

Dear Parents & Students,

Welcome to St. Joseph School! In choosing St. Joseph School, you have demonstrated a commitment to the values & philosophy of a Catholic Education.

The faculty and staff of your school look forward to working with you to build strong community through the academic excellence and spiritual development that we may bring to this 2010-11 school year.

Together let us pray that God will be our source of wisdom as we move forward this year.

God Bless You,

Sister Mary Ann Hettel, sscm
Principal

ST. JOSEPH PARISH MISSION STATEMENT

Nurtured by word and sacrament we are called to share our faith and reach out to others in need.

ST. JOSEPH SCHOOL
MISSION STATEMENT

We offer a community where everyone can grow in faith and succeed with dignity.

The educational program promotes the life-long process of personal development, academic learning and growing in faith.

The school staff works with parents to help each child succeed with dignity.

“Where Everyone Can Succeed With Dignity”

PHILOSOPHY

We believe that the purpose of St. Joseph School is to provide a Catholic education for each student who, with his/her unique needs and learning style, is created by God with the potential for a productive life on earth as well as a destiny in the life to come.

We believe that parents are the primary educators of their children. We mutually share with the family, the Church, and society the responsibility of assisting each child with the harmonious development of physical, moral, intellectual, cultural, and spiritual endowments.

We believe that St. Joseph School assists all students in living the Parish Mission and are invited to:

- understand the MESSAGE revealed by God which the Church proclaims through Worship
- realize their rights and responsibilities in the COMMUNITIES of which they will be a part,
- and reach out in SERVICE to the Christian community as well as the entire human community.

I. ADMISSION POLICIES

STATEMENT OF NONDISCRIMINATION

Schools operating under the auspices of the Diocese of Joliet admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally available to students at the schools.

REGISTRATION

Children entering Kindergarten must be five years of age on or before September 1. In compliance with State of Illinois age requirements, those entering Prekindergarten should be four by the same date.

Please provide an official birth certificate and social security number as well as a Certificate of Baptism at the time of initial registration. Baptismal certificates are obtainable wherever your child was baptized.

Students attending St. Joseph School will pre-register in the Spring for the following year. The following priority list determines entrance for new families, and will be exercised when class sizes exceed the prescribed number of students:

St. Joseph School Admission Policy:

1. Active parishioner families
 - a. Children of parishioner families with children already enrolled in St. Joseph School.
 - b. Those families with the longest history of registration and stewardship to St. Joseph Parish
2. Children of non-parishioner families with students already enrolled in St. Joseph School.
3. Those families newly registered in the parish whose children attended parochial school at a prior location.
4. Those families newly registered in the parish whose children are transferring from public schools.
5. Other families registered in parishes other than St. Joseph.
6. Families seeking a Catholic Education who are not members of a Catholic Church.

PHYSICAL EXAMINATIONS/VISION & HEARING SCREENINGS

Illinois State Law requires a physical examination for each pupil entering prekindergarten, kindergarten and grade 6. Dental examinations are required for all students entering grades K, 2 and 6. Eye examinations are required for children in kindergarten or upon first entry into an Illinois school (grades 1-12). Forms must be completed and sent to the school before our opening day.

Illinois Law also requires that every child's parent present to the school proof of immunization from communicable disease. This information must be on file at the school.

The chicken pox immunization is required for children entering school for the first time either at the prekindergarten or kindergarten level. They will be required to show proof of having received one dose of chicken pox vaccine on or before their first birthday, or a physician can confirm past disease history.

No child can begin school without the above requirements completed. There are no exceptions.

It is **mandatory** for all athletes to have a sports or complete physical examination each year before practice begins. Vision & hearing screenings are done for students in grades 1, 2, 3, 4, 6 & 8.

TRANSFERS INTO SCHOOL

When a child enters St. Joseph School from another school, the student must have his/her transcript and health report sent from the former school before the beginning of classes. All transfer students will be required to sign an academic/behavioral contract, and are considered to be on a trial basis for a period of 3-9 weeks.

WITHDRAWALS

Parents are asked to notify the Principal as soon as they know that they are leaving the school. Transfer of student's records, both academic and medical, will be sent to the next school once the official permission slip for transfer of records has been signed. (Board approved 2008)

II. FINANCE

TUITION

A yearly tuition is charged to assist with the financial needs of the school. It is paid in monthly installments, in full, or via direct deposit. There is also a credit card option that includes a 4% up-charge. **All families registered in the parish and using the parish tuition plan are expected to contribute to St. Joseph Church using the Sunday contribution envelope.**

TUITION PROCEDURE:

Tuition is due on or before the 1st of each month. Direct deposit is available. Payments may be placed in the reception area deposit slot during school hours. **Please use the green tuition envelope provided by the school to prevent confusion.**

Late payments will result in the following procedure:

1. On the 16th of the month, a letter will be sent.
2. On the 30th of the month, a phone call will be made.
3. Any outstanding debts must be cleared before your child can register for the following year. No child will be admitted until debts are cleared.

TUITION REFUND:

If a family withdraws due to moving out of the area, the tuition refund will be prorated. The Pre-registration deposit is non refundable. Book fees are non refundable if the consumable workbooks have been used by the student.

*NOTE for 8th grade parents. All tuition and fees must be paid prior to graduation.

FUNDRAISING AND SERVICE HOURS POLICY:

This policy is to enhance our school's ability to provide a quality education for your children by ensuring support is available for fund raising and service needs.

Fundraising continued:

PreK-Gr. 8 Families:

- Are required to purchase or sell 12 October Sweepstakes tickets @ \$10 each.
- Are obligated to buy or sell a minimum of 3 High Roller Raffle Tickets.
- Each family is required to complete a total of 15 volunteer hours during the school year or pay an amount equal to 15 volunteer hours.
 - ✓ Complete either 12 hours or more work at the major fundraiser (currently Las Vegas Weekend) *and if needed* a minimum of 3 hours in other projects.
 - ✓ Complete either 6 hours or more work at the major fundraiser (currently Las Vegas Weekend) *and if needed* a minimum of 9 hours in other projects.
 - ✓ Elect to opt out of fundraising & pay \$500. per child and not participate in selling or purchasing of fundraising tickets.

Understand that each family has the responsibility to actively support fundraisers.

INSTRUCTIONAL FEE

The instructional fee covers the cost of book rental, workbooks, library and audio-visual aids, supplementary materials, and tests. The amount is payable by August 1.

PLAYGROUND DUTY FEE + VOLUNTEERS

Every family is asked to pay \$20.00 for the year to cover the cost of two noon hour supervisors. Every family is asked to offer at least one day to assist in the supervision of lunch shifts.

III. LINES OF COMMUNICATION

The administration and staff are committed to effective and appropriate communication. We feel that effective communication will foster a spirit of understanding and cooperation between school administration, staff, and parents. Our goal is to build collaborative relationships between school personnel and parents. The team paradigm is an essential element in our educational model and facilitates an ideal learning situation for our students.

Communication can be either very constructive or at times destructive. We encourage our school parents to communicate freely with school administration and staff. They need to hear about the positive elements of the school program and staff. They need to affirm the staff and build upon their gifts. They also need to hear about those issues that concern parents. They need to receive those concerns in helpful and constructive ways so that we can grow and improve.

Under NO circumstances should a parent telephone a teacher at home. In the event of an emergency, please leave a message on the school voice mail and your call will be returned during business hours.

The following guidelines are supported and endorsed by not only the local parish and school administration, but also by the Joliet Diocesan Schools Office. Much of what is outlined here is diocesan policy.

Guidelines for Effective Communication

Defining the issue: Whether one intends to communicate something affirming or share some concern, it is important to have a clear understanding of the issue. Carefully review the facts, experiences, and circumstances with an open mind. Evaluate and consider every conceivable cause. Decide who may be involved in the issue. Is there one or more persons affected or involved? It may be helpful to write down or outline some of these ideas. Once the issue is clear, sometimes it can be helpful to wait at least 24 hours before making an appointment to communicate the issue or concern. Usually a little time helps to put the issue in better perspective.

With whom to communicate: The next step is to decide who to best receive your affirmation or concern. It is usually best to initially communicate with those who are directly involved with the issue.

If the issue is not resolved after the initial meeting or conference, then the following chart may be helpful. This chart is in no way a complete list of every possible issue, but it serves as a guide.

<u>Concerns with:</u>	<u>Should initially involve</u>	<u>If not resolved, whom to involve next</u>
Student's performance	Student	His/her teacher
Teacher	Involved teacher	Person's supervisor
Unfair discipline	Person who disciplined	Person's supervisor
Specific classroom assign.	Teacher	Principal
School Board policy	Principal	School Board
Principal	Principal	Pastor
School rules or procedures	Principal	Pastor

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

Verbal vs. Written communication: A verbal “face-to-face” meeting is a most effective form of communication. This type of communication allows for a dynamic exchange and sharing of ideas. It allows for questions, clarification, and collaborative solutions. Written communication is one sided and rarely settles an issue. Our preferred form of communication is always a personal “face-to-face” meeting. We will readily receive and give written communication our sincere consideration. All letters must be signed. Any letter that is received that is written anonymously or contains derogatory or insulting comments against any person will not be given any consideration.

Protocol for Dealing with Concerns:

When parents wish to discuss a concern, please use the following procedure:

1. Parents may contact the teacher or coach in writing or by phone stating the concern.
2. The teacher or coach will address the concern and reply either in writing or by a telephone call. A conference may be scheduled.
3. If a concern cannot be resolved in the above manner, the parent may contact the Principal.

4. Parents and spectators must wait twenty-four hours before approaching coaches about concerns at a game.

Guidelines for conference/meetings: The following guidelines are set forth for all conferences or meetings between parents and school personnel.

1. Any parents wishing to have a conference should make an appointment. Setting up a mutually convenient time helps to provide a setting where all parties can focus on the issue(s) without frequent disruption.
2. The Principal and teachers know that it is healthy to separate their professional career from their homes and families. We ask that parents please respect their privacy. Please arrange so that all phone calls or scheduled meetings take place during school days and normal hours of operation.
3. All conferences with teachers should be on school days, either before or after school hours. The meeting should take place in a private room conducive to such a gathering.
4. All meetings with other school/church personnel should take place at a mutually convenient time. The meeting should take place in a private room conducive to such a gathering.
5. At the beginning of each conference, a mutually agreed upon agenda should be established. The focus of the discussion should remain faithful to the agenda.

Boundaries/Confidentiality: The effectiveness of our educational program and our continued growth and improvement is very much affected by the morale of our staff, students and parents. When communication is effective and within certain boundaries it can bolster school spirit and morale. Yet communication can also be very destructive especially when it involves non-affected parties or betrays the boundaries of confidentiality.

When a problem or concern arises, the process of resolution should involve only those parties directly affected by the issue. For example, if a parent judges that a problem exists between their child and his/her teacher, then the involved parties are the teacher, the student, and the parents. It is not helpful to contact other parents to see if their children are having similar problems. While this form of solicitation may find other families with similar problems, it actually creates more problems and has a disastrous effect on school morale. It does not help to resolve the immediate problem between a particular teacher and student. If other parents have similar problems, it is best that each problem be resolved on an individual case-by-case basis.

We understand that we all need to share with others both our joys and our difficulties. When someone feels that he/she needs to share their concerns or frustrations with others, then friends and family members that are not part of the school community make better confidants.

Confidentiality is a very essential element in fostering effective communication and respect. All discussions, conferences, and resolutions should remain only with involved parties. For example, issues involving adults should not be discussed or reviewed in the presence or within the earshot of a child. The details of a conference between a teacher and a given family are not a matter for other non-involved parties. Maintaining confidentiality will encourage respect, cooperation, and will help to foster more effective resolutions.

THE PAROCHIAL SCHOOL BOARD

A parochial school board is a body whose members are selected to participate in decision-making in specific and designated areas of responsibility. A parish school is part of the educational mission of the parish for which the pastor is the canonical administrator. He delegates, according to diocesan policy, administrative responsibilities to the school principal, who is accountable to him. In the Diocese of Joliet, school boards are consultative in nature.

A consultative board operates in the policy-making process by formulating and adopting, but never enacting policy. This very general responsibility resolves into six distinct functions:

1. To participate in and encourage strategic planning by establishing a mission statement, goals, objectives, long-range and short-range plans for the school.
2. To develop and defend policy by formulating policies in accord with diocesan policies which give general direction for administrative action.
3. To offer financial advice by developing plans/means to finance the educational programs including tuition, development and fundraising, allocating resources according to a budget and monitoring these plans.
4. To serve as a good public relations source.
5. To evaluate itself periodically determining its own effectiveness in light of its mission and its responsibilities as outlined by diocesan policy and by its own constitution.
6. To participate in the selection of the principal, who is the board's executive officer. The pastor hires the principal. At his discretion, he may invite board members to serve on the search committee when a principal needs to be hired.

PARISH SCHOOL BOARD

The parish school board is an integral part of the school. It holds monthly meetings during the school year. The times and the dates of the meetings are posted on the monthly calendar. There is a monthly summary of the board activity posted in the Sunday Bulletin. The board is advisory in nature.

Communication with the Parish School Board:

Whenever anyone has a concern that falls within the scope of school board matters, they are welcome to come and address the board at any regularly scheduled board meeting. During the school board meeting a time has been allocated for visitors to address the board. Visitors will be welcome to share their viewpoints during the agenda item labeled as “Official Delegations.”

The following points of order are to be observed in these matters:

1. Anyone wishing to address the board needs to outline their issues in writing and submit them to the principal or board president one week before the scheduled meeting. If the issues fall within the scope of school board matters, the person will be placed on the agenda.
2. Only those people who have been placed on the agenda will be permitted to address the board during the explicit time allocated for such communication.
3. Those addressing the board should focus their presentation on only those issues approved prior to the meeting.
4. Any presentation or expressed viewpoint that becomes or borders on a personal attack of a particular person or family will not be tolerated.
5. Any communication which is not expressed in a calm and respectful manner will not be tolerated.

At the board meeting the board members will simply receive, without response or interaction, the comments of the person making the presentation. The president will thank the speaker. After the meeting it will be determined how to follow-up the speakers presentation. Possible follow-up includes but is not limited to:

1. Discussion at an executive meeting
2. New business item at the next board meeting
3. Information regarding issue included in the school newsletter
4. Personal contact regarding issue:
 - a. Letter

- b. Phone call
 - c. Face to face visit
5. Referral to proper group or committee

IV. SCHOOL ORGANIZATIONS

PARISH SCHOOL BOARD (Pg. 11)

PARENT CLUB

The goals of the St. Joseph Parent Club are:

1. To coordinate activities and parent involvement
2. To maintain a working relationship with the school board, staff and parents
3. To coordinate fundraising efforts

Active participation and support is encouraged of all families of St. Joseph School. Regular meetings are held monthly. Three family/parent meetings are held throughout the year. They will be announced well in advance.

Parent room representatives serve as contacts for involving the parents of the grade they represent.

BOOSTER CLUB/ATHLETICS

The booster club financially supports the sports program. Membership is open to all interested in furthering athletic activity.

St. Joseph's Athletic Program is committed to motivating students to be the best they can be in the classroom and on the team. Our goal is to have an athletic program that establishes school pride, commitment to teamwork and academic excellence, and exemplifies Christian sportsmanship. The Booster Club supports our athletic program through fund raising projects; all athletes are expected to participate in any fundraisers the Booster Club sponsors. There is a fee for each sport in which your child participates. There are mandatory expectations of each family, player and coach. These expectations are presented at the annual meeting in July/August.

V. SCHOOL PROCEDURES

ARRIVAL

Grade PK-8 8:20 A.M. - 3:00 P.M.

Students may come into the building at the 8:20 A.M. bell. There is no outside supervision before 8:00 A.M. All students PreK-8, arriving before 8:00 are to go to the Extended Care program and will be charged accordingly.

DISMISSAL

The first dismissal bell rings at 2:55 P.M. At the 3:00 P.M. bell teachers escort the students outside.

Students in grades PK, K, Gr. 1, 2 and their siblings, bus students and all walkers - will be dismissed at Center Avenue doors. Siblings or car poolers of primary students will also be released at these doors – as a family.

Please do not block bus stop on Center Avenue.

Gr. 3-8 will be dismissed from west side of school in alley. Cars will line up single file from Prairie Street through playground/parking lot, pick up students, and exit on Grove Street.

The teachers on duty return to the school building after the last bus leaves at 3:05. Any students still waiting for a ride at this time will be taken to Extended Care. Students cannot be left outside unsupervised.

Students using bicycles are to walk them on school premises. The school accepts no responsibility for bicycles; chains and locks should be used. The Office needs to be notified if a student rides their bike to school.

All drivers are asked to follow safe driving practices at all times. Extreme Caution is to be used when driving around the school area.

ATTENDANCE and TRUANCY (Board approved 2008)

All students are expected to be at school each day unless illness prevents attendance. When a student misses five (5) days, the Principal, at her discretion, will contact the parent. When a student

misses fourteen (14) days, a Parent-Teacher-Principal conference will be requested. Students missing twenty-three (23) or more days will not be promoted unless serious illness, accident, hospitalization, or other extenuating circumstances are involved. If a prolonged absence is due to illness, the possibility of a homebound tutor will be explored.

PLEASE CALL OR EMAIL THE SCHOOL OFFICE BY 9:00 A.M. if your child will be absent. When s/he returns to school, A NOTE SHOULD BE SENT STATING THE DATES AND REASON FOR ABSENCE. We are required to report communicable diseases to the County Health Department.

In cases of a number of unusual absences, suspected truancy, or a particular illness, a doctor's permit will be required for readmission to the school. Depending on the situation, a report may be filed with the local authorities. (Board accepted 2008)

APPOINTMENTS

Please make doctor and dental appointments outside of school time. If a child must keep an appointment during school hours, please send a note to the office. A parent or guardian will be expected to come to the school office to sign out the child for the appointment. Please check the school calendar for early release days and non school days, which afford an excellent opportunity for routine dental or medical appointments.

BIRTHDAYS

Due to a number of student health needs, we are asking that no snacks Or treats be sent in for birthdays. The school will celebrate your child's birthday with prayer, surprises, and recognition on their special day. Students with summer birthdays will be notified in advance by their teacher when their celebration will occur.

Please do not send invitations to private birthday celebrations with your child to school unless you are inviting the entire class.

BUS TRANSPORTATION

Bradley Elementary School District #61 provides bus transportation to St. Joseph students living in the district. Children must cooperate with the bus driver and follow the regulations of District #61. Parents take full responsibility for the conduct of their children and will be notified when misconduct is reported.

If a regular bus rider is not riding the bus home, parents should send a note for students in grades K-3; students in grades 4-8 are allowed to tell their teacher.

Only those students who live in a busing area or travel to and from a child care provider in a busing area may ride the bus. Students may not ride the bus to another student's home for reasons other than receiving child care. Parents who wish their children to ride the bus to a child care provider must make arrangements through the office.

On Staff In-service days with early dismissal, students will be supervised until the 1 o'clock bus arrives.

EMERGENCY FILE

Parents or guardians are required to list the names and numbers of individuals to be notified in case of emergency if parents cannot be reached. Also included are parents' work numbers, cell and pager numbers.

It is important that this information be current; please notify the office when any changes occur during the school year.

EMERGENCY PLAN and SCHOOL ALERT

Emergency closings are rare; however, severe weather conditions may make such action necessary. The local radio stations, WKAN-AM AND WVLI-FM will carry this information.

SCHOOL ALERT SYSTEM is available for parent/guardian wishing to have a text message or email sent to them in the case of a school closing due to an emergency. Registration is through the I-KAN Alert System. You can find this information on our school website at www.stjosephschoolbradley.org.

Drills and instructions on precautionary measures to be followed in the event of disaster insure the safety of the children. If a tornado alert has sounded, children may not leave the building until an all clear has been

sounded. All children and staff will enter the main level for safety during the duration of the warning.

EXTENDED CARE PROGRAM

Extended Care is available before and after school for students enrolled in grades PreK-8 during regular full school days.

Hours of Operation in the morning are from 7:00 A.M.-8:00 A.M. (No one is to be here before 6:50am) and at 8:00 the children join the students on the playground or gym) and in the afternoon from 3:00 P.M.-5:00 P.M.

Early Dismissal Days w/PM Bus Service

Bus riders will be supervised until their bus arrives at 1:00 PM at no extra cost. Students may bring a snack or lunch to eat while waiting.

Admission and Registration

All parents whose children will be using the program must complete a registration form which includes vital emergency information and a list of authorized persons who may pick up their child. **No child will be released from Extended Day to a person not authorized in writing by the parent.**

Fees and Schedule of payments

\$4.00 per hour, per child

\$2.00 per ½ hour or less

A five-minute grace period will be applied for each half hour.

There is a \$20.00 per quarter after school snack and drink fee for children who are here after 3:30pm. This will be reflected on your first bill. Snacks will be served at 3:45pm or later.

All fees are to be paid bi-monthly in order for your child to continue receiving this service of care. The Extended Care bookkeeper will issue a notice of overdue accounts to the Office and you will need to contact the Office before your child can return to the Extended Care Program. If you need any assistance please contact Sister Mary Ann and discuss the need for an extension of time for your payments.

How to make the Payments

Please remit your current balance in a sealed envelope marked “Extended Day”. Payments may be made at the reception area in the

main office or placed in the drop box. Payment is due upon receipt of bill. Please do not return your payment to school in the regular tuition envelope. These payments should be on separate checks. All accounts are to be paid in full at the end of each month. Your child may not be in Extended Care until the late bill & fee are paid and the check clears the bank.

Location and procedures

Extended Day is located in the lower level of school. In the morning, parents may park in the alley behind the school, ring the bell and the child will be admitted by a staff member.

In the evening, parents are required to come into the Extended Day area and sign their child out.

After school, children will be dismissed directly to extended day. If a child remains on the playground after school beyond 3:10, the student will be sent to Extended Day & charges will apply.

Closing Time

The extended day program ends at 5:00 P.M., and the children have spent a great deal of time at school. Please make every effort to be prompt in picking up your child. If you know you will be detained past closing time, please call our emergency number or contact your authorized alternate to pick up your child. At 5:10 P.M. our staff will call your identified responsible alternate(s) to pick your child up if we have not heard from you.

A \$5 late fee will be assessed. **Chronic abuse of picking up children beyond hours of operation may result in removal of child from the Extended Day program.**

Snow Days

During inclement weather, please make it a habit to listen to your radio for school closing information. When school is not in session due to weather conditions, including early dismissal, and prior to a holiday, Extended Day is not in session. Please have alternate care available. Please register with School Alert at www.stjosephschoolbradley.org or schools.sheriffalert.com.

Activities and Snacks

During pleasant weather conditions, outdoor play will replace indoor free play. Games, movies, and books will be available for indoor play. Homework may be done during Extended Day, although assistance from caregivers is limited. Older students are encouraged to tutor younger students whenever possible. We encourage parents to help their children at home with difficult assignments. Snacks in the Morning: Children may bring breakfast foods of a healthy variety until 7:45. Fruit juice, milk, and cereal are all appropriate choices.

Personal Articles and Behavior

Children are allowed to bring clothes and shoes to change into after school. The second floor of the school is off limits. Personal items such as toys, games, headphones, sports equipment, etc., should be left at home with other valuables. Neither St. Joseph School nor the Extended Day program will be held responsible for lost, broken, or stolen items.

All students are expected to follow the school conduct of behavior and discipline. If there is a violation of this the student will risk being dismissed from the service. The supervisor will inform the parent, teacher, and principal of any incident of inappropriate behavior.

How to Contact Extended Care

If the office staff is not available at the regular school number, you may reach Extended Day by calling 936-1427. This number is for emergency purposes.

As with all communication, please share comments and suggestions to Extended Day personnel initially before consulting with the principal.

Thank you for letting us provide this service to you for your family. Please be respectful of the regulations and deadlines for this program.

INSURANCE

Insurance envelopes are available at the school office and in the registration packets. Each family must have the school insurance or a signed waiver on file.

LEAVING SCHOOLGROUNDS

The school is responsible for the child during the entire school day; no child is permitted to leave before or during the school session. When

there is an appointment or illness, a parent or specifically identified guardian must sign the child out at the reception desk. Students will not be released by anyone other than those identified in the emergency records.

LUNCH and RECESS

First Shift:	11:30-12:10
Second Shift:	11:55-12:35
Third Shift:	12:20-1:00

Children normally eat in the school lunchroom. Permission to eat away from the school must be obtained from the principal; a note is needed from the parents requesting this. Lunch bags/boxes should be marked with the child's name. All food must be consumed in the lunchroom. Students may purchase white or chocolate milk. Hot lunch will be available starting the second week in September, so please check the calendar. Order forms are sent home twice a month. Parents are asked to not bring in fast food or pop for lunch. Any child who forgets a lunch will be given milk & a sandwich. There will be a charge of \$1.50 after the first time. No glass bottles are permitted. Recess time is supervised with the assistance of parent volunteers. Parents are asked to sign up at the office for this duty.

Weather permitting; students will have recess outdoors after lunch. Children should dress appropriately for the season, as all are required to participate.

MEDICATION

School personnel will not supply or dispense any non-prescription medications such as aspirin or throat lozenges. If at all possible, prescription medication schedules should be arranged to avoid bringing prescription medication to school. When prescription or non-prescription medicines must be brought to school, they must be in the original container with written directions from the physician. Prescription or non-prescription medicines must be brought to the office immediately upon arrival at school. The Principal and office personnel will supervise the dispensing of all medications. Should it be necessary to keep medication on their person, written permission from the physician must be presented in the office.

Note: students may use Asthma inhalers under the following circumstances:

1. Authorization from doctor that this medication is needed.
2. Authorization from doctor that child is capable of administering medication. If a child is too young to keep

inhaler on their person, it may be placed in teacher's desk.
Teachers will log use of inhalers.

SUPPLIES

A supply list is prepared for each grade, and children are expected to have these supplies when school begins. Teachers may also request needed items later in the year.

TARDINESS (Parents it is very important to have your assistance)

Parents are influential in modeling punctuality. Being on time shows respect and responsibility. It is the responsibility of the parent to get their child to school on time.

A student is considered tardy if s/he is not in the classroom at the time of the second bell. If tardy, s/he must go to the office for a tardy slip in order to be admitted to the classroom.

A parent-student conference with the principal will take place if tardiness becomes excessive. Excessive lateness of minutes will be made up at the end of each semester.

TELEPHONE CALLS AND MESSAGES

If a message must be sent to a student, please call the school office and the message will be delivered to your child. After school plans and rides should be taken care of before coming to school; calls should not be made during the school day for forgotten items or plans.

Students needing to bring a cell phone to school will be asked to leave it in the school office during school hours. A note from the parent is to accompany the phone. Please have both in a marked envelope or bag. Cell phones are to be used only in an emergency.

VOLUNTEERS

Volunteers are a vital part of our school. Parents, grandparents, and other members from both parish and community assist with daily routines such as tutoring, supervision of lunchroom and playground, and special events.

We also depend upon the support of parents for our major fundraisers. We welcome each family to become a part of the extra curricular and fundraising events. Please contact our office or your child's teacher or room representative to see how you can earn your service hours, make new friends, and help our school at the same time. "Protecting God's Children" will be offered to all volunteers. Volunteers will be asked to sign the Confidentiality Agreement as they work in the school.

VISITORS

For the well being of our students and staff, a security system has been installed. All parents and visitors will be asked to sign in and to follow the directions given at the desk. Most business can be conducted in the outer vestibule. Parents and visitors who enter the building will be issued a visitor or volunteer label. If you are picking up your child, please wait in the outside seating area after identifying yourself.

Parents or other visitors are not to go directly to a classroom before, during, or after school hours without permission from the school office. If your child has a detention and you come into the school to wait, please do so at the office, not in the classroom.

Any articles such as lunches or forgotten books/papers brought to school during the day are to be given to the receptionist. The child's name and class should be on the articles.

If a child forgets homework assignments, books, etc., or needs something out of his/her locker, this must be taken care of by 3:00 P.M. **There should be no parents or students in the hallways or classrooms beyond the 3:00 dismissal time without an appointment.**

WRITTEN NOTES

The following require written notes from the parent:

1. Absence from school for whole or part of day.
2. Appointments during the school day or early dismissal.
3. Child's participation in the Athletic Program.
4. Dress other than the uniform.
5. Field Trips
6. Tardiness
7. Change in dismissal plans
8. Cell phone left in office

9. Medical care during school hours

VI. STUDENT INFORMATION

UNIFORM DRESS CODE

Uniforms should be purchased from School Belles Uniform Company, with noted exceptions. Order forms are available in the school office.

School uniforms are to be worn from the first day of school to the last day unless otherwise notified. If for some reason a child cannot be in uniform on a given day, the parent must send a written excuse to the teacher.

Students not following the dress code will be warned; if the violation is not corrected, parents will be notified & asked to correct it as soon as possible. It is important that everyone support the dress code. Uniformity is closely associated to positive student behavior and control.

If you have any questions regarding an article of clothing or shoes, please feel free to contact the Principal before purchasing it.

General Provisions:

1. Clothing must always be clean and in good repair.
2. Personal cleanliness/hygiene and good grooming is expected of all students.
3. Jewelry appropriate for school includes simple earrings, only one each ear (not dangling), religious medals, watches and rings. Girls are allowed to wear one earring in each ear lobe. Cartilage earrings, multiple earrings, and dangling earrings are not allowed. Other forms of body piercing and ornamentation, including but not limited to nose and tongue studs, tattoos, hennas, and other permanent body markings are unacceptable. Boys may not wear earrings. Wrist bands are not permitted.
4. Hairstyles should be neat, attractive and hygienic. Boys' hair should be no longer than the shirt collar. Bizarre hairstyles, stripes and designs, tails, or mushroom cuts are NOT allowed. Hair is to be away from the eyes.
5. Fingernail polish and make-up are not permitted.
6. Shirts and blouses are to be tucked in at all times.
7. Uniform sweatshirts may be worn over the uniform.

8. Spirit wear is not part of the daily uniform.

GIRLS' UNIFORMS

- (K-4) Blue Plaid jumper
- (5-8) Blue Plaid skirt, culottes, or kick pleat skirt
Skirt/jumper length at least to the knee.
- White or red top (either polo or turtleneck)
- Plain white t-shirt or cami is allowed under top.
- (K-4) Navy cardigan sweater
- (5-8) Navy cardigan, vest or pullover
- (K-8) Navy uniform shorts (August, September, May)
- Uniform sweatshirt
- K-8 Navy slack, 6-8 navy or khaki slack-*from Schoolbelles only*
- Slacks need to be worn waist high and with a belt (no hip huggers are accepted)

BOYS' UNIFORMS

- K-8 Navy slack, 6-8 khaki or navy slack (excludes denim, faded, baggy pants, and fashion brands, pinned or rolled pants, corduroys or patch pockets. May be purchased through School Belles or Penney's "uniform line" slacks are permitted. Slacks are to be waist high and worn with a belt if the slacks have belt loops.
- White or red top (either polo or turtleneck) Navy cardigan, vest or pullover
- Plain white t-shirt is allowed under top.
- (K-8) Navy uniform shorts August, September, May
- (K-8) Uniform sweatshirt

SHOES, SOCKS, AND ADDITIONS

Shoes for grades K-8 are to be sturdy, serviceable school shoes. Colors may be dark brown, dark gray, navy or black. The only acceptable shoes will be oxfords, loafers, or boat shoes. When purchasing shoes please try to purchase shoes that have urethane soles; this will help eliminate black scuff marks. Unacceptable shoes are any type of boot, open toed or open back shoes – such as (sandals, clogs, slides, flip flops). These represent safety hazards when climbing stairs or walking in a large group. Gym shoes must only be worn in P.E. class.

Socks are required for boys and girls. Girls and boys socks are to be solid white or solid navy. Sport socks need to be ankle high tube/crew style. Plain cuffed anklets, knee-highs or tights are acceptable for girls.

The uniform sweater is a plain stockinette weave and should fit reasonably. (Neither tight nor oversized) Only sweaters purchased through School Belles Uniform Company may be worn at school. Girls may wear the boys' style cardigan.

A dark colored belt is to be worn with shorts or slacks that have belt loops.

P.E. UNIFORMS

1. Grades 1-3: Shorts and uniform top. Girls usually wear shorts under their uniforms. Boys can wear shorts under their uniform pants or bring them and change.
2. Grades 4-8: PE uniform (purchased through Schoolbelles).
3. Shoes: Gym shoes (no black soles) are to be left at school for P.E. Class. Please mark name on the shoes. Sports participants in Grades 5-8 may use their game shoes and bring them on the day of P.E. class.

Note: Uniform shorts are not to be worn for P.E.

NON-UNIFORM DAYS

Jean day usually occurs on the early dismissal day. Students may wear jeans with an appropriate top or sweatshirt. Jean shorts may be worn on jean day, during the months of August, September, and May. Any shorts must follow the fingertip rule, i.e., fingertips must reach hems of shorts.

Tennis shoes are permitted on jean day; however, sandals and other open-toed footwear are not acceptable for safety reasons.

Children involved in a scouting program who have their scheduled meeting on a school day are allowed to wear their dress uniform.

SPIRIT WEAR DAYS

These are days that are set and announced by the principal to recognize students who are in upcoming school functions. The uniform may be changed a little by the type of shirt that is worn with the uniform. Any school shirt/sweatshirt with the logo of SJ or the Viking on it, plain school colored t-shirts, or the red or white polo may be worn.

TEXTBOOKS

Students are expected to take good care of all their books. Students are to use some form of bag to protect books from dirt and inclement weather. Fines will be imposed for lost books or for careless handling of books.

LOST AND FOUND

Articles turned into the office will be kept for one month. At the end of that time they will be donated to charity.

VII. RELIGIOUS EDUCATION AND FORMATION

SPIRITUAL INVITATIONS

Catholic parents of children enrolled at St. Joseph School accept both the responsibility and the obligation to train them in the Catholic Faith. This word-and-example training includes **attendance at Mass each weekend, praying together, and sharing God in life together. Whenever it is possible, parents are encouraged to participate in the Wednesday afternoon school masses, especially if their child's class has prepared the celebration.**

RELIGIOUS ACTIVITIES

Students in grades 1-8 will attend Mass every Wednesday. Projects and activities are planned to involve students in the feasts and seasons of the church year. Students in PK and K will attend mass periodically, and will participate in feasts and seasons of the church year.

A sacramental program will consist of one year of specific classes and instruction attended by the child prior to the reception of the sacraments of Reconciliation, Holy Eucharist, and Confirmation. Since the parents have the responsibility of being the primary educator of the child, it is necessary that family and school work together. Parent meetings will be held during the preparation for each sacrament.

VIII. ACADEMIC INFORMATION

All of our teachers are certified. They offer their expertise in each of their assigned classes. Along with basic curriculum, the students receive instruction in P.E., Music and Technology. The junior high students participate in various IESA contests such as Science Fair, Spelling Bee, Math Challenges, Sports, etc.

ABSENCES, MAKE UP WORK, AND ADVANCE ASSIGNMENTS

It is the responsibility of the student to make up any missed assignments. Upon notification from parent to the office by phone or email, no later than 9:00 a.m. on the day of absence, work may be sent home with another student or sibling, or the parent may pick up work. Each teacher will hold assignments for students who are absent in the event that work was not sent home. Students should be fever free for 24 hrs. before returning to school.

Requests for advance assignments will be limited and will be general rather than specific day to day assignments. It is difficult to determine the exact amount of material that is mastered by students each day since each child learns at a different pace.

VACATION POLICY

Parents should be aware that under State Law, the principal cannot authorize a child's absence from school for purposes of vacation. **Vacations are strongly discouraged during the academic year because these affect the progress of the student and the class as a whole.** However, it is recommended that if they must occur during the school term, they be scheduled around normal holiday breaks or long weekends. Parents wishing to take children out of school for several days because of family vacation plans must notify the homeroom teacher and principal.

Teachers will be unable to provide assignments in advance for a vacationing student. Parents must make certain that the student makes up all missing work. Written work missed during these days of absence is to be requested upon the first day of return, and this work is to be made up within one day per vacation day up to a maximum of one week. If during this absence time a test is given, the student will be able to make up a test for credit at the convenience of the teacher. As a result of continued academic progression by the class, individual tutoring may be recommended by the staff.

HOMEWORK

Homework assignments are given to reinforce learning, to practice specific skills, to prepare for a coming lesson, and to extend the lesson. Some homework is assigned, while other may be work that was not

completed during allotted class time. Students are expected to complete assigned homework on time.

Consequences for not turning homework in on time or completed will result in a detention notice. (See Discipline Policy on pg. 30)

FIELD TRIPS

Field trips are planned during the course of the year. Children will be required to bring a signed permission slip from their parents or guardian to participate. This signed slip must be turned in 24 hours before the date of the trip. Failure to get it in on time will cause the student to not be permitted to go on the trip and remain at school.

LIBRARY

We are affiliated with the Prairie Area Library System which allows on-line ordering of books, CDs and videos, along with a wealth of reference materials. In addition, our library contains over 3000 books. Reference materials are also available in each classroom.

Children are encouraged to make use of the library and are free to check out books (with the exception of reference materials) during their regularly scheduled library period. All children are responsible for damaged books or lost books and are expected to reimburse the school accordingly. Volunteer librarians staff our library.

PARENT-TEACHER CONFERENCES

Conferences are scheduled in November. This is the ideal time to check on work habits, homework, study habits, ability, respect, courtesy, cooperation, and the many other aspects of a growing child's character that should be carefully noted by parents and teachers. If a parent feels that a conference is needed at any time during the year, she/he should call the office to schedule an appointment, or send a note to the child's teacher.

PROMOTION/RETENTION (Board approved 2008)

When it is probable or certain that a student will not be promoted, the parents or guardians will be informed no later than the beginning of the second semester. A written notification will be kept on file in the students personnel file. The parents or guardian will make the final

decision. Their signature will be required on a form describing the school's reasons for the recommendation.

Students need to have at least a D average in all subject areas or above in order to be considered for promotion to the next level. Students who are not able to be promoted will be directed to summer school or tutoring. Usually, students who have not passed will not be accepted to return to the school for the next year. Communication with the parents will take place immediately from the first semester about this issue or as soon as the problem is noticed. Promotion will be contingent upon successful completion of the course. If summer school is not available, student may repeat the course with a certified tutor, and be given credit when all assignments are in and a test is passed with 70% mastery.

REPORT CARDS

Interim Reports are sent out at the halfway point in the quarter for grades 4-8. They are not to be considered a formal report card. Their purpose is to indicate areas of strengths and weaknesses. Diocesan Evaluation Reports, issued four times a year, are designed to invite the interest and cooperation of the parents. Parents are able to see the type of work their children are doing in school.

Effort grades are determined by:

1. Completing homework on time
2. Having materials ready and in class
3. Classroom behavior
4. Neatness and legibility of work
5. Participation in class

Achievement grades are determined by:

1. Tests
2. Quizzes
3. Homework
4. Projects
5. Workbooks

Junior High (Grades 6, 7, 8) Grading Scale

Generally, the following grade percentages determine the appropriate grade at the Junior High Level.

Adjustments if needed may be made after consultation with the resource staff, principal, and parent.

Grade	Percentage
A	93-100
B	85-92
C	77-84
D	70-76
F	69 & below

TESTING PROGRAM

Iowa Basic Skills Assessment Series are administered to students in grades 3,5, and 7 during the first semester. This is part of the Diocesan achievement-testing program. The eighth graders also take the high school entrance test from either Bishop McNamara or Bradley-Bourbonnais High School, as well as the ACT Explore Test.

IX. DISCIPLINE

DISCIPLINE POLICY (Revised 2008)

Discipline is a training that develops self-control, character, orderliness, and efficiency. As Christians, our development of discipline must include positive, religious attitudes toward prayer and worship, values, self-respect and respect of others. The essence of Christian discipline is self-discipline, which provides a safe, secure, and orderly environment for lifelong learners to “Succeed with Dignity.”

The teaching of self-discipline, which is defined as the responsibility for a person’s own actions, is the goal of the St. Joseph School Discipline Policy. To ensure that the students demonstrate appropriate behavior, the school reserves the right to establish and enforce reasonable standards for all students involved in educational and

recreational activities, whether during regular school hours, on school premises or in connection with school activities held in other places.

The overall common rules of discipline are centered on what everyone needs to do to create a healthy school environment. If these are followed by everyone, the school spirit will be strong because of each person's efforts to "Succeed with Dignity."

These general guidelines are:

1. Be a Christian in your manner of speaking, acting, and living.
2. Be polite and respectful of self, others, and the environment.
3. Use materials carefully-reuse and recycle whenever possible.
4. Walk about the school in a quiet manner.
5. Go to the designated room and be there on time.
6. Dress according to the school policy code.
7. Follow the rules, expectations, and procedures.

In the event of a violation of these standards, the school will invoke appropriate corrective measures including, but not limited to detentions, student conferences, parent/guardian conferences, principal conference, pastor conference, suspensions and/or expulsion. If the violation is serious in nature to lead to a suspension/expulsion a meeting will be set up to discuss the seriousness and possible frequency of the offense before determining the final action.

The following is a non-exhaustive list of infractions for which a student will receive a Conduct Notice with a follow up action required. Depending on the nature of the violation, a student may be disciplined up to and including expulsion:

1. Defiance of legitimate authority
2. Bullying, fighting, threats, intimidation, profanity, discriminating comments, inappropriate physical contact, verbal abuse, pushing/shoving, disrupting a classroom, causing harm to another
3. Habitual tardiness
4. Vandalism, theft, or stealing
5. Possession of electronic devices, beepers, cell phones, I Pods, camera phones, hand-held games
6. Forgery/plagiarism
7. Gang related activities
8. Civil disobedience (e.g. safety rules)
9. Possession of weapon

10. Possession of alcohol or drugs or anything related
11. Violation of Internet Agreement
12. Harassment of any type
13. Other issues that violate the philosophy or integrity of the School and Parish

The following list will warrant a Conduct Notice to the parent/guardian in order for a change of behavior to be discussed. The Conduct Notice will need to be signed and returned to the person who initiated the notice the next school day.

1. Failure to complete assignments
2. Uniform Code violation
3. Inappropriate behavior, including but not limited to excessive or loud talking, distracting others, being inattentive or disrupting class time
4. Chewing gum/candy
5. Inappropriate language or gestures
6. Disregard for following rules established for lunchroom/playground
7. Tardiness to classes
8. Other violations that cause attention resulting in interrupting the educational setting or activity.

Immediate follow-up will be determined based on the inappropriate response to the violation.

A Conduct Notice will be issued for the student indicating the nature of the problem. This notice is to go home to the parent/guardian in order for further correction and then be signed and returned to the person who issued the notice. The notice will also indicate the follow-up discipline that will take place at school. Immediate follow-up in correcting the behavior will take place during the detention. Usually, the follow-up will be an after school detention which will be served on the Thursday following the notice. The student will serve the detention with the person who issued the notice.

During the time of detention the student will be given an assignment or action to do what is related to the inappropriate behavior. The time of the detention will be a half hour (3:00-3:30)-unless the student has 2 or 3 detentions to serve that night; that would result in a 4:00-4:30 dismissal.

Accumulations of detentions will result in a parent/teacher/principal/pastor and or other professional conference to determine the appropriate action. Communication between parent/guardian, student

and teacher are encouraged whenever there is concern about the Conduct Notice.

SUSPENSION

Suspension, either in school (ISS) for one day or out of school (OSS) is a corrective measure used only when inappropriate behaviors are: persistent overtime, endangering the safety of others or substantially disrupting the classroom or the spirit and operation of the school. The length of time will be determined at the time of the suspension. (1-3 days will be determined by the nature of the inappropriate behavior). The student is to return with the parent/guardian and meet with the principal before returning to regular classes. All work will be turned in at the time of this meeting.

During either suspension, students will receive assignments or research to do during the time out of class. This will be determined on a person to person basis based on age and ability to do research.

When a student's inappropriate behavior warrants the use of suspension, parents will receive a phone call and a written notice from the Principal. The notice is to be signed and returned to school. When a student is suspended out-of-school, a conference between parent/guardian, teacher, and principal is required. At that time a contract with the student will be drawn-up which will include expected behaviors and consequences for violation of the rules and agreement.

If the student demonstrates little or no improvement after these consequences, a second (OSS) will be issued. If a student's behavior continues to be unacceptable, the parent/guardian will be requested to enroll their child at another school.

EXPULSION

Only under circumstances of very serious inappropriate behavior will expulsion take place. This action is the final step in lack of self-discipline and inability to follow the school rules and live the "spirit" of a student at St. Joseph School. A student may be expelled for serious infraction of school rules or the lack of correction of behavior that causes others harm. A consistent attitude of disrespect that displays an attitude contrary to the spirit of the school could also warrant dismissal.

CORPORAL PUNISHMENT (Board accepted 2008)

St. Joseph School does not use any form of corporal punishment nor is it accepted as a form of discipline.

An accumulation of Parent/Alert Notices can warrant a meeting becoming a habitual issue the teacher will set up a meeting with the principal, the parents, and the student.

STUDENT CONTRACTS

Students transferring to St. Joseph School from another school will be expected to sign a student contract ensuring that the policies, procedures, and culture of our school are followed, with the support of their families.

PARENT COMMUNICATION

In an effort to provide improved communication between home and school, the Board of Education has agreed upon the following:

Each student will receive a nightly envelope for the sole purpose of school-parent communication. In this envelope, look for important announcements of classroom or school wide interest, behavior reports, ineligibility forms, or other pertinent messages. Although there will not be a message in the envelope every day, parents are asked to check daily. This is also a vehicle for return communications; a parent and child signature may be needed for immediate return to the school.

All papers to be signed will be sent home in a designated folder usually on Wednesday of the week. At this time, parents will be asked to examine the contents of each child's folder for signature requests, comments, questions and concerns. Similar to the Friday folders employed by some teachers, we decided that Wednesday gives families an opportunity to respond immediately to the contents of the folders. After examination of the folder, it is important that parents send the folder, with appropriate signatures if necessary, back with each child the next day. Please return all necessary papers with your child on the next day of school. (Refer to Discipline Policy on pg. 30)

EARN CERTIFICATES

E = Enthusiasm / Effort

A = Attitude

R = Respect / Responsibility

N = Nice

The EARN program recognizes outstanding, positive actions or behaviors exhibited by our students. Any staff member or student can identify a student for an EARN certificate. The student would let the teacher know about the action or behavior in order for the student to receive the EARN certificate.

Students with an EARN certificate receive the privilege to wear jeans the day after they receive the award.

X. ACTIVITIES

STUDENT ACTIVITIES

The following are activities which students may participate in during the year: choir, altar servers, mass readers, speech contest, spelling bee, science fair, leadership council, music/band contests, cadet teaching, art fairs, service projects, and the sports program. The activities vary among grade levels.

SPORTS (SEE ATHLETIC POLICY GUIDELINES 2010)

Our athletic program encourages both boys and girls to participate in sports as a means of developing athletic skills, good sportsmanship, and fair play.

Parents who have a child in the program are expected to assist in the needs of the Booster Club by helping out at home games, etc. This assistance is essential for the on-going success of our sports programs.

Participation is a privilege to students in grades 5-8. The following rules have been adopted for all athletes and cheerleaders of St. Joseph School:

1. Parents must provide proof that their child is in good physical health. Sport physicals are required for all students participating in athletics. Parents are also responsible for providing medical insurance and must sign a waiver to this effect.
2. Parents will acknowledge in writing that they have read the athletic policy of St. Joseph School.

3. If one season overlaps another, the students must complete all games and practices of the first sport before attending practices or games of the second sport.
4. Players must attend all practices and games unless excused by previous notification to coaches by a parent. Unexcused absences will result in a one game or meet suspension for each unexcused absence.
5. Any student absent or suspended from school, including in-house suspension, is not allowed to attend practice or athletic events that day. Students must be in school a full day to be eligible to participate. Exceptions will be made for dental appointments, funerals, etc.
Students who are ineligible due to academic deficiencies will not be allowed to attend either practices or games until they are passing all classes.
While students are encouraged to participate in extracurricular sports activities, a student's scholarship is of primary importance. If a student's quality of work is becoming less than it should be, then it is time to realign priorities.
6. All students in the sports program are expected to participate in the fundraising efforts of the Booster Club.

Each student's eligibility will be evaluated regularly. Specifically, behavior and school work must be at an average level. If a student is not currently passing one or more subjects with a minimum of 70%, s/he will be deemed ineligible to participate in extracurricular activities for the following week. Eligibility grades will be turned in on Monday mornings. Habitual lack of returning signed papers or homework may result in removal from the sport.

These standards are a minimum; parents are encouraged to set higher standards according to their child's ability.

Students not meeting the above criterion in one subject will be notified as will their parents and coaches, and a one-week (Monday morning to Monday morning) suspension from the activity will result. Students will not attend practices, games, or participate in pep rallies during suspension. During this time students are expected to concentrate on academic endeavors or organizational plans.

If a student improves his/her work, s/he will be reinstated at the end of the one-week suspension time. No student shall have more than two suspensions in the sports program during the year. If a third suspension occurs it is a permanent removal from the sports program.

6. Any student who commits a serious infraction of school rules or continually receives detentions will seriously jeopardize their eligibility insofar as competing or representing St. Joseph in various athletic events or other school activities or contests.
7. The principal will make the decision as to any type of penalty or time of suspension. Remember: it is a privilege to represent St. Joseph School.

Independent Athletic Association rules and regulations shall apply in the grouping of students and at IAA games. All scheduling and related areas are the responsibility of the Administrator and the Athletic Director. All aspects of the school athletic program, including expenditures, are subject to final approval of the Administrator.

COACHES

A coach is a role model for the athlete. The coach is encouraged to teach the skill, uphold good sportsmanship and to allow every child on the team & fair amount of playing time.

FANS AT GAMES

Every student who attends a game in the gym is expected to follow the safety rules of the school along with remaining in the gym during the games. No student is to be outside during the sporting event without an adult supervisor.

XI. LOCKERS

Lockers will be provided to students in grades six through eight. Students will be issued a lock and combination at the time of registration. Lockers or combinations should never be shared with other students. Lockers should be locked at all times. It is recommended that students not keep money or valuables in their locker. THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN POSSESSIONS.

Lockers are to be kept neat and orderly at all times. No food or drink should be kept in student lockers. Please be advised that electronic devices such as iPods, video games and audio equipment are prohibited at school. All cell phones are for emergency use only, and must be kept turned off and either in student's locker or in teacher's possession. Violation of this policy will result in parent contact from the principal.

Lockers are school property provided for student use, and can be searched at any time. Students will be held accountable for all items found in their lockers; therefore, sharing is prohibited.

No permanent markings, tape, or alterations must be made either outside or inside the locker. Magnets or locker organizers are acceptable for personalizing the INSIDE of the locker.

If a student forgets the locker combination, the main office will provide that information. If a lock is lost or broken, the student will bear the cost of a new lock. Lockers should not be accessed after 3:00 P.M.

VIDEOTAPING AND/OR PHOTOGRAPHING OF STUDENTS POLICY

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 students 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 or 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 are 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 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, 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, parking lots, 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.

STUDENT AGREEMENT FOR INTERNET ACCESS & RELATED TECHNOLOGY USE

The Catholic Schools Office of the Diocese of Joliet and St. Joseph School support the use of technology in the instructional program through individual computer workstations, notebooks/tablets, lab networks, school-wide networks, school owned hand held 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 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 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.

2. **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 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 and staff have the responsibility to respect and protect the rights of every other user in the school and on the Internet.

The principal (pastor, superintendent) has the authority to determine what inappropriate use is and his/her decision is final.

3. **Code of Conduct**

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

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 drawings 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 materials 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 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 recipients.
- l. At school, no user shall be involved in or participate in, chat rooms, blogs or discussion groups without 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 administrator.

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 e-mails 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 violate 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 a 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.

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 has no responsibility, for the accuracy or quality of information obtained through the use of the network or for any damages users suffer.

Asbestos Management

Please be advised that the Asbestos Management Plan for St. Joseph School required by 40 CFR 763.93 is available for inspection during normal business hours by representatives of the U.S. Environmental Protection Agency and the State of Illinois, the public, including teachers, other school personnel, and their representatives, and parents at the following location:
247 N. Center St. Bradley, IL 60915

During 2009, St. Joseph School underwent the required asbestos re-inspection process. The results of that are included in a document available from the school office. If our school conducted an asbestos removal project, that information is also contained in the asbestos management plan.

If you would like a copy of the asbestos management plan or other asbestos management documentation, please contact 247 N. Center St. Bradley, IL 60915. We will provide a copy within 5 working days after receipt of a request for inspection. The school may charge the reasonable cost of making any copies requested.

If you have any questions about the school asbestos management plan or its contents, please contact the principal, Sr. Mary Ann Hettel, SCM at 815-933-8013; or Richard Kaffka, the Diocese of Joliet asbestos designated person at 815-834-4078.

SAFE ENVIRONMENT

Safe Environment Curriculum is presented to students in K-8 through KC CASA. This curriculum includes how to recognize and deal with bullying. Further information can be found at www.dioceseofjoliet.org.

PROTECTING GOD’S CHILDREN:

Each employee or volunteer at St. Joseph School will undergo the Protecting God’s Children Workshop. Each parent will receive the “The Child Safety Brochure” provided by the diocese.

Each student, unless requested by the parent in an “unpermission slip”, will participate in an age appropriate program on personal safety provided by KC-CASA.

EACH PARENT WILL BE ASKED TO SIGN AN AFFIDAVIT VERIFYING THAT THEY HAVE RECEIVED AND READ THIS ST. JOSEPH SCHOOL PARENT HANDBOOK, PASTORAL POLICY REGARDING SEXUAL ABUSE OF MINORS, AS WELL AS THE CHILD SAFETY BROCHURE AND THE PHOTOGRAPHY PERMISSION WAIVER.

Arrival & Dismissal Procedures

A.M. Procedure:

1. Extended Day drop off in alley: please escort your child to the door.
2. All students should be dropped off at playground on Prairie Avenue between 8:00-8:20.

Alley Entrance will be blocked off from 8:00-8:20.
Playground will be blocked with chains from 8:00-2:55.
During inclement weather parents will be allowed to drop off in alley near the gym doors.
(PLEASE REMAIN IN SINGLE LANE FOR SAFETY)
Reminder: alley is one way going south.

Winter Drop-off from Nov. through March 1st is the alley.

Students will be supervised from 8:00-8:20 on the playground/gym.
Please do not park in alley or Bus Stop.
Buses will drop off students on Grove Street in the morning.

P.M. Procedure: (Gr. 3-8)

1. Parking gate will be opened at 2:55 p.m.
2. Alley chains will be up to close alley.
3. Students in grades 3-8 will line up at 3:00 p.m.
4. Cars will single file enter from Prairie Street, pick up children and exit on Grove Street. You may turn either left or right when exiting on to Grove Street. Cars will not be allowed to park or pass other cars. Cones will be placed in an arc / there is no parking or student traffic beyond the cones.

Students in grades PK, K, 1 and 2: Dismissed at Center Street doors. Siblings or car poolers of primary students will also be released at these doors – as a family.

Bus students dismiss at Center Street doors. **Do not park in bus zones.**

- There is a “no stopping, standing, loitering” area directly in front of the school. This is the bus pick up zone for dismissal time. Fines for illegal parking in a school zone are \$150.00.
- Please either pick up your child at the curb (traveling in the correct direction of traffic), or park your car and pick them up at the crosswalks. These walks are clearly painted and defined by the village. Do not park in the crosswalks.
- UNDER NO CIRCUMSTANCES SHOULD YOU BECKON YOUR CHILD TO CROSS THE STREET WITHOUT YOU. OR ENCOURAGE YOUR CHILD TO CROSS IN FRONT OF PARKED CARS TO GET INTO YOUR CAR.

At 3:10 gates will be closed on playground, at entrances, at which time students will go to Extended Day.

Alley parking chains will be opened at 3:10.

PM extended day pick up in the alley.

You are free to park along Grove, Center and Prairie Streets to pick up your children. Do not park in the Bus Area or the front staff parking lot on Center Ave., and do not allow your child to cross the street unaccompanied.

Please do not allow your child to cross the street unless accompanied by an adult.