



St. Joseph Catholic School

A PRIVATE CATHOLIC ELEMENTARY SCHOOL SPONSORED BY ST. JOSEPH PARISH
UNDER THE DIRECTION OF THE OFFICE OF CATHOLIC SCHOOLS,
A DIVISION OF THE ARCHDIOCESE OF CHICAGO

Student and Parent Handbook

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**A 2009 and 2017 NATIONAL BLUE RIBBON SCHOOL
ACCREDITED BY AdvancED in 2015**

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Please note that changes to this year's handbook have been made in blue print.

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

This handbook is provided to inform families and students of St. Joseph Catholic School about programs, policies, procedures, and conduct expectations. Parents and guardians accept and agree to adhere to the Code of Conduct in its entirety by accepting enrollment of your child(ren) at St. Joseph Catholic School.

While every attempt has been made to include pertinent information, the handbook may require amendment during the school year. The school and/or the principal retains the right to amend this handbook for just cause. If amendments are made to the handbook, parents will be notified. Generally, most changes are made year-to-year.

Accreditation

St. Joseph Catholic School is accredited by both the Archdiocese of Chicago and the State of Illinois Board of Education. Our school is evaluated by the State of Illinois every five years. The evaluation includes: review of records, building safety, policies and procedures, curriculum review, and teacher certification. Our last evaluation was in 2022.

UNIQUE VALUE PROPOSITION AND MISSION

Unique Value Proposition

We Are Called to Grow

- Challenging curriculum designed to ensure not only a mastery of fundamentals, but also building creative, innovative problem-solving skills
- Differentiated instruction to maximize individual growth and success
- Project-based, integrated technology to personalize learning, encourage collaboration and prepare students for the future
- Extracurricular and enrichment opportunities created to develop leadership skills and to promote team-building

We Are Called to Live our Catholic Faith

- Catholic faith, values and traditions are taught in the classroom and modeled in daily school life
- Weekly liturgical participation encourages students to develop a personal relationship with God and provides a strong foundation for developing their Catholic identity
- Sacramental preparation nourishes the faith development of both students and their families
- Shared worship experiences engage and partner students with members of the parish community

We Are Called to Serve

- School-wide and grade-level service projects integrate “giving back” as a core component of curriculum
- Plentiful service opportunities, designed to promote social justice, help students build and practice their Catholic faith in the school, parish, community and the world

- School service organizations and student-to-student mentoring opportunities encourage leadership and Christian conduct

We Are Called to Love

- The “Eleventh Commandment” of Jesus to “Love one another just as I have loved you” expresses our core philosophy and guides us in our everyday activities
- Nurturing staff, enthusiastic student body and involved parent community combine to reflect the light of Christ’s love to all who enter our school
- Shared faith experience and commitment to Catholic education promote partnerships between parents, students and faculty
- Strong sense of family encourages cooperation and creates a safe, comfortable environment where students can thrive

Mission Statement

At St. Joseph Catholic School, we are called to educate our students in mind, body and spirit. Students are engaged in an academically challenging environment, nurtured by a faith-filled community and empowered through worship and service to build the Kingdom of God.

GENERAL INFORMATION

St. Joseph Catholic School, a Catholic elementary school, was founded in 1926, and staffed by the Sisters of Mercy. Located in the heart of Lake County, Illinois, St. Joseph Catholic School provides a high quality Catholic education for students in preschool through eighth grade, committed to the holistic education of our students.

Under the sponsorship of St. Joseph Parish and the jurisdiction of the Archdiocese of Chicago, the school is recognized and approved by the National Catholic Education Association, the Illinois State Board of Education, and AdvancED. In both 2009 and 2017, St. Joseph Catholic School received the National Blue Ribbon School award. St. Joseph builds a foundation of excellence in the areas of religious studies, English, mathematics, science, social studies, world languages, fine arts, STEAM and physical education.

Our school is grounded in the life and teaching of Jesus Christ who gives us direction and purpose. We genuinely care for one another and we work at supporting each other—faculty to faculty, student to student and faculty to student. It is important that our students feel happy, safe, supported, and appreciated. We make every effort to instill Christian values in our words and actions. It is a great place for children to grow up.

This handbook is designed to provide information that will help parents to become an active partner with the school. Positive social skills and self-image, successful lifelong learning experiences, respectful stewardship and wholesome relationships are more likely to occur when the home and the school communicate on a regular basis. It is our intention that this handbook will contribute to that end, as well as serve as a source of ongoing valuable information for parents and students.

Statements in this handbook are subject to change. The final interpretation of the information herein and the right to create new guidelines as needed, is the sole responsibility of the school administration.

NOTICE OF NONDISCRIMINATION

St. Joseph Catholic School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. St. Joseph Catholic School admits students of any race, color, sex, national or ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students in this school. While St. Joseph Catholic School is not in full compliance of the American with Disabilities Act, the school does provide ramp access to the building entrance and the gym.

While St. Joseph Catholic School does not meet the Individuals with Disabilities Education Improvement Act in its totality, it does provide for the student body an excellent resource team made up of two full-time learning resource teachers, a part-time speech & language pathologist, a full-time school nurse, a full-time counselor, and partnership with our local school district, District 70. Parents should confirm with the school principal or assistant principal if the school's resource team can meet the needs of their child.

It is the policy of St. Joseph Catholic School to provide equal opportunity in employment to all employees and all applicants for employment. No person shall be discriminated against in employment by reason of such individual's race, color, sex, national origin, age, military discharge, marital status, mental or physical handicap unrelated to the ability to perform the duties of the position, except when one of these characteristics is a necessary qualification of a position.

Should there be a discrimination concern raised, this concern should be brought to the pastor and principal. If a resolution is not found there, the party can bring their concerns to the Superintendent of the Office of Catholic Schools for the Archdiocese of Chicago.

The school complies with applicable federal and state laws prohibiting discrimination:

1. *Title IX of the Education Amendments of 1972*
2. *The Individual with Disabilities Education Improvement Act 10*
3. *The Age Discrimination in Employment Act of 1967*
4. *The VI of the Civil Rights Act of 1964*
5. *Title VII of the Civil Rights Act of 1964*
6. *The Americans with Disabilities Act of 1990*

SCHOOL PLEDGE

I will show my love for God by the way I treat others; today I will treat everyone I meet with kindness and respect.

PARENT/GUARDIAN CONDUCT

As partners in the education of children, the parent/guardian in the local school community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events.

If, in the opinion of the principal, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child(ren) from the school or not accept registration for the next school year.

Unacceptable behaviors by parents include, but are not limited to: harassment, verbal abuse of a staff member or other parent, the forwarding of private emails and texts between parent and parent or parent and staff member, assault of or threats to the faculty, administration, staff, students and volunteers of the school.

Parents/guardians who post defamatory or threatening statements about the school, its staff or students on social media can be required to remove the offensive material or withdraw their child(ren) from the school.

Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of a parent/guardian. However, a meeting may be scheduled with the parent, administration and the pastor outside of regular school hours in a monitored setting.

When, in the judgment of the principal, and confirmed by the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning or a positive school environment, the administrator may:

- inform the parent/guardians of their right to be present on school grounds is temporarily or permanently suspended;
- dismiss the child(ren) of the parent/guardian temporarily or permanently from SJCS.

Parent Code of Conduct / Conflict Resolution Policy

This agreement will be signed per family. Lack of a signature does not negate the Parental Code of Conduct. By registering your student at SJCS, parents accept all statements designated on the Family Handbook.

Respect for others and personal responsibility are some of the most important principles upon which SJCS is founded and the basis for school rules that students at school are expected to follow. Parents play a formative role in the development of their child's sense of justice, equity, and the dignity and worth of all members of our school community. As one of the most influential role models in a child's life, one of the best ways for a parent to teach is to lead by example. Accordingly, SJCS expects the behavior of each parent and responsible adult with children enrolled at our school to adhere to the standards of conduct set forth below.

- a) When visiting or volunteering at the school, parents should observe all rules of the school, including checking in at the office. Anyone who is not a regular staff member or student of the school will be considered a visitor. All visitors to the school must report to the office upon arrival at the school. Parents will not be permitted to visit their other child(ren)'s classroom unless previously scheduled.
- b) If a parent feels that the actions of another child have infringed upon the rights of his or her child, under no circumstances shall the parent or guardian approach another child while at school to discuss or chastise them. The parents may contact the classroom teacher at an appropriate time to seek a peaceful resolution to the situation. An approach directly to the child's parent or guardian in conjunction with the same may also be made.

- c) If a parent has questions or issues relating to the classroom or a class, he/she should first be addressed directly to the staff member in question. Parents are requested to set up a private meeting where their concerns can be discussed and the actions giving rise to such concern explained.
- d) All communications regarding issues with other parents or staff at the school or school events shall remain respectful and address the issues at hand. Yelling, taunting, threatening, or abusive behavior, cursing, foul language, or derogatory remarks are not acceptable means of communication. Parents are expected to resolve issues through calm dialogue between the parties directly involved while respecting the dignity of others.
- e) Parents shall protect the reputation and good name of people involved. Problems, differences of opinion and personality clashes are not resolved by involving other people in a disagreement or by taking sides in the argument. Problems should not be casually discussed with other parents in the school, but should be dealt with one-on-one with the person or persons whom the parent has an issue with.
- f) It is easy for opinion to be mistaken for fact and rumors to be perpetuated by inaccurate information. Parents are expected to approach the relevant personnel within the school to verify the factual basis of a story should they have any question. This approach can quickly and simply clarify the events in question and the intent involved and will minimize inaccurate information being passed throughout the community.
- g) Parents are expected and required to follow the SJCS Grievance Process in order to resolve an issue with a staff member at SJCS. This policy requires that the issue first be addressed with the staff member directly and an attempt be made to resolve the issue. If the parent does not reach a satisfactory resolution, they shall proceed through the appropriate supervisory personnel, as necessary.

This **Code of Conduct** applies to all parents, volunteers, and visitors of St. Joseph Catholic School that are present at school and school sponsored activities/meetings/functions within and outside of school hours. As parents, volunteers and visitors, there is an expectation of support for the Vision and Mission of St. Joseph Catholic School.

Promoting and upholding the core values of the school community must fall on those with the greatest capacity to reason and control their actions. Therefore, it is the expectation of the school that all parents/guardians/caregivers model acceptable behavior at all times within the school setting and at school-sponsored activities.

As a parent, celebrate that you play a formative role in the development of your child's sense of justice, equity, and worth of all members of the school community. You are one of the most influential role models within your child's life. Let us all work together and strive to build a harmonious community where students can flourish.

This code is designed to guide parents, caregivers and guardians in their contact with staff, other parents, students and the wider school community. All staff and students at St. Joseph Catholic School are guided by similar codes.

IMPORTANT: Any parent who acts in an unacceptable manner (i.e. gross disrespect, threatening, or causing disruption to professional or academic climate) towards any staff member or student may be banned from the school for the duration of the school year. In addition, such behavior may constitute grounds for dismissal of a student from school. The Principal has the authority to determine when this consequence is appropriate.

As a Parent/Guardian/Caregiver we ask that you:

- Support, in words and actions, the philosophy of Catholic Education.
- Work in partnership with the school for the common goal of achieving what is best for all.
- Support your child(ren) in all educational endeavors by giving praise and showing interest in school activities.
- Help your child(ren) to discover that it is more the process that is experienced, rather than the end product, that makes it all worthwhile.
- Model resilience – encourage healthy problem solving.
- Help your child(ren) to understand that ‘giving of your very best’ is what matters rather than always comparing yourself against the capabilities or achievements of others.
- Listen to your child(ren), but remember that a different version of the event may be interpreted by others.
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your child’s teacher or staff in a constructive and appropriate manner.
- Demonstrate that both parents and teachers work together for the benefit of the child(ren).
- Help protect peoples’ good name. Problems, differences of opinion and personality clashes are not resolved by involving other people in a disagreement or by taking sides in the argument. We will attempt to resolve these issues through calm dialogue between the parties directly involved while respecting the dignity of each and every person.
- Adhere to the school’s policies in the school’s family handbook and endeavor to support them in the home.
- Cooperate where your child’s behavior has overstepped.
- Support the school in its effort to maintain a positive teaching and learning environment.
- Discourage gossip and hearsay by communicating with the school and always model good manners for your child.
- Maintain a positive and cooperative attitude and interact positively with other parents and members of the school community.
- Encourage community building with other parents in your child’s grade level and across the school community.
- Value the school community and its reputation, especially when engaging with social media.
- Help your children to learn and practice good behavior and to have a positive attitude towards themselves, other people and towards the school.
- Cooperate with teachers in instances where your child’s behavior is negatively impacting the learning environment.
- Communicate effectively with teachers/members of staff in a manner that is collaborative and based on trust and respect.

- Respect all children in the school, not just your own, and embrace all children's unique qualities.
- Read written communication received from the school and respond appropriately.
- Build good relationships with teachers, other parents, and your children's friends.
- Treat all members of the school community with respect.
- Communicate to the school about problems which may affect your child's behavior.
- Be friendly, welcoming and courteous to those new to the school.
- Be mindful of conversations that happen on the school grounds and language used. Only discuss topics that are appropriate to the playground and school environment.

Parent/guardian/caregiver responsibilities:

- Value and champion your school and its reputation. Be mindful of the hurt and damage social media may cause to staff members and other parents.
- Under no circumstances approach another child while in the care of the school to address, discuss, or chastise them because of actions towards your own child(ren).
- Respect the rights of staff members and other individuals.
- Respect the reputation of teachers and be mindful of communications, especially social media (i.e. tone of communication).
- Follow the correct procedures to resolve a grievance or conflict.
- Respect teachers' preparation time before and after school and make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect an impromptu meeting or a meeting during drop-off or dismissal.
- To protect our children, do not discuss any grievances or perceived failings regarding the school in front of them.
- On field trips, helping in class or at school, parents must follow the instructions and directions of the teacher. A parent may remind students of the expectations but at no time issue consequences and should refer the student to the teacher if the behavior continues.
- As valued members of the school community, attend and participate appropriately in school liturgies or special events .

Parent/guardian/caregiver expectations:

- To be treated with respect and courtesy by staff, students and other parents
- To be listened to, and clearly communicated with by the school, in regard to your child's education and development
- To have confidentiality over sensitive issues respected by staff
- To be treated in a caring and polite manner
- To have a timely response to concerns raised
- To be treated with professionalism by all staff members

Unacceptable behavior includes (but is not limited to):

- Displaying a temper, or shouting at members of staff, students, or other parents
- Abusive or threatening emails, text/voicemail/phone messages, or other written communication
- Making serial and unreasonable complaints

- Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community on social media platforms
- Willfully inciting others to commit any of the acts prohibited by this code

Should any of the above behavior occur on school premises, the school may take any of the following actions:

- Ending a meeting if this behavior is displayed
- Not replying to communications that are offensive, abusive or derogatory
- Insist that the adult communicates with the school through one member of staff only
- Contact the appropriate authorities
- Consider banning the offending adult from entering the school grounds

Grievance Process for Parents, Guardians and Caregivers

Parties involved in the grievance process should not involve other parents in their grievance. Further, other parents should not involve themselves in other parents' grievances or otherwise attempt to influence the administration on their behalf. These actions are not consistent with the values of our community. St. Joseph Catholic School works in partnership with our families. If a parent, guardian, or caregiver has a current concern, it is expected that the following steps be adhered to in the first instance:

1. Speak to the appropriate school person involved (e.g. class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible make an appointment with the relevant person. The parent should arrange a meeting with the staff member to discuss his/her concerns and attempt to come to a mutually agreed upon solution.
2. If mutually agreed closure is not reached, the parent may arrange a meeting with the Principal of SJCS. In this meeting the parent should discuss the attempts that have been made to settle the problem with the staff member. The Principal, at his/her discretion, may invite the staff member to be present. If for some reason this is not possible, then make an appointment to see the Principal or Assistant Principal.
3. The Principal and Assistant Principal will mediate and find resolution.
4. If, having followed Steps 1-3 with no satisfaction from your perspective, you may address your concern with the Parish Priest.

It is important to note that criticism regarding a staff member will only be addressed if it is related to his/her professional conduct.

Deliberate breaches and inability to respect the St. Joseph Catholic School Code of Conduct or vexatious complaints may result in exclusion of a parent, guardian, or caregiver from a school activity and or possible termination of enrollment of their child/children.

Parents accept and agree to adhere to the Code of Conduct in its entirety by accepting enrollment of your child(ren) at St. Joseph Catholic School.

BOARD, ADMINISTRATION AND STAFF

Pastor

The Pastor is the primary spiritual leader of the Parish. As such, he has the responsibility for fostering, guiding, and coordinating the educational ministries in the Parish. The Pastor is accountable to the Gospel as well as to the policies of the Archdiocese and the established policies of the Archdiocesan Office of Catholic Schools.

Principal

The Principal is the chief administrator of the school and is responsible for faith development as well as the effective operation of the school as an educational institution. The principal is responsible for implementing Archdiocesan policies and the policies which have been established by the School Advisory Council and approved by the pastor.

Assistant Principal

The Assistant Principal(s) assists the Principal in the total operation of the school and in carrying out educational programs in all their facets. The assistant principal also oversees the SJSPA (Parent Association).

Professional Staff

The professional staff is made up of persons of faith and certified instructors whose chief responsibilities are to direct the formation of Christian attitudes, to promote an appreciation for knowledge, and to develop academic skills in students.

ADMISSIONS

Admission Requirements by Grade

St. Joseph Catholic School admits students of any race, color, national or ethnic origin to all the rights, privileges, program and activities generally accorded or made available to students in the school. St. Joseph Catholic School does not discriminate on the basis of gender, race, color, or national or ethnic origin in administration of educational policies, loan programs, athletic or other school administered programs. Students will be admitted to SJCS provided seats are available, and the school can meet the child's educational needs.

Priority of Admission:

1. Currently enrolled students of families whose tuition and fee payments are current
2. Siblings of currently enrolled students whose tuition and fee payments are current
3. Children of parishioners not currently enrolled
4. Students transferring from other Catholic schools and/or students whose current parish does not have a school
5. Children from non-parishioner families

St. Joseph Catholic School embraces diversity. While our Catholic faith is clearly a part of our identity, families of all faiths are welcome to join our community. Non-Catholic students are required to participate in religious instruction and school activities related to the Catholic identity of the school.

Completing an application is not to be perceived as acceptance by the school. Admission will be based on the needs of the student and the ability of the school to meet those needs as well as available seats at a grade level. Exceptions to any of the admission priorities as stated may be made at the discretion of the principal. No new student will be accepted to SJCS if their family still owes another Archdiocesan school money. All financial tuition obligations must be met at previous schools. Within 14 days of enrollment, the school must request certified records of a student who is transferring into SJCS.

Prior to your student starting at SJCS, the school must have a birth certificate on file, a baptismal certificate (if applicable) and health/immunization records are required for new registrants.

Once a records request has been submitted to SJCS, and in accordance with state law, SJCS office personnel will run a check against the Illinois State Police's Missing Persons list. If a student is identified as being on this list, school personnel will contact the Illinois State Police as well as the Libertyville Police Department.

School personnel will send all school records within 10 days of request as long as all tuition/fees obligations have been met.

All families seeking admission must submit:

- a copy of the child(ren)'s birth certificate(s) issued by the county, state or national agency evidencing that the child meets the age requirement and containing the live birth number
- a copy of the child(ren)'s baptismal certificate(s), if baptized
- cumulative record file (if a transfer student)
- IEP, service plan, or 504 records (if applicable)
- Necessary health forms from physician(s)
- If applicable, any official court orders assigning guardianship to an individual

Students seeking admission to Preschool:

- Must be 3 or 4 years of age by September 1
- Must be potty trained (***Students may NOT wear a pull-up/diaper during the day***)
- Participate in a literacy screening
- Transfer records from previous preschool or school district (if applicable)
- Provide current health/medical records
- Complete the school's application

Students seeking admission to Kindergarten:

- Must be 5 years of age by September 1
- Transfer records from previous preschool or school district (if applicable)
- Provide current health/medical records
- Complete the school's application
- Student to complete a kindergarten readiness assessment on a predetermined day

Students seeking admission to Grade 1:

- Must be 6 years of age by September 1
- Have a report/evaluation from the Kindergarten teacher (if applicable)
- Provide current health/medical records
- Complete the school's application
- Students may be asked to take a first grade readiness assessment

Students seeking admission to Grades 2-8:

- Provide a current report card, standardized test scores, all transcripts from previous school
 - SJCS will contact the current/previous school to speak to teachers regarding your child's needs
- Provide current health/medical records
- Complete the school's application
- Student to complete a math assessment in Grades 5-8; students may be asked to take a literacy assessment

Preschool students must be potty trained:

Children must be *completely* toilet trained prior to school entry. This means that the child is fully aware of and in control of their bodily needs, does not need to wear diapers or training products such as Pull-ups, and can use the toilet without assistance. It also means that the child is able to unfasten/fasten their clothing and thoroughly wipe and clean themselves.

Even when children are toilet trained, accidents do occur. Families should provide a change of clothes to be kept at school for these occasions. However, if a child has an accident and cannot clean and change themselves, then a family member or other adult on the emergency contact list, must be called to come to school and provide assistance to the child. In instances where frequent accidents are symptoms of an illness, it will be necessary for the child to stay home until they are well and can use the bathroom without incident.

Early Entrance to Kindergarten Procedures:

Students who may be ready for early entrance to kindergarten (a birthday within the month of September) will be assessed by the assistant principal using beginning-of-kindergarten assessment tools. After assessments have been completed, parents and/or guardians will be notified via email of administration's decision on the request for early entrance.

Children accepted for early entrance will be enrolled on a probationary basis during the first month of school. If it is determined by the school staff that the child adjusted well, the child may continue in the kindergarten program. During the probationary first month of school, if it is determined that student cannot perform adequately in this school environment, parents and/or guardians will be notified.

New and Transfer Students - 30 Day Probationary Period

All educational records must be submitted to the Director of Admissions from the previous school before a final decision regarding a child's acceptance to St. Joseph Catholic School. All 504s, behavior plans, and ISPs/IEPs must be submitted for review. St. Joseph Catholic School will determine if the child's educational needs can be met based on reviewing the records. Parents will be notified of the child's acceptance within three weeks of all records arriving to St. Joseph Catholic School unless the school needs more time to evaluate records. It is important to note, however, no new student will be accepted to SJCS if their family still owes another Archdiocesan school money. All financial tuition obligations must be met.

New and transfer students are welcome and will be accepted on a probationary period of 30 school days at St. Joseph Catholic School. During this probationary period, students are expected to:

- maintain passing grades
- have no major disciplinary issues and/or limited minor disciplinary issues

- require no accommodations that the school physically or financially is incapable of supporting
- report to school on time. Ensuring your student arrives on time is of the utmost importance.

Students with special learning needs may be accepted if the school has the staff and ability to make the necessary accommodations for the child's academic growth and success. Your child's accommodations must be presented to St. Joseph Catholic School at the time of SJCS requesting records from the previous school/learning environment. During the 30 day probationary period, if the school determines the student is unable to perform with adequate growth in this environment or if there are behavior occurrences that disrupt the school day, the student will return to their prior educational setting or must find a new school.

Although St. Joseph Catholic School endeavors to accommodate all students and accept all students whose parents desire a Catholic education for their children, there are limits to the school's programs when it comes to providing recommended services. The term *special needs* is the umbrella under which hundreds of diagnoses cover a wide spectrum of issues and concerns. St. Joseph Catholic School considers the wide range of cognitive, medical, emotional, behavioral, developmental, and learning issues as they discern how the school can best serve students with specific learning needs.

For all new and transfer students, the school principal, assistant principal or the Director of Admissions should:

- 1) Meet the parent/guardian;
- 2) Review all records from prior school;
- 3) Consult with the OCS Director of Inclusive Services as necessary; and
- 4) Document the accommodations (if applicable) the school will make for the student;
- 5) Disclose to the parent any current accommodations that St. Joseph Catholic School could not meet.

For all new and transfer students, the new student and parent(s) or legal guardian(s) must sign a 30 day probationary agreement.

Homeroom Placement Practice

Correct homeroom placement is the goal of the collaborative decision by grade level teachers, the Student Support Team, the assistant principal and the principal. This allows each individual child and the group to have the best available opportunity and environment in which to receive their formal Catholic elementary education.

The best possible attempts are made to provide a gender balance, a range of overall abilities and personalities, uniform class size and sensitivity to the number and nature of children receiving special services. We keep twins together if requested, but we will typically separate siblings once they complete kindergarten.

Parents are invited to provide information about their student's learning style and type of learning environment in which the child flourishes. Information is due to the principal in writing by May 1 of every school year if parents wish to do this. Parents are asked to honor the homeroom placement decision made by the SJCS team, and once homeroom placement decisions are announced, changes will not be made.

Tuition and Fees

Tuition, fees, and all charges are determined by the principal in consultation with the School Advisory Committee and with approval of the Pastor. The tuition policy statement is published annually. Please visit our website for current tuition rates.

- All New Students: Within three (3) days of student(s) acceptance, submit the signed SJCS 2025-2026 New Family Tuition Contract or New Family Tuition Contract for Little Knights Preschool to the SJCS Director of Admissions. This contract outlines the SJCS tuition terms and conditions. Only one parent/guardian must sign this document. If this contract is not received within three (3) days, we will assume that your plans have changed and that you no longer wish to enroll your child(ren) in our school.
- All New Students: Within three (3) days of student acceptance, a \$200 *non-refundable* and non-transferable registration fee must be paid per new student enrolling in SJCS. To submit payment, please visit [this Give Central link](#) to make the *non-refundable and non-transferable* payment(s). If this fee is not received within three days of student acceptance, we will assume that your plans have changed and that you no longer wish to enroll your child(ren) in our school. If you withdraw your student after this fee is paid, no goods or services are given to the family and the family does not receive a refund. (You can register as a guest if you do not wish to create an account.)
- All New Kindergarten-Eighth Grade Students: Within seven (7) days of student(s) acceptance, each new Kindergarten through eighth grade student's *non-refundable and non-transferable* Comprehensive and Technology Fees must be paid per child. To submit payment, please visit [this Give Central link](#) to make the *non-refundable and non-transferable* payments. If these fees are not received within seven (7) days of acceptance, we will assume that your plans have changed and that you no longer wish to enroll your child(ren) in our school. If you withdraw your student after this fee is paid, no goods or services are given to the family and the family does not receive a refund.
- All New Preschool Students: Within seven (7) days of student acceptance, a *non-refundable* and non-transferable \$400 payment is due through Give Central. This *non-refundable* and non-transferable \$400 payment will be applied to your tuition account and will secure your child a seat in our preschool program. If these fees are not received within seven (7) days of acceptance, we will assume that your plans have changed and that you no longer wish to enroll your child(ren) in our school. If you withdraw your student after this fee is paid, no goods or services are given to the family and the family does not receive a refund.

Upon completion of the steps listed above, SJCS secures your child a seat within the class. Our administrative team immediately begins fully enrolling your child(ren) by purchasing accounts within our online portals as well as purchasing other resources. ***It is important that you understand that once the fees listed above are paid, we cannot refund them nor transfer them to another student if your enrollment plans change. Additionally, no goods or services are given to the family if you un-enroll your child.***

St. Joseph Catholic School has partnered with FACTS, an online tuition management company. All tuition payments are made directly through your FACTS account. The first tuition payment is due in July as scheduled with FACTS. The remaining tuition payments are due according to your payment plan with

FACTS, with your last payment being made in April of the school year. Payments must be kept current to avoid interruption of Power School access and to avoid non-attendance days. Failure to remain current on tuition payments will result in non-attendance for your child(ren). Non-sufficient funds (NSF) checks are subject to a \$30 service fee or a charge which FACTS has determined.

Financial hardships arise without warning. When this happens, families should contact the administrative assistant before the tuition account becomes 15 days past due. In order to be considered for financial assistance, the family's FACTS account must be in good standing without any monies in a delinquent status. Families can apply for financial assistance through the Financial Aid tab on the FACTS management account to help ease these hardships. FACTS will review the application and make an assessment of need for each family. The pastor and principal will make the final determination of financial assistance which can be provided. However, any family whose tuition account becomes delinquent is subject to the consequences of the Tuition Exclusion Policy as approved by the School Advisory Committee.

Special arrangements for seriously delinquent tuition payment plans need to go through the Parish Operating Manager and/or pastor. Each family involved in this process will be notified prior to the start of the school year.

Tuition Contracts are due in the St. Joseph Catholic School office within five days of student acceptance.

Note:

- In order to re-enroll for the following school year, all tuition and fees from the previous year must be paid by June 15 of that academic year. If needed, any re-enrollment fees paid to the school at the time of general re-enrollment will be applied toward the unpaid balance of tuition from the previous academic year.
- All eighth grade families must have a zero balance by May 1 in order to participate in all end of year eighth grade activities: dance, class trip, graduation celebrations.

The following tuition policy has been adopted and approved by SJCS Administration and SAC:

Tuition Exclusion Policy

Adopted: August 2014

A family whose tuition account becomes delinquent is subject to the consequences of a tuition exclusion policy as recommended by the Archdiocese of Chicago. The following tuition policy has been adopted and approved by SJCS administration, the pastor and SAC:

Tuition Collection Policy

A family whose tuition account becomes delinquent is subject to the consequences of a SJCS Tuition Exclusion Policy. The following tuition policy has been recommended by the School Advisory Committee (SAC) and approved by SJCS Administration:

- Parent(s) will be contacted by school personnel by the 17th day of delinquent status.
- If a step toward a resolution isn't made after the 25th day of delinquent status, a written notice from the school will inform the parent of consequences being implemented as listed below:
 - Interruption of parent PowerSchool access
 - Non release of progress report/report card/student records
 - Student(s) attendance is denied on the 30th day until the overdue amount is paid

- The student(s) may not come to school during this time.
 - Non release of student records if unpaid balance for graduating or transferring students.
- Families whose accounts have a delinquent balance may not pre-register in the spring for the new school year.
- Families whose delinquent account is not paid by June 1 will be asked to reconcile the balance, in full, from the year before re-enrolling for the new school year. Failure to pay by May 1 may result in relinquishing your child's seat for the following year.

In order to re-enroll for the following school year, all tuition and fees from the previous year must be paid by May 1 of that academic year. Any family who owes tuition from the previous year after June 15 will not be permitted to re-enroll the following academic year.

Parishioner/Non-Parishioner Status

Involvement in the St. Joseph community is critically important for the spiritual development of our students. The following guidelines have been developed to categorize the participation of school families:

Participating Parishioner: Is a registered parishioner at St. Joseph Parish (Santa Maria, St. Mary of Vernon, or St. Paul the Apostle); Participates in the parish community; Attends Mass weekly; Contributes financially to the Parish (an annual donation level of \$1000 per family is recommended).

Non-Parishioner: Is not a registered parishioner at St. Joseph Parish (Santa Maria, St. Mary of Vernon, or St. Paul the Apostle) or is a non-Catholic family.

Withdrawals

When a student transfers to another school, the school office should be notified at least two weeks in advance. It is necessary to know the name and address of the receiving school, as well as the new address of the family. A copy of all permanent records will be forwarded directly to the receiving school upon receipt of a parent signed "Request for Records." All financial accounts at SJCS must be paid in full before records will be forwarded.

If a student withdraws and was awarded financial assistance for the year, the family will be expected to pay back the financial assistance since the student withdrew within the year that the money was awarded.

Tuition Information When Withdrawing Mid-Year

The following may be helpful in understanding your financial obligations when leaving St. Joseph Catholic School. There will be no distinction between the first of the month or the last of the month (i.e. after the first of the month, the below scale prevails).

Within five (5) days of acceptance, a \$200 non-refundable and non-transferable registration fee is collected for each new student. If you withdraw your student after this fee is paid, no goods or services are given to the family and the family does not receive a refund.

Within seven (7) days of acceptance, the Comprehensive and Technology Fees must be paid in full for all new Kindergarten-eighth grade students. These fees are non-refundable and non-transferable. If you withdraw your student after this fee is paid, no goods or services are given to the family and the family does not receive a refund.

Within seven (7) days of acceptance, a \$400 non-refundable tuition down payment is collected for each new preschool student and will be applied toward the family's tuition obligation. This \$400 fee is non-refundable and non-transferable. If you withdraw your student after this fee is paid, no goods or services are given to the family and the family does not receive a refund.

If a family breaks their tuition contract, the following schedule of charges will apply based on the month in which they withdraw. It does not matter if they withdraw the first of the month or the last day of the month.

- a) If a student withdraws in July- Fees already paid are not refunded or transferrable
- b) August: Family owes August's tuition, and fees already paid are not refunded or transferrable
- c) September: Family owes August's and September's tuition, and fees already paid are not refunded or transferrable
- d) October: Family owes August-October's tuition, and fees already paid are not refunded or transferrable
- e) November: Family owes August-November's tuition, and fees already paid are not refunded or transferrable
- f) December: Family owes August-December's tuition, and fees already paid are not refunded or transferrable
- g) January: Family owes August-January's tuition, and fees already paid are not refunded or transferrable
- h) February: Family owes August-February's tuition, and fees already paid are not refunded or transferrable
- i) March: Family owes August-March's tuition, and fees already paid are not refunded or transferrable
- j) April: Family owes August-April's tuition, and fees already paid are not refunded or transferrable
- k) May or June: Family owes the remaining balance on their FACTS account

ATTENDANCE

The following notice must be published in school/parent/student handbooks. Directive from: Archdiocese of Chicago Office of Catholic Schools Administrative Handbook

Student Attendance Policy

School attendance is fundamental to the academic success and spiritual growth of our students. For this reason, students are expected to attend school on a daily basis for the school term, unless an absence is excused.

A student is absent from school when he/she is not physically present on a required student attendance day. A student is tardy when he/she is not physically present at the posted opening of a

regular required student attendance day.

Reporting Process:

Absences

Any day that a student is absent from or tardy to school, the student's parent/guardian must call the school office at (847) 362-0730 or email Mrs. Lentino at slentino@sjslibertyville.org and Ms. Blake at jblake@sjslibertyville.org by 8 a.m. to report the student's absence or tardy. If a parent/guardian fails to report a student's absence, it will be recorded as unexcused. An absence will remain unexcused if the parent calls in after 8 a.m. The school will contact the parent/guardian if a student is absent and a notice of absence is not received within 60 minutes of the opening of the student attendance day.

A student absence will be excused if it is due to: (1) student illness (including mental/behavioral health); (2) observance of a religious holiday; (3) death in the immediate family; (4) a family emergency; (5) other situations beyond the control of the student as determined by the principal; (6) other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional or physical health or safety; and (7) other reasons approved by the principal.

Absences due to medical reasons may be required to provide medical documentation. If medical documentation is required and is not provided, the absences will be marked as unexcused. Students whose absences are excused will be allowed to make up missed assignments.

An unexcused absence is as an absence from school for a reason other than those listed above as an excused absence. Students will lose credit for assignments on school days or for classes from which the absence was unexcused.

Tardies

Students are expected to be in class on time so they maximize their learning opportunities. Students that arrive at school after the first bell has rung are considered tardy and must report to the school office upon their arrival. After reporting to the office, the student will be permitted to join his/her class.

Tardies are recorded in the school office and are reported on the student's report card. Excused tardies are not counted. Students may accrue up to five (5) each semester – Excessive absences or tardiness will be addressed on an individual basis and may be subject to disciplinary action.

Early Dismissal

If it is necessary for a student to leave school during the school day, the student's parent/guardian must call the school office at (847) 362-0730. Students to be dismissed early from school will be picked up from the school office.

Excessive Absenteeism

Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year including both excused and unexcused absences. We will periodically review our student absence data to determine if any students are excessively absent and, if so, we may call the parent/guardian to discuss the reasons for the excessive absences. Additionally, if appropriate, the school may provide the parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success.

If there is no improvement in attendance or cooperation by the student or parent guardian with its efforts for their child, the student may be withdrawn from the school.

The school building opens at 7:10 a.m.. The school is not responsible for students who arrive before the school building is open. In order to be prepared for the start of school at 7:30 a.m., students should arrive at school no later than 7:25. This gives the student ten minutes to walk to their classroom, unpack their bookbag and gather their belongings for the first class.

Classes are dismissed at 2:00 p.m., at which time, responsibility is transferred back to the parent. Only those students who have permission from their parents to remain for after school activities are allowed in the building after 2:00 p.m. No student may re-enter the school after dismissal to retrieve any forgotten materials such as assignments, books, workbooks, Chromebooks, and textbooks. All students will be dismissed in accordance with what their parent has indicated within the [PikMyKid](#) portal.

Vacations and Emergency Absences

Please notify the school office in writing prior to a vacation. Absence due to a vacation during the school year is seen as an interruption of the student's formal educational program. It compromises the teacher's ability to fulfill his/her responsibility and is, therefore, strongly discouraged. **School work is not provided in advance of a vacation nor is the teacher responsible for providing individual instruction in anticipation of or following a vacation. Students are responsible for getting any missed notes from a classmate upon their return.**

Parents and students are instructed to check the teacher webpage/Google Classroom prior to returning to school for posted homework that was missed during the absence. When a student is absent, it is his/her responsibility, upon returning to school, to consult with the teacher within two days of their return regarding work to be made up. For every day absent, the student will have the same number of days to complete any missing work, unless the student and teacher have worked out alternative arrangements.

It is also helpful for the school office to receive notice when parents are out of town and/or if someone else is in charge of the household.

Any early dismissal, tardy, or absence will disqualify a student as a candidate for Perfect Attendance Award.

Physical Education and Recess Excuses

A child may be excused from PE and recess for one day for a medical reason upon receipt of a written note from the parent. Any subsequent days must be accompanied by a signed doctor's note. In order for a student to use crutches during the day, they must have a valid medical note from their attending physician. No student may use crutches in the school unless we have the physician note on file.

Missing Work Due to Absences

Parents and students are instructed to check the teacher webpage/Google Classroom prior to returning to school for posted homework that was missed during the absence. Older students should also ask a friend for any missed notes. When a student is absent, it is their responsibility, upon returning to school, to consult with the teacher regarding work to be made up. For every day absent, the student will have the same number of days to complete any missing work, tests or quizzes, unless the student and teacher have worked out alternative arrangements. It is important that the student speaks to the teacher within

two days of returning from being absent. In the event of an illness, parents may request books and workbooks by calling the school office before 10:45 a.m.. for parent pick up between 2:00 – 2:30 p.m. For middle school students: To help students get back on track with their academics after an extended absence or those who have large assignments that must be completed. St. Joseph Catholic School will provide a lunch/recess resource room one day per week (Thursdays). Smaller assignments (5 points or less) need to be completed on the student's time at home.

HEALTH PROGRAM AND MEDICAL PROCEDURES

Important: State of Illinois Health Requirements for the 2025-26 School Year

Please review the following as certain grade levels have yearly medical form requirements. These forms are due on or before October 15, 2025, to avoid exclusion from school.

All Students (required yearly for each student attending SJCS):

- Saint Joseph Catholic School Health History Form: This is required for all students, every new school year. A link is sent out prior to the new school year.

Preschool Students (All students entering SJCS Preschool for the first time):

- [Physical Form](#) (Parents please complete the yes/no questions, sign and date) the exam must be completed within one year prior to the first day of school.
- Complete Immunization Record signed and stamped by a doctor: (4) DTap, (3) Polio, (4) Hib, (3) Hep B, (1) MMR, (1) Varicella, (4) Pneumococcal.
- Last dose of DTap and Polio booster must be given on or before the 4th birthday.

Kindergarten Students:

- [Physical Form](#) (Parents please complete the yes/no questions, sign and date) the exam must be completed within one year prior to the first day of school.
- Completed Immunization Record signed and stamped by a doctor (5) DTap, (4) Polio, (4) Hib, (3) Hep B, (2) MMR, (2) Varicella, (4) Pneumococcal
- [Dental Form](#) on Illinois Form dated between November 2023-May 15, 2025
- [Eye Form](#) on Illinois Form dated within one year of the first day of school.

Second Grade:

- [Dental Form](#) on Illinois Form dated between November 2023-May 15, 2025

Sixth Grade:

- [Physical Form](#) (Parents please complete the yes/no questions, sign and date) the exam must be completed within one year prior to the first day of school.
- Completed Immunizations Record signed and stamped by a doctor, including (1) Tdap, (2) Varicella (1) Meningitis

- [Dental Form](#) on Illinois Form dated between November 2023-May 15, 2025

New Students: Transferring from out of state.

- [State of Illinois Physical Form](#)
- [Eye Form](#)
- [Dental Form](#) (only if transferring into Kindergarten, 2nd grade or 6th grade)

New Students: Transferring from another Illinois school.

- Transfer of current Illinois school health records (current physical exam with proof of updated immunizations, dental and eye exam).

SPORTS PHYSICALS

- A yearly [sports physical](#) is required for all athletes in 5th-8th in order to participate in school sponsored athletic programs.
- 6th Grade full physical can be used as a sports physical.

All health forms are due on or before October 15, 2025, to the school nurse to avoid exclusion from school.

Vision and Hearing Screening

St. Joseph Catholic School will provide vision and hearing screening annually. Vision screening is done in Preschool, Grades 2, 8th and new students. Hearing screening is done in preschool, kindergarten, 1st, 2nd, and 3rd grades and new students. Screening may be done for students in other grades at the request of a teacher or parent. "Screening" is not an examination. Referrals based on the screening process suggest additional follow-up with a doctor.

Communicable Disease

Parents must notify the school of any communicable disease that a student has contracted. These diseases include, but are not limited to the following:

Varicella (chickenpox), Encephalitis, Measles, Mumps, Rubella, Pediculosis (head lice), Hepatitis, Conjunctivitis (pink eye), HIV, Reye Syndrome, Scarlet Fever, Impetigo, Streptococcal Sore Throat, Pertussis (whooping cough). **A doctor's statement may be requested from parents by the school when a student returns after having had a contagious (communicable) disease. In the case of an extended illness of more than 3 days, a student may be required to provide a note from their physician stating that the student is fit to return to the classroom.**

If a student has a fever (**100 degrees and above**), he/she may not return to school until fever-free for 24 hours without the aid of analgesics. If a disease requires an antibiotic, the student must complete a 24-hour course of the medication before returning to school. If a student is vomiting due to illness, the child may return after 24 hours of non-vomiting.

Parents are required to fill out the following form for each of their children annually:

- Student Medical Health History Form (A link to this health form will be sent out via email prior to the start of the new school year).

The parent/guardian's signature on the Student Medical Health History authorizes St. Joseph Catholic School to call paramedics in the case of an emergency. Parents will be notified of the action at the same time the emergency services are sought.

Minor illnesses and injuries to children are cared for by the school nurse or office staff.

Archdiocese School Medication Administration Procedures

OFFICE OF CATHOLIC SCHOOLS ARCHDIOCESE OF CHICAGO

SCHOOL MEDICATION PROCEDURES

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school-related activities is discouraged unless necessary for the critical health and well-being of the student.

It is the policy of this school that school personnel, including teachers, administrators, administrative staff, shall not administer medication to students except as provided in the School Medication Procedures established for the administration of medication.

Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian.

Procedures:

1. **Medication Authorization Form.** No school personnel shall administer any prescription or nonprescription medicine unless a complete **Medication Authorization Form** for such student has been received by the School Principal or his/her designee. No student shall be allowed to possess or consume any prescription or nonprescription medication unless a complete Medication Authorization Form for such student has been received by the school principal or his/her designee.

Medication Authorization Forms are available at the school office. In addition, a **Medication Authorization Form** is distributed for each student at the time of enrollment. A **Medication Authorization Form** is complete if it contains the following information:

a. A written prescription issued by a physician, dentist or other licensed prescriber. The prescription must set forth the child's name, licensed prescriber's signature and telephone number, medication name and dosage, and date of order.

b. Written administration instructions written by the licensed prescriber setting forth the route, time or intervals of administration, and the duration of the prescription.

c. Written indication, on the medication or by separate notation of the licensed prescriber, of the diagnosis requiring medication, intended effects and possible side effects of the medication; and,

d. Written permission and authorization for the administration of medication signed by the student's parent/guardian.

2. **Appropriate Containers.** It is the responsibility of the parent/guardian to provide the school with all medication in appropriate containers. Only medication for which a complete Medication Authorization Form has been received by the School Principal or his/her designee shall be allowed in the school. All such medication shall be provided in containers which are:

a. Prescription-labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) or

b. Manufacturer-labeled for non-prescription over-the-counter medication.

3. **Administration.** Administration of medication means dispensing, distributing, or adherence to the route by which the medication is to be administered indicated on the completed Medication Authorization Form.

Medication will not be administered to any student by any school personnel unless the complete Medication Authorization Form contains the written request and authorization of parent/guardian to have the school principal or his/her designee, or school nurse (if applicable), administer such medication to the student, and the school principal or school nurse (if applicable) has agreed in writing to administer the medication as set forth in the complete Medication Authorization Form. Such written agreement by the school principal or school nurse shall be indicated on the completed Medication Authorization Form. The school principal or school nurse retains the right to deny such requests to administer medication to the students provided that such denial is indicated on the completed Medication Authorization Form.

Parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian come to the school to administer medication, if:

a. A completed Medication Authorization Form has not been received and approved by the School Principal for the medication sought to be administered; or

b. A request and authorization for the administration of medication is denied by the School Principal or school nurse; or

c. The medication identified in the completed Medication Authorization Form is not given to the School Principal in an appropriate container as described herein.

4. **Self-Administration.** A student may self-administer medication at school if so ordered by his or her licensed prescriber. Except as provided in Section 6 below, such medication must be stored in a locked cabinet under the control of the school principal or his/her designee and a

completed **Medication Authorization Form** must be received by the school principal. The completed **Medication Authorization Form** must contain a written statement signed by the licensed prescriber and the parent/guardian verifying the necessity and the student's ability to self-administer the medication appropriately.

Except as provided in Section 6 below, self-administration of medication shall be under the supervision of the school principal or his/her designee or the school nurse (if applicable).

5. **Storage of Medication.** Medication received by the school in accordance with a completed **Medication Authorization Form** and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the school principal and his/her designees, and the school nurse (if applicable).

Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.

At the end of the school year, or the end of the treatment regime, the student's parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the medication will be appropriately discarded by the school principal.

6. **Carrying and Unsupervised Self-Administration of Medication.** Students who suffer from asthma or allergies that require the immediate use of medication shall be permitted to carry such medication and to self administer such medication without supervision by school personnel only if the following conditions are met:

a. A completed **Medication Authorization Form** has been received by the School Principal or his/her designee or by the school nurse (if applicable).

b. A completed **Physician Request for Self-Administration of Medication** form has been completed by the students' physician and parent/guardian and received by the school principal or his/her designee or by the school nurse (if applicable).

7. **Emergency Medical Care.** In the event a student shall become ill or injured or otherwise need immediate medical attention that is not contained in the **Medical Authorization Form** on file with the school principal or his/her designee or with the school nurse (if applicable), the Principal or his/her designee shall attempt to contact the student's parent/guardian utilizing the information provided on the student's **Medical Information and Emergency Notification Form**. If the student's parent/guardian cannot be contacted, the school principal or his/her designee shall attempt to contact the person identified by the parent/guardian as the student's emergency contact. In either event, such contact shall be made to advise of the observed illness or injury or need for medical attention and to obtain further instructions from the student's parent/guardian or emergency contact.

Notwithstanding the foregoing, the school principal or his/her designee or school nurse (if applicable) or other certified school personnel may call state or local emergency medical services before or after attempting to call the student's parent/guardian or emergency contact if, in the exercise of school-related supervision of the student, the student's illness, injury or need for immediate medical attention is perceived to be in need of emergency medical care.

Concussions

A concussion is a complex injury that causes a disturbance in brain function. It usually starts with a blow to the head, face or neck, and is often associated with temporarily losing consciousness. It is important to understand that a blackout is only one possible symptom. When an athlete suffers a concussion, the brain suddenly shifts or shakes inside the skull and can knock against the skull's bony surface. If left untreated, a concussion can lead to a slow brain bleed.

Concussion symptoms may be mild, moderate or severe. Common mild concussion symptoms can include headache or migraine, temporary memory loss and nausea. Moderate to severe symptoms can include dizziness, dilation of pupils, migraine, convulsions, and temporary changes in vision, smell, and taste. A person may also lose consciousness. Other common symptoms are passing out, not remembering what happened after the injury, acting confused, slurring words, feeling lightheaded, seeing "stars," and not being able to stand or walk. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.

If a student has a head injury during the school day, the school office will notify the family and send them home with a head injury letter to guide him or her in his or her care. In some cases, an ambulance may be called. The school will follow the doctor's care plan which will outline what the student may or may not do during the school day. In order to return to normal activity/academics, the doctor must clear the student from any concussion accommodations. SJCS staff will not create the care plan; only a licensed doctor may do that.

Having an athlete return to an activity with signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after a concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the initial one.

If a parent or guardian is aware of their child having suffered a concussion at home or away from school, the parent or guardian must inform the St. Joseph Catholic School nurse/office personnel, even if a concussion is only suspected.

Student Self Administration of Prescribed EpiPens, Asthma, or Diabetes Medication

Students may be permitted to possess and self-administer an epinephrine auto-injector, asthma or diabetes medication prescribed by their treating physicians provided his/her parents or guardians submit the requisite school forms authorizing its use along with their physician's emergency action plans and completion of any required training.

Schools must inform the parents/guardians that neither the School nor Archdiocese shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by a student including asthma medication, an epinephrine auto-injector and/or other medication required under an emergency action plan. A student's parent must indemnify and hold harmless the Archdiocese, the school and its employees and agents against any

claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of asthma medication, an epinephrine auto-injector, and/or other medication required under an emergency action plan.

Administration of Medical Cannabis

Students are not permitted to use or possess cannabis in school except in accordance with the law and school policy. Our policy is that if a parent/guardian of an elementary student who demonstrates his/her son or daughter is a "registered qualifying patient" and has an individual who is a "registered designated caregiver," both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school.

A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

Archdiocese School Supply of Undesignated Opioid Antagonists Policy

In accordance with applicable State law, the School will make all reasonable efforts to maintain a supply of undesignated prescribed opioid antagonists in the name of the School and provide or administer them as necessary according to State law.

To the extent the School is able to maintain a supply of undesignated opioid antagonists, they will generally be available during:

- School hours: 7:30 a.m. to 2:30 p.m.
- After-school hours: 2:15 p.m. to 5:30 p.m.
- Maintained in the following designated secure locations: Nurse's Office, EDP Bag, Administrative Office, and the Athletics Office

However, no one should rely on the School for the availability of opioid antagonists. This Policy does not guarantee the availability of undesignated opioid antagonists. An opioid antagonist is defined as a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to any person that they, in good faith, believe is having an opioid overdose while in school, while at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities. The School shall maintain a list of trained personnel. Prior to the administration of an undesignated opioid antagonist, trained personnel must submit to the School's administration proof of completion of a training curriculum to recognize and respond to an opioid overdose.

Upon any administration of an undesignated opioid antagonist, the School must immediately notify the student's parents or guardian or emergency contact.

Within 24 hours after the administration of an opioid antagonist, the School must notify the health care provider who provided the prescription for the opioid antagonist of its use.

Within three days after the administration of an opioid antagonist, the School must report the required information to the Illinois State Board of Education on the form titled [Undesignated Opioid Antagonist Reporting Form](#).

The Catholic Bishop of Chicago, an Illinois corporation sole, the School, their employees and agents are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an opioid antagonist, regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced practice registered nurse. A student's parent(s) or guardian(s) must indemnify and hold harmless the Catholic Bishop of Chicago, an Illinois corporation sole, the School and their employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

The parents or guardians of the student must sign a statement acknowledging that the School and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of opioid antagonists, regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician assistant, or advanced practice registered nurse, and that the parents or guardians must indemnify and hold harmless the School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

Snack Time

A small healthy snack is permitted in all grades. Snack food entering the classroom must be **Nut Free** as we have multiple students with life threatening nut allergies. Peanut butter is still allowed in the lunchroom as there is a designated Nut Free table.

[Snack Time Guidelines](#)

Mental Health Protocol and Assessments

The following notice must be published in school/parent/student handbooks. Directive from: Archdiocese of Chicago Office of Catholic Schools Administrative Handbook

St. Joseph Catholic School takes all indications of self-harm, suicidal thoughts and other significant mental health concerns seriously. When there is a threat to others, the school's discipline policy will be followed. When we have concerns about a student's emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed clinical professional counselor, licensed clinical social worker, licensed psychologist or licensed psychiatrist) prior to the continuation of academics and co-curricular activities at St. Joseph Catholic School.

Below are the steps parents/guardians follow when a student displays a threat of harm to themselves or others:

1. Require the child undergo a crisis mental health assessment in the community by a licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies, hospitals and services who may be able to assess the student.

2. Parents/guardians are expected to follow the recommendations provided by the clinician, which may include outpatient therapy, partial or inpatient hospitalization, and/or medication management.

3. Parents/guardians are expected to sign a consent for release of information, and arrange for the clinician to share the recommended treatment plan with the school to determine the student's reentry.

a. Treat information received from the student/family/treating medical provider confidentially.

b. All documentation should be faxed or emailed to the attention of the principal or school designee.

Post-Assessment Follow-Up

1. If the assessment and recommended treatment plan result in an immediate return to school, please see step 3.

2. If the assessment results in a recommended extended absence, defined as more than five days (or as designated by the school), the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan as outlined by the treating clinician. The principal or designee will communicate with any treatment facility and school faculty to collaborate on the therapeutic and academic needs for the student. The principal or designee will coordinate the provision of necessary information for the student's return to school in a sensitive and confidential manner. The principal or designee should utilize the assessment information to determine whether the school has the resources available to meet the child's needs and, if it is able to do so, to begin drafting the student support plan that will be finalized at the reentry meeting.

3. Reentry back to St. Joseph Catholic School academics and cocurricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and/or designee:

a. Evaluation date and crisis mental health assessment results, including a statement indicating the provider is informed of the reason for the assessment; e.g., suicidal ideation, threat to others.

b. Safety statement: The student is not at risk of self-harm or of harming others, and it is appropriate for the student to return to St. Joseph Catholic School.

4. Upon receipt of documentation, the principal or designee will review the documentation of assessment and any relevant treatment plans to determine if the school has the resources to provide a safe learning environment for the student based on their demonstrated needs. If additional information is needed to make this determination, the school will obtain such information from the treating mental health professional.

5. If the school determines it has sufficient resources to support student, schedule a meeting to discuss the student's potential return.

a. The purpose of this meeting is to review the recommendations from the assessment and treatment plan and to inform the family whether it has the resources to meet their child's needs. If it does, a draft student safety plan will be shared with the family. If necessary, this plan will include a plan to make up missing homework, tests, and other academic supports. The school may, but is not required to, revise this plan based on information presented by the parents during the meeting. The parents/guardians must indicate their approval with the plan by signing it and committing to implementing the plan as a condition of continued enrollment. If the parents/guardians agree with the school's student safety plan, a date will be scheduled for the child's return to school. If the school does not have the resources to meet the child's needs, the child will be excluded for such reason.

b. Once all aspects of the reentry meeting are accomplished and meet expectations, the student will be authorized to return to classes and cocurricular activities.

6. Following the child's return to school, the principal or designee will schedule a meeting to review the student support plan and determine what, if any, changes are necessary.

ACADEMICS

As a Catholic school, the teaching of religion is given a place of priority in the instructional program. The St. Joseph Catholic School curriculum includes the following elementary subjects: language arts (reading, English, writing, speaking, spelling, vocabulary, handwriting, and phonics), mathematics, science, social studies, Spanish, music, art, physical education/health, and STEAM. St. Joseph Catholic School's curriculum is aligned with the Common Core Standards, Next Generation Science Standards, and the Archdiocesan Benchmarks and can be found on the Archdiocese of Chicago website at www.archchicago.org

Daily Class Schedule for Preschool through 8

7:10 Entrance Bell

7:25 Warning Bell (all students should be in the school by this time)

7:30 Classes Begin

10:30-11:10 Lunch/Recess: Kindergarten

11:05-11:45 Lunch/Recess: Grades 1 – 4

11:47-12:27 Lunch/Recess: Grades 5 – 8

2:00 Dismissal

Field Trips

Field trips are considered an extension of the school curriculum and are a privilege, not a right. Teachers plan these trips to complement and enhance classroom instruction. Students may be denied participation due to unsatisfactory academic performance, poor conduct, or failure to meet school obligations. Parents/guardians must sign the official school permission slip for each trip. Verbal permission or notes cannot be accepted in place of the official form. If a student does not participate in the field trip, the student is required to attend school. All chaperones must complete the Archdiocesan volunteer requirements and follow the direction of the teacher/administration during the trip.

Overnight Trips

Overnight field trips may be offered to 8th grade students as part of their educational experience. These trips require additional forms, fees, and mandatory parent/guardian meetings prior to the trip. Student participation may be denied due to academic concerns, behavior, or other reasons determined by the administration. All overnight trips follow the Archdiocese of Chicago *Overnight Safety Guidelines*, which include requirements for advance approval, parent/guardian permission and medical information, appropriate student conduct, and trained adult chaperones who meet Safe Environment standards. Guidelines address supervision, lodging, transportation, use of technology, medication distribution, and emergency preparedness to ensure that overnight trips are conducted safely and in alignment with the mission of the Archdiocese.

Homework

Homework is the oral, electronic and written reinforcement and/or enrichment of concepts presented in class. It may include the completion of class assignments.

Time allotted for homework varies by grade level and subject area. We understand that students work at different paces, but the following are **general** guidelines that SJCS teaching staff considers when assigning homework:

- Kindergarten: No more than 15 minutes per night
- First Grade: No more than 20 minutes per night
- Second Grade: No more than 25 minutes per night
- Third Grade: No more than 30 minutes per night
- Fourth Grade: No more than 45 minutes per night
- Fifth Grade: No more than 60 minutes per night
- Sixth Grade: No more than 75 minutes per night
- Seventh Grade: No more than 90 minutes per night
- Eighth Grade: No more than 90 minutes per night

Teachers will post homework and assignments in their classrooms and/or on their website pages (this also may include Google Classroom for middle school. It is your child's responsibility to write assignments either in an assignment notebook or a digital notebook, to complete the work and to hand it in on time. Students are encouraged to verify assignments by checking the teacher's Edlio website or Google Classroom each evening.

Please note that research supports that the more children read, the more their reading and writing improve. Therefore all students are expected to engage in recreational reading daily at home. Non-readers should be read to by older siblings or parents. In addition to daily homework, students should read for a minimum of 20 minutes per evening.

It is recommended that each student make arrangements with another student to be a “study buddy,” so that when a child has been absent, his/her “study buddy” can collect needed books to bring to the sick child if requested.

Grading Scale

St. Joseph Catholic School uses the following grading scale in Grades 3-8:

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: 59 and below

Grade reporting is done online through PowerSchool. Teachers are required to update [PowerSchool](#) every two weeks, and it is a parent’s responsibility to check PowerSchool in order to see your child’s grade status. In order to further promote independence and responsibility in our middle school students, each middle school student will receive a password to log on to PowerSchool. PowerSchool will also inform parents if a child has turned in an assignment late. Final grades are posted at the end of each trimester. A paper copy of the report card will be sent home at the end of each trimester.

St. Joseph Catholic School uses the following standards based grading scale in Preschool-2nd grades:

- 4: Advanced
- 3: Proficient
- 2: Progressing
- 1: Beginning
- >: Evaluate Later

A paper copy of the report card will be sent home at the end of each trimester.

In addition to online reporting, at the mid-mark of the first trimester, Parent Teacher Conferences are scheduled. At other times, parents may arrange for a conference with the teacher if desired.

Academic Integrity

Because of the seriousness of this issue, cheating and/or plagiarizing will be handled at the discretion of the administration team. All students caught cheating (giving or receiving answers) or plagiarizing will be given an automatic detention and will receive a grade reduction on the assignment at the discretion of the teacher, taking into account the severity of the violation. Multiple instances of cheating or plagiarizing will result in a Disciplinary Conference.

While we continue to understand and evaluate the evolving use of AI-assisted writing tools, students are expected to use them responsibly by providing citations when using text written by an AI-assisted writing tool, just as if using direct content from any other source.

Academic Responsibility

An important component of education is the development of a personal sense of responsibility.

Requirements such as class participation, homework assignments, and preparation for testing are put on

the student who then chooses whether or not to follow through on the requirement. As educators, it is important that school personnel assist the learner in his or her understanding that choices come with intrinsic rewards or consequences.

In middle school, when the students have achieved a level of maturity that requires more personal responsibility, it is important that the consequences are clarified and directly linked to the child's actions. For this reason, the St. Joseph middle school staff have a defined policy that specifically addresses these choices in the areas of academics.

- Because class participation is important in the learning process, students who choose not to participate through lack of engagement in the activities of the class or through lack of homework will lose points on their final grade.
- Homework assignments are essential to the understanding and practice of important concepts to be mastered in the class.
 - Students who do not complete homework will be given a grade of "0" for that assignment.
 - Late assignments, if allowed by the teacher, will be given only partial credit.
 - Frequently missed assignments or missing tests and quizzes will result in the student being placed on academic probation or ineligibility (see below).

Academic Probation and Eligibility

All middle school students are held accountable for their academic efforts. Every two weeks, a grade report will be run to identify students who are struggling in one or more classes due to missing work or low grades OR to identify students who missed a test or quiz due to an absence. (See Missing Work policy in handbook.) This grade report will show school personnel exactly what you, as parents, are able to see on a daily basis through your PowerSchool parent portal.

Students who are identified through this grade report are placed on Academic Probation for two weeks. During this time, your child is given a form called 'Academic Probation Report' with a print out of their PowerSchool grade sheet attached. Academic Probation means that your child has two weeks from the time they receive the report to show improvement within the class(es) *on their own*. Students are expected to get the form signed by their parent or guardian and return it the next day. From there, students will need to put forth additional studying to improve grades on future tests/quizzes and complete any missing work, tests or quizzes while also maintaining a minimum of a C in all other subjects. After the one week probationary time, a new grade report is run to confirm improvement. Once school staff has confirmed improvement or tests/quizzes have been made up, students are taken off Academic Probation.

If improvement is not demonstrated or if performance in other subject areas decline to a D or F, the student then moves from Academic Probation to 'Academic Ineligibility'. Once a student is academically ineligible, a new report titled Academic Ineligible Report is sent home along with a new Power School print out for a parent signature. During this time, we ask that parents work with their child to complete any missing work. Additionally, students should seek additional assistance from school staff if needed. If a student is academically ineligible, they may be assigned to a study hall during recess, pep rallies or school assemblies in order for extra time to be devoted to completing the missing work or for studying. Students who are academically ineligible **may not** participate in extra- curricular activities including clubs

and athletics. Students are ineligible for a minimum of one week or for as long as it takes that student to bring their grade back to a minimum of a C.

Once a student brings his or her grade to a minimum of a C and is no longer ineligible, the student must maintain the C average for a minimum of three weeks, or he/she is automatically placed on Academic Ineligibility (bypassing Academic Probation) again. Depending upon the circumstances surrounding the student who is ineligible, the school counselor or resource teacher may be consulted or may work with your child.

Promotion

Promotion to the next grade level and the opportunity to graduate takes place when a student demonstrates satisfactory completion and mastery of the work of the previous grade level.

Major subjects include: Religion, Language Arts and Reading, Mathematics, Science, Social Studies, STEAM and Spanish (3 to 8).

All students who graduate from St. Joseph Catholic School are required to pass an assessment on the United States Constitution (8th grade) and the State of Illinois Constitution (7th grade).

If a student appears to be in danger of failing, parents will be notified by a special conference which will include the parents, teacher(s), principal and student, as appropriate. The possibility of retention or conditional promotion is communicated to the parents during the conference. In situations where an eighth grade student does not pass his/her eighth grade classes, a Certificate of Attendance will be given at the end of the year rather than an SJCS Diploma. The decision to retain a student shall be a cooperative one made by parents, teacher and principal. Per Archdiocesan policy, parents have the final decision.

If a student does not successfully complete the course work at a given grade, summer school may be required in order for the student to return to St. Joseph Catholic School the following year. The parent is responsible for the financial costs of summer school.

Graduation

St. Joseph Catholic School follows all Archdiocesan policies for graduation outlined in Policy ES 140.1./HS 317.1

Students who have completed the course of study at St. Joseph Catholic School will participate in a graduation ceremony at the end of the eighth grade year. The ceremony will be in keeping with the religious character of the school. In order for a student to participate in the graduation mass and ceremony, all financial obligations from the year must be met prior to May 15.

Diplomas will be awarded to students who have met the following guidelines:

- completed the school's academic requirements
- achieved a passing grade on the Constitution of the United States and the State of Illinois assessments
- returned all school materials, including electronic devices

Diplomas will not be awarded until all financial obligations are paid in full.

An SJCS diploma is not a guarantee at the end of a student's eighth grade year. A Certificate of Attendance may be issued to a student who has been deficient in a number of academic areas due to a lack of effort or lack of completion of work.

Eighth Grade End-of-Year Activities

There are many end-of-the-year traditions that the eighth grade students celebrate together as a class. Some of these traditions are shared with the entire St. Joseph Catholic School community, and others are attended by only the graduating class. These traditions include the following:

- Ribbon Ceremony
- May Crowning Ceremony
- Farewell/Awards Mass and Luncheon
- Graduation Dance
- Class Event hosted by parents
- Graduation Mass

All students in the graduating class will participate in the activities, but in order to be considered to lead one of these traditions (proclaimer, cantor, May Crowning court...), students are expected to maintain a high standard of behavior and academic achievement throughout the year. If a student's behavior or academic achievement has not been in good standing all year, the student may not be permitted to be a lead in one of the traditions or attend the class trip.

President's Award for Academic Excellence

St. Joseph Catholic School participates in the President's Award for Academic Excellence program. This award recognizes academic success in the classroom. To be eligible, students must meet the following requirements on their eighth grade report card:

- To receive the Gold Presidential Award, a student must have received all A's on their report card in the following subject areas for all three trimester: English Language Arts, reading, math, social studies, science, religion, and Spanish
- To receive the Silver Presidential Award, a student must have received all A's and B's on their report card in the following subject areas for all three trimesters: English Language Arts, reading, math, social studies, science, and religion, Spanish

Little Knights Preschool

Three-year-old program – three (3) days a week

- Our three-year-old program concentrates on building social skills and creating a positive "first-school" experience through plentiful hands-on learning activities.
- Available to children turning three (3) on or before September 1.
- Monday, Wednesday, Friday: Morning Session 8:00 a.m.-10:30 a.m.

Four-year-old full-day program – five (5) days a week

- Our four-year-old program expands the children's hands-on learning experiences, with a primary

focus on Kindergarten readiness.

- Available to children turning four (4) on or before September 1.
- Monday - Friday: 7:30 a.m. - 2:00 p.m.

Four-year-old half-day program – five (5) days a week

- Our four-year-old program expands the children's hands-on learning experiences, with a primary focus on Kindergarten readiness.
- Available to children turning four (4) on or before September 1.
- Monday - Friday Afternoons: 11:00 a.m. - 2:00 p.m.

Four-year-old preschool plus program – five (5) days a week

- Our 4 year old program expands the children's hands-on learning experiences, with a primary focus on Kindergarten readiness.
- Full day sessions will include author studies, expanded language arts, religion, science and social studies activities.
- Available to children turning four (4) on or before September 1.
- Monday, Wednesday, Friday: 11:00 a.m.-2:00 p.m. and Tuesday and Thursday: 7:30 a.m.-2:00 p.m.

RELIGIOUS EDUCATION

St. Joseph Catholic School provides daily religious instruction adapted to the child's age and development. This instruction involves: doctrinal information, liturgical experience, sacramental preparation, prayer, and service. The religion curriculum has been designed by the Archdiocese of Chicago and approved by the Cardinal Archbishop.

Prayer

Since prayer is a necessary and valuable part of a person's spiritual formation and is the way one finds the presence of God, formal prayer is taught and used in each classroom. Specific prayers to be memorized at each grade level may be assigned. Personal prayer and creative prayer are encouraged and nourished.

All students have a prayer buddy. This is a relationship with either an older or younger student centered around both religious and non-religious activities. Students, at times, attend mass together or participate in team building activities.

Sacramental Preparation

A program of preparation is provided for students preparing for first reception of the Sacraments of Reconciliation, Eucharist, and Confirmation. Parent meetings and special family projects supplement the formal program in school. Generally, students receive First Eucharist in Grade 2 and Confirmation in Grade 8. Special lessons and instruction are provided for students who transfer into the school.

As part of preparation for Eucharist, children in Grade 2, in accordance with diocesan guidelines, are prepared for the Sacrament of Reconciliation. This catechesis is usually completed by February. Children are given the opportunity to receive the Sacrament of Reconciliation during the school year. The decision as to whether a child is in need of or ready to approach the sacrament individually is the responsibility of each parent or guardian to determine.

Liturgical Involvement/Prayer Services

Students from all grade levels are given opportunities to actively participate in liturgical prayer throughout the school year. Examples include cantoring, reading, carrying gifts, being part of processions, playing instruments, and leading prayer. These are important times for the school community to gather in worship and prayer. Parents are invited and encouraged to attend these celebrations.

Altar Server Program

Boys and girls in the fourth through eighth grade are eligible to become altar servers. Candidates become altar servers after completing a formal training. Becoming an altar server is an honor but represents a commitment outside of regular school hours.

Students who miss class due to altar serving are expected to check in with their teacher(s) for missed work/assignments prior to going home for the day. It is the expectation that the student completes any missed work that evening.

CURRICULUM, INSTRUCTION AND ASSESSMENT

Students are challenged to learn in a classroom setting which remains the core learning area. Learning takes place by the teachers first coming to know the students and their learning styles and then through the use of organized programs in each of the subject areas including: religion, reading, language arts, mathematics, science, social studies, STEAM, Spanish, handwriting, music, art, technology, library, and physical education/health. The following are some resources to help in understanding what your child is learning:

- Each week, the teacher posts the objectives and activities for that week in each subject area. Periodic memos, emails or phone calls are utilized by the teachers.
- Graded work returned to your child to take home
- Weekly posting of grades on PowerSchool
- Trimester final report cards
- End-of-year report cards
- Textbooks and online resources used by your child
- Online platforms such as IXL, Math XL, iReady...

As a Catholic school, St. Joseph has a religious education program which is consistent with the National Conference of Bishops documents "To Teach as Jesus Did," the Catechism of The Catholic Church, and with the directives of the National Catechetical Directory. All registered students participate in the religious education program of the school. Students who are not Catholic or who have not been baptized do not participate in the sacraments nor are they candidates for Reconciliation, First Eucharist or Confirmation.

Students are given foundations in doctrine, scripture, the Eucharistic Liturgy and morality. They learn to obtain an ease and familiarity with praying in different ways. In addition, students in the second grade prepare for the sacraments of Reconciliation and First Eucharist; students in eighth grade prepare for the sacrament of Confirmation. These programs take place in collaboration with the Parish Religious Education Program. Parents are expected to attend meetings that are scheduled during the preparation period for Sacraments.

It is understood that the strongest witness of the faith is the parents' expressions of peace, justice and care for the needs of the human family. These core values are central to fostering the spiritual development of the children. Home prayer, active participation in the parish, prayer, and Sunday Mass have an impact on the child's faith formation.

Remote Learning Days

During inclement weather where school needs to be canceled, teachers will post work/activities/flipped classroom opportunities online that are meaningful and that are a continuation of current learning objectives. This work will be graded and will be recorded in PowerSchool. Remote Learning Days will ensure that there is a minimum loss to students' instructional time. The school may choose to send home materials in an abundance of caution if the weather forecast deems it necessary. This does not mean that the school is going remote unless a notification is sent via email from school administration.

Family Life Program

During the third trimester, a Family Life program is offered to fifth grade students as part of the Archdiocesan Religious Education requirements. The program covers topics related to the following: puberty, the female and male reproductive systems, marriage, and healthy relationships. In addition to the classroom sessions, there is a Mother/Daughter Tea and a Father/Son Night which expands on what is presented in the classroom.

Digital Literacy & Citizenship

We recognize our responsibility to provide our students with the digital literacy and citizenship skills they need to be successful and safe when online. Our 1:1 computing program in grades K-8 provides us the opportunity to engage students in acquiring these skills within the context of the instructional day. We provide direct lessons to all of our students on topics such as evaluating online resources, copyright, cyberbullying, and internet safety. We ensure all of our students are equipped with digital literacy and citizenship skills by utilizing the Digital Literacy and Citizenship Curriculum from Common Sense Media.

Media Center

The Media Center/Library is used as a lending library with components for research, story time and library skills. Books may be borrowed from the library for a period of one week. Parents are encouraged to share interest in the books brought home.

Student Support Team

The Student Support Team (SST) program is designed to assist those children who are exhibiting difficulties with academic success, yet are not so severely impaired as to need intensive learning disabilities services. The SST consists of the assistant principal, resource teacher, Response to Intervention teacher, nurse, counselor, and the speech teacher. The program's design includes children with moderate or mild difficulties in learning. It is set up to develop the child's main information channels as well as aid the child in storing or retrieving previously learned skills, concepts or values. It pulls from the common educational practices, those strategies which assist the student in building up compensatory behaviors to reinforce strengths and help strengthen or cope with weaknesses.

Under the direction of the assistant principal, the resource teachers are the facilitators of the program. The resource teachers are in dialogue with the classroom teachers regarding progress, specific needs and the testing of students. Resource personnel are responsible for all pre-testing and evaluation for working with students needing short term and long term remediation. The assistant principal is the liaison between St. Joseph Catholic School and District 70 and families represented.

Through federal funding, SJCS is entitled to services from personnel in District 70 through a proportionate share arrangement. District 70 has the authority to determine the nature of the services provided and works with staff and the school principal to determine how funds will be allocated annually.

Testing Programs

All Kindergarten through eighth grade students participate in the [iReady](#) benchmark assessments in both reading and math. These diagnostic assessments are given three times a year – fall, winter and spring. Students who are not meeting grade level benchmarks on the iReady assessment will also participate in progress monitoring assessments each month.

All second grade students will have their speech sound skills screened by the speech/language pathologist. Parents will be contacted if a student does not pass the screening. Parents of students in other grades may request a speech screening if they have concerns regarding their child's speech sound development.

Students in fifth grade will participate in a math assessment during May to be used as one data point for the placement of each child for the following year in math and science classes.

Textbooks

Textbooks and online text subscription are on loan to the students from St. Joseph Catholic School. The hard covered texts are expected to be covered and cared for by the student assigned their use for the school year. A fee will be charged for damaged or lost books. These books/subscriptions remain the property of the school.

Some of the current publishers of the hard copy texts offer valuable online resources and activities for school and home use. Additionally, other online resources are listed by teachers on their websites or in Google Classroom to complement classroom learning.

BEHAVIOR EXPECTATIONS

Guidelines for Behavior

To create a positive learning environment and to ensure students' personal and academic success, we must have a clear understanding of what social and moral behaviors are necessary for success at St. Joseph Catholic School. We have determined three major school wide character expectations (The 3 Rs) as essential in helping students be successful.

Schoolwide 3 Rs Expectations:

At St. Joseph Catholic School, WE ARE CALLED, to Be:

Reverent: *(faith-filled actions)*

- Empathetic toward your fellow students, teachers, and volunteers
- Able to say, "I'm sorry"
- Have a forgiving heart

- Show compassion & tolerance to those different than you
- Speak and act with kindness
- Live by the Golden Rule of Christ

Respectful:

- Take care of your property and the property of others
- Take care of all school property (No gum, only water in water bottles, etc.)
- Listen to and follow all adult directions
- Maintain uniform code, uniform cleanliness & repair
- Always use good manners

Responsible:

- Be on time and prepared to learn each day
- Always do your very best work
- Take ownership of your actions
- Be honest / Tell the truth
- Follow all school procedures
- Keep hands and feet to self

St. Joseph School Procedures:

Gatherings:

- Hands Up - All are quiet

Assemblies:

- Respectfully remain focused during assembly
- Refrain from using the restroom during performances
- Unless there is an emergency, do not get up or talk during a performance
- Do not throw things

Lunch:

- Stay in seat
- Raise hand for help or permission to get up
- Student is responsible for cleaning their personal area
- Do not throw things
- Intentional messes require students to remain inside to clean it up

Recess:

- Stay in boundaries of play area
- Request permission to retrieve balls outside of safe boundaries
- Whistle means students freeze, then line up
- Listen to recess monitors at all times
- Emergency bathroom use only

Hallways:

- When traveling as a class, walk quietly in line
- Respect each other's personal space

- Be polite - Stay to the right
- *Students in PreK-5th Grade must be escorted to specials and picked up by a teacher or aide.*

Church:

- Enter reverently and quietly
- Genuflect when first entering the pew
- Remain reverent and engaged during Mass
- Genuflect and dismissal as a grade level
- Emergency bathroom visits only
- Remain with your class at all times

Drills:

- Absolute silence from beginning to end
- Listen & follow instructions

Respectful Interactions:

- Listen to adults and speak respectfully to them
- Treat others as you want to be treated

SOCIAL-EMOTIONAL LEARNING

St. Joseph Catholic School implements social-emotional learning relevant to the developmental age and stage of the students. This may include classroom presentations, small groups, individual sessions, and other interventions as necessary.

Etiquette for Athletics

The Archdiocese of Chicago and St. Joseph Catholic School provide athletic policies for parents/guardians and participants in sports activities with specific instructions, expectations and consequences. The [Handbook for Athletics](#) is available on our school website. The specific expectation or Codes of Conduct for parents, athletes and coaches are available to sports participants and their parents.

Our Athletic Director works closely with coaches and reports behavioral or academic issues that may result in temporary loss of privileges to participate in sports. Similarly, coaches report to the AD any breaches of the athletic code of conduct for athletes or spectators.

Etiquette for Bus Riders

Some of our students enjoy the privilege of taking a bus provided by School District 70 to or from school and during field trips. Students are expected to contribute to a safe trip in the following ways:

- Stay in the seat
- Refrain from using any technology including cell phones, iPods, iPads, cameras, text messaging
- Respect the space of all bus riders and the bus driver
- Speak in a refined manner and tone
- Follow all directions for the bus driver
- Treat the bus driver with kindness and respect
- Refrain from any unsafe behaviors on the bus
- Take responsibility for behavior on the bus
- Report unsafe bus behaviors to an adult at school and at home
- Bus driver may assign seats if necessary

In most cases, the bus drivers communicate directly with SJCS administration if a problem occurs on the bus. Administration is responsible for working with the bus driver, the parent and the student in determining appropriate consequences for major indiscretions or recurring problematic behaviors.

Etiquette in Church

St. Joseph Catholic School students participate weekly in all school masses and regularly in various prayer services and religious celebrations. Students are expected to contribute to the atmosphere of our house of worship by respecting the quiet that other children and adults need to pray and by participating joyfully and respectfully in group prayer by singing, listening, praying and reflecting on the words of the priest, readers, singers and guest speakers.

Etiquette in the Lunchroom

St. Joseph Catholic School students enjoy a daily lunch period seated with their classmates in the Koenig Center. Students are to bring their lunch to school in the morning. The same behavioral guidelines are in place as in our general guidelines of taking care of self, others and the school. Additionally, students contribute to maintaining a safe, respectful and enjoyable lunch period for all in the following ways:

- Report to the lunchroom on schedule
- Eat only in the assigned area
- Remain in the lunchroom unless given permission to leave by the supervisor
- Take care of cleaning the table and surrounding area when finished eating
- Follow supervisor's directions for dismissal from lunchroom
- If in middle school, follow the procedure if going to study hall
- Students may be assigned to help wipe lunch tables, if necessary

Misbehaviors will be addressed by lunchroom supervisors in the following ways:

- Verbal reminders and redirection
- Assignment at a "time out table"
- Student is sent to the principal's office

Etiquette for the Playground

Weather permitting, students enjoy a period of recess on either the small playground off Hurlburt Court or at Sunrise Rotary Park daily. Outside recess is not held when the temperature is 20 degrees or less or if the weather is otherwise inclement. Students are expected to maintain a safe and respectful recess period in the following ways:

- Follow directions of the playground supervisor
- Come dressed appropriately for the weather
- Use equipment properly
- Include others in games or general play
- Seek assistance from the playground supervisor if a ball rolls into the street
- Refrain from contact sports such as tackle football
- Carry equipment out and return it to its proper place
- Protect each other by no throwing stones, snowballs, ice or other objects
- Refrain from running without a sense of direction or awareness of others in the area
- Refrain from sliding on the ice
- Use kind and respectful language in all interaction

- Immediately seek help of adults when an argument or other potentially unsafe or bullying situation occurs
- Stay in the assigned area
- Take responsibility for any behavioral digressions

Etiquette for Technology: The use of technology and internet resources is a right of all students that comes with explicit responsibilities. These responsibilities are defined in the [Technology Responsible Use Policy](#). Technology use at the school will be temporarily restricted if the signed agreement is not on file by August 29 of the student's enrollment year.

St. Joseph Catholic School is not responsible for a student's personal electronic devices such as cell phones. It is recommended that a student's cell phone be kept at home; however, the school realizes that some parents want their child to have a cell phone with them after school. All cell phone use (talking, texting, emailing, playing games, internet usage...) is prohibited by students once they enter the school building. Personal cell phones must be kept in the student's backpack inside their locker. Cell phones must either be on silent mode or turned off. Students may take their cell phone out of the backpack once they have exited the school building at the end of the day.

Etiquette for Middle School: Middle School students maintain some differing responsibilities that reflect higher expectations and levels of accountability due to their age, maturation and social development. Their unique contributions to maintaining a caring, respectful and safe environment include the following responsibilities:

- With the expectation of modeling appropriate behaviors for children of all age levels, they are called to active leadership as members of the Peer Helper Team, Student Council, Flag Team, Safety Patrol Team, Altar Servers.
- Because they better understand nuances, symbols and inappropriate choices, it is expected that they will refrain from displaying any sexist, sexually suggestive, crude, lewd, racist or alcohol/drug related materials in lockers or in any other way in the school
- Participate in random locker checks or cleanings as directed
- Pay fines for property that is defaced or damaged
- Serve detentions for specified behavior choices
- Cheating may result in immediate suspension or expulsion.
- **Any 6th, 7th or 8th grade student who is suspended twice in a school year will not be permitted on the 6th grade Camp Duncan trip, the 7th grade Springfield trip or the 8th grade Washington D.C. trip.**

Etiquette While in Uniform: When students are dismissed from school, they are easily identified as a St. Joseph Catholic School student by the uniform they wear. Students must maintain the high level of behavior standards that are expected during the school day when off school property and outside of school hours *if they are in their uniform*. If a student is caught misbehaving or breaking the law while in uniform, even off school grounds, disciplinary actions, including suspension or expulsion, may be taken within the school.

Etiquette on Social Media: It is the school's expectation that parents monitor their child's social media account. Students may not post negative comments or pictures about SJCS, their peers or the staff on any social media site. Additionally, at no time may a student "friend request" an employee of SJCS nor they may 'comment' on a teacher's personal social media account. Attempting to "friend" an employee or comment on an employee's personal social media account, or screenshot a staff's social media

account, is strictly prohibited. Students may not screenshot or download any administrator's, teacher's, or staff member's photo without explicit consent from that person. School staff may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. School administration may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy, and the school may require the student to share content (posts, pictures, comments...) from their social media account in the course of such an investigation. (105 ILCS 75/15)

DISCIPLINE

Discipline in the school setting is not a means of punishment but rather a means to engender self-control, personal responsibility, a sense of order, and efficient management of time and resources. The administration, faculty and parents create a partnership in teaching the students of St. Joseph Catholic School the expected and appropriate behaviors. Those behavioral concepts are listed above. Students have a right to receive positive support for appropriate behavior and to choose how to behave, knowing that consequences may follow. When students make a poor choice, the appropriate and natural consequence will be given based on grade levels. St. Joseph's goal is to make both our behavior matrices and discipline plans flow from grade level to grade level so expectations and consequences are age appropriate.

Grades K-5 Disciplinary Policy

Our goal is to create optimum learning opportunities in which all students can feel safe and succeed in gaining knowledge and growth.

Step One: Teacher and students will collaborate on a set of rules necessary for the safety and well-being of the students in their classroom community. These rules cover our school-wide **3-R Expectations of Reverent, Respectful and Responsible**. They are discussed and explained in developmentally appropriate terms.

Positive Behavior Incentives: Students that display values consistent with our rules and Christian values will have opportunities to earn Knight Notes. These Knight Notes will go into a basket and recognition will be given to a student who exemplified the schoolwide expectations the prior week. A raffle is held and the students receive a small award.

When dealing with rule infractions such as:

- Disrespect of others or their property
- Disrespect of school property
- Excessive or loud talking at inappropriate times
- Loud or inappropriate behavior in the hall, classroom or lunchroom
- Purposeful disregard of classroom rules and policies

Teachers will issue a verbal warning or visual reminder and redirect the students involved. Consequences due to excessive inappropriate behavior may include:

- Loss of classroom privileges
- Parent contact or notification when behaviors have become excessive or when deemed necessary to best help students achieve success.
- A student will earn a "Fix-It Ticket" if they fail to comply with a teacher's warning and redirection. A "Fix-It Ticket" will be given for behaviors that have been addressed to the class

numerous times. Students will be sent to the office to discuss behaviors with a member of the administration team and counselors.

Grades 6-8 Discipline Plan

POSITIVE BEHAVIOR INCENTIVES:

- Students that display values consistent with our rules and Christian values will have opportunities to earn Knight Notes. These Knight Notes will go into a basket and recognition will be given to a student who exemplified the schoolwide expectations the prior week. A raffle is held and the students receive a small award.

Disciplinary Policy (6-8)

In order to maintain the academic integrity of the learning environments, students will need to follow all procedures and rules in accordance with our 3-R expectations, and as discussed by each teacher. If a student is having difficulty in meeting the behavior expectations, verbal warnings, Sign-In's, detention, classroom removal, and/or suspension might become necessary.

Verbal Warnings

In dealing with minor behavior infractions, teachers will issue a reminder of expected behavior to the class or individual student. Parents will not be informed of these minor infractions or redirections unless further infractions occur.

Sign-Ins

Middle School students will have an individual sign-in sheet that will be utilized to track incidents involving broken expectations. A student will earn a sign-in if they fail to comply with a teacher's warning and redirection. Sign-Ins will also be given for infractions such as gum chewing, uniform violations, and other behaviors that have been addressed to the class numerous times.

This protocol will be followed when a sign-in has been issued:

- 1st Sign-In: The teacher will send an email home [and cc the Dean of Students](#).
- 2nd Sign-In: The teacher will send an email home and the student will meet with the school counselor for a problem-solving session. [A lunch detention will be served with the Dean of Students](#).
- 3rd Sign-In: The teacher will send an email home and the student will meet with the school counselor, [the Dean of Students](#), and a member of the administrative team. An after school detention will be issued and a meeting with the pastor or parish priest [may be](#) scheduled.
- [Extra curricular activities, school sponsored events, field trips, and athletic participation, will be discussed with the disciplinary team after each sign-in.](#)

Detentions

A detention or other consequence can be given to support the learning process or to modify behavior. A student will be required to serve [a lunch detention once two Sign-Ins have accumulated](#) and an after school detention once three Sign-Ins have accumulated. Detentions may also be issued for even an occurrence of more serious offenses, including but not limited to: excessive/extreme disrespect toward another student or teacher, having a cell phone on one's person during the school day, cheating/plagiarism, or causing harm to another student. Notice of detentions will be emailed home to

the parent/guardian. If a student fails to bring the signed detention slip the day after it is assigned, parents will be called.

Detentions will be held on Fridays from 2:00-3:00 pm with Mrs. Schiff in Room 12. Students will spend their detention time filling out a self-conduct form that will be used for goals for self-improvement. The detention teacher will hold a conference with the student to discuss the new plan of action. Parents may also request that their child perform service for the school during this detention time. This may include washing tables, stacking chairs, cleaning white boards, and similar tasks.

If a student receives two detentions or six sign-ins in one trimester, or if other serious behavior is observed, a disciplinary conference will be called. There, the student, parents, teachers, counselor, and administration will collaboratively create a behavior contract that will be in place for the remainder of the trimester. This contract will outline the student's future experience at St. Joseph School.

Student Incident Reporting System (SIRS)

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement authorities and the Illinois State Police within one to three days of the occurrence of the incident.

Sexual Harassment

Sexual harassment of any nature (student/student or student/employee) will not be tolerated by St. Joseph Catholic School. Sexual harassment is any unwanted verbal, written, or physical conduct of a sexual nature. It can be a single incident or may happen over time. Examples of sexual harassment may include:

- inappropriate staring
- asking questions or talking about someone's sexuality or body
- telling sexual jokes
- making unnecessary physical contact, including unwanted touching
- using language that puts someone down on the basis of their gender
- showing or sending sexual pictures, messages, cartoons, or images (including online)
- spreading sexual rumors (including online)
- any behavior that makes someone feel unsafe or uncomfortable (for example, but not limited to: unwanted visits, phone calls, texts, emails, letters, and posts on social media)

Bullying

The Office of Catholic Schools provides the following specific guidance regarding bullying:

Bullying is contrary to Gospel values and has no place in the Catholic school. Intimidation or disrespect of any person is unacceptable at St. Joseph Catholic School. Bullying is an intentional, repeated, hurtful act (physical, verbal, emotional, or sexual) committed by one or more persons toward another person or persons. All allegations of bullying must be taken seriously, investigated within ten days of a report, and dealt with appropriately by the administration and staff of the school.

Bullying is characterized by aggressive behavior toward others, intentional repeated hurtful acts over a period of time, imbalance of real or perceived power between the bully and the victim. In all cases, these negative acts are not intentionally provoked by the victim.

Bullying may be physical, verbal, emotional or sexual in nature.

- **Physical bullying** includes, but is not limited to, punching, poking, strangling, hair pulling, beating, biting, spitting, stealing, pinching and excessive tickling.
- **Emotional bullying** includes, but is not limited to, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure.
- **Verbal bullying** includes, but is not limited to, hurtful name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication.
- **Sexual bullying** includes but is not limited to many of the actions listed under emotional bullying as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault.

Bullying actions in any form, including use of the Internet and other electronic communication devices are unacceptable in the school community and such conduct will result in disciplinary action. Parent/guardians, teachers, staff, administration and the community must work together in preventing bullying.

Bullying Prevention Rules:

1. We will not bully others.
2. We will do our best to help students who are bullied.
3. We will do our best to include students who are left out.
4. If we know that someone is being bullied, we will tell an adult at school and an adult at home as soon as it happens.

Outside the School Bullying Issues

Over the last several years, St. Joseph School has found that there has been an increase in outside bullying issues that transpire on a student's personal cell phone, computer or tablet. Inappropriate behavior and language can also take place on shared video game platforms, through social media or text messages. While the feelings that result from this kind of bullying may "bleed over" into school hours, parents must know and be responsible for any and all bullying that takes place outside of school.

Common Sense Discipline

By federal and state law, we have the responsibility to teach many different types of students. In order to do this effectively, school personnel and parents must ensure that the school building is safe and conducive to the learning process. Many factors affect the learning environment, but perhaps the most critical to maintaining a positive climate is monitoring student conduct. Inappropriate conduct and a lack of consistent and effective discipline response, destroy the opportunity for learning.

The Archdiocese of Chicago, the principal and pastor with advice of the St. Joseph Catholic School Advisory Board have the legal authority to make all needed policies for organizing and governing our school including policies concerning the conduct of the students and their moral behavior. These apply to all students in attendance in instructional and support programs, as well as any school or parish sponsored activities.

The administration shall involve all staff concerned in the development of rules, regulations and procedures needed to maintain proper behavior. Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to the review of the principal.

Guidelines for Discipline

Inappropriate behavior on the part of a student that may occur may call for a corrective response. Whatever measure is used, it must be a logical consequence of the student's behavior and must be appropriate to the nature and degree of the misconduct. Justice and fairness must be tempered with respectful kindness.

Acceptable corrective measures may include:

- Meeting between teacher and student
- Conference with parent/guardian
- Consultation with the principal
- Loss of minor privileges
- Detention before or after school or during lunch/recess
- Written statement of expected behavior
- Suspension from school
- Suspension from extra-curricular activities (sports, pep rally, end-of-year picnic)
- When appropriate, the principal may impose other disciplinary measures such as probation, suspension and expulsion.

Classroom Consequences

It is expected that students cooperate in the classroom. Acceptable conduct may be different in each classroom. Adjusting to varied personalities, teaching/learning strategies, subject areas, and routines are part of the student learning process. Students are to follow the directives, expectations and deadlines set by the individual teachers. Students whose conduct is distracting or contrary are to realize that their lack of cooperation is denying other students their right to an academic atmosphere conducive to learning.

In compliance with the Archdiocesan policies, teachers maintain the authority for providing reminders, warnings, redirection and immediate consequences for minor behavioral infractions. Following appropriate reminders, additional steps will be taken at the discretion of the individual teacher and administration, if necessary.

The following factors will be taken into consideration when determining appropriate consequences: age, development, degree of harm, surrounding circumstances, nature and severity of the behavior, past incidents or continuing patterns of behavior, relationship between involved parties and the context in which the alleged incident has occurred.

School-wide Consequences

Any consequence for an offense at St. Joseph Catholic School must have an educational component. Teachers may utilize any of the disciplinary actions outlined above as acceptable with the exception of suspensions, probations or expulsions – corrective measures in which the principal must be involved.

Suspensions involve attending school but being temporarily dismissed or excluded from attending regular classes, field trips or special events. The principal may issue a suspension if deemed necessary. A student who is suspended loses any eligibility for merit awards or recognitions. Any bullying-type behavior may result in a suspension and a behavior plan which will include an expulsion clause (should

any further negative behavior occur toward the victim or any new victim). Some reasons for suspension may include, but are not limited to, any of the following:

- Insolence toward an adult
- Inappropriate social media posting
- Continued disruptive behavior, which hampers the teaching and learning process
- Defacing parish or school property; monetary compensation will also be expected
- Repeated negative behavior
- A one-time offense that the principal determines needs more of a punishment than a detention
- Physical fighting and endangering the well-being of others
- Abusive language to an adult or peer
- Possession and/or use of harmful materials

Expulsion involves the permanent dismissal of a student from attending St. Joseph Catholic School. It is invoked rarely and then only as a last resort. Students may be expelled due to behavior.

Principal's Discretion

If, during the school year, a situation arises that is not addressed in the St. Joseph Catholic School Handbook, the Principal, in consultation with the Pastor, is empowered to implement procedure that supports the common good of the school community.

Parent Grievance Procedure

In choosing to register at St. Joseph Catholic School and with acceptance of the application, it is reasonable to expect that the parent and school will work together to assist the child in becoming the person that reflects the values inherent in the mission of the school.

Teachers and the principal will communicate with parents by standard means: phone calls, emails, PowerSchool posting, and/or conferences, particularly as concerns mount. It is the school's intent and desire to work with the parent in meeting the needs of the student and to assist the child to be self-motivated and self-disciplined.

If a parent has a concern, the parent should contact the staff member who is the source of the concern. If the parent then feels that further action and/or communication is necessary, the principal or assistant principal should be contacted. If necessary, a meeting will be arranged with the staff member and principal or assistant principal present. When necessary, a priest may be involved in meetings.

Non-cooperation on the part of a parent could result in the application for registration or re-enrollment being denied.

It is reasonable to expect differences among parents. We do ask that when this happens, parents solve their differences in privacy on their own to model the kindness and respect that we expect from our students and staff. At no time should parents bring other members of the community (other parents) into the conflict. If the parents cannot resolve the issue, one of the parents should contact the principal or assistant principal to seek assistance in solving the issue.

Drug, Firearm and Alcohol Safety Policy

The abuse of drugs and alcohol is counterproductive to the Christian, social, and academic climate of St. Joseph Catholic School. The use and/or sale of chemical substances (e.g., tobacco, narcotics, marijuana or any related substance, hallucinogenic drugs, intoxicants such as alcohol or toxic vapors, non-prescription drugs or medication) by a student shall be dealt with seriously. Students will be held accountable if reasonable cause exists to believe that a student may possess, use, or is under the influence of any chemical substance. Paraphernalia for any of the foregoing, on school premises or at school related activities, on the school bus or at a bus stop, or in transit to and from school are prohibited.

Firearms or anything deemed a weapon is prohibited. Students face expulsion or other disciplinary action if a weapon is found on their person or property at school. Any threatening conversation that compromises student safety will be taken seriously.

The following course of action will be taken in response to a drug, alcohol or weapon situation:

1. The students shall immediately be removed from the class, activity or event.
2. The Libertyville Police Department and the student's parents will be notified immediately.
3. The principal shall notify the Illinois State Police of any incidents including a firearm on school grounds or any verified incidents involving drugs through the IWAS system.
4. The students will be questioned and observed by the person responsible.
5. A member of the administration shall be notified as soon as possible.
6. If, in the opinion of the designated member(s) of the school staff, a student is deemed to be under the influence and/or in possession of a chemical substance or weapon, the Libertyville Police Department and the parent or guardian will be contacted and will be responsible for removing the student from the premises.
7. The parent or guardian will then meet with a member of the administration to determine a course of action depending on the circumstances. This will result in any or all of the following:
 - a. Consultation between the staff and student's parents or guardians
 - b. Counseling by qualified school personnel
 - c. A required referral to a recognized non-school agency to determine possible chemical dependency (at parent's expense)
 - d. Required participation in a student support group for a specified period of time (at parent's expense)
 - e. Referral to law enforcement or probation agencies, if appropriate
 - f. Required participation in an alcohol or drug program (to be determined by the school) outside of the school (at parent's expense)
 - g. Disciplinary action such as continued suspension or expulsion

If a student is allowed to remain at St. Joseph Catholic School, a contract will be initiated which defines the terms of the student's continuance in the school. Any breach of the contract, either on the part of the student or parent, will result in automatic expulsion. A student who sells or transfers, or attempts to sell or transfer, any illegal substance herein mentioned shall mandatorily be recommended for expulsion. Cooperation with law enforcement officials in the matter of illegal sale or transfer, or attempt to sell or transfer, of drugs or intoxicants shall be in compliance with the State of Illinois.

DRESS CODE

In order to promote a positive atmosphere that respects the dignity of each person, reduces competition, and directs attention to learning and growing in an environment that supports our Christian values, St. Joseph Catholic School uses Lands' End as a vendor for defined items included in the school dress code.

Each student has the obligation of wearing the prescribed school uniform. If, due to an emergency, it is impossible for a student to be in full uniform, the student must bring a note from a parent explaining the reason he/she is unable to wear the entire uniform for that day. The note should be given to the child's homeroom teacher.

Uniforms and all removable clothing are to be marked with the student's name. The school and staff are not responsible for lost items. Expensive trinkets, items, clothing, and possessions should not be brought to school. During snowy and wet weather, students are asked to wear boots and appropriate outerwear for recess.

It is the responsibility of the parent/guardian that your child is dressed according to the uniform code. This responsibility includes replacing uniforms that are no longer in good condition (faded, torn, or outgrown). If a student does not comply with the uniform guidelines, a Dress Code Alert will be issued and will require a parent signature. An initial violation will result in a warning. Subsequent violations will result in an after school detention and loss of dress down privileges.

St. Joseph Catholic School does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks and twists.

General Grooming Guidelines

Proper grooming is required at all times; this includes the following:

- Neat, clean appearance - blouse/shirt tucked in
- Skirt length no shorter than 2" above the knee
- Shorts or leggings should be worn under skirts
- Skirts and pants cannot be rolled at the waist
- Freshly laundered clothes-no holes/torn/tattered shirts, blouses or pants
- Use of deodorant daily
- Temporary tattoos and the drawing on your skin are not permitted
- Hats may not be worn
- Clean, combed hair
- Boys hair may not be longer than the shirt collar nor may they wear ponytails or braids
- Hair may not cover the student's eyes
- Permanent or temporary hair dyes, extensions, excessive hair embellishments and shaved areas of the head are not permitted.
- Make-up is not allowed.
- One bracelet may be worn, and one religious necklace may be worn
- Girls may wear small earrings at the ear lobe
- Dangling earrings or multiple earrings in an ear are not acceptable
- Boys are not permitted to wear earrings
- Solid white, brown, navy or black solid color socks. (Logos are permitted on socks)

Dress Code for Grades K through 8

Girls: Grades K – 4	Girls: Grades 5 - 8	Boys: Grades K – 8
<u>Regular Uniform:</u> SJCS plaid jumper, Lands’ End (shorts or leggings may be worn under jumper) Black pants, Lands’ End Black shorts (March 1 – October 31). Lands’ End Maize gold or red polo shirt with logo from Lands’ End Solid white, navy, brown or black socks, knee socks or tights (socks must show above the shoe). Students in grades kindergarten-4th must wear a comfortable closed toe, flat shoe, preferably gym shoe, and they must be tied if the shoe has laces. Boots, slippers, Uggs, and crocs may not be worn. No light up shoes may be worn. <u>Optional:</u> Black SJCS sweatshirt Black cardigan with school logo from Lands’ End Black pullover V neck sweater with logo from Lands’ End Navy or black full-length leggings may be worn for warmth. <u>Gym Uniform:</u> Black sweatpants with logo from Lands’ End Black gym shorts with logo from Lands’ End (3/1-10/31) Gold gym t-shirt with logo from Lands’ End Athletic shoes (no light up shoes)	<u>Regular Uniform:</u> SJCS plaid skirt or skort (A-line or pleated), Lands’ End (shorts or leggings may be worn under skirt) Black pants, Lands’ End Black shorts, Lands’ End (March 1- October 31). A black, navy, brown or uniform patterned belt must be worn if the pants or shorts have belt loops. Maize gold or red polo shirt with logo from Lands’ End Solid white, navy, brown or black socks, knee socks or tights (socks must show above the shoe). Students in grades 5th-8th must wear a closed toe and closed back, flat shoe. Gym shoes may be worn. They must be tied if the shoe has laces. Non-flashy logos are permitted (ie: Nike swoosh, Under Armour logo). Boots, slippers, Uggs, and Crocs are not permitted. Administration has final approval. <u>Optional:</u> Black SJCS sweatshirt Black cardigan with school logo from Lands’ End Black pullover V neck sweater with logo from Lands’ End Navy or black full-length leggings may be worn for warmth. *Eighth graders may wear class sweatshirt <u>Gym Uniform:</u> Black gym shorts with logo from Lands’ End (3/1 to 10/31 for Grades K to 4) Gold uniform t-shirt with logo from Lands’ End Athletic shoes with laces (no light up shoes)	<u>Regular Uniform:</u> Black “docker’s style” pants from Lands’ End Black shorts from Lands’ End (March 1- October 31). A black, navy, brown or uniform patterned belt must be worn by 5th-8th graders if the pants or shorts have belt loops. (Kindergarten-4th graders are exempt from wearing a belt.) Maize gold or red polo shirt with school logo from Lands’ End Solid white, navy, brown or black socks (socks must show above the shoe). Students in grades kindergarten-4th must wear a comfortable closed toe, flat shoe, preferably gym shoe, and they must be tied if the shoe has laces. Boots and crocs may not be worn. No light up shoes may be worn. Students in grades 5th-8th must wear a closed toe and closed back, flat shoe. Gym shoes may be worn. They must be tied if the shoe has laces. Non-flashy logos are permitted (ie: Nike swoosh, Under Armour logo). Boots, slippers, Uggs, and Crocs are not permitted. Administration has final approval. <u>Optional:</u> Black SJCS sweatshirt Black cardigan with school logo from Lands’ End Black pullover V neck sweater with logo from Lands’ End *Eighth graders may wear class sweatshirt <u>Gym Uniform:</u> Black sweatpants with logo from Lands’ End (K to 4) Black gym shorts with logo from Lands’ End (3/1 to 10/31 for Grades K to 4) Gold gym t-shirt with logo from Lands’ End Athletic shoes (no light up shoes)

Boys and Girls Shoes: For safety reasons, backless shoes, Uggs, slippers, clogs, boots and heeled shoes may not be worn at any time.

Non-Uniform Dress Days

Non-uniform days are a privilege, and students should wear clothes appropriate for school. If a non-uniform day coincides with a weekly Mass, students should wear clothes appropriate for church.

Students who have received a Dress Down Pass through the Knight Notes drawing will be issued a yellow wristband labeled *SJCS Dress Down* with their name clearly visible. Wristbands must be worn on the chosen Dress Down Day and will be dated and marked by the homeroom teacher. Each wristband is valid for a single use only and may not be reused. Wristbands will not be issued for school-wide Dress Down Days or Spirit Wear Days, as those do not require a pass. Students who arrive without their wristband will be required to contact a parent/guardian.

Guidelines for all non-uniform days:

- Torn (ripped) pants are not permitted.
- Clothes with inappropriate messages are not permitted.
- Clothes that are political in nature may not be worn.
- Leggings must not have cut-outs (mesh area).
- Tank tops, spaghetti straps, short shorts, or shirts which expose the midriff are never permitted.
- Shorts must be walking short length (shorts may be worn March 1 – October 31).
- Hats may not be worn.
- Sandals and flip flops may not be worn.
- No makeup is permitted.

Dress Code Violation Procedures:

Students will be given one warning regarding a dress code violation. The warning will consist of a note sent home for parent signature. It is expected that the student makes adjustments to their uniform to comply with the dress code. If a student receives additional violations, they may be issued an after school detention requiring attendance until 3:00 p.m. on a specified day and loss of privileges on non-uniform days.

STUDENT ACTIVITIES AND PROGRAMS

Lunch/Recess Program

St. Joseph Catholic School offers a supervised lunch/recess period. A lunchtime supervision fee is charged to all families to provide this supervision. Students bring lunch from home; orders for milk (white or chocolate) are accepted at the time of registration and billed through the FACTS payment program.

Hot lunch opportunities are provided on an optional basis by [Kiddos](#), an outside, independent vendor. Orders for hot lunch must be placed by Wednesday of the week prior to the lunches. Ordering and payment are done on the SJCS website under Hot Lunch.

The following behaviors are expected of students in the lunchroom:

- Students remain seated while eating

- Students are responsible for disposing all wrappers/garbage in the trash can at the instruction of the lunchroom supervisor.
- During lunch, students speak to the people closest to them in a conversational voice.
- Students will be reminded when behavior is inappropriate and an immediate change and apology is expected.
- Students respectfully cooperate with lunchroom supervisors.
- Lunchroom manners will be enforced.

Ordinarily, the lunch period provides time for physical activity outside at Sunrise Rotary Park. The playground is supervised by adults.

Extended Day Program (EDP)

St. Joseph Catholic School offers after school care to school families for all children in grades preschool (four-year-olds) through eighth. The charge for this program is reviewed annually.

Registration is conducted online via PikMyKid. The program is offered from 2:00 p.m. until 5:30 p.m. Monday through Friday. The same conduct code requirements apply to children who attend EDP. An EDP informational handbook is available to all families [here](#).

Extracurricular Activities

St. Joseph Catholic School offers extracurricular activities; some of which have a fee. These activities vary and as do guidelines for participation in these programs. All school discipline guidelines, rules and procedures apply while participating in any St. Joseph sponsored activity. Extracurricular options will be communicated prior to the beginning of each trimester.

Athletic Program

In addition to physical education classes, there is an extensive interscholastic sports program in which fifth through eighth grade girls and boys are eligible to participate.

Athletic policies that are aligned with the Office of Catholic Schools will be followed. These policies include statements for each sport and grade level in place. All policy statements are available upon request from the school's Athletic Director and on the website.

The sports program at St. Joseph Catholic School is coordinated by the Athletic Director in conjunction with the Athletic Committee. The goal of athletic participation is to promote the physical, mental, moral, and emotional well-being of the participant.

The Athletic Director and Athletic Committee strive to provide an environment which:

- emphasizes the ideals of sportsmanship, Christian conduct, team play, and individual responsibility
- stresses the values derived from playing the game fairly
- respects the integrity and judgment of those in authority
- encourages leadership, use of initiative, and good judgment by participants in team sports

The St. Joseph Catholic School athletic program may provide the following sports activities:

- interscholastic cross country for girls and boys in Grades 5 through 8 (fall)

- interscholastic volleyball for girls in Grades 5 through 8 (fall)
- interscholastic volleyball for boys in Grades 5 through 8 (spring)
- interscholastic basketball for boys and girls in Grades 5 through 8 (November through February)
- interscholastic cheerleading for boys and girls in Grades 5 through 8 (November through February)
- intramural basketball for boys and girls in Grades 3 and 4 (March)
- interscholastic soccer for boys in Grades 5 through 8 (fall)
- interscholastic soccer for girls in Grades 5 through 8 (spring)
- interscholastic track for boys and girls in Grades 5 through 8 (April and May)

All athletic programs are contingent upon adequate student interest. In accordance with Archdiocese of Chicago policy, all students in Grades 5 through 8 participating in athletics must have a current sports physical form on file. The sports physical form must be completed by the student's physician and returned to the school's nurse. The mandatory school physical for sixth graders will fulfill this requirement. No student will be able to participate in interscholastic sports until this completed form has been turned into the Athletic Director.

Students must be in good standing, academically and behaviorally, to participate in sports.

Students who are absent for any part of the school day, including tardy (except bus riders), are ineligible to participate in any extracurricular sports that day.

Peer Helpers

The Peer Helpers are a group of students in Grades 6 through 8 who serve as leaders and mentors to fellow students. They have training in conflict resolution skills in order to work as mediators in student conflicts, under the supervision of the school counselor.

In keeping with our belief that students should be equipped with the skills to solve their own social problems with proper guidance and in order to assist students in creating and maintaining a peaceful school environment, St. Joseph Catholic School offers a Peer Mediation process. This process provides a setting for communication about interpersonal problems among students and is initiated upon student request. Both parties must agree to participate in the mediation process, which is implemented by the Peer Helpers under the counselor's guidance.

During the mediation session, the students have the opportunity to tell their own side of the story while the other listens, verbalize what the desired outcome of the mediation is, brainstorm for potential solutions, and mutually agree upon an adjusted course of action. Within approximately a week of the mediation, the Peer Helpers will follow up with the students to see how the agreement is working. If necessary, a second mediation will be held to further fine tune the agreement.

Student Council

St. Joseph Catholic School has a student council, which exists to identify and promote leadership and knowledge of the democratic process. The Student Council is committed to be of service to the school, the parish and the community.

As leaders of St. Joseph Catholic School, Student Council members are expected to maintain a high standard of behavior and academic achievement. Students who do not meet these standards may be

removed from the Council. Once elected to office, students must sign a Student Council Code of Conduct form. Failure to follow the Code of Conduct will result in removal from the Student Council.

PARENT INVOLVEMENT

Parents are recognized as the primary educators of their children. They create a family atmosphere enlivened by love and respect for God, which includes worship of God and love and respect for others.

The educational role of the parent/guardian is to:

- Encourage their children to be serious in their academic and spiritual learning
- Support the teachers' and administration's role in the school
- Financially support the school and the parish
- Participate in the activities of the school and the parish
- Foster Catholic family living in the home and to attend weekly liturgies at St. Joseph Catholic Church
- Create a learning atmosphere in the home

Parent Volunteers

Parents can serve as school volunteers in many ways. These may include facilitating special events and programs, supervising the lunchroom, being room parents, assisting the teachers, helping in the media center or library, copying, and more. Parent volunteers should not approach teachers during the day to discuss their child's classroom progress. If a parent needs to speak to a teacher regarding their child's progress, an appointment should be made with the teacher to have a private discussion at a later time.

The Archdiocese of Chicago requires completion of Virtus Training by volunteers in activities with direct interaction with students on a regular basis. Click this link for volunteer requirements

<https://www.sjscatholic.org/apps/form/form.STJOSE.svHCrUD.12W>

Training sessions are offered free of charge at locations throughout the Archdiocese including St. Joseph's.

Parent volunteers are expected to:

- Arrive on-time unless alternative arrangements have been made with a substitute
- Refrain from using cell phones (talking, texting, emailing, using the internet and taking pictures) while volunteering
- Follow professional dress code suitable to a school environment

Mandatory Volunteer Hours

St. Joseph Catholic School values parent involvement and requires all families to contribute volunteer service hours each school year to support school activities and build community.

- **Preschool Families:** Complete **5 hours** per year or pay a **\$100 buy-out fee**.
- **Kindergarten–8th Grade Families:** Complete **20 hours** per year or pay a **\$400 buy-out fee**. Families with both Preschool and K–8 students follow the K–8 requirement.

Volunteer hours are tracked through Membership Toolkit. Any unfulfilled hours will be billed at \$20 per hour and added to your FACTS account in June. Families who choose the buy-out option will have the fee applied to their FACTS account. To select the buy-out, contact Mary Beth Koenig at mkoenig@stjoseph-libertyville.org

PARENT ORGANIZATIONS

St. Joseph Catholic School Advisory Committee

The St. Joseph Catholic School Advisory Committee (SAC) is composed of no more than twelve lay members of the parish for a three-year term. The pastor and the school principal are the ex officio members, and the presidents of the Parent Association and Athletic Committee serve as non-voting members.

The primary function of SAC is to define and suggest policies that govern the operation of St. Joseph Catholic School, to seek and obtain avenues of school revenue to balance the budget, and to provide counsel in financial as well as other matters concerning the operation of the school.

SAC meets once a month. Visitors are welcome but are asked to follow the following protocol:

- Visitors must check-in with the President of SAC prior to the start of the meeting if they would like to make comments during the meeting.
- Visitors will have an opportunity to express an opinion during the agenda item "Comments from Visitors." Each visitor should limit comments to three minutes on matters that concern SAC. Personal issues and individual and family needs should be discussed with the principal or pastor.

Issues raised by visitors may not be handled during the meeting. If necessary, SAC will take the matter under consideration and address it at a future time.

Visitors desiring to place new business on a regular meeting's agenda must submit a written request to the chairperson or school principal fourteen days prior to the next meeting.

Meeting dates, agendas and minutes are posted on the SAC page of the St. Joseph Catholic School website.

St. Joseph Catholic School Athletic Committee

The Athletic Committee is a volunteer parent organization that works closely with the Athletic Director to help administer the extracurricular athletic activities of St. Joseph Catholic School. The purpose of the athletic program is to teach teamwork, basic skills, and sportsmanship in a Christian environment.

St. Joseph Catholic School Parent Association

The St. Joseph Catholic School Parent Association (SJSPA) is the volunteer parent organization of St. Joseph Catholic School. The organization promotes parent-school activities. A calendar of events, meetings dates, agendas and committee contacts are posted on the St. Joseph Catholic School website at www.sjscatholic.org.

The SJSPA meets every other month in the Loughry Room. The SJSPA is responsible for, but not limited to, the following events:

- Spirit Run- September 19, 2025
- Pumpkin Patch- October 15, 2025
- Sock Hop- November 14, 2025
- Santa Secret Shop- December 15-16, 2025
- Christmas Teacher Luncheon- December 11, 2025
- Pancake Breakfast for Catholic Schools Week- January 25, 2026
- Catholic Schools Week events- January 26-30, 2026
- Sweetheart Dance- January 30, 2026

SEARCHES CONDUCTED BY SCHOOL PERSONNEL

The following notice must be published in school/parent/student handbooks.

Directive from: *Archdiocese of Chicago Office of Catholic Schools Administrative Handbook*

Searches of School Property:

All school property of the school, including students desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus. School personnel should always have another school authority present when conducting a search.

TECHNOLOGY

Students in preschool through grade 2 have access to iPads throughout the day. Students in grades 3 through 8 use a rented Chromebook during the day. St. Joseph Catholic School has a [Technology Responsible Usage Policy](#) that all families and students receive upon enrollment. The most recent version can always be found on our website. In addition, for students in grades 3-8, there is also a [Chromebook Policy](#) families will receive each year.

Online Accounts & COPPA

Throughout the year, teachers may wish for their students to use free or paid, educationally appropriate websites or apps (RazKids, IXL, Google Workspace, XL Math, Adobe Spark, etc...), some of which will require that each student have an individual user account. Prior to creating student accounts, SJCS will review the privacy policies of such websites in advance of their use.

In compliance with the Children's Online Privacy Protection Act (COPPA) of 1998, any person under the age of 13 must receive explicit parental permission in order to sign up for any online service where their personal information may be shared, unless that person is part of a subscribing school that provides

COPPA consent on behalf of parents. (For more information regarding COPPA, visit this site:

<http://bit.ly/2lq6KS3>) SJCS will provide such consent on behalf of parents. The law permits schools such as ours to consent to the collection of personal information on behalf of all of its students, thereby

eliminating the need for individual parental consent given directly to the web site operator. In order to create such accounts, SJCS may upload certain 'directory information' to the provider, generally the student's name, school, and grade level.

GENERAL INFORMATION

Birthdays

Students may dress out of uniform on the day of their birthday. If their birthday falls on a weekend, the student may dress down on the Friday or Monday of their birthday weekend. Those students who celebrate a birthday during the summer will be asked to dress down on their half birthday. **NO BIRTHDAY TREATS OF ANY TYPE MAY BE BROUGHT AS A PART OF A CHILD'S BIRTHDAY CELEBRATION.** This means no gift bags, treats, toys, candy, or food of any type.

Branding

School colors at St. Joseph Catholic School are black and gold. The Knight is the school mascot.

Calendars

The school [calendar](#) for the year's events is posted on the website and updated regularly for easy access. Please check it frequently. The online school calendar on the Edlio SJCS website is subject to change, and any change to the calendar will be communicated through *Knight Notes*.

Dates for athletic practices, games and tournaments are posted and communicated to the participants by the Athletic Director and/or coaches using the app, Team Snap.

Deliveries To School

Students are not permitted to phone parents for items (such as homework, Chromebook or projects...) forgotten at home. St. Joseph Catholic School views these situations as learning opportunities for parents to work with their child at home in the evening to be sure that the student is prepared with all needed materials for the following school day. Because of the diverse responsibilities of the school office personnel, St. Joseph Catholic School cannot guarantee delivery of items if a parent drops off materials at school once the day has begun.

Directory

SJCS utilizes Membership Toolkit for our Family Directory, various communications (email and push), and Volunteer Sign-Ups. All families have been loaded into the system. Each parent needs to simply activate their account following the instructions linked [here](#). We invite you to visit <https://sjcs.membershiptoolkit.com> to activate your account to be included in the directory, communications, and volunteer opportunities. The family directory contains general information: school staff and assignments, officers of various school organizations, important phone numbers and a directory of the families registered at St. Joseph Catholic School. The SJCS directory is to be used strictly by school families and not for business purposes.

Candy

Candy may not be eaten at recess. Teachers should not give candy to students.

Food Guidelines for Classroom Parties

[Food Party Guidelines](#)

[Safe Food List](#)

Fundraising

All fundraising projects that benefit St. Joseph Catholic School are approved by the School Advisory Committee (SAC) and the principal. SAC is responsible for coordinating the calendar for all school-related fundraising activities.

TRANSPORTATION

Bus Service

Residents of Public School District 70 who live more than 1½ miles from school receive free bus service. Students who reside in District 73 are required to pay a yearly bus fee. Registration for bus service is made with the school secretary. Students may only ride the bus route assigned to them. Children may be allowed to get off at a different stop on their assigned route provided they have a written note from their parent/guardian. That note must be signed by the school office personnel.

Car Transportation

Approximately 75% of the student body arrives by car. Because of the limitations of our campus arrangement, there are specific directives for drop off and pick up that must be observed by the drivers. These procedures have been designed with counsel from the Libertyville Police Department. Parents are reminded that the safety of all of our children should be of primary concern when approaching the school area.

Morning Drop-Off: 7:10 to 7:20

- Cell phone use is prohibited by state law in school zones.
- Morning drop off is from 7:10 a.m. – 7:20 a.m. We strongly encourage parents to drop students off at the main entrance (Door R) of the school on Park Place utilizing the drop-off line. Students can enter the school at 7:10 and proceed to their classrooms.
- Parents can park in the Hurlburt Court lot and walk their child across the street or they can choose to have children exit their car in front of the school entrance along Park Place. Note that the parking spots in front of school are blocked off during drop off.
- Parents are not to stop on Hurlburt Court and drop off their students as this causes traffic congestion and is unsafe for the students.
- Any student who is not in their classroom for prayer at 7:30 will be marked tardy. Punctuality is an important lesson for students; please be attentive to honoring school arrival times.
- Preschool students must be dropped off at the main entrance. Staff will greet the students and direct them to their classroom. For the safety of the children, please do not drop your preschool child off on Hurlburt Court.

Afternoon Pick-Up: 2:00 p.m. – 2:10 p.m.

- Cell phone use is prohibited by state law in school zones.
- SJCS utilizes PikMyKid to assist with dismissal. It is important that all parents have the PikMyKid app on their personal device.
- Car pick up will take place in two locations – the main entrance (Door R) on Park Place and the Hurlburt Court (Door Q) primary door.
- All students in kindergarten who are able to buckle themselves, and students in grades 1 and 2 will dismiss with their older siblings at the Hurlburt primary door to alleviate parents picking up from multiple locations. Cars wait and line up in the Hurlburt lot (in two lines: along the funeral home and in the north lane of the parking lot, backing up along the strip mall). After buses have departed, staff will direct cars to go west on Hurlburt Court for curbside pick-up. Once your children are belted into the car, please drive west on Hurlburt Court and **turn right onto Milwaukee Avenue- NO LEFT TURNS DURING DISMISSAL.**
- Students in Grades 3 through 8 who are riders will dismiss from the Park Place door. Cars will pull up facing south on Park Place after the buses have departed. Students will be called and enter cars curbside on Park Place. Cars will then make a left turn on Hurlburt Court to assist in traffic flow. (If a parent arrives before the buses have departed, please wait in a parking spot on Maple or Broadway.)
- Preschool and kindergarten students who need assistance with buckling in are dismissed from the small playground on Hurlburt Court at 2:00 p.m. Older siblings should dismiss with their preschool/kindergarten sibling(s) so our younger students have a safe place to properly buckle in seat belts. The teachers will walk them to the top of the stairs, where parents can come meet them.
- If your kindergarten student can buckle his/her own seatbelt, you may opt out of the small playground parking lot dismissal procedure by signing a form stating you will pick up on Hurlburt Court.
- Please have your family's last name (or carpool group names) written on a piece of paper and clearly displayed in your passenger-side window to assist with pick-up.
- Children should only enter cars from the passenger side of the vehicle at dismissal on Park Place and Hurlburt Court.
- Parents/drivers need to remain in their vehicles at all times when picking up on Park Place or Hurlburt Court. Any parent that walks to the door to pick up his/her child, must wait until all students are picked up before their child will be released.
- If you are taking a child other than your own in your car, a written note including the date must be sent to the office that morning by the other parent or a note can be kept on file all school year for carpools.

- Students not picked up promptly are brought to the school office until a parent or guardian arrives. Students not picked up by 2:15 p.m. will be sent to EDP, and the parent will be billed accordingly.

THANK YOU FOR CHOOSING

ST. JOSEPH CATHOLIC SCHOOL

Please Note: SJCS agrees to comply with any other applicable State or federal laws as OCS determines.