



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, we wish to extend to you a warm welcome to St. Joseph School year of 2022-2023. 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 guidelines 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.

Many Blessings to You and Yours,

St. Joseph Administrative Team

Rita Stasi

Mary Ann Feeney

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 that 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.

Section 101. Governance and Policy-Making

Catholic Schools operate under the auspices of the Diocese of Joliet. Therefore, Catholic Schools in the Diocese adopt in whole all policies set forth in the Handbook of School Policies published by the Diocese of Joliet Catholic Schools Office. The school administrator, faculty and governance board are required to

follow all policies of the Diocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those policies and procedures established by Diocese of Joliet. The names of the elementary and secondary schools can be found in the OFFICIAL CATHOLIC DIRECTORY, published annually.

Staff

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

1130 ACCESS TO SCHOOL PROCEDURES AND MANUALS

Copies of the Diocesan Handbooks as well as the local handbooks are available upon request for on-premise reading.

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. Mass attendance is reviewed each Monday morning with students, and Mass reflections are collected on Monday. As a family receiving the parish scholarship, a commitment has been made on the tuition contract to attend weekend liturgies with your child.

Sacrament Reception: Catholic students in the second grade receive the Sacrament of Reconciliation for the first time in January 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, and families are 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. (Typical fees for 1st Communion and 1st

Reconciliation have been \$50 each. Confirmation fees have been \$90 per child payable at the spring 7th grade meeting.

ADMISSIONS

St. Joseph School, operates under the auspices of the Diocese of Joliet, admits students of any race, sex, national and ethnic origin, and immigration status 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.

Section 104 – Student Attendance

5145 ATTENDANCE

The State of Illinois provides by law for compulsory attendance of all children between the ages of six and sixteen years.

It is the duty of the principal and teachers to insist upon daily attendance. Principals have the obligation to see that the requirements of the law of the State of Illinois are met. The responsibility for compliance with the law and the diocesan policy belongs to the parent/guardian of each child.

Schools keep accurate and daily records of attendance which are placed in the student's permanent file each school year. A summary of these records is kept permanently on file.

5410 PHYSICAL EXAMINATIONS AND INNOCULATIONS

Physical examinations as prescribed by the Department of Public Health are required of all students immediately prior to or upon entrance into pre-school, kindergarten, (or the first grade), the sixth and ninth grades. Physical examinations of students are required immediately prior to entrance into school if such student has not previously been examined according to Illinois law.

All students are immunized according to Illinois School Code and the Department of Public Health regulations. Students are excluded from school (by October 15) for noncompliance with this law.

Section 106 – Student Records

1430 MISSING PERSON and HIS/HER SCHOOL RECORD

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

The procedure is as follows:

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

as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

5130 ADMISSION AGES

A child entering first grade must be six years of age (kindergarten, five years; pre-school three or four years of age respectively) on or before September 1 of that year. The verification of age with a birth certificate is presented at application time. The school maintains copies of certified birth certificates for each student attending upon enrollment. These documents must be provided by parents/guardians within 30 days of enrolling the student.

5140 ADMISSION OF TRANSFER STUDENT

When a student who is transferring from one Catholic school in the Joliet Diocese applies for admission to another Catholic school in the Joliet Diocese a Student Transfer Form must be completed. During the process of completing this form contact between the two principals is advisable. Such contact with the former principal of any school may be needed to clarify reason for student transfer, i.e. suspension/expulsion or unpaid tuition.

Transfer students may be admitted following receipt from the transferring school of attendance records, health and academic records, etc. Until such records have been received and analyzed, the child's admission status is probationary. Certified copies of transfer students' records must be requested within 14 days of enrollment.

5190 TRANSFERS

When a student transfers to another school, the student's permanent record card is retained. Records are transferred according to the Illinois School Code.

In general, no official student records are transferred until all financial accounts with the school have been settled. Unofficial school records are transferred within ten days of request. Unofficial records are minimally defined as copies of the last report card. Health records are transferred along with unofficial records.

In the case of home schooling, if records are requested by the district office, they are sent. Otherwise records are released to parents/guardians according to the release of records act as cited in policy 5250.

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All students are immunized according to Illinois School Code and the Department of Public Health regulations. Students are excluded from school (by October 15) for noncompliance with this law.

TUITION AND FEE PAYMENT

The tuition contract has different payment options. These options are divided into two different categories. We offer an Active Parishioner Scholarship and a Non-Active/ 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 and complete in St. Joseph Parish Stewardship Commitment Card will be charged a non-active/non-parishioner tuition rate.

While regular attendance at weekend Masses and established contributions (suggested \$25.00 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 the school office or rectory. Upon requests, the contributions may be added to your FACTS Tuition payments. Contact the school office 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 Advisory Board Policy for the School Year 2022 – 2023

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 the school principal or Father Gregory. 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. Families who do not complete and commit to the Parish Stewardship Commitment Card will be charged the non-active/non-parishioner rate.
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.
8. Volunteer obligation for Oktoberfest may be changed to purchase of Super Cash Raffle Tickets in light of COVID restrictions.

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 between the first day of school and December 15th are responsible for the fundraising obligations of Annual Fund and Oktoberfest.

- Registered students who withdraw after December 15th are responsible for the full tuition amount and all fundraising obligations of Annual Fund, Oktoberfest, Raffle, and Auction.
- Register students who withdraw after June 15th or through the school year are responsible for the full amount of Student fees and laptop fees.
- The school will not forward official transfer records for students who withdraw with an outstanding balance.
- Commitment/Registration fees will not be refunded.

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 Cashier's 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. Library books which have been lost, damaged, or temporarily missing will be assigned a fee of \$1 per year of the student involved. (For example, a student at age 12 who damages or loses a library book will be assessed a \$12 fine to replace the library book.)

Tuition and Fee Refund Policy

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

SCHOOL PROCEDURES

Schedule

8:00am Students enter building into classrooms

(Students arriving on the school grounds early are sent to Extended Day and charged accordingly.)

8:15am Tardy Bell Rings and Homeroom Begins (Students not present in classroom at 8:20am are marked tardy.)

8:30am 1st Period Begins

11:30am Lunch/Recess Period 1

12:10pm Lunch/Recess Period 2

3:00pm 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. Do not text your child while he/she is in school.

Students will not be permitted to call home for forgotten homework, gym clothes, library books, 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/iTouch/Electronic Devices:

The possession of a cell phone/iTouch/electronic device for students at SJS is not encouraged. If parents have deemed it necessary for a child to have these devices due to walking home from school or entering a house where no one is home or attending sport practices or games, the student must have his/her phone in the "off" position for the day. The phone remains in his/her backpack. The phone should not be seen or heard.

At no time during the day should an electronic device be in a student's locker or in his/her possession. SJS is not responsible for the loss or damage of electronic devices. If a student's phone is seen or heard during the school day, it will be confiscated and returned to the parent. At no time should a parent or guardian text your child during the day. Please call the school office and leave a message. This applies to school day hours, field trips, ad /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. This includes all forms of Social Media.

Texting

At no time should students be involved in texting during the school day or school day activities. 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 SchoolSpeak 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 before 8:15 am and 8:45am by phone call. 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. A parent may also email the child's teacher with the same information. It is imperative that our office receive a phone for each absence or tardy in addition to the email/written documentation. 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 *daily* 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 truancy shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for **5%** or more of the attendance days." (This is equivalent to 9 days of unexcused absence.)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. (Typically, two days for every day absent.)

Tardiness, likewise, requires a written excuse. Excessive tardiness could result in the lowering of grades in the missed/late class. Repeated absence may cause a serious learning problem for a child. We trust that you will see that your child attends school regularly. 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.

Students who are absent with various illnesses must contact the school office to determine the length of at home stay is required for the student and siblings.

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

All of our office communications will be sent through SchoolSpeak. It is the responsibility of the parent/guardian to read the announcements, newsletters, and forms. Please do read all materials. If you do not receive e-mail or have no internet access, please contact the school office to have the information sent home. We seek to be a paperless school and will only send items home as paper copies as needed.

¹ Illinois School Code

Oktoberfest

Every parent is expected to work 10 hours or more for our annual school and parish fundraiser, Oktoberfest. Each family is responsible to complete a minimum of 10 hours per family. Families who do not register to work the required ten (10) hours at Oktoberfest will be assessed a \$400 fee per family as determined by the SJS School Board. The ten hours of volunteer efforts must be completed by an adult who is 21 years or older. Student volunteer hours may be provided for those students seeking to meet service hour requirements. However, student hours do not count toward the parent obligation of 10 hours.

Cash Raffle

Each family must participate in the Spring Cash Raffle, sponsored by the School Board. Raffle tickets are distributed in late November and 10 tickets (\$25 each) must be sold by March 1st or earlier pending the Auction date. Any amount not sold will be added to the family tuition obligation.

Dinner Dance & Auction - Spring 2023

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 1, 2023. **Kindergarten and First grade families are responsible to serve as committee members and volunteer hours for the annual Dinner Dance & Auction.** Kindergarten and First grade parents will be expected to work with the co-chairs to produced quality items to auction and secure advertising and sponsorship. The expectations and assigned dollar amounts will be given at the Auction Parent meeting as determined and approved by the school principal and auction co-chairs. The requirements for 2023 will be \$350 in sponsorship and/or advertisements and 5 quality donations- which will bring in values for a total of \$300-400.

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.

Medical Rights (See Appendix K)

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 Chap Stick, cough drops, aspirin, cough, or cold medications, etc.

Recess

In the event that a parent requests the student refrain from participation in 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 using SchoolSpeak. Depending on predicted weather conditions, SJS may designate a late start at 9:30am. In the instance of late start times, our 3 & 4-Year-Old Morning Programs will be canceled. The 3 & 4-Year-Old Full Day Programs will have a late start on those days. On rare days when the weather turns severe after school opens, or in another emergency, SchoolSpeak 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

Student drop-off begins at 8am and no earlier. Families who arrive prior to 8am will be assessed an Extended Care fee. All families are requested to arrive at 8am or after to allow our parishioners to leave the parking spaces with ease after their time at morning mass.

Drop off procedures are designed for the safety of all families and children. Parents who choose to park their vehicle and walk their children to school must use crosswalks at the corners of Jefferson and 5th Street and Madison and 5th Street. 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. Families whose children do not require much assistance and have the ability to exit safely and quickly (on passenger side of car only) may exit on the south corner of Jefferson Street. All parents using the Jefferson Street drop off must drive north on Jefferson Street and may not turn on 5th Street. To ensure the safety of all our children, **NO MOVING CARS ARE PERMITTED ON THE SCHOOL PARKING LOTS or SCHOOL APRONS BEFORE OR AFTER SCHOOL.** Students may be dropped off to the school parking area between the Church and Activity Center. All students must exit from the passenger side of vehicle. 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, the Madison Street lot, and "stadium style" in the rectory lot. Student supervision is provided only until 3:05pm. Students remaining after 3:05pm 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. When parking at Father's Field, all cars must enter through the 4th Street entrance. 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. To ensure the safety of all our children, **NO MOVING CARS ARE PERMITTED ON THE SCHOOL PARKING LOTS or SCHOOL APRONS BEFORE OR AFTER SCHOOL.** Cars may not leave pick up zones which include the rectory parking lot, Father's Field, apron parking, or the Madison Street Lot without release from SJS staff to exit.

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 10139 S. Harlem Ave., Chicago Ridge, IL 60415 or they may also be reached by phone at (708) 929-4695. School Uniform shirts may be purchased from Write On Designs. They have a limited supply of these shirts and once their inventory is depleted families will need to purchase from SchoolBelles. All PE uniforms must be purchased through Write-On Designs.

Violations of Uniform Policy

Violations of the expressed uniform policy take precious teaching and learning time away from our teachers and students. We ask for your assistance and will count on your full cooperation to make sure your child remains in compliance throughout the entire school year.

Uniform Guidelines for SJS School Year 2022-2023

The following is the acceptable dress code of SJS students. 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) blue 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 (purchased through Write On Designs (limited inventory) then Schoolbelles)

Socks

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

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.

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 sleeve jersey knit shirt with St. Joseph School embroidery for grades 5-8 from Write On Designs (until inventory depleted) then from SchoolBelles

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

Belts

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

All Students

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
- No ballet type shoes that slip off easily (We experienced problems with these shoes in the past.)
- No moccasin-like shoes/slippers are permitted

All Students-Miscellaneous

- Navy blue cardigan, V-neck pullover sweater, V-neck vest may be worn
- Approved logo crew sweatshirts** (Ex: Write-On Design)
- Shirts and blouses (grades Kdg-4) must be tucked in at all times so that the waistband/belt can be seen
- All uniforms, shirts, pants, and socks are emblem free

Miscellaneous-Accessories

- Absolutely no double piercing, ear cartilage 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
- No makeup
- No aerosol hair spray, hair dye, or perfumes may be brought to school
- No iWatches/Smart watches are permitted

Styles & Cuts

- All hair should be clean, neat, well groomed, and conservatively styled (no faux hawk)
- All hairstyles with bangs should be cut above eyebrows
- Boy's hair should be above and not touching the shirt collar and trimmed around the ears,
- Boys' hair must not be bushy, hooked behind ears, or unkempt (no Mohawks/Skater Boy cuts or styles)
- 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, headbands 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)

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 *Blue Ribbon* logo t-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
- 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

Gym Shoes

Grades 4-8

Gym shoes must be *predominately* white, black, grey, or blue (SJS Blue) gym shoe with blue or neutral accent colors (no fluorescent colors, red, orange, green, pink, yellow, etc.)

- Shoelaces must be white or black
- No fluorescent Converse or canvas shoes, fluorescent/bold colors, etc.

Grades K-3

- **Primarily** white gym shoes or black shoes with limited accent colors
- No fluorescent colored gym shoes or laces
- No converse or canvas gym shoes

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 and trimmed around the ears
- Boys' hair must not be bushy, hooked behind ears, or unkempt (no Skater Boy cuts or styles)
- 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, headbands 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)

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, no leggings/jeggings as pants, 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 in the future.

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 electronic devices, smartwatches, questionable books and pictures, toys, trading cards, laser lights, Gameboys, Nintendo DS, iPods, itouch, 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.

Student Wellness Policy (Appendix M)

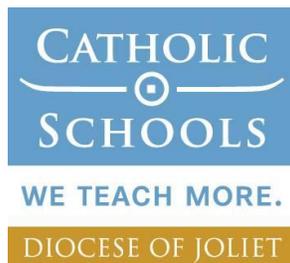
Lunch

Students will bring lunches to school each day or purchase SJS Parent Club Fun Lunch when offered. All students must bring cold lunches to school using a lunch bag or box. Paper or plastic bags are not acceptable. Our students will be expected to demonstrate the Reduce, Reuse, Recycle Plan at SJS at each lunch period. 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 or any children at St. Joseph School. Caffeinated or soda drinks are not allowed for lunch at SJS. Students may bring milk, water, juice, or Gatorade for drinks at lunch. Free milk is available for those families who qualify according to Federal Government standards that are available in the school office.

Milk

Milk is available each day and is purchased yearly. The Milk Order form for full day PS3, PK4, and K-8 students may be found on SchoolSpeak.

Policy of Christian Conduct



Policy of Christian Conduct

Our Catholic schools are rooted in a **vision and values**:

- The **vision** for the Diocese of Joliet Catholic Schools is: an integrated network of vibrant schools that makes Catholic education available to all within a community of lifelong learners formed in faith, educated for excellence and sent to serve.
- The **values** for the Diocese of Joliet Catholic Schools are: incorporating faith into the classroom, balancing challenging courses with a nurturing environment, collaborating with families, holding each other to a higher standard, and looking ahead.

This vision and these values are based upon the Gospel and summarized by Jesus' command to "...love the Lord your God, with all your heart, with all your soul, with all your mind, and with all your strength.... You shall love your neighbor as yourself." (Mk 12:30-31)

In light of our Gospel vision and values, all our parents and their guests at our schools are expected:

- To display a truly Christian attitude in all activities and relationships with adults

and other students. Treat others how we want to be treated.

- To be courteous and considerate of others.
- To extend courtesy to guests and visitors of the school.
- To treat the entire school community with dignity and respect.

Respect for ourselves and everyone who makes up our school community is an essential requirement for a Christian environment. Children first learn appropriate behavior demonstrated by their parents and other role models. As adults, it is our charge to help children accept responsibility for their actions and to understand the consequences.

Our whole child approach integrates Catholic doctrine, prayer, sacraments, and moral decision-making with academic achievement and physical health. This is accomplished in partnership with parents.

The ideal of discipline within Catholic education is to enable students to move from externally imposed discipline to self-discipline and finally toward adult discipleship.

As we teach, advocate, and model the virtues and values we wish to instill in our children, we, as adults, must also enforce rules related to our own behavior, as well as accept responsibility and consequences.

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 Violations.

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 (Parent will be notified through Schoolspeak)

Second time: Student will receive a check mark on board and a note of concern form from the teacher. The form will need parent signature and be returned the following day. If the form is not returned with parent signature, an additional consequence and behavior infraction 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. Parents will be notified through Schoolspeak upon infractions in the classrooms, hallways, recess, and lunch periods.

Third time: Parents are notified with a detention notice and phone call if time permits; student receives 1 hour (grades 5-8) or 30 minutes (grade 3-4) 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. Whenever possible and upon receipt of a detention, the student will call parent/guardian and explain the consequence of a detention for rules the student violated. The teacher or principal will be with the student as the phone call explanation is made. The presence of the teacher/principal will assure that the student offers an honest explanation for the detention and provides an opportunity for the teacher/principal to correct any misconceptions or inaccurate representations of the situation.

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. Saturday detention will be at the expense of the parent.
- 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 \$90 per day. He/she will be given missed work to complete during the day. Conference with parent(s) will be scheduled. The loss of privileges and participation in extracurricular activities for a minimum period of two weeks will be imposed.
- 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. Student will spend one day in isolation working with a substitute teacher paid for by the student's parents at the cost of \$90 per day. 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 (spitting, pushing, throwing or knocking another student down) or verbal contact
- 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
- Verbal and/or emotional abuse to fellow classmates
- Excessive disrespectful behavior to fellow student
- Possession/use of tobacco or tobacco-related products
- Leaving school classroom/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 E)

Section 103. Anti- Bullying (See Appendix C)

Section 106. Student Records

1430 MISSING PERSON and HIS/HER SCHOOL RECORD

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

The procedure is as follows:

Upon notification by the Illinois State Police of a person's disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person.

The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

Section 107. Firearms, Drugs, Battery & Student Information Reporting System (See Appendix L)

ALCOHOL/DRUG USE POLICY

As stated in the Illinois State Code above, students 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.

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.

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 law enforcement.

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 and notifying the local law enforcement authorities *and* the Illinois State Police, 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.
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 recommendations 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: 20-30 minutes
- Grades 3 & 4: 45 to 60 minutes
- Grades 5 & 6: 1 to 2 hours

- Grades 7 & 8: 1½ to 2½ hours

Daily work is listed on the class pages on SchoolSpeak. However, all students in grades 2-8 are expected to use the planners.

Incomplete or late homework will necessitate missing assignment write up (Note of Concern) and notification on SchoolSpeak for grades 3-8. Three accumulated NOTE OF CONCERN slips per subject will require an age appropriate detention. (30 minutes K-4 and 45 minutes 5-8)

The consequence for plagiarism will be an automatic detention. The student will be required to redo the assignment and/or project within the designated time line to receive credit. Additionally, the student will be required to produce a written report on plagiarism. Because plagiarism is considered a crime and consequences in high school and college are detrimental to the student's future success, this offense is very serious. If the plagiarism policy is violated more than once, additional consequences will apply and a parent meeting will be required.

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 4-8 will have access to view students' grades on-line with the SchoolSpeak 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 Kdg-8. Parents are expected to access the SchoolSpeak 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 D's for one week 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 who do not meet this criteria will be reassessed every one week. Students failing to maintain passing grades or acceptable behavior will be suspended from activities for one weeks, giving them time to spend on their school work. Coaches, moderators, and parents will be notified.

Students receiving three or more detentions in one school trimester will be ineligible to participate for the remainder of that trimester.

A student is not allowed to participate in a game, meet or practice the day he/she receives a detention.

Inappropriate serious behavior at any time during school will result in an immediate suspension.

The following grading code is used for grades 4-8

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

The grading scale used for students in grades K-3 will be explained by the SJS staff.

The ECP Program will have a separate assessment form.

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.

Criteria to Become a Member of the St. Joseph Honor Society (Appendix I)

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. 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. Retention candidates in the SJS Early Childhood Program which includes the 3 & 4-Year-Old Programs and Kindergarten will be assessed throughout the school year and potentially a final assessment may be offered during the summer prior to the start of the new school year.

Curriculum

The curriculum consists of **Religion, Language Arts** (which may include Reading, English, Spelling/Vocabulary, Phonics, Speaking Skills, and Handwriting.), **Math, Science, Social Studies, Physical Education, Art, Music,** and **Technology** integration and education. At Back to School Nights held in September, parents will receive curriculum information about the student's educational program for the year and information will be posted on the SchoolSpeak class pages.

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.

PCG is a 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 SchoolSpeak 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 to 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 October 17th. 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 cooperative partners 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 October 17th. 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 information.

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 G) 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 in writing and complete the "objection" form by October 17th. (See Appendix G) Please note that students whose parents complete the "objection" form may not be videotaped for Christmas Programs, Grandparents Day Programs, 1st Communion, Confirmation, and Graduation. In addition, the students will be excluded from classroom and yearbook photos, team photos, and all publications in print and social media for the year.

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 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. Parents who are not chosen to chaperone must be respectful of the decision made and not violate the privilege to volunteer by attempting to join the student group at the field trip location.

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.
- All student fees and laptop fees must be paid in full by April 1st.
- Graduation fee will be assessed in the spring. The fee is typically \$250 and includes expenses for the graduation ceremony which includes but it not limited to the graduation videos, programs, diplomas, caps & gowns, etc. It also includes the official transfer of records to high school of choice.

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 official 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 5-8 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.

SJS Safety Patrol

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

SJS Scholastic Teams

Throughout the year, several opportunities will be presented to students for various scholastic competitions. Examples include Battle of the Books, Math Team, Scholastic Bowls, Solo Contest, Honor Band, etc. The ability to join these teams may be based on grade level, performance, and available openings at the various contest levels. As the opportunities are available, information will be shared with the students and parents through the SchoolMessenger or folder communications. Scholastic teams are offered at the 4th-8th grade level.

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 B) In the event that a family does not live up to their Spiritual Covenant and Parent Partnership Pact, the administrative team will conference with parents to seek a positive resolution and continued enrollment at SJS. If a child or family acts in a way as to be seriously disruptive to the SJS community, they may be disinvited from returning to SJS the following school year. The pastor and principal have sole discretion in making such determination.

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 School 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

SJS Parent Social Media Policy

As our partners in education, the SJS parents are expected to work cooperatively with the SJS administration, staff, and school families. In accordance with our Parent Partnership Pact (see Appendix B), parents are expected to model Christian conduct in all areas of school communication including but not limited to Social Media (i.e., Facebook, Twitter, Instagram, etc.) SJS Parents along with students shall not post, respond, 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. (Identifying defamatory comments will be at the discretion of the SJS Administration and School Board) 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 to address the above discretions. If resolution is not acquired and a further meeting is required due to elements involving the parent's negative use of Social Media, 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.

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 school office located on the second floor. 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.

Advancement Board

The Advancement 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 Advancement Director along with the Advancement 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.

Asbestos Management Plan (Appendix A)

Parent Partnership Pact (Appendix B)

Anti-Bullying (Appendix C)

Technology (Section 102-Social Media) (Appendix D)

6740 TECHNOLOGY (Appendix D)

Internet Use (Appendix E)

Social Media (Section 102-Social Media) (Appendix F)

6745 SOCIAL MEDIA (Appendix F)

Videotaping and/or Photographing of Students Policy and Objection Form (Appendix G)

Preventing Child Sexual Abuse (Appendix H)

St. Joseph School Honor Society Agreement 2022-2023 (Appendix I)

Concussion and Sports (Appendix J)

Medical Rights (Appendix K)

Firearms, Drugs, Battery (Appendix L)

Student Wellness Policy (Appendix M)



**ST JOSEPH SCHOOL
STAFF
2022-2023**

Pastor.....	Reverend Gregory Rothfuchs
Co-Principal.....	Mrs. Rita Stasi
Co-Principal.....	Miss Mary Ann Feeney
Secretary.....	Mrs. Rita Baxter
Director of Advancement.....	Mrs. Michelle Ray
Director of Religious Education.....	Deacon Dennis Stolarz
Secretary of Religious Education.....	Mrs. Kathy Gibbons
Preschool 3 & Pre-Kindergarten 4.....	Mrs. Laura Sandoval
Kindergarten.....	Mrs. Kendall Hoholik
First Grade.....	Mrs. Michelle Miller
Second Grade.....	Ms Nicole Mathis
Third Grade.....	Mrs. Jennifer Feller
Fourth Grade.....	Ms Elizabeth Martin
Fifth Grade.....	Ms Kaitlyn Williams
Sixth/Seventh/Eighth Grades.....	Mrs. Sandra Profeta
Technology Coordinator.....	Mrs. Laura Sandoval
Art Teacher.....	Mrs. Laura Sandoval
Band Director.....	Mr. Todd Kayton
Music & Liturgist.....	Mrs. Michelle Ray
Physical Education.....	Mrs. Roxanne DiLegge