
SAINT JOSEPH'S
CATHOLIC SCHOOL

Our Commitment: Investing in Family, Faith and Education

Family Handbook

2011-2012

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St. Joseph's School
Policy and Information Booklet for the 2011-2012
School Year

Dear Parents/Guardians:

Welcome to the new school year at St. Joseph's Catholic School. An interesting and challenging experience awaits you as a parent, just as a spiritual and academic journey awaits your child as they begin or continue their walk through the halls of our St. Joseph's School.

We are sure you will have questions concerning our school. Therefore, we have prepared a Parent-Student Handbook to help answer most of your questions. Please read it thoroughly and retain it for future reference. The information in this handbook serves as a reminder of the requirements that are necessary for a successful school experience. The policies stated in this handbook are subject to change at the sole discretion of the school. Should you have any questions about the school's policies, please ask the Principal for assistance.

What is written in stone is our Mission Statement: *As part of the St. Joseph's Catholic community, the mission of St. Joseph's School is to provide a faith-centered education in a safe, supportive environment that promotes self-discipline and academic excellence. The school joins with the parents in developing the skills that will lead to life long spiritual and personal growth.*

We are happy that you have chosen St. Joseph's Catholic School. May our students be filled with intellectual and spiritual fulfillment, and may our parents be filled with satisfaction, support and pride in our school.

God Bless You!

Sincerely,

Rev. Paul White
Pastor

Michael J. Shukis
Principal

PHILOSOPHY OF ST. JOSEPH'S CATHOLIC SCHOOL

*Go, therefore, and make disciples of all nations...
Teaching them to carry out everything I have commanded you.
Matthew 28:19-20*

These words of Christ addressed to the apostles at the Ascension bestowed on the Church the office of teacher. Obedient to this divine challenge, the Catholic Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person. Therefore the two-fold goal of our school is to provide an environment which will foster rich religious training as well as solid academic education in a Catholic value-oriented manner.

At St. Joseph's Catholic School we embrace the principle that education begins with faith and faith begins with education. Our desire is for the students to come to know what it means to be a Catholic Christian as they grow in response to God's love through involvement in the academic, cultural, social, and civic concerns of daily life.

We at St. Joseph's School believe:

- Children are created in God's image and therefore have great dignity.
- Parents are the primary educators of their children and they glorify God by bringing their children closer to Him.
- Education enhances a child's potential to become closer to God.
- The school is to teach a strong academic curriculum, the Catholic Faith, good habits of the mind and strong traits of character that are essential for success not only in this world but also the next.
- Teachers are to be living models of faith, animated by love and generosity, and capable of forming young minds and hearts.

- The parish supports this Catholic education of children by providing prayer, the presence of priests and financial subsidies.
- We bring children to the Lord by:
 - Praying for the children entrusted to our care;
 - Demonstrating Christ's love for each child;
 - Fostering a spirit of Christian love, joy and service;
 - Forming the conscience and encouraging repentance;

By following the example of our patron, Saint Joseph, we strive to instill in our students the virtues of patience, perseverance, forgiveness, acceptance, and a strong desire for peace.

GOALS AND OBJECTIVES

Goal #1: To develop a continuing awareness and commitment to a faith life with Christ by teaching and modeling the Catholic precepts and moral values.

Objectives:

- To be a place where students, teachers, staff and school families work together toward the goal of knowing, loving and serving God.
- To be a place where school parents actively participate in the education of their children, especially in their religious education.
- A place where Catholic school families provide a model of home living by praying and attending Sunday Mass together, and by participating in the sacramental life of the Church.
- To model the examples and teachings of Christ in all interactions with students, parents, faculty, and staff.

Goal #2: To foster a Christian atmosphere of respect that creates a welcoming environment for all students, faculty, staff, parents, and volunteers.

Objectives:

- To accept the opinions and thoughts of others.
- To appreciate the gifts and talents of everyone.
- To be aware and appreciate the cultural differences within our community and society.

- To be patient with one another.
- To model respect in all circumstances.
- To realize that there are always choices and that we are all responsible for our own actions.

Goal #3: To emulate Jesus by giving service to the school, parish, community, and the world.

Objectives:

- To provide assistance with the day-to-day functions of the school.
- To provide a place where students are prepared for a life of service in society.

Goal #4: To encourage academic excellence utilizing a curriculum that addresses different learning styles.

Objectives:

- To be a place where students grow in their love of learning.
- To be a place where students experience a challenging curriculum and are given the tools needed for academic success.
- To recognize and teach to each child's individual ability and learning style.
- To develop critical thinking skills, increase comprehension, and expand problem-solving skills.
- To help children utilize their god-given gifts and talents to the best of their ability.

St. Joseph's School
www.stjoeharvard.org/school.htm
2011-12

School: 815-943-6933

Ministry Center: 815-943-6406

Pastor	Rev. Paul White
Assoc. Pastor	Yovanny Dorado
Principal	Mr. Mike Shukis
Preschool	Mrs. Jill Watermann
Kindergarten	Mrs. JoAnn Seyller
1 st /2 nd Grade	Ms. Jill Draffkorn
3 rd /4 th Grade	Mrs. Stacy Wessel
5 th /6 th Grade	Mrs. Nicole Guth
7 th /8 th Grade	Mrs. Julie Stark
Tech/Art	Ms. Christen Patinella
Physical Ed.	Mr. Bryan Henning
Music	Mrs. Pam Camp
Business Manager	Mrs. Gayle Heithoff

PARENTAL ROLE

The Catholic Church recognizes parents as the primary educators of their children. All Catholic schools in the Diocese of Rockford exist to assist parents in the Christian formation of their children.

In this Handbook, the term parent refers not only to a student's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

It is important for parents to understand that a positive parent-teacher relationship contributes greatly to their children's educational success. Communication between parents, students, and staff is encouraged and welcomed. While we recognize that issues may arise during the course of the school year that will be of concern to parents, the manner in which these concerns are addressed must be consistent with the Catholic values that we teach at St. Joseph's.

Parents are responsible for:

- Recognizing a teacher's professional integrity when discussing matters relating to a child's academic progress or disciplinary actions.
- Communicating in an honest, open and respectful manner, just as they would wish the teacher or staff member would communicate with them.
- Encouraging their child(ren) to follow the same example and show respect for teachers, school staff, coaches and volunteers.
- Supporting the school in matters of discipline.
- Addressing issues not personalities.
- Appreciating that communication with the school is a two way process.

Whether on or off school grounds, in person, via e-mail or telephone, parents are responsible for maintaining a respectful attitude toward teachers and school staff. Any insulting or abusive behavior directed toward teachers, students, school staff, coaches or volunteers, either verbally or via correspondence is unacceptable.

The following conduct will not be tolerated:

- Any aggressive behavior including: yelling, swearing or rude gestures.
- Any physical contact.
- Any disrespectful or threatening written correspondence.
- Any disrespectful or threatening telephone or e-mail communication.
- Any disruptive behavior on school grounds or at any school sponsored event.
- Any unsolicited communication with a teacher, outside of the school setting, with regard to a particular child's academic progress or disciplinary issue.
- Any other activity considered by the school's administration to be threatening or disrespectful to another, disruptive to the school and/or inconsistent with the Catholic values that the school strives to uphold.

The above is a non-exhaustive list of conduct that is unacceptable. The school reserves the right, at its discretion, to determine when a violation of this policy has occurred.

Any violation of this policy, as determined by school personnel, is unacceptable and will result in the following corrective action:

1. First Offense: Written warning as to the specific unacceptable conduct, including the date and place of said conduct.
2. Second Offense: One-month exclusion from school activities for the offending parent(s) including assemblies, sporting events, concerts etc.
3. Third Offense: A meeting with the principal and pastor to discuss the behavioral pattern and determine if continued relationship between the family and St. Joseph's School is in the best interest of said parties.

Note: Any physical assault, threat of bodily harm to others or damage to personal property will be immediately referred to the local law enforcement agency. **The principal of St. Joseph's Catholic School has complete discretion to enforce consequences as he/she deems appropriate. The type of consequence issued will depend on the severity of the inappropriate behavior.**

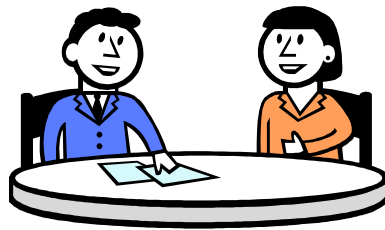
The presence of aggravating factors (including the presence of children during the conduct in question, the severity of the behavior, a pattern or record of unacceptable behavior, etc.) shall be considered.

The decision of the principal regarding the application of this policy may be appealed to the pastor. The decision of the pastor is final.



School Commission Members

Pastor	Rev. Paul White	Planning	Ozzie Martinez
Principal	Mr. Mike Shukis	Building & Grounds	John Lich
President	Jim Okkema	Special Projects	Wayne Reckamp
Secretary	Kathleen Grimm	Finance	Jason Brincks



Parent Club

President	Sheri Thuma
Vice President	Amy Zick
Treasurer	Lisa Wolf
Secretary	Jen Garafol
Bingo	Darcie Frane
Room Parent coordinator	Laurie Stanley

1. ADMISSIONS

St. Joseph's School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. St. Joseph's School does not discriminate on the basis of race, color, gender, national and ethnic origin in the administration of their educational policies, admission policies, athletic policies, and other school-administered programs.

- A)** At the time of final registration, a notarized copy of the child's birth certificate issued by the county in which they were born, a baptismal certificate along with an \$80.00 non-refundable registration fee is required. The registration amount is a separate fee and is not applied to a family's tuition. In the event a child is accepted for enrollment and then does not attend for reasons other than sickness or a move from the area, the registration fee would be forfeited.
- B)** The Illinois School Code, Section 27-8, requires a physical examination for all pupils entering school for the first time (kindergarten or first grade), those entering sixth grade, and any pupil transferring into the school without a current physical examination or from out of state. This should include evidence of immunity to those diseases specified in the recommendations of the Illinois Department of Health.
- C)** All children in kindergarten, second and sixth grade are required to submit proof of dental examination by a dentist prior to May 15th of the school year. Additional examinations of pupils may be required when deemed necessary. State law also requires at the fifth grade level to have received the Hepatitis B immunization series. All health requirements must be met before admission to school on the first day of classes.

- D)** Public Act 95-671, effective January 1, 2008, required that all children enrolling in kindergarten in a public, private or parochial school and any student enrolling for the first time in a public, private or parochial school shall have an eye examination. Each such child is to present proof of having been examined by a physician licensed optometrist within the previous year before October 15th of the school year. If the child fails to present proof by October 15th, the school may hold the child's report card until either (a) the child present proof of a completed eye examination or (b) the child present proof that any eye examination will take place within 60 days after October 15th.
- E)** To enter Preschool at St. Joseph's School, children must be 3 years old on or before September 1st and they must be toilet-trained.
- F)** To enter Kindergarten at St. Joseph's School, children must be five years of age by September 1st. To enter 1st grade, children must be six years of age by September 1st.
- G)** Children are admitted to St. Joseph's School on a "first come, first serve" basis within the following guidelines:
1. Children currently enrolled at St. Joseph's School.
 2. Children of St. Joseph's Parish who have attended Religious Education classes.
 3. Children of registered parishioners with sibling(s) already attending St. Joseph's School.
 4. Children of registered parishioners now reaching school age.
 5. Children of registered parishioners transferring from another Catholic school.
 6. Children of registered parishioners who are transferring from a public school.
 7. Children of Catholic non-parishioners.
 8. Children of other faiths.

In some situations students **may be** refused admission:

1. When students have academic, social, or behavior problems which the school does not have the resources to handle.
2. When parents attempt to enroll to avoid attending integrated schools.

3. When families attempt to enroll students who have attended other schools and the students do not have satisfactory scores in conduct or effort.
4. When parents who have in the past removed a child from St. Joseph's School following kindergarten for reasons other than relocation of residence or due to specific recommendations by the St. Joseph's School principal.

In these cases enrollment is at the principal's discretion.

2. ALLERGY AWARENESS

In recognition of the increasing prevalence of potentially life threatening allergies among students, St. Joseph's has adopted the following guidelines. The primary concern of the school is to reduce the risk of a child experiencing a life-threatening allergic reaction. Effective allergy awareness needs the cooperation of parents, medical personnel, teachers, administrators and any staff that might be present where children can be exposed to sources that could trigger their extreme reaction.

St. Joseph's School does not claim to be, nor can it guarantee to be, free of food items and non-food items that may lead to severe allergic or anaphylactic reaction. St. Joseph's School will make reasonable efforts to reduce the risk to children with severe allergies or anaphylaxis in accordance with these guidelines.

Anaphylaxis, a generic term for life-threatening allergic reaction, can occur as the result of exposure to certain foods, certain materials, and insect bites or stings. In an attempt to minimize occurrences of anaphylaxis, St. Joseph's will maintain Allergy Guidelines for any child whose parent/guardian has informed the principal in writing that the child has a life threatening allergy.

The bulk of these guidelines address food allergy reactions; however, when appropriate, the following text shall apply to serious non-food situations as well.

The goals of allergy awareness are to:

1. Maintain the health and protect the safety of the children who have life-threatening allergies in ways that are developmentally appropriate educational opportunities.
2. Ensure that interventions and individual health care plans are based on medically accurate information and evidence-based practices.

Parent/guardian responsibilities

1. Notify the school of the child's allergies upon registration or immediately upon learning of such allergy.
2. Meet with the school to develop, review and/or modify the child's allergy action plan.
3. Provide an up-to-date photo of the child to be included in the allergy plan.
4. Provide signed documentation from the child's physician detailing the nature of the child's condition including signed medication administration orders and emergency care protocols.
5. Provide and maintain up-to-date medication as prescribed by the child's physician.
6. Educate the child on his/her own allergy and the precautions the child needs to take in his/her daily schedule.
7. If there is a food allergy, provide a supply of snacks for the child to be kept in the classroom so there is always something the child can choose from.
8. Review/preview menus. Information regarding the ingredients and possible manufacturer cross contamination of the school lunch food will be provided upon request. **It is important to note hot lunch is a home choice. School personnel cannot be responsible for determining allergens or reviewing ingredients in a product that the student may consume.**

Student Responsibilities

1. Notify an adult immediately if they eat, touch, inhale or are stung by something they believe may contain an allergen.
2. Be proactive in the care and management of their allergies and reactions based on their development level.
3. Do not trade food with others.
4. Avoid any food with unknown ingredients or ingredients known to contain an allergen.

School Administration Responsibilities

1. Maintain information supplied by the parent or guardian and disseminate said information to classroom teachers and other adults that are known to supervise the child.
2. Maintain and plan for storing of medications.
3. Provide training for staff on guidelines for managing child allergies.
4. Require parent/guardians to review/preview menus.

3. ATHLETICS

Extracurricular activities are offered to the student to enrich and complement their academic education. At the elementary school level, extracurricular programs are a learning experience. Therefore, all students interested in learning a particular activity should be encouraged and given equal opportunity to fully participate. Our athletic programs are directed toward the total participation of the students rather than winning. Any student at St. Joseph's School who wishes to participate may do so. No try-outs are held; no cuts are made.

The following activities are offered to students of St. Joseph's School if there is enough student participation:

- Girls Basketball for Grades 5-8 (January thru March)
 - Cheerleading for Grades 5-8 (October thru January)
 - Boys Basketball for Grades 5-8 (October thru January)
1. It is required by the Diocese that all athletes have their own insurance in order to play.
 2. Each athlete is required to have a current physical on file each year.

3. It is assumed that all student participants will maintain their scholastic standing, in order to keep a proper balance between athletics and scholastics.
4. Suspension from athletics may be invoked for a number of reasons among them:
 - A) Disciplinary reasons
 - B) Grades
 - C) Lack of scholastic effort
5. When a problem arises, the parents of the student involved will be notified by the teacher and/or principal in order to attempt to achieve improvement. If this fails, the principal may decide upon suspension from athletics until a reversal of the problem occurs.
6. A student must be in attendance for a full day in order to participate in an extracurricular activity.
7. If a student has a doctor's excuse prohibiting participation in physical education class, he/she will not be permitted to participate in athletics or any other extracurricular activity.
8. It is the responsibility of parents to arrange transportation to and from practices and games.

A student will be considered eligible to participate, unless he or she receives an interim grade of one D in any of the core subjects. Students must also average a "satisfactory" in conduct and effort in all subject areas.

4. ATTENDANCE POLICY

One of the keys to successful academic achievement is regular attendance at school. Even the absence of one or two days can have a surprisingly disruptive impact on progress. Parents are urged to carefully evaluate any absence from school that is not necessitated by unavoidable circumstances.

Largely for safety reasons monitoring and keeping attendance records for students is a sizable and important task, parents are required to report absentees by calling the school office before 9:00 a.m.(943-6933). **This does not suffice for the written excuse that is required upon the students return back to school.**

No child is excused before the regular time, including dental or doctor appointments, unless a written note from the parent is presented to student's home room teacher. Parents are required to sign the child in/out in the school office whenever leaving or arriving at atypical times. Any child who leaves the school grounds without permission automatically suspends himself/herself from school.

Excused Absences

- A) Personal illness of the student. In case of illness, it is the responsibility of the parents to notify the school each day the child will be out. Parents should make arrangements for the child's work to be sent home.
- B) Family hardships or emergencies. This refers to cases of family illnesses, hardships, or unexpected circumstances.

Family Trips

If a student is preparing to be absent due to a family trip or vacation, parents are to notify their child's teacher and the administration in writing at least one week prior to the absence. Whenever possible, parents should schedule vacations to coincide with school vacation time. Interruptions of instruction are detrimental to the education of the student. **PARENTS SHOULD ALSO BE AWARE THAT TEACHERS ARE NOT OBLIGED TO PROVIDE LONG RANGE INDIVIDUAL PLANS AND ASSIGNMENTS IN THESE SITUATIONS.** Teachers will provide a list of missed assignments, etc., when the student returns to school. Parents are responsible to teach the lessons that are missed during vacations. We also strongly encourage that parents "take your child to work" during the summer, instead of on a school day when your child should be in school doing his/her "work".

Professional and Doctor Appointments

Whenever possible, doctor appointments should be made after school hours. If an appointment is necessary during school hours, a parent call or note should be submitted prior to the appointment.

Partial Day Absences (the following state guidelines are enforced.)

- A) To be counted as being present for ½ day of attendance, a student **MUST** be in school for a minimum of 150 minutes (2 ½ hours) of instructional time.
- B) To be counted as being present for a full day of attendance, a student **MUST** be in school for a minimum of 300 minutes (5 hours) of instructional time.
- C) Any student that is more than 45 minutes late may qualify for ½ day attendance (maximum).
- D) If a student is present at school (on time) in the morning, they must be present until at least 11:00 to be considered in school ½ day.
- E) On the other end of the day, a student must sign in before 11:00 a.m. and be present for the remainder of the day to be considered present for ½ day.
- F) If any student “checks out” for a portion of the day (i.e. a doctor’s appointment) and the student misses more than 45 minutes of instruction, they can only qualify (at most) for a ½ day attendance.
- G) Any student that is present for less than 150 minutes of instruction time will be counted as a full day absent.

Make-up Work for Excused Absences

All make-up work is the specific responsibility of the student, whether the absence is due to sickness or is planned. Upon the day of his/her return to school, the student will verify all work he/she missed. A call for a sick student’s make-up work to be picked up by a parent between 2:30 – 3:30 p.m. or sent home with another student can be made to the school office in the morning on which the student is absent.

The number of days allowed for missed work is equal to the number of days the student was gone. (If one day, the work will be completed by the second day the student is in school, etc.) Long-range assignments are due on assigned dates or immediately upon return.

If the first day the student's return is the day of a test or quiz, the student will make up the test at a time arranged by the teacher. If the student was absent only one day before the test, he/she is still responsible to take the test on the day of his/her return. The teacher will determine whether the exam will be taken during the regular class time or at an alternate time.

Tardiness

Students will not be admitted into school earlier than 8:10am (the exception to this will be bus riders who will start their day in the school until the playground opens at 8:00am). Walkers and car riders may arrive on school grounds no earlier than 8:00am. Children will usually wait outside on the playground until the 8:10am bell. The tardy bell will sound at 8:15am. **All students must be seated and ready to pray by 8:20am.**

Students who are late for class are expected to stop by the office and then quietly head to class. Since tardiness interferes with a pupil's progress and is a disturbance to the other pupils and teachers, it should be carefully checked into by parents. **Five times tardy (unexcused) in one quarter is an automatic detention for students grades K-8 (Tardy = after 8:15am).**

5. BICYCLES

Bicycles are permitted as a mode of transportation to and from school. Children bringing bicycles are asked to park them in the bike rack. Since the school accepts no responsibility for bicycles, the children are asked to use bicycle chains and locks. Bicycles are to be walked on school property at all times. Failure to abide by this rule will result in suspension of permission to ride the bike to school for a period of time to be determined by the principal.

6. BOOKS & FEES

Book fees are due at the time of registration and are **non refundable**. If there is a problem, it is necessary to contact the principal. Since books are on a rental basis, each student is responsible for their care. Lost and/or damaged books must be replaced at the student's expense.

7. BUS SERVICE

Busing is provided for all students who reside within the District 50 boundaries. Students who reside outside of these boundaries may board a bus (determined by District 50) at a pick up spot within District 50.

The privilege of riding the bus entails an obligation of good conduct. We expect the parents to take full responsibility for the conduct of their children on the buses. If the school bus driver issues a School Bus Incident Report to a student, the student must:

- Give one copy to the principal and one copy to his or her parents.
- The third offense means the student cannot continue to ride the bus for a determined period of time.
- The fourth offense means the student is off the bus for the remainder of the school year.

8. CHANGE OF ADDRESS

Parents should notify the school of any changes of address or telephone numbers. Because it is occasionally imperative to contact a parent immediately, the school must have up to date information on file of business and emergency phone numbers as well as home information. This is critical.

9. CHILD ABUSE REPORTING

According to the Abused and Neglected Child Reporting Act (1982), school principals and teachers, and volunteers are mandated (Sec. 4) to report suspicion of abuse or neglect to the Department of Children and Family Services (DCFS). This law is followed by staff and volunteers at St. Joseph's Catholic School.

10. CLASS SIZE

When a class size reaches its maximum capacity, currently enrolled non-Catholic and/or non-parishioner student will not be dismissed to admit a Catholic student.

- The maximum number of students per classroom is 27.

11. COMMUNICATION CHAIN

Teachers, staff, parents, coaches, and all in administration spend hours and energy trying to keep people aware and advised. Sometimes situations create perceived conflicts when neither party is right nor wrong; instead, different viewpoints sometimes create disagreement. In order to make improvements, each party must be willing to take responsibility to participate in the efforts to resolve the conflict. In order for all participants to understand a situation thoroughly and for the situation to have a timely and effective resolution, a “chain of command” has been outlined below. If for example, your child is having an issue with another classmate and the proper people are not made aware of the circumstances, it is unlikely that the situation will be resolved to anyone’s satisfaction. Delaying or avoiding communication when a problem arises or skipping people to contact may only add to frustration and delay everyone’s pursuit of an acceptable resolution. In order to help in resolving issues that may arise, a communication “chain” of those staff members and the order in which they should be contacted in can be found below.

STUDENT/PARENT “COMMUNICATION CHAIN”

An issue with another student:

1. Initiate conflict resolution (talking & listening) with student/parent
2. Teacher
3. Mr. Shukis

An issue within the homeroom:

1. Teacher
2. Mr. Shukis

An issue that occurs during gym, music, library, computer lab:

1. Teacher of that class
2. Homeroom Teacher
3. Mr. Shukis

An issue on the playground:

1. Recess Supervisor (for students only)
2. Mr. Shukis

An issue in the lunchroom:

1. Mrs. Heithoff
2. Mr. Shukis

An issue with/during sports:

1. Head Coach
2. Mr. Shukis

An issue during an afterschool program:

1. The person in charge of that class
2. Mr. Shukis

An issue on the bus with another St. Joseph's student:

1. Mr. Shukis

An issue on the bus with a child other than a St. Joseph's student:

1. Call Durham transportation at 815-943-7060
2. Mr. Shukis

Following these steps should create better understanding and cooperation between students and their peers, parents to parents, parents to staff and/or volunteers. Always assume the best of each other; we are all dedicated to doing our personal best for each student.

12. COMPUTERS/INTERNET

All students have the privilege of using computers after reading and signing the Diocesan Acceptable Technology Use Policy. Students are expected to use equipment as directed and as responsible stewards. Any violations of this policy may result in disciplinary action up to and including loss of school network and internet use or a detention, suspension, or expulsion. Parents will be held responsible for any monetary charges that result from student misuse of equipment where damage was caused intentionally or recklessly.

Although St. Joseph's School has Internet security software in place, no Internet filter is 100% secure. Any site that makes the student feel uncomfortable is to be brought to the immediate attention of the teacher, librarian or adult supervisor.

13. CONFERENCES

Teachers and parents share the responsibility for arranging conferences when either academic progress or conduct warrants a meeting. Any parent who wishes a conference with a particular teacher at any time may do so by sending a written request, e-mail, or by calling the school office for an appointment. Scheduled conferences are held at the end of the first quarter with optional conferences held at any other time.

Appointments must be made in advance. Please do not enter directly into a classroom to see a teacher during class time. Any problems related to your child's academic progress or behavior should first be discussed with the teacher before consulting another level of authority.

14. COURTESY

Students are expected to be on time, to have assigned duties finished in a conscientious manner, to be attentive and respectful, to treat other students and teachers with dignity and respect, and to assist in keeping the school in order.

Students are expected to SHOW respect to each other and to ALL adults working and assisting in the school—priests, principal, teachers, librarians, secretary, kitchen staff, aides, lunchroom/playground supervisors, coaches, etc. A positive attitude at home and at school will promote cooperation and loyalty.

15. DAILY SCHEDULE

Adult Playground Supervision provided	8:00
Entrance Bell	8:10
Tardy Bell	8:15
School Begins with Prayer	8:20
Recess for Grades K-4	9:45-10:00
Lunch	11:30
Recess	11:50-12:15
Announcements/Prayer/Prepare to Dismiss	2:30
Dismissal	2:40

16. DISCIPLINE

Good behavior which reflects the school's mission statement and philosophy is expected from all members of the St. Joseph's Community. Such behavior is expected at all times when the student is in a representative capacity of the school.

The school reserves the right to establish and enforce reasonable standards of behavior for all students involved in educational and recreational activities while the student is in a representative capacity of the school – whether during or outside regular school hours, on or off school premises, or in connection with school activities. In the event of a violation of those standards, the school reserves the right to invoke appropriate disciplinary steps including, but not limited to, missed recess, detentions, exclusions from school activities, suspension and expulsion.

The level of discipline appropriate for a violation shall be determined on a case-by-case basis at the school's discretion based upon a review of a variety of factors including, but not limited to, the severity of the misconduct, the students' academic and behavioral record and other similar such criteria. Appropriate disciplinary action in this regard is an administrative decision.

The following is a non-exhaustive list of infractions for which students may be disciplined up to and including expulsion:

- A) Violation of the school's policy on gang-related activities;
- B) Violation of the school's policy on drugs and alcohol;
- C) Violation of the school's policy on weapons;
- D) Violation of the school's policy on tobacco and smoking materials;
- E) Violation of the school's policy on harassment;
- F) Vandalism to or theft of school property, or the property of others;
- G) Disrespectful behavior or attitude shown to students, teachers, or any adult;
- H) Violation of the school's rules and regulations;
- I) Any other conduct considered by the school to be contrary to the best interests of the school, its faculty, and/or to the school's mission.

The illustrations of inappropriate/unacceptable behavior listed are by way of example and are not intended to be all-inclusive; rather, the illustrations proved a general guide for determining unacceptable behavior. For a much more detailed explanation of the school's discipline policy please see the school website at www.stjoeharvard.org/school.htm.

17. DRUGS

Students are prohibited from using or being under the influence of alcohol or drugs while at school or at any school-related function. Included within the prohibitions set forth in this policy are the following:

- Use, possession, manufacture, distribution, dispensation, or sale of drugs, drug paraphernalia, or alcohol on school premises or with respect to school-related activities;
- Storing in a locker, desk, automobile, or other repository on school premises or in connection with any school related activity, any drugs, drug paraphernalia, or alcohol;
- Being under the influence of drugs or alcohol on school premises or in connection with any school-related activities.

The school reserves the right to require a student to undergo testing for the use of alcohol and/ or drugs when a reasonable suspicion of such use exists. A “reasonable suspicion” of drug and/or alcohol use may be based upon the observation of the student’s behavior, information received regarding alleged alcohol or drug use and/or other indications giving rise to a suspicion of a violation of this policy. A student’s failure to cooperate in testing required by the policy or other violations of this policy may result in disciplinary action up to and including expulsion from school. Students bringing these materials to school will be subject to suspension or expulsion. Students attempting to distribute or sell drugs or alcohol will be expelled.

18. ELECTRONIC DEVICES

Students may have in their possession a cellular telephone for use during non-regular school hours, providing that the device remains turned off during school hours. In the event that any electronic device is turned on during regular school hours, said device will be confiscated by the adult in charge and turned in to the school office or to the homeroom teacher until the end of the school day. Students are prohibited from “texting” on their phones during school hours. A cellular telephone may remain on only if the school principal receives authorization by a medical doctor prior to use of such device. Students are also prohibited from bringing and using any “gaming” devices. Please see the school discipline policy for further consequences on violations of the use of cell phones during school hours.

19. EMERGENCY CLOSING

St. Joseph’s School has in place the Alert Now Messaging System. This system allows the school to notify all families within minutes. School officials can use Alert Now to deliver a single, clear message to the students’ parents or guardians by telephone or cell phone. Alert Now is utilized by the school in cases of emergencies (heat, water, and power problems) and school closings due to inclement weather. Please do not call the school, rectory or staff members at home. Remember, when District 50 is closed, we are also closed. In the event of emergency or weather related closing, all activities for that day and evening are canceled as well.

20. FIELD TRIPS

Teachers plan field trips that have educational purposes; these trips are a privilege, not a right. The school requires the written request from the parents asking that a child be permitted to go with her/her group on the trip. A specific form is requested in advance of a trip. Verbal permissions cannot be accepted. Field trips are considered school time and therefore behavioral expectations are the same as at school.

Volunteer Drivers

Parents who volunteer to drive on field trips must have a Proof of Insurance Form on file at the school. These forms are available in the school office. A new form must be filled out each school year.

Walking Field Trips

One form per family is filled out each year at Form and Fee Day. This form gives the teacher permission to take the student away from school grounds within walking distance of the school (church, Public Library, Fire Station, Hospital, etc.) No student will be allowed to accompany the class without this form on file.

21. GANGS/GANG ACTIVITY

St. Joseph's School is a gang-free environment. Gangs, as defined in this policy, include individuals who associate with each other primarily for criminal, disruptive and/or activities prohibited by law and/or by the school's rules and regulations. Gangs, gang-related activities, and secret societies are not acceptable in a school setting as their presence interferes materially and substantially with the educational process and the maintenance of appropriate discipline. Gangs may foster anti-social behaviors, attitudes and practices that may endanger the health, safety, and welfare of all students.

Students are prohibited from participating in any activity related to a gang or secret society while on school property or in conjunction with school-related activities. Activities prohibited by this policy include, but are not limited to, the following:

- A) Soliciting and/or recruiting others for membership;
Participating in and/or inciting physical violence; extorting or soliciting money and/or services, requesting any person to pay for protection or the payment of dues;

- B) Coercing, harassing and/or otherwise intimidating, threatening or causing harm to any person or thing; wearing, possessing, using, displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang or secret society;
- C) Using any verbal or non-verbal communications (gestures, handshakes, etc.) suggesting or showing membership in or affiliation with a gang or secret society;
- D) Engaging or failing to engage in any activity where such is intended to promote or further the interest of any gang or any gang activity or secret society including, but not limited to, distributing literature, drawing or displaying gang-related symbols on any surface or teaching others to “represent” or act like a member of a gang or secret society.
- E) Any other activity which violates any law, polity, rule or regulation of the school or the Catholic Diocese of Rockford when such an act or activity is taken to further the interests of a gang or secret society.
- F) For purposes of this policy, the school may also consider gang or gang-related activities in which a student engages outside the school and/or separate from school-related activities due to the potential repercussions on the school and other students of such conduct.
- G) Violations of the policy may result, in the school’s discretion, in discipline up to and including expulsion from the school.
- H) Students found in violation of this policy will receive a three (3) day out of school suspension for the first offense and a police referral will be made. A second offense will result in a five (5) day out of school suspension and another police referral. The third offense will result in expulsion.

22. HAIRCUT POLICY

Students shall maintain a well-groomed appearance as it relates to hairstyles. The following hairstyles are not acceptable at St. Joseph's School:

Boys...Styles below shirt collar and/or below the eyebrows

...Colored sprays/dyes

...Tails or shaved parts

Girls...Styles to be kept out of eyes

...Shaved parts

...Colored sprays/dyes

Hair color is to remain **natural to the student's God-given color**. Any student who appears at school with bleached or dyed hair will be sent home and not allowed to return to school until the natural color has been restored. The school reserves the right to decide whether or not a certain hairstyle is appropriate for the students.

23. HARASSMENT POLICY – SEXUAL AND OTHER

It is the policy of St. Joseph's School to provide an educational environment free from all kinds of harassment, and bullying including but not limited to, harassment based upon appearance, race, color, religion, sex, national origin, age, or disability. Such harassment demeans the dignity and privacy of the recipient, is disruptive of the educational environment, and may violate federal and state law.

It is a violation of this policy for anyone to harass a student or retaliate against anyone whom in good faith complains of harassment or participates in any proceeding to investigate and resolve such complaints. It is also a violation of this policy for anyone to knowingly make a false accusation of harassment.

Definition of Harassment

Harassment includes any unwelcome verbal or physical conduct or communication based on, but not limited to, appearance, race, color, religion, sex, national origin, age or disability that has the purpose or effect of creating or contributing to an intimidating, hostile, or offensive educational environment or that unreasonably interferes with the recipient's educational performance.

Examples of actions that may constitute harassment include any unwelcome touching, epithets, slurs, or negative stereotyping and written materials showing hostility toward individuals because of, but not limited to, their appearance, race, color, religion, sex, national origin, age or disability.

Sexual harassment, in addition to the above, includes but is not limited to:

- A) Verbal Harassment – such as derogatory comments, slurs and sex-oriented verbal joking; teasing, questions, anecdotes, and comments regarding sexual preferences of an individual or offensive personal remarks of a sexual nature;
- B) Physical Harassment – such as unnecessary or offensive touching or impeding or blocking movement;
- C) Visual Harassment – such as derogatory or offensive posters, continuing with undesired attention, leers, cards, cartoons, graffiti, drawing or suggestive movements/gestures.
- D) Electronic Harassment – such as cyber bullying or messaging that is unacceptable.

Complaints should be reported to the teacher and/or principal. If the offended person wishes, he or she should tell the offending party that such conduct or communication is offensive and must stop. Investigations are confidential.

Violations of this Harassment Policy may result, in the school's discretion, in discipline up to and including expulsion.

24. HEALTH

All students in preschool, kindergarten, sixth graders and new students transferring from another state, are required by law to have a physical examination from a physician in the state of Illinois. All records must be completed and signed and in the school office by the first day of school. Immunizations are required as dictated by state law. All children in kindergarten, second and sixth grade are required to submit proof of dental examination by a dentist prior to May 15th of the school year.

Vision and hearing testing is done each year on all preschool, kindergarten, first, second, third, and eighth grade students. The testing is done by the McHenry County Health Department. Notices will be sent to parents if the testing indicates the need for a professional eye or ear examination.

25. HOMEWORK

Homework may be an oral or written assignment. The children in the primary grades will benefit by help from an older person in their home-assignment projects. The children in the upper grades need and appreciate the loving interest and encouragement of parents. Parents can assist the child in fulfilling this duty by:

- A) Checking the assignment notebook/sheet. Work should be checked for completeness, accuracy and neatness.
- B) Setting aside a regular time each day for study.
- C) Providing the child with a quiet place to study.
- D) Seeing that telephone calls, radios, video games, and television are monitored during the homework period. Extracurricular activities do not pre-empt school work obligations.

Study periods (normally not to exceed):

Kindergarten	15-30 minutes
Grades 1-2	30 minutes
Grades 3-4	30-45 minutes
Grades 5-6	45-60 minutes
Grades 7-8	60-90 minutes

With the exception of long-term projects or reading assignments, minimal homework, if any, will be given over the weekends. If your child consistently spends more or less time than this, please contact his or her teacher(s).

26. INSPECTION POLICY

In the interests of the health and safety of the school, its students and faculty, and in furtherance of its educational mission, the school reserves the right to conduct inspections of all areas of its property and objects that are brought onto its premises. The school reserves the right to conduct these inspections on its own or to request the assistance of a third party in the inspection process.

This right to conduct inspections includes, but is not limited to, the following:

- A) Lockers (including those that bear a student-provided lock)
- B) Desks
- C) Backpack or other carrying devices brought onto school property
- D) Vehicles located on school property
- E) Any other equipment, device or property to which the use or access is allowed by the school
- F) Any other item or property brought on to the school's premises by a student or others

Failure to cooperate with or other interference with an inspection allowed by this policy shall be grounds for disciplinary action as determined appropriate by the school. Further, should an inspection identify weapons, illegal substances, other contraband or other material that is inappropriate for possession of this school's premises (as determined by the school) the school reserves the right to notify appropriate law enforcement and/or other authorities as well as the involved student's parent/guardian.

In conducting inspections under this policy, the school shall, to the extent reasonably possible, attempt to minimize the scope of the intrusion upon the involved student's privacy. Nonetheless, the school reserves the right to determine the scope and extent of such an inspection.

27. LIBRARY

Students in Grades K-8 have regularly assigned periods at the library every week. The volunteer librarian assists students in checking out books and also provides a story time for primary grades, and a student/research time for older grades. Books are withdrawn for a one-week period. Students should return books promptly so that all may benefit from the collection. A fine may be charged for materials which are overdue. A student is not allowed to check out a second book until the first is returned.

The library is a place of learning. If library time is abused, a child will have library privileges taken away for a specified length of time. Please encourage library reading at home by being a good example.

28. LITURGICAL CELEBRATIONS

An all school Mass is celebrated every Friday and also on appointed holy days. Other prayer services are planned occasionally. Family, friends and parishioners are invited to join in these celebrations. Students also participate in a Communal Penance Service at least once during the school year. Parents are asked to encourage their children to receive the Sacrament of Reconciliation regularly throughout the year.

29. LOCKERS

Lockers are provided for students in grades 5 through 8. These are located in the second floor hallway. Lockers are for storage of books and school supplies, and not for security. Valuable belongings should not be kept at school.

30. MEDICATION ADMINISTRATION

Medication should be administered at home. However, under certain circumstances, it is in the best educational and health interests of the student to take medication(s) during the school day. Those medications that are necessary to maintain the student in school shall be administered to students by the school administrator (principal or other administrative designee). A completed Authorization for Administration of Medication form (both parent and physician portions) must be on file before any over the counter or prescription medication is given. Forms are available in the school office. All medications to be taken at school are to be kept in the office. Students may not carry over the counter medications. Students may not allow others to carry, possess, or use their prescription or nonprescription medication.

Prescription medication - Prescription medication must be brought to school in the original container, which must display:

1. Student's name
2. Prescription number
3. Medication name, dosage, route of administration, and additional directions

4. Licensed prescriber's name
5. Date and refill instructions, expiration date
6. Pharmacy name, address, and phone number
7. Name or initials of pharmacist

Non-prescription Medication – Over the counter medications must be brought to school in their unopened, original container with the seal unbroken and the student's name affixed to the container. Medication must be non-expired.

Self-administration of Medication – The above procedure must be followed. Under the law, a student may possess and use his/her asthma medication during school or at school sponsored activities without the supervision of school personnel provided both parent and physician portions for self administration of the Authorization for Administration of Medication form have been completed. All self-administered inhalers must have completed paperwork on file with the school before a student uses them. Parents must provide any required information to transportation providers and after school activities.

31. PARTIES

There are a few classroom parties throughout the school year. Students also have the opportunity to celebrate their birthdays by bringing in a small birthday treat if desired. Birthdays of all the students are recognized by a display on the Birthday Bulletin Board in the cafeteria and with an announcement from the school office on the birthday.

No individual party invitations are to be distributed at school unless the whole class has been invited.

32. PARENT CLUB

The function of the St. Joseph's School Parent Club is to uphold the cooperation, spirit and support between the parents and the school as well as to participate wholeheartedly in sponsored activities. The Parent Club meets once a month and their meetings are open to all parents.

33. PHONE CALLS

Parents who wish to contact teachers regarding their child may do so through the school office. Teachers will return calls at a convenient time. They are in the building from 7:30am to 3:15pm at a minimum.

- A) Teachers are not permitted to take calls from 8:00am to 2:45pm.
- B) If parents would like a conference, please make an appointment to schedule a time with the teacher(s).
- C) Parents are requested NOT to phone teachers at their homes.
- D) If messages are necessary for the children, please call the school office, and the message will be delivered to your child. Only in situations of real necessity will students be permitted to make telephone calls.

34. PHYSICAL EDUCATION

Grades 5-8 are required to wear a St. Joseph's Knight T-shirt and solid blue nylon/mesh shorts during PE class. The shirts can be purchased through the Trophy Store on Ayer Street and the shorts can be purchased at a store of your convenience. No jewelry is worn during class. Children in grades K-4 must wear gym shoes, tie or Velcro are required; slip on, backless shoes, sling back shoes, Crocs are not ever allowed in the school.

35. RECESS/LUNCH TIME

On the playground, all students are expected to be outside and dressed appropriately for the weather unless they have a medical excuse. When inclement weather occurs, there will be indoor recess. No radios, electronic games or toys are to be brought to school. Throwing rubber chips, rocks, snowballs or the like is strictly forbidden. Tackling, fighting, improper language or gestures, pulling clothing or hats, and games which imitate violence are not tolerated. None of these actions provide a safe learning environment. Students, while on the playground, are expected to abide by "Playground Expectations". They are as follows:

- A) Follow directions the first time given.
- B) Keep hands and feet to yourself at all times.
- C) Use equipment properly.
- D) Show good sportsmanship.
- E) No teasing, put downs, foul language or harassment.

To insure the safety of our students, the following rules must be adhered to by all parents:

- A) Parents may not interfere with discipline of any student during school hours.
- B) Parents/guardians are to leave supervision to the professional staff.
- C) Parents may not have conferences or distract teachers during playground supervision.
- D) No students are allowed to use playground equipment at dismissal time (2:45-3:00).

Students eat in the lunchroom. Basic table manners and Christian courtesy are expected of all students. Students are to remain seated throughout lunch, leaving their seats only when given permission by the lunchroom supervisor. Students must show respect for and are obedient to the lunchroom supervisors. They are accountable to all adult supervisors both in the lunchroom and on the playground.

St. Joseph's School participates in the Government Hot Lunch Program. Information concerning prices and reduced/free application forms are provided to parents/guardians on Form and Fee Day. Students receiving hot lunch also receive a carton of milk as part of the lunch. Students may choose white or chocolate milk; parents should notify the office if they wish the school to restrict their child's choice. Students may bring their own lunch and order milk at the full price per carton. Students in grades K-4 may also order recess milk. Recess milk must be paid for in advance, by semester or year only. There is no free or reduced program available for recess milk. Lunch and milk tickets are sold as 10 day tickets only. When a ticket has been used up, it is sent home with a reminder that a new ticket is needed.

Please make sure that all lunch bags or boxes are marked with the child's name. Parents who wish to take their child out to lunch are asked to come to the office and sign their child out.

36. REPORT CARDS/INTERIM REPORTS

Report cards are given out at the end of each quarter for grades K-8. Interim reports are sent home mid-quarter; this schedule then provides parents with a student report approximately every 4 weeks. Each child is evaluated on both achievement and effort.

The following grade scale for grades 5-8 is used:

- A = 93 – 100
- B = 86 – 92
- C = 76 – 85
- D = 70 – 75
- F = Below 70

The following grading scale is utilized for the 3rd & 4th grades:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = Below 60

In the primary grades (K-2) marks are given in all subjects as:

- 3 = Proficient in skill.
- 2 = Developing the skill.
- 1 = Needs to develop skill at this time.

HONOR ROLL

Students in grades 4-8 are eligible for the Honor Roll. The guidelines are as follows:

- | | |
|-------------|-----------|
| High Honors | 93 – 100% |
| Honors | 86 – 92% |

All Honor Roll students must receive these scores in all of their core course work, which include: Religion, Reading, English, Mathematics, Science and Social Studies. **Note: For the 2012-13 school year students in grades 5-8 will only be eligible for the Honor Roll.**

Students in grades 1st – 8 are also eligible for the Effort & Achievement Honor Roll if they have maintained high standards such as: no missing work, and work handed in on time and well done for that student's ability. These students should also have 2's and 3's in conduct and effort.

St. Joseph's School students could also receive our own B.U.G. (Bringing up Grades) award. This award is given to any student in grades 4-8 who have shown academic progress in any subject. Each student receiving this award has worked to raise their grades in one or more subjects without going down in any other subject.

37. RETENTION

Children who experience difficulty meeting the demands of their grade level may be considered for retention. This possibility will be discussed with the parents at the earliest possible time.

Academic progress, achievement test results, social development, age, physical growth and maturity will be examined if retention is considered. Students who receive failing grades must make up that deficiency through private tutoring or summer school before advancement to the next grade.

38. SACRAMENTAL PROGRAM

A sacramental program will consist of one year of specific classes and instruction attended by the child prior to the reception of First Communion and the Sacrament of Reconciliation. Since the parents have the responsibility of being the primary teacher of the child, it is necessary that they also be adequately instructed. Parents are, therefore, required to attend all meetings set up for the sacrament their child will receive.

Students attending St. Joseph's School will receive the sacrament of Reconciliation and the Sacrament of the Eucharist in the second grade. Confirmation will be received at the junior high level.

39. SAFETY

Parents are urged to occasionally remind their children not to accept rides or gifts from strangers and not to take literature or money to distribute to their friends from anyone but their parents or school personnel. Parents need to monitor their child's use of the internet; they must be aware of any text exchanges or contacts. Please, watch for predators! Children should be taught that the police officer is their friend and that he/she will help them any time they are in doubt or in trouble.

To insure the safety of all children, the following regulations are to be observed:

- A) Any article which might be a hazard or which interferes with school procedure is prohibited (skateboards, hard balls, yo-yos, weapons, etc.).
- B) No play-things are to be brought to school without permission of the teacher.
- C) Snowballs, green chips, and rocks are not to be thrown on the playground or on the way to or from school.
- D) Tackling, shoving, and fighting are not tolerated.

Parents, please remember that it is unlawful to use a cell phone while driving in a school zone in the State of Illinois.

At morning **ARRIVAL**, all walkers and car riders may arrive on school grounds not earlier than 8:00 am.

1. All car riders must enter school grounds through the school playground's south gate (Dewey St.). Under no circumstances should a student walk through the staff parking area. **Please do not drop students off in front of the driveway on Church St.**
2. Bus riders and walkers who cross Rt. 14 should enter the school grounds by using the northwest school door (the crossing guard's door and exiting through the southwest door (the flag pole door) to the playground. **Any student who walks to cross Rt. 14 will need to contact the school office to make arrangements for a safe crossing.**
3. All other walkers must enter the school grounds through the playground's south gate (Dewey St.).

4. Students who ride bikes to school must enter through the playground's south gate (Dewey St.). Bikes must be walked through the school playground and placed in the bike rack provided in the northeast corner of the playground.
5. During the school day there is no parking in the staff parking lot, except for preschool children being dropped off and picked up.

DISMISSAL

School is dismissed at 2:40 pm. If you are unable to pick up your child by 3:00 pm or have arranged for someone else to pick up your child, you must notify the school office as soon as possible. Please note: your child will not be permitted to leave with someone you have not previously designated.

1. All students must wait on the playground inside the Dewey St. fence until dismissed by the supervising staff member. Walkers must leave the playground as soon as siblings or walking partners join them.
2. Bus riders will be currently picked up on Rt. 14 in front of the school.
3. Car riders are dismissed when their parent or approved ride arrives. Car drivers should pull as far up on the north side of Dewey St. as space becomes available. Please do not park or pick up your child from the south side of Dewey St.
4. Students may not play on the playground at dismissal.
5. No student is permitted to enter or exit the school through the staff parking area.
6. Students who are not picked up by 3:00 will wait inside the school building with supervision. Parents who arrive late must enter the building through the northeast school door to pick up their children. Students will not be allowed to remain on the playground unsupervised.
7. Students who miss the bus must report to the supervising teacher or school office immediately.
8. Unless there is important school business to attend to, all parents of Kindergarten through eighth grade students must wait for their children outside. Preschool parents or previously approved adults must pick their child up from the classroom and advise their child's teacher before leaving the school.

Your cooperation is needed as well as your respectful example to your children. Your patience is greatly appreciated.

40. SCHOOL COMMISSION

The School Commission at St. Joseph's School recognizes the ministry of education in the parish and is dedicated to the academic and spiritual welfare of each student as defined in the school's philosophy. The function of the Commission is shared decision-making. The pastor, the principal, and the School Commission members together determine the policies of the school. Policies are formulated in response to the needs of the school. It is important to note that the policies of this Commission must be consistent with and supportive of the policies of the Bishop, the Diocese, and the McHenry Deanery policies.

41. SCHOOL NEWSLETTERS

The school newsletters are issued electronically every month and hardcopy newsletters are distributed to those families without access to computers/internet. Communication is always a high priority. Much time, energy, and resource is expended each month so that parents/students have specific and important information. This newsletter is the primary means of communication. It is extremely important to take the time to read the needed information.

42. SCHOOL RECORDS

St. Joseph's School keeps a record of each student's grades, attendance and test results. The Buckley-Pell Act, specifically PL93-358, was signed into law on December, 1974. This act provides access on the part of parents to student records maintained by an education institution. **Request must (1) be in writing, (2) state the specific record desired, (3) state the reason for the request.** Within fifteen days of the receipt of the request, an appointment will be made with one of the authorized school personnel to interpret the record for the parent.

43. SERVICES - VOLUNTEER

We believe that a child's education is enriched by the use of a variety of resources, people and volunteers. Our volunteers play an integral part of a successful educational experience for our children. Our volunteers permit us to give individual attention in reviewing and strengthening concepts and provide an added dimension to our curriculum.

It is mandated by the Bishop of the Diocese of Rockford that every volunteer who works regularly and individually with children within parish schools must attend “Protecting All God’s Children” workshop. The McHenry Deanery offers these workshops and they may also be taken on-line, so that volunteers may be trained to recognize and properly act upon allegations and incidences of abuse. Any volunteer found not having attended this workshop, will be removed immediately from their position until he/she has completed this program.

44. SICKNESS OR INJURY

If a child becomes ill in school, a parent or person authorized by the parent will be notified before the child is permitted to leave school. The family emergency record, which is kept on file in the office, lists names of persons to be contacted in the event that parents are not available. Parents should be certain the person’s name listed on the emergency record is available. A child who is sick or has been injured cannot remain at school. Parents must make arrangements to pick up the child. **Students must be symptom free and fever free for 24 hours without medicine**, before returning to school. For example, vomiting the afternoon before is not 24 hours free, and the student may not return to school. Please be considerate of other children and their parents.

45. TESTING

The Iowa Test of Basic Skills (ITBS) is required by Diocesan policy at Grades 3, 5, and 7 along with the Cognitive Abilities Test (COGAT). This test is administered in the early part of fall and parents are notified of the results with a written report. Additional grades may also be tested as determined by the needs of the teaching staff and financial resources available. The results of this test are used for school improvement purposes.

46. TOBACCO AND SMOKING MATERIALS

The use of possession of tobacco or smoking materials, including matches and lighters, cannot be tolerated within the learning environment. Students bringing any of these materials to school will receive the appropriate consequences from the school’s Discipline Policy.

47. TRANSFER ADMISSION REQUIREMENTS

Students wishing to enroll at St. Joseph's after having attended other schools must present their last two years of report cards. They must have proof of satisfactory effort and conduct. They may be refused admission if there is a history of academic or behavior problems. Students accepted into St. Joseph's after attending other schools will be on probation until the end of their first semester. If conduct, effort and grades are found to be satisfactory, the probationary status will be lifted.

Students who have attended St. Joseph's School, transferred to another school and wish to return must explain why they left and why they wish to return to the school in writing. This letter must be addressed to the Education Commission. The Commission will then have a meeting to make a recommendation of acceptance or non acceptance to the school principal.

48. TUITION

In order for the school to operate effectively and maintain high standards, financial assistance in the form of tuition from families is required. A tuition contract, stating the tuition for the upcoming school year along with payment plans must be signed by each family at FORM AND FEE DAYS each year. At registration time (Usually in April) a non-refundable fee (1/2 of the book fee) is required for each child to hold his/her spot on the class list for upcoming school year.

Registration is open to school families first, then parish families, and then to the general public. Space will not be held for families who do not register on time. Tuition can be paid over 10 or 12 months, whichever way the parents wish. Payments may be paid on the first of the month, middle of the month or at any other time designated by the parents. All tuition and fees are to be paid in full before records, report cards or other information is released to parents or transferred to another school. 8th graders may not participate in graduation ceremonies or attend the 8th grade class trip if tuition has not been paid.

TUITION ASSISTANCE

The parents of the children who attend St. Joseph's School are expected to pay the full tuition and fees. However, assistance will be made available for those parents who request it. The parent/guardian requesting assistance must call the school office and ask for the PSAS financial assistance form. This form must be filled out and sent to the company which will review the information and recommend to the school an appropriate reduction. **All information concerning the request and the review process will be kept confidential by all participants.**

49. UNIFORM DRESS CODE

Dressing up for school reflects a positive image of our uniqueness and lends dignity to our most important task at school-teaching and learning. The following code provides that dress and grooming not cause undue attention to an individual student, and helps to make a distinction between work and recreational activities. Also, uniforms can eliminate any distinctions between economic groups and therefore reduces peer pressure to fit in by dressing a certain way.

- All clothes should be labeled with the child's name.
- If a student cannot come to school in a complete uniform, a note stating the reason why is to be sent by the parent to the principal for approval.
- All students are expected to be well groomed and neatly dressed at all times.
- The responsibility of following the dress code is that of the parents and students.
- The responsibility of checking for and enforcing the dress code is that of each faculty member.
- The principal is the final judge of what is acceptable dress.

GIRLS - UNIFORM DRESS CODE FOR GRADES K-8

Jumpers, skirt or skorts – Navy; must reach the top of the knee. Skorts may be worn all year and are acceptable for church. **Khaki or navy may be worn by grades 2-8.**

Blouse/Shirt – Any style PLAIN red, white or navy with a collar, long or short sleeve, including knit polo with collar or turtleneck. All must be able to be tucked in upon request and they must be tucked in when attending church.

Shoes – Safe and appropriate for school wear; gym or dress shoes only. **NO HIGH HEELS, BOOTS (COMBAT OR COWBOY), SANDALS, OPEN BACK MULES, HEELIES OR CROCS.**

Socks/tights – Plain (no patterns) in uniform colors (red, white or navy); **Socks must be worn at all times.**

Pants, Capris – Navy dress (no stress cargo, spandex, stretchy knits, stirrups, etc). Belts must be worn if pants have belt loops except in Kindergarten and 1st grade. Slacks may be worn for Mass November through March only. Khaki pants or Khaki capris may be worn by Grades 2-8.

Shorts – Navy dress (walking short length – must reach top of the knee); may be worn August to Columbus Day and April 1st to the end of the school year. Shorts may never be worn to church. Khaki shorts may be worn by Grades 2-8.

Sweaters – Plain red, white or navy blue cardigan, v-neck or crew-neck.

Sweatshirts – Plain red, white or navy blue or students may wear a St. Joseph's Knight's sweatshirt ordered from First Place Products.

BOYS – UNIFORM DRESS CODE GRADES K-8

Pants – Navy dress (cotton twill, cotton/poly). No stress cargo pants, decorative pockets, zippers, patches, etc. Belts must be worn if pants have belt loops expect for Kindergarten and 1st grade. **Khaki pants may be worn by Grades 2-8.**

Shirt – Oxford, knit polo with collar, turtleneck, long or short sleeve in red, white or navy blue. Oxford type dress shirts must always be worn with shirrtails tucked in. Polo shirts may be worn untucked outside but must be tucked in upon request and always when attending church.

Shoes – Safe and appropriate for school wear; gym or dress shoes only. **NO BOOT (COMBAT, WORK, COWBOY), SANDALS, OPEN BACK MULES, HEELIES OR CROCS.**

Shorts – Navy dress (walking short length – must reach the top of the knee) may be worn August to Columbus Day and April 1st to the end of the school year. Shorts may never be worn to church. Khaki shorts may be worn by grades 2-8.

Sweater – Plain red, white or navy blue cardigan, v-neck or crew-neck.

Sweatshirt – Plain red, white or navy blue or students may wear a St. Joseph's Knight's sweatshirt ordered from First Place Products.

FOR ALL STUDENTS

- All uniform components must be plain – no company logos or decorations of any kind.
- Navy and khaki items should be purchased from a uniform line – Target, Sears, J.C. Penny stores and/or Catalogs, Land's End, or Kid R Us.
- Jewelry – A watch and 1 pair small post earrings only. No fad jewelry or accessories.
- Hair – Neat, clean, combed, out of eyes, off collars for boys – no tails or locks. Severe styles, including dyed hair or shaved parts are not acceptable.
- T- shirts or underwear should not be visible through or below shirt sleeves or hems.
- Hats are not to be worn in the building at any time.

NON-UNIFORM DRESS CODE

The first and last week of school are non-uniform days. Non-uniform dress-up and dress-down days are occasionally scheduled during the school year.

The following code applies during those days:

- Appropriate school dress-all students neatly dressed.
- Clean, neat jeans and shorts are allowed.
- No tank, mesh, low cut or halter tops.
- No spandex shorts or leggings.
- No clothing with holes or stains.

- No T-shirts with alcohol, tobacco, drugs, weapons/violence, rock group, wrestling or inappropriate logos (skulls, weapons, satanic symbols).

The school faculty reserves the right to make final decisions on appropriateness of clothing on non-uniform days.

50. VISITORS

AT NO TIME SHOULD PARENTS OR OTHER VISITORS GO DIRECTLY TO A CLASSROOM DURING SCHOOL HOURS WITHOUT THE PERMISSION OF THE OFFICE. For the protection of the students, all volunteers/visitors must report to the office upon entering the building. Please use the entrance buzzer provided at the northwest entrance. The door will be opened for you once you have been identified.

51. WITHDRAWALS

The following applies to students who transfer from St. Joseph's School:

1. The office should be notified in advance if parents are planning to move.
2. Official school records are not given to parents, but are forwarded directly to the receiving school after all bills are paid.
3. There will be no refund of student fees.

Policy – AB5100 – from the Diocese of Rockford - Students transferring within McHenry Deanery Schools. To enroll a student who desires to transfer from another McHenry Deanery Catholic School, the family must first have met all financial obligations to the originating school before students can be officially accepted for admission. This policy applies to transfers within the elementary schools of the Deanery as well as to student's matriculation to Marian Central from the Catholic Elementary schools.

2011-2012
Family Handbook

SIGNATURE REQUIRED!!!

Please complete the information below and return to the school no later than Wednesday, September 14th. (If child(ren) do not live with both birth parents, only the signature of the custodial parent is needed.)

I have received, read, will follow and agree to be governed by the Family Handbook of St. Joseph's School. As parent/guardian of a child that attends St. Joseph's School, I will see that my children are informed and also agree to be governed by the handbook as well.

Parent Name – Please Print

Parent Signature

Parent Name – Please Print

Parent Signature

Student Signature

Student Signature

Student Signature

Student Signature