



Dear St. Joseph Families,

“What greater work is there than training the mind and forming the habits of the young?”

St. John Chrysostom

Welcome to St. Joseph School! In choosing St. Joseph, you have demonstrated a commitment to the values and philosophy of Catholic Education. On behalf of the faculty and staff, I wish to extend to you a warm welcome to St. Joseph School year of 2021- 2022. It is with great pride and enthusiasm that we continue our educational journey together. We look forward to another year of faith-filled learning experiences, academic excellence, and a commitment to an atmosphere of care and respect for one another.

We ask that you begin the year by acquainting your family with the contents of this handbook. The SJS Family Handbook is a guide to help you become more knowledgeable of our policies and procedures at St. Joseph School. The purpose of our handbook is to strengthen an already close relationship amongst students, parents, teachers, and the administration of our school. The handbook details policies that serve as a guideline to the daily operations of our school. The administration reserves the right to make specific applications as the circumstances arise and amend the handbook as necessary throughout the year. Failure to read this handbook will not impact its enforcement.

The policies in this handbook have been established to help each child grow to their highest potential. In order for our school to achieve this goal, we ask for your cooperation in upholding these policies. Please read the handbook carefully, review the policies with your child (ren), and keep it as a reference throughout the school year. We will depend on your trust, understanding, values, and a cooperating relationship between your home and St. Joseph School. It is our hope that this handbook will serve as a helpful guide to all of us devoted to meeting the individual needs of each child both spiritually and academically this year.

Many Blessings to You and Yours,

St. Joseph Administrative Team
Rita Stasi
Mary Ann Feeney

St. Joseph School

MISSION

The mission of St. Joseph School is to build a Catholic environment that promotes excellence in learning and development of the whole person through the Gospel message. Together with parents, staff, and our parish community, we seek to form leaders by guiding our students to their highest levels of spiritual and academic potential. We offer an environment which encompasses a quality academic curriculum, mutual respect, intellectual curiosity, and service to others.

PHILOSOPHY

As part of the St. Joseph Parish family, we believe that the faith we all share involves a commitment calling for our personal leadership to develop and instill spirit and respect for all. As a Catholic school we are a community of faith in which the Gospel message, our Catholic heritage, worship, and service are integrated into the school experience.

We believe that Jesus, our ever present teacher, is the inspirational model for our parents, students, faculty, and staff. Students learn to recognize God's presence in a caring community. They learn to respond to that presence through prayer and liturgical involvement, through application of the Gospel in everyday events, and through awareness of and concern for social justice. They learn to make His presence real through respect for one another and through service to St. Joseph Parish, the church, the community, and the world. We provide a peaceful and safe environment that respects religious and cultural diversity.

St. Joseph School is committed to offering its students the opportunity to develop their individual talents and abilities. We provide quality academic instruction designed to challenge each student to self direction. In the academic sphere, students are guided to develop basic skills and to acquire knowledge that is the foundation for further learning in the academic, practical, and technological world in which we live. They are helped to grow toward learning to think morally, rationally, logically, and critically.

We recognize parents as the prime educators of their children, especially in moral and emotional development. We acknowledge and support our parents as our partners in Catholic education. We seek to create a strong faith community that encourages parental involvement in nurturing Christian values, sharing faith experience, building self esteem, and developing talents. Coupled with parent cooperation, we encourage growth in the level of faith and excellence possible for each student.

Administration

St. Joseph School is in the Diocese of Joliet and hence under the central administration of the Joliet Diocese. St. Joseph School adopts in whole all policies set forth in the Handbook of School Policies published by the Diocese of Joliet Catholic Schools Office. The school administrator, faculty, and governance board are required to follow all policies of the Diocese. Direct administration consists of the Pastor of the Parish, Reverend Gregory Rothfuchs, and the Administrative team. The St. Joseph School Board serves in an advisory capacity to the pastor and principal.

Staff

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

SPIRITUAL GROWTH

St. Joseph School is a Catholic educational institution substantially subsidized financially by the families of St. Joseph Parish. St. Joseph Parish is an important part of your child's spiritual development and experience. Your family's participation in this community is essential to their spiritual development, their integration into this community, and is a significant part of their education. Parents who are members of St. Joseph Parish are invited to be active members of our faith community by sharing the gifts of time, treasure, and talents. The example of your participation in the life of your parish will form your child's religious and spiritual experience. You are your child's most important role model. We encourage family involvement with the parish as well as the school.

Eucharistic Celebration: Students participate in the celebration of student prepared liturgies weekly. Families are cordially invited to attend these liturgies.

Religion Classes: All students attending St. Joseph School participate in religion classes each day. Curriculum includes the study of Catholic doctrine, the life of Jesus and the saints, Sacred Scripture, and moral decision making.

Practice of the Faith: Weekly attendance at Sunday Mass and frequent reception of the sacraments is necessary for the student to develop his/her own depth of spirituality. We ask Catholic families to sign a spiritual covenant showing cooperation in this aspect of the child's development. In school, we attempt to provide a spiritually nurturing atmosphere, with frequent Mass attendance, regular opportunities for Reconciliation, and daily communal and private prayer. We expect our parents to provide the regular experience of weekend liturgies with their children. Mass attendance is reviewed each Monday morning with students, and Mass reflections are collected on Monday. As a family receiving the parish scholarship, a commitment has been made on the tuition contract to attend weekend liturgies with your child.

Sacrament Reception: Catholic students in the second grade receive the Sacrament of Reconciliation for the first time in early December and First Eucharist in May. Preparation for the sacrament of Confirmation begins in the seventh grade, with reception of the sacrament in eighth grade. Preparation takes place both in the classroom and at home, with families expected to take an active part in that preparation.

Fees: Separate fees are charged for materials and texts used in the sacrament programs. Because sacramental preparation requires strong parental guidance, parents are required to attend several meetings during preparation time. Parents who choose not to attend cause the postponement of the sacrament until such time when the parents are able to participate fully with the child. (Typical fees for 1st Communion and 1st Reconciliation have been \$20 each. Confirmation fees have been \$85 per child payable at the spring 7th grade meeting.

ADMISSIONS

St. Joseph School, operates under the auspices of the Diocese of Joliet, admits students of any race, sex, national and ethnic origin, and immigration status to all rights, privileges, programs, and activities generally available to students at the schools. Students preparing to enter St. Joseph School must meet all requirements of the State, Diocese, and St. Joseph Parish/School Policy. The determination for admission made by the pastor and principal is final.

Admission Priority

1. Siblings of currently enrolled students at St. Joseph School whose parents/guardians are in accord with the expectations and guidelines of St. Joseph School.
2. Children of active registered parishioners of St. Joseph School as demonstrated by regular Sunday attendance, parish involvement, and contributions.
3. Children of alumni
4. Children transferring from other Catholic Schools.
5. Non-Parishioners and transfers from public schools.

A child entering St. Joseph School's Three-year old Program must be three years old by September 1st of the entry year. The child MUST be toilet trained by September 1st. A child entering the Four-year old program must be four years old by September 1st of the entry year. The child MUST be toilet trained by September 1st.

All incoming Kindergartners must be five years of age by September 1st. All incoming First Grade students must be six years of age by September 1st. In all circumstances, the principal and pastor have the final placement determination. At all times, St. Joseph School reserves the right to refuse students whose needs cannot be met by its program.

Transfer Students

Students entering St. Joseph School from another school must present an official transcript/certification of the grade level for which he/she is applying along with current standardized test results. Records from the previous school will be examined before the student is formally admitted. Parents are asked to sign a "Release of Records Form" that allows the former school to send cumulative files and health records. The Birth and Baptismal certificates are required.

New students are accepted on a probationary basis. During this probationary period, the student's academic performance, behavior and parental support of school policy will be reviewed before permanent acceptance is given. The probationary status is reviewed prior to or no later than the first trimester report card.

In the case of transfer students, preference will be given to those students transferring from other Catholic Schools.

Health Exams

The Department of Public Health requires that physical and dental examinations, as well as current booster immunizations, are necessary for all new students. The same policy is followed for students entering St.

Joseph School for the first time, Pre-school, Kindergarten, Second Grade and the Sixth grade. The completed forms are required no later than the first day of school. Failure to comply will cause the child to be excluded from attendance at the first day of school and following school year. Dental examinations and completed dental forms are required for students in Kindergarten, 2nd grade, and 6th grade. These forms must be returned to school by May 15th. Entering Kindergarten students will be required to have an optical exam completed by October 15th. SJS athletes are required to complete a sports physical each year before the students athletes may participate in practice or games.

TUITION AND FEE PAYMENT

The tuition contract has different payment options. These options are divided into two different categories. We offer an Active Parishioner Scholarship and a Non-Active/ Non-Parishioner rate. St. Joseph Parish provides significant financial support to our school. (It is the second largest source of income for our school.) The financial subsidy from our parish allows our tuition to stay at a reasonable rate. Our families who participate in the Parish community are rewarded not only with the gifts and graces that the Mass brings, but also a substantial discount in tuition. However, to receive these rewards, you must participate in parish activities. Families that choose not to participate and complete in St. Joseph Parish Stewardship Commitment Card will be charged a non-active/non-parishioner tuition rate.

While regular attendance at weekend Masses and established contributions (suggested \$25.00 per week) are used to measure this level of activity, there are many ways that families can impact the parish community in a positive way. Throughout the school year, we will be encouraging and inviting your family to continue, renew, or expand participation. We encourage our families to look within themselves and offer their talents and time to our church. We believe that your family will learn that the benefit of this participation to the parish and the parish family is remarkable. We are most confident that your family will be enriched through this experience. As a community that offers encouragement and support, we seek to meet our families' needs. If difficulties or unique situations arise, please do not hesitate to contact the Principal or Fr. Gregory. Upon requests, the contributions may be added to your FACTS Tuition payments. Contact Mrs. Baxter for details.

The Pre-School 3 Year Old and Pre-Kindergarten 4 Year Old Program tuition rates are not dependent on the contributing or non-contributing status. The Early Childhood Programs are independent of the parish subsidy and have two payment options. These options include a one-payment plan in which the full tuition expense is due by August 15th or 10 payments plan through FACTS Tuition Management that begins in July and continues through April.

All fees must be kept current, and along with fees must be paid before report cards are issued, records are transferred, or students are admitted for the next term.

School Advisory Board Policy

1. All families that choose the one-payment option must pay by August 15th. If payment is not received by the **TWENTIETH** of the month, a **\$50.00 LATE FEE** will be added. If payment is not received by September 1st, families will be enrolled in the FACTS management plan.
2. Families having a temporary problem making their tuition payment on time may make a cordial arrangement by calling the principal or Father Gregory. Any reasonable temporary situation will be honored.
3. Payments may be made by check, cash, money order, or cashier's check to St. Joseph School if choosing the one-payment plan. Those families choosing the 10 payment plan will be enrolled in the FACTS management program. (FACTS Management applies an annual \$38 fee.)
4. Families who do not complete the Parish Stewardship Commitment Card will be charged the non-active/non-parishioner rate.
5. All tuition and fees must be paid in full by the end of the school year.
6. Any tuition account that is in arrears after July 1st will be assessed a carry over charge of \$25.00 per month for amounts of \$500.00 or less. Balances greater than \$500.00 will be assessed a carry over charge of \$50.00 per month. Failure to meet contractual obligations will result in alternative collection methods.
7. Attendance will be denied for any student that has an outstanding balance in August. The previous balance must be paid in full before the student will be accepted for the coming school year.

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15th are responsible for 1/2 of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount and all fundraising obligations.
- Register students who withdraw after June 15th or through the school year are responsible for the full amount of Student fees and laptop fees.
- The school will not forward official transfer records for students who withdraw with an outstanding balance.
- Commitment/Registration fees will not be refunded.

Graduates' tuition, fees, fines, parish contributions, etc. must be paid in full by April 1st. The failure to comply with contractual tuition obligations will result in further collection action. Any payments made after May 1st must be in cash or Cashier's Check.

All money sent to school should be in an envelope labeled with the student's name, grade, and purpose of the money. Students are responsible for materials issued to them. For any student book that is returned damaged, the family will incur a charge of no less than \$50 and no more than \$125 to replace student books. Damage includes but is not limited to torn pages or covers, markings on pages or covers, and stained editions. Charges will be assessed for lost, destroyed, or careless handling of any other student materials, as well as damage to school property. Property damage may also result in replacement or repair of the property at the family's own expense. Library books which have been lost, damaged, or temporarily missing will be assigned a fee of \$1 per year of the student involved. (For example, a student at age 12 who damages or loses a library book will be assessed a \$12 fine to replace the library book.)

Tuition and Fee Refund Policy

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

SCHOOL PROCEDURES

Schedule

8:00am Students enter building into classrooms

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

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

8:30am 1st Period Begins

11:30am Lunch/Recess Period 1

12:10pm Lunch/Recess Period 2

3:00pm Dismissal

Early Release:

In the event that a child needs to be released from classes earlier than regular dismissal time, a request must be made in writing and approved by the office. The child is to be met in the school office by the parent or guardian, where he/she will be signed out. While inconvenient at times, this procedure will assist us in safeguarding the children during the time they are under supervision of the school. **As much as possible, medical and dental appointments should be avoided during school hours.** We trust that all appointments that will necessitate your child losing class time will be for urgent or emergency needs. Please try to cooperate in this matter. Your child's attendance is crucial to the education process.

Leaving School Grounds:

Students may not leave school grounds during the school day or during any school sponsored after hour's event, without written permission of the parent/guardian and/or explicit permission of the principal or the person in charge of the event. Upon leaving, the student must sign out and include the time of departure.

Telephone/Messages:

Students may use the office telephone only in an emergency. Please do not attempt to personally confer with and/or telephone your child during school hours. The children will not be called to the telephone during school hours. If an emergency arises and you must contact your child, please call the school office for assistance. Do not text your child while he/she is in school.

Students will not be permitted to call home for forgotten homework, gym clothes, library books, or to inform parents of after school plans. Please see that this is taken care of before the children arrive at school. Forgotten items brought to school by parents are to be brought to the office.

Cell Phones/iTouch/Electronic Devices:

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

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

This applies to school day hours, field trips, and/or school activities.

Sexting

Students involved in the possession or transmission of inappropriate photos on their cell phone or electronic devices face suspension and/or expulsion. This includes all forms of Social Media.

Texting

At no time should students be involved in texting during the school day or school day activities. Students involved in texting during the school day face detention, suspension, and/or expulsion.

Contacting Teachers

Certainly, teachers and parents working together is the best assurance of our children's success. However, contacting teachers at home infringes upon their family time. If you would like to discuss your child's progress, please call the office and request a phone conference. Teachers may also be reached through email within the SchoolSpeak interactive site. The teacher will return your call or e-mail within 24 hours.

Absence

If a child is absent, the office is to be notified between 8:15am and 8:45 am by phone call. Upon returning to school, the child is to bring a note to his/her homeroom teacher, signed by the parent or guardian, stating the child's name, the date, and the reason for the absence or tardy. A parent may also email the child's teacher with the same information. It is imperative that our office receive a phone for each absence or tardy in addition to the email/written documentation. We ask your cooperation in contacting the office since this procedure has been initiated to insure your child's safety.

Absences in excess of three days will require a note from a qualified physician. According to School Law of Illinois, it is the parent's responsibility to see that their child is in **daily** student attendance. The law is specific that the parents have the obligation to see that the child is in school. In the case of excessive absences, we will notify the Will County Truant Officer. In accordance with Illinois school code, "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. Chronic or habitual truancy shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for **5%** or more of the attendance days." (This is equivalent to 9 days of unexcused absence.)¹

Students are individually responsible to make up all school work that is missed during the absence before credit will be given. Each teacher will determine the amount of time necessary to complete the missing assignments. (Typically, two days for every day absent.)

Tardiness, likewise, requires a written excuse. Excessive tardiness could result in the lowering of grades in the missed/late class. Repeated absence may cause a serious learning problem for a child. We trust that you will see that your child attends school regularly. Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to

¹ Illinois School Code

return to school the next day as this would not allow for the 24 hour protection of the entire school community.

Vacations

We discourage vacations during the school year. While vacations can serve as learning experiences, it is recommended that if they must occur during the school term, they be scheduled around holiday breaks. Since class instruction and peer interaction can never be made up, a student's progress may be impeded. Teachers will be unable to provide assignments in advance for a vacationing student. Parents must make certain the student makes up all the missed work. If you choose to go on a vacation during the school year, please notify, in writing, the principal and each child's teacher.

If you are planning a vacation during the school year and your child will not be accompanying you, please notify, in writing, the principal, and the child's teacher. Our office must receive the name(s) of those who will be responsible for your child during your absence. Please include information to reach the person responsible for emergency purposes.

Change of Address

Please notify the school office immediately if there is a change of address, residential or business telephone number for either parent. You must also advise the school office of any changes pertaining to your emergency contacts on file in the school office.

Communication

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

Cash Raffle

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

Dinner Dance & Auction- Spring 2022

Each Family must purchase or sell two tickets to the annual Dinner Dance & Auction held each spring. Families may choose to have the amount added to their tuition payments. Each family must sell or buy the tickets by March 1, 2022. **Kindergarten and First grade families are responsible to serve as committee members and volunteer hours for the annual Dinner Dance & Auction.** Kindergarten and First grade parents will be expected to work with the co-chairs to produce quality items to auction and secure advertising and sponsorship. The expectations and assigned dollar amounts will be given at the Auction Parent meeting and determined by the school principal and auction co-chairs. The requirements for 2022 will be \$350 in sponsorship and/or advancement and 5 quality donations - which will bring in values for a total of \$300-400.

Fundraisers

In order to provide our students with special services, activities, and equipment, it is necessary for our organizations to sponsor several fundraisers during the year. We ask for generous cooperation from our families. All monies earned by the Parent Club, Athletics, and School Board directly benefit all our families.

HEALTH AND SAFETY

Emergency Cards

At the beginning of each school year, emergency cards are to be completed. The emergency card should include the names, addresses, and telephone numbers of two people who may be called in the case of illness or injury, if the parents or guardians cannot be contacted. Please make certain that the persons named on the card are easily accessible and that these people are contacted **BEFORE** you put their names on the card. In the event that parents or people on the emergency card cannot be reached, school personnel will use judgment in obtaining emergency medical aid.

Medication Policy

Students are not allowed to bring medications to school or consume medications at school. This includes both prescription and over the counter medications such as ChapStick, cough drops, aspirin, cough, or cold medications, etc. Our office will only be able to administer those medications that are **necessary** prescriptions for a child's health and safety. A medical form from the office must be obtained and completed by your child's physician. A note from the doctor or parent note is not sufficient. These forms are on SchoolSpeak. If you need a hard copy, please contact the school office. For long term medication such as inhalers and epi-pens, the long term medical release form will need to be completed. At no time will students be permitted to share medication or carry medication (other than inhalers and epi-pens as needed) throughout the building.

Recess

In the event that a parent requests the student refrain from participation in outdoor recess, the school may allow the student to remain indoors in the school hall for a three (3) day period without a doctor's note. In the event that the student would need indoor recess, a doctor's note will be required after three days. Indoor recess requests will consist of the student remaining in the lunchroom reading a book. Students requesting indoor recess with doctor's notes based on surgery or unusual circumstances will be reviewed on an individual basis.

Insurance

The School Board requires that students participating in extracurricular activities be insured. Proof of insurance will be required before participation. All injuries should be reported immediately to the school office.

Emergency Closing

If it becomes necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to each household, cell phone, and e-mail contact received listed from the SchoolMessenger form completed by parents at the start of the school year.

Depending on predicted weather conditions, SJS may designate a late start at 9:30 am. In the instance of late start times, our 3 & 4 Year Old Morning Programs will be canceled. The 3 & 4 Year Old Full Day Programs will have a late start on those days. On rare days when the weather turns severe after school opens, or in

another emergency, the SchoolMessenger Communication Services will be put into effect. When severe weather is predicted, please make certain that you, or a designated person, are able to be reached.

Drop-Off and Pick-Up Procedures and Safety Compliance

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

Drop off procedures are designed for the safety of all families and children. Parents who choose to park their vehicle and walk their children to school must use crosswalks at the corners of Jefferson and 5th Street and Madison and 5th Street. Parents may only travel east on Fifth Street and drop off their children on the school side (right side) of the street. Traveling West on Fifth Street is not permitted. Families whose children do not require much assistance and have the ability to exit safely and quickly (on passenger side of car only) may exit on the south corner of Jefferson Street. All parents using the Jefferson Street drop off must drive north on Jefferson Street and may not turn on 5th Street. To ensure the safety of all our children, **NO MOVING CARS ARE PERMITTED ON THE SCHOOL PARKING LOTS or SCHOOL APRONS BEFORE OR AFTER SCHOOL.** Students may be dropped off to the school parking area between the Church and Activity Center. All students must exit from the passenger side of the vehicle. Cars are not allowed to pass another vehicle or double park during drop-off time. All school families are expected to use extreme caution and drive carefully for the safety of our children.

At dismissal time parking is permitted on the east side of Jefferson, on Fifth Street WEST OF JEFFERSON, the Madison Street lot, and "stadium style" in the rectory lot. Student supervision is provided only until 3:05pm. Students remaining after 3:05pm must go to the Extended Care Program, and families will be charged accordingly. Cars parked on side streets in the neighborhood may not be supervised by the SJS staff. Families who park in those areas park at their own risk. There is no parking on 6th Street, double parking, parking in the apron of the church entrance, blocking of neighbor's driveways, or parking too close to the stop signs. At all times, parents will be expected to monitor their children, use crosswalks with their children, and assure the safety of all is in place. When parking at Father's Field, all cars must enter through the 4th Street entrance. If parking at Father's Field or the cemetery becomes a safety hazard or neighborhood complaint, parents will be requested to park only in the rectory parking lot. To ensure the safety of all our children, **NO MOVING CARS ARE PERMITTED ON THE SCHOOL PARKING LOTS or SCHOOL APRONS BEFORE OR AFTER SCHOOL.** Cars may not leave pick up zones which include the rectory parking lot, Father's Field, apron parking, or the Madison Street Lot without release from SJS staff to exit.

Bicycle Riders

Students riding bicycles are subject to the regulations of the State Vehicle Code. Bicycles must be walked on and off the school grounds.

After School Arrangements

At the beginning of the school year, we request that parents inform the teachers of the arrangements for after school transportation or use of the extended care program. It is important for the school to know the transportation status whether your child is a car rider (carpool information), walker, bike rider, or will use the extended care program. We do realize that this may change throughout the year. However, it is imperative that this information be communicated to the school office and classroom teacher. We will not release your child to another parent without prior communication. We know that emergencies may come up and in those emergency situations contact the school office. These measures are designed for the safety of all children. We trust that you will assist us in this manner and make arrangements to communicate information.

STUDENT INFORMATION

Dress Code

Our clothing should reflect the activity in which we are engaged. Since the school is a work situation, clothing should reflect the social responsibility we have to others to be properly clothed. At St. Joseph School, we dress for success and expect our students to follow the dress code policies. The school dress code applies to everyday, beginning with the first day of school until the last day. Students will be notified of any days that they are allowed to attend out of uniform. School uniforms may be ordered from Schoolbelles which is located at 79th & Harlem in the Bridgeview Court Plaza or they may also be reached by phone at (708) 598-8008. School Uniform shirts may be purchased from Write On Designs, and all PE uniforms must be purchased through Write-On Designs.

Violations of Uniform Policy

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

Uniform Guidelines for SJS School Year 2021 -2022

The following is the acceptable dress code of SJS students. If it is **not** listed, it is **not** acceptable. The criteria for acceptable dress code, hair styles, and uniform policy conformity are at the discretion of the SJS Staff and Administration.

Girls

Blouses/Jumpers/Skirts/Pants

Plaid Schoolbelles jumper in K-3

Plaid Schoolbelles skirt/skort in 4-8(No more than 3 inches above the knee)

Navy blue dress slacks

Navy blue uniform shorts may be worn in August, September and May. (No more than 3 inches above the knee)

Short or long sleeve (emblem free) blue blouses with round, pointed, or button-down collars

White short or long sleeved banded bottom jersey knit shirt with St. Joseph School embroidery for grades 5-8 only (purchased through Write On Designs or Schoolbelles)

Socks

Girls in grades 4-8 will wear navy blue, grey, or white knee highs or tights. (No crews, anklets, or footies permitted)

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

Jewelry

One simple Religious necklace or chain may be worn.

One pair of simple non-dangling earrings may be worn

Miscellaneous

No nail polish or make-up may be worn.

No aerosol hair spray, hair dye or perfumes may be brought to school.

Boys

Pants/Shorts

Solid Navy dress pants or dress corduroys (Belt hoops for 5-8 and belts must also be worn)

Navy blue uniform shorts may be worn in August, September and May

- Pleated navy twill shorts with length above the knees
- Navy shorts that are cargo style with pockets on the sides may be worn provided the pockets are limited and the style is not a skater, surfer style, board shorts, or overly long or have the distressed look
- All shorts will be worn at the discretion of the SJS staff

Shirts

Light blue polo or oxford shirt with long or short sleeves for grades K-4

All shirts must be tucked into pants

White short or long sleeve jersey knit shirt with St. Joseph School embroidery for grades 5-8 from Write On Design.

Socks

All boys will wear navy blue or black socks (non PE days) that must be three inches above the ankle.

No anklets or footies permitted

Jewelry

One Religious chain may be worn.

No earrings will be permitted

Belts

Solid color belts for grades 5-8

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

All Students

Shoes for Boys and Girls

Solid colored laced or loafer type with non-scuff soles are worn on uniform days

No shoes with heel over 2 inches (as measured from back exterior of the shoe)

No open back shoes, sandals, or shoes resembling gym shoes will be permitted

Shoe laces must be tied at all times

No ballet type shoes that slip off easily (We experienced problems with these shoes in the past.)

No moccasin like shoes/slippers are permitted

All Students-Miscellaneous

Navy blue cardigan, V-neck pullover sweater, V-neck vest may be worn

Approved logo crew sweatshirts** (Ex: Write-On Design)

Shirts and blouses (grades Kdg-4) must be tucked in at all times so that the waistband/belt can be seen

All uniforms, shirts, pants, and socks are emblem free

Miscellaneous-Accessories

Absolutely no double piercing, ear cartilage piercing, or body piercings will be permitted

Fad bracelets, hair bands, plastic bands or any bracelet will not be permitted.

No nail polish, French manicures, fake nails, or nail tips

No hologram contacts

No makeup

No aerosol hair spray, hair dye, or perfumes may be brought to school

No iWatches/Smart watches are permitted

Boy's hair should be above and not touching the shirt collar and trimmed around the ears,
Boys' hair must not be bushy, hooked behind ears, or unkempt (no Skater Boy cuts or styles)
Free of dye/bleach/highlights from the first day of school until after the last day

Hair Accessories

Hair accessories are simple and utilitarian in purpose and should not include bright colors, sequins, long ribbons, headbands with tails, etc.

No head coverings, hats, kerchiefs, etc. may be worn at any time

No beads or scarves should be worn

Scrunchies, hair clips, rubber bands etc. must be worn on hair (not wrists)

Gym Clothing for Boys and Girls K-8

On designated gym days, students in grades K-8 will wear the gym uniforms formally purchased from Write- On Design.

Blue and Grey Blue Ribbon logo t-shirts and shorts are permitted

Athletic shoes may be worn on gym days only

Socks for PE uniform must be solid white or with simple blue stripe crew three inches above ankle bone or knee high in length

No anklets or footies permitted

Gym uniform will be free of tears and holes and not excessively worn or faded

Gym uniform will be sized accordingly (not excessively large or too small)

Sweatshirts will be crew neck line only

Hoodie sweatshirts will not be permitted as part of school or gym uniforms.

Shorts may be worn August, September, October, April, and May (all shorts must be finger tip in length)

No visible t-shirts or tank tops under gym shirts are permitted

Gym Shoes

Grades 4-8

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

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

Grades K-3

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

Styles & Cuts

All hair should be clean, neat, well groomed, and conservatively styled

All hairstyles with bangs should be cut above eyebrows

Boy's hair should be above and not touching the shirt collar and trimmed around the ears

Boys' hair must not be bushy, hooked behind ears, or unkempt (no Skater Boy cuts or styles)

Free of dye/bleach/highlights from the first day of school until after the last day

Hair Accessories

Hair accessories are simple and utilitarian in purpose and should not include bright colors, sequins, long ribbons, headbands with tails, etc.

No head coverings, hats, kerchiefs, etc. may be worn at any time

No beads or scarves should be worn

Scrunchies, hair clips, rubber bands etc. must be worn on hair (not wrists)

Parents will be called to provide proper attire for those students not adhering to the school or PE dress code. Three cumulative dress code violations will lead to an age appropriate detention. (30 minutes for 1st through 4th grade and 60 minutes for 5th- 8th grade.)

Dress Up/Down Days:

On days designated as Dress Up or Dress Down Days, students are expected to dress in modest clothing. At all times, the students of St. Joseph School will represent themselves in appropriate dress becoming a Catholic School. No sleeveless tops, spaghetti straps, tight fitting, low neckline, shoulder baring, midriff baring or showing, open back shirts, no leggings/jeggings as pants, nor will overly short apparel (no more than three inches above the knee) be permitted. Due to safety issues, students will not be permitted to wear flip flops, mules, open back shoes or high heeled sandals/shoes at any time. Parents will be called to provide proper clothing immediately or students may wear clothing from uniform resale items in school. We trust that your family will carefully consider the appropriate dress for all events representing St. Joseph School.

Administration and staff will determine the appropriateness of clothing. Make-up is not allowed on dress up or dress down days. Students violating this dress code will forfeit the privilege of dress up/down days in the future.

Personal Property

Each item of clothing and school materials should be marked with the owner's name. Lost & Found items are kept in the school office or school hall. All unclaimed articles at the end of each term shall be donated to an appropriate agency. Items such as but not limited to electronic devices, smartwatches, questionable books and pictures, toys, trading cards, laser lights, Gameboys, Nintendo DS, iPods, itouch, mp3 players or any items that may detract from a learning situation are not allowed at school at any time. The school staff and administration will determine the appropriate disciplinary measures to be taken concerning the presence of these items at school. (See Cell Phone/iTouch/ Electronic Device Policy on page 7) Items taken away from the students in violation of these rules may be held in the principal's office until the last day of school, and detentions will be issued.

Lunch

Students bring lunches to school every day. All students must bring cold lunches to school using a lunch bag or box. Paper or plastic bags are not acceptable. Our students will be expected to demonstrate the Reduce, Reuse, Recycle Plan at SJS at each lunch period. Orders for the A monthly menu will be provided. In accordance with our Wellness Policy, no fast food lunches are allowed at SJS. Please do not bring any type of McDonald's, Subway, Burger King, Taco Bell, etc to school for your child or any children at St. Joseph School. Free/reduced lunch is available for those families who qualify according to Federal Government standards that are provided from the school office.

Milk

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

DISCIPLINE AND STUDENT RESPONSIBILITY

Since the parents are the primary educators of their children, it should be stated that the staff of St. Joseph School will not assume the full responsibility for providing the child with all the discipline which is necessary to foster the spiritual and moral growth of the child. This must necessarily be a shared responsibility with the parents. Discipline at St. Joseph School is based on the assumption that our children have already been taught values and Christian attitudes by their parents/ guardians. The school is a continuation of this development, not the initiation into the habits of self-discipline.

Since a pleasant, orderly classroom aids in effective learning, parents, faculty, and students need to work together to maintain that atmosphere. Respect is essential. It must be shown for and by every adult and student, and for all property.

Effective discipline requires consistency. Parents, teachers, and students working together, using a fair discipline code based on Christian responsibility, can ensure that our children will grow in solid values, ably leading us into the future. We all certainly realize that normal, healthy behavior is to be expected at all times. Each child is expected to conduct himself/herself in a manner that will be a credit to the Church, to the school, and to you, the parents. Since the ideal is what we strive for, it is necessary to have certain rules of conduct.

The following is a brief overview of the student behavior codes:

Students are to respect all school personnel.

Students are to respect their own, others' and the school's property.*

Students are responsible for their own proper behavior in school, on the school grounds, and in situations representing St. Joseph School.

Students are responsible for their assigned work.

Students are expected to dress according to the school dress code.

Students (and parents/guardians) are responsible for their presence in school which includes being on time.

Students are to bring to school only those materials that pertain to school work and/ or assignments.

Students are to engage in active listening.

Students are expected to demonstrate truthfulness/trustworthiness, cooperation, and their personal best at all times.

* Those found in violation for respect of property in the classroom, school building or school grounds will be issued fines based on the damages to property and costs to repair/clean/replace.

The school discipline code listed here is as complete as possible, but it is not exhaustive. Situations not covered by the code will be dealt with on an individual basis by the faculty and administration, consistent with the school philosophy of respect and care for all. A student who demonstrates a lack of concern for others hinders the growth of our community and consequently will be corrected.

There are different levels of violations to our code. Failure to observe these following rules will result in a Type I, Type II or Type III Violation

TYPE-1 Violations

Type-1 Violations may include breaking classroom or school rules.

CONSEQUENCES FOR A TYPE-1 VIOLATION:

Kindergarten through second grade will follow the Assertive Discipline plan on an individual class basis for TYPE-1 VIOLATIONS. The consequences for these violations will be communicated to the parents at the beginning of the school year.

Grades 3-8

First time: Name on board (Parent will be notified through Schoolspeak)

Second time: Students will receive a check mark on board and a note of concern form from the teacher. The form will need a parent signature and be returned the following day. If the form is not returned with parent signature, an additional consequence and behavior infraction will be issued. After three forms, a detention will be issued. Three accumulated forms from any special teachers-Art, Music, and PE will be a detention. Parents will be notified through Schoolspeak upon infractions in the classrooms, hallways, recess, and lunch periods.

Third time: Parents are notified with a detention notice and phone call if time permits; students receive 30 minutes of after school detention. Detention notice must be returned the next day with a parent signature.

Detention

A detention is time spent after school because of a violation of the school rules. A student who receives a detention must report to an assigned room at an assigned date and time for a specific period of time. Students will remain seated and in silence for the entire time period. Parents will be notified in advance of the detention.

Whenever possible and upon receipt of a detention, the student will call parent/guardian and explain the consequence of a detention for rules the student violated. The teacher or principal will be with the student as the phone call explanation is made. The presence of the teacher/principal will assure that the student offers an honest explanation for the detention and provides an opportunity for the teacher/principal to correct any misconceptions or inaccurate representations of the situation.

Accumulated Detentions

Accumulated detentions, even for "small things", show a lack of cooperation/judgment. Therefore, we use the following consequences for students receiving more than one detention during the year.

1st D: Notice sent home; signed; returned.

2nd D: Notice sent home; signed; returned.

3rd D: Notice sent home; signed; additional consequences will be given. Can be and not limited to a conference with the principal or pastor.

TYPE 2 VIOLATIONS:

Type 2 violations are considered serious and lead directly to detention or suspension.

- Cheating/Dishonest behavior/ Plagiarism
- Fighting/Hitting/Inappropriate physical (spitting, pushing, throwing or knocking another student down) or verbal contact
- Use of obscene language, gestures, materials
- Talking back or showing disrespect in any manner to a staff member (including lunch supervisors)
- Forgery of a parent/guardian signature
- Lying to teacher, staff member, or principal
- Verbal and/or emotional abuse to fellow classmates
- Excessive disrespectful behavior to fellow student
- Possession/use of tobacco or tobacco-related products
- Leaving school classroom/grounds without permission

TYPE 3 VIOLATIONS:

The extremely serious/dangerous nature of these violations requires prompt action. Therefore, actions such as, but not necessarily limited to these, will lead directly to suspension, expulsion, or alternative-to-expulsion.

- Use, possession, sale, or attempt to sell any controlled substance (marijuana, alcohol, narcotics, pills, etc.), look-alike drugs, or drug paraphernalia
- Possession and/or use of a dangerous or potentially dangerous object
- Willful, malicious damage or vandalization of any property belonging to the school, church, staff member, or student
- Activation of a fire alarm
- Extortion and intimidation
- Theft
- Jeopardizing the safety of students, staff, or bus drivers
- Serious disrespect to a staff member, adult volunteers, or to fellow students
- The use of foul or abusive language (in any oral, visual, or written form) either against fellow students or against those in authority on the school and church property
- The use by any St. Joseph students of any false or malicious written or printed statements or signs, pictures, or effigies tending to exposing another student or staff member to public ridicule, hatred or contempt or to injure his/her reputation or the reputation of St. Joseph in any way.
- The use of St. Joseph's image or name in any negative manner in any public medium including but not limited to television, radio, periodicals, and the internet without written permission and approval from the Principal.
- The intentional absence or avoidance of detention will require an in-school suspension. This will include loss of privileges and two-week suspension of extra-curricular activities.

In addition to the aforementioned forms of discipline and at the discretion of the administration, students can be suspended from extra-curricular activities for a minimum of two weeks. The faculty and administration will establish the implementation process and evaluation of the suspension on a case by case basis. A student who commits a serious violation may receive suspension, probation with conditions, or expulsion. Parents will be expected to assist our efforts in the discipline process. All parents are expected to monitor computer use at home to avoid situations where Type III violations occur. These extremely serious discipline measures are administered progressively. However, at the discretion of the principal and pastor, SJS may impose them at any time the mental or physical health, safety, or classroom atmosphere are at risk. (See Diocesan Acceptable Use and Technology Agreement in Appendix D)

Anti-Bullying Policy

In the Christian environment that SJS represents, we expect all children to model the gospel message and follow a Christian Code of Conduct. The following Anti-bullying Policy was established by the Diocese of Joliet Catholic Schools Office and approved for the Diocesan Board of Education in accordance with the State of Illinois School Code. All students, parents, and staff will be expected to abide by and sign off on the Anti-bullying Pledges. (See Appendix C)

ANTI-BULLYING GUIDELINES (See Appendix C-2)

General

Information Types

of bullying:

1. Relational: This includes ostracizing another child, psychological manipulation, and systematic actions to isolate, shun, or exclude.
2. Verbal: This includes name calling, put downs, and/or the spreading of rumors.
3. Physical: This includes aggressive acts, such as: hitting, slapping, choking, kicking, spitting or pushing, as well as the destruction of property and the writing of offensive notes/graffiti.
4. Cyber: Actions associated with one or more types of bullying, utilizing e-mail, instant messaging, social networks, text message, or other means of electronic communication.

“Bullying Conduct” may include but is not limited to:

- Physical acts, such as inappropriate, unwanted, uninvited, or injurious physical contact with another; stalking; sexual assault; and destruction or damage to property of another;
- Written and electronic communication of any type that incorporates language or depictions that would constitute bullying, using any medium (including, but not limited to, cell phones, computers, websites, electronic networks, instant messages, text messages and emails);
- Verbal threats made to another, blackmail, or demands for protection money;
- Non-verbal threats or intimidation such as aggressive or menacing gestures;
- Direct or indirect, relationally aggressive behavior such as social isolation, rumor spreading, or damaging someone’s reputation;
- Any of the above conduct which occurs off school grounds when such conduct creates, or reasonably can be expected to create, a substantial disruption in the school setting and/or at school sponsored activities and events.

In addition to that conduct described above, examples of conduct that may constitute bullying include but are not limited to the following:

- Blocking access to school property or facilities;
- Stealing or hiding or otherwise defacing books, backpacks or other personal possessions;
- Repeated or pervasive taunting, name-calling, belittling, mocking putdowns, or demeaning humor relating to a student’s race, color, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in the disruption of school activities or that results in a hostile educational environment for the student.

Conduct that would not ordinarily be considered bullying for purposes of this document includes:

- Mere teasing
- “Talking trash”
- Trading of insults
- The expression of ideas or beliefs (expressions protected by the First Amendment), so long as such expression is not lewd, profane, or intended to intimidate or harass another.

The examples set out are meant to be illustrative and are not exhaustive of conduct that may or may not be considered “Bullying.” Nor are they intended to limit the exercise of discretion granted to school administrators.

The anti-bullying policy is communicated annually to staff, students, and parents and/or guardians.

The following guidelines and policy will be implemented at St. Joseph School. Students who violate the anti-bullying pledge and exhibit bullying behaviors as described by the above policies will have consequences applied. Consequences for bullying behaviors as described will be administered by the classroom teacher and administration. All students, parents, and staff members are required to sign and pledge their support to make SJS a bully free environment. **(See Appendix C)**

MISSING PERSON and HIS/HER SCHOOL RECORD

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

The procedure is as follows:

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

REPORTING DRUG VIOLATIONS to AUTHORITIES

Each school shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127 which provides that the superintendent of the school or his or her designee shall report all instances of “drug violations” to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located.

- a. A “drug violation” is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school related activity:
 - A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or
 - A person delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and or 407; or
 - A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substance containing any methamphetamine precursor in standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 *et seq.*

- b. Reporting: Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the superintendent or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately **and** to the Illinois State Police. Reports to the Illinois State Police. 105 ILCS 5/10-27.1B

REPORTING FIREARMS on SCHOOL PROPERTY to AUTHORITIES

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the superintendent or his or her designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident **and** to the Illinois State Police. 105 ILCS 5/27.1A, 5/34-8.05

REPORTING ATTACKS on SCHOOL PERSONNEL to AUTHORITIES

Upon receiving a written complaint from any school personnel, the superintendent or his or her designee shall report an incident of battery committed against a teacher, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack **and** to the Illinois State Police's Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. 105 ILCS 5/10-21.7

ALCOHOL/DRUG USE POLICY

As stated in the Illinois State Code above, students shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence² of narcotics, drugs (illicit or over the counter), or alcohol. Students shall not possess "look-alikes" nor possess paraphernalia (roach clip, rolling papers, coke spoon, etc). The possession/inappropriate use of inhalants, aerosols, butane lighters, or other lighter fluids are not permitted. Above materials will be confiscated and turned over to the police. Students found to possess large quantities of alcohol/drugs will be considered as selling/dealing and will be referred to law enforcement.

Students shall not possess prescription medication other than inhalers and epi-pens as prescribed by physician. Students taking prescriptions must follow medication policy at SJS. This policy is in effect on school buses, in school buildings, or on school grounds at any time. The policy extends to all school sponsored and related activities, as well as field trips, athletic and music trips, whether held before or after school, evenings, or weekends. Students shall be advised of this policy.

In case of student overdose from drugs/alcohol, emergency medical procedures will be followed. Parents will be notified. Local paramedics will be called. Following the handling of the medical emergency and notifying the local law enforcement authorities **and** the Illinois State Police, this policy statement for chemical abuse will be followed.

First time offenders:

1. The principal or designated school personnel will attempt to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference to be held within 36 hours of the incident. If telephone contact cannot be made, written communication will be sent.

² Under the influence is defined as manifesting signs of chemical use/misuse such as staggering, odor of chemical on breath, reddened eyes, nervousness, restlessness, falling asleep, memory loss, or inappropriate behavior.

2. Student is suspended for 10 days.
3. The parent(s)/guardian(s) and student will be presented with an alternative-to-suspension option. That option includes a chemical dependency assessment, through a school-approved facility, and follow-through with assessment recommendations. The school will provide the parent with a list of school-approved facilities, which have chemical dependency treatment licensing, from which they may choose. The assessment and other education/treatment costs will be the responsibility of the parent/guardian.
4. The suspension of the student, who agrees to be evaluated and treated, if necessary, will be commuted to 5 days.
5. The chemical dependency facility must notify the school that the student has been evaluated, and the student/parent(s) intend to comply with the recommendations. If the school receives such notification by phone within the first 5 days, the student may re-enter school on the sixth day. It is assumed that written communication from the facility will be received within 10 days.

If the parent(s)/student do not agree to pursue the recommendations of the professional assessment, expulsion procedures will be initiated.

Second Time Offenders

Expulsion procedures will be immediately initiated for a second violation of this policy.

INSTRUCTION/EVALUATION

School Organization

St. Joseph students are taught by achievement levels in each classroom for reading, and according to specific criteria, are eligible for advanced status in math.

Homework

Homework is a contributing factor to the learning process. Homework assignments aid students in developing the ability to work independently. Homework may be assigned to help students review, comprehend, and enrich the subject matter taught in class. Homework is expected at all levels, and should be able to be completed independently under parent supervision. The following time allotment is a guideline:

- Grades 1 & 2: 20-30 minutes
- Grades 3 & 4: 45 to 60 minutes
- Grades 5 & 6: 1 to 2 hour
- Grades 7 & 8: 1½ to 2½ hours

Daily work is listed on the school website and can be accessed at class pages on SchoolSpeak. However, all students in grades 2-8 are expected to use the planners and One Note as provided.

Incomplete or late homework will necessitate missing assignment write up (Note of Concern) and notification on Schoolspeak for grades 3-8.

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

Evaluation of Student Progress

Report cards are issued 3 times a year. The purpose for evaluating the student in both subject matter areas and in character development is that both the teacher(s) and parents may cooperate together helping the student reach his/her highest potential. Report cards are designed to report student achievement, teachers' assessment of student effort, and work habits and attitudes. Parents should examine the report card carefully and make arrangements to talk with the teacher when necessary. Parents of students in grades 4-8 will have access to view students' grades on-line with the Schoolspeak grading system. Each parent will need to supply the teachers with an e-mail address to forward private log-in information and may access the students' performance throughout the year.

Parent/Teacher Conferences

Formal parent/teacher conferences with each homeroom are scheduled in November and, optionally in the Spring, by appointment. It is expected that at least one parent/guardian will attend November conferences. At this time the student's progress and other matters of mutual interest and concern are discussed. If, at any time, a parent feels that a conference would be helpful, he/she may call the office to arrange an appointment with the teacher(s) concerned.

Interim Reports

Interim reports are accessible throughout the year online for grades 4-8. Students in grades K-2 will receive an interim report mid-trimester. Parents are expected to access the Schoolspeak website on a regular basis. Paper copies will be sent for parents who do not have Internet access. It is hoped that viewing grades on a regular basis will serve as motivation to the students and can correct what is lacking before a problem becomes too great.

Activity Eligibility

Students in grades 5-8 will be required to maintain passing grades and acceptable behavior in order to participate in extracurricular activities. Students who receive a failing grade (F) in any academic subject or students who receive two or more checks in two academic subject areas will be suspended from all activities, clubs, band, and athletic events. Beginning with the first interim report, evaluations for students who do not meet this criteria will be reassessed every two weeks. Students failing to maintain passing grades or acceptable behavior will be suspended from activities for two weeks, giving them time to spend on their school work. Coaches, moderators, and parents will be notified

The following grading code is used for grades 4-8

A+ = 100%	A = 99-96%	A- = 95-93%
B+ = 92-91	B = 90-88	B- = 88-85
C+ = 84-83	C = 82-79	C- = 78-77
D+ = 76-75	D = 74-72	D- = 71-70
F = 69 and below	CR = requirements satisfied (credit given)	NG = Not Graded

Music Performance for K-8 will be assessed at each term. The Christmas Program and Grandparents Day Program performance will be assessed. Student attendance at both programs is mandatory.

The grade scale is used for students in grades K-4 will be shared at Back to School Night

Preschool will have a separate assessment form.

Criteria to Become a Member of the St. Joseph Honor Society-See Appendix I

- Students are eligible for Honor Society beginning with the last trimester of 5th grade and the first interim report card of 6th grade.
- Students with D's or F's in any class are not eligible.
- The Grade Point Average on major subjects (major subjects include Religion, Math, Social Studies, Science, Language Arts, Literature, Vocabulary/Spelling) must be 3.3 for two consecutive terms to be inducted and 3.0 to maintain membership.
- Grade values are as follows:

A+	4.3	B+	3.3	C+	2.3	D+	1.3
A	4.0	B	3.0	C	2.0	D.	1
A-	3.7	B-	2.7	C-	1.7	D	07
- Special classes (Art, Music, PE, Spanish) must be C or better to qualify
- No numbers identified for student attitude or behavior improvement
- Once inducted into SJHS, the student is expected to maintain the above criteria at a 3.0 level. If he/she does not, three weeks will be served as a probationary member. After three weeks of probation, student's grades will be assessed. If they are not within the criteria, he/she will not be able to be considered for membership again until the following trimester. Further probation time will limit consideration until the following school year.
- During the probationary period, students may not participate in Honor Society activities.
- Expectations, probation and behavior requirements for Honor Society members will be distributed to all members at the first Honor Society meeting of the year. All Honor Society members will be expected to meet requirements to maintain membership status.
- Two detentions within the school year will result in a suspension from Honor Society. *Any* behavior that does not reflect "Honorable" behavior will be evaluated by the moderators & principal, and will result in a probation or suspension accordingly.
- Students who participate in bullying as described by the policies at SJS will not be considered for Honor Society. Members who participate in bullying behaviors will be immediately suspended from Honor Society until investigation is complete. If bullying behaviors are confirmed, the student will be suspended for no less than a trimester and no longer than a year.
- SJS Honor Society Members are required to review and sign off on the Honor Society Agreement each year.

Retention

For a student's benefit, retention may be recommended. This may be due to lack of skills, immaturity, frequent absences, or other difficulties. In the upper grades, a failing average in three major subjects or frequent and extended absences may warrant retention. Repeated absence may cause a serious learning problem for a child. We trust that you will see that your child attends school regularly. Excessive absent days (40) or the equivalent of 40 days including tardies may be cause for a student to be retained in the current grade level for another year. Whenever the possibility of retention exists, parents will be notified of both the possibility and the steps which can be taken to help the child at the conferences in November and throughout the year. Additional conferences may be held to discuss the child's progress. If a decision for retention is made near the end of a school year, the parents will be notified before the final report card is issued. Retention candidates in the SJS Early Childhood Program which includes the 3 & 4 Year Old Programs and Kindergarten will be assessed throughout the school year and potentially a final assessment may be offered during the summer prior to the start of the new school year.

Curriculum

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

Protecting God's Children

As mandated by the Diocese of Joliet, St. Joseph School staff members, volunteers, and parents who work with children must participate in the Protecting God's Children (PGC) Program. Opportunities for the PGC class schedules are located at www.dioceseofjoliet.org.

PCG is a two part program that requires a workshop for all who work with children under the age of 18 under the auspices of the school and parish. The workshop will be approximately three hours in length, and participation is necessary to keep our parish in compliance with the Diocese of Joliet policies. This program is applied to all employees and volunteers.

The second part of the PGC program requires a background screening. The screening process will be handled in a most confidential manner. As parents who would like to volunteer for the school, participation in the instructional program and background screening is required. All trained and screened parents will be able to volunteer. More information about the PGC program may be found on the diocesan website at www.dioceseofjoliet.org.

The Safe Environment for Children Instructional Program will be implemented in grades K-8. Prior to instruction, parents will be notified. Parental viewing of the material prior to instruction will be offered. Parents may opt out of instruction of this program in writing prior to the instruction in the classrooms. More information will be sent in the family envelope or through School Messenger prior to instruction time.

School Family Information and Directory

St. Joseph School will publish a school family directory in the fall which will include students' and parents' names, addresses, home telephone numbers, and e-mail addresses to be distributed to all school families. This directory is for communication purposes only and not to be used to solicit or market businesses to our school families. Any family who wishes to be excluded from the directory must notify the school in writing by **September 10th**. Frequently throughout the year, the Legislative Action Representative from SJS School Board will communicate through parent emails legislative issues that require parent action. In the past, these efforts have assisted with new grants, tax credits, and increased funding to our school and families. We encourage your family to actively participate in such notices.

As our junior high students will have frequent visitors from Diocesan Catholic High Schools throughout the 7th and 8th grades. These visits and sessions allow our students to receive a view of the high schools in the local area. As cooperative partners with our Catholic High Schools, the students' addresses will be shared to communicate various open houses and invitations to special events. If your family would like to be excluded from these communications, please contact the school office in writing by September 1st. All Catholic High Schools and Lockport Township High School will request student contact information and student performance information. Your child's information will not be shared with LTHS without your written consent. All parents must complete the release of information for LTHS before information will be released. Failure to return your LTHS release form will delay communication from LTHS in regard to placement information.

Video and Photograph Use

The Diocese of Joliet and St. Joseph School allow positive publicity of students using videotapes, digital images, photographs and web publication within the context of Diocesan policy. (See Appendix F) Videotaping and/or photographing may be used in and by the Diocese and Schools of the Diocese as a facet of instruction for enhancing learning, to share information, to promote the school, to assist in providing a safe and secure learning environment, and to monitor/record student activities. Such videotaping or photography may be announced or unannounced and will be conducted according to diocesan guidelines. If you wish to

exclude the student from this usage, parents must contact the school office in writing and complete the “objection” form by September 1st. (See Appendix G) Please note that students whose parents complete the “objection” form may not be videotaped for Christmas Programs, Grandparents Day Programs, 1st Communion, Confirmation, and Graduation. In addition, the students will be excluded from classroom and yearbook photos, team photos, and all publications in print and social media for the year.

Field Trips

Field trips are taken at the discretion of the classroom teacher with the approval of the principal. They are of one day duration or less. Students pay all costs, including transportation. Permission slips must be signed by the parent/guardian before any student is allowed to participate. Parents wishing to chaperone field trips must submit an interested response to the homeroom teacher and have completed the Protecting God’s Children Program and background screening through the school office. In the event that more chaperones respond than required, a lottery system will be utilized. SJS will attempt to involve parents as chaperones as often as possible. However, SJS reserves the right to make the final decision in fairness to all families. Parents who are not chosen to chaperone must be respectful of the decision made and not violate the privilege to volunteer by attempting to join the student group at the field trip location.

Graduation

In order to graduate from St. Joseph School, the following criteria need to be met:

- Students must satisfactorily complete the courses of study designed by the school.
- Students must pass tests on the federal and state constitutions.
- Families must meet any outstanding financial obligations (tuition, fees, fines, and fundraising obligations) by April 1st.
- All student fees and laptop fees must be paid in full by April 1st.
- Graduation fee will be assessed in the spring. The fee is typically \$250 and includes expenses for the graduation ceremony which includes but is not limited to the graduation videos, programs, diplomas, caps & gowns, etc. It also includes the official transfer of records to the high school of choice.

Withdrawal

Families are asked to notify the office as soon as possible when transferring students. Transfer forms are filled out at both the sending and receiving school. It is necessary to know the name of the receiving school, as well as the new address of the family. A “Release of Records” form must be completed and signed by the parent or guardian before records can be released and sent to the transfer school. Contact the school office for the “Release of Records” form. No records will be given to parents to transport to the new school. Records will be transferred through the U. S. Mail. Special handling will require that all postal fees be paid by parents. **No official records will be sent to transferring schools of students whose financial commitment is in arrears.**

EXTRACURRICULAR ACTIVITIES

St. Joseph Altar Servers

Students in 4th-8th grade are privileged to be able to serve mass. Training is offered to the 4th-8th grade students.

St. Joseph Athletics

Eligible St. Joseph students in grades 5-8 may participate in cross country (flag football- pending) basketball, volleyball, and co-ed volleyball. Instructional clinics for basketball, flag football, and volleyball may begin in grade 3.

St. Joseph Band

The St. Joseph Band is designed to give students the opportunity to learn to play an instrument and to participate in an organized band experience. Students may begin in grade 4. Once a band commitment is made, it is expected that the student will continue that commitment through the year.

St. Joseph Chess Club

Students in 4th-8th grade may participate in the SJS Chess Club which holds sessions after school each month throughout the year and may participate in periodic tournaments.

St. Joseph Choir

Students in grades 5-8 may participate in the choir, which may participate at concerts and cantor at school liturgies.

St. Joseph Honor Society (SJHS)

This is an academic honor society for students in grades 6-8 who have achieved and maintained a B+ average and honorable behavior. Each candidate must be approved by the faculty and principal. The SJS Honor Society recognizes and promotes commendable achievement in the areas of scholarship, leadership and character. The SJHS is a charitable organization, whose activities concentrate on service to others.

SJS Safety Patrol

Students in the middle school may participate in the activities of the safety patrol.

SJS Scholastic Teams

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

Service:

The concept of worshipping God through service to His people is important in the development of the whole child. Each student is responsible to perform hours of service throughout the school year. Hours vary according to grade level. The classroom teacher will provide parents with information on service hours at Back to School Night. We provide many opportunities for Christian service and encourage our students to participate in:

- Community services - Thanksgiving Food Drive, Christmas Sharing Project, cards for parish homebound, World Hunger Day, Brazilian Missions, Feed My Starving Children, etc.
- School services - Safety patrol, SJHS, altar servers, lunch helpers, ministers of hospitality, story readers, technology aides, school wide prayer leaders, etc.

PARENT INFORMATION

Parent Cooperation

Families at St. Joseph School pledge to assist our children in their growth as religious and moral individuals. All parents and guardians must sign the Spiritual Covenant and Parent Partnership Pact every year. (See Appendix A) In the event that a family does not live up to their Spiritual Covenant and Parent Partnership Pact, the administrative team will conference with parents to seek a positive resolution and continued enrollment at SJS. If a child or family acts in a way as to be seriously disruptive to the SJS community, they may be disinvited from returning to SJS the following school year. The pastor and principal have sole discretion in making such determination.

Positive family cooperation and support of our school and staff always has a positive effect on the students' attitude toward school and learning. We know, however, that there will be times when families and staff may not agree, often due to miscommunication or misunderstanding. During these infrequent times, we ask families to follow a time-tested procedure:

- First, make an appointment to see the teacher or staff member involved. He/she will be happy to schedule a conference with you either before or after school. Problems can be discussed, insights shared, and solutions often settled upon. **The teacher is ALWAYS the first person to address a classroom concern.**
- If a solution is difficult to achieve, the principal may be contacted to help. Usually he/she will meet with the parents and teacher together.
- Whenever a complaint is made to the School Board as a whole, or to a Board member as an individual, it will be referred to the school administration for study. The School Board is not a grievance committee. Its members are valuable advisors to administration, but the School Board does not deal with personnel or curriculum.

CHILDREN BENEFIT MOST WHEN PARENTS:

- Attend all school meetings and conferences
- Attend weekend mass with your child(ren)
- Contact teachers regarding school progress
- Keep an open line of communication
- Become involved in school sponsored activities
- Meet with the teacher should difficulties arise in the classroom
- Inform the teacher/administrator if a problem should arise which could affect the child's well-being or progress
- Refrain from negativity, especially concerning children in the child's class, staff and administration, fellow parents and families

SJS Parent Social Media Policy

As our partners in education, the SJS parents are expected to work cooperatively with the SJS administration, staff, and school families. In accordance with our Parent Partnership Pact (see Appendix D), parents are expected to model Christian conduct in all areas of school communication including but not limited to Social Media (i.e., Facebook, Twitter, Instagram, etc.) SJS Parents along with students shall not post, respond, or send defamatory comments regarding the Diocese, School, administration, faculty, staff, or other students comments or materials that could damage the reputation of the Diocese, School administration, faculty, staff or other students. (Identifying defamatory comments will be at the discretion of the SJS Administration and School Board) In the above-mentioned instances and at the discretion of administration, the resolution team (which includes the pastor, principal, staff members, and School Board President) and parents will meet in a confidential conference to address the above discretions. If resolution is not acquired and a further meeting is required due to elements involving the parent's negative use of Social Media, a decision by the principal and pastor may be made to deny the continuation of the family's presence in the school population and the enrollment status may be terminated.

School Visitation

We are proud of St. Joseph School, its students and staff, as well as its atmosphere and academics. Visitors are always welcome to tour with the principal. However, for the safety of our students, and to ensure minimal interruption, all visitors must report to the office upon arrival at the school. **During school hours, all visitors must enter at the Jefferson entrance of the building.** No other entrances will be available for entrance to the school. All staff members will direct every visitor to the main entrance. When you ring the bell, please state the purpose of the visit. The office personnel will unlock the door for you to enter. Upon entering the building, all visitors must proceed to the second floor office. This includes parents bringing forgotten items and parent volunteers. All visitors and volunteers will be requested to sign in their name and indicate the arrival time and destination in the visitor's book at the school office. Each visitor or volunteer will wear the appropriate volunteer/visitor pass while in the school building. All visitors or volunteers will also need to sign out before they leave the school building. These measures are designed to keep our school environment safe and free of disturbances. Parents should never interrupt the class or the teacher during the school day without an appointment. Such interruptions are disturbances of the educational process.

PARENT ORGANIZATIONS

School Advisory Board

The St. Joseph School Advisory Board is an advisory/development board of parents which does long and short term planning and development for the school. School Board aids in preparing the budget, tuition planning, and delinquent tuition collection, fundraising approval, public relations, and advertising. All school organizations must regularly report to the School Board. Members are chosen by discernment. This board meets on the first Monday of every month, except June, July, and December. The right of non-members to address the board will be limited to those whose petitions have been presented to the pastor, principal, or School Board President and are approved for the agenda two weeks in advance of the meeting.

Parents Club

The Parent Club meets formally throughout the year. The organization raises funds to help provide essentials and extras for the children. Parent Club also coordinates room parents and parties, facilitates and serves at special events, and performs innumerable special functions to benefit our children. All families belong to the SJS Parents Club with the payment of the membership fee in the fall. The membership fee is mandatory.

Athletic Association

The Athletic Association is responsible for sponsoring, supervising, funding, coaching, monitoring sporting events, and meeting monthly. Dates are published in advance, and parents are invited to attend. The Association sponsors flag football, volleyball, co-ed volleyball and basketball for the SJS athletic program based on need and desire of students to participate. The right of non-members to address the board will be limited to those whose petitions have been presented to the pastor, principal, or Athletic Board President and are approved for the agenda two weeks in advance of the meeting.

Advancement Board

The Advancement Board meets separately to plan for the advancement and promotion of St. Joseph School, helps to coordinate fundraisers, financially aids families in emergencies, and supervises investments. Funds developed by Development are used to defray large tuition increases, purchase special equipment, as well as ensure the financial stability of St. Joseph School in the future. The Advancement Director along with the Advancement Board conducts the Annual Fund, publishes alumni newsletters, and organizes class reunions, the Legacy Gala, and Donor Appreciation Events.

Parish Organizations

St. Joseph School is an integral part of St. Joseph Parish. Parents are encouraged to participate actively in the parish, and may serve as lectors, Eucharistic ministers, ministers of care, ministers of music, members of the Parish Council, or members of the worship, education, administration, and service commissions.

Asbestos Management Plan-Appendix A

Please be advised that the Asbestos Management Plan for St. Joseph School required by 40 CFR 763.93 is available for inspection during normal business hours by representatives of the U. S. Environmental Protection Agency and the State of Illinois, the public, including teachers, other school personnel, and their representatives, and parents at the following location: 529 Madison Street, Lockport, IL 60441. During the summer of 2018, St. Joseph School underwent the required asbestos re-inspection process. The results of that are included in a document available from the school office. If our school conducted an asbestos removal project, that information is also contained in the asbestos management plan. If you would like a copy of the asbestos management plan or other asbestos management documentation, please contact the SJS office. We will provide a copy within 5 working days after receipt of a request for inspection. The school may charge the reasonable cost of making any copies requested. If you have any questions about the school asbestos management plan or its contents, please contact the principal, Lynne Scheffler or Richard Kaffka, the Diocese of Joliet asbestos designated person at 815.834.4078

Appendix B

Parent Partnership Pact

The relationship between parents and the staff at St. Joseph School is one of the strongest and most important elements in the effective rearing and successful education of our youth. This policy statement provides the structure to several phases of that relationship.

The staff members of St. Joseph School are held to the highest of standards and policies that are set forth by the Diocese of Joliet. The following information offers the expectations for staff and parental interaction. The expectations for parents and teachers are divided into three areas: academic, behavioral, and spiritual.

ACADEMIC

The faculty at St. Joseph School recognizes that we are called to provide an environment that is identifiably Catholic, to create an atmosphere where mutual respect and cooperation is maintained, and to communicate well-defined expectations regarding learning and behavior. Parents are entitled to high, realistic expectations for their children at St. Joseph School. Those expectations include academic standards and classroom practices. Oftentimes, expectations elicit questions from parents. Guides to assist with questions about expectations are suggested from Cindy Bond's document entitled "The Parent Teacher Conference: Five Must Ask Questions." (<http://familyeducation.com>)

1. What skills and knowledge will my child be expected to master this year?
2. How will my child be evaluated?
3. What can I do to stay more involved in my child's learning process?
4. How do you accommodate differences in learning?
5. How are older students prepared for further learning after SJS?

BEHAVIOR

The faculty at St. Joseph School recognizes that we are called to model the Gospel message. In following that call, we demonstrate respect for all students, staff, and parents. While we seek to work cooperatively with our parent partners, it is understood that at times the professional teacher and administration will make the final decision. A cooperative relationship is expected between parents and staff. We seek to work together and with parent support.

A student's behavior is closely linked with his/her academics. Therefore, we have a process in place whereby student behavioral problems can be identified, and if necessary remediated. Please refer to the school handbook for the complete definitions and explanations for behavior that is becoming of a St. Joseph School student.

This is the process for parents' questions/challenges to a teacher /principal's report of student or parent behavior:

Step One

Please contact the teacher to determine what you can do (by phone, e-mail, or in person) to assist the teacher with the concern, particularly if the problem is a repeat offense. Teachers are available before or after school. An appointment must be made by the parent prior to the meeting. When you have contact with a staff member, the conversation between the parent and the teacher is expected to be courteous and cooperative. A remedial plan that is created by the staff and parents will be carried out by both adult parties with scheduled follow-up calls or conferences. The process is especially important if the problems are repetitive.

Step Two:

If the behavior is repeated or is beyond the realm of a phone conversation, a conference will be required. This personal, private, and two-way dialogue will be calm and will be collaborative. The content of this conference will be confidential. On any occasion involving staff-parent dialogue, especially those involving a difference of opinions, the principal or pastor may participate at the request of either party. All of these interactions are part of the confidential relationship regarding student behaviors that include academic and behavioral elements.

Step Three:

The principal will be involved in conferences between parent and teacher.. The pastor will be involved in conferences between parent and principal.

The above-mentioned steps will be initiated in the instances:

1. When a disagreement between parent, principal and staff member cannot be resolved through the above-mentioned process.
2. When a parent's behavior is intrusive, inflammatory, overbearing, threatening, or does not model expected Christian behavior.
3. When parents' behaviors and actions damage staff or school image, relationship to the community, or are harmful to our staff and children.

In the above-mentioned instances and at the discretion of administration, the resolution team (which includes the pastor, principal, staff members, and School Board President) and parents will meet in a confidential conference. If resolution is not acquired and a further meeting is required due to elements involving the parent's behavior, a decision by the principal and pastor may be made to deny the continuation of the family's presence in the school population and the enrollment status may be terminated.

SPIRITUAL

Our staff recognizes that Jesus called them to the ministry of teaching. In following Jesus, we will provide an excellent and caring education for all students. We will display actions and attitudes consistent with our Catholic faith that fosters our school's religious mission and philosophy.

Parents share the primary obligation of teaching religion (as a way of life) to their children. This commitment was made at the Baptism of your child when as parents; you promised that you would share the story of God. There is a need for parents to continue to search for God in their lives. In order to continue the search for God in their lives, parents are encouraged:

- To walk in the footsteps of Jesus by being an active member of the Parish community;
- To fulfill the weekend Mass obligation with their children;
- To participate in small Christian communities sharing scripture in order to better know God, self and others;
- To be good stewards of sharing their time, treasure, and talents

Appendix C

Student Anti-Bullying Pledge

We, the Students at SJS agree to learn and to work together to eliminate bullying at our school. (Bullying as defined by our school handbook.)

This is what our pledge means:

- I will never be a bully.
- I will respect every adult and student at our school in all verbal and written communications inside and outside of our school including internet usage.
- I will be alert to and tell my teachers and parents about every instance of bullying that I witness.
- I will listen to teachers and presenters when they describe the bullying policy.
- I will support students who have faith and courage to report bullying to our teachers, administration, and parents.
- I will take part in activities that deal with anti-bullying so we can work together to eliminate bullying from our school.
- I will be a positive role model to all students.

I _____ pledge to follow these pledges for the school year 2018-2019. I understand that disciplinary procedures as described in the handbook will be administered in my failure to fulfill my pledge.

Student Signature: _____

Parent Signature: _____

***Students and parents are expected to return the signed covenant that includes this pledge.**

Appendix C-1

Parent Anti-Bullying Pledge

Parent Pledge

As members of the St. Joseph School community, we believe that every child should be able to attend a school free of bullying. (Bullying as defined by the school handbook)

This is what our pledge means:

- We agree to be open to recognizing incidents of bullying and collectively work together toward eliminating bullying at SJS.
- We will become and remain aware of the expectations of our school community and discipline codes that will be enforced.
- We will recognize that bullying takes place in verbal and written communication inside and outside of the school which includes but is not limited to the internet usage.
- We will communicate to our child (ren) our expectations that all incidents of bullying experienced or witnessed by our children be reported to us and/or a teacher and administrator.
- We will inform teachers and administrators of any incidents of bullying related to our school or school community described and experienced by our child/children.
- We will report any change in the attitude of our child/children as a result of bullying.

We will adhere to these pledges for the 2018-2019 school year. We understand that disciplinary procedures as described in the handbook will be administered in the failure of our children to abide by the student pledge against bullying at SJS.

***By signing the SJS spiritual covenant, parents agree to this pledge.**

Faculty Anti-Bullying Pledge

Faculty Pledge

As a faculty member of SJS, I agree to join together with our administration, parents, and students to eliminate bullying at our school. (Bullying as defined by our school handbook)

As members of the SJS staff, we believe that every child should be able to attend a school free of bullying. This is what our pledge means:

- We will enforce our school policy on bullying.
- We will teach our students about less obvious forms of bullying such as gossiping and exclusion.
- We will strive to recognize and monitor cases of persistent bullying and be fully informed of their remediation.

***Each year, the SJS staff pledges to uphold these standards to create a safe environment for all students.**

APPENDIX C-2

DIOCESE OF JOLIET – CATHOLIC SCHOOLS OFFICE

5313 ANTI-BULLYING POLICY

All elementary and secondary schools in the Diocese of Joliet shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian and strictly prohibited.

For the purpose of this policy, bullying is defined in conformity with Illinois Law as follows:

“Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- (1) Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
- (2) Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
- (3) Substantially interfering with the student’s or students’ academic performance; or
- (4) Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.”

105 ILCS 5/27-23.7 (b)

Bullying Conduct

Bullying conduct covered by this policy is conduct that occurs on school property or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events; while students are waiting at school bus stops; or cyber bullying as defined hereinafter.

Cyber Bullying

This policy prohibits bullying and intimidation of students through the use of internet and social internet sites (Blogs-MySpace-Facebook, etc.), on personal computers or personal electronic devices, whether on or off the school campus, or during non-school hours.

Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. Behavioral interventions may be included as a component of the disciplinary actions. This may include but is not limited to mandatory counseling.

Retaliatory behavior by a student accused of bullying will also incur consequences. False accusations of bullying will result in disciplinary action taken against the accuser.

Any reported bullying issue will be promptly brought to the attention of the appropriate party: the Pastor or the Principal or designee, and thereafter investigated.

Reference: *The Illinois School Code*, 105 ILCS, 5/27-23.7

Appendix D



DIOCESE OF JOLIET CATHOLIC SCHOOLS OFFICE STUDENT AGREEMENT FOR INTERNET ACCESS AND RELATED TECHNOLOGY USE

The Catholic Schools Office of the Diocese of Joliet and St. Joseph School support the use of technology in the instructional program through internet capable devices and digital equipment (sometimes collectively referred to as “Technology Resources”), as a means to facilitate learning and teaching in an interconnected digital world.

All uses of Technology Resources shall be for educational purposes only, and will be consistent with the Diocesan and School’s goal of promoting Catholic values and teaching, and academic excellence as defined in the respective mission and philosophy statements.

The Parents/Guardians of student users of Technology Resources must agree to and accept the Terms and Conditions below before their children will be granted access to the Technology Resources within the School.

Both the Parent/Guardian and Student user acknowledge that the Code of Conduct herein also applies to personal electronic devices, including, but not limited to cell phones and other handheld devices, laptops and notebooks/tablets (“Privately Owned Devices”}. Students and their parents or guardians are advised that the Diocese of Joliet Catholic Schools may not request or require a student to provide a password or other related account information in order to gain access to a student’s account or profile on a social networking website. The school **may** conduct an investigation and if the school has **reasonable** cause to believe the content of a student’s social media account has violated a disciplinary rule or policy of the school, the law requires the student to provide social networking website passwords or other related account information to gain access to the student’s account or profile. (IL School Code 105 75/15, Illinois Public Act 098-0129)

The failure of any user to follow the terms and conditions of this Agreement may result in the loss of privileges, disciplinary action and/or legal action.

TERMS AND CONDITIONS

1. Acceptable Use

The Diocese and Parish School will make reasonable efforts to ensure that technology is used in a responsible, moral and ethical manner consistent with the educational and moral objectives of the Diocese and School.

Responsibility

School administrators, teachers and staff work together to help students cultivate and manage their digital identity and reputation and online social interactions in ways that are positive, ethical, safe and legal..

However, there is an enormous range of material available on the Internet, some of which may not be fitting with the particular values of a students’ family. It is not practically possible for the Diocese and School to monitor and enforce a wide array of social and religious values in student use of the Internet. Therefore, the Diocese and School recognize parents as primary educators of their children and the need for them to be involved in instructing their children as to what material is and is not acceptable for access and communication through the School network system and at home when in possession of a school owned device.

The students, teachers and staff have the responsibility to respect and protect the rights of every other user in the School and on the Internet.

The Principal or Pastor has the authority to determine what constitutes inappropriate use and his/her decision is final.

2. Code of Conduct - Expectations for conduct Grades K-2, 3-5 and 6-8 are defined with the expectation for age appropriate behavior when using technology.

3. Safety - Reasonable efforts will be made to protect users of the network from harassment, unwanted and unsolicited communication. Any network users who receive threatening or unwelcome communication shall immediately bring this to the attention of a teacher or Principal.

4. Internet Filtering

The school will use technology protection measures in compliance with the **Children's Internet Protection Act(CIPA)** to protect minors and all users against access to visual depictions that are violent, obscene, constitute child pornography, or are otherwise harmful to minors.

5. Privacy

The user does not have any right of privacy or ownership whatsoever in relation to his/her use of the School network and/or email. Consequently, all electronic and telephone communication systems and all communication and information transmitted by, received from, or stored in any manner are the property of the Parish, School or Diocese and are to be used for educational purposes only.

To ensure that the use of the network is consistent with the educational objectives and philosophy of the School, Parish, and Diocese, authorized representatives may monitor the use of the network from time to time, which may include the printing and reading of all information stored, and all emails entering, leaving or stored and all files created and saved in the system.

The system administrator (Principal or designee, Pastor) may remove any material stored by the users which violates the terms of this Agreement.

6. Consequences for Inappropriate Use

The School network user shall be responsible for damages to equipment, systems, and software resulting from deliberate and willful acts or installation of unapproved software and/or files.

Illegal use of the School network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services will be reported to the appropriate authority and will be deemed a failure to follow the terms and conditions of this Agreement.

If a user mistakenly accesses inappropriate information, the user shall immediately inform the teacher or adult supervisor.

7. Web Pages

The School may choose to publish Web Pages for purposes of providing School or Parish information and teacher or class information. This may include the posting of meetings, agendas, student activities, projects and accomplishments, schedules and other information of interest to students, parents and the community. Classrooms may participate in the development of web pages as on-going educational projects. The posting of any material that may violate copyright law is expressly prohibited.

Disclosure of student information on the School website will be limited to first name and last initial. Photographs or videos of students may be posted on the school website; however, no photograph or video of any student will be captioned with the student's name, or identify the student by name in any other manner. No image of a student may be posted in such a way that the image of that student may be matched up with the student's name.

The principal or his/her designee shall monitor school web publications.

8. Personal Electronic or Cellular Devices

Students may not carry Privately Owned Devices with them during School hours unless special permission is granted by the Principal or his/her designee. Privately Owned Devices otherwise stored in student lockers must be turned off. These items include, but are not limited to: cell phones,

paggers, Mp3 players, IPods, cameras/video recorders, laptops, notebooks/tablets and all other handheld devices (which exception to those covered in #9 of this agreement).

11. Indemnification

The user's parent/guardian hereby agrees to indemnify the School/Parish/Diocese for any losses, costs, or damages, including attorney fees, incurred by the School, Parish, or Diocese relating to or arising out of the breach of, or the enforcement of this Agreement or the School/Parish/Diocese enforcement thereof.

12 Financial Obligations

The student, parent, guardian, agrees to be responsible for any financial obligation incurred through the use of the School network that is contrary to the terms of this Agreement.

13 Limitation of Liability

The School/Parish/Diocese makes no guarantee that functions and services provided by the School's computer system and network will be error free or without any defect. The School/Parish/ Diocese have no responsibility for the accuracy or quality of information obtained through the use of the School network or for any damages users suffer.

Appendix E

DIOCESE OF JOLIET
ACCEPTABLE USE AGREEMENT: INTRANET/INTERNET
Grades K - 3, *
Including Summer Programs



As a part of my schoolwork, my school gives me the use of devices and technology resources for my work. My behavior and language should follow the same rules I follow in my class and in my school. To help myself and others, I agree to the following promises:

1. I will use technology to do school work, as explained to me by my teacher and not for *any other* reason.
2. I will use the Internet *only* in ways the teacher has approved.
3. I will not give my password to anyone else, and I will not ask for or use anyone else's password.
4. I will *not* put on any device my address or telephone number, or any other personal information about myself or anyone else.
5. I will not upload, link, or embed an image of myself or others without permission.
6. I will not play games or use other resources that a teacher has not approved.
7. I will be polite and considerate when I use devices. I will not use them to annoy, be mean to, frighten, tease, or poke fun at anyone. I will not use swear words or other rude language.
8. I will not use the technology to bully or threaten anyone, including teachers, schoolmates or other children.
9. I will not try to see, send, or upload anything that says and or shows bad or mean things about anyone's race, religion or gender.
10. I will not damage the device or anyone else's work.
11. I will not break copy or take credit for anyone else's work including any source on the Internet.
12. If I have or see a problem, I will not try to fix it myself but I will tell the teacher. *If the problem is an inappropriate image I will turn off the screen or cover it and then seek help.*
13. I will not block or interfere with school or school system communications.
14. My technology use is not private; my teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences.
15. I know that the conduct that is forbidden in school is also forbidden when I use devices outside of school.

Print Student's Name: _____ **School:** St. Joseph **Grade:** _____

Student's Signature: _____ **Date:** _____

Parents: *I have read and discussed with my son or daughter the Acceptable Use Agreement, and I give permission for him or her to use these resources. I understand that technology access is conditional upon adherence to the guidelines above. Although students are supervised when using these resources, and their use is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.*

Print Parent/Guardian Name:

Parent/Guardian Signature: _____ **Date:** _____

*** STUDENTS MAY NOT USE TECHNOLOGY RESOURCES UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO THE TEACHER.**

Appendix E-1

ACCEPTABLE USE AGREEMENT:



I understand that **St. Joseph School** hereinafter **St. Joseph** provides electronic resources, including Internet and storage space for student work, as an integral part of the curriculum. Behavior and language in the use of these should be consistent with classroom standards. I agree to the following responsibilities and restrictions:

1. I will use the electronic resources, including storage space, only for educational purposes related to work in school and not for any personal, commercial or illegal purposes.
2. I will use the Internet only with the permission of the staff member in charge.
3. I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.
4. I will not give my password to any other user, nor attempt to learn or to use anyone else's password, and I will not transmit my address or telephone number, or any personal or confidential information about myself or others.
5. I will not upload, link, or embed an image of myself or others to any sites without expressed teacher permission and a signed parental permission slip.
6. I will not make statements or use the likeness of another person through website postings, email, instant messages, etc., that harass, intimidate, threaten, insult, bully or ridicule students, teachers, administrators or other staff members of the school community, make statements that are falsely attributed to others, or use language that is obscene or offensive.
7. I will not attempt to access, upload, or transmit material that attacks ethnic, religious or racial groups, or material that is pornographic or explicitly sexual in nature.
8. I will not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter or destroy the files of another user, introduce or use computer "viruses," attempt to gain access to restricted information or networks, or block, intercept or interfere with any email or electronic communications by teachers and administrators to parents, or others.
9. I understand that my use of technology resources is not private, and that the school reserves the right to monitor use to assure compliance with these guidelines; violations may lead to loss of privileges including internet access and/or other disciplinary measures.
10. I understand that the prohibited conduct described above is also prohibited off campus when using private equipment if it has the effect of interfering with the educational process as decided by school administration, and that such off-campus violations may lead to disciplinary measures.

Addendum for Personally Owned Devices-THIS DOES NOT APPLY at St. Joseph School

I understand that the School allows me to bring my own devices such as phones, tablets and computers. In order to be permitted to bring my own device, I agree to the following responsibilities and restrictions:

1. I will follow all school rules while using my own device on school grounds and I understand that the rules outlined above regarding my use of school resources apply to my use of my own device on school property and that rule 10 above applies to my use of my device off school property.
2. I will not take photos or record video of any student, teacher or administrator without the expressed permission of my teacher or school administrator.
3. I will not use my device during class unless expressly instructed to do so by a teacher and I will immediately comply with a directive to turn my device off, to put my device away or to turn my device over to a teacher or administrator.
4. I understand that my device may be confiscated at any time and that a teacher or administrator may view contents of my device including but not limited to, texts, emails or social media postings, if it appears that I may have used my device in violation of school rules or this Agreement.
5. I understand that the school is not responsible for theft, damage or loss of my device and I understand that I am not permitted to leave my device at school overnight unless it is secured.

Print Student's Name: _____

School: _____ **Grade:** _____

Student's Signature: _____ **Date:** _____

Parents/Guardians: I have read, understood, and discussed with my son or daughter this Acceptable Use Agreement, and I give him or her permission to use electronic resources, understanding that this access and use of personal devices on school grounds is conditional upon adherence to the agreement. Although students are supervised when using school resources, and their use of school resources is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.

Print Parent's Name: _____ **Date:** _____

Parent's Signature: _____ **Date:** _____

* STUDENTS MAY NOT USE TECHNOLOGY RESOURCES OR BRING THEIR OWN DEVICES UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO THE PRINCIPAL

Appendix E-2

DIOCESE OF JOLIET – CATHOLIC SCHOOLS OFFICE

6745 SOCIAL MEDIA POLICY



The Catholic Schools Office recognizes that the use of social media is being used in a variety of methods as an important evangelizing, educational and marketing tool to promote school and ministerial programs. However, those using the Internet should bear in mind that certain comments and information may have a harmful effect on the school, parish, the Diocese of Joliet, its reputation and its employees. In light of this possibility employees and volunteers are required to adhere to the following policy regarding the use of social media sites, networks and blogs. This Social Media Policy (the “policy”) applies to all online or mobile-based tools for sharing content and discussing information, whether controlled by the diocese, local school or local parish or hosted on other platforms (such as Facebook), on which employees/ volunteers of the school /parish engage in activities relating to the school, parish or diocese. The term “social media” refers to activities that integrate technology, telecommunications and social interaction through the use of words, images, video or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image- and video-sharing sites, live webcasting and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.

General Guidelines

Be selective –due to the availability of a variety of digital tools, be selective in the type of medium for your message – a blog or social network might not be the right place for messages intended only for a small group.

Be responsible – social media are individual interactions, not official diocesan/parish/school communications. All employees and volunteers at the parish/school are personally responsible for their posts. Official statements of policy may only be made by the Superintendent/ Pastor/ Principal or designee. A blog or community post is visible to the entire world. Remember that what you write will be public, and potentially for a long time. In the event you identify yourself as,(or is manifestly understood to be) an employee of the local school, parish or diocese on a personal blog (or other website with a similar purpose), to help reduce the potential for confusion, the employee is required to put the following notice in a reasonably prominent place on the site:

“The views expressed on this site are mine alone and do not necessarily reflect the views of my employer, or the Diocese of Joliet.”

Identify yourself – authenticity and transparency are driving forces behind social media. Use real identities to the greatest extent possible rather than anonymous posts and comments.

Honor the privacy of others – do not publish the personal information of others without their permission or, in the case of minors, written permission of their parents. All guidelines for the Protection of Children as outlined in all agreements and policies are to be followed.

Be respectful – if you disagree with others, do so with civility. Respect your audience, express your views with appropriate language, and be respectful of the Church and its teachings.

Comply to- all guidelines of the Employee/Staff Acceptable Use Agreement and all aspects of the Safe Environment Policy of the Diocese of Joliet.

Specific Policies

1. Use of Official Name and Logo.

Any use of the parish/school name or logo for branding or titling pages, blogs, or other similar elements of social media must be approved in writing prior to use. Requests for prior consent to use such names or logos will be made to the Pastor/Principal or designee. Any uses in existence at the time of adoption of this policy are not grandfathered and would be authorized pursuant to this policy. Permission to use the name or logo of the parish or school may be revoked at any time.

2. Duties of Moderators.

Moderators of **official** parish/school social media are responsible for ensuring compliance with this policy statement. If there is official parish/school social media, there will be an employee /volunteer of the parish/school designated as the moderator. All content, comment and blog response areas must be moderated. Those responsible for such areas must review and approve comments prior to posting, and should not post any comments that do not meet our

standards for civility, misrepresent the position of the Church or diocese/ parish/school , or that include profanity, defamatory language or speech that is otherwise inappropriate or off-topic. Anonymous comments will not be permitted. All moderation functions reserve the right to ban repeat offenders. Moderators who permit users to post materials such as documents or photographs will make clear to users that the site will not archive those materials and will delete them after a published period of time (typically 12 months, except in cases where a project needs to be preserved for a longer period of time). Moderators must provide login access to social media to the pastor/principal.

3. Prudent Judgment.

A. Personal Use – Possible Negative Impact. Even when engaging in social media for personal use, the comments of employees or volunteers of the parish/school may be viewed as a reflection on diocese/parish/school. Users will use their best judgment when engaging in social media activities and should be on guard against actions and discussions that could harm children, the interests of the diocese/parish/school or be subject to questioning as inappropriate by parents or school/parish administration.

B. Contact With Students

Employees and volunteers of the School cannot engage with current and prospective students on social media sites unless the site is school-sanctioned. Also knowingly interacting with students on a third-party social media page (such as a fan page for a local sports team) is prohibited.

Caution and prudence should be used if there are communications with students who are 18 and have graduated. The

School will strictly limit friendly/engagement with parents to only school-sanctioned sites.

4. Copyright Laws.

Anyone who submits content must comply fully with copyright law. Any posting of materials to official parish/school social media must adhere to all copyright laws. Images and other materials from the parish or school websites will not be copied and uploaded to other forums without the prior written consent of the Pastor/Principal or designee.

5. Privacy. All users of social media within parish and school communities will take care to safeguard the privacy interests of other community members. In particular, personally identifiable information (that is, information that can identify a particular person, including name, photo, phone number, address or email address) will not be disclosed without the prior written consent of the person identified. In cases where a user has consented to the publication of such information, appropriate privacy settings and levels will be utilized.

6. Minors. Public social media maintained by the parish/school are not intended for the use of children under the age of 13. Any site operated by a parish/school that is oriented toward youth between the ages of 13 and 18 must require registration for all users and must be password-protected so that only registered users may access the site. Users of such a site may not post images of minors without the prior written consent of a parent or legal guardian of any minor depicted.

7. Enforcement. Any use of social media that does not comply with this policy should be brought to the attention of the appropriate party: the Pastor or the Principal or designee immediately. Failure to follow the social medial policy may result in the loss of privileges and/or disciplinary action, up to and including termination, for an employee or removal from position, if a volunteer.

8. Social Networking Website Passwords: Illinois School Code 105 75/15. Illinois Public Act 098-0129 Students and their parents or guardians are advised that the Diocese of Joliet Catholic Schools 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. The school **may** conduct an investigation and if the school has **reasonable** cause to believe the content of a student's social media account has violated a disciplinary rule or policy of the school, the law requires the student to provide social networking website passwords or other related account information to gain access to the student's account or profile.

This policy may be updated and modified at any time at the sole discretion of the Diocese of Joliet Catholic Schools Office in light of changing circumstances and events.

Appendix F

DIOCESE OF JOLIET – CATHOLIC SCHOOLS VIDEOTAPING AND/OR PHOTOGRAPHING OF STUDENTS POLICY

The Diocese and Schools of the Diocese of Joliet allow positive publicity of students using videotapes, digital images, photographs and web publications within the context of this agreement. Videotaping and/or photographing may be used in and by the Diocese and Schools of the Diocese as a facet of instruction for enhancing learning, to share information, to promote the school, to assist in providing a safe and secure learning environment, and to monitor/record student activities. Such videotaping/photography may be announced or unannounced and will be conducted according to Diocesan guidelines. **However, the Diocese and Schools of the Diocese do not approve of the display of any videotapes, digital images, photographs on social networking or video sharing sites, such as YouTube, without the expressed permission of the administrator and all parties involved.**

- I. Videotapes, photographs, and digital images of students may be utilized by teachers, administrators, or their designee within the Diocese and/or School for classroom instructional purposes without advance consent of a student's parent/guardian. Such School and or Diocesan staff shall maintain the confidentiality of these student records in accordance with state and federal laws and the established Diocesan student record procedures.
- II. Photographs or videos of students posted on the School website shall not be captioned with the student's full name or identify the student by name in any manner. Disclosure of student information will be limited to first name and last initial. No image of a student may be posted in such a way that the image of that student may be linked to or associated with the student's full name.
- III. A student teacher under the supervision of a college/university, or other certified staff member may utilize videotapes, photographs, or digital images of students for his/her own professional use without the advance consent of a student's parent/guardian. Examples of educational videotapes/photographs include documenting science experiments, presentations, etc.
- IV. A release form is required from the parent/guardian when students participating in class activities with a student teacher are videotaped or photographed for purposes of assessment of teaching as part of the university class assignment and/or student teaching portfolio development.
- V. Students under the supervision of the administrator/teacher or approved designee, may videotape or photograph students without the advance consent of a student's parent/guardian for educational purposes, to promote the school/school activities and to enhance learning. Examples: yearbook, school paper, sports games, etc. Forms of release for videotaping and photographing of students **are not required** from the parent/guardian when:
 1. A student has voluntarily chosen or been allowed by his/her parent/guardian to participate in, or be a spectator at, a school-related activity that is open to the public such as an athletic event, concert, theatrical presentation, dance, etc.
 2. The student has chosen to be an officially designated school leader or role model, such as athlete, student council leader, etc. for which there is potential for informal contact with news media.
 3. Stock videotape footage or generic pictures. (i.e. yearbook individual and group pictures) are being obtained in public places. (i.e. hallways, gymnasiums, general classroom areas, playgrounds, athletic fields, etc.) by the Diocese and/or School.
 4. Outside news media videotape or photograph students in areas that cannot be effectively shielded from the public, such as playgrounds, parking lots, athletic fields, etc.
 5. Video cameras are in use to monitor public areas of a school/church facility or bus.



Appendix G

Diocese of Joliet Catholic Schools Office

PARENT/GUARDIAN OBJECTION TO THE PUBLICATION OF PERSONALLY IDENTIFIABLE STUDENT IMAGES AND WORK

The Office of Catholic Schools of the Diocese of Joliet and any of its schools may produce or participate in videotape, Internet (i.e. Website), digital or still photograph productions (including school yearbook) that may involve the use of students' names, likenesses or voices. Such productions may be used for the educational and/or school marketing purposes and may be copied or copyrighted with the school retaining any and all rights to such productions.

Videotaping and photographing of students is permitted without parent/guardian permission as stated in the Videotaping and/or Photographing of Students Policy. Parents/guardians have the right to object to the use of the child's /children's name, picture, or voice in these media and may do so by completing the form below and returning it to the principal of the school to be kept on file there.

(Please Print)

I object to _____
(Name of School)

publishing my child's/children's personally identifiable image and work in places and via electronic, video, auditory, print, and any other media accessible by the public (including said School/Parish/Diocese; bulletins, newspapers, websites, yearbook and other print publications).

Family Name _____
(Please Print)

Name of child/children _____

Permission Denied _____
(Signature of Parent/Guardian)

Date _____

Furthermore, I acknowledge that there may be occasions that my child is photographed or videotaped at a School/Parish/Diocesan public event during such time as my child is either a participant or spectator. I also acknowledge that my child may be videotaped as part of the school's safety and security measures.

Family Name _____
(Please Print)

Name of child/children _____
(Please Print)

Date _____

Appendix H

Parent Guide: Understanding & Preventing Child Sexual Abuse

Dear Parents and Guardians,

The Diocese of Joliet is committed to promoting an environment that will help ensure the safety of children and young people. If you have participated in a *Protecting God's Children* session, you have already received much information.

This brochure is the next step in our efforts to help keep children safe. You are the primary educators of your children, so it is important that you talk with them personally about their safety. The material in this brochure is designed to give you background information about sexual abuse, to inform you about other ways to keep your children safe, and to provide you with tips for talking to your children.

Staff members at the Religious Education Office (815-727-6411) and at the Catholic Schools Office (815-838-2181) are available to help you. Please call them if you have any questions about the material contained in this brochure or if you need more information.

Sincerely,



Sister Judith A. Davies, OSF
Chancellor

SOME BACKGROUND INFORMATION

What Is Child Sexual Abuse?

Child sexual abuse is the use of a child for sexual purposes by an adult or an older, more powerful person, including an older child. *It is a crime in all 50 states.* Sexual abuse is called incest when it happens between family members.

Who Are the Offenders?

- Most sexual abuse is committed by a person the child knows and trusts.
- Offenders come from all walks of life and from all social and ethnic groups.
- Offenders actively work to develop trusting relationships with children.

Who Is At Risk?

- Sexual abuse happens to boys and girls from all social and ethnic groups from infancy to 18 years.
- Young children are especially at risk.

Why Don't Children Tell?

Some reasons children do not tell are:

- They have been taught to obey adults.
- They promised or have been bribed to keep the abuse secret.
- They have been threatened by the offender and are afraid to tell.
- They feel guilty because they believe that the abuse is their fault and are ashamed to tell.
- They are confused because the offender is someone whom they know and trust.
- They have been convinced that the abuse is normal or okay.
- They are too young to know the touching is not appropriate, especially if someone they know and trust does it.
- They don't know the words to tell about the abuse.

Do Children Lie About Abuse?

Children rarely lie about sexual abuse. More often, they are afraid to tell.

PROTECTING YOUR CHILDREN

Here are some things you can do:

- Educate yourself about sexual abuse.
- Learn and practice specific guidelines for protecting children from sexual abuse.
- Talk to your children about touching safety.
(See *Teaching Personal Safety Skills*.)
- Teach your children personal safety rules before they reach school age.
- Allow your children to participate in personal safety instruction.

Safety with Babysitters

- Ask babysitters for references and check them.
- Interview babysitters in person. Ask how they discipline children. Ask *what if* questions to find out how they would cope with tricky situations.
- Inform them about your family safety rules, including touching safety rules.
- Set other rules for the sitter. (TV, phone use, and friends)
- Make surprise visits to check on them.
- Ask your children what happens when a babysitter is there and whether they like him or her. If they don't like the babysitter, ask for reasons.

Follow these guidelines even if the babysitter is a family member.

Guidelines for Single Parents

If you are a single parent and are dating, this brings unfamiliar adults into your home.

- Let your new friend know your family's safety rules, especially about touching.
- Tell him or her that your children have been taught to tell if any of these rules are broken.
- Don't leave your children alone with a new friend until you know him or her well.
- Ask your children if they like the new person and why or why not.
- Watch your children's reactions for clues to how they feel.

TEACHING PERSONAL SAFETY SKILLS

Talking openly and honestly sets a tone that helps children feel safe and allows them to talk to you about anything. *Talk with them about touching and private body parts.* Here are some tips:

- Make touching safety a part of your family's safety rules.
- Take advantage of everyday teachable moments: bath time, physical play situations, when a child expresses curiosity about his body or sexuality, and before a child goes out without you.
- Read a book or view a video on touching safety together with your child.
- Revisit the conversation. Don't just talk about this important matter once!

Teach Your Children These Rules

- It is not okay for someone to touch your private body parts.
- It is not okay for someone to touch his or her own private body parts in front of you or to ask you to touch them.
- It is not okay for someone to ask you to take your clothes off or to take photos /videos of you with your clothes off.
- It is not okay for someone to show you photos or videos of people without their clothes on.

Types of Touches

Teach your children the names of their private body parts. Help them understand that they are the *boss* of their own body. Explain that there are three kinds of touches:

- **Safe touches.** These are touches that keep children safe and are good for their bodies. Safe touches include hugging, holding hands, pats on the back, and an arm around the shoulder. Safe touches can also include touches that might hurt, such as removing a splinter.
- **Unsafe touches.** These are touches that hurt children's bodies, feelings, or spirits, for example, hitting, pushing, pinching, and kicking. This also includes the sexual touches described in the previous section. Teach children that these kinds of touches are not okay.
- **Unwanted touches.** These are touches that might be safe but a child doesn't want. These include the sexual touches discussed earlier. It is okay for a child to say *no* to an unwanted touch, even if it is from a familiar person.

For Young Children

Young children remember better how to protect themselves from sexual abuse when they learn and practice a few simple steps so they don't have to wonder what to do, or have to stop and think. Children can be taught to follow these three steps when someone breaks the touching rules.

- Say *no* or words that mean *no*.
- Get away.
- Tell a grown-up.

Expand your child's understanding of the third step by teaching the following:

- Never keep secrets about touching.
- Always tell about a touching problem even if it has gone on for a long time.
- Keep telling until someone believes you.

Teach Assertiveness Skills

Children who are assertive are better able to use the safety steps effectively and resist unsafe situations. Assertive behavior includes standing up straight, looking directly at the person and using a strong, clear voice.

Safety on the Internet

It is important for parents to educate children about Internet risks and monitor use of the Internet. Some rules:

- Never give out personal information or use a credit card online without your parent's permission.
- Never share passwords with anyone.
- Never arrange to meet someone in person you have met online unless parents go along with you.
- Never reply to uncomfortable messages. Always tell parents about them.

For Teens or Pre-Teens

Honest, open discussions about sexual values/limits, healthy relationships, and personal safety can make a difference. Teens should:

- Recall that human sexuality is a graced gift from God. Intimate touching and sexual intercourse are morally appropriate only within marriage.
- Know their own wishes, limits and values, and clearly communicate them to their dates. They should listen to their date's limits and respect them.
- Notice if their date is not respecting their limits and wishes or if their date's behavior doesn't seem right.
- Trust their feelings and intuition. If they are feeling pressured into sex, they have the right to say *no*.
- Be assertive and act immediately if their limits are reached, even if it means making a scene.
- Understand that it is never too late to say *no* and never too late to hear *no*.

More Safety Tips for Teens

- Avoid drugs or alcohol, which reduce one's ability to think clearly and manage one's behavior.
- Always pour your own beverages at a party and keep them in sight. Date-rape drugs can be put in drinks and are often undetectable.
- Go to parties with a buddy and look after each other. Always have a safe way home.
- Meet a date in a public place or stay around others.
- Tell someone about the date, where it will take place, and what time it will end.
- Take a cell phone along if possible.

The Bottom Line

- *No* means *no* whenever a person feels pressured about anything and it should be respected!
- If a person says *no* and the other person continues to touch or to force touch it is abusive behavior.
- If a person forces another person to have sexual intercourse, it is rape, a criminal offense.

Safe Families

Being a parent is one of life's greatest challenges. However, if you have a strong relationship built on a foundation of trust, and your children have skills in self-management, relationship-building, and problem-solving, they are more likely to make safe choices and set personal safety boundaries.

For more tips for parents, please visit <http://www.cfchildren.org/parents/parenttips/>

If someone has been abused, contact the Illinois Department of Children and Family Services at 1-800-25ABUSE (1- 800-252-2873)

Content of this document is adapted from "Keeping Children Safe from Abuse: Tips for Parents and Caregivers" © 2004 Committee for Children www.cfchildren.org With permission from Committee for children and from the Diocese of Springfield, IL

DIOCESE OF JOLIET
POLICY REGARDING SEXUAL ABUSE OF MINORS

Revised February 2013

I. INTRODUCTION

On June 14, 2002, the United States Conference of Catholic Bishops approved the Charter for the Protection of Children and Young People. On December 8, 2002, the Essential Norms for Dealing with Allegations of Sexual Abuse of Minors were approved by Pope John Paul II. In June of 2005, the Charter and the Norms were revised, and in 2011, the Charter was revised in order to reaffirm the deep commitment of the Church to create a safe environment for children and youth.

The Diocese of Joliet first promulgated a policy regarding sexual abuse of minors on June 14, 1990. Revisions were made in September 1993, in June 1997, in June 2003 and July 2008. As with the previous edition, this policy is intended to be in conformity with provisions from the Charter for the Protection of Children and Young People and from the Essential Norms for Dealing with Allegations of Sexual Abuse of Minors.

This policy is designed to ensure appropriate responses to allegations of sexual abuse of minors and vulnerable adults by clergy, seminarians, religious, employees and volunteers. It addresses preventing sexual abuse through education and screening, reporting abuse, providing pastoral assistance to persons affected by abuse and the processing of allegations.

A copy of this policy is to be given to all clergy and seminarians as well as to all employees and volunteers who will sign an acknowledgement of its receipt. The policy is also to be published on the diocesan website.

II. DEFINITIONS

A. Sexual Abuse

Sexual abuse is any sexual conduct with a minor or a vulnerable adult which is either unlawful and/or contrary to the moral teaching of the Church, which is engaged in by an adult employee/volunteer of the Diocese or a parish. It also includes the acquisition, possession, or distribution of pornographic images of minors for the purposes of sexual gratification, by whatever means or the use of whatever technology.

B. Ministerial Relationship

A ministerial relationship is established between persons when care or services are given. Persons in a ministerial relationship with others include clergy, seminarians, diaconal candidates and religious, as well as employees and volunteers.

C. Employee

An employee is a person who is compensated for services to a diocesan agency, parish or school.

D. Volunteer

A volunteer is a person who functions without compensation in any role within a diocesan agency, parish or school.

E. Minor

A person who has not reached his or her 18th birthday is defined as a minor.

F. Vulnerable Adult

A vulnerable adult is one who habitually lacks the use of reason (Canon 99) or who, because of mental or physical disability is incapable of protecting himself/herself from sexual abuse.

G. Director of Child and Youth Protection

The Director of Child and Youth Protection, also known as the Director, is appointed by Bishop to oversee the workings of the Diocesan Office of Child and Youth Protection.

III. POLICIES

A. Healing and Reconciliation

1. Ministry to Victims-The Victim Assistance Coordinator, appointed by the Bishop, is to coordinate assistance for the immediate pastoral care of persons who claim to have been sexually abused as minors or vulnerable adults. Such care will serve to nurture healing and reconciliation.

The Diocese of Joliet is to assist the healing process of the abused. For this reason, it seeks to treat all allegations of sexual abuse with a prompt, direct, thorough and confidential pastoral response. Appropriate assistance is offered to victims in accord with recommendations of the Review Board. This may include counseling, spiritual direction, support groups or other social services.

2. Ministry to the Accused-Appropriate steps are to be taken to protect the reputation of the accused during an investigation of sexual abuse. The accused will be encouraged to retain the assistance of civil and/or canonical counsel. When the preliminary investigation of a complaint so indicates, a priest/deacon may be referred for appropriate medical and psychological evaluation, as long as this does not interfere with the investigation by civil authorities.

When an accusation has been unfounded, the diocese provides pastoral assistance, including psychological counseling to a person who was wrongly accused. All efforts are made to restore the good name of the person falsely accused. (USCCB Norms 13).

3. Ministry to Communities -In faith communities in which the sexual abuse occurred or where a priest/deacon has been removed, a meeting is held between a representative of the Pastoral Response Team and representatives of the affected community. If requested, the Pastoral Response Team offers pastoral assistance (spiritual and psychological) to the affected faith community.

Pastoral Response Team membership includes the Bishop or his representative, and may include the following individuals or their delegates: Superintendent of Schools, Director of Religious Education, pastor/head of institution, religious superior, as well as experts in trauma response/intervention services.

B. Prevention

1. Education-To foster a safe environment for children and vulnerable adults the Diocese is to have in place educational programs which include information about sexual abuse, its identifying signs, controlling access to children, appropriate boundaries in relationships, reporting incidents of abuse and the effects of abuse on victims.

Prior to beginning service, all clergy, seminarians, diaconal candidates, religious, employees and volunteers are required to present proof of attendance at a Virtus Protecting God's Children program. This requirement applies to all persons who are involved with minors on a regular, recurring basis and those who may have an opportunity to be alone with children during parish, school or religious education sponsored events. The program is also available to parents and guardians.

All persons who continue involvement with minors are required to participate in an updating educational program at least annually. Children and youth are to receive instruction appropriate to their age level (USCCB Charter 12). Prior to beginning service, all clergy, seminarians, diaconal candidates, religious, employees and volunteers are to receive a copy of the Standards of Behavior for Those Working with Minors, and are to sign an acknowledgement of its receipt. The Standards of Behavior includes information about appropriate boundaries for those who have regular contact with children and young people (USCCB Charter 6). This requirement also applies to all persons who are involved with minors on a regular, recurring basis, and those who may have an opportunity to be alone with children during parish, school or religious education sponsored events.

Procedures for reporting abuse are to be readily available in printed form and are to be the subject of periodic public announcements (USCCB Charter 2). The Office of Formation of Priests and Deacons is responsible for providing programs of human formation for chastity and celibacy that will assist clergy in living their vocation in faithful and integral ways. (USCCB Charter 17)

2. Screening

Prior to beginning service, all clergy, seminarians, diaconal candidates, religious, employees and volunteers are required to undergo a criminal background check. This requirement also applies to all persons involved with minors on a regular recurring basis and those who may have an opportunity to be alone with children during parish, school or religious education sponsored events. Backgrounds are evaluated using the resources of law enforcement or other agencies (USCCB Charter 13). Background checks are to be performed every five years for all persons who continue involvement with minors.

All seminarians, extern priests, diaconal candidates, and diocesan and parish employees must be fingerprinted for the purpose of obtaining a criminal background check. Fingerprints are submitted to the Illinois State Police and the Federal Bureau of Investigation for clearance as a condition of employment.

Fingerprinting is administered by a vendor approved by the Diocese of Joliet. Prior to the individual being permitted to begin service, results are evaluated by the Diocese with its legal counsel when appropriate.

Name-based background checks are used only for volunteers or for renewals of employees who were screened through that type of background check.

Anyone with a substantiated allegation of sexual abuse may not minister, be hired or volunteer in a diocesan agency, parish or school.

a. Employees-Any prospective diocesan, parish or school employee must complete an application that includes:

1. Employment history, indicating positions held, dates of employment, name(s) of the immediate supervisor, phone number(s), and reason(s) for cessation of employment;
2. Any allegations of physical or sexual abuse made against him/her, which may/may not have involved civil or criminal complaints;
3. A signed authorization to release the applicant's employment history to the prospective employer, as well as at least two references who are not relatives.

Hiring agents must review the employment history and the references provided. All documents must be retained in the employees' file during the time of employment.

b. Volunteers -All volunteers are to complete an informational questionnaire provided by the entity for which they are intending to volunteer.

c. Businesses Furnishing Personnel -Any business supplying personnel for janitorial services, etc., is required to provide the diocese/parish/school with a copy of the criminal background checks of those persons who will be working at the facility. The business is also to provide a written guarantee that such personnel have never been arrested or convicted of any crime, that they are not aware of any complaint or allegation relating to sexual abuse or substance abuse, and that they are suitable to work in an environment where there may be contact with minors. Such information must be kept in a secure file along with the background checks of other employees and volunteers.

d. Members of Religious Orders-When any religious is presented for assignment or residence in an institution or parish, the appropriate religious superior is to provide the Bishop with a written statement about the person's suitability for ministry including information regarding allegations of sexual abuse.

e. Priests/Deacons -When a priest/deacon seeks an assignment in the Diocese of Joliet, his diocesan bishop or religious superior is to provide the Bishop with a written statement of suitability for ministry including information regarding allegations of sexual abuse.

No priest/deacon of the Diocese of Joliet who has a substantiated allegation of sexual abuse or who has committed sexual abuse may be transferred for an assignment to another diocese.

f. Candidates for Priesthood and the Diaconate-The Diocese of Joliet uses adequate screening and evaluations in determining the fitness of candidates for admission to the seminary or to the diaconate. Additional evaluations are conducted during the years of formation. A comprehensive psychological profile of each seminarian/diaconal candidate must be obtained before anyone is admitted to the priesthood or diaconate.

C. Response to Allegations

1. Reporting

All persons, whether parishioners, employees, or volunteers who have reasonable cause to suspect an incident of sexual abuse by anyone including clergy, seminarians, religious or employees have a serious moral obligation to report the incident or allegation to civil officials (USCCB Charter 4).

Under Illinois law, certain personnel (including school, child care and recreational program personnel) are considered mandated reporters and must report to the Department of Children and Family Services (DCFS) any situation in which they have reasonable cause to suspect physical or sexual abuse of a minor. Clergy are mandated reporters as to child sexual abuse. Reporting abuse of a vulnerable adult is made to the appropriate state agency.

Reports of abuse should also be made to the Victim Assistance Coordinator. Complaints against members of religious orders are to be reported to the Victim Assistance Coordinator as well as to the respective superior.

Procedures for making a complaint are available on the diocesan website, at parishes or diocesan offices, and are the subject of periodic public announcements.

When a person reports an allegation of sexual abuse, the person will be received with the utmost respect and pastoral sensitivity. Victims are advised of and supported in their right to report abuse to civil authorities (USCCB Charter 4).

2. Assessment and Determination

a. The Bishop is immediately informed of any allegation. If he determines, after consultation with others, that there is a semblance of truth to the allegation, and that it is not manifestly false or frivolous, the assessment process begins. (Questions & Answers Regarding the Canonical Process for the Resolution of Allegations of Sexual Abuse of Minors) However, in no way will the process conflict with an investigation being pursued on a state or federal level. .

b. The Bishop notifies the Director of the Office of Child and Youth Protection (hereafter referred to as the Director) of the allegation, who in turn notifies the Review Board. He then appoints the Director to oversee an investigation. This investigation will be conducted by professional investigators and may include other competent professionals such as diocesan counsel and members of the Review Board.

c. The Review Board advises the Bishop in his assessment of allegations of sexual abuse of minors and in his determination of a cleric's suitability for ministry. (USCCB Charter 2)

In certain cases, the Review Board may consider it important to speak directly with the person making the allegation, the accused person, or other persons for the sole purpose of gathering additional information. The Board will also offer to the Bishop other advice it considers pertinent to the case.

d. The Bishop has sole responsibility for deciding if it is more likely than not that sexual abuse has occurred and for determining any action with regard to the accused. In the case of clerics of the Diocese of Joliet, with sending the case to the Congregation for the Doctrine of the Faith in Rome, all in accord with Canon Law.

e. After reviewing the case, the Congregation will advise the Bishop as to which canonical processes are to be followed.

REVIEW BOARD

The Review Board is a consultative body that advises the Bishop regarding allegations concerning the sexual abuse of minors and vulnerable adults and related issues. (USCCB Charter 2, Norms 5)

A. Membership-The Review Board, whose members are appointed by the Bishop, is composed of not less than nine or more than eleven members of outstanding integrity and good judgment. The majority of members are laypersons, none of whom are diocesan employees. Members are to have expertise in one of the following areas: social work, civil law, education, treatment of sexual abuse of minors, or clinical treatment of sexual disorders. One member should be the parent of a minor and one member should be a pastor. When possible, one member is a victim/survivor of child sexual abuse or a parent of the same. Annually members select a chairperson and a vice-chairperson from among themselves. Consultants to the Board may include a representative of the Bishop, a canon lawyer, the Promoter of Justice, the Chancellor, the diocesan attorney and the Victim Assistance Coordinator.

B. Terms-Members are appointed for a term of five years, which may be renewed once (USCCB Norms 5). The Bishop has the right to terminate the appointment of a member at any time.

C. Meetings-The Review Board convenes whenever there is business to conduct or assembles at least on an annual basis. It will ordinarily meet in person, but members may participate by conference call.

D. Duties- Members of the Review Board are to: ▪

- Advise the bishop in his assessment of allegations of sexual abuse of minors and in his determination of a cleric's suitability for ministry.
- Review diocesan policies and procedures for dealing with sexual abuse of minors on a regular basis.
- Advise the Bishop, as requested, on all aspects of cases, whether retrospectively or prospectively.
- Provide new members with an orientation to the Board and present them with a copy of the Pastoral Policy Regarding Sexual Abuse of Minors, a copy of the Charter for the Protection Children and Young People as well as other appropriate materials.
- Attend all meetings, especially those involving particular cases.

E. Criteria for Making Recommendations

- A simple majority of the entire Committee membership is needed to make a recommendation to the Bishop.
- Members may be present in person or electronically
- When considering an allegation of sexual abuse, each member decides, after considering all the evidence presented, whether the allegation is more probably true than not.

F. Communication-The Bishop will insure that the alleged victim and the accused are provided with appropriate and timely information about the progress of the case.

G. Confidentiality-Deliberations and conclusions reached by the Review Board are to be held in strictest confidence. The Bishop, or his authorized representative, are the only persons who communicate with the alleged victim and the accused, the media or any other persons.

DIRECTOR OF CHILD YOUTH PROTECTION

The duties of the Director of the Office of Child and Youth Protection include, but are not limited to the following:

- Oversee the implementation of this Policy on a regular basis.
- Report regularly to the Bishop and the Review Board about the implementation of this Policy and the progress of individual cases of abuse.
- Supervise the work of the Victim Assistance Coordinator.
- Serve as the central information point for child abuse issues among pertinent members of the Diocesan Curia and diocesan attorney.
- Maintain all records pertaining to child protection and child abuse.
- Provide staff assistance to the Review Board.
- Prepare for the annual audit.
- Communicate to the public, i.e., within the Church community and beyond, the efforts of the Diocese of Joliet to prevent the abuse of minors and to heal past abuse.

VICTIM ASSISTANCE COORDINATOR

The duties of Victim Assistance Coordinator include, but are not limited to the following:

- Receive allegations of sexual misconduct against minors and vulnerable adults.
- Listen with compassion to the experiences and concerns of victims.
- Advise victims of their right to report to civil authorities and inform them they will be supported in the exercise of that right.
- Inform the Bishop of allegations including any anonymous allegations or allegations that do not contain sufficient information.

CONFIDENTIALITY AGREEMENT

The Diocese does not enter into settlements which bind the parties to confidentiality settlements unless the victim requests confidentiality and this request is noted in the text of the agreement (USCCB Charter 3).

RECORDS AND REPORTS

The Director maintains written and electronic documentation regarding all information acquired by the Review Board, its determinations and decisions. All of the above records are confidential. However, law enforcement officials receive whatever information is necessary for them to carry out their duties.

Information and records generated by mental health practitioners, including those of alcohol and substance abuse treatment providers, are retained or released in accordance with the provisions of Illinois and Federal laws.

The Diocese communicates transparently and openly about issues of sexual abuse within the parameters of legally mandated confidentiality and privacy especially to the faith communities directly affected (USCCB Charter 7).

The Diocese publishes an annual public report on the progress made in implementing this policy and cooperates with audits conducted by the National Review Board.

POLICY SUBMISSION

A copy of this policy as well as any revisions to the policy is filed with the United States Conference of Catholic Bishops within three months of its effective date (USCCB Norms 2).

Appendix I

St. Joseph School Honor Society Agreement 2021-2022

St. Joseph School Honor Society Membership Requirements

- Students with D's or F's in any class are not eligible.
- Maintain a 3.0 GPA *after induction*.
- Special classes (Art, Music, PE) must be C/S or better.
- No numbers identified for student attitude or behavior improvement.
- If 3.0 GPA is not maintained, the student will be placed on a three week probationary period. After three weeks probation, student's grades will be assessed. If they are not within the criteria, he/she will not be able to be considered for membership again until the following trimester. Further probation time will limit consideration until the following school year.
- Two detentions within the school year will result in a suspension from Honor Society.
- Any behavior that does not reflect "Honorable" behavior will be evaluated by the moderators and principal, and will result in a probation or suspension accordingly.
- Students who participate in bullying as described by the policies at SJS will not be considered for Honor Society. Members who participate in bullying behaviors will be immediately suspended from Honor Society until investigation is complete. If bullying behaviors are confirmed, the student will be suspended for no less than a trimester and no longer than a year.
- Members are expected to maintain and model appropriate behavior throughout the year. Students may not have their name on the board more than three times in a trimester. Members who do have their name on the board more than three times will be placed on a three week probation period. After three weeks of probation, the student's behavior will be assessed by all of their teachers and Miss Scheffler. Suspension for the remainder of the school year will occur if the student is still not meeting behavior expectations at that point.
- Any student placed on a probationary period more than once due to behavior will be suspended from Honor Society for the remainder of the school year. The student can be considered for membership again the following school year.
- During a probationary period, students may not participate in any Honor Society meetings/activities.
- Members must represent their school academically through their involvement in at least **one** academic club/team by attending competition opportunities: Battle of the Books, Math Team, Chess Club
- Officer Elections will take place once a year. Students who would like to be considered for an officer position must represent their school through at least **two** academic clubs/teams (band, choir, or regular weekend altar serving at St. Joseph can count as one activity), be a model student through behavior and service, and have the support of all of their teachers. Please see Miss Boba or Mrs. Bibly for more information regarding HS Officers.

Service Expectations

The St. Joseph School Honor Society is a service based organization. All SJS Honor Society members are required to serve their school and community throughout the school year in the following ways:

- Aid in leading the student body in community service opportunities each month.
- Serve your school community by volunteering at school functions: Catholic Schools Week Open House, Battle of the Books, Fine Arts Show, etc.
 - Students will be made aware of the days and times that they are expected to volunteer at least ten days in advance. This should give all members plenty of time to inform coaches, instructors, etc. of their school commitment for that day.
- Donate baked goods/food for the Motherhouse Picnic, Christmas Caroling, Senior Luncheon, etc.

