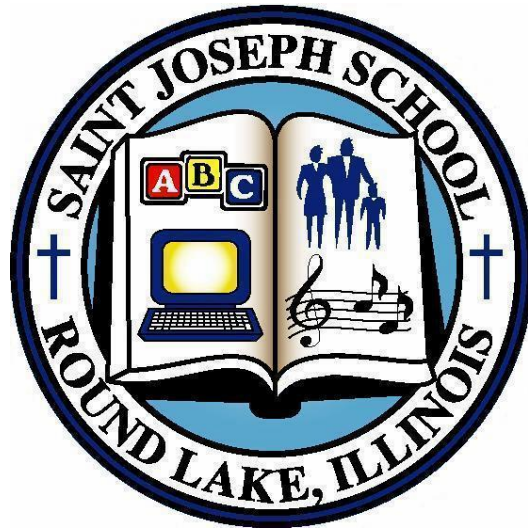


# 2018-2019

We are a school family called to make a difference in the world.



## St. Joseph Catholic School

Mrs. Abbie L. Miller, Principal

Mrs. Kathleen Fawley, Asst. Principal

118 N. Lincoln Ave., Round Lake, IL 60073

847-546-1720

847-546-8255 (fax)

[www.stjosephrl.com](http://www.stjosephrl.com)

[www.facebook.com/SJSRoundLake](https://www.facebook.com/SJSRoundLake)

# *St. Joseph School*

## **Mission Statement**

St. Joseph Catholic School, as part of St. Joseph Parish in the Archdiocese of Chicago, will spread the Good News. The mission of St. Joseph School is to prepare all students for success by offering a quality education within a family centered community; consisting of a solid foundation in the Catholic faith, a challenging academic curriculum, opportunities to develop leadership skills and character building through the teaching of moral values. St. Joseph School's pastor, parish, principal, faculty, staff, families and students will support this mission.

## **School Vision**

To be the best school in the world by delivering the highest quality educational experience, where Catholic global citizens are born in a passionate and welcoming environment that includes advanced rigor, engaging learning experiences, high energy, creativity, faith, discipline, manners, and respect.

St. Joseph Catholic School  
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Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be implemented immediately due to unforeseen circumstances.

## **Absence Policy**

It is understood that there will be times that it is necessary for a student to be absent from school. In order for an absence to be excused, the student's parent or guardian is required to call the school office no later than 11:00am on the day of the absence. If this is not possible, the student is to bring a dated note to the office explaining his/her absence. In certain cases, prior notice is also acceptable. Unexcused absences may result in the student not receiving credit for make-up work. Vacations and day trips are unexcused absences. ***When a child is absent from school, they are ineligible for any extra-curricular activities held the evening of their absence.***

A written excuse or phone call from parents or guardians is necessary when a student is arriving late to school. A student entering the building after 7:50 a.m. needs to report to the office prior to going to class.

## **Assignments while absent**

- Students are responsible for all assignments given before or during an absence.
- Students will receive their assignments upon their return.
- Assignments must be completed in a timely manner determined by the teacher.

## **Admission Procedures**

St. Joseph School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago.

St. Joseph School does not discriminate on the basis of sex, race, color, or national origin in administration of education policies, admission policies, athletics or other school administered programs or employment.

St. Joseph School admits students in accordance with stated Admission Policies and reserves the right to limit class sizes to numbers conducive to effective education. However, it is to be noted that those parameters will be carefully considered by the administration in individual circumstances, particularly in a situation that would refuse one child of a family while admitting a brother or sister.

The professional judgment of the administration, through interviews with parents and consultation of staff, will determine admittance of students. St. Joseph School will refer children whose educational needs cannot be met to a school that has the necessary programs.

## **Age of Admission**

- To be admitted to pre-school, a child must be three (3) years of age or four (4) years of age on or before September 1<sup>st</sup>.
- To be admitted to Kindergarten, a child must be five (5) years of age on or before September 1<sup>st</sup>.
- To be admitted to First Grade, a child must be six (6) years of age on or before September 1<sup>st</sup>.

## **Admission of New Students**

For the admission of a Pre-K-Eighth Grade student, parent/guardian shall present:

- An official copy of the child's birth certificate.
- A copy of the baptismal record (if applicable).
- All records of compliance with local and State of Illinois health/eye/dental requirements.
- New students are accepted on a probationary period.

When there are more applications from St. Joseph parishioners for grades Kindergarten-8th than spaces available, the Principal will use the following guidelines in determining enrollment priority.

1. Parishioners with children presently in St. Joseph or children who have graduated from St. Joseph School.
2. Parishioners from St. Joseph and the number of years as a parishioner.
3. Current non-parish students.
4. Parishioners from neighboring Catholic parishes.

St. Joseph School will not discriminate on the basis of race, ethnic origin, or religious beliefs.

### **Attendance Record**

In order for a student to benefit fully from school, he/she must have daily, regular, punctual attendance. Frequent absence and/or tardiness is a serious disruption to learning and often leads to low academic achievement. Three tardies will result in a 30-minute detention that will be held from 7:00 A.M. to 7:30 A.M.

It is the responsibility of the parents to see that children attend school regularly. Parent concern and cooperation is of utmost importance. Family vacations should not be scheduled when classes are in session. Vacations and day trips are unexcused absences.

Illinois state law considers students missing more than **10% of the total number** of school days to be chronically truant and at risk for not completing their education.

St. Joseph school students who are chronically truant, that is, absent more than **18 days**, are at risk of not being promoted to the next grade level. In addition, a report will be made to the State's Attorney's Office under the provisions of the Juvenile Court Act.

### **Behavior**

The rules at St. Joseph School are based on the belief that every student has the right to learn and every teacher has the right to teach. Everyone has the right to be treated in a Christian manner as well as the responsibility to act in a Christian manner. Unacceptable behavior will result in consequences.

- Students will arrive at school early or on time.
- Students will be respectful at all times to everyone they encounter during the day.
- Students will come to class prepared.
- Students will demonstrate an eagerness to learn.
- Students will display a positive mindset.

Consequences are based on the behavior and appropriateness for each individual. Students will be held accountable for their own choices. In some circumstances, a student is given a warning while other behaviors may have an immediate consequence.

Possible consequences:

Warning

Removal of a privilege

Silent lunch

No recess

60 minute Friday detention (before or after school)

90 minute Friday detention (after school)

2 hour Saturday detention (This may include cleaning tasks around the school.)

## **Behavior (inappropriate internet usage including images)**

St. Joseph School provides technology resources to our students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation, and communication with the support and supervision of parents/guardians, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Access to computers provides the potential availability of material that may not be considered of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of computers, is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the computers and networks in a responsible and ethical manner.

Use of the technology resources that are prohibited include, but are not limited to:

- Violating student rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information.
- Attempting any unauthorized access, including hacking of any computer system.
- Searching for or downloading unacceptable materials.
- Re-posting personal communication without the author's prior consent.
- Violating copyright law.
- Using school technology resource for financial gain, credit fraud, electronic forgery, other illegal activity and political purposes.
- Downloading, installing or storing software on a school computer without the approval of the appropriate school personnel.
- Changing or attempting to alter any configuration, program or password on any computer or system.
- Using a school computer without knowledge/approval of school personnel responsible for the computer.
- Using inappropriate language, pictures, and/or gestures in any form on the Internet.
- Using the Internet for entertainment or limited self-discovery function.
- Using the Internet for unauthorized purchases.

## **Behavior Philosophy**

- In order to provide an atmosphere conducive to learning, it is necessary to establish standards of behavior designed to maintain a desirable level of order. These standards must encompass the needs, rights, and responsibilities of Christian students, teachers and parents.
- The aim of these disciplinary measures required to maintain such standards is to effect positive and constructive Christian behavioral development. Disciplinary procedures are a part of the total education process designed to guide the student in becoming a responsible Christian in our society.
- In carrying out disciplinary procedures, cooperation among parents, teachers and administration is essential. For any student to fully benefit from any disciplinary action, it is important that he or she understand the reason for the action. Discipline is intended to be fair and constructive, not arbitrary or excessive.

## **Behavior, Bullying**

Bullying is a type of harassment and is a serious form of violence that can hurt a person in many ways and may affect him/her for life. We recognize that in order to stop bullying all of us must work together. Bullying is the **repeated** physical or psychological intimidation or humiliation of one person by another, creating a pattern of harassment or abuse.

Some examples of bullying are:

Teasing, stealing, hitting, taunting, spreading rumors, social isolation, and/or sending offensive messages through social media.

Bullying must not be accepted or tolerated by anyone, regardless of age, gender, or position. At St. Joseph School, bullying will not be ignored. Adults will take the lead in confronting bullying behavior.

1. Adults will confront bullying when they observe it.
2. Teachers will incorporate anti-bullying into their curriculum and classroom environment.
3. Parents must remind children about this policy. Children should be encouraged to confront bullies and notify an adult if it is happening to them.
4. Perpetrators of bullying must be helped to stop this destructive behavior.
5. Parents/guardians, faculty, staff, and those in charge of any school-related programs should remove bullying characteristics from their own behavior.

**If attempts at changing bullying behavior fail, the bully will face possible expulsion from the school and school-sponsored activities.**

### **Behavior, Bus**

Our students are transported to and from school by the Round Lake Area School busses. Feel free to contact them about any problems or concerns. In school transportation the first concern is to provide a safe, yet enjoyable ride to and from school for all students eligible to ride the bus. Students are expected to follow the following rules:

- Follow the driver's instructions.
- Remain properly seated.
- Speak softly and use appropriate language.
- Respect others and their property.
- Refrain from throwing anything.

The bus driver is the adult in charge. He/She determines if a rule has been broken. When bus rules are broken, he/she will give a verbal warning. If the behavior continues, a written warning will be issued to the student, family and school. Upon a third occurrence of rules being broken on the bus, the student will be suspended from riding the bus for a period of time up to 10 days.

Only students who reside in the boundaries of School District 116 may sign up for bus transportation. Students must be regular riders and may not ride the bus on occasion or when convenient for the families.

### **Transportation Department**

**811 Sunset Drive**

**Round Lake, IL 60073**

**Phone: 847-270-9019**

**Hours: 7:00am - 4:30pm on school days**

Vicki Giurlani, Director of Transportation 847-270-9046

Mary Lazzaro, Dispatch/Transportation Secretary 847-270-9019

Juan Ruiz, Transportation Secretary 847-270-9023 (Habla Español)

### **Birthday Invitations**

If you are inviting the full class to the party, invitations may be distributed at school. If you are not inviting the full class, the invitations **may not** be handed out at school.

## Calendar

A tentative school calendar is published each spring and revised before the start of the school year. The calendar will contain the number of days required by the Archdiocese of Chicago and the State of Illinois. As much as possible, the St. Joseph calendar will follow the Round Lake Public Schools calendar.

You may find a copy of the calendar on the St. Joseph School website.

[www.stjosephrl.com](http://www.stjosephrl.com)

## Dress Code

St. Joseph students will be dressed for success every day. Please make sure your child is bringing the appropriate clothing to school.

This code requires that all students comply on the **first day of school until the last day of school**, and for their first physical education class. St. Joseph students are expected to wear the designated uniform (available exclusively through Dennis Uniform) on all school days. They are to always be neat in appearance. Uniforms must be ***free of holes*** and ***stains***. It is the responsibility of the parent or guardian that your child is dressed according to the uniform code. The judgment of the school administration is final in all concerns regarding the uniform code.

All uniform pieces must be purchased through the uniform supply company Dennis Uniform. Students who are out of uniform, or without a P.E. uniform, will not go to any class until they are in the correct uniform. Students will be allowed to call home to have an item brought to the school. Students who repeatedly refuse to comply with the uniform dress code will face further disciplinary actions.

The uniform code is as follows:

### PE Uniform (Girls & Boys):

- Students in kindergarten-3<sup>rd</sup> grade will wear gym shoes.
- Students in 4th-8th grade: A pair of basketball shorts and acceptable t-shirt is to be worn. Socks and gym shoes.

### Other Items:

#### Piercing & Jewelry:

- **One** religious necklace is allowed. No chokers.
- One watch and one religious bracelet is allowed.
- Girls may wear **two pairs** of earrings that are **small posts** or button size. They may not dangle or extend over the ear.
- Girls are not permitted to have body piercings.
- Boys are not permitted to have ear/body piercings.
- Hair should be neatly cut, and not hanging in the eyes.
- Boys' hair must not touch their shirt collar.
- Extreme hairstyles are not acceptable.
- Hair coloring/highlighting is **not** allowed.
- **Headbands, headscarves, and tiaras** are not allowed 5<sup>th</sup> – 8<sup>th</sup> grade.
- **Make-up** is not permitted in school.

### Special Dress Code Policies

- Skinny jeans/pants, leggings, jeggings sweat pants or joggers are not allowed.
- Yoga pants/shorts or spandex pants are not allowed.
- Clothing and jewelry with **peace signs** are not to be worn at school. (It is not a sign of peace.)
- Clothing should be modest, clean, and in good condition.
- Shorts and T-shirts are not acceptable for Dress-Up Days.
- Dresses and skirts may not be shorter than 2" above the knee.
- Shoulders, midriffs, backs and cleavage must always be covered.
- Sandals and backless shoes are **not** allowed.

- Dress boots are allowed. *Winter boots are **not** to be worn during the day.*

### Boys in Grades Kindergarten – 8th Grade

- **Belts:** Solid black belts are to be worn with pants that have belt loops. (Do not cut off the belt loops.)
- **Tops:** White or Light Blue short or long sleeve polo purchased through Dennis Uniform. Shirts are to be tucked in always.
  - The only shirts to be worn under uniform shirts are *plain white undershirts* made to be worn as undergarments.
- **Undergarments:** All undergarments should be white or a light beige in color and must not be visible through the student's clothing.
- **Pants/Shorts:** Pants/shorts are to be solid navy in color, **purchased through Dennis Uniform.** Shorts may be worn from the start of the school year until October 1st and again after May 1st.
  - Shorts may not be worn on Mass days.
- **Sweaters & Sweater Vests:** Plain **navy** cardigan sweaters/vest are to be worn October 1<sup>st</sup> through April 30<sup>th</sup>.
- **Socks:** Socks must be solid black dress socks and must cover the ankles. No patterns allowed
- **Shoes:** Solid black non-scuff **dress shoes.** (May not be mesh, suede or canvas material).
  - In the winter, when children wear boots to school, it is required that students have shoes to put on when they arrive to school. *Winter boots or dress boots* may not to be worn during the day.
- **Dress Uniform:** Boys are to wear the dress uniform on Mass days and other designated "Dress Uniform Days."
  - Solid white button down the front dress shirt (Does not need to be from Dennis)
  - Navy Dennis uniform pants (not shorts)
  - Solid black belt
  - Solid black shoes and solid black dress socks
  - School Tie (The school will have these available in August.)
  - Sweater/Vest (optional in August, September, May, and June; required October through April)

### Girls in Grades Kindergarten-8th Grade

- **Tops:** White or Light Blue short or long sleeve polo purchased through Dennis Uniform. Shirts are to always be tucked in.
  - The only shirts to be worn under uniform shirts are *plain white undershirts* made to be worn as undergarments.
- **Undergarments:** All undergarments should be white or a light beige in color and must not be visible through the student's clothing.
- **Jumpers/Skirts:**
  - Girls of any age may wear the plaid jumper, skirt or skort purchased through Dennis Uniform.
- **Sweaters & Sweater Vests:** Plain **navy** cardigan sweaters/vest are to be worn October 1<sup>st</sup> through April 30<sup>th</sup>.
- **Socks:** Girls may wear solid black knee socks or solid black tights.
- **Shoes:** Solid black non-scuff **dress shoes** are to be worn. (Flats only and may not be mesh, suede or canvas material).
  - In the winter, when children wear boots to school, it is required that students have shoes to put on when they arrive to school. *Winter boots or dress boots* may not to be worn during the day.
- **Dress Uniform:** Girls are to wear the dress uniform on Mass days and other designated "Dress Uniform Days."
  - Solid white button down the front dress shirt (Does not need to be from Dennis)
  - Dennis skirt/skort/jumper
  - Solid black shoes and solid black knee socks or tights
  - School Tie (The school will have these available in August.)
  - Sweater/Vest (optional in August, September, May, and June; required October through April)



## **Emergency Closing of St. Joseph School**

If school needs to be closed for weather or other reasons, emergency numbers given to the school will be called/texted using a computerized system. Information will also be posted on the school website and on the radio and television stations through the Emergency Closing System. When it is weather related, St. Joseph School is usually closed when Round Lake District #116 is closed.

### **Emergency Procedures:**

Periodic drills are held during the school year to ensure that everyone understands the procedures.

## **Fire, tornado, crisis situations, and law enforcement drills**

In the event of a **FIRE** emergency or fire drill at the school, the quick and orderly evacuation of the building is the priority. Students should note the exit routes posted in each classroom. In the event of an emergency or a drill, everyone will exit the building immediately, assembling in the designated areas away from the structure.

During a **TORNADO** or tornado drill, people will move to a designated area of the building. These areas are posted in each classroom and are periodically reviewed. Once again, order and silence are necessary for the safety of all. Students will remain in the specified areas until directed otherwise by a school administrator.

During a **Crisis Situation** or a Crisis Situation Drill, students are to move immediately to one of the following locations and remain there until directed by the school administration:

- Students are to remain in the classroom, gym, or any other supervised area inside the building.
- Students in the hallways are to move to the nearest classroom.
- Students outside the building are to move to the fire station or Catholic Charities depending on their location.

## **Law Enforcement Drills**

St. Joseph School is in compliance with SB1625 School Safety Drill Act. This law requires an annual in-building law enforcement drill where the students may or may not be present.

Round Lake Police Department notifies the school office in the event of a lock down. If a lock down has not been lifted by the end of the day, Archdiocesan policy states that all students must be picked up by a parent/guardian. To avoid unnecessary confusion, when a lock down is still in effect at dismissal, parents will be notified that a parent must pick the student up from school and that the school will provide free supervision until the parent arrives.

## **Extended Care Program**

The Extended Care Program is open to full-time students in preschool class through eighth grade.

- Extended care is open from 6 A.M.-7:30 A.M. and from 2:20 P.M.-6:00 P.M. On early dismissal days, this program may be open immediately following the end of the school day.
- Phone: 847-546-1720 (listen for the prompts)
- Students who are not picked up by 6:00 P.M. will be charged \$50 for each occurrence. It will be added to your FACTS account.

## **FAMILY ISSUES/DIVORCED PARENTS**

It is the mission of St. Joseph Catholic School to be a support to families and promote positive development for children. We recognize that some families are in transition and have experienced divorce and separation. In order to provide the best care for your child, who is our main priority, we feel that it is vitally important that we be able to maintain good relations with all the significant adults in his/her life.

The faculty and staff of St. Joseph School are sensitive to the issues of divorce and separation. We ask that you make an appointment to meet privately with us to discuss any matters of importance in relation to the divorce/separation and any other issues that may help us in the care of your child. We need to be very clear in regard to the following:

- Custody arrangements (provide a copy of the divorce decree or parental agreement).
- Which parent to contact first for general questions and in an emergency.
- Whether duplicate program information should be sent to both parents.
- Who will or will not be authorized to pick up the child/children.

Please inform the school of other significant adults who are in the child's life and their relationship to the child, especially if we are to have contact with them as well.

### **Field Trips**

Field trips are a great learning experience, either for academic or social enrichment, and they are counted as a school day and attendance is required. At the same time, they are to be considered a **privilege** and students not meeting previously set expectations may be excluded from attending.

- Children who are not going on the field trip should report to school that day unless other arrangements have been made.
- **Refunds** cannot be given as the cost per pupil is determined by the number of children originally going on the trip.
- A form for parental permission and trip details will be sent home well in advance of the trip and must be returned to school signed.
- Each teacher **must** have written permission on hand before a child may go on the trip.

### **Financial Aid**

- All families applying for financial aid **must complete** all the required forms with St. Joseph School and the FACTS management company.
- You may be required to supply additional related information.
- In order to qualify, applicants must demonstrate financial need and be willing to serve the school in some way in return for financial aid.
- Families who continue to need assistance must re-apply each year.

### **Gang Activity**

Gang-related activities have no place in the Catholic School which is fostering a gospel-based spirit. The following activities/behaviors shall be constituted as violations and are subject to disciplinary action. School officials shall report suspected gang activity to the police.

- Any conduct on or off school premises that may be gang related.
- Any conduct during school sponsored activities that may be gang related.
- Students wearing clothing/symbols that may be gang related. This includes but is not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing.
- The display of signs/symbols on papers, notebooks, textbooks or other possessions that may be gang related.
- The use, possession, and/or concealing of a weapon.

### **Grade Reporting to Parents**

With the continued use of standards based report cards, the daily and weekly reporting of a student's progress has become a concern. Teachers will be communicating student progress bi-weekly. The use of PowerSchool may become an option again in the near future.

### **Graduation/ Promotion**

- A student is promoted to the next grade when s/he demonstrates satisfactory completion of the required work in all subject areas.
- The decision to retain a student shall be made only if there has been adequate evaluation and documentation that indicate the student would benefit from retention.
- Inability to meet the standards in the last trimester of the year **may** indicate the need for summer school in order to be prepared for the next grade.
- A diploma is given for satisfactory completion of the course of studies at St. Joseph School. Students are expected to work to the best of their ability and to do work assigned to receive a diploma.
- Eighth grade students are **required** to pass the constitution test as a graduation requirement.
- *All fees and tuition must be paid prior to a student receiving his/her diploma or participating in the 8<sup>th</sup> grade trip.*

### **Health Services and Requirements**

Illinois State Law mandates that all children in Illinois shall have a **health examination** as follows: immediately prior to or upon entrance into any public, private or parochial pre-school or transferring from outside the state of Illinois; prior to entering **kindergarten**, and upon entering **sixth** and ninth grades.

All children in **kindergarten, second and sixth** grades shall have a **dental examination** by a licensed dentist prior to May 15<sup>th</sup>. Parents/Guardians seeking an exemption to this requirement must submit a Dental Examination Waiver Form, provided by the state of Illinois Department of Public Health to the school administrator.

All children enrolling in a public, private or parochial school for the **first time** or entering **kindergarten** shall have an **eye exam**. Proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist is to be submitted to the school. Students may be excluded due to non-compliance. This requirement may be waived for those families who show undue burden or lack of access to a physician licensed to practice medicine or a licensed optometrist.

During the course of the school year, children receive vision and hearing testing usually under the supervision of the Lake County Health Department. Parents are notified if screening indicates further testing by a doctor.

**Minimal first aid** care is given if a child is injured or becomes ill while in school. It is most important that the school have up to date emergency information at the start of the school year, such as where parents can be reached and who is to be contacted in case of emergency, should parents be unavailable. *Call the office to update information during the year.*

*Any diagnosed condition, disease or allergy* a child may have **must** be listed on their emergency form. The child's teacher **should also** be personally made aware of such information, by the parent, at the start of the school year or when any of the above are diagnosed during the school year.

Parents/Guardians have the primary responsibility to administer medication to their children. The administration of medication to students during the regular school hours and during school related

activities is strongly discouraged unless necessary for the critical health and well-being of the student. This includes prescription, over the counter medication, and cough drops. Teachers, administrators, and administrative staff should not administer medication to students except as provided by the Archdiocesan School Medication Procedures. Copies of this procedure are sent home at the beginning of the year.

### **Insurance**

Any student who participates in athletic programs **must be covered by family insurance**. We advise all families to secure health/accident insurance on their children which would cover them to and from school, at school, and at all school sponsored activities.

### **Lunch Program**

Students may bring lunch from home, or a hot lunch can be purchased on a pre-order basis through the Archdiocesan program. Milk can be ordered without buying lunch.

- Applications for free and reduced lunch are available in the office.
- Detailed information regarding menus and due dates for lunch money are sent home.
- A completed order form and payment must be returned to the school office before the due date.
- We cannot accept late orders.
- We have a lunch coordinator who does all of the bookkeeping and serves the lunches daily.
- Families with an outstanding balance will not be allowed to place additional orders until the balance is paid.
- Specific questions regarding the lunch program can be directed to the lunch coordinator by calling the school office or sending an email to: [lunchsjs.rl@gmail.com](mailto:lunchsjs.rl@gmail.com)
- All students have a 30-minute lunch period.

A “**lunch mobile**” will be available for parents/guardians to use. We will place the cooler outside the main school doors and will bring it inside in time for the first student lunch period. Please make sure your child’s name is marked on the lunch.

**Fast food items are not allowed at any student lunch period. Student drinks should be water, milk, and natural juice.**

### **Parental Observations & More**

Parents wishing to observe a classroom should make prior arrangements with the principal. Parents who wish to speak to their child’s teacher should contact the office to make an appointment. Parents who come to drop off lunches or other items need to leave them in the lunch mobile. Please help us to keep interruptions to a minimum during the school day.

### **Parking and Drop Off**

All students should be dropped off at the main school entrance.

- Students may enter the building at 7:30 A.M. and report to the gym. Before 7:30 A.M. all students are to be dropped off at the community room for extended day care.
- Parents wishing to walk their children into the school must park in a designated parking spot and enter through the main door of the school.
- Do not drop students off at the Lincoln Avenue doors.
- Parents are welcome to wait in the entryway at the end of the day and pick their children up at 2:20 P.M. when the bell rings.

### **Phones**

- Students will only be allowed to call home in emergency situations. They will not be allowed to call home for lunches, uniforms or instruments to be delivered. Students are to be responsible for their belongings.
- Cell phones are to be turned off and collected by classroom teachers.

### **Playground Behavior**

- Students are to play in designated areas away from buildings.
- Students are not to play any contact sports.
- Throwing rocks, climbing trees or playing with branches/sticks is not allowed.
- Only children dressed properly with boots and snow pants will be allowed to play in the snow during winter months.
- Creating snowballs or having snow fights is not allowed.

### **Registration and Tuition Policy**

For the purpose of planning for the following year, a pre-registration will be held during Catholic Schools' week.

- Each family will be asked to fill out and sign a Tuition Contract for the upcoming school year.
- If a family has a balance due from the previous year, their registration for the new school year shall be nullified unless the complete payment is made. (An exception might be made only with the final approval of the Pastor, Principal, and Parish Operations Manager.)

Unless otherwise arranged, tuition is to be paid in ten to twelve monthly payments.

- All instructional materials fees are managed through FACTS.
- Tuition may be paid in full prior to the start of the year or in payments to FACTS, our tuition management company.
- At the time of registration, families decide on their payment plan and the due dates.
- If the monthly tuition payment is not received by FACTS by the due date, it is considered late and the family will be billed a late fee.
- Students will be excluded from classes when families become **more than 30 days** behind in their tuition payments.

Tuition payments must be current or arrangements made with the principal by this date or your child(ren) will not be able to attend class until payments are made. Families will be given notice prior to such action being taken.

### **Tuition/Fees**

- Each family is charged tuition according to the current tuition schedule.
- Each child is assessed a materials fee regardless if they are receiving financial assistance.
- A student entering St. Joseph School after the start of the school year will pay tuition and fees costs based on the number of days left of the school year.

### **Religious Instruction**

There are three parts to the Religious Education programs at St. Joseph School: liturgy and prayer, sacramental preparation, and classroom instruction.

Liturgy and prayer can take on many forms. As a school, we celebrate Mass on a weekly basis. Prayer is also part of the daily routine in each classroom.

Children prepare for the reception of First Reconciliation and First Eucharist in second grade. Children are formally prepared for the Sacrament of Confirmation in eighth grade; they are confirmed early in their freshman year of high school. Required parent meetings are held prior to the reception of these sacraments. Arrangements for Sacramental preparation can be made for children transferring to the school who have not been baptized or who have missed receiving sacraments during their first years at St. Joseph School.

When we gather together to celebrate Mass, children have the opportunity to receive the Eucharist if they have received sacrament preparation and are in a state of grace. Several times throughout the year the children are given the opportunity to participate in the Sacrament of Reconciliation.

Our classroom instruction is based on the National Catechetical Directory and New Catechism of the Catholic Church as outlined by our Religion curriculum. We are aided in our instruction by our priests.

Essential to the curriculum is the support of the family. Parents are the primary educators of the children and must be aware of the responsibility of attending Sunday Mass and encouraging family participation in the Sacraments.

### **Reporting Allegation/Suspicion of Child Abuse/Neglect**

By law/ the State of Illinois requires all school personnel to inform the Department of Children and Family Services (DCFS) of any allegation/suspicion of child abuse or neglect.

### **School Hours**

- Students will be admitted to the building at 7:30am when teachers are present in the gym.
- Classes will be in session from 7:50 A.M. until 2:20 P.M.
- The 2:20 P.M. bell signals dismissal.
- *Students arriving before 7:30am report to the Extended Day program.*
- *All students that are in the building at 2:30pm will be sent to Extended Day Care.*
- In the case where students are dismissed from school at the regular time and are to return for a school sponsored activity later in the day, the school is not responsible for that student from the time of dismissal until the start of the activity.
- Students are **not** to remain in the school without adult supervision.
- All students are expected to stay on school grounds once they arrive in the morning and until dismissal. This includes being dropped off for extra-curricular activities.
- If your child is to leave school by cab, you the parent must call the cab. Also, the driver must come into the school, identify himself and the cab, before your child will be allowed to leave the school.

### **Tardy Policy**

- Students are expected to be on time for the start of the school day.
- Students who enter the classroom after the 7:50am bell are marked tardy.
- **Three (3) tardies** will result in a **morning detention** from 7:00 A.M. until 7:30 A.M.
- Students are never marked tardy due to late busses.

### **Search and Seizure Procedures**

School authorities are allowed to inspect and search places such as lockers, backpacks, desks, parking lots and other school property, as well as personal items left in areas by students, without notice or consent of the student and without search warrants.

### **Sexual Harassment**

Sexual harassment by one employee to another, by an employee to a student, by a student to an employee, or by a student to another student is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action.

Any employee or student who knowingly makes false charges against an employee or student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

### **Snacks**

Snack options are limited to yogurt, fresh fruit, fresh vegetables, and nuts.

### **Special Education**

- St. Joseph School itself does not offer special education classes.
- The teaching team develops Individual Catholic Education Plans for students who are struggling with grade level material.
- The state of Illinois requires that all Illinois Public Schools make available special instruction for those students who meet qualifications prescribed by the state.

### **Standardized Testing**

St. Joseph School follows the Archdiocesan guidelines by giving the Aspire test to students in grades three through eight in the spring.

We also use the IReady Adaptive Diagnostic Computer-Based Assessment, a minimum of three times a year, to help measure individual achievement and to set goals for students in grades kindergarten through eighth. This assessment is aligned to the Common Core and the Archdiocese of Chicago reading and math standards.

### **Student Records**

The following guidelines pertain to student records:

- All records on a student are open to a student's parents or guardians. The school may insist that appropriately trained personnel be present to provide assistance when necessary.
- Parents/Guardians shall have the right to appeal the removal of any items in the student's record or to request that a rebuttal to any item be placed in the record.
- Copies of the student's records are available to parents; in such cases parents assume the cost of copying the records.
- Student records are reviewed annually to remove any outdated or irrelevant matters.

- The school shall not divulge information in any form, to any person, agency, or organization other than school officials, including teachers, who have a legitimate interest in the child, without the written consent of the parent or guardian or a judicial order or subpoena.
- Request for access to psychological or other testing instruments completed by Special Services personnel will be referred to the office at the local public school.
- An academic summary of graduating eighth grade students will be forwarded to the receiving school.
- If students are not living with their natural parents or legal guardians, it is the responsibility of the person with whom the student resides to inform the school of such arrangement.
- In cases of separation or divorce in which one parent has custody of the child, a copy of the court order or custody papers detailing the restrictions established by the court must be on file with the student's record.
  - The following points need to be stated in the custody documents:
    - *Does the parent NOT having custody have access to student records?*
    - *Does the parent NOT having custody have permission to pick up the student at school?*
    - *Does the parent NOT having custody have permission to visit the student at school?*

### **Visitors**

Volunteers need to be approved by the principal and are asked to sign-in and wear a volunteer badge. **Volunteers/visitors must be dressed in business or business casual attire unless approved by administration.** During school hours, all guests, visitors and volunteers, including parents, need to report to the school office upon entering the building and sign in. Individuals without proper identification will be escorted to the office.

### **Weapons**

Students shall not carry, possess, or use weapons in school or on school premises. **Students will be suspended/expelled for weapon violations.** The definition of weapons for which students can be expelled includes but is not limited to; knives, shotguns, brass knuckles, clubs, look-a-likes, or any other items (such as bats, pipes, etc.) if used to cause bodily harm. School officials shall report weapons violations to the local police.

Statements in this Handbook are subject to amendment without notice. The school principal will attempt to keep the school families informed of all changes. Some changes may be made immediately due to unforeseen circumstances.

## **Essential Rules & The Diamond Rule**



1. Responding to adults

When responding to any adult, you must answer by saying “Yes ma’am, No sir, Yes Mrs. Fawley, or No Mrs. Johnson.” Just nodding your head or saying any other form of yes or no is not acceptable.

2. Making eye contact

When someone is speaking, keep your eyes on the speaker at all times. If someone makes a comment, turn and face that person.

3. Congratulating a classmate

If someone in the class wins a game or does something well, we will congratulate that person. Claps should be of at least three seconds in length with the full part of both hands meeting in a manner that will give the appropriate clap volume.

4. Respect other student’s comments, opinions, and ideas

During discussions, respect other students’ comments, opinions, and ideas. When possible, make statement like, “I agree with John, and I also feel that...” or “I disagree with Sara. She made a good point, but I feel that...” or “I think Victor made an excellent observation, and it made me realize...”

5. If you win, do not brag; if you lose, do not show anger.

Instead, say something like, “I really enjoyed the competition, and I look forward to playing you again,” or “Good game,” or don’t say anything at all. To show anger or sarcasm, such as “I wasn’t playing hard anyway. You really aren’t that good,” shows weakness.

6. If you are asked a question in conversation, ask a question in return.

It is only polite to show others that you are just as interested in them as they are in you.

If someone asks, “Did you have a nice weekend? You should answer the question and then ask a question in return. For example:

Me: Did you have a nice weekend?

You: Yes, I had a great time. My family and I went shopping. What about you? Did you have a nice weekend?

7. Cover your mouth when you sneeze or cough and say excuse me.

It is appropriate to turn your head away from others and cover your mouth. Using a fist is not acceptable. Afterward, you should say, "Excuse me."

8. Do not show disrespect with gestures.

Do not smack your lips, tsk, roll your eyes, shrug your shoulders, or show disrespect with any gesture.

9. Always say thank you when given something.

Always say thank you when someone gives you something. If a teacher gives you something and you do not say it within three seconds after receiving the item, it will be taken back. There is no excuse for not showing appreciation.

10. When you receive something, do not insult the gift or the giver.

Never insult that person by making negative comments about the gift or by insinuating that it wasn't appreciated.

11. Surprise others by performing random acts of kindness.

Go out of your way to do something surprisingly kind and generous for someone at least once a month.

12. Follow along when we read together in class.

When we read together in class, you must follow along with your finger. If called on, you must know exactly where we are.

13. Answer all written questions with a complete sentence.

For example, if the question asks, "What is the capital of Russia?" you should respond by writing, "The capital of Russia is Moscow." Also, in conversation with others, it is important to use complete sentences out of respect for the person's question.

14. Do not ask for a reward.

At times through the year, teachers will give rewards for good behavior, academic performances, and other acts worthy of praise. If you ever ask for a reward, it will not be given. It is rude to ask if you are getting something for good behavior. You should be good and try your best because you are trying to better yourself, not because you are anticipating a reward.

15. You must complete your homework every day.

Homework/assignments will be completed and turned in each day for each subject by every student with no exceptions.

16. Subject transitions will be swift, quiet, and orderly.

When we are in transition from one subject to the other, the change will be swift, quiet, and orderly. We should be consistently able to turn from one book to another, complete with all homework and necessary materials, as quickly as possible. The opportune amount of time to spend in transition should be less than ten seconds, and we will work toward a goal of seven seconds.

17. Be as organized as possible.

You will make every effort to be as organized as possible.

18. When homework is assigned, do not moan or complain.

When a teacher assigns homework or practice problems, there is to be no moaning or complaining. There will be a consequence.

19. When a substitute teacher is present, all class rules still apply.

While you are with a substitute teacher, you will obey the same rules that you follow when I am with you. (I know this is hard, but it is important.)

20. Follow the specific classroom protocols.

We will follow certain classroom protocols. We will be organized, efficient, and on task. We will follow these rules:

- a. Do not get out of your seat without permission. Exception: If you are sick, leave immediately.
- b. Do not speak unless:
  1. You raise your hand, and I call on you.
  2. I ask you a question and you are responding.
  3. It is recess or lunch.
  4. I instruct you otherwise (for example, during group work.)

21. You may bring a bottle of water to class, you may not leave for a drink of water during class.

Do not ask if you can get water while I am teaching a lesson.

22. Know other teachers' names and greet them in the hall by name.

Quickly learn the names of other teachers in the school and greet them by saying things like, "Good morning, Mrs. Vilcherrez," or "Good afternoon, Mrs. May. That is a very pretty dress." (Note: If you are in line with the rest of the class, you are not allowed to speak to the teachers at that time because the no talking rule is in effect.)

23. Keep yourself and the bathrooms clean and germ-free.

Flush the toilet and wash your hands after using the restroom. When in a public restroom, get a paper towel before washing your hands. After washing your hands, use the paper towel to turn off the faucets and to press the dispenser to get another paper towel to dry your hands. The last thing you want to do is touch areas with clean hands that others have touched with dirty hands.

24. Greet visitors and make them feel welcome.

25. We will have visitors to our school. If someone is coming to visit our class, I will send two students to the front door of the building. You will have a sign welcoming the person. When our visitor arrives, you will shake hands, tell him or her who you are, and welcome the person to our school. You will then take the visitor on a small tour of the building before bringing him or her to the classroom.

26. Do not save seats in the lunchroom.

If someone wants to sit down, let him or her. Do not try to exclude anyone. We are a family, and we must treat one another with respect and kindness.

27. Do not stare at a student who is being reprimanded.

If a teacher in the school is speaking to or disciplining a student, do not look at that student. You wouldn't want others looking at you if you were in trouble. If you are the student being reprimanded or talked to, do not get angry, or fuss at students who are looking at you. Let the teacher know and they will handle the situation.

28. The ABC's of etiquette

There are several manners dealing with food that you must follow. You will be provided with the list of rules.

After dining in the cafeteria or elsewhere, be responsible for your trash. After we eat, we will clean up after ourselves. This includes cleaning off the tables and making sure we haven't left any trash on the floor or around the eating area. It is important to be responsible for your trash no matter where you are and to be sure not to litter.

29. On a bus/train, always face forward.

When we ride on a bus, we will always sit facing forward. We will never turn around to talk to other students, stick anything out of the windows, or get out of our seats. When we exit, we will always thank the driver/conductor and tell him/her to have a good day.

30. When meeting new people, shake hands and repeat their names.

When we go on field trips, we will meet different people. When they are introduced, make sure that you remember their names. Then, when we are leaving, make sure to shake their hands and thank them, mentioning their names as you do so.

31. When offered food, take only your fair share.

Whenever you are offered food, whether it be on a buffet or treats in class, never take more than your fair share. You never want to be greedy and try to get more than you should, not only because it is wasteful, but also because it is disrespectful to others when you do not leave enough for them. Eat what you take.

32. If someone drops something and you are close to it, pick it up.

Whether we are in school or on a field trip, if someone drops something, pick it up and hand it back to them. Even if they are closer to the object, it is only polite to make the gesture of bending down to retrieve the item.

33. Hold the door for people rather than letting it close on them.

If you approach a door and someone is following you, hold the door. If the door opens by pulling, pull it open, stand to the side, and allow the other person to pass through first. Then you can walk through. If the door opens by pushing, hold the door after you pass through.

34. If someone bumps into you, say excuse me, even if it was not your fault.

35. On a field trip, enter a public building quietly.

When we are on a field trip, there will be no talking as we enter a building. We will enter the building so quietly that no one will even notice that we are there. This rule applies to entering any place where people are gathered, whether it be the movies, church, a theater, or any other venue.

36. On a field trip, compliment the place you are visiting.

If we are on a field trip, it is a good idea to compliment something about the place where we are visiting. For example, if we visit someone's home, it would be a nice gesture to tell them that you think they have nice curtains. If we are visiting other places, comment on how beautiful the architecture is or that the facility is very nice.

37. During an assembly, do not speak or call out to friends.

Do not speak, call out, or look around and try to get the attention of your friends in other classes. We must uphold an image that shows we have our act together!

38. When returning from a trip, shake the hands of every chaperone.

You will shake the hands of every chaperone and teacher. You will thank them for taking the time to take you on the trip, and you will let us know that you appreciate having the opportunity to go. The adults are not concerned with being thanked; we are concerned with teaching that it is appropriate to show appreciation when someone has gone out of his or her way to help you.

39. On escalators, stand to the right, walk to the left.

When we are on field trips and we have to go up escalators, we will stand to the right. That will give other individuals who are in a hurry the options of walking up the left-hand side of the escalator. When we are going to enter an elevator, the subway, or a doorway, we will wait for others to exit before we enter.

40. When walking in line, keep your arms at your sides and move quietly.

When in a line, walk single file, two to three feet behind the person in front of you with your arms at your sides. You should face forward at all times. There will be absolutely no talking.

41. Never cut in line.

Never cut line. If someone cuts in front of you, do not say or do anything about it. Let it happen, but let the teacher know. The teacher will handle the situation. If you fuss with someone who has cut in line, you could get in trouble as well. Please handle all disputes with other classmates in the same manner, by speaking with a teacher before taking matters into your own hands.

42. No talking in a movie theater during the movie.

When we go to a movie theater, there will be no talking whatsoever. We don't care how good the movie is or what you want to say to the person beside you, you will not so much as whisper!

You will not put your feet on the chair in front of you. If you are going to eat during a movie, you need to eat as quietly as possible. If you purchase candy to eat during the movie, open the wrapper and have it ready before the movie is very annoying to others.

43. If anyone is bullying you, let me know.

If any child in this school is bothering you, let me know. I am your teacher, and I am here to look after you and protect you. We will not let anyone in this school bully you or make you feel uncomfortable. In return, we ask that you not take matters into your own hands; let the adults deal with the student.

44. Stand up for what you believe in.

You shouldn't take no for an answer if your heart and mind are leading you in a direction that you feel strongly about.

45. Be positive and enjoy life.

Some things just aren't worth getting upset over. Keep everything in perspective and focus on the good in your life.

46. Live so that you will never have regrets.

If there is something you want to do, do it! Never let fear, doubt, or other obstacles stand in your way. If there is something you want to do, go for it and don't stop until you make it happen. If there is something you want to be, do whatever is necessary in order to live out that dream.

47. Learn from your mistakes and move on.

Accept that you are going to make mistakes. Learn from them and move on.

48. No matter the circumstances, always be honest.

Even if you have done something wrong, it is best to admit it, because we respect that. Oftentimes the disciplinary measures may be reduced or forgotten because of your honesty.

49. Carpe Diem

You only live today once, so don't waste it. Life is made up of special moments, many of which happen when caution is thrown to the wind and people take action and seize the day.

50. Be the best person you can be.

51. Follow directions quickly.

52. Raise your hand for permission to speak.

53. Raise your hand for permission to leave your seat.

54. Make smart choices.

55. Keep your dear teacher happy.

Diamond Rule: Keep your eye on the target.

## ABC's of Etiquette

- A. When you first sit down for a meal, immediately place your napkin in your lap. If your silverware is wrapped in a napkin, unwrap it as soon as you sit down and place the napkin in your lap.
- B. When you are finished eating, place your napkin on the table to the left of your plate. Place it loosely beside the plate. Don't crumple it, because you don't want to seem untidy. Don't fold it too neatly, because you don't want the restaurant to think you are going to use it again. Never leave your napkin on your chair. This implies that the napkin is too dirty to be left on the table. Also, in some cultures, leaving the napkin on the chair is known as a way to say that you don't intend to return to the restaurant again.
- C. Never place your elbows on the table.
- D. Use one hand to eat, unless you are cutting or buttering food. Never have your fork in one hand and a glass in the other.
- E. Do not lick your fingers. There is a napkin provided for the purpose of cleaning your fingers. There is no need to lick yourself clean.
- F. Do not smack your lips and chew noisily.
- G. Do not chew with your mouth open.
- H. Do not talk with your mouth full. Sometimes people will place a hand over their mouth and talk anyway. Don't do that. Wait until you have swallowed your food to speak.
- I. If something is caught in your teeth, don't go in after it; wait until you are in the restroom to remove it.
- J. Do not slurp.
- K. Do not play with your food.
- L. If you drop your fork, napkin, or anything else on the floor, do not pick it up. It is very rude and unsanitary to place something on the table that has been on the floor. If you pick up something that has dropped and hand it to a waiter, then you will need to excuse yourself and wash your hands before continuing with your meal. The best way to handle a situation when something has dropped on the floor is to ask a waiter for a replacement; leave the old one on the floor.
- M. You are to use your utensils for eating almost everything. Here are ten types of foods you may use your hands to eat:
  - Pizza
  - Bacon
  - Cookies
  - Fried chicken
  - Asparagus
  - French fries
  - Chips
  - Bread (Always tear off a bite-sized piece to eat. If you are going to use butter, never butter the whole piece of bread; butter the piece you tore off, and eat that before tearing another piece.)
  - Corn on the cob (It is appropriate to eat across instead of eating around.)
  - Hot dogs, hamburgers, and sandwiches (including breakfast biscuits)
  - Small fruits (like grapes on a stem), apples, oranges, carrots, etc.



- N. Never reach over someone's plate to get something. You should say, "Will you please pass the salt?"
- O. Never start eating off of your tray until you are at your seat. Only take what you will eat.
- P. When we are eating at a restaurant, you are not to begin until everyone at the table has received their food.
- Q. You should never complain if the line is too long, the food isn't good, or if there is a wait. You don't want to be negative to the point where you spoil the enjoyment of the event for others.
- R. If you are unsure which silverware to use, simply start with the fork, knife, or spoon that is the farthest from your plate. On the left, you will have your salad fork on the outside and your dinner fork on the inside. On the far right, you will have your soup spoon. Beside it you will have the spoon you will use to stir your coffee or tea, then your salad knife, and then your dinner knife. The utensils above your plate are to be used for dessert.
- S. When you are finished eating, do not push your plate away from you. Leave it where it is in the setting. If you want to show you have finished eating, you should lay your fork and knife together diagonally across the plate. You should place the fork with the tines down, and you should have the sharp side of the knife facing you. Of the two utensils, the fork should be closest to you.
- T. Never place a piece of silverware that you have used back on the table. Leave it on a plate or saucer.
- U. If you didn't use a utensil, do not place it on a plate or saucer when you are finished. Just leave it where it is.
- V. Always look a waiter in the eyes when you are ordering, asking a question, or saying thank you.
- W. Make a point to remember the waiter's name when he introduces himself to you. Use his name as often as possible throughout the course of the meal.
- X. If you have to go the restroom, you should stand up and say, "Excuse me," as you leave the table.
- Y. When you are offered desserts, or asked a question such as "What side would you like?" ask "What are my options?" That way, you aren't going through a process of naming things the restaurant might not have.
- Z. Never talk to waiters or waitresses as if they are servants. Treat them with respect and kindness, and remember, they are the ones who are fixing your food and bringing it to you. You do not want to be on the bad side of a waiter.