



Dear St. Joseph Families,

“What greater work is there than training the mind and forming the habits of the young?”

St. John Chrysostom

Welcome to St. Joseph School! In choosing St. Joseph, you have demonstrated a commitment to the values and philosophy of Catholic Education. On behalf of the faculty and staff, I wish to extend to you a warm welcome to St. Joseph School year of 2010-11. It is with great pride and enthusiasm that we continue our educational journey together. We look forward to another year of faith-filled learning experiences, academic excellence, and a commitment to an atmosphere of care and respect for one another.

We ask that you begin the year by acquainting your family with the contents of this handbook. The SJS Family Handbook is a guide to help you become more knowledgeable of our policies and procedures at St. Joseph School. The purpose of our handbook is to strengthen an already close relationship amongst students, parents, teachers, and the administration of our school. The handbook details policies that serve as a guideline to the daily operations of our school. The administration reserves the right to make specific applications as the circumstances arise and amend the handbook as necessary throughout the year. Failure to read this handbook will not impact its enforcement.

The policies in this handbook have been established to help each child grow to their highest potential. In order for our school to achieve this goal, we ask for your cooperation in upholding these policies. Please read the handbook carefully, review the policies with your child(ren), and keep it as a reference throughout the school year. We will depend on your trust, understanding, values, and a cooperating relationship between your home and St. Joseph School. It is our hope that this handbook will serve as a helpful guide to all of us devoted to meeting the individual needs of each child both spiritually and academically this year.

Each family will receive the Parent and School Spiritual Covenant in the family envelope. We ask that you sign it and return it to St. Joseph School by September 15th. Thank you in advance for your prompt support and cooperation in this matter.

Many Blessings to You and Yours,

A handwritten signature in black ink that reads "Lynne M. Scheffler". The signature is written in a cursive style.

Miss Lynne Scheffler

St. Joseph School

MISSION

The mission of St. Joseph School is to build a Catholic environment that promotes excellence in learning and development of the whole person through the Gospel message. Together with parents, staff, and our parish community, we seek to form leaders by guiding our students to their highest levels of spiritual and academic potential. We offer an environment which encompasses a quality academic curriculum, mutual respect, intellectual curiosity, and service to others.

PHILOSOPHY

As part of the St. Joseph Parish family, we believe that the faith we all share involves a commitment calling for our personal leadership to develop and instill spirit and respect for all. As a Catholic school we are a community of faith in which the Gospel message, our Catholic heritage, worship, and service are integrated into the school experience.

We believe that Jesus, our ever present teacher, is the inspirational model for our parents, students, faculty, and staff. Students learn to recognize God's presence in a caring community. They learn to respond to that presence through prayer and liturgical involvement, through application of the Gospel in everyday events, and through awareness of and concern for social justice. They learn to make His presence real through respect for one another and through service to St. Joseph Parish, the church, the community, and the world. We provide a peaceful and safe environment that respects religious and cultural diversity.

St. Joseph School is committed to offering its students the opportunity to develop their individual talents and abilities. We provide quality academic instruction designed to challenge each student to self direction. In the academic sphere, students are guided to develop basic skills and to acquire knowledge that is the foundation for further learning in the academic, practical, and technological world in which we live. They are helped to grow toward learning to think morally, rationally, logically, and critically.

We recognize parents as the prime educators of their children, especially in moral and emotional development. We acknowledge and support our parents as our partners in Catholic education. We seek to create a strong faith community that encourages parental involvement in nurturing Christian values, sharing faith experience, building self esteem, and developing talents. Coupled with parent cooperation, we encourage growth in the level of faith and excellence possible for each student.

Administration

St. Joseph School is in the Diocese of Joliet and hence under the central administration of the Joliet Diocese. Direct administration consists of the Pastor of the Parish, Father Tom McGivney, and the Principal, Miss Lynne Scheffler. The St. Joseph School Board serves in an advisory capacity to the pastor and principal.

Staff

St. Joseph School is a Catholic School served by the Franciscan Sisters of the Sacred Heart and by dedicated lay teachers. Together with our school families, we exist to foster both faith and education.

SPIRITUAL GROWTH

St. Joseph School is a Catholic educational institution substantially subsidized financially by the families of St. Joseph Parish. St. Joseph Parish is an important part of your child's spiritual development and experience. Your family's participation in this community is essential to their spiritual development, their integration into this community, and is a significant part of their education. Parents who are members of St. Joseph Parish are invited to be active members of our faith community by sharing the gifts of time, treasure, and talents. The example of your participation in the life of your parish will form your child's religious and spiritual experience. You are your child's most important role model. We encourage family involvement with the parish as well as the school.

Eucharistic Celebration: Students participate in the celebration of student prepared liturgies weekly. Families are cordially invited to attend these liturgies.

Religion Classes: All students attending St. Joseph School participate in religion classes each day. Curriculum includes the study of Catholic doctrine, the life of Jesus and the saints, Sacred Scripture, and moral decision making.

Practice of the Faith: Weekly attendance at Sunday Mass and frequent reception of the sacraments is necessary for the student to develop his/her own depth of spirituality. We ask Catholic families to sign a spiritual covenant showing cooperation in this aspect of the child's development. In school, we attempt to provide a spiritually nurturing atmosphere, with frequent Mass attendance, regular opportunities for Reconciliation, and daily communal and private prayer. We expect our parents to provide the regular experience of weekend liturgies with their children.

Sacrament Reception: Catholic students in the second grade receive the Sacrament of Reconciliation for the first time in early December and First Eucharist in May. Preparation for the sacrament of Confirmation begins in the seventh grade, with reception of the sacrament in eighth grade. Preparation takes place both in the classroom and at home, with families expected to take an active part in that preparation.

Fees: Separate fees are charged for materials and texts used in the sacrament programs. Because sacramental preparation requires strong parental guidance, parents are required to attend several meetings during preparation time. Parents who choose not to attend cause the postponement of the sacrament until such time when the parents are able to participate fully with the child.

ADMISSIONS

St. Joseph School, operated under the auspices of the Diocese of Joliet, admits students of any race, sex, national and ethnic origin to all rights, privileges, programs, and activities generally available to students at the schools. Students preparing to enter St. Joseph School must meet all requirements of the State, Diocese, and St. Joseph Parish/School Policy. The determination for admission made by the pastor and principal is final.

Admission Priority

1. Siblings of currently enrolled students at St. Joseph School whose parents/guardians are in accord with the expectations and guidelines of St. Joseph School.
2. Children of active registered parishioners of St. Joseph School as demonstrated by regular Sunday attendance, parish involvement, and contributions.
3. Children of alumni
4. Children transferring from other Catholic Schools.
5. Non-Parishioners and transfers from public schools.

A child entering St. Joseph School's Three-year old Program must be three years old by September 1st of the entry year. The child MUST be toilet trained by September 1st. A child entering the Four-year old program must be four years old by September 1st of the entry year. The child MUST be toilet trained by September 1st.

All incoming Kindergartners must be five years of age by September 1st. All incoming First Grade students must be six years of age by September 1st. In all circumstances, the principal and pastor have the final placement determination. At all times, St. Joseph School reserves the right to refuse students whose needs cannot be met by its program.

Transfer Students

Students entering St. Joseph School from another school must present an official transcript/certification of the grade level for which he/she is applying. Records from the previous school will be examined before the student is formally admitted. Parents are asked to sign a "Release of Records Form" that allows the former school to send cumulative files and health records. The Birth and Baptismal certificates are required.

New students are accepted on a probationary basis. During this probationary period, the student's academic performance, behavior and parental support of school policy will be reviewed before permanent acceptance is given. In the case of transfer students, preference will be given to those students transferring from other Catholic Schools. Generally, students are not accepted into the 7th and 8th grade unless they have recently moved into the community and have previously attended Catholic school. During this time, the principal and faculty will ascertain whether the school is able to meet the student's needs, and whether he/she is able to adjust to St. Joseph School. Ordinarily, a student who has transferred from St. Joseph School will not be re-admitted. Re-admission will be at the discretion of the principal.

Health Exams

The Department of Public Health requires that physical and dental examinations, as well as current booster immunizations, are necessary for all new students. The same policy is followed for students entering St. Joseph School for the first time, Pre-school, Kindergarten,

and the Sixth grade. The completed forms are required no later than the first day of school. Failure to comply will cause the child to be excluded from attendance at the first day of school and following school year. Dental examinations and completed dental forms are required for students in Kindergarten, 2nd grade, and 6th grade. These forms must be returned to school by May 15th. Entering Kindergarten students will be required to have an optical exam completed by October 15th. SJS athletes are required to complete a sports physical each year before the students athletes may participate in practice or games.

TUITION AND FEE PAYMENT

The tuition contract has different payment options. These options are divided into two different categories. We offer a Contributing Parishioner and Non-Contributing/ Non-Parishioner rate. St. Joseph Parish provides significant financial support to our school. (It is the second largest source of income for our school.) The financial subsidy from our parish allows our tuition to stay at a reasonable rate. Our families who participate in the Parish community are rewarded not only with the gifts and graces that the mass brings, but also a substantial discount in tuition. However, to receive these rewards, you must participate in parish activities. Families that choose not to participate in the St. Joseph Parish will be charged a non-parishioner tuition rate.

While regular attendance at weekend masses and established contributions (suggested \$20.00 per week) are used to measure this level of activity, there are many ways that families can impact the parish community in a positive way. Throughout the school year, we will be encouraging and inviting your family to continue, renew, or expand participation. We encourage our families to look within themselves and offer their talents and time to our church. We believe that your family will learn that the benefit of this participation to the parish and the parish family is remarkable. We are most confident that your family will be enriched through this experience. As a community that offers encouragement and support, we seek to meet our families' needs. If difficulties or unique situations arise, please do not hesitate to contact Miss Scheffler or Father Tom. Exceptions to weekly contribution requirements may be requested from the pastor. Quarterly assessments on parish contribution status will be completed by the parish bookkeeper. Parish contributions that are in arrears may result in the status of the tuition rate changing to non-contributing or mandated to have parish contributions added to FACTS monthly payments or complete the parish automated debit program. Upon requests, the contributions may be added to your FACTS Tuition payments. Contact Mrs. Baxter for details.

The Pre-School 3 Year Old and Pre-Kindergarten 4 Year Old Program tuition rates are not dependent on the contributing or non-contributing status. The Early Childhood Programs are independent of the parish subsidy and have two payment options. These options include a one-payment plan in which the full tuition expense is due by August 15th or 10 payments plan through FACTS Tuition Management that begins in July and continues through April.

All fees must be kept current, and along with fees must be paid before report cards are issued, records are transferred, or students are admitted for the next term.

School Board Policy for the school year 2010-2011 is as follows:

1. All families that choose the one-payment option must pay by August 15th. If payment is not received by the **TWENTIETH** of the month, a **\$50.00 LATE FEE** will be added. If payment is not received by September 1st, families will be enrolled in the FACTS management plan.
2. Families having a temporary problem making their tuition payment on time may make a cordial arrangement by calling School Board Liaison, Miss Scheffler, or Father Tom. Any reasonable temporary situation will be honored.
3. Payments may be made by check, cash, money order, or cashier's check to St. Joseph School if choosing the one-payment plan. Those families choosing the 10 payment plan will be enrolled in the FACTS management program. (FACTS Management applies an annual \$38 fee.)
4. Parish weekly contributions will be assessed quarterly. Families who are not meeting weekly contributions may have their *Contributing Parish Status* reassessed and changes to tuition rates may apply.
5. All tuition and fees must be paid in full by the end of the school year.
6. Any tuition account that is in arrears after July 1st will be assessed a carry over charge of \$25.00 per month for amounts of \$500.00 or less. Balances greater than \$500.00 will be assessed a carry over charge of \$50.00 per month. Failure to meet contractual obligations will result in alternative collection methods.
7. Attendance will be denied for any student that has an outstanding balance in August. The previous balance must be paid in full before the student will be accepted for the coming school year.

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.
- The school will not forward official transfer records for students who withdraw with an outstanding balance.

Graduates' tuition, fees, fines, parish contributions, etc. must be paid in full by April 1st. The failure to comply with contractual tuition obligations will result in further collection action. Any payments made after May 1st must be in cash or Cashiers Check.

All money sent to school should be in an envelope labeled with the student's name, grade, and purpose of the money. Students are responsible for materials issued to them. For any student book that is returned damaged, the family will incur a charge of no less than \$50 and no more than \$125 to replace student books. Damage includes but is not limited to torn pages or covers, markings on pages or covers, and stained editions. Charges will be assessed for lost, destroyed, or careless handling of any other student materials, as well as damage to school property. Property damage may also result in replacement or repair of the property at the family's own expense.

Tuition and Fee Refund Policy

All commitment and student fees will not be refunded. Refunds for tuition, if any, will be pro-rated based on the withdrawal policies detailed above.

SCHOOL PROCEDURES

Schedule

8:00am Students enter building into classrooms (Students arriving on the school grounds early are sent to Ext. Day)

8:20am Tardy Bell Rings and Homeroom Begins (Students not present in classroom at 8:20am are marked tardy.)

8:30am 1st Period Begins

11:20am Lunch/Recess Period 1

12:00pm Lunch/Recess Period 2

2:50pm Dismissal

Early Release:

In the event that a child needs to be released from classes earlier than regular dismissal time, a request must be made in writing and approved by the office. The child is to be met in the school office by the parent or guardian, where he/she will be signed out. While inconvenient at times, this procedure will assist us in safeguarding the children during the time they are under supervision of the school. As much as possible, medical and dental appointments should be avoided during school hours. We trust that all appointments that will necessitate your child losing class time will be for urgent or emergency needs. Please try to cooperate in this matter. Your child's attendance is crucial to the education process.

Leaving School Grounds:

Students may not leave school grounds during the school day or during any school sponsored after hour's event, without written permission of the parent/guardian and/or explicit permission of the principal or the person in charge of the event. Upon leaving, the student must sign out and include the time of departure.

Telephone/Messages:

Students may use the office telephone only in an emergency. Please do not attempt to personally confer with and/or telephone your child during school hours. The children will not be called to the telephone during school hours. If an emergency arises and you must contact your child, please call the school office for assistance.

Students will not be permitted to call home for forgotten homework, gym clothes, library books, lunches, or to inform parents of after school plans. Please see that this is taken care of before the children arrive at school. Forgotten items brought to school by parents are to be brought to the office.

Cell Phones:

The possession of a cell phone for students at SJS is highly discouraged. If parents have deemed it necessary for a child to have a cell phone due to walking home from school, entering a house where no one is home or attending sport practices or games, he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the "off" position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession. SJS is not responsible for the loss or damage of cell phones. Failure to follow this policy will result in a detention. Upon the second violation of this policy, the student will no longer be

permitted to bring a cell phone on property and a second detention. The third incident will result in a 3rd detention, and the cell phone will remain in the school office until the end of the year. This applies to during the school day, field trips, or school activities.

Sexting

Students involved in the possession or transmission of inappropriate photos on their cell phone or electronic devices face suspension and/or expulsion.

Texting

Students at no time should be involved in texting during the school day. Students involved in texting during the school day face detention, suspension, and/or expulsion.

Contacting Teachers

Certainly, teachers and parents working together is the best assurance of our children's success. However, contacting teachers at home infringes upon their family time. If you would like to discuss your child's progress, please call the office and request a phone conference. Teachers may also be reached through e-mail within the Teacherease interactive site. The teacher will return your call or e-mail as soon as possible.

Absence

If a child is absent, the office is to be notified between 8:15am and 8:45 am. Upon returning to school, the child is to bring a note to his/her homeroom teacher, signed by the parent or guardian, stating the child's name, the date, and the reason for the absence or tardy. The phone call does not take the place of a note. WRITTEN documentation is necessary. We ask your cooperation in contacting the office since this procedure has been initiated to insure your child's safety.

Absences in excess of three days will require a note from a qualified physician. According to School Law of Illinois, it is the parent's responsibility to see that their child is in regular student attendance. The law is specific that the parents have the obligation to see that the child is in school. In the case of excessive absences, we will notify the Will County Truant Officer. In accordance with Illinois school code, "truant is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. Chronic or habitual truant shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for **10%** or more of the attendance days."¹

Students are individually responsible to make up all school work that is missed during the absence before credit will be given. Each teacher will determine the amount of time necessary to complete the missing assignments.

Tardiness, likewise, requires a written excuse. Excessive tardiness could result in the lowering of grades in the missed/late class. Throughout the year, the accumulation of 5 tardies will result in an age appropriate detention. (K-4 will receive 30 minutes and 5-8 will receive 60 minutes.)

¹ Illinois School Code

As you know, repeated absence may cause a serious learning problem for a child. We trust that you will see that your child attends school regularly. **Excessive absent days (40) or the equivalent of 40 days including tardies may be cause for a student to be retained in the current grade level for another year.**

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

Vacations

We discourage vacations during the school year. While vacations can serve as learning experiences, it is recommended that if they must occur during the school term, they be scheduled around holiday breaks. Since class instruction and peer interaction can never be made up, a student's progress may be impeded. **Teachers will be unable to provide assignments in advance for a vacationing student.** Parents must make certain the student makes up all the missed work. If you choose to go on a vacation during the school year, please notify, in writing, the principal and each child's teacher.

If you are planning a vacation during the school year and your child will not be accompanying you, please notify, in writing, the principal, and the child's teacher. Our office must receive the name(s) of those who will be responsible for your child during your absence. Please include information to reach the person responsible for emergency purposes.

Change of Address

Please notify the school office immediately if there is a change of address, residential or business telephone number for either parent. You must also advise the school office of any changes pertaining to your emergency contacts on file in the school office.

Communication

The oldest/only child in a family receives a family envelope every other Friday. In this are contained the School Newsletter, all announcements, schedules, etc. for the next two weeks. It is the responsibility of the parent/guardian to read the announcements contained in the envelope. The envelope should be signed and returned to school the following Monday morning.

Oktoberfest

Every parent is expected to work for our major fundraiser, Oktoberfest. Each family is responsible to complete a minimum of 10 hours per family. Families who do not choose to work will be assessed a \$300 fee per family as determined by the School Board.

Cash Raffle

Each family must participate in the yearly Cash Raffle, sponsored by the School Board. **Raffle tickets are distributed in the late November and 25 tickets (\$10 each) must be sold by February 27th.** Any amount not sold will be added to the family tuition obligation.

Dinner Dance & Auction

Each Family must purchase or sell two tickets to the annual Dinner Dance & Auction held each spring. Families may choose to have the amount added to their tuition payments. **Each family must sell or buy the tickets by March 11, 2011.**

Fundraisers

In order to provide our students with special services, activities, and equipment, it is necessary for our organizations to sponsor several fundraisers during the year. We ask for generous cooperation from our families. All monies earned by Parent Club, Athletics, and School Board directly benefit all our families.

HEALTH AND SAFETY

Emergency Cards

At the beginning of each school year, emergency cards are to be completed. The emergency card should include the names, addresses, and telephone numbers of two people who may be called in the case of illness or injury, if the parents or guardians cannot be contacted. Please make certain that the persons named on the card are easily accessible and that these people are contacted BEFORE you put their names on the card. In the event that parents or people on the emergency card cannot be reached, school personnel will use judgment in obtaining emergency medical aid.

Medication Policy

Students are not allowed to bring medications to school or consume medications at school. This includes both prescription and over the counter medications such as cough drops, aspirin, cough, or cold medications, etc. Our office will only be able to administer those medications that are *necessary* prescriptions for a child's health and safety. A medical form from the office must be obtained and completed by your child's physician. A note from the doctor or parent note is not sufficient. To obtain these forms, please contact the school office. For long term medication such as inhalers and epi-pens, the long term medical release form will need to be completed. At no time will students be permitted to share medication or carry medication (other than inhalers and epi-pens as needed) throughout the building.

Recess

In the event that a parent request the student refrain from participation of outdoor recess, the school may allow the student to remain indoors in the school hall for a three (3) day period without a doctor's note. In the event that the student would need indoor recess, a doctor's note will be required after three days. Indoor recess requests will consist of the student remaining in the lunchroom reading a book. Students requesting indoor recess with doctor's notes based on surgery or unusual circumstances will be reviewed on an individual basis/

Insurance

The School Board requires that those students participating in extra-curricular activities be insured. Proof of insurance will be required before participation. All injuries should be reported immediately to the school office.

Emergency Closing

If it becomes necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to each household, cell

phone, and e-mail contact received listed from the School Reach form completed by parents at the start of the school year. Dependent on predicted weather conditions, SJS may designate a late start at 9:30am. In the instance of late start times, our Pre-School 3 and PK4 Morning Programs will be canceled.

On rare days when the weather turns severe after school opens, or in another emergency, the School Reach Communication Services will be put into effect. When severe weather is predicted, please make certain that you, or a designated person, are able to be reached.

Drop-Off and Pick-Up Procedures and Safety Compliance

Parents may only travel east on Fifth Street and drop off their children on the school side (right side) of the street. Traveling West on Fifth Street is not permitted. To ensure the safety of all our children, **NO CARS ARE PERMITTED ON THE SCHOOL PARKING LOTS or SCHOOL APRONS BEFORE OR AFTER SCHOOL.** Students must be dropped off to the school parking area between the Church and Activity Center. Cars are not allowed to pass another vehicle or double park during drop-off time. All school families are expected to use extreme caution and drive carefully for the safety of our children. At dismissal time parking is permitted on the east side of Jefferson, on Fifth Street WEST OF JEFFERSON, and "stadium style" in the rectory lot. The Madison Street parking lot is reserved for PK4 Academy students. Student supervision is provided only until 3:00pm. Students remaining after 3:00pm must go to the Extended Care Program, and families will be charged accordingly. Cars parked on side streets in the neighborhood may not be supervised by the SJS staff. Families who park in those areas park at their own risk. There is no parking on 6th Street, double parking, parking in the apron of the church entrance, blocking of neighbor's driveways, or parking too close to the stop signs. At all times, parents will be expected to monitor their children, use crosswalks with their children, and assure the safety of all is in place. If parking at Father's Field or the cemetery becomes a safety hazard or neighborhood complaint, parents will be requested to park only in the rectory parking lot.

Bicycle Riders

Students riding bicycles are subject to the regulations of the State Vehicle Code. Bicycles must be walked on and off the school grounds.

After School Arrangements

At the beginning of the school year, we request that parents inform the teachers of the arrangements for after school transportation or use of the extended care program. It is important for the school to know the transportation status whether your child is a car rider (carpool information), walker, bike rider, or will use the extended care program. We do realize that this may change throughout the year. However, it is imperative that this information be communicated to the school office and classroom teacher. We will not release your child to another parent without prior communication. We know that emergencies may come up and in those emergency situations contact the school office. These measures are designed for the safety of all children. We trust that you will assist us in this manner and make arrangements to communicate information.

STUDENT INFORMATION

Dress Code

Our clothing should reflect the activity in which we are engaged. Since the school is a work situation, clothing should reflect the social responsibility we have to others to be properly clothed. At St. Joseph School, we dress for success and expect our students to follow the dress code policies. The school dress code applies to everyday, beginning with the first day of school until the last day. Students will be notified of any days that they are allowed to attend out of uniform. School uniforms may be ordered from Schoolbelles which is located at 79th & Harlem in the Bridgeview Court Plaza or they may also be reached by phone at (708) 598-8008. School Uniform shirts and PE uniforms may be purchased through Write-On Designs. (Contact the school office for more information.)

Uniform Guidelines for SJS School Year 2010-11

The following is the acceptable dress code of SJS students. If it is *not* listed, it is *not* acceptable. The criteria for acceptable dress code, hair styles, and uniform policy conformity are at the discretion of the SJS Staff and Administration.

Girls

Blouses/Jumpers/Skirts/Pants

- Plaid Schoolbelles jumper in K-3
- Plaid Schoolbelles skirt/skort in 4-8(No more than 3 inches above the knee)
- Navy blue dress slacks
- Navy blue uniform shorts may be worn in August, September and May. (No more than 3 inches above the knee)
- Short or long sleeve (emblem free) blouses with round, pointed, or button-down collars
- White short or long sleeved banded bottom jersey knit shirt with St. Joseph School embroidery for grades 5-8 only

Socks

- **Girls in grades 4-8 will wear navy blue or white knee highs or tights. (No crews, anklets, or footies permitted)**
- **Girls in grades K-3 will wear navy blue or white knee highs, tights, crew socks that are 3 inches above the ankle (no footies)**

Jewelry

- One simple Religious necklace or chain may be worn on **non-gym** days
- One pair of simple non-dangling earrings may be worn on lower earlobe only

Miscellaneous

- No nail polish or make-up may be worn.
- No aerosol hair spray, hair dye or perfumes may be brought to school.

Boys

Pants/Shorts

- Solid Navy dress pants or dress corduroys (Belt hoops for 5-8 and belts must also be worn)
- Navy blue uniform shorts may be worn in August, September and May
- **Pleated navy twill shorts with length above the knees**
- **Navy shorts that are cargo style with pockets on the sides may be worn provided the pockets are limited and the style is not a skater, surfer style, board shorts, or overly long or have the distressed look**
- **All shorts will be worn at the discretion of the SJS staff**

Shirts

- Light blue polo or oxford shirt with long or short sleeves for grades K-4
- All shirts must be tucked into pants
- White short or long jersey knit shirt with St. Joseph School embroidery for grades 5-8

Socks

- All boys will wear navy blue or black socks (non PE days) that must be three inches above the ankle.
- No anklets or footies permitted

Jewelry

- One Religious chain may be worn on **non-gym** days
- No earrings will be permitted

Shoes for Boys and Girls

- Solid colored laced or loafer type with non-scuff soles are worn on uniform days
- No shoes with heel over 2 inches (as measured from back exterior of the shoe)
- No open back shoes, sandals, or shoes resembling gym shoes will be permitted
- Shoe laces must be tied at all times

All Students

- Navy blue cardigan, V-neck pullover sweater, V-neck vest may be worn
- Approved logo crew sweatshirts** (Ex: Blue and grey, Schoolbelles with uniform plaid)
- Shirts and blouses must be tucked in at all times so that the waistband/belt can be seen
- All uniforms, shirts, pants, and socks are emblem free

Belts

- Solid color belts for grades 5-8
- Solid color belts for grades 2-4 (if pants have belt loops)

Styles & Cuts

- All hair should be clean, neat, well groomed, and conservatively styled
- All hairstyles with bangs should be cut above eyebrows
- Boy's hair should be above and not touching the shirt collar, trimmed around the ears,
- Boys' hair must not be bushy, hooked behind ears, or unkempt (no Bieber style)
- Free of dye/bleach/highlights from the first day of school until after the last day

Hair Accessories

- Hair accessories are simple and utilitarian in purpose and should not include bright colors, sequins, long ribbons, head bands with tails, etc.
- No head coverings, hats, kerchiefs, etc. may be worn at any time
- No beads or scarves should be worn
- Scrunchies, hair clips, rubber bands etc. must be worn on hair (not wrists)

Miscellaneous

- Absolutely no double piercing, ear lobe piercing, or body piercings will be permitted
- Fad bracelets, hair bands, plastic bands or any bracelet will not be permitted.
- No nail polish, French manicures, fake nails or nail tips
- No hologram contacts

Gym Clothing for Boys and Girls K-8

On designated gym days, students in grades K-8 will wear the gym uniforms formally purchased from Write-On Design.

- Blue and Grey Trojan shirts and shorts are permitted
- Athletic shoes may be worn on gym days only

- Socks for PE uniform must be solid white or with simple blue stripe crew three inches above ankle bone or knee high in length
- No anklets or footies permitted
- Violations of the sock policy described will require parents to purchase the SJS branded socks for \$3.50 per pair from the school office
- If you would like to order the SJS specialty socks for your child, please contact the school office. The specialty socks will be monogrammed with SJS in navy blue and assure your child's conformity to the policy.
- PE Uniforms must be ordered through Write-On Design (Order forms located on the website at www.stjoeschool.com)
- Gym uniform will be free of tears and holes and not excessively worn or faded
- Gym uniform will be sized accordingly (not excessively large or too small)
- Sweatshirts will be crew neck line only
- Hoodie sweatshirts will not be permitted as part of school or gym uniform.
- Shorts may be worn August, September, October, April, and May (all shorts must be finger tip in length)
- No visible t-shirts or tank tops under gym shirts are permitted

Parents will be called to provide proper attire for those students not adhering to the school or PE dress code. Three cumulative dress code violations will lead to an age appropriate detention. (30 minutes for 1st through 4th grade and 60 minutes for 5th- 8th grade.)

Dress Up/Down Days:

On days designated as Dress Up or Dress Down Days, students are expected to dress in modest clothing. At all times, the students of St. Joseph School will represent themselves in appropriate dress becoming of a Catholic School. No sleeveless tops, spaghetti straps, tight fitting, low neckline, shoulder baring, midriff baring or showing, open back shirts, nor will overly short apparel (no more than three inches above the knee) be permitted. Due to safety issues, students will not be permitted to wear flip flops, mules, open back shoes or high heeled sandals/shoes at any time. Parents will be called to provide proper clothing immediately or students may wear clothing from uniform resale items in school. We trust that your family will carefully consider the appropriate dress for all events representing St. Joseph School. Administration and staff will determine the appropriateness of clothing. Make-up is not allowed on dress up or dress down days. Students violating this dress code will forfeit the privilege of dress up/down days.

Personal Property

Each item of clothing and school materials should be marked with the owner's name. Lost & Found items are kept in the school office or school hall. All unclaimed articles at the end of each term shall be donated to an appropriate agency.

Items such as but not limited to questionable books and pictures, toys, trading cards, pagers, laser lights, Gameboys, Nintendo DS, iPods, mp3 players or any items that may detract from a learning situation are not allowed at school at any time. The school staff and administration will determine the appropriate disciplinary measures to be taken concerning the presence of these items at school. Items taken away from the students in violation of these rules may be held in the principal's office until the last day of school. If these items are continually

brought to school, the item will remain in the principal's office for the end of the year and detentions will be issued.

Lunch

Hot lunch is available daily for order/purchase. A monthly menu is provided so choices may be made. In accordance with our Wellness Policy, no fast food lunches are allowed at SJS. Please do not bring any type of McDonald's, Subway, Burger King, Taco Bell, etc to school for your child. Free/reduced milk and lunch are available for those families who qualify according to Government standards that are provided from the school office.

Milk

Milk is available each day or may be purchased twice a year.

DISCIPLINE AND STUDENT RESPONSIBILITY

Since the parents are the primary educators of their children, it should be stated that the staff of St. Joseph School will not assume the full responsibility for providing the child with all the discipline which is necessary to foster the spiritual and moral growth of the child. This must necessarily be a shared responsibility with the parents. Discipline at St. Joseph School is based on the assumption that our children have already been taught values and Christian attitudes by their parents/ guardians. The school is a continuation of this development, not the initiation into the habits of self-discipline.

Since a pleasant, orderly classroom aids in effective learning, parents, faculty, and students need to work together to maintain that atmosphere. Respect is essential. It must be shown for and by every adult and student, and for all property.

Effective discipline requires consistency. Parents, teachers, and students working together, using a fair discipline code based on Christian responsibility, can ensure that our children will grow in solid values, ably leading us into the future. We all certainly realize that normal, healthy behavior is to be expected at all times. Each child is expected to conduct himself/herself in a manner that will be a credit to the Church, to the school, and to you, the parents. Since the ideal is what we strive for, it is necessary to have certain rules of conduct.

The following is a brief overview of the student behavior codes:

- Students are to respect all school personnel.
- Students are to respect their own, others' and the school's property.*
- Students are responsible for their own proper behavior in school, on the school grounds, and in situations representing St. Joseph School.
- Students are responsible for their assigned work.
- Students are expected to dress according to the school dress code.
- Students (and parents/guardians) are responsible for their presence in school which includes being on time.
- Students are to bring to school only those materials that pertain to school work and/ or assignments.
- Students are to engage in active listening.
- Students are expected to demonstrate truthfulness/trustworthiness, cooperation, and their personal best at all times.

*All students in violation of the respect for property by chewing gum will be issued a \$20 fine. Those found in violation for respect of property in classroom, school building or school grounds will be issued fines based on the damages to property and costs to repair/clean/replace.

The school discipline code listed here is as complete as possible, but it is not exhaustive. Situations not covered by the code will be dealt with on an individual basis by the faculty and administration, consistent with school philosophy of respect and care for all. A student who demonstrates a lack of concern for others hinders the growth of our community and consequently will be corrected.

There are different levels of violations to our code. Failure to observe these following rules will result in a Type I, Type II or Type III Violation

TYPE-1 Violations

Type-1 Violations may include breaking classroom or school rules.

CONSEQUENCES FOR A TYPE-1 VIOLATION:

Kindergarten through second grade will follow the Assertive Discipline plan on an individual class basis for TYPE-1 VIOLATIONS. The consequences for these violations will be communicated to the parents at the beginning of the school year.

Grades 3-8

First time: Name on board

Second time: Student will receive a check mark on board and a “Needs Improvement Form” from the teacher. The form will need parent signature and be returned the following day. If the “Needs Improvement Form” is not returned with parent signature, an additional “Needs Improvement Form” will be issued. After three forms, a detention will be issued. **(Three accumulated forms from any special teachers-Art, Music, and PE will be a detention.)**

Third time: Parents are notified with a detention notice; student receives 1 hour of after school detention. Detention notice must be returned the next day with a parent signature.

Detention

A detention is time spent after school because of a violation of the school rules. A student who receives a detention must report to an assigned room at an assigned date and time for a specific period of time. Students will remain seated and in silence for the entire time period. Parents will be notified in advance of the detention.

Accumulated Detentions

Accumulated detentions, even for "small things", show a lack of cooperation/judgment. Therefore, we use the following consequences for students receiving more than one detention during the year.

- 1st D: Notice sent home; signed; returned.
- 2nd D: Notice sent home; signed; returned.
- 3rd D: Notice sent home; signed; additional 5 hours of service to be completed within a week of detention; service hours to be mutually agreed upon with staff and parent documentation of service hours and activities upon completion.
- 4th D: Three hour working Saturday detention will be served; special notice sent home; conference with parents, student, teacher.

- 5th D: In-school suspension: **Student will spend one day in isolation working with a substitute teacher paid for by the student's parents at the cost of \$80 per day.** He/she will be given missed work to complete during the day. Conference with parent(s). Loss of privileges. No participation in extracurricular activities for a minimum period of two weeks.
- 6th D: In-school suspension: Student will be assigned work, but no credit will be issued. Conference held with parents, principal, pastor before re-admission to classroom. Students will not participate in extracurricular activities and there will be a loss of privileges.
- 7th D: Probation with conditions: A conference with administrator, teachers, pastor, and parents will be held. Specific conditions must be met for re-admission to school. Expulsion will be the consequence if conditions are not met.

TYPE 2 VIOLATIONS:

Type 2 violations are considered serious and lead directly to detention or suspension.

- Cheating/Dishonest behavior/ Plagiarism
- Fighting/Hitting/Inappropriate physical contact (spitting, pushing, throwing or knocking another student down)
- Use of obscene language, gestures, materials
- Talking back or showing disrespect in any manner to a staff member (including lunch supervisors)
- Forgery of a parent/guardian signature
- Lying to teacher, staff member, or principal
- Possession/use of tobacco or tobacco-related products
- Leaving school grounds without permission

TYPE 3 VIOLATIONS:

The extremely serious/dangerous nature of these violations requires prompt action. Therefore, actions such as, but not necessarily limited to, these will lead directly to suspension, expulsion, or alternative-to-expulsion.

- Use, possession, sale, or attempt to sell any controlled substance (marijuana, alcohol, narcotics, pills, etc.), look-alike drugs, or drug paraphernalia
- Possession and/or use of a dangerous or potentially dangerous object
- Willful, malicious damage or vandalization of any property belonging to the school, church, staff member, or student
- Activation of a fire alarm
- Extortion and intimidation
- Theft
- Jeopardizing the safety of students, staff, or bus drivers
- Serious disrespect to a staff member, adult volunteers, or to fellow students
- The use of foul or abusive language (in any oral, visual, or written form) either against fellow students or against those in authority on the school and church property
- The use by any St. Joseph students of any false or malicious written or printed statements or signs, pictures, or effigies tending to exposing another student or staff member to public ridicule, hatred or contempt or to injure his/her reputation or the reputation of St. Joseph in any way.
- The use of St. Joseph's image or name in any negative manner in any public medium including but not limited to television, radio, periodicals, and the internet without written permission and approval from the Principal.
- The intentional absence or avoidance of detention will require an in-school suspension. This will include loss of privileges and two-week suspension of extra-curricular activities.

In addition to the aforementioned forms of discipline and at the discretion of the administration, students can be suspended from extra-curricular activities for a minimum of two weeks. The faculty and administration will establish the implementation process and evaluation of the suspension on a case by case basis. A student who commits a serious violation may receive suspension, probation with conditions, or expulsion. Parents will be expected to assist our efforts in the discipline process. All parents are expected to monitor computer use at home to avoid situations where Type III violations occur. These extremely serious discipline measures are administered progressively. However, at the discretion of the principal and pastor, SJS may impose them at any time the mental or physical health, safety, or classroom atmosphere are at risk. (See Diocesan Acceptable Use and Technology Agreement in Appendix C)

Anti-Bullying Policy

In the Christian environment that SJS represents, we expect all children to model the gospel message and follow a Christian Code of Conduct. The following Anti-bullying Policy was established by the St. Joseph School Board. All students, parents, and staff will be expected to abide by and sign off on the pledges the Anti-bullying Pledges. (See Appendix B)

For our purposes, bullying behaviors are described but not limited to the 6 categories listed and described below.

Bullying Behaviors and Characteristics

- Physical Aggression
 - Pushing/shoving
 - Spitting
 - Kicking/hitting
 - Stealing
 - Defacing Property
 - Physical acts that are demeaning and humiliating
 - Physical violence against family or friends
 - Threatening with a weapon
- Social Alienation
 - Gossiping
 - Setting up to look foolish or embarrass
 - Ethnic slurs
 - Setting up to take the blame
 - Publicly humiliating
 - Deliberately excluding
 - Rumor spreading
 - Threatening with total isolation by peer group
- Written/Verbal aggression
 - Mocking/taunting
 - Name calling
 - Teasing about appearances or possessions
 - Intimidating phone calls, e-mails, or instant messages
 - Verbal/written threats of aggression against property or possessions
 - Verbal/written threats of violence or infliction of bodily harm
- Intimidation
 - Dirty looks

- Graffiti
- Daring to do something inappropriate
- Defacing property or clothing
- Playing a dirty trick
- Taking possessions
- Extortion
- Threats or coercion against family or friends
- Sexual Harassment
 - Sexual or dirty jokes
 - Inappropriate remarks, gestures, sounds
 - Spreading sexual rumors
 - Physical acts that are degrading/demeaning
 - Cornering, blocking, standing too close, following too close

Students who violate the anti-bullying pledge and exhibit bullying behaviors as described by the handbook will have the following consequences applied. Consequences for bullying behaviors as described will be administered by the classroom teacher and administration. All students, parents, and staff members are required to sign and pledge their support to make SJS a bully free environment.

Bullying Consequences

At the discretion of the SJS staff, detention and/or suspension may be issued on a single incident of bullying based on the severity of the bullying experience.

Grades 5-8

St. Joseph School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest on-line or through text messages) face detention, suspension, and/or expulsion.

Grades 3-4

1st incident

- Assertive Discipline Plan Followed

2nd Incident

- Phone call home
- Written apology
- Parent Signature

3rd Incident

- Phone call home
- Written apology
- Parent Signature

4th Incident

- Detention as Type II Violation
- Parent Notified that Social Worker/Counseling will be the next step
- Written apology and parent signature

5th Incident

- Suspension as Type III Violation (parents will pay supervision fee of \$80 per day for each suspension)
- Must see Social Worker or Counselor at the parents expense

- Non-compliance with the consequences will result in Resolution team meeting

PK-2

1st Incident

- Assertive Discipline Plan followed

2nd Incident

- Written apology with parent signature

3rd Incident

- Parent Meeting and enforce the 5th-8th grade consequences at the administration and staff discretion.

ALCOHOL/DRUG USE POLICY

Student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence² of narcotics, drugs (illicit or over the counter), or alcohol. Students shall not possess "look-alikes" nor possess paraphernalia (roach clip, rolling papers, coke spoon, etc). The possession/inappropriate use of inhalants, aerosols, butane lighters, or other lighter fluids are not permitted. Above materials will be confiscated and turned over to the police. Students found to possess large quantities of alcohol/drugs will be considered as selling/dealing and will be referred to the police.

Students shall not possess prescription medication other than inhalers and epi-pens as prescribed by physician. Students taking prescriptions must follow medication policy at SJS.

This policy is in effect on school buses, in school buildings, or on school grounds at any time. The policy extends to all school sponsored and related activities, as well as field trips, athletic and music trips, whether held before or after school, evenings, or weekends. Students shall be advised of this policy.

In case of student overdose from drugs/alcohol, emergency medical procedures will be followed. Parents will be notified. Local paramedics will be called. Following the handling of the medical emergency, this policy statement for chemical abuse will be followed.

First time offenders:

1. The principal or designated school personnel will attempt to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference to be held within 36 hours of the incident. If telephone contact cannot be made, written communication will be sent.
2. Student is suspended for 10 days.
3. The parent(s)/guardian(s) and student will be presented with an alternative-to-suspension option. That option includes a chemical dependency assessment, through a school-approved facility, and follow-through with assessment recommendations. The school will provide the parent with a list of school-approved facilities, which have chemical dependency treatment licensing, from which they may choose. The assessment and other education/treatment costs will be the responsibility of the parent/guardian.

² Under the influence is defined as manifesting signs of chemical use/misuse such as staggering, odor of chemical on breath, reddened eyes, nervousness, restlessness, falling asleep, memory loss, or inappropriate behavior.

4. The suspension of the student, who agrees to be evaluated and treated, if necessary, will be commuted to 5 days.
5. The chemical dependency facility must notify the school that the student has been evaluated, and the student/parent(s) intend to comply with the recommendations. If the school receives such notification by phone within the first 5 days, the student may re-enter school on the sixth day. It is assumed that written communication from the facility will be received within 10 days.

If the parent(s)/student do not agree to pursue the recommendation(s) of the professional assessment, expulsion procedures will be initiated.

Second Time Offenders

Expulsion procedures will be immediately initiated for a second violation of this policy.

INSTRUCTION/EVALUATION

School Organization

St. Joseph students are taught by achievement levels in each classroom for reading, and according to specific criteria, are eligible for advanced status in math.

Homework

Homework is a contributing factor to the learning process. Homework assignments aid students in developing the ability to work independently. Homework may be assigned to help students review, comprehend, and enrich the subject matter taught in class. Homework is expected at all levels, and should be able to be completed independently under parent supervision. The following time allotment is a guideline:

- Grades 1 & 2: 30 minutes
- Grades 3 & 4: 45 minutes-1 hour
- Grades 5 & 6: 1 hour –1-1/2 hours
- Grades 7 & 8: 1-2 hours

Daily work is listed on the school web site and can be accessed at www.stjoeschool.com.

However, all students in grades 2-8 are expected to use the planners provided.

Incomplete or late homework will necessitate a RED “Important Assignments” slip. Three accumulated slips per subject and per term will require an age appropriate detention. (30 minutes K-4 and 60 minutes 5-8)

Evaluation of Student Progress

Report cards are issued 3 times a year. The purpose for evaluating the student in both subject matter areas and in character development is that both the teacher(s) and parents may cooperate together helping the student reach his/her highest potential. Report cards are designed to report student achievement, teachers' assessment of student effort, and work habits and attitudes. Parents should examine the report card carefully and make arrangements to talk with the teacher when necessary. Parents of students in grades 3-8 will have access to view students' grades on-line with the TeacherEase grading system. Each parent will need to supply the teachers with an e-mail address to forward private log-in information and may access the students' performance throughout the year.

Parent/Teacher Conferences

Formal parent/teacher conferences with each homeroom are scheduled in November and, optionally in the Spring, by appointment. It is expected that at least one parent/guardian will

attend November conferences. At this time the student's progress and other matters of mutual interest and concern are discussed. If, at any time, a parent feels that a conference would be helpful, he/she may call the office to arrange an appointment with the teacher(s) concerned.

Interim Reports

Interim reports are accessible throughout the year online for grades 3-8. Students in grades K-2 will receive an interim report mid-trimester. Parents are expected to access the TeacherEase website on a regular basis. Paper copies will be sent for parents who do not have Internet access. It is hoped that viewing grades on a regular basis will serve as motivation to the students and can correct what is lacking before a problem becomes too great.

Activity Eligibility

Students in grades 5-8 will be required to maintain passing grades and acceptable behavior in order to participate in extracurricular activities. Students who receive a failing grade (F) in any academic subject or students who receive two or more checks in two academic subject areas will be suspended from all activities, clubs, band, and athletic events. Beginning with the first interim report, evaluations for students will be reassessed every two weeks. Students failing to maintain passing grades or acceptable behavior will be suspended from activities for two weeks, giving them time to spend on their school work. Coaches, moderators, and parents will be notified.

The following grading code is used for grades 3-8

A+ = 100-98.5 A = 98-95.5 A- = 95-92.5

B+ = 92-90.5 B = 90-87.5 B- = 87-84.5

C+ = 84-82.5 C = 82-78.5 C- = 78-76.5

D+ = 76-74.5 D = 74-71.5 D- = 71-69.5

F = 69 and below CR= requirements satisfied (credit given) NG = Not Graded

Music Performance for K-8 will be assessed at each term. The Christmas Program and Grandparents Day Program performance will be assessed. Student attendance at both programs is mandatory.

The following grade scale is used for students in grades K-2

E = Exceeds Expectations M= Meets Expectations NI= Needs Improvement

* Preschool will have a separate assessment form.*

Honor Roll

"A" Honor Roll

- 3.7 GPA or higher
- No D's or F's
- No less than Satisfactory in all efforts
- No lower than a C for special classes that include PE, Art, Music
- No numbers identified for student attitude or behavior improvement

"B" Honor Roll

- 3.0 GPA or higher
- No D's or F's
- No less than Satisfactory in all efforts
- No Lower than C for special classes that include PE, Art, Music

- No numbers identified for student attitude or behavior improvement

Criteria to Become a Member of the St. Joseph Honor Society

- Students are eligible for Honor Society beginning with the last trimester of 5th grade and the first interim report card of 6th grade.
- Students with D’s or F’s in any class are not eligible.
- The Grade Point Average on major subjects (major subjects include Religion, Math, Social Studies, Science, Language Arts, Literature, Vocabulary/Spelling) must be 3.3 for two consecutive terms to be inducted and 3.0 to maintain membership.
- Grade values are as follows:

A+.....4.3	B+3.3	C+.....2.3	D+.....1.3
A4.0	B3.0	C.....2.0	D..... 1
A-.....3.7	B-.....2.7	C-.....1.7	D-.....07
- Special classes (Art, Music, PE, Spanish) must be C/S or better to qualify
- No numbers identified for student attitude or behavior improvement
- Once inducted into SJHS, the student is expected to maintain the above criteria at a 3.0 level. If he/she does not, three weeks will be served as a probationary member. After three weeks probation, student’s grades will be assessed. If they are not within the criteria, he/she will not be able to be considered for membership again until the following trimester. Further probation time will limit consideration until the following school year.
- During the probationary period, students may not participate in Honor Society activities.
- Expectations, probation and behavior requirements for Honor Society members will be distributed to all members at the first Honor Society meeting of the year. All Honor Society members will be expected to meet requirements to maintain membership status.
- **Two detentions within the school year** will result in a suspension from Honor Society. *Any* behavior that does not reflect “Honorable” behavior will be evaluated by the moderators & principal, and will result in a probation or suspension accordingly.

Retention

For a student's benefit, retention may be recommended. This may be due to lack of skills, immaturity, frequent absences, or other difficulties. In the upper grades, a failing average in three major subjects or frequent and extended absences may warrant retention. As you know, repeated absence may cause a serious learning problem for a child. We trust that you will see that your child attends school regularly. **Excessive absent days (40) or the equivalent of 40 days including tardies may be cause for a student to be retained in the current grade level for another year.** Whenever the possibility of retention exists, parents will be notified of both the possibility and the steps which can be taken to help the child at the conferences in November and throughout the year. Additional conferences may be held to discuss the child's progress. If a decision for retention is made near the end of a school year, the parents will be notified before the final report card is issued.

Curriculum

The curriculum consists of **Religion, Language Arts** (which may include Reading, English, Spelling/Vocabulary, Phonics, Speaking Skills, and Handwriting.), **Math, Science, Social Studies, Spanish** (grades 6-8), **Physical Education, Art, Music,** and **Technology** integration and education. At Back to School Nights held in September, parents will receive curriculum guides and detailed information about the student’s educational program for the year.

Protecting God's Children

As mandated by the Diocese of Joliet, St. Joseph School staff members, volunteers, and parents who work with children must participate in the Protecting God's Children (PGC) Program. Opportunities for the PGC class schedules are located at www.dioceseofjoliet.org.

PGC is two part program that requires a workshop for all who work with children under the age of 18 under the auspices of the school and parish. The workshop will be approximately three hours in length, and participation is necessary to keep our parish in compliance with the Diocese of Joliet policies. This program is applied to all employees and volunteers.

The second part of the PGC program requires a background screening. The screening process will be handled in a most confidential manner. As parents who would like to volunteer for the school, the participation in the instructional program and back ground screening is required. All trained and screened parents will be able to volunteer. More information about the PGC program may be found on the diocesan website at www.dioceseofjoliet.org.

The Safe Environment for Children Instructional Program will be implemented in grades K-8. Prior to instruction, parents will be notified. Parental viewing of the material prior to instruction will be offered. Parent may opt out of instruction of this program in writing prior to the instruction in the classrooms. More information will be sent in the family envelope or through School Reach prior to instruction time.

School Family Information and Directory

St. Joseph School will publish a school family directory in the fall which will include students' and parents' names, addresses, home telephone numbers, and e-mail addresses to be distributed too all school families. This directory is for communication purposes only and not to be used to solicit or market businesses to our school families. Any family who wishes to be excluded from the directory must notify the school in writing by **September 15th**. Frequently throughout the year, the Legislative Action Representative from SJS School Board will communicate through parent e-mails legislative issues that require parent action. In the past, these efforts have assisted with new grants, tax credits, and increased funding to our school and families. We encourage your family to actively participate in such notices.

As our junior high students will have frequent visitors from Diocesan Catholic High Schools throughout the 7th and 8th grades. These visits and sessions allow our students to receive a view of the high schools in the local area. As a cooperative partnership with our Catholic High Schools, the students' addresses will be shared to communicate various open houses and invitations to special events. If your family would like to be excluded from these communications, please contact the school office in writing by **September 15th**. All Catholic High Schools and Lockport Township High School will request student contact information and student performance information. Your child's information will not be shared with LTHS without your written consent. All parents must complete the release of information for LTHS before information will be released. Failure to return your LTHS release form will delay communication from LTHS in regard to placement exams and scheduling for freshman year.

Video and Photograph Use

The Diocese of Joliet and St. Joseph School allow positive publicity of students using videotapes, digital images, photographs and web publication within the context of Diocesan policy. (See Appendix D) Videotaping and/or photographing may be used in and by the Diocese and Schools of the Diocese as a facet of instruction for enhancing learning, to share information, to promote the school, to assist in providing a safe and secure learning environment, and to monitor/record student activities. Such videotaping or photography may be announced or unannounced and will be conducted according to diocesan guidelines. If you wish to exclude the student from this usage, parents must contact the school office and complete the “opt-out” form by **October 1st**.

Field Trips

Field trips are taken at the discretion of the classroom teacher with the approval of the principal. They are of one day duration or less. Students pay all costs, including transportation. Permission slips must be signed by the parent/guardian before any student is allowed to participate. Parents wishing to chaperone field trips must submit interested response to the homeroom teacher and have completed the Protecting God’s Children Program and complete background screening through the school office. In the event that more chaperones respond than required, a lottery system will be utilized. SJS will attempt to involve parents as chaperones as often as possible. However, SJS reserves the right to make the final decision in fairness to all families.

Graduation

In order to graduate from St. Joseph School, the following criteria need to be met:

- Student must satisfactorily complete the courses of study designed by the school.
- Student must pass tests on the federal and state constitutions.
- Family must meet any outstanding financial obligations (tuition, fees, fines, and fundraising obligations) by April 1st.

Withdrawal

Families are asked to notify the office as soon as possible when transferring students. Transfer forms are filled out at both the sending and receiving school. It is necessary to know the name of the receiving school, as well as the new address of the family. A “Release of Records” form must be completed and signed by the parent or guardian before records can be released and sent to the transfer school. Contact the school office for the “Release of Records” form. No records will be given to parents to transport to new school. Records will be transferred through the U. S. Mail. Special handling will require that all postal fees be paid by parents. **No records will be sent to transferring schools of students whose financial commitment is in arrears.**

EXTRACURRICULAR ACTIVITIES

St. Joseph Altar Servers

Students in 4th-8th grade are privileged to be able to serve mass. Training is offered to the 4th-8th grade students.

St. Joseph Athletics

Eligible St. Joseph students in grades 5-8 may participate in flag football, basketball, volleyball, and co-ed volleyball. Instructional clinics for basketball, flag football, and volleyball may begin in grade 3.

St. Joseph Band

The St. Joseph Band is designed to give students the opportunity to learn to play an instrument and to participate in an organized band experience. Students may begin in grade 4. Once a band commitment is made, it is expected that the student will continue that commitment through the year.

St. Joseph Chess Club

Students in 4th-8th grade may participate in the SJS Chess Club which holds sessions after school each month throughout the year and may participate in periodic tournaments.

St. Joseph Choir

Students in grades 4-8 may participate in the choir, which may participate at concerts and cantor at school liturgies.

St. Joseph Honor Society (SJHS)

This is an academic honor society for students in grades 6-8 who have achieved and maintained a B+ average and honorable behavior. Each candidate must be approved by the faculty and principal. The SJS Honor Society recognizes and promotes commendable achievement in the areas of scholarship, leadership and character. The SJHS is a charitable organization, whose activities concentrate on service to others.

Safety patrol

Students in 7th grade may participate in the activities of the safety patrol.

Service:

The concept of worshipping God through service to His people is important in the development of the whole child. Each student is responsible to perform hours of service throughout the school year. Hours vary according to grade level. The classroom teacher will provide parents with information on service hours at Back to School Night. We provide many opportunities for Christian service and encourage our students to participate in:

- Community services - Thanksgiving Food Drive, Christmas Sharing Project, cards for parish homebound, World Hunger Day, Brazilian Missions, Feed My Starving Children, etc.
- School services - Safety patrol, SJHS, altar servers, lunch helpers, ministers of hospitality, story readers, technology aides, school wide prayer leaders, etc.

PARENT INFORMATION

Parent Cooperation

Families at St. Joseph School pledge to assist our children in their growth as religious and moral individuals. All parents and guardians must sign the Spiritual Covenant and Parent Partnership Pact every year. (See Appendix A) Positive family cooperation and support of our school and staff always has a positive effect on the students' attitude toward school and learning. We know, however, that there will be times when families and staff may not agree, often due to miscommunication or misunderstanding. During these infrequent times, we ask families to follow a time-tested procedure:

- First, make an appointment to see the teacher or staff member involved. He/she will be happy to schedule a conference with you either before or after school. Problems can be discussed,

insights shared, and solutions often settled upon. **The teacher is ALWAYS the first person to address with a classroom concern.**

- If a solution is difficult to achieve, the principal may be contacted to help. Usually he/she will meet with the parents and teacher together.
- Whenever a complaint is made to the School Board as a whole, or to a Board member as an individual, it will be referred to the school administration for study. The School Board is not a grievance committee. Its members are valuable advisors to administration, but the Board does not deal with personnel or curriculum.

CHILDREN BENEFIT MOST WHEN PARENTS:

- Attend all school meetings and conferences
- Attend weekend mass with your child(ren)
- Contact teachers regarding school progress
- Keep an open line of communication
- Become involved in school sponsored activities
- Meet with the teacher should difficulties arise in the classroom
- Inform the teacher/administrator if a problem should arise which could affect the child's well-being or progress
- Refrain from negativity, especially concerning children in the child's class, staff and administration, fellow parents and families

School Visitation

We are proud of St. Joseph School, its students and staff, as well as its atmosphere and academics. Visitors are always welcome to tour with the principal. However, for the safety of our students, and to ensure minimal interruption, all visitors must report to the office upon arrival at the school. During school hours, all visitors must enter at the Jefferson entrance of the building. No other entrances will be available for entrance to the school. All staff members will direct every visitor to the main entrance. When you ring the bell, please state the purpose of the visit. The office personnel will unlock the door for you to enter. Upon entering the building, all visitors must proceed to the second floor office. This includes parents bringing forgotten items and parent volunteers. All visitors and volunteers will be requested to sign in their name and indicate the arrival time and destination in the visitor's book at the school office. Each visitor or volunteer will wear the appropriate volunteer/visitor pass while in the school building. All visitors or volunteers will also need to sign out before they leave the school building. These measures are designed to keep our school environment safe and free of disturbances. Parents should never interrupt the class or the teacher during the school day without an appointment. Such interruptions are disturbances of the educational process.

PARENT ORGANIZATIONS

School Board

The St. Joseph School Board is an advisory/development board of parents which does long and short term planning and development for the school. School Board aids in preparing the budget, tuition planning, and delinquent tuition collection, fundraising approval, public relations, and advertising. All school organizations must regularly report to the School Board. Members are chosen by discernment. This board meets on the first Monday of every month,

except June, July, and December. The right of non-members to address the board will be limited to those whose petitions have been presented to the pastor, principal, or School Board President and are approved for the agenda two weeks in advance of the meeting.

Parents Club

The Parent Club meets formally throughout the year. The organization raises funds to help provide essentials and extras for the children. Parent Club also coordinates room parents and parties, facilitates and serves at special events, and performs innumerable special functions to benefit our children. All families belong to the SJS Parents Club with the payment of the membership fee in the fall. The membership fee is mandatory.

Athletic Association

The Athletic Association is responsible for sponsoring, supervising, funding, coaching monitoring sporting events, and meeting monthly. Dates are published in advance, and parents are invited to attend. The Association sponsors flag football, volleyball, co-ed volleyball and basketball for the SJS athletic program based on need and desire of students to participate. The right of non-members to address the board will be limited to those whose petitions have been presented to the pastor, principal, or Athletic Board President and are approved for the agenda two weeks in advance of the meeting.

Development Board

The Development Board meets separately to plan for the advancement and promotion of St. Joseph School, helps to coordinate fundraisers, financially aids families in emergencies, and supervises investments. Funds developed by Development are used to defray large tuition increases, purchase special equipment, as well as ensure the financial stability of St. Joseph School in the future. The Development Director along with the Development Board conducts the Annual Fund, publishes alumni newsletters, and organizes class reunions, the Legacy Gala, and Donor Appreciation Events.

Parish Organizations

St. Joseph School is an integral part of St. Joseph Parish. Parents are encouraged to participate actively in the parish, and may serve as lectors, Eucharistic ministers, ministers of care, ministers of music, members of the Parish Council, or members of the worship, education, administration, and service commissions.

Appendix A

Parent Partnership Pact

The relationship between parents and the staff at St. Joseph School is one of the strongest and most important elements in the effective rearing and successful education of our youth. This policy statement provides the structure to several phases of that relationship.

The staff members of St. Joseph School are held to the highest of standards and policies that are set forth by the Diocese of Joliet. The following information offers the expectations for staff and parental interaction. The expectations for parents and teachers are divided into three areas: academic, behavioral, and spiritual.

ACADEMIC

The faculty at St. Joseph School recognizes that we are called to provide an environment that is identifiably Catholic, to create an atmosphere where mutual respect and cooperation is maintained, and to communicate well-defined expectations regarding learning and behavior. Parents are entitled to high, realistic expectations for their children at St. Joseph School. Those expectations include academic standards and classroom practices. Oftentimes, expectations elicit questions from parents. Guides to assist with questions about expectations are suggested from Cindy Bond's document entitled "The Parent Teacher Conference: Five Must Ask Questions." (<http://familyeducation.com>)

1. What skills and knowledge will my child be expected to master this year?
2. How will my child be evaluated?
3. What can I do to stay more involved in my child's learning process?
4. How do you accommodate differences in learning?
5. How are older students prepared for further learning after SJS?

BEHAVIOR

The faculty at St. Joseph School recognizes that we are called to model the Gospel message. In following that call, we demonstrate respect for all students, staff, and parents. While we seek to work cooperatively with our parent partners, it is understood that at times the professional teacher and administration will make the final decision. A cooperative relationship is expected between parents and staff. We seek to work together and with parent support.

A student's behavior is closely linked with his/her academics. Therefore, we have a process in place whereby student behavioral problems can be identified, and if necessary remediated. Please refer to the school handbook for the complete definitions and explanations for behavior that is becoming of a St. Joseph School student.

This is the process for parents' questions/challenges to a teacher /principal's report of student or parent behavior:

Step One

Please contact the teacher to determine what you can do (by phone, e-mail, or in person) to assist the teacher with the concern, particularly if the problem is a repeat offense. Teachers are available before or after school. An appointment must be made by the parent prior to the meeting. When you have contact with a staff member, the conversation between the parent and the teacher is expected to be courteous and

cooperative. A remedial plan that is created by the staff and parents will be carried out by both adult parties with scheduled follow-up calls or conferences. The process is especially important if the problems are repetitive.

Step Two:

If the behavior is repeated or is beyond the realm of a phone conversation, a conference will be required. This personal, private, and two-way dialogue will be calm and will be collaborative. The content of this conference will be confidential. On any occasion involving staff-parent dialogue, especially those involving a difference of opinions, the principal or pastor may participate at the request of either party. All of these interactions are part of the confidential relationship regarding student behaviors that include academic and behavioral elements.

Step Three:

The principal will be involved in conferences between parent and teacher on no more than two occasions. The pastor will be involved in conferences between parent and principal on no more than two occasions.

The above-mentioned steps will be initiated in the instances:

1. When a disagreement between parent, principal and staff member cannot be resolved through the above-mentioned process.
2. When a parent's behavior is intrusive, inflammatory, overbearing, threatening, or does not model expected Christian behavior.
3. When parents' behaviors and actions damage staff or school image, relationship to the community, or are harmful to our staff and children.

In the above-mentioned instances and at the discretion of administration, the resolution team (which includes the pastor, principal, staff members, and School Board President) and parents will meet in a confidential conference. If resolution is not acquired and a further meeting is required due to elements involving the parent's behavior, a decision by the principal and pastor may be made to deny the continuation of the family's presence in the school population and the enrollment status may be terminated.

SPIRITUAL

Our staff recognizes that Jesus called them to the ministry of teaching. In following Jesus, we will provide an excellent and caring education for all students. We will display actions and attitudes consistent with our Catholic faith that fosters our school's religious mission and philosophy.

Parents share the primary obligation of teaching religion (as a way of life) to their children. This commitment was made at the Baptism of your child when as parents; you promised that you would share the story of God. There is a need for parents to continue to search for God in their lives. In order to continue the search for God in their lives, parents are encouraged:

- To walk in the footsteps of Jesus by being an active member of the Parish community;
- To fulfill the weekend Mass obligation with their children;
- To participate in small Christian communities sharing scripture in order to better know God, self and others;
- To be good stewards of sharing their time, treasure, and talents

Appendix B

Student Anti-Bullying Pledge

Pledge:

We, the Students at SJS agree to learn and to work together to eliminate bullying at our school. (Bullying as defined by our school handbook.)

This is what our pledge means:

- I will never be a bully.
- I will respect every adult and student at our school in all verbal and written communications inside and outside of our school including internet usage.
- I will be alert to and tell my teachers and parents about every instance of bullying that I witness.
- I will listen to teachers and presenters when they describe the bullying policy.
- I will support students who have faith and courage to report bullying to our teachers, administration, and parents.
- I will take part in activities that deal with anti-bullying so we can work together to eliminate bullying from our school.
- I will be a positive role model to all students.

I _____ pledge to follow these pledges for the school year 2010-2011. I understand that disciplinary procedures as described in the handbook will be administered in my failure to fulfill my pledge.

Student Signature: _____

Parent Signature: _____

***Students and parents are expected to return the signed covenant that includes this pledge.**

Parent Anti-Bullying Pledge

Parent Pledge

As members of the St. Joseph School community, we believe that every child should be able to attend a school free of bullying. (Bullying as defined by the school handbook)
This is what our pledge means:

- We agree to be open to recognizing incidents of bullying and collectively work together toward eliminating bullying at SJS.
- We will become and remain aware of the expectations of our school community and discipline codes that will be enforced.
- We will recognize that bullying takes place in verbal and written communication inside and outside of the school which includes but is not limited to the internet usage.
- We will communicate to our child(ren) our expectations that all incidents of bullying experienced or witnessed by our children be reported to us and/or a teacher and administrator.
- We will inform teachers and administrators of any incidents of bullying related to our school or school community described and experienced by our child/children.
- We will report any change in the attitude of our child/children as a result of bullying.

We will adhere to these pledges for the 2010-2011 school year. We understand that disciplinary procedures as described in the handbook will be administered in the failure of our children to abide by the student pledge against bullying at SJS.

***By signing the SJS spiritual covenant, parents agree to this pledge.**

Faculty Anti-Bullying Pledge

Faculty Pledge

As a faculty member of SJS, I agree to join together with our administration, parents, and students to eliminate bullying at our school. (Bullying as defined by our school handbook)

As members of the SJS staff, we believe that every child should be able to attend a school free of bullying.

This is what our pledge means:

- We will enforce our school policy on bullying.
- We will teach our students about less obvious forms of bullying such as gossiping and exclusion.
- We will strive to recognize and monitor cases of persistent bullying and be fully informed their remediation.

***Each year, the SJS staff pledges to uphold these standards to create a safe environment for all students.**

Appendix C-replaced with 2010-2011 Version

Diocese of Joliet Catholic Schools Office

Student Agreement for Internet Access and Related Technology Use

The Catholic Schools Office of the Diocese of Joliet and the St. Joseph Parish School support the use of technology in the instructional program through individual computer workstations, notebooks/tablets, lab networks, school-wide networks, school owned handheld devices, the Internet, including Web 2.0 tools (sometimes collectively referred to as "Technology Resources"), as a means to facilitate learning and teaching through communication, access to information, research and collaboration.

All uses of Technology Resources shall be for educational purposes only, and will be consistent with the Diocesan and School's goal of promoting academic excellence as defined in the respective mission and philosophy statements.

The Parents/Guardians of student users of Technology Resources must agree to and accept the Terms and Conditions below before their children will be granted access to the Technology Resources within the School. Student users must also agree to and acknowledge the Terms and Conditions below. Both the Parent/Guardian and Student user acknowledge that the Code of Conduct herein also applies to privately owned electronic devices, including, but not limited to cell phones and other handheld devices, laptops or desktop computers and notebooks/tablets ("Privately Owned Devices"). The failure of any user to follow the terms and conditions of this Agreement may result in the loss of privileges, disciplinary action and/or legal action.

TERMS AND CONDITIONS

1. **Acceptable Use**

The Diocese and Parish School will make reasonable efforts to ensure that technology is used in a responsible, moral and ethical manner consistent with the educational and moral objectives of the Diocese and School.

Responsibility

School administrators, teachers and staff work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. However, there is an enormous range of material available on the Internet, some of which may not be fitting with the particular values of a students' family. It is not practically possible for the Diocese and School to monitor and enforce a wide array of social and religious values in student use of the Internet. Therefore, the Diocese and School recognize parents as primary educators of their children and the need for them to be involved in instructing their children as to what material is and is not acceptable for access and communication through the School network system.

The students, teachers and staff have the responsibility to respect and protect the rights of every other user in the School and on the Internet.

The Principal or Pastor has the authority to determine what constitutes inappropriate use and his/her decision is final.

2. **Code of Conduct**

Students are expected to act in a responsible, ethical and moral manner, use the accepted rules of network etiquette and follow federal and state law as well as the terms of this Agreement. Outside of School, it is expected that families bear the same responsibility for such guidance of their child(ren).

The Principal has the right to intercede when the Parish, School, their employees, volunteers, Administration or students are affected by the inappropriate use of Technology Resources or Privately Owned Devices which are governed by the terms of this agreement including, but not limited to the following:

- a. All users are to be polite and use appropriate language. Students using blogs are expected to treat blog spaces as classroom spaces. Speech that is inappropriate for class is not appropriate for blogging. While we encourage students to engage in debate and conversation with other bloggers, we also expect that they will conduct themselves in a manner reflective of representatives of this School.
- b. No inappropriate, obscene, or pornographic pictures or drawing are to be downloaded, displayed, printed, or communicated through any electronic or handheld device.
- c. No School related picture, video, or other digital images of students, School employees, volunteers and/or School related activities are to be uploaded to any site on the Internet, including video sharing sites, such as You Tube, without the expressed permission of the Principal or Principal's designee.
- d. No offensive, harassing or threatening remarks or comments related to another student, teacher, administrator, employee or volunteer of the School or Parish are to be placed on the Internet, personal websites, blogging sites, social networking sites, or sent via texting, instant messaging, email or on handheld devices.
- e. Cyber bullying is not tolerated. No student shall participate in communication that spreads hate, or discrimination based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status or disability.
- f. No students shall transmit any material that is derogatory or defamatory or which is intended to offend, annoy, harass or intimidate or has the effect of offending, annoying, harassing or intimidating another person or persons through Technology Resources or Privately Owned Devices.
- g. No student shall upload, download, copy, forward or transmit any copyrighted material or any portion of such copyrighted materials, including, but not limited to music, video, photographs, pictures, pamphlets, books, newspaper or magazine articles without the permission of the teacher.
- h. No offensive, derogatory or defamatory letters, essays, papers, email or other written documents are to be uploaded, downloaded, forwarded, copied, transmitted, displayed, printed or communicated.
- i. The use of the School network shall not disrupt the work of other users and this includes, but not limited to disrupting the School network's performance, deleting or altering files or destroying data by downloading or spreading viruses and/or worms.

- j. The personal address, phone number or social security number of any student, administrator, teacher, volunteer or staff member is not to be used in email or on the Internet.
- k. The School network may not be used for the purchase of any type of merchandise, services, copying of copyrighted material or to send material or communication likely objectionable to the recipients.
- l. At School, no user shall be involved in or participate in, chat rooms, blogs or discussion groups without the express permission and/or supervision of the teacher/system administrator.
- m. No student shall post or send defamatory comments regarding the Diocese, School, administration, faculty, staff, or other students comments or materials that could damage the reputation of the Diocese, School administration, faculty, staff or other students.
- n. No student shall install any software, games, files or other electronic media on school equipment or network, without the permission of the teacher/IT administrator or IT staff.
- o. No student shall use or disclose someone else's code or password without authorization.

4. **Safety**

Reasonable efforts will be made to protect users of the network from harassment, unwanted and unsolicited communication. Any network users who receive threatening or unwelcome communication shall immediately bring this to the attention of a teacher or Principal.

5. **Internet Filtering**

The school will use technology protection measures in compliance with the **Children's Internet Protection Act (CIPA)** to protect minors and all users against access through such computers to visual depictions that are violent, obscene, constitute child pornography, or are otherwise harmful to minors.

6. **Privacy**

The user does not have any right of privacy or ownership whatsoever in relation to his/her use of the School network and/or email. Consequently, all electronic and telephone communication systems and all communication and information transmitted by, received from, or stored in any manner are the property of the Parish, School or Diocese and are to be used for educational purposes only.

To ensure that the use of the network is consistent with the educational objectives and philosophy of the School, Parish, and Diocese, authorized representatives may monitor the use of the network from time to time, which may include the printing and reading of all information stored, and all emails entering, leaving or stored and all files created and saved in the system. The system administrator (Principal or designee, Pastor) may remove any material stored by the users which violates the terms of this Agreement.

7. **Consequences for Inappropriate Use**

The School network user shall be responsible for damages to equipment, systems, and software resulting from deliberate and willful acts or installation of unapproved software and/or files. Illegal use of the School network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services will be reported to the appropriate authority and will be deemed a failure to follow the terms and conditions of this Agreement. If a user mistakenly accesses inappropriate information, the user shall immediately inform the teacher or adult supervisor.

8. **Web Pages**

The School may choose to publish Web Pages for purposes of providing School or Parish information and teacher or class information. This may include the posting of meetings, agendas, student activities, projects and accomplishments, schedules and other information of interest to students, parents and the community. Classrooms may participate in the development of web pages as on-going educational projects. The posting of any material that may violate copyright law is expressly prohibited. Disclosure of student information on the School website will be limited to first name and

last initial. Photographs or video of students may be posted on the school website; however, no photographs or video of any student will be captioned with the student's name, or identify the student by name in any other manner. No image of a student may be posted in such a way that the image of that student may be matched up with the student's name. The principal or his/her designee shall monitor school web publications.

9. **Hand-held Devices**

The use of hand-held devices for educational purposes is limited solely to those devices approved by or distributed by the School. All rules of conduct shall apply. The beaming of information that is considered threatening, unwelcome or inappropriate shall be reported to the teacher or adult supervisor immediately.

10. **Personal Electronic or Cellular Devices**

Students may not carry Privately Owned Devices with them during School hours unless special permission is granted by the Principal or his/her designee. Privately Owned Devices otherwise stored in student lockers must be turned off. These items include, but are not limited to: cell phones, pagers, Mp3 players, iPods, cameras/video recorders, laptops, notebooks/tablets and all other handheld devices (which exception to those covered in #9 of this agreement).

11. **Indemnification**

The user's parent/guardian hereby agrees to indemnify the School/Parish/Diocese for any losses, costs, or damages, including attorney fees, incurred by the School, Parish, or Diocese relating to or arising out of the breach of, or the enforcement of this Agreement or the School/Parish/Diocese enforcement thereof.

12. **Financial Obligations**

The student, parent, guardian, agrees to be responsible for any financial obligation incurred through the use of the School network that is contrary to the terms of this Agreement.

13. **Limitation of Liability**

The School/Parish/Diocese makes no guarantee that functions and services provided by the School's computer system and network will be error free or without any defect. The School/Parish/Diocese have no responsibility for the accuracy or quality of information obtained through the use of the School network or for any damages users suffer.



Appendix D-Revised 2010-11

DIOCESE OF JOLIET CATHOLIC SCHOOLS Acceptable Use Acknowledgement

The Schools within the Diocese of Joliet believe that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other network services available to students and teachers offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of all our students.

Acceptable and ethical uses of technology are devoted to activities that support teaching and learning. The following is an agreement for the use of technology at (Insert name of school)_____.

This agreement is an abbreviated version of the Diocese of Joliet's Student Agreement for Internet Access and Related Technology Use ("Student Agreement"). By signing below, the student, parent/guardian acknowledge receipt of and agree to be bound by the Acceptable Use Agreement.

Using the computer and the school network correctly and responsibly is very important. I will follow these rules:

1. I will use the computer carefully and listen to the directions of my teacher.
2. I will only work on the programs and web pages that my teachers tell me to use.
3. I will ask for help, if I don't know what to do or which key to press.
4. I will tell my teacher if I read or see something on the computer that makes me afraid or uncomfortable.
5. I will not use the computer to be hurtful to others.
6. I will not give any information about my family, other students or myself to anyone on the Internet.
7. I will print only when my teacher tells me to.
8. I will only access my file or my own folder in the documents or on the student server.
9. I understand that if I do not follow or break one of the rules, I may not be able to use the computer and may be otherwise disciplined.

I will sign my name to show that I will follow these rules.

Student Name (Print)_____

I have read and agree to this Acceptable Use Acknowledgement and the Diocese of Joliet's Student Agreement for Internet Access and Related Technology Use and have discussed them with my child:

Parent/Guardian Name (Print):_____

Parent/Guardian Signature:_____

Date:_____

Appendix E- Revised 2010-2011

DIOCESE OF JOLIET – CATHOLIC SCHOOLS VIDEOTAPING AND/OR PHOTOGRAPHING OF STUDENTS AGREEMENT

The Diocese and Schools of the Diocese allow positive publicity of students using videotapes, digital images, photographs and web publications within the context of this agreement. Videotaping and/or photographing may be used in and by the Diocese and Schools of the Diocese as a facet of instruction for enhancing learning, to share information, to promote the school, to assist in providing a safe and secure learning environment, and to monitor/record student activities. Such videotaping/photography may be announced or unannounced and will be conducted according to diocesan guidelines. **However, the Diocese and Schools of the Diocese do not approve of the display of any videotapes, digital images, photographs on social networking or video sharing sites, such as YouTube, without the expressed permission of the administrator and all parties involved.**

I. Videotapes, photographs, digital images of students may be utilized by teachers, administrators, or their designee within the Diocese, School for classroom instructional purposes without advance consent of a student's parent/guardian. Such school diocesan staff shall maintain the confidentiality of these student records in accordance with state and federal laws and the established Diocesan student record procedures.

II. Photographs or videos of students posted on the school website shall not be captioned with the student's name, or identify the student by name in any other manner. No image of a student may be posted in such a way that the image of that student may be matched up with the student's name.

III. A student teacher under the supervision of a college/university, or other certified staff member may utilize videotapes, photographs, or digital images of students for his/her own professional use without the advance consent of a student's parent/guardian. Examples of educational videotapes/photographs include documenting science experiments, presentations, etc.

- A release form is required from the parent/guardian when students participating in class activities with a student teacher are videotaped or photographed for purposes of assessment of teaching as part of the university class assignment and/or student teaching portfolio development.

IV. Students with the supervision of the administrator/teacher or approved designee, may videotape, photograph students without the advance consent of a student's parent/guardian for educational purposes, to promote the school/school activities and to enhance learning. Examples: yearbook, school paper, sports games, etc.

V. Forms of release for videotaping, photographing of students **are not required** from the parent/guardian when:

1. A student has voluntarily chosen or been allowed by his/her parent/guardian to participate in, or be a spectator at, a school-related activity that is open to the public such as an athletic event, concert, theatrical presentation, dance, etc
2. The student has chosen to be an officially designated school leader or role, model, such as athlete, student council, and etc. for which there is potential for informal contact with news media.
3. Stock videotape footage or generic pictures. (I.e. yearbook individual and group pictures) are being obtained in public places. (i.e. hallways, gymnasiums, general classroom areas, playgrounds, athletic fields, etc.) by the Diocese and/or School.
4. Outside news media videotape or photograph students in areas that cannot be effectively shielded from the public, such as playgrounds, parking lots, athletic fields, etc
5. Video cameras are in use to monitor public areas of a school/church facility or bus



Appendix F-Revised 2010-11
Diocese of Joliet

**PARENT/GUARDIAN OBJECTION TO THE PUBLICATION OF
PERSONALLY IDENTIFIABLE STUDENT IMAGES AND WORK
JOLIET DIOCESAN SCHOOL SYSTEM**

The Office of Catholic Schools of the Diocese of Joliet and any of its schools may produce or participate in videotape, Internet (i.e. Website), digital or still photograph productions that may involve the use of students' names, likenesses or voices. Such productions may be used for the educational and/or school marketing purposes and may be copied or copyrighted with the school retaining any and all rights to such productions.

Videotaping and photographing of students is permitted without parent permissions as stated in the Videotaping and/or Photographing of Students Agreement. Parents/guardians have the right to object to the use of the child's /children's name, picture, or voice in these media and may do so by completing the form below and returning it to the principal of the school to be kept on file there.

I object to

_____ (St. Joseph School)
publishing my child's/children's personally identifiable image and work in places and via electronic, video, auditory, print, and any other media accessible by the public (including said School/Parish/Diocese; bulletins, newspapers, websites and other print publications).

Family Name

_____ (Please Print)

Name of child/children

_____ (Please Print)

Permission Denied

_____ (Signature of Parent/Guardian)

Date _____

Appendix H

Diocese of Joliet

Parent Guide: Understanding & Preventing Child Sexual Abuse

Dear Parents and Guardians,

The Diocese of Joliet is committed to promoting an environment that will help ensure the safety of children and young people. If you have participated in a *Protecting God's Children* session, you have already received much information.

This brochure is the next step in our efforts to help keep children safe. You are the primary educators of your children, so it is important that you talk with them personally about their safety. The material in this brochure is designed to give you background information about sexual abuse, to inform you about other ways to keep your children safe, and to provide you with tips for talking to your children.

Staff members at the Religious Education Office (815-727-6411) and at the Catholic Schools Office (815-838-2181) are available to help you. Please call them if you have any questions about the material contained in this brochure or if you need more information.

Sincerely,



Sister Judith A. Davies, OSF
Chancellor

SOME BACKGROUND INFORMATION

What Is Child Sexual Abuse?

Child sexual abuse is the use of a child for sexual purposes by an adult or an older, more powerful person, including an older child. *It is a crime in all 50 states.* Sexual abuse is called incest when it happens between family members.

Who Are the Offenders?

- Most sexual abuse is committed by a person the child knows and trusts.
- Offenders come from all walks of life and from all social and ethnic groups.
- Offenders actively work to develop trusting relationships with children.

Who Is At Risk?

- Sexual abuse happens to boys and girls from all social and ethnic groups from infancy to 18 years.
- Young children are especially at risk.

Why Don't Children Tell?

Some reasons children do not tell are:

- They have been taught to obey adults.
- They promised or have been bribed to keep the abuse secret.
- They have been threatened by the offender and are afraid to tell.
- They feel guilty because they believe that the abuse is their fault and are ashamed to tell.
- They are confused because the offender is someone whom they know and trust.
- They have been convinced that the abuse is normal or okay.
- They are too young to know the touching is not appropriate, especially if someone they know and trust does it.
- They don't know the words to tell about the abuse.

Do Children Lie About Abuse?

Children rarely lie about sexual abuse. More often, they are afraid to tell.

PROTECTING YOUR CHILDREN

Here are some things you can do:

- Educate yourself about sexual abuse.
- Learn and practice specific guidelines for protecting children from sexual abuse.
- Talk to your children about touching safety.
(See *Teaching Personal Safety Skills*.)
- Teach your children personal safety rules before they reach school age.
- Allow your children to participate in personal safety instruction.

Safety with Babysitters

- Ask babysitters for references and check them.
- Interview babysitters in person. Ask how they discipline children. Ask *what if* questions to find out how they would cope with tricky situations.
- Inform them about your family safety rules, including touching safety rules.
- Set other rules for the sitter. (TV, phone use, and friends)
- Make surprise visits to check on them.
- Ask your children what happens when a babysitter is there and whether they like him or her. If they don't like the babysitter, ask for reasons.

Follow these guidelines even if the babysitter is a family member.

Guidelines for Single Parents

If you are a single parent and are dating, this brings unfamiliar adults into your home.

- Let your new friend know your family's safety rules, especially about touching.
- Tell him or her that your children have been taught to tell if any of these rules are broken.
- Don't leave your children alone with a new friend until you know him or her well.
- Ask your children if they like the new person and why or why not.
- Watch your children's reactions for clues to how they feel.

TEACHING PERSONAL SAFETY SKILLS

Talking openly and honestly sets a tone that helps children feel safe and allows them to talk to you about anything.

Talk with them about touching and private body parts. Here are some tips:

- Make touching safety a part of your family's safety rules.
- Take advantage of everyday teachable moments: bath time, physical play situations, when a child expresses curiosity about his body or sexuality, and before a child goes out without you.
- Read a book or view a video on touching safety together with your child.
- Revisit the conversation. Don't just talk about this important matter once!

Teach Your Children These Rules

- It is not okay for someone to touch your private body parts.
- It is not okay for someone to touch his or her own private body parts in front of you or to ask you to touch them.
- It is not okay for someone to ask you to take your clothes off or to take photos /videos of you with your clothes off.
- It is not okay for someone to show you photos or videos of people without their clothes on.

Types of Touches

Teach your children the names of their private body parts. Help them understand that they are the *boss* of their own body. Explain that there are three kinds of touches:

- **Safe touches.** These are touches that keep children safe and are good for their bodies. Safe touches include hugging, holding hands, pats on the back, and an arm around the shoulder. Safe touches can also include touches that might hurt, such as removing a splinter.
- **Unsafe touches.** These are touches that hurt children's bodies, feelings, or spirits, for example, hitting, pushing, pinching, and kicking. This also includes the sexual touches described in the previous section. Teach children that these kinds of touches are not okay.
- **Unwanted touches.** These are touches that might be safe but a child doesn't want. These include the sexual touches discussed earlier. It is okay for a child to say *no* to an unwanted touch, even if it is from a familiar person.

For Young Children

Young children remember better how to protect themselves from sexual abuse when they learn and practice a few simple steps so they don't have to wonder what to do, or have to stop and think. Children can be taught to follow these three steps when someone breaks the touching rules.

- Say *no* or words that mean *no*.
- Get away.
- Tell a grown-up.

Expand your child's understanding of the third step by teaching the following:

- Never keep secrets about touching.
- Always tell about a touching problem even if it has gone on for a long time.
- Keep telling until someone believes you.

Teach Assertiveness Skills

Children who are assertive are better able to use the safety steps effectively and resist unsafe situations. Assertive behavior includes standing up straight, looking directly at the person and using a strong, clear voice.

Safety on the Internet

It is important for parents to educate children about Internet risks and monitor use of the Internet. Some rules:

- Never give out personal information or use a credit card online without your parent's permission.
- Never share passwords with anyone.
- Never arrange to meet someone in person you have met online unless parents go along with you.
- Never reply to uncomfortable messages. Always tell parents about them.

For Teens or Pre-Teens

Honest, open discussions about sexual values/limits, healthy relationships, and personal safety can make a difference. Teens should:

- Recall that human sexuality is a graced gift from God. Intimate touching and sexual intercourse are morally appropriate only within marriage.
- Know their own wishes, limits and values, and clearly communicate them to their dates. They should listen to their date's limits and respect them.
- Notice if their date is not respecting their limits and wishes or if their date's behavior doesn't seem right.
- Trust their feelings and intuition. If they are feeling pressured into sex, they have the right to say *no*.
- Be assertive and act immediately if their limits are reached, even if it means making a scene.
- Understand that it is never too late to say *no* and never too late to hear *no*.

More Safety Tips for Teens

- Avoid drugs or alcohol, which reduce one's ability to think clearly and manage one's behavior.
- Always pour your own beverages at a party and keep them in sight. Date-rape drugs can be put in drinks and are often undetectable.
- Go to parties with a buddy and look after each other. Always have a safe way home.
- Meet a date in a public place or stay around others.
- Tell someone about the date, where it will take place, and what time it will end.
- Take a cell phone along if possible.

The Bottom Line

- *No* means *no* whenever a person feels pressured about anything and it should be respected!
- If a person says *no* and the other person continues to touch or to force touch it is abusive behavior.
- If a person forces another person to have sexual intercourse, it is rape, a criminal offense.

Safe Families

Being a parent is one of life's greatest challenges. However, if you have a strong relationship built on a foundation of trust, and your children have skills in self-management, relationship-building, and problem-solving, they are more likely to make safe choices and set personal safety boundaries.

For more tips for parents, please visit <http://www.cfchildren.org/parents/parenttips/>

If someone has been abused, contact the Illinois Department of Children and Family Services at 1-800-25ABUSE (1-800-252-2873)

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2010-2011

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