supportive services to be made available to truant or chronically truant students. These services shall include, but need not be limited to, parent conferences, student counseling, family counseling, and information about existing community services that are available to truant and chronically truant students and relevant to their needs.

Incorporation of the provisions relating to chronic absenteeism in accordance with Section 26-18 of this Code.

Beginning July 1, 2018, every school district, charter school, or alternative school or any school receiving public funds shall collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. The review shall include an analysis of chronic absence data from each attendance center or campus of the school district, charter school, or alternative school or other school receiving public funds.

Absences

When a student is absent or tardy from school, parents/guardians are to phone the Building Secretary, 309-793-7350 x201) by 9:00 a.m. on each day of the student's absence and state the reason for the absence. If no call is received from the parents/guardians, the building secretary will call the parents/guardians to verify the absence of your child(ren). Upon return to school, students must have a signed note from their parents/guardians documenting the days and nature of the absence. In case of illnesses spanning more than three days, a note from a physician may be necessary. Notes will be kept on file for the current school year.

Students who are absent during the school day, or are dismissed early due to illness, are not permitted to participate in any extracurricular activities on that day.

Daily homework will be prepared for absent students and left in the school office or sent home with siblings by 3:00 p.m. each day. Students will be given the number of days to make up the missed work equal to the number

of days they were absent. Students are expected to make up missed homework, tests and quizzes within this time period. (See Truancy)

Tardiness

All students are expected to have their coats, backpacks, etc. put away in their lockers and be in their seats by 8:00 a.m. Any student arriving in their classroom after 8:00 a.m. is considered tardy. Any student after 8:00 a.m. must stop in the school office for a written admit slip before reporting to class. Any student reporting to school 30 or more minutes late will be considered absent one half day. This also applies to leaving school 30 minutes before the end of the school day.

Being on time for school and being a part of the classroom morning routine will set students up for a more positive experience for the whole school day. (See Truancy)

Excessive Absences or Tardiness

Absences or tardiness for any reason remove the student(s) from the primary learning environment and have an impact on his/her academic achievement.

When a student is tardy 5 times in a quarter the student and parents/guardians, will be required to meet with the principal. If a student is tardy 10 times in a quarter, the student and parents/guardians will be required to meet with the principal and sign a contract that explains a plan moving forward. If a student is tardy 15 times in a quarter, the parents/guardians will be reported to the Rock Island County Truancy Department. (See Truancy)

Arrival and Dismissal for the Day - Grades K - 8

Arrival Times:

6:30 - 7:30 am Beforecare/Breakfast - Cafeteria, enter through Farrell Hall Doors (Breakfast rate Applies)

7:30 am Doors Open - Enter through Gym/School Entrance Door or Main Door and proceed to gym

7:50am First Bell, students may go to their hallway/classroom.

8:00am Tardy Bell

Dismissal:

3:05 pm Kindergarten dismissal for the day or go to AfterCare

3:10pm Grades 1 through 8 dismiss for the day or go to AfterCare

3:25pm Children who are not picked up will be taken to the front office

3:30pm Remaining children will be sent to AfterCare (AfterCare Rates apply)

Students are to use the designated crossing areas to cross the streets and areas of the parking lot. These areas are supervised by crossing guards to ensure the students' safety.

Parents/guardians are asked to observe the regulations regarding parking and waiting in their vehicles at dismissal time. For the safety of our students, vehicles are not allowed to drive on the playground/parking lot during school hours.

Dental/Doctor Appointments

Parents/guardians are encouraged to schedule medical or dental appointments for their children outside school hours. If it is necessary for a child to be excused during the school day, the parent/guardian must send a note

stating the reason and time for the early dismissal. Parents/guardians are required to sign their child out in the school office before they are dismissed for their appointment. If someone other than a parent/guardian is picking up a student, parent/guardians are required to notify the school office.

Dismissal When Ill

The school nurse or school secretary approves the dismissal of a student who is ill. Parents/guardians will be notified when the illness is detected. They are expected to pick up the student or to make other suitable arrangements with a person listed on the student's Emergency Card.

Leaving the School Premises

No student may leave the school premises at any time for any purpose without the written authorization of their parent/guardian and the signed approval of the principal. No student is released unless the building secretary knows the reason for the release and the person to whom the student is released. The Jordan Catholic School accepts no responsibility for any student who leaves the premises without permission. Any student who leaves the premises without permission will be subject to disciplinary action.

Parental Cooperation

The education of a student is a partnership between the parents/guardians and the school. Just as the parent/guardian has a right to withdraw a child if they choose, the school reserves the right to require the withdrawal of a student if the principal determines the partnership is irretrievably broken.

Release of Students

Jordan Catholic School assumes the responsibility for your child(ren)'s well-being and safety during school hours. Students may be released to their parent/guardian during the school day after the parent/guardian has signed an Early Dismissal Form located in the school office. Parents/guardians are asked to notify the school office if someone other than themselves will be picking up their child. The office staff may ask for identification from anyone other than the parents/guardians.

School Hours - First bell for K-8 rings at 7:50 am; Final bell rings at 8:00 am

The staff members of Jordan Catholic School desire our students to have the best educational experience possible. One essential component for a successful educational experience is regular attendance at school. Therefore, it is important that students arrive at school on time and attend school every day. School hours are as follows:

School Hours:

3 year Preschool 3 Day and 5 Day:	8:00 – 11:00 am (Class time*)
4 year PreK 3 Day and 5 Day:	8:00 – 11:00 am (Class time*)
Kindergarten - Grade 8: (M - F)	8:00 am – 3:05 pm (2:30 pm dismissal every Wed for staff development)

We ask all parents/guardians or designated persons not to enter any part of the school building before dismissal time to meet or pick up their child(ren).

Supervision of Students

Adult supervision is provided at the Jordan Catholic School building at 7:30am (in gymnasium) and until 3:25pm. Students shall not be on school premises outside of these times unless they are in Beforecare, Breakfast, Aftercare or the school receives written authorization. If these times cause a problem for parents/guardians dropping off and picking up children, the principal should be contacted to make other arrangements. Otherwise, students will be sent to Beforecare/Aftercare and charged the daily rate. The school is not responsible for persons who are on the premises when no adult supervision is scheduled.

Truancy

Truancy is defined in Section 126-2A of the Illinois School Code: "A truant" is a child subject to the compulsory school attendance and who is absent without valid cause from such attendance for a school day or a portion thereof.

Vacations or Anticipated Absence

Parents/guardians must assume responsibility if a student falls behind in academic achievement due to extended absences for a vacation. In case of an extended absence, parents/guardians should notify in writing the school office and the homeroom teacher one week in advance of the date. Teachers are under no obligation to give out work ahead of time for such vacations. Students returning from vacation will be given a reasonable amount of time to complete missed work.

JORDAN CATHOLIC SCHOOL'S ACADEMICS

Curriculum

An effective learning environment is the hallmark of Jordan Catholic School. The learning environment of Jordan Catholic School provides a guaranteed and viable curriculum, an assessment program that reports the proficiency and achievement of the students and research based instructional strategies that foster a meaningful engagement in learning on the part of the students. The total curriculum of Jordan Catholic School includes the infusion of Gospel values, as well as the attainment of knowledge and skills necessary for the students' spiritual, moral, intellectual, social and physical development.

The basic curriculum for Jordan Catholic School includes the following subjects: Religion, Reading/Literature, Language Arts (English, Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art, Music, Band), Physical Education and Technology. These core subjects are integrated within the curriculum of the Prekindergarten and Kindergarten Programs. Jordan Catholic School students also participate in a variety of academic enrichment activities and competitions throughout each school year.

Jordan Catholic School's core curricular areas have been aligned with the Diocesan Curriculum Standards, the Illinois State Learning Standards and/or the Common Core Curriculum Standards. Academically, all Diocesan and State requirements are fulfilled.

- **Art Education**

Jordan Catholic School provides general art education classes for all students.

- **Preschool (3 years old) / PreKindergarten (4 years old)**

The Preschool program is offered to children who are three years of age by September 1st. Students are involved with academic programs focused on gross motor skills and early learning development. Sessions are offered on T/W/TH (3-day program) and M-F (5-day program) from 8:00-11:00. Children must be proficient in bathroom skills. School Day and All Day programs are available.

Our PreKindergarten program is offered to children who are four years of age by September 1st. The PreKindergarten Program focuses on social development, small and gross motor skill development, religious development and academic readiness activities. Sessions are offered on T/W/TH (3-day program) from 8:00-11:00 and M-F (5-day program) from 8:00-11:00. Children must be proficient in bathroom skills. School Day and All Day programs are available.

Diocesan Policy allows a child to enroll in Preschool or PreKindergarten once they have turned three or four years of age within the school year - IF the child is potty-trained and there are openings in the programs.

BeforeCare / Enrichment / Aftercare for Preschool and PreKindergarten

These special programs are available for Preschool and PreK enrolled children from 6:30 a.m.-5:30 p.m. In the classrooms, the staff provide a caring, nurturing, and safe environment for the children who need to arrive early or stay after the school day ends. The children are involved in academic activities and free play.

These extended programs are designed for continued development of academic curriculum. When morning Preschool / PreK are finished, students will transition into the afternoon session of the program. It is in this session that the students will be engaged in activities and assessments to further develop their educational skills.

- **Kindergarten**

Jordan Catholic School's Kindergarten is a loving, nurturing environment where the children develop intellectually, socially, emotionally, creatively, and spiritually. The children are provided many opportunities to learn at their own pace to the best of their ability. The academic structure of Kindergarten is to enhance the skills learned in PreK and prepare the students for first grade. STEM integration will take place in the classroom using a variety of resources.

- **Primary Grades (1-4)**

The main curricular emphasis in the primary grades consists of: Religion, Language Arts (Reading, Writing, Phonics, English, Spelling and Handwriting) Mathematics, Science and Social Studies. STEM integration will take place in the classroom using a variety of resources.

- **Middle School/Junior High (5-8)**

The main curricular emphasis for Grades Five through Eight consists of: Religion, Reading/Literature, English, Mathematics, Science and Social Studies. Students in Grades Five through Eight will experience departmentalization as they move to different classrooms to be instructed by teachers who are specialized in the various curricular areas.

- **Math Enrichment Program**

This program is offered from 7:05 to 7:45am for fifth and sixth grade students. Eligible students will attend this program twice a week. Eligibility for this class is based on standardized test scores, previous and current classroom performance, and teacher recommendation.

- **Music Education**

Jordan Catholic School provides vocal music classes for grades Kindergarten through Eight. A Christmas Program is shared in December by students in the primary grades. A Christmas and Spring Choir Program is shared in December and May by students in Grades Five through Eight. Grades Seven and Eight perform a spring musical under the direction of Alleman High School moderators.

- **Physical Education Program**

The Physical Education Program at Jordan Catholic School is an instructional program that helps students achieve optimum growth and development through psychomotor and cognitive learning domains. Skill development, social development, building of positive self-esteem, personal value development, physical fitness, and participating in recreational activities are parts of the overall program. Grading of physical education is based on sportsmanship, behavior, participation, and skills tests.

Participation in Physical Education class is mandatory. A student needs a written excuse to be excused from participating in a class or classes. If a student is not to participate for more than a week, the student must have a note signed by a physician stating the reason for his/her non-participation.

The Dress Code for Physical Education class is as follows:

- Grades Kindergarten through Three: Appropriate gym shoes are required. Jordan Catholic School gym shirts are optional.
- Grade Four: Appropriate gym shoes are required. Jordan Catholic School gym shirts are required.
- Grades Five through Eight: Appropriate gym shoes are required. Jordan Catholic School gym shirt and shorts/sweatpants are required.

All gym clothes must be clean and in good condition. Names must be on the back of gym shirts and initials on the left (front) short leg.

- **Religious Education**

A distinctive quality of Jordan Catholic School is its commitment to the building of a community of faith. The ministry of educating the students of Jordan Catholic School is fostered in an atmosphere of a believing faith community that shares faith in Jesus, prayer and service to others. Students participate in religious instruction on a daily basis and experience a variety of opportunities to pray together. Kindergarten through Grade Eight students and staff attend Mass each Wednesday at 9:15 a.m. and on Holy Days of Obligation. Students participate in liturgical roles during all school Masses. Parents/guardians and parishioners are invited to attend these special all school Masses. Eucharistic Adoration and Benediction is scheduled on a regular basis according to the school calendar.

Students and staff in Grades Two through Eight have the opportunity to receive the Sacrament of Reconciliation during Advent and Lent or other scheduled times throughout the school year.

Students and staff are also involved in homeroom and all school service opportunities throughout the school year.

Preparation for the reception of the Sacraments of First Reconciliation and First Eucharist is shared with students in Grade Two. Grade Eight students prepare for the reception of the Sacrament of Confirmation. Parents/guardians are directly involved in the special preparation for the reception of these sacraments at their respective parish setting through attendance at parent /guardian-student meetings and retreat experiences, through discussion with their child and through the completion of special projects.

- **STEM** integration will take place in the classroom using a variety of resources.

Some of the possible opportunities include First Lego League competitions, ICTM Math Competition, Science Fair, Scripps Spelling Bee, National Catholic Textbook Essay Contest and other academic competitions and writing contests throughout the year.

- **Technology Education**

Jordan Catholic School's Technology Curriculum is carried out in both a classroom and technology lab setting. Jordan Catholic School is entirely networked, offering students a full range of interactive resources. Chromebooks are used by Grades K-8. Grades K-4 have grade level chromebook carts, and grades 5-8 have a chromebook for every student to use on a daily basis. Jordan Catholic School's Internet Acceptable Use Agreement must be signed by both the student and parents/guardians each year. The Agreement governs technology usage, use of the Internet, and all online accounts, both at school and home. If this Agreement is violated, a student's technology usage will be suspended. (**Refer to: Internet Acceptable Use Agreement in Appendix**)

Other Academic Related Topics

BeforeCare and AfterCare Programs

BeforeCare: Preschool and PreK

Doors open at 6:30am, report to Preschool Room (door located between bike racks off of parking lot)
Breakfast included upon request at sign-in.
BeforeCare Rates Apply

BeforeCare: Grades K-8

Students are not to be dropped off on school grounds until 7:45am, except for the following:
K-8 BeforeCare: 6:30am, students report to the Cafeteria. BeforeCare Rate: \$5.00 per day (PS/PK)
K-8 Breakfast: 7:00-7:30am, students report to the Cafeteria. Breakfast Cost: \$1.85 per day
Following BeforeCare and Breakfast, all students will report to their Homeroom.

AfterCare: Preschool and PreK

Begins at 3:00pm. Students report to the above-mentioned Preschool Room. AfterCare ends at 5:30pm.
If students are not in the room, a note will be on the door directing you to their location.

Aftercare Rates Apply if you are not enrolled in an all-day Preschool/PreK program.

Aftercare: Grades K-6

Supervised Aftercare is available for students in Kindergarten through Grade Six from dismissal until 5:30pm.

Pick-Up at Gym/School Entrance door. Please text your child's name to 1-309-948-1995 (designated school cell #) and the aftercare aide will bring your child to the door.

Aftercare Rates Apply

Field Trips

Field trips are an important use of community resources to supplement the objectives taught in the curriculum. All field trips will be chaperoned by teachers, staff members and parents/guardians. A Field Trip Information Form with a Parent Permission statement will be distributed to students before each field trip. **There may be a required fee for a field trip to defray the entrance fee and transportation cost of the field trip if your child's class has exceeded the allotted field trip allowance included in their Educational Fee.**

Permission of parents/guardians is required for students to take part in any field trip. If a permission slip is not returned by the due date, the student will not attend the field trip. Permission slips may be signed and scanned/mailed to the office.

All students are expected to be a part of a field trip. However, any student who is not doing well academically or whose behavior has been routinely inappropriate will remain at school, as field trips are a privilege for our students. If your child is not invited to attend the field trip due to inappropriate behavior or academic deficiency, you will be notified of this fact. Your child is expected to attend school on the day of the field trip and schoolwork will be provided for him/her to complete.

We will attempt to ride a bus to as many field trips as possible throughout the school year. However, if parents/guardians are needed to transport students in their cars for field trips, the following is required: The parent/guardian has completed the Safe Environment session, has passed the Background Check and has completed a Volunteer Driver Questionnaire and an Insurance Form, showing a minimum of \$300,000.00 insurance coverage. Seat belts must be provided for each student in the car or van. If the car or van has a passenger air bag, the student must sit in the back seat of the car or van. Students are not allowed to be transported in a convertible or the back of a pick-up truck. Preschool through Grade Two students must use car seats or booster seats, unless they are the required weight and height that allows them to use regular seat belts.

Grading

Evaluation of a student's academic progress is based on teacher(s) judgment and observation of the student's comprehension of the concepts covered in each subject area. Daily work, projects, class participation, effort and overall performance on various types of assessments will determine the student's grades.

The report card serves as a form of communication with parents/guardians, presenting them with an assessment of their child's achievement and progress in all academic areas.

Homework

Homework is an extension of the learning process and enhances the study skills of the students, reinforces the concepts taught and provides an opportunity for independent learning. Completing the assigned homework

should give students a sense of pride in their understanding of the concepts taught and their demonstration of knowledge and application of these concepts. Through the completion of daily and long range homework, students will become self-confident, self-directed learners.

Making homework meaningful to the students requires cooperation and communication between teachers, students and parents/guardians. At all times, homework assignments are to be done neatly and completely and follow the directives given by the teachers(s). Parents/guardians are encouraged to take an active role in helping their child(ren) meet homework expectations by checking the assignment book of each of your children, examining the completed homework and by discussing what is being studied in each curriculum area. Parents/guardians are encouraged to provide their child(ren) with a suitable atmosphere, specific time and regular location to study.

The following are guidelines for teachers to be used in the administration of homework:

- Homework is assigned in each grade according to the curriculum and teacher discretion
- When possible, time will be given for students to begin the assigned homework in class.
- Unless a child is absent the day an assignment is given or absent the day it is due, there should be no late assignments.
- Homework is not to be given over students' vacation.

All students are to perform to the best of their ability in all subjects at all times. Cheating and plagiarism are serious offenses. Students who steal another person's ideas and/or academic work will be subject to disciplinary action. Students are expected to do their own work at all times, unless they have been assigned to work cooperatively with others.

Incomplete Work

Students who do not complete work before the quarter grading shall receive an "I" (Incomplete). The "I" will be changed to the appropriate grade when the incomplete work is submitted, graded, and approved. Incomplete work must be completed within two weeks after quarterly report cards are issued. A Grade Eight student must have all work completed in order to receive a Graduation Diploma.

Library

The school library is an extension of the classroom with students participating in a scheduled library period each week. The library offers a variety of materials for an age-appropriate length check-out period. The students are responsible for the books they check out and will be charged a book damage fee if a book is damaged or a replacement cost for lost books. Books are to be returned by the marked 'Due Date' and you will be charged a late fee of \$.10 per day until the cost to replace that book is accrued.

Make-Up Work

Students are to be given the number of days equal to their absence to complete and turn in missed assignments. Teachers, students and parents/guardians are to make arrangements for making up missed tests and quizzes. Students who do not complete make-up work in the allotted time may receive a decreased grade for the work submitted. All work missed due to an absence, will be given to the student upon returning to school. Administration can allow other arrangements as necessary.

Placement of Students

Every teacher and student have unique talents and needs. The teachers of Jordan Catholic School do their best to place each student in the homeroom that will provide the best environment and at the same time maintain a balance between classes of the same grade level. We consider academic, emotional, social and personal needs of each student when determining his/her placement in a homeroom setting.

Promotion and Retention

A major goal of Jordan Catholic School is to assist students to complete each academic year satisfactorily. At times, repetition of a grade may be recommended when it is deemed by the teaching staff to be necessary and advantageous to the learning needs of a student. If retention is recommended the following procedure will be followed:

- The teacher(s) after consultation with the principal, will notify parents/guardians immediately if a child is not progressing satisfactorily toward a passing grade(s).
- The principal and staff will assist the parents/guardians in suggesting remediation techniques to assist the student.
- Periodic meetings will be scheduled to monitor and review the student's progress.
- The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the staff and principal.

Reporting Student Progress

Reporting student progress is the result of daily evaluation of your child's progress based on written and oral work and test results. Formal report cards are distributed to students in Kindergarten through Grade Eight four times a year at the end of each quarter of study. PreKindergarten students will receive a progress report at the conclusion of the second and fourth quarter.

As a means of informing parents/guardians as to the development of their child(ren), Parent-Teacher –Student Conferences are held at the conclusion of the first and third quarter for students in Preschool through Grade Eight.

In addition to these conferences, parents/guardians or a teacher(s) can make arrangements for other conferences at any time during the school at the convenience of both parties. Parents/guardians are urged to use this type of communication to answer any questions and/or address any type of concerns regarding their child(ren)'s academic and personal development.

Rock Island Public School Special Services

Jordan Catholic School students are eligible to participate in the Rock Island Public School Special Services Program assuming state and federal criteria are met. Either parents/guardians or teachers with parental approval may request a student referral for a possible educational case study.

If it is determined that a case study is warranted, an evaluation will be conducted by a psychologist from the Rock Island Public School District. The resulting evaluation report and recommendations will be discussed at a meeting involving the parents/guardians, the teacher(s) and principal from Jordan Catholic School and the public school personnel who conducted the evaluation.

Scholastic Recognition Program

The basis of the Scholastic Recognition Program at Jordan Catholic School for students in Grades Five through Eight is to provide healthy competition, recognition of talents and sharing of personal gifts with others. To achieve these goals, an Honor Roll has been developed for each quarter of the academic year. Students who have attained 3.5-4.0 will be placed on the Principal's List and students who have attained 3.0-3.49 will be placed on the Honor Roll.

Standardized Testing

The standardized tests administered at Jordan Catholic School assist the teachers and principal in an evaluation of the academic and Religion programs and are used to determine students' academic achievement levels, to assess students' strengths and weaknesses and to evaluate the effectiveness of the curriculum presented to our students and assist in the revision of curriculum and planning of instruction as needed.

The MAPS Growth test is administered three times a year to students in grades One-Eight and two times a year in Kindergarten. Parents/guardians will be notified in advance of the testing dates and results should be available within 48 hours.

Student Records

(Refer to: Student Records in Appendix, Reference [D-115 P-CDOP](#))

Students with Special Needs

(Refer to: Inclusion of Students with Exceptional Needs, Reference [D-105 P-CDOP](#) and [D-105 AR-OCS](#))

COMMUNICATION

The administration and staff are committed to effective and appropriate communication with students, parents/guardians, parishioners and the public so that a spirit of understanding, openness and cooperation will exist between the Jordan Catholic School staff and the families. We encourage parents/guardians and students to contact us to share positive comments about our educational programs and school environment as well as concerns and questions that might arise throughout the school year.

Communication with the Principal

Mrs. Kelly McLaughlin, Jordan Catholic school principal, is available throughout the school day to meet with students, parents/guardians, pastors, parishioners or friends of Jordan Catholic School. To reach the principal contact 309-793-7366 and/or email at kmclaughlin@jordanschool.com.

Communication with Teachers

The most appropriate way to contact your child(ren)'s teacher(s) is to leave a message for them in the school office. Please offer the best time to contact you and leave a phone number where you can be reached. In case of an emergency, please call the school, rather than sending an email, so we can ensure proper response time.

You may also communicate through email with your child's teacher. When sending an email to a teacher, please expect a response within 24 hours, as their days are busy. If an email is sent after school hours, please know that a response is not required that evening, but that teachers will respond as soon as they are back in their classrooms the following morning.

Unscheduled drop-in conferences before, during, and after school hours are not possible as teaching and supervising the students during the school day is the first priority of our teachers. The teacher(s) will return your phone call and set up a conference time which is mutually agreeable for the Teacher(s) and the parents/guardians.

Teacher's personal cell/home phone numbers are not to be distributed to parents, as we want to ensure our teachers maintain a professional communication process with parents.

Community Relations

We invite you to become involved with the Jordan Catholic School staff and other parents/guardians of Jordan Catholic School so that our school can continue to grow as a faith-filled educational community. We encourage parents/guardians to attend weekly all school Masses, Open Houses, Parent Education Nights, Catholic School Week activities, concerts, theater performances, curricular activities, Jordan Parent Organization events, athletic events and other planned events throughout the school year.

Complaints

The normal channel for complaints concerning Jordan Catholic School shall be made from parent/guardian or students to the staff member directly involved. If the situation is not resolved, please contact the principal. Every effort will be made to satisfy the complaints at the earliest level. It is expected that if a parent has concerns with a teacher, they contact the teacher first to resolve the concern, rather than calling the principal. If the concern continues, then step two would be meeting with the principal, but only after the prior step has been completed. The principal will not handle any concerns until the proper protocol has been followed.

Confidentiality

Confidentiality is an essential element in fostering effective communication and mutual trust and respect between the school staff, students and parents/guardians. Parents/guardians may be assured of complete confidentiality regarding all discussions, conferences and issues pertaining to their child(ren).

Correspondence

Information will be sent home regarding events, activities, and news via email from the principal or other office personnel. Some of the materials may also come home in hard copy form with the children of each family. A monthly Parent eNewsletter will be sent via Constant Contact. If you are not receiving these Parent eNewsletters, please first check your SPAM Folder (and/or Promotions Folder for gmail accounts) before notifying the Administrative Office.

Custody Issues

If there are limitations regarding visitation rights, it is the responsibility of the custodial parent to provide the school with a copy of the custody section of the divorce judgment or any court order modifying the judgment to keep confidentiality in the student(s) file. Any changes made in a custody agreement should be promptly reported in writing to the principal.

Dual Reporting

Jordan Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, Jordan Catholic School will provide the non-custodial parent with access to academic records and other information regarding his/her child(ren). 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 a court certified copy of the court order.

FACTS (SIS) Student Information System (formerly known as RenWeb)

FACTS SIS is the internet-based School Management System used by Jordan Catholic School. The system is integrated into a single database to provide instantaneous data sharing school-wide via the web, automating school administration, classroom management and communication with the home. Parents/guardians can view homework assignments, lesson plans, schedules, calendars and announcements, monitor grades and attendance and generally check their child(ren)'s progress from any location via the web at any time. Lesson plans on FACTS SIS are only an outline of the activities for the week, as the details of day-to-day plans are subject to change.

Jordan Website

Jordan Catholic School's web address is: www.jordanschool.com General school information as well as monthly updates are available on this website under "Parents". From time to time student's work may also be displayed. Parent permission is required for student work to appear on the website.

DISCIPLINE

The policies and regulations of Jordan Catholic School must clearly express the priority given to the dignity of the students and the respect and reverence for the student. Discipline procedures of Jordan Catholic School must be more than reactive. The staff of Jordan Catholic School endeavors to be proactive in its attitude toward discipline.

Discipline at Jordan Catholic School has the twofold purpose of providing for the common good and the individual good. Discipline helps all students as it contributes to an environment for learning and living. Discipline helps each student as it provides the environment and guidance in which to grow in becoming a self-disciplined person and to develop a distinctive, moral lifestyle guided by Christian values. Self-discipline will enable each student to develop personal self-respect, a respect for others and to contribute to an atmosphere within the classroom which is conducive to learning.

Students will have the freedom to express their individuality in school as long as such conduct does not intrude upon or endanger the freedom and rights of others. All students have the right to learn and grow in an environment that is conducive to learning and the development of healthy self-concepts. All teachers have the right to teach and to establish a Christian environment within his/her classroom where each student can grow personally, spiritually and academically.

We hope that optimal learning will take place at Jordan Catholic School as students show respect for God, self, others and property; contribute in a positive way to the learning environment and follow all classroom and school procedures and rules. Jordan Catholic School adopts and supports rules of conduct and dedicates our efforts to teaching the skills of self-discipline and positive behavior choices to ensure the safety of our students in a Christian environment where each student can grow personally, spiritually and academically.

If a student chooses to make an inappropriate behavior choice, it will be dealt with by a logical plan, which will include reflection upon the most appropriate behavior which could have been exhibited. If a student has repeated offenses of school rules, he/she will spend time in detention during noon recess or after school if necessary. Parents/Guardians will receive a Behavior Report if a detention is served and will be notified of after school detentions.

Behavior Plan

When it becomes apparent to a teacher and/or the principal that a student's behavior has become chronic or serious, the student's behavior will be reviewed by the student's teacher(s) and the principal. A conference will be held with the parents/guardians at which time a behavior plan will be discussed and formulated.

For grades 5-8, a Behavior Notice will be used by faculty and staff for handling behavior infractions. This form will require parents/guardians to select a day for their child to serve their detention. Detentions will be on Tuesday and Thursday from 3:15-3:45 in a classroom (with the teacher who wrote the notice).

Professional Consultation

Certain behaviors and situations may occur in which the principal and teachers are not qualified to handle. Social Service agencies and professional consultations may be recommended to the parents/guardians. Before a decision is made to seek the service of these professionals, a conference will be held with the parents/guardians, teacher(s) and principal.

If there are situations where the school program cannot adequately provide the necessary assistance for a student with discipline/issues, permanent dismissal may become necessary.

Suspension

Suspension is a temporary termination of a student's enrollment. It is determined by the principal and may be in school or out of school. This is a serious matter and should be invoked rarely.

If possible, prior to suspension, the principal will have pursued other alternatives of discipline and notified the parents /guardians of the student's problem. If suspension is determined, the principal shall immediately notify the parents/guardians. The principal shall also clearly indicate the length of time of the suspension stating the date the suspension begins and the day it ends.

An in-school suspension results in a student spending part or all of the school day away from peers within the school setting. He/she will eat alone. School work will be sent to him/her. He/she will be supervised by the principal or another designated staff member throughout the school day. The students may not reenter the classroom until a meeting is held between the students, parents/guardians, the teacher(s) and the principal.

An out-of-school suspension results in a student not being allowed to attend classes or be present at school for a certain length of time. During the suspension, the student is responsible for completing all school work assigned during the time period they are out of school. The completed work is due the day the student returns to school.

After a period of extended suspension one or both parents/guardians are required to return to school with the student to request re-admittance and to explain the plan for improved behavior. A period of probation may be determined by the principal. The parents of the suspended student shall check with the principal frequently during the probation period. After a probation period, it is the joint responsibility of the parent/guardian and principal to check with the designated persons regarding the continued improved behavior of the student.

For a period of suspension exceeding five days, or the principal deems it necessary, the assigned canonical pastor may review the case and determine further action.

In the event that it is determined that the same student should be suspended a second time, the matter shall be referred to the assigned canonical pastor.

Suspension may occur for such behavior as:

- Continued use of vulgar language and/or vulgar drawings, writing, etc.
- Refusal to do the assigned work.
- Fighting on the school grounds.
- Persistent name calling, ridiculing, harassing, etc., of other students.
- Inflicting physical or psychological danger.
- Out of control or unreasonable behavior.
- Constant /continuous class disturbance.
- Persistent violation of school regulations.
- Defiance and preventing a teacher from teaching.
- Jeopardizing the reputation of the school.
- Damage to school grounds/building

Immediate suspension will occur for such behavior as:

- Possession and/or use of weapons, alcohol, un-prescribed drugs by a student on parish property or at a school sponsored function.
- Theft and/or extensive destruction of school property.
- Serious injuries to students or teachers.

The Rock Island Police Department and the Illinois State Police Department (SIRS) will be notified within three days of a verbal or written complaint from a Jordan Catholic School staff member regarding instances of battery committed against school personnel at school.

Expulsion

Expulsion of a student from Jordan Catholic School is a very serious matter and will be invoked only as a last resort.

Expulsion is determined by the principal in consultation with the assigned canonical pastor. In determining the justification for expulsion, consideration must be given to the extent of the school's previous efforts to remedy

the problem and to the legality of the reason for the dismissal. The student and his/her parents or guardians shall be notified of the reason(s) and the decision in writing. A copy of this notification shall be filed in the student's file.

Reasons for which such actions may be taken include:

- Consistent refusal to obey reasonable rules.
- Chronic, willful absence or tardiness
- Immoral conduct.
- Continuous disruptive behavior
- Characteristics extremely offensive to other pupils.
- Serious misbehavior that jeopardizes the reputation of the school.
- Possession and/or use of weapons, alcohol or drugs (not prescribed) by a student on parish property or at a school-sponsored function.
- Theft and/or extensive destruction of school property.
- Threat of or serious injuries to students or teachers.



DRESS CODE

Students are expected to come to school neatly dressed and well groomed. Dress code will be enforced from the time students arrive until dismissal. Tops are navy, white, light blue, red or yellow and bottoms are navy or khaki. Local stores or online stores carry plain dress code appropriate apparel. Observe modest and appropriate attire in keeping with the school's respectful and religious atmosphere.

PURCHASING LOGO and SPECIFIC DRESS CODE ITEMS: You have two options to purchase specific clothing from the businesses below. Please note that all JCS plaid items come from Lands' End only. Certain items can be purchased in the main office or at the Jordan Jaguar Shop (gently used dress code items). Donations are graciously accepted year round.

Land's End:

Lands' End sells the JCS approved *French Blue Plaid*.



Sports Depot, Rock Island

Fall and Spring online order form will be shared with families via email

SHIRTS:

- Solid navy, white, light blue, red or yellow short or long sleeved, collared shirt
- JCS logo on shirts is optional - Only JCS approved logo allowed (NO brand logos allowed)
- JCS logo uniform shirts can be purchased through Sports Depot in Rock Island.
- All shirts must be tucked in.

SWEATERS:

- Solid navy or white cardigan, V-neck or crew neck.
- Approved JCS logo is optional.
- Sweaters can NOT have a hood in the classroom.
- Approved collared uniform shirt **MUST** be worn underneath.
- No Sherpa or fuzzy sweaters in the classroom.

FULL ZIP/QUARTER ZIP PULLOVER/CREW NECK SWEATSHIRTS/HOODIES

- **MUST** include the JCS approved logo or previously sold JCS spiritwear.
- May be purchased through Sports Depot.
- Only solid navy, white or gold crewneck worn on Mass days.
All other spiritwear colors are allowed on school days other than Mass days.
- Approved collared uniform shirt **MUST** be worn underneath.
- No Hoodies are allowed on Mass Days.

PANTS/SHORTS/CAPRIS:

- Navy or Khaki
- No extra pockets, ankle zippers, dragging hems, low rise, cargo, jogger style, tight fitted or baggy fit.
- Pants and shorts are to be worn at the waist and may not be tight/form fitting.
- Capris and shorts may be worn from April through October.
- Shorts must be worn at the waist and MUST hit mid thigh (from the bend of your leg to your knee).

SKORTS/SKIRTS/JUMPERS/DRESSES: (Girls Only)

- Navy, khaki or *French Blue Plaid*.
- Jumpers MUST be worn with a uniform collared shirt (navy, white, light blue, red or yellow).
- Skorts, skirts & jumpers MUST hit mid-thigh (from the bend of your leg to your knee)

LEGGINGS/TIGHTS:

- Solid navy or, white leggings/tights may be worn under skirts, skorts, dresses , or jumpers
- Leggings/tights may not be worn alone.

SHOES/SOCKS/BELTS:

- Shoes MUST cover the entire foot and have a hard sole. Heel and toe must be enclosed at all times.
- NO Crocs, sandals, flip flops, etc.
- Shoes with wheels are NOT permitted.
- Socks must be worn at all times and MUST be solid colors: white, navy, black or gray.
- Belts are optional.

GROOMING: (Hair, Make-Up, Jewelry, Accessories)

- All hair must be a solid natural color. (Black, brown, blonde, red)
- Hair should be clean and neatly groomed.
- Haircuts MUST be a respectable style.
- No more than one earring in each ear.
- No hoops or dangling earrings.
- No smart devices may be worn on wrists.
- No body piercing is allowed.
- Tattoos or drawings on the skin of any kind are not permitted. Decals, stickers, sequins, glitter may not be worn
- Non-school related buttons or stickers may not be worn during the school day.
- No hats, neck scarves, gloves, bandanas or apparel that covers the entire head.
- Hair colors, facial hair, make-up, hats or jewelry that draw undue attention/disruption are not permitted.

REQUIRED ATTIRE FOR PHYSICAL EDUCATION:

K-8 must have socks and tennis shoes for PE for student safety and the protection of the gym floor. Students 4th-8th grades must wear PE uniforms, which can be purchased through the main office.

SPIRIT WEAR DAY:

JCS spiritwear or AHS spiritwear (tee shirts, sweatshirts) can be worn on spirit wear days each Friday. Spiritwear **MUST** be worn with uniform bottoms or school appropriate jeans. No writing on clothing other than JCS logo or approved spirit wear insignia. Leggings are only allowed if using a Casual Day Pass.

CASUAL DAY PASSES:

Students will **NOT** be allowed to use a Casual Day Pass on a Mass day.

- No tight/form fitting, or torn clothing
- No sleeveless shirts including tank tops. Tops must not show midriff.
- Shorts must be worn at the waist and **MUST** hit mid-thigh (from the bend of your leg to your knee).
- If wearing leggings, yoga pants, joggers or any other tight/form fitting bottoms, your top **MUST** hit mid- thigh (from the bend of your leg to your knee).
- No writing on the backside of any bottoms.

WINTER ATTIRE:

All students are expected to dress appropriately for winter weather. Students will be outside unless the temperature is fifteen degrees or below including wind chill. During the winter months, students should wear mittens, hats, warm coats and boots. Outdoor apparel is not to be worn in the classroom.

For the health of each student, boots are expected in wet and snowy weather. If students want to play in the snow, they must wear a coat, snow pants, and boots. They must bring an extra pair of shoes to change into when inside if they wear boots outside for recess.

Jaguar Shop

The Jaguar Shop is open during school hours and throughout the summer during office hours for parents/guardians to purchase slightly used school uniforms and Spiritwear. All items have been laundered and organized in the shop according to size and season. Donations of your clean, gently used outgrown Jordan dress code/uniform/spiritwear apparel is greatly appreciated.

EXTRA-CURRICULAR ACTIVITIES

There are many school-related activities in which Jordan Catholic School students may participate in throughout the school year:

Athletic Programs

Jordan Catholic School offers an extensive athletic program under the direction of the school's Athletic Director. All athletic activities and use of facilities must be made with the Athletic Director. Inclusion in games and groups is open to all, dependent on personal interest, maintenance of scholastic effort, and a positive attitude. Programs include basketball, cross-country, volleyball, wrestling, tennis, golf and track. Students are encouraged to participate regardless of ability or talent.

The Jordan Catholic School Athletic Handbook is included as an Appendix of this handbook. Parents/guardians with a child(ren) participating in Jordan Catholic School athletics are asked to read the Athletic Handbook and to sign/return the Signature Page. **(Please refer to Athletic Handbook)**

Band

Band is an instrumental music experience for students in Grade Five through Eight who are interested in wind and percussion instruments. Beginning Band is for students without previous experience and Advanced Band is for students with at least one year's experience. The fees for band instruments, when applicable, are through a local music store and will be set up at the start of the school year.

Builder's Club

The students in Grades Seven and Eight with assistance from the Rock Island Kiwanis program may join and be a part of this club. They will have bi-weekly meetings and attend a Kiwanis meeting at least once during the school year.

Chess Club

Chess club is open to any student in Kindergarten through Grade Eight. This club meets bi-weekly on Mondays October, November, January and February.

Early Act Club

Students in grades five and six are invited to be a part of the Early Act Club sponsored by the Rock Island Rotary Club. Members will meet monthly and will participate in service projects throughout the year that help our local and global community.

Lego League

Lego League guides students through STEM learning and exploration in Grades 5-8 depending on volunteer status.

School Newspaper

Students in Grades 5-8 will participate in the creation and publication of the Jordan Journal. The journal will be posted monthly on our website.

Scouting Programs

Scouting programs are available for boys and girls beginning in Kindergarten when a parent or guardian volunteer is available. Information is passed on to our families as we receive it from the Scout Councils.

Student Council

Students in Grades Seven and Eight may run for homeroom representative and officer positions. Student Council meets weekly to plan various activities throughout the school year.

Theater

Students in Grades Seven and Eight will have the opportunity to participate in a Spring Musical/Play that will culminate with performances at Alleman High School in the Dr. Tracy Spaeth Performing Arts Center. Students in Grades Four through Six will have the opportunity to participate in a Fall or Spring Musical/Play that will culminate with performances at Alleman High School in the Dr. Tracy Spaeth Performing Arts Center.

LUNCH/BREAKFAST PROGRAM

Jordan Catholic School participates in the National School Lunch Program (NSLP). The NSLP is a federally assisted meal program operating in public, private non-profit schools, and RCCI's. The program was established under the National School Lunch Act and provides nutritionally balanced, low-cost or free lunches/breakfast to children each school day. It is administered at the federal level by the USDA and at the state level by ISBE.

Jordan Catholic School uses the traditional Food-Based Menu Planning. This type of menu planning requires five components to be offered: meat or meat alternate, fluid milk, grain/breads and fruits/vegetables (at least two different servings). Of the five offered, the student must take at least three. Unless the complete lunch is offered no government reimbursement will be forthcoming. Specific guidelines for planning, preparing, and serving lunches are issued to school food service personnel and state inspectors regularly check to see that they are followed. (Breakfast will consist of a protein, two fruits and milk/juice.)

Menus are included in monthly eNewsletters and posted in FACTS SIS.

It is the responsibility of parents/guardians to inform the principal, school nurse and food service director of a student who has a specific food allergy. When a parent has a particular question or problem, he/she should feel free to call the food service director at 793-7350 x212 or email at foodservice@jordanschool.com.

Payments for lunch accounts are to be made either online (jordanschool.com) or in the school office. Should an account fall into a negative balance a note will be sent home with the student. After the tenth delinquent day, the student will no longer be eligible for this program until payment has been secured.

Free or reduced priced lunch and/or breakfast are available to qualifying families. Application for these special programs may be submitted at any time during the school year.

Income Eligibility Guidelines (Effective from July 1, 2023 to June 30, 2024:

Household Size*	Maximum Income Level (Per Year)
1	\$26,673
2	\$36,482
3	\$45,991
4	\$55,500
5	\$65,009
6	\$74,518
7	\$84,027
8	\$93,536
*	add \$9,509 per additional person

Schools had federal flexibilities during Covid so all kids received free meals. Some options expired and we can no longer serve free meals to all. For Free/Reduced Lunches, submit Free/Reduced applications to our Food Service Director.

Schools are facing the same supply and demand challenges many grocery stores and other places are having. Sometimes this will mean a change in the menu without sufficient notification given. Please be patient with our food service program.

SAFETY

Asbestos Management Plan

The original EPA AHERA Asbestos Inspection, management plan documents and additional information pertaining to response action activities, post-response activities and periodic surveillance for Jordan Catholic School are available for your review in the principal's office.

Bullying / Harassment Policies

(Refer to: **Bullying / Harassment Policies, Reference: [D-147 P-CDOP and D-147AR-OCS](#)**)

Child Abuse Reporting

The reporting of suspected physical abuse, sexual abuse and neglect are required of educational and health care professionals. Jordan Catholic School staff members are Mandated Reporters and will comply with these reporting procedures.

Code of Conduct (Child Abuse) C-411

School Employee Code of Professional Conduct

Pursuant to Illinois's Faith's Law requirements, the Diocese of Peoria adopts this Code of Professional Conduct for School Employees. Each of the provisions below is contained in existing policies and rules of the Diocese of Peoria, but are restated as a Code of Conduct for School Employees to comply with the law. Each school is required pursuant to Faith's Law to post this Code of Professional Conduct for School Employees on the school's website and to publish this document in the school's parent/family/student handbook, if the school has one.

I. Educator Code of Conduct

Pursuant to recent Illinois law, the Diocese adopts the relevant portions of the Illinois Educator Code of Conduct, as follows, which applies to school employees who are certified or working toward certification or whose certification has been waived:

Principle 1: Responsibility to Students. Educators are committed to creating, promoting, and implementing a learning environment that enables students to achieve their highest academic potential, and to succeed as a responsible member of society. They are committed to embodying standards of professionalism in the learning environment; respecting the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect for each student; maintaining a professional relationship with students at all times; providing a curriculum based on high expectations for students; and fostering in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.

Principle 2: Responsibility to Self. Educators are committed to establishing high professional standards and striving to meet these standards through their performance. They are committed to assuming responsibility and accountability for their performance and striving to demonstrate proficiency and currency in both content knowledge and professional practice; developing and implementing personal and professional goals with attention to professional standards through a process of self-assessment and professional development; representing their professional credentials and qualifications accurately; and using sound professional judgment.

Principle 3: Responsibility to Colleagues and the Profession. Educators are committed to collaborating with school and Diocesan colleagues and other professionals in the interest of student learning and to meet state educational standards; working together to create a respectful, professional and supportive school climate for educators to maintain their individual professional integrity; seeking out and engaging in activities that contribute to the ongoing development of the profession; encouraging promising candidates to enter the education profession; and supporting the preparation, induction, mentoring and professional development of educators.

Principle 4: Responsibility to School Parents and Families. Educators are committed to collaborating, striving to build trust, and respecting confidentiality with school parents and families striving to develop and maintain professional relationships with school parents and families; and promoting collaboration and supporting student learning through communication with parents and families.

Principle 5: Responsibility to the ISBE. Educators are committed to supporting the Administrative and School Codes as applicable to Catholic schools, state and federal laws and regulations as applicable to Catholic schools, and the Illinois State Board of Education's standards for highly qualified educators, as applicable to Catholic schools. They are committed to providing accurate communication to the Illinois State Board of Education concerning all certification matters; maintaining appropriate certification for employment; and complying with the state and federal codes, laws, and regulations that apply to Catholic schools.

Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal. The Catholic Diocese of Peoria and its associated schools have no tolerance for any unprofessional conduct.

II. Sexual Misconduct

The Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment, prohibits sexual abuse of minors by its employees, clergy members, and volunteers. Pursuant to Faith's Law, the Diocese has amended its Norms to add additional description of acts constituting sexual abuse of a minor:

I. Sexual misconduct, defined by Faith's Law as any verbal, nonverbal, written, or electronic communication or physical activity directed toward or with a minor for the purpose of establishing a romantic or sexual relationship with the minor, including but not limited to a sexual or romantic invitation; dating or soliciting a date; engaging in sexualized or romantic dialog; making sexually suggestive comments that are directed toward or with a minor; self-disclosure or physical exposure of a sexual, romantic, or erotic nature; and/or a sexual, indecent, romantic, or erotic contact with the minor (Illinois' Faith's Law, Public Act 102- 0676, (105 ILCS 5/22-85.5).

II. Grooming behavior, defined by Faith's Law and the Illinois Criminal Code as knowingly using a computer online service, internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, or performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, or another person believed by the person to be a child, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child.

III. Expectations of School Employees School employees are expected to maintain professional relationships and boundaries, recognizing the age and the developmental levels of the students with whom they interact.

1. Employees are strictly prohibited from using any form of communication with students (e-mails, letters, notes, text messages, phone calls, conversations) that includes any subject matter that would be deemed unprofessional and/or inappropriate between an employee and student.
2. Employees are not permitted to transport students in the employee's privately owned vehicle, unless the employee has obtained the prior permission of the Principal to do so.
3. Employees are not permitted to take or possess a photo or video of a student on their private devices that would be construed as inappropriate.
4. Employees are expected to maintain a professional relationship in all interactions, both in and out of school.

IV. School employees are mandated reporters The Diocese restates here the Diocese's requirement that its employees, including employees who work at diocesan elementary schools and high schools, shall report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services. Pursuant to the Illinois Abused and Neglected Child Reporting Act, (325 ILCS 5/4), school employees are required to make a report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services by calling the hotline number at 1-800- 25-ABUSE (1-800-252-2873) whenever the employee has reasonable cause to believe that a child known to the employee in the employee's professional or official capacity may be abused or neglected.

V. Employee training related to child abuse and educator ethics The Diocese requires its employees be trained annually in their obligations as mandated reporters and every three years to be trained in preventing, detecting and responding properly to sexual harassment. The trainings are entitled DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and the State of Illinois' Prohibition of Sexual Harassment training. Those requirements are set forth in the Diocese's Employee Handbook and in the Diocese's Safe Environment Requirements for Clergy, Adult/Teen Employees and Volunteers whose role involves direct contact with minors. The Diocese will require its school employee educators to receive training in educator ethics. When those resources are completed, they will be shared with educators.
Effective 7/1/2023

Cyber-bullying

The use of technology in any means or medium to perpetrate the harm or harassment of other students or staff members is cyber-bullying. The school may impose disciplinary consequences for students who use technology on or off school premises in a way that threatens or results in harm to persons within the school (students or staff), that causes disruption to the normal learning environment of the school, or that negatively reflects on the reputation of the diocese, the school, the faculty, students and/or stakeholders. In addition, individuals who misuse technology may become subject to legal action under civil or criminal statute.

Emergency Preparedness Plan

Each school of the Catholic Diocese of Peoria shall prepare an emergency preparedness plan and will review the plan on an annual basis.

All schools shall adopt or adapt the Diocese of Peoria Emergency Procedures manual posted on the Office of Catholic Schools website. Each school's emergency preparedness (Refer to: [Emergency Preparedness Plans](#), Reference: [D-144 P-CDOP](#) and [D-144 AR-OCS](#))

Inspection Policy

Individuals entering the premises of Jordan Catholic School, whether students, employees, or guests, are expected to conduct themselves in keeping with established norms for personal conduct. In order to provide students and employees with a safe and healthy environment, the Administration of Jordan Catholic School reserves the right, at its discretion, to conduct inspections of school property and the property of students and visitors existing on the school's premises. The personal possessions of students, employees and visitors may be searched when the administration has reasonable suspicion that the search will uncover evidence of a violation of the law or school rules.

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

- Desks
- Book bags, backpacks, briefcases, athletic bags or similar carriers brought onto or existing on the school premises
- Vehicles on school premises
- Clothing (with appropriate safeguards for the individual's personal privacy)
- Other property (whether school, student, visitor) existing on school premises

Release of Student

Jordan Catholic School assumes the responsibility for your child's well-being and safety during school hours. Students may be released to their parents/guardians during the school day after the parent/guardian has signed an Early Dismissal Form located in the school office. Parents /guardians are asked to notify the school office if someone other than themselves will be picking up their child. If needed, office staff may ask for identification from anyone other than the parents/guardian.

School Cancellation

Severe weather may make it necessary to close school. Announcements will be made using the Parent Alert System through FACTS/SIS. In general, whatever is announced for Rock Island Public School District #41 in regards to weather conditions, will also apply to Jordan Catholic School. General school policy is that school

will not dismiss early. However, parents/guardians may always pick their children up early if they are concerned about weather conditions.

All school visitors, including parents/guardians and volunteers, must be buzzed into the school at the main front entrance off of 24th Street. Visitors must check into the school office, sign-in and receive a Visitor's Pass before proceeding anywhere in the school. Families using childcare may ring the buzzer at the Childcare entrance.

Parents/guardians are welcome to visit Jordan Catholic School and specific classes at any time. Please call the school office to make arrangements with the principal twenty-four hours prior to your visitation.

School personnel will also accompany anyone wishing to observe the school in action during the school day. Children are not allowed to visit the school unless accompanied by an adult or on a shadow day. Arrangements for such a tour/shadow day must be made with the principal.

Volunteering

Parent/Guardian volunteers are a very important asset to the educational programs at Jordan Catholic School. They are encouraged to volunteer for special classroom projects, field trips, fundraising committees, Booster Club and Room Parent duties. Any individual wishing to volunteer at Jordan Catholic School must first complete the Diocesan Safe Environment Program and undergo the Diocesan mandated background checks: CANTS & Criminal Background Check.

Parents/guardians are expected to volunteer 5 hours a school year to help support the fundraising and activities at JCS. Please refer to the volunteer sheet sent home in May, and posted on our website (parents resources and forms - parent participation guidelines) regarding grade level involvement. We appreciate your help in other events as interested. The event chairs will be collecting volunteer hour verification forms once the event has concluded.

Weapons Possession Policy

(Refer to: **Possession or Use of Weapons or Look Alike Weapons in School, Reference: [D-150 P-CDOP](#)**)

SCHOOL ORGANIZATIONS

Jordan Parent Organizations

Jordan Catholic School Booster Club

The Jordan Catholic School Booster Club provides funding for the well-rounded physical education programs of Jordan Catholic School and the competitive athletic programs for students in grades Five through Eight. In addition, the Jordan Catholic School Booster Club provides the funds needed to pay the gymnasium lease and the maintenance of the gymnasium.

Because of the efforts of the Jordan Catholic School Booster Club, every student has the opportunity to develop good sportsmanship and a healthy lifestyle as they share their athletic gifts with others.

Jordan Catholic School Home and School Association

Communication and mutual support between parents/guardians, members of the school community and members of the parish communities affiliated with Jordan Catholic School is one key to a successful education program at Jordan Catholic School. All families with children attending Jordan Catholic School are automatically members of the Home and School Association. The Home and School Association provides: 1) Information to families that give directions, ideas and activities that positively impact family life and encourage the development of Christian values within the family; 2) Service by organizing parents/guardians to do needed projects at school; 3) Fundraising to meet the instructional needs of the school; 4) Support in encouraging the educational, moral, physical, mental and religious growth of the school.

Jordan Catholic School Education Commission

The Jordan Catholic School Education Commission was established during the 2014-15 school year. The Education Commission provides direction and guidance to ensure the mission, quality, continuity and stability of Jordan Catholic School. Members of each affiliated parish are appointed members of the Jordan Catholic School Education Commission.

STUDENT HEALTH

Every student should come to school healthy and in good spirits so they will have a successful school day. To help your child(ren) succeed in school, please ensure that your child(ren) gets regular and adequate sleep, exercise and three well-balanced meals a day. Please guide your child(ren) to develop good health, hygiene and dressing habits.

When your child(ren) has contacted a communicable disease, please notify the school office immediately. Communicable diseases include: chicken pox, pink eye (conjunctivitis), influenza, impetigo, staph infections, measles, mumps, lice (pediculosis), Rubella (German measles), whooping cough (pertussis), scabies, strep throat and AIDS.

If your child has a fever, a rash, diarrhea, vomiting or a cough with a fever, please keep him/her home for a symptom-free period of 24 hours. Often a day at home and bed rest will prevent more serious illness and encourage more rapid recovery. When calling the school to report a student absent, please make sure to indicate the nature of the illness.

Should any student be seriously injured at school, parents/guardians will be notified immediately and advised to remove the student from school for a medical examination and/or observation. After medical diagnosis and treatment, the student may return to school at the recommendation of their family physician. The school should be informed when prolonged illness necessitates absence from school. Special health problems should be communicated to the principal.

Counseling Services

Jordan Catholic School has a Resource Counselor on staff. The counselor is here every Tuesday and Thursday from 7:30 to 10:30am and every other Wednesday from 7:30 am to 2:30 pm. Please contact Mr. Walsh at mwalsh@jordanschool.com with any questions or concerns. Mr. Walsh is a resource for our students, staff and families.

Doctor's Release

Students may be excused from physical education class as well as outdoor recess with a note from a physician. A child who has had a serious illness or injury must present a written statement from the attending physician before being readmitted to physical activity.

Emergency Information

Emergency contact information must be updated in the office annually and due no later than UnPack Your Backpack Night. This information is used should we need to contact you for any reason. It also gives us your permission for medical treatment in an emergency situation. Information must be kept up-to-date and the parent/guardian is to notify the school office immediately as to changes of information on home and work phone numbers, family doctor, emergency contact person, etc.

Food Allergies

Parents/guardians are responsible for notifying the principal and school office of any food allergies their child may have. Notification should be in writing and done annually.

Hearing and Vision Screening

The state of Illinois determines whether or not they will provide funds to Jordan Catholic School for these screenings. Each school year you will be notified if the health department runs these screenings.

Illness/Injury at School:

If a student is injured or becomes ill at school, the parents/guardians or designated parties on the student's Emergency Medical Form will be contacted.

Illness/Remain Home:

Students should not attend school if:

****They had a fever of 100.4 degrees Fahrenheit or higher within the past 24 hours. Children should be free of fever for a continuous 24 hours before returning to school without the use of medications such as ibuprofen (e.g. Motrin, Advil) or acetaminophen (e.g. Tylenol).**

****They have been diagnosed with a contagious illness and have not yet received medication for at least 24 hours, or until the doctor tells you your child is no longer contagious.**

****They have been vomiting the night before or in the morning before going to school.**

****They have diarrhea, stomach pain and/or cramping. They must be 24 hours free from diarrhea/vomiting.**

****Your child has a frequent persistent cough throughout the day and/or night.**

Children who come to school sick are not productive learners and are often miserable all day. More importantly, they can spread the illness to classmates and teachers. And remember frequent hand washing is one of the best ways to slow or stop the spread of germs.

Medication in School**

Medication is permitted and administered only according to the guidelines set by the State of Illinois.

Whenever possible, medications should be administered at home. Notification of students requiring medication at school must be made by the parent/guardian to the school office. The regulations below apply to the administration of any medication, prescription or non-prescription.

- 1) The parent or guardian shall provide the school with the physician's orders of prescription detailing: the name of the student, the type of disease or illness involved, the name of the drug, dosage, time interval in which the medication is to be taken, the date of initiation and the date of discontinuance, the desired benefits of the medication, the side effects and an emergency number where the physician can be reached.
- 2) The student's parent or guardian shall provide a written request authorizing the administration of the prescribed medication at school.

- 3) Medications shall be brought to school in a container appropriately labeled by the pharmacy or physician. The name of the student and the name of the physician, pharmacy and pharmacy phone number shall be indicated on the container.
- 4) The school shall provide a locked space for the storage of medication.
- 5) The school personnel shall keep a written record of all drug administration. This record shall include: what medication was given; to whom it was given' when it was given (date and time); who administered the medication; the date of initiation and the drug discontinuance date; and when the medication was not given and why. The information shall be placed in the student's health file.

All over the counter medications must be sent in the original container accompanied by a medication form signed by the parent or guardian and indicating the dosage and time for administering. We will apply band-aids, soap and water and ice packs.

**Per the State of Illinois: The basis for requiring a medication order is based on the FDA's classification of these items as drugs. The fact that some drugs are able to be obtained only with a prescription and others are available to consumers without a prescription (over-the-counter or OTC drugs) does not remove the classification of them as drugs. The American Academy of Pediatrics advises that all prescription and nonprescription medication given in school settings require written authorization from the child's doctor. Insect repellents and sunscreen products contain ingredients regulated by the FDA and which, when in contact with children, may result in adverse consequences. If permitted, they should be accompanied with a medical order and parent request and school nurse or administrator who applies the product should carefully review instructions for use.

Health Examinations and Immunizations

(Refer to: Health Examinations and Immunizations, Reference: [\(D-152 P-CDOP\)](#))

Dental Health Examinations

Students in Kindergarten, Grade Two and Grade Six are required to have a current dental examination. A proof of the exam is to be given to the school by May 1st of the current school year.

Health Examinations

The State of Illinois requires all students entering Prekindergarten, Kindergarten, and Grade Six and new transfer students to submit current proof of a physical examination and a record of required immunizations. Children (ages 6 months to 6 years) must also show proof of a lead screening and tuberculosis test when entering school.

A complete immunization record must be on file for each student in the school. Immunizations are to be up-to-date before the first day of school. If this has not occurred, the situation must be remedied by October 15th, or the student will be excluded from school until the requirement has been met. All health records are monitored and kept current by the school nurse.

Immunizations

Each student shall receive such immunizations against preventable communicable diseases as are required by the Illinois State Code and the Communicable Disease Prevention Act, at the time those immunizations are required to be received, unless one of the exceptions listed below is satisfied.

Objections to Examinations and/or Immunizations

A parent/guardian who objects to his/her student being examined and/or immunized is eligible to be exempt from exams and/or immunizations only as follows:

- **Medical Objection:** Any medical objection to an immunization must be presented by a physician licensed to practice medicine in all its branches indicating the reasons and signed by the physician on the certificate of student health examination and placed on file in the student's permanent record. Should the condition of the student later permit immunization, this requirement will then have to be met.
- **Religious Objection:** Children of parents or legal guardians who object to health, dental, or eye examinations or any part thereof, to immunizations, or to vision and hearing screening tests on religious grounds shall not be required to undergo the examinations, tests, or immunizations to which they so object if such parents or legal guardians present to the local school authority a signed Certificate of Religious Exemption detailing the grounds for objection and the specific immunizations, tests, or examinations to which they object. The grounds for objection must set forth the specific religious belief that conflicts with the examination, test, immunization, or other medical intervention. The signed certificate shall also reflect the parent's understanding of the school's exclusion policies in the case of a vaccine-preventable disease outbreak or exposure. The certificate must also be signed by the authorized examining health care provider responsible for the performance of the child's health examination confirming that the provider provided education to the parent or legal guardian on the benefits of immunization and the health risks to the student and to the community of the communicable diseases for which immunization is required. The [Certificate of Religious Exemption form](#) is available on the Illinois Department of Public Health website. The form may not be used for exemptions from immunizations and/or examinations for personal or philosophical reasons. Illinois law does not allow for such exemptions.
- The school shall inform the parent or legal guardian, at the time that the exemption is presented, of exclusion procedures should there be an outbreak of one or more diseases from which the student is not protected.

Determination of Objection to Examination and/or Immunization. The school is to forward all objections to the Catholic Diocese of Peoria, attention Superintendent of Schools, for determination of whether the required documentation has been presented for an exemption from health examination and/or immunization requirements. The final decision regarding whether a valid exemption exists rests with the Superintendent of Schools.

List of Non-Immunized Students. An accurate list shall be maintained at every school of those who have not presented proof of immunity against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, mumps, Haemophilus influenzae type b, hepatitis B, or Varicella.

Proof of Health Exam and Immunization Required

A student's parent/guardian must supply proof of both the health exam and the required immunization no later than the beginning of the school year. Where proof is not submitted, the school will notify the parent/guardian that he/she has until October 15th of the current school year in which to have the student examined and receive the immunization(s) and present proof of the same.

Failure to provide proof of required health exams and immunizations shall result in the student being excluded from school until the parent/guardian presents proof of the exams and immunizations. The parent/guardian is deemed in violation of the Illinois School Code during the period of non-compliance.

Student Wellness Plan

(Refer to: **Student Wellness Plan, Reference:** [D-151 P-CDOP and D-151 AR-CDOP](#))

Vision Examinations

Illinois Public Act 95-671 requires that all children enrolling in Kindergarten in a public, private or parochial school and any student enrolling for the first time in a public, private or parochial school shall have an eye examination. Each child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15th of the school year.

VARIOUS MISCELLANEOUS ITEMS OF INTEREST

Appeal and Review Policy of the Catholic Diocese of Peoria (Refer to: Appeal and Review, Reference: [G-111 P-CDOP](#))

Bicycles

Bicycles are permitted as a mode of transportation to and from school. Students riding bicycles are asked to walk their bicycles on the school premises and park them in the bike rack outside the Early Childhood wing. Parents/guardians are reminded that students ride bicycles to school at their own risk and that bicycles should be locked throughout the school day.

Birthdays

Students may bring a birthday treat to share with his/her homeroom. Because food allergies can pose a life-threatening risk to some students, please consult with your child's teacher regarding any presence of food allergies within his/her classroom. Parents/guardians are asked to discuss the birthday treat with the child's homeroom teacher so a convenient time to share the treat can be arranged.

Balloon bouquets, flowers or gifts are discouraged and will be kept in the school office until the end of the school day. We would ask that birthday party invitations not be brought to school for distribution unless all the children in the classroom, both boys and girls, are invited to the gathering. Decorating lockers or letting students into the locker of other students is not permitted. Following these expectations is an effort to be sure that no one is made to feel left out or excluded. It also helps reduce distractions during the school day.

Calendar

The 2023-2024 school year begins on Monday, August 21, 2023 and ends on Friday, May 31, 2024. A detailed monthly calendar is continually updated and posted in FACTS SIS under Resources. Parents are also emailed the most current monthly calendars at the beginning of each month.

Cell Phone Use

Students in grades K through 8 are permitted to bring a cell phone to school. Students with cell phones at school must adhere to the following guidelines:

- Cell phones are to be turned off during designated school hours.
- Cell phones may not be used inside the school building and must be kept in the student's backpack and/or locker at all times during school hours of 7:00-3:10. (only administration may approve exceptions)
- Cell phones may not be used for picture taking at any time on school grounds.
- No harassment or threatening a person via the cell phone.
- Cell phones may not be used for game playing, internet or email access, gambling, or making purchases of any kind.
- Violations of these guidelines will result in the student's cell phone being confiscated and the privilege being revoked.
- If a student's cell phone is confiscated, the principal will follow the following guidelines:
 - Consequence 1 = cell phone taken, parent/guardian contacted, and phone kept in principal office until the student picks it up after school
 - Consequence 2 = cell phone taken, parent/guardian contacted, and phone kept in principal office until the parent picks up the phone up after school

- Consequence 3 = Consequence 2 + a conference with the student, parent, and principal.
- Consequence 4 = Consequence 3 + cell phone will be kept in the principal's office during school hours.
The student will drop it off before school and will pick it up after school.

Jordan Catholic School is not responsible for lost, stolen or damaged cell phones.

Change of Information

Please update contact information through FACTS SIS or notify the school office promptly concerning any changes of address, email address, phone number(s) or emergency information. This courtesy will keep our records current and allow us to more effectively communicate with you.

Drug Free Environment

Jordan Catholic School prohibits student use of tobacco, alcohol or any controlled substance in the school building, gymnasium, and cafeteria, on the school premises and at school functions. A report of drug violations will be submitted to the Rock Island Police Department as required by the School Reporting of Drug Violations Act.

Electronic Devices

Gum Chewing

The chewing of gum is prohibited during school hours on the school premises.

Instructional Materials

All instructional materials, textbooks, library books, novels, Bibles, computers, chromebooks and other resource materials are the property of Jordan Catholic School. Teachers will discuss with their students the appropriate use and care of these materials. We urge parents/guardians to instruct their child(ren) to be careful in handling them. All textbooks must be covered at all times throughout the school year. If through carelessness, a student damages or loses any instructional material assigned to him/her, a damaged fee or replacement cost will be assessed.

Lost and Found

The loss of an article of value should be reported to your child's homeroom teacher or the school office. Lost items will be placed in the Lost and Found Box. Placing names on articles of clothing, shoes/ boots is strongly recommended.

Parent/Student Handbook

The parent/student handbook of regulations is compiled by the administrator and made available to parents and students at the beginning of the school year. All parents are required to sign a statement that they have read the parent/student handbook and agree to be bound by its provisions and regulations.

Parents shall be promptly notified of any changes made to the parent/student handbook. In the event that disagreements about school handbook regulations cannot be resolved at the local level, the Vicar General (cf.G-111) shall be the final recourse at the Diocesan level.

All local policies included in the parent/student handbook must be approved by the pastor.

Recess and Play

When weather permits, all students are to be on the playground during supervised recess. **Students may not bring their own personal toys or balls for use at school unless authorized by their teacher(s) for special events.**

Students should dress appropriately for recess weather conditions. Students will not have outdoor recess if temperatures or wind chill factor is below 15 degrees Fahrenheit. During the winter months, students are to wear mittens, hats, boots, snow pants and heavy coats. For the health of each student, an extra pair of socks is encouraged for wet and snowy weather.

School Pictures

Pictures of the students and staff of Jordan Catholic School are scheduled in September. Retakes will occur in September. Spring Pictures will occur in April or May. No family is obligated to purchase school pictures, however, all students will be photographed in the fall for the class composite and yearbook.

Snow Apparel Days

During the winter months, every Friday will be the designated day in which students may bring appropriate snow apparel for lunch recess. Snowball throwing is not permitted on the school premises. The bodily dangers involved and risk of permanent injury are too great.

Student Telephone Use

It is generally unnecessary for a student to make a phone call during the school day. If however, an emergency should arise, a telephone call may be made by the student from the school office.

Students will not be given permission to use the telephone for forgotten homework, P.E. clothes, or other items which students are responsible for bringing to school each day.

Textbooks

Tobacco and Vaping

The use of tobacco or the action of vaping of any kind is prohibited by all students and parents on school grounds.

Visitors

It is essential for the safety of the students that ALL visitors entering the school building, including parents/guardians and volunteers, must check in with the school office and obtain a visitor's pass before proceeding anywhere in the building. No one is permitted to enter the school halls, grounds, cafeteria, or visit a classroom without checking in through the main office and securing a pass. The building is to be entered by the main front door facing 24th Street. This is required during arrival and dismissal times as well.

School personnel will deliver messages or forgotten items to classrooms. This procedure is for the safety of all the children and also for the purpose of minimizing interruptions and distractions to the students and teachers. Parents/Guardians are welcome to visit classes when they have made arrangements with the principal to do so at least one day ahead of the visit.

School personnel will accompany anyone wishing to tour/observe during the school day. Arrangements for such a tour must be made with the principal.

Health Requirements by Grade Level: (all forms are on our website under Parents)

Preschool/PreK - Physical Exam

Front page signed/dated by doctor.

Back page health history signed/dated by parent.

Kindergarten - Physical Exam

Front page signed/dated by doctor.

Back page health history signed/dated by parent.

Dental Exam

Eye Exam

Second Grade - Dental Exam

Sixth Grade - Physical Exam

Front page signed/dated by doctor.

Back page health history signed/dated by parent.

Accepted as sports physical if appropriate boxes on back are checked.

Dental Exam

POLICIES / AUTHORIZATIONS REQUIRING SIGNATURES

The following forms are to be signed and submitted on or before the first day of school.

These forms are posted on our Jordan website under Parents.

Hard copy available upon request.

1. Receipt of Parent/Student Handbook
2. Acceptable Use/Acknowledgment Form (Technology)
3. Administration of Medication
4. Free and Reduced Application (see chart above for qualification details)
5. Publicity Form



Date: May 2023

Dear Parent/Guardian:

Jordan Catholic School employed Air Quality Testing, Inc. of Moline, IL to conduct inspections for asbestos-containing materials (ACM) and to write an Asbestos Management Plan where ACM was found. Federal and State Laws require the building to be inspected every three years. Our last inspection took place in the spring of 2022 – next scheduled inspection to be completed in the spring of 2025. In addition, surveillance of asbestos containing materials is conducted continually and documented every six months to determine if any of the ACM has been damaged or has deteriorated.

Asbestos-containing materials were found in floor tiles and the boiler room ceiling. Details of the inspection are in the Asbestos Management Plan for Jordan Catholic School.

The ACM has been found to have low physical damage or to be non-friable, and to have little potential for contact damage. Jordan Catholic School has an approved Operations Maintenance Program as part of the Asbestos Management Plan. In general, the objective of the program is to repair any damaged asbestos and to keep all ACM from becoming friable. Details of any response actions are listed in the Asbestos Management Plan. The finalized Asbestos Inspection Report and Management Plan for Jordan Catholic School was submitted and approved by the Illinois Department of Public Health. The Asbestos Management Plan is available in the principal's office at 2901-24th Street, Rock Island, IL.

Sincerely,

Kelly McLaughlin

Principal

Kent Hessman

Director of Maintenance



Print name of oldest student at Jordan Catholic School

I have read and agree to uphold and abide by all policies, regulations and procedures as stipulated in the Jordan Catholic School 2023-2024 Parent/Student Handbook.

Parent/Guardian

Date

Parent/Guardian

Date