

St. John Brebeuf School



ST. JOHN BREBEUF SCHOOL

Parent/Student Handbook 2018-19

8301 N. Harlem Ave.
Niles, IL 60714
847-966-3266
www.sjbschool.org

Revised 8/14/2018

From the Principal's Desk

Welcome to St. John Brebeuf School!

Research has demonstrated that children truly thrive when home and school join together in the education of children. We are honored and pleased to welcome parents and guardians as partners. At St. John Brebeuf School, we follow the example and teachings of Christ. We believe in service to others and kindness to all.

Your active involvement in St. John Brebeuf School and Church reinforces the values and attitudes that will lay the foundation for your child's faith and academic life. Attendance at Sunday Mass is a reinforcement of Catholic values and provides the opportunity for families to celebrate with the entire community. We are grateful to the parishes of St. John Brebeuf, St. Isaac Jogues and St. Martha's for providing generous financial support for our students and families in the form of reduced tuition rates for parishioner families. At St. John Brebeuf School, we agree to act in accordance with Catholic values. Unfortunately, failure of a family member to act in a truly Christian manner or to cooperate fully with St. John Brebeuf School may lead to the removal or non re-registration of the family member attending the school.

This handbook is provided to our parents and students as a resource to explain our policies and procedures. All students and their families are required to abide by the procedures set forth in this handbook. By enrolling students in our school, families agree read and abide by the procedures in this handbook. It is subject to amendment with or without notice. We will attempt to keep parents and guardians informed of all changes as soon as practical.

Thank you for being a part of our community!

Blessings,

Dr. Mary Maloney
Principal

ST. JOHN BREBEUF SCHOOL MISSION & PHILOSOPHY

Mission

Jesus instructed: "Go then, to all peoples everywhere and make my disciples; baptize them in the name of the Father, the Son, and the Holy Spirit, and teach them to obey everything I have commanded you. And I will be there with you always, to the end of the age." (Matthew 28: 19-21).

Since 1955, St. John Brebeuf Catholic School has educated the children of Niles, Illinois, and surrounding communities.

In a statement developed by SJB School teachers and staff in April 2017, there are four core components of our school's mission:

Faith: We believe in God and our faith leads us in our daily lives.

Community: Each member of the school and parish community plays an important role in the growth and success of our children.

Mindset: We believe in the power of "Yet." We encourage students to embrace their learning journey and develop a never-ending passion for knowledge.

Academic: We emphasize academic excellence by focusing on physical, intellectual, emotional, and spiritual growth.

SJB School is a family. We are a community that is racially, ethnically, and economically diverse. Through a focus on personalized learning and deep Catholic faith, SJB School provides rigorous preparation for student success in high school, college, and life.

Philosophy

St. John Brebeuf is a living faith community, one which witnesses the presence of Jesus, to and for the varied cultures in which it exists. The unique role of our school is to provide a Christian philosophy and moral value system along with the basic sequential development of skills, seeking academic excellence through an awareness of individual differences. This will enable students to live a Christian life and to make intelligent and just decisions now and in their adult lives. Teachers and parents share responsibility with the student for the spiritual, moral, and academic growth of the student.

ADMISSION POLICY

Age of Admission

A child entering preschool or kindergarten must be three, four, or five on or before September 1st respectively.

Admission of New Student

For the admission of a preschool, kindergarten, first grade, or a transfer student, parents shall present: 1) an official copy of the child's birth certificate, 2) the Baptismal record (if applicable), 3) a record of compliance with local and state of Illinois health requirements. Admission to grades first to eighth also requires a report card from the previous year and records from the previous school. All health records, birth certificates, medical authorization forms must be submitted and all school fees paid prior to the first day of school in order for the student to begin.

The school may decline to enroll any applicant whose placement may impair the health, security, well-being, or educational progress of other students, or any applicant whose special needs may not be well-served by the program or staff of the school. Such decisions shall be at the principal's discretion after consultation with the pastor, faculty, or other appropriate individuals or agencies.

Policy on Nondiscrimination

Archdiocesan schools do not discriminate on the basis of sex, race, color, nationality, or ethnic origin in administration of educational policies, loan programs, athletic, or other school-administered programs.

2018-19 Tuition Rates

The following show the tuition rates and fees for St. John Brebeuf School for the 2018-2019 (FY 19) school year.

Kindergarten-Grade 8

I-Child Parishioner	2-Child Parishioner	3-Child Parishioner
<i>Parishioner Family Offering Fee: \$320 (givecentral.org)</i>	<i>Parishioner Family Offering Fee: \$320 (givecentral.org)</i>	<i>Parishioner Family Offering Fee: \$320 (givecentral.org)</i>
\$5,595* \$466.25 for 12 months	\$9,172* \$764.33 for 12 months	\$11,998* \$999.83 for 12 months
Fees	Fees	Fees
Registration: \$250 Lunch Supervision: \$40 Technology: \$75** Total Fees: \$365	Registration: \$250 Lunch Supervision: \$80 Technology: \$150** Total Fees: \$480	Registration: \$250 Lunch Supervision: \$80 Technology: \$225** Total Fees: \$555
TOTAL: \$5,960	TOTAL: \$9,652	TOTAL: \$12,553

I-Child Non-Parishioner	2-Child Non-Parishioner	3-Child Non-Parishioner
\$7,899* \$658.25 for 12 months	\$12,023* \$1,001.92 for 12 months	\$15,282* \$1,273.50 for 12 months
Fees	Fee	Fees
Registration: \$250 Lunch Supervision: \$40 Technology: \$75* Total Fees: \$365	Registration: \$250 Lunch Supervision: \$80 Technology: \$150** Total Fees: \$480	Registration: \$250 Lunch Supervision: \$80 Technology: \$225** Total Fees: \$555
TOTAL: \$8,264	TOTAL: \$12,503	TOTAL: \$15,873

*This reflects a 3% tuition increase from FY18 to FY19 as suggested by the Office of Catholic Schools.

**This reflects the addition of insurance for each student laptop/chromebook device at a rate of \$25/device.

NOTE: These rates may be subject to change.

Preschool

Half Day- Parishioner <i>Parishioner Family Offering Fee: \$320 (givecentral.org)</i>		
2 days: \$1,493* \$124.42 fo 12 months	3 days: \$2,365* \$197.08 for 12 months	5 days: \$3,582* \$298.50 for 12 months
Full Day- Parishioner <i>Parishioner Family Offering Fee: \$320 (givecentral.org)</i>		
2 days: \$2,612* \$217.67 for 12 months	3 days: \$4,139* \$344.92 for 12 months	5 days: \$6,269* \$522.42 for 12 months

Half Day- Non-Parishioner		
2 days: \$1,896* \$158.00 for 12 months	3 days: \$2,831* \$235.92 for 12 months	5 days: \$4,429* \$369.08 for 12 months
Full Day- Non-Parishioner		
2 days: \$3,316* \$276.33 for 12 months	3 days: \$4,954* \$412.83 for 12 months	5 days: \$7,750* \$645.83 for 12 months

Preschool new registration fee: \$200

Preschool returning family fee: \$175

Tuition and Fees Collection Policies

All tuition accounts will be managed by FACTS tuition management system, which is endorsed by the Archdiocese of Chicago. All school families will be required to make tuition payments to FACTS instead of in the school office. All returning school families will automatically be re-enrolled in FACTS for the next school year. If you are a new family enrolling for the first time, go to www.sjbschool.org and click on FACTS on the right side of the screen. FACTS will assess an enrollment fee. This fee is waived for families who pay the full year's tuition up front. Also, \$200.00 of your \$250.00 registration fee (Kindergarten – Eighth Grade) will be credited to your tuition account. The credit will be divided evenly over the course of your monthly payments. One twelfth of tuition is due in mid-July. Subsequent payments will be due by the day you have selected for each month.

ALL REGISTRATION AND INSTRUCTIONAL MATERIALS FEES ARE NON-REFUNDABLE.

Tuition and fees will be prorated for students who transfer out of school during the year. Whenever a child is moving to a new school, parents must come to the office to fill out a release of records so the student's file may be sent to the next school.

Tuition must be paid on time. Failure to pay tuition on time may result in students being excluded from school. If students in preschool, kindergarten, or 8th grade are behind in tuition by April, they will not be allowed to finish the school year until tuition is current.

SCHOOL HOURS

Extended Day Before School Program: 6:30 -- 8:05 am

Please note that all students in Extended Day are required to complete the Concussion Protocol.

3 Year Old and 4 Year Old Preschool Classes

2-Day	3-Day	5-Day
Tuesday, Thursday	Monday, Wednesday, Friday	Monday - Friday
Half Day: 8:15 - 11:45	Half Day: 8:15 - 11:45	Half Day: 8:15 - 11:45
Full Day: 8:15 - 3:00	Full Day: 8:15 - 3:00	Full Day: 8:15 - 3:00

Kindergarten to Eighth Grade

First bell: 8:05 am	3:00 pm dismissal
Tardy bell: 8:15 am	2:00 pm dismissal every Tuesday

ENTRANCE AND DISMISSAL

Entry

Grades: PS, K, 1, 2, 3	Front Doors
Grades: 4, 5, 6, 7, 8	Garden Doors, directly outside rooms 35 and 36. Students gather in front of the Parish Ministry Center, and are allowed to wait in the lobby of the PMC in inclement weather.

Exit

Grades: PS, K, 1, 2, 3	Front Doors
Grades: 4, 5, 6	Gym Doors
Grades: 7, 8	Garden Doors

Since adult supervision is not provided, students are not allowed on the school property before 8:05 am. Parents who need to drop children off before this time should make use of the Extended Day Program. Children who are not picked up after school by 3:10 pm (2:10 pm on Tuesdays) will be sent to the Extended Day Program. Parents will be billed for the use of the program.

Please note that all students in Extended Day are required to complete the Concussion Protocol.

PROCEDURES FOR PARENTS VISITING AND VOLUNTEERING IN SCHOOL

Teachers are always happy to meet with parents. Best results are obtained when teachers and parents work cooperatively. Parents may not confer with teachers while the children are entering or exiting the building or while the children are in the classroom. Please send a note or email to arrange for an appointment with a teacher or the principal. No one will be allowed to visit the classrooms without the advance knowledge and permission of the teacher and principal.

We need parents to volunteer! As in most private schools, it is an expectation that parents volunteer in one of the many capacities we have available, such as through our P/SA, Athletic Association, and School Advisory Board.

Parents who are in the building to supervise lunch or volunteer must be VIRTUS trained (see volunteer program), sign in, and secure a visitor's badge. Once service is completed, parents must sign out and exit the school building.

St. John Brebeuf requires students to develop personal responsibility for themselves and their belongings. This applies in the following ways:

- Chromebooks are to be brought to school each day and are to be charged at home.
- Students need to bring gym uniforms, books, homework assignments, and other items on the days needed.
- Personal items that have been forgotten at home by the student will not be given to students after the first bell has rung. If these items are brought to school they will remain in the office and may be picked up by the student after school.

USE OF TELEPHONE/CELL PHONES/SMART WATCHES

Students are not to use the office telephone without the permission of an SJB staff member. Students are not allowed to carry cell phones or smart watches during the school day. Cells phones and smart watches are to be powered off and left in backpacks at all times. **Cell phone or smart watch use is not allowed at any time during school hours** including class trips. Students who violate this rule will be subject to the SJB discipline consequences.

Teachers will not be called to the phone during school hours. A message may be left and the teacher will return the call within 24 hours.

LUNCH

All students are required to bring lunch from home or order lunch from our lunch provider (FSP). In the event a student forgets lunch, the school will call the parent to make arrangements for a lunch to be dropped off.

Students eat lunch with supervision by parents and staff members. Each family is responsible for paying a lunch supervision fee. This fee must be paid on or before Organization Day in August.

GUIDELINES FOR STUDENTS WITH FOOD ALLERGIES

Parents are encouraged to help their children with food allergies to be advocates for themselves and to be aware of and manage their allergies.

Allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Family's Responsibility

- Educate the child in the self-management of their food allergy including: safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of allergic reactions, how and when to tell an adult they may be having an allergy-related problem, and how to read food labels.
- Notify the school of the child's allergies
- Work with the school team to develop a plan that accommodates the child's needs throughout the school, including in the classroom, the lunchroom, after-care programs, during school sponsored activities, and on school-sponsored transportation.
- Work with the child's physician to develop a Food Allergy Action Plan. Submit this plan to the school.
- Complete necessary written medical documentation as required by the Archdiocese. These forms include: Medication Authorization Form, Parent/Guardian Permission and Authorization Form, Physician Request for Self-Administration of Medication Form, and Medical Information and Emergency Notification form.
- Replace medications after use or upon expiration.
- Review policy/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide the child with a safe snack to be eaten at snack time.
- Provide a fanny pack or plastic ziplock bag (labeled with the child's name) containing the Food Allergy Action Plan sheet, and Epi-Pen/Benadryl (if necessary). The child may wear this fanny pack during lunchtime or when food is consumed. In the classroom, the individual bag will be kept in the red emergency backpack maintained in each classroom that follows each class.
- Agree to have 911 called if necessary.

School's Responsibility

- Be knowledgeable about and follow applicable federal and state laws and any district or Archdiocesan policies that apply.
- Review health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy. Coordinate a meeting within the first two weeks of classes to establish prevention and management plans. Attendees should include, but are not limited to, the school principal, all teachers that will be in contact with the student, lunchroom supervisors, school office staff, the parents, and the student (if age appropriate). An individual meeting can be facilitated upon request.
- Assure all staff who interact with the student on a regular basis understand the food allergy, can recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.

- Create a separate table in the lunchroom/classroom for those students with food allergies to reduce the possibility of accidental exposure. This table should be appropriately cleaned prior to each use.
- Practice the emergency treatment prescribed by the student's physician pursuant to the Food Allergy Action Plan.
- Ensure that all medications are appropriately stored.
- Notify all faculty and staff of those students who have food allergies.
- Designate school personnel who are properly trained and authorized to administer medications in accordance with Archdiocese policies, State Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day, regardless of time or location.
- Review policies/prevention plan with the appropriate staff, parents/guardians, student, and physician after a reaction has occurred.
- Discuss field trip with the family of the food-allergic student to decide appropriate strategies for managing the food allergy. Allow the parent/guardian to attend the field trip.
- Ensure that substitute teachers understand the food allergy, can recognize its symptoms, and know what to do in an emergency.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Take threats or harassment against an allergic student seriously.
- Maintain red emergency backpack in each classroom equipped with students' Epi-Pens/medications and other emergency documentation. The backpack accompanies the class to specials, recess, lunch, and other areas the class may visit, including field trips.
- Call 911 if necessary.

Student's Responsibility

- Should not trade food with others.
- Should not eat anything that is not safe for them.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- Should make sure the red emergency backpack is travelling with the class.

ABSENCE RESPONSIBILITIES AND TARDINESS

We require **daily** student attendance at St. John Brebeuf School. Success in school requires daily attendance. A student who is needlessly absent misses valuable

continuity of instruction, thus his/her learning is affected. However, a child should not attend school if he/she is sick.

The office must be notified by an adult if a student will be absent for the day. Call the office, (847) 966-3266 or email at attendance@sjbschool.org, by 8:00 A.M. to report an absence. Parents will be contacted if an absence is not reported. If a student is absent for more than three (3) days, or for prolonged or excessive absences, a doctor's note must be brought to the office when the student returns. The principal can ask for a doctor's note at any time.

Students may be sent home for illness at the discretion of the principal or his/her designee. Students who are sick may return to school if they are free from symptoms for 24 consecutive hours; these symptoms include but are not exclusive to fever, vomiting, pink eye, and diarrhea. Students who are sick but who have been prescribed antibiotics may return to school 24 hours after having begun taking their prescribed medicine with a doctor's note stating they are allowed to return.

Advance notification is required for a child to be released from school. The request should state the reason for release and should be sent to the school office. Parents should meet the child at the office. A child will not be released on his/her own. Please note that without advance notice, extra time will be required to get your child ready for departure.

A student must be in the classroom by 8:15 A.M. or he/she will be considered tardy. A tardy student must stop at the office to check in. Repeated tardiness contributes to truancy and will result in a written report to the parent and/or a required conference.

VACATIONS AND LEAVES OF ABSENCE

Vacations during regular school time are strongly discouraged. If absence from school is unavoidable, work will not be given in advance. Missed schoolwork will be given after the child returns to school. The student will have one week to complete the missed assignments and tests.

HEALTH AND SAFETY

- A. **Recess** -- Students are expected to participate in outdoor recess. Students will be excused from outdoor recess with a doctor's or parent's written request.
- B. **Immunizations** – SJB requires all students to be properly immunized according to state immunization schedules. SJB will not admit students who are not immunized.
- C. **Dental Exams** are required for children entering preschool and kindergarten and all children entering second and sixth grades.
- D. **Vision Exams** are required for children entering kindergarten and sixth grades.
- E. **Medical Requirements Schedule:**

Kindergarten Requirements: All students entering the Kindergarten class MUST have the following medical requirements in the state of Illinois:

- New updated immunizations
- New physical examination
- New dental examination
- New vision examination

2nd Grade Requirements: All students entering the second grade MUST have a new dental examination.

6th Grade Requirements: All students entering the sixth grade MUST have the following medical requirements in the state of Illinois:

- New updated immunization (t-dap)
- New physical examination
- New dental examination

F. **Insurance** – Medical coverage for illnesses, injuries and accidents that may occur during the course of a school day is the responsibility of the parents/legal guardians. All students participating on a sports team must have a signed Child/Minor Acknowledgement Form on file.

G. **Student Illness** – If illnesses such as strep throat, chickenpox, etc., occur in a given room, parents of children in that room will be notified. The student's health deserves careful consideration. Students should not remain in school when they have a rash, fever, sore throat, severe cold, or other communicable diseases. This is not only injurious to the student, but also endangers the health of others. If a student has had a contagious disease, he/she must have a doctor's permit to return to school.

H. **Communicable Nuisance** – When a child is suspected of having a communicable nuisance such as head lice, the following steps will be followed: 1.) Parent of child will be notified. 2.) Parent must pick up child from school. 3.) Parents of all children in the room will receive a letter of notification of the situation.

I. **Medication** – Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well being of the student. No school personnel shall administer any prescription or non-prescription medicine unless a completed Medication Authorization Form (provided by the school) has been received by the school principal. Students who suffer from asthma or allergies that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication only if a completed Medication Authorization Form and Physician Request for Self-Administration Form has been completed and has been received by the school principal. Every student must have on file in the school office the medical

form “Medical Information & Emergency Form” which is sent home during the first week of school each year. Any medication found by teachers/staff in a child’s possession (backpack, etc.) will be sent to the school office and must be picked up by the parent. Students are not allowed to possess medication.

HEAD LICE

Head lice is not a disease, but is a nuisance. Infestation caused by head lice occurs in students of all ages. Most commonly, head lice is directly transmitted through close contact from a person who is infested or indirectly transmitted through contact with an object that has been contaminated with the lice (hairbrushed, combs, shared clothing, or towels). The symptoms of infestation include an itchy scalp as well as evidence of nits that adhere to the scalp. The period of communicability lasts as long as lice or eggs remain alive on the infested person or clothing.

Exclusion from school:

Those who have become or are suspected to be infested with head lice will be excluded from school. Parents are advised to seek treatment for their child/ren from either their family physician or an agency specializing in head lice treatment, or through over-the-counter medicated shampoo recommended by a pharmacist. The student may return to school when the parent/guardian presents either a box label or note from the physician indicating that the child/ren have been treated. Students will be checked by school personnel and must be lice- and nit-free before being allowed to return to school.

Advice to the Parent/Guardian:

Parents/guardians are advised to check other family members and disinfect combs and brushes with medicated shampoo. Disinfect contaminated articles such as clothing and bedding by machine washing the articles in HOT water and detergent or having items dry-cleaned. Thoroughly vacuum rugs, upholstered furniture, mattresses, or other articles that cannot be laundered or dry-cleaned. School families will be notified when a case of head lice occurs in their child’s grade.

WELLNESS

St. John Brebeuf School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle.

SECURITY SYSTEM

As a safety measure, all outside doors will be locked. During morning drop off, parents should drop their child off outside the building. All persons who need to enter the school building must use the front entrance office, sign in, and obtain a visitor’s badge. Office personnel will open doors. Students are not allowed to open school doors for parents or visitors.

EMERGENCY SCHOOL CLOSINGS

Families will be notified through email, the school website, and social media if school will be closed. The following radio or TV stations will also carry the information: WGN (720 AM) WBBM (780 AM) WLS (890 AM) WFLD (Ch.32 TV) The Emergency School Closing Center may be accessed at: www.emergencyclosing.com for closing information.

TRAFFIC CONTROL PLAN

Morning

Church Lot – Enter and exit from Main Street. Drop students off in the “Safe Drop Zone” located in front of the church. Use Flanagan Drive to exit to Harlem Avenue.

School Lot – Enter south driveway and proceed to the “Safe Drop Zone” at front of school. After passengers are unloaded, exit north driveway to Harlem Avenue. ***Only right turns onto Harlem Ave. are allowed during this time.***

Note: Parking is only allowed on the Harlem Avenue side of the lot. Cars that must park in the school lot may not leave until 8:15 am when the safety patrol leaves the lot.

Afternoon

Church Lot – Enter and exit from Main Street. Flanagan Drive is closed to all traffic in the afternoon.

School Lot – Enter south driveway and proceed to parking area. (Cars are not allowed to park in the Safety Zone which is marked along the school.)

When the dismissal bell rings, and for a period of approximately 15 minutes, no cars may move so that all children are safely in their vehicles.

Please follow the directions of the traffic patrol as cars are directed out of the parking spaces. Only right turns onto Harlem Ave. are permitted during this time.

BICYCLES

The school is not responsible for bicycles on the school grounds. Bicycles must have kickstands and a padlock. They are to be parked in the assigned areas. Bicycles must be walked across the intersections and the parking lot. No roller blades, scooters, hoverboards, or skateboards are allowed.

SAFETY PATROL

Seventh and eighth grade students participate in the school Safety Patrol Program. All students are assigned to a patrol team. These students take on this responsibility as a

service to the school and it is a very important role in terms of school safety. Our learning community appreciates their leadership.

All patrols are to report to their post no later than 7:50 A.M. and are to remain at their posts until 8:15 A.M. After school, they remain at their posts until 3:15 P.M.

Parents are asked to listen to and respect the directions of the patrols if requested to move or park somewhere else. The patrols are trying to keep the students safe.

Parents are responsible for the safety of their child traveling to and from school. The purpose of the student safety patrol is to assist in the safe conduct of students while on school grounds. However, by providing this service, St. John Brebeuf School and the Catholic Bishop of Chicago accept no liability for the safety of the child.

After school, parents are responsible for supervising their children. SJB School is not liable for student safety after school.

FIRE AND DISASTER DRILLS

1. Fire drills are conducted periodically during the school year as required by law.
2. Every fire drill is held on the assumption that the fire is real. Everyone without exception must evacuate the building quickly in a silent, orderly manner. Complete cooperation is mandatory.
3. Disaster and tornado drills are conducted to ensure the safety of the students when severe warnings are issued. The students are expected to proceed in a silent and orderly manner to the areas of safety.
4. Lock down drills are conducted to insure that students will be protected in an intruder situation. Code Red is issued when an intruder is suspected inside the building. Students will remain in the locked classroom with the teacher until the building is found to be safe. Code Yellow is issued when an intruder is suspected on school grounds or an unsafe situation is taking place in the neighborhood. Students will not be allowed outside the school building for recess or any other activity until the situation is found to be safe.
5. Any inappropriate behavior during a fire, disaster or lock down drill will result in disciplinary action.

ACADEMIC PROGRAM

Pre-school – The curriculum of the preschool is designed to give students a broad background in cognitive and sensory experiences, pre-reading and pre-math skills, and small and large muscle skills they need in future school years. It also provides work in listening skills; verbal fluency; discrimination of size, shape, texture, and color; letter and number forms; sequencing, sorting, categorizing, and socialization skills, all in a caring and Christian environment.

Grades K-8 – the curriculum consists of:

- A. The teaching of Catholic doctrine, values, and morals giving due consideration to developments in doctrine and growth in faith practice.
- B. Reading, Language Arts, Mathematics, Science, Social Studies and Spanish through current materials and methods.
- C. Appropriate programs in Physical Education, Music, Art, Computer, and Family Life.
- D. St. John Brebeuf School follows the curriculum guidelines provided by the Archdiocese of Chicago.

GRADING

Teachers will update grades in PowerSchool weekly.

Grades 1-3 use “Standard-based Progress Checks.” combined with a letter grade system. The students’ development is checked and progress measured in three areas:

Area of Strength Performs at expectations Goals for improvement

Grades 4-8

A: 93-100 B: 85-92 C: 77-84 D: 70-76 F: Less than 70

HONOR ROLL

Middle School, Grades 6-8

Grade Point Averages to qualify:

First Honors: 3.5 – 4.0

Second Honors: 3.0 – 3.4

PROGRESS REPORTS AND CONFERENCES

Report cards are issued three times per year. Envelopes must be signed by a parent or guardian and returned to school promptly. Mid-trimester progress reports are sent home with students. Fall conferences are mandatory for all students. Winter conferences are scheduled as needed by the teacher. Parents may request to meet with the teacher at any time during the school year, and should email the teacher to request a meeting date and time.

RETENTION

The decision to retain a student shall be a cooperative one made by parents, teacher and administration. Ordinarily, parents shall be notified of the possibility of retention by midyear.

HOMEWORK

Daily homework is assigned to help pupils review, comprehend, and enrich subject matter. The time spent on homework will vary according to the child's needs and maturity. Students are expected to accept responsibility to complete assignments on time.

HOMEWORK POLICY PER GRADE LEVEL

A. Primary Grades (K – 3)

Parents will be contacted about missing or incomplete assignments.

B. Intermediate Grades (4 – 5)

For each missing or incomplete assignment, the student will receive a homework notice to be signed by parents. The student is to complete the assignment and return it with the signed homework notice the following morning. A Parent/Teacher conference may be scheduled for a student for receiving three homework notices in any one subject area in a quarter or missing a long term assignment.

C. Middle School (6, 7, 8)

All homework and long term assignments are expected to be completed and turned in on the assigned date. Homework is considered reinforcement of what is taught in the classroom; therefore, failure to complete assignments will affect grades. Teachers will notify parents if a pattern of homework abuse commences.

Students in grades 2-8 are required to use SJB assignment books which are purchased on Organization Day in August.

FIELD TRIPS

Field Trips provide real world experiences that introduce new ideas and reinforce classroom study. As such, they are an important component of the curriculum. Written parental permission is required for any field trip. Students who fail to meet behavioral requirements may be denied participation for safety reasons.

BOOKS AND MATERIALS

Parents are asked to support the teachers in encouraging the children to handle books carefully. Parents will pay for damage or loss of books caused by their children.

RELIGION PROGRAM

The goal of the Religious Education Program is to foster the child's growth in faith. The teacher, sharing his/her faith, demonstrates a faith that is living, conscious, active, and

service oriented. Daily prayer, God's Word in Scripture, and liturgical celebration unite students and their teachers in community and deepens their relationship with God. Experiences are provided through which students are led to recognize the implications of the Gospel in their lives. Through daily religion classes, students are instructed in the fundamental mysteries of faith and the sacramental life of the church.

LITURGICAL CELEBRATIONS

1. Respectful attitude, prayerful atmosphere, and active participation are expected of the students during any liturgical celebration.
2. Special liturgies are planned for holy days of obligation and other important feast days. Students will occasionally attend liturgies with their unit or grade.
3. Formal and creative prayer is said daily.
4. Joint preparation for the Sacraments involves priests, parents, faculty, and students.

LIBRARY

1. Students visit the library one day per week.
2. Books are kept for one week and may be renewed.
3. A student with an overdue book may not check out another book until the overdue book has been returned.
4. If a book is lost or damaged, a fine or replacement fee will be charged.
5. MyOn tests may be taken.

COMPUTER LAB/TECHNOLOGY

The following rules have been set for the use of the equipment:

1. Students will demonstrate respect for the computers and their components (hardware, software, etc.) at all times. Any abuse or destruction of any component will result in any or all of the following: a) disciplinary action, b) restriction from computer use, and/or c) parental financial liability for repair or replacement of damaged equipment.
2. Students will demonstrate attentive behavior by following lesson guidelines, staying on task, and showing respect for Computer Lab teacher and Lab rules at all times.
3. Computer Lab grades will be based on daily activity and project/test grades.
4. Students may gain access to the Computer Lab only during scheduled class periods and open Lab hours. Students are not permitted to use the lab unless a staff member supervises them.
5. All students and families must comply with the terms outlined in the Technology Handbook.
6. A filtering system is used to ensure appropriate and ethical use of the Internet in school. Students and parents/guardians are responsible for appropriate and ethical use at home. Inappropriate use of technology at home that is connected

to school will subject a student to consequences at school. Inappropriate use includes, but is not limited to, harassment of other students, use of school name, remarks directed to or about teachers/staff, offensive communications and safety threats.

PHYSICAL EDUCATION

All children participate in the school's physical education program. Students are graded on effort, cooperation, and skill. The program's purpose is to help the students develop physically. No child will be excused from participation in gym classes without a doctor or a parental note. Students who are unable to participate in P.E. classes due to an injury/illness also may not participate in recess or SJB extracurricular sports. All notifications must go through the school office. After injury or prolonged illness, a doctor's release is required to assume physical activity.

Special attire is required for physical education:

Pre-k, K, 1	Gym shoes, school shirt/blouse, and play shorts
Grade 2-8	Standard SJB gym uniforms (purchased from SJB)
All Grades:	Standard (not fashion) gym shoes

EXTRACURRICULAR SPORTS PROGRAM

Students in grades four through eight may participate in our extracurricular sports program. These students must maintain good academic standards, high moral character, and conform to the academic, homework, and discipline policies of the school. The parents, coaches, principal, and the athletic board are responsible for enforcing athletic eligibility standards. Students who are absent from school or who do not participate in gym class and/or recess are not eligible to participate in any sports practices or games the same day. The school office will notify the Athletic Board President of athletes who did not participate in gym class.

ATHLETIC ELIGIBILITY CODE

The goal of this policy is to help students who are struggling in class, and to ensure that they receive appropriate intervention. St. John Brebeuf is committed to helping students understand the importance of what it means to be a student athlete. Our hope is to provide opportunities for our students to participate in sports while teaching them the importance of balancing extracurricular activities and academics.

1. Students are eligible to play if they maintain a 2.0 grade point average.

2. The homeroom teachers will conduct eligibility checks for athletes when progress reports and report cards are issued.
3. When eligibility checks occur, if a student has below a 2.0 grade point average, the student will be put on probation. The student will have two weeks to bring their grade average up to a 2.0 or higher. Students may practice and compete while on probation.
4. Teachers will give the principal a list of students on probation.
5. If the student does not bring their grade point average to a 2.0 or higher by the end of the probationary period, the student will be suspended from participation in sports (all games and practices) for a minimum of two weeks.
6. Once a student is suspended from playing, the teacher will conduct eligibility checks every two weeks for the remainder of the school year. The student needs to maintain a 2.0 grade point average or higher in order to participate in any sport for the remainder of the school year.
7. Parents will receive notification of this probation or suspension via phone call immediately with the report card or mid-trimester progress report. The notification must be signed and returned to the school. The President of the Athletic Board will also receive notification and will be responsible for getting the information to the coaches.
8. If a student has an ICEP, a meeting may be held to determine if special circumstances exist.

CONCUSSIONS

SJB School Athletics Board has adopted and enforces a policy all student athletes to have on file an information document about the school's policy on concussions and head injuries that has been signed by the student and the parent/guardian prior to the student's participation in athletic practices or competitions.

For information, please see the Concussion Information Form at www.sjbschool.org/athletics, or see the SJB School Documents binder in the school office.

All students who attend Extended Day are also required to complete the same Concussion Protocol.

UNIFORM/DRESS CODE

Summer Uniform (optional)

Boys and Girls, Kindergarten - 8th Grade

- Short-sleeved white shirt with collar
- Twill navy blue shorts, knee length
- Black or white socks, above the ankle
- Leather school shoes, solid color, white, black, navy, or gray gym shoes
- Belt if shorts have belt loops

Regular Uniform

Boys and Girls, Kindergarten - 8th Grade

May also be worn instead of the summer uniform

Girls	Boys
<p>SJB uniform jumper or uniform skirt, knee length</p> <p>Navy, white, gray, black or our plaid uniform colored head bands, hair ties/bows and scrunchies</p> <p>Navy blue twill or corduroy straight-leg uniform pants</p> <p>Belt if there are belt loops (4-8 grade)</p> <p>Long-sleeved or short-sleeved white blouse with a collar, or white knit shirt with a collar</p> <p>Plain navy blue cardigan, plain navy blue pullover sweater, or navy blue monogrammed sweatshirt purchased from the P/SA</p> <p>White or navy blue socks (no patterns) above the ankle</p> <p>Leather school shoes, solid color, white, black, navy, or gray gym shoes</p>	<p>Navy blue twill or corduroy straight-leg uniform pants</p> <p>Belt if there are belt loops (4-8 grade)</p> <p>Long-sleeved or short-sleeved white knit shirt with a collar. Shirts are to be tucked in at all times.</p> <p>Plain navy blue cardigan, plain navy blue pullover sweater, or navy blue monogrammed sweatshirt purchased from the P/SA</p> <p>White or navy blue socks (no patterns) above the ankle</p> <p>Leather school shoes, solid color, white, black, navy, or gray gym shoes</p>

Not allowed:

- Turtlenecks
- Socks below the ankle or socks with patterns
- Hoodies (may only be worn at recess)
- Leggings, jeggings, cargo pants, drawstring waist, or pants that do not fit properly at the waist
- Pajama pants (may only be worn at recess)
- Flip-flops, open backed shoes, and “Heeley” shoes are not allowed at any time
- Colored t-shirts are not to be worn under the uniform shirt
- Boot-cut and bell-bottom uniform pants
- Hair accessories: Head bands or bows that are large; colors other than described above; and anything that is deemed by staff to be distracting

STUDENT NON-UNIFORM DAYS (Out-of-Uniform Days and Spirit Wear Days)

1. Shorts, skirts, and dresses must conform to uniform length. Jeans, loose-fitting pants and shorts, tshirts, polo shirts, and athletic shoes are acceptable if properly laced.
2. Inappropriate images or messages contrary to the Christian ideals and purpose of the school are not permitted on any article of clothing. Examples include, but are not limited to, messages or images dealing with illegal activity, death, violence, bad language, or designed to be a “cut down.” Unacceptable clothing includes, but is not limited to, bare midriffs, spaghetti straps, and low-cut, tight, and short apparel. Tight leggings or yoga pants are not allowed unless they are worn with long tops that come down to mid-thigh length. The principal makes the final determination regarding acceptable attire and appearance.

VOLUNTEER PROGRAM

St. John Brebeuf School is proud of its vibrant volunteer program. Volunteers are an important asset to both teachers and students. Parent Volunteers are required to register for and complete VIRTUS training, fill out a CANTS form for clearance through DCFS, and sign a Code of Conduct form. All of these requirements for being in compliance with the Archdiocese of Chicago must be completed before volunteer service can begin. The CANTS and Code of Conduct Forms must be completed annually. These requirements apply to chaperoning field trips and attending class parties.

PROCEDURE FOR RESOLVING QUESTIONS AND DISAGREEMENTS

If a parent is concerned about a situation with a teacher, the proper procedure is to speak to the teacher about the situation. If the parent wishes a third person to be involved, the principal is the next one to be contacted. Advisory Board members have no jurisdiction over school personnel or students and should not be involved. Issues

should be discussed respectfully and calmly, away from others, among those who are directly involved. An appointment should be set which is mutually agreeable.

MEANS OF COMMUNICATION

St. John Brebeuf School has a number of ways in which information is sent to the parents and community:

1. A school calendar is provided which lists days out of school, school events, and meetings. The calendar is posted on the school website.
2. The principal's newsletter is emailed on Friday to each family. Flyers, letters, brochures, and information sheets are available online and are sent home in the weekly Thursday folders.

CHILD CUSTODY

The school abides by the provisions of the Family Educational Rights and Privacy Act with regard to parents' rights of access to their child's school records. The school also abides by the provisions of the Illinois law regarding the right of access of non-custodial parent to his or her child's school records.

- Release of copies of school records to the non-custodial parent is granted unless there is a court order to the contrary.
- It is the responsibility of the custodial parent to provide the principal with an official copy of the court order.
- Unless informed otherwise through court order, the school may release a child to a non-custodial parent after school hours or allow said parent to visit a child outside the school hours.
- The school will give a non-custodial parent the opportunity for copies of report cards. Upon request, a Parent-Teacher Conference will be given at a time other than that of the custodial parent.
- If a school has on record a court order indicating the limited visitation right or no visitation rights and a parent makes application to volunteer services in the school, the principal need not accept the application.

SAFE ENVIRONMENT REQUIREMENTS

In the event of an emergency, administrators, teachers, and staff will call 911 immediately.

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

MANDATED REPORTER STATEMENT

All St. John Brebeuf School teachers and staff are mandated reporters. All teachers and staff are required by the Archdiocese of Chicago's Office for the Protection of Children to complete an online mandated reporter training.

Teachers, staff, coaches, and catechists are all required by law to report any suspected child abuse or neglect to the Illinois Department of Children and Family Services (IDCFS).

The IDCFS Hotline number is 1-800-25-ABUSE (1-800-252-2873).

FIREARMS INCIDENTS

The principal:

- 1) Immediately notifies local law enforcement of firearms incidents at the school;
- 2) Immediately notifies the parents or guardians of students in possession of firearms on school grounds, which include the real property comprising the school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school-related activity within 48 hours of becoming aware of the incident; and
- 3) Notifies the local police department of verified incidents involving drugs occurring in a school, on the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school-related activity within 48 hours of becoming aware of the incident; and
- 4) Notifies the Illinois State Police of such incidents through the School Incident Reporting System (SIRS).
- 5) The principal will notify the Archdiocese Regional Director of the incident.

ST. JOHN BREBEUF SCHOOL BEHAVIOR CODE PURPOSE/RATIONALE

We are committed to creating a positive, safe environment where Christian values can be learned and lived. The aim of our behavior code is to instill self-discipline, encourage mutual respect, and foster Christian acceptance. We believe that encouragement and guidance of student behavior is shared by both home and school. Students need to stand for Christian values in a world where those values are often ignored in practice.

THREE R'S

Rules – Adults in our building will enforce the rules and will not allow anyone to be hurt physically, emotionally, or socially.

Rights – Every student has the right not to be hurt and the right to learn in a safe environment.

Responsibilities – Everyone is responsible for respecting the rights of everyone who enters our school and themselves.

SJB'S TOP TEN LIST

1. Bullying is not tolerated in our school.
2. We do not tease, call names, or put people down.
3. We do not hit, shove, kick, or punch.
4. If we see someone being bullied, we speak up and stop it (if we can) or go for help right away.
5. When we do things as a group, we make sure that everyone is included and no one is left out.
6. We make new students feel welcome.
7. We listen to the opinions of others.
8. We treat each other with kindness and respect.
9. We respect the property of others and the school.
10. We look for good in others and value differences.

RULES FOR COMMON AREAS

*****GUM CHEWING IS NOT ALLOWED AT ANY TIME*****

ARRIVAL RULES:

1. School doors open at 8:05 A.M. The tardy bell rings at 8:15 A.M. Students are expected to be on time.
2. Students arriving before 7:55 A.M. will be sent, for their safety, to the Extended Day Program. Parents will be charged accordingly.
3. Walk bicycles while on school property.
4. Remove hats when entering the building.
5. Wait quietly in line or by assigned door of entry.
6. Proceed directly to the classroom.

HALLWAY RULES:

1. Walk quietly on the right side.
2. Be courteous and thoughtful of others.
3. Respect shared property and hallway displays by keeping them clean and undamaged.
4. Be respectful of classes in session when changing rooms.

BATHROOM RULES:

1. Silence is necessary to prevent disruption of classes.
2. Respect our shared property by keeping it clean and undamaged.
3. Leave classroom with teacher's permission unless it is an emergency situation.

LOCKER ROOM RULES:

1. Change quickly and quietly.
2. Respect property of others.
3. Think and act safely.

LUNCHROOM RULES:

1. Walk quietly.
2. Stay in your seat.
3. Raise your hand if you need help.
4. Leave the table, floor, and chair clean.
5. Push in chairs.
6. Follow directions of lunch supervisor.
7. Students may not use vending machines.

RECESS/PLAYGROUND RULES:

1. Walk in line and follow recess supervisor to and from the playground.
2. Use assigned areas and equipment on the playground.
3. Play safely, take turns, and be kind to others.
4. Obey adult supervisors.
5. Settle disputes peacefully and fairly.
6. Food, drinks, candy, and gum are not allowed at recess.
7. Stay on school grounds.
8. Electronic games, cell phones and ipods are not allowed at recess.
9. Leave rocks and snow on the ground.
10. Climbing fences, trees, electrical poles, and snow banks is prohibited.
11. Respect property and rights of our neighbors.
12. The school is not responsible for personal items brought from home which are lost or broken.

DISMISSAL/PARKING LOT RULES:

1. Walk orderly to designated exit. Stay with your class.
2. Loitering is not allowed in the gym lobby or outside gym doors.
3. Once you are out of the building you may not return without permission.
4. Go directly to your ride or leave the school grounds.

5. Walk bicycles while on school property.
6. Skateboards, roller blades, and scooters are not allowed on school grounds.
7. Students may not use pop and/or snack machines.
8. Approximately 15 minutes after dismissal, remaining students will be sent, for their safety, to the Extended Day Program. Parents will be charged accordingly.

CHURCH/LITURGY RULES:

1. Enter and exit church quietly and reverently.
2. Participate in prayer and song.
3. Sit appropriately and be a good listener.

GYM ASSEMBLY RULES:

1. Enter gym quietly.
2. Participate enthusiastically and cheer appropriately.
3. Sit quietly and keep feet on the bleachers.
4. Wait until you are told to get ready to leave.

FIELD TRIP RULES:

1. Be a good representative of our school.
2. Talk quietly on the bus.
3. Remain seated with seat belt fastened.
4. Stay with your group or class.
5. Follow the rules of the place you are visiting.

UNIFORM INFRACTIONS

Violation of the written uniform code, as stated in the St. John Brebeuf School Handbook, will **necessitate a consequence from the behavior rubric. Please see the non-aggressive behavior rubric for consequences.**

CONSEQUENCES FOR COMMON AREA/NON-AGGRESSIVE BEHAVIOR VIOLATIONS

Continuous or overt disregard of any school rule will result in appropriate disciplinary action. The purpose of disciplinary action is to help the student to accept more responsibility for his or her own actions and to become more self-disciplined. Discipline will be grade appropriate by consensus of teachers and principal. Minor offenses are usually handled by a verbal warning from a teacher or staff member. The homeroom teacher will keep a record of frequency of minor offenses. **Parents will be notified concerning offenses where appropriate.** Where warranted, discipline problems may require a meeting with parents and/or intervention of principal

St. John Brebeuf
Non Aggressive Behavior Rubric - PK-3

Behaviors include but are not limited to:

- yelling out
- kicking the back of someone's chair
- disrupting other student's learning
- bugging other students
- talking while the teacher is talking
- tapping pencil
- burping aloud
- anything that disrupts the learning of others in the classroom
- improper uniform (teacher sends e-mail to parents regarding student's uniform)

3 Resets	4 Resets	5 resets	6 resets	7 resets
15 second intervention	Sit away from peers for 10 minutes but in the same room	1 silent, supervised recess parents informed by the classroom teacher	student calls parent in administrator's presence	parent conference with teacher and principal

*15 second intervention is a verbal intervention from the teacher to help reset the student.

CONSEQUENCES FOR SERIOUS/AGGRESSIVE BEHAVIOR VIOLATIONS GRADES K-8

St. John Brebeuf School Consequences of Mean Behavior - PK - 3

Behavior	First Time	Second Time	Third Time	Fourth Time
<p>Level 1 Disrespect toward others and teasing</p> <ul style="list-style-type: none"> • Unkind gestures or looks • Name calling/teasing • excluding others • behaviors that hurt feelings • play fighting • inappropriate language 	<p>Date: _____</p> <ul style="list-style-type: none"> • *15 second intervention • restate definition of hurtful behavior • discuss briefly an alternate action to mean behavior • opportunity for apology 	<p>Date: _____</p> <ul style="list-style-type: none"> • 15 second intervention • restate definition of hurtful behavior • removal from activity, area or toy for 3 minutes to calm down and think about it • practice with adult, after time out, what they might have done differently • opportunity for apology 	<p>Date: _____</p> <ul style="list-style-type: none"> • 15 second intervention • restate definition of hurtful behavior • documentation • time out for 5-7 minutes • discuss/practice an alternate action to mean behavior • parent notification by phone or in front of the child at pick up • opportunity for apology 	<p>Date: _____</p> <ul style="list-style-type: none"> • 15 second intervention • restate definition of hurtful behavior • documentation • 1 supervised recess • discuss with principal regarding behavior • parent notification by phone or in front of child at pick-up • opportunity for apology
<p>Level 2 Physical contact</p> <ul style="list-style-type: none"> • pushing/shoving • hitting/slapping/kicking • grabbing/pinching • threatening • throwing objects with an intent to hurt someone • tripping • spitting 	<p>Date: _____</p> <ul style="list-style-type: none"> • 15 second intervention • restate definition of hurtful behavior • time out for 3 minutes • discuss / practice an alternate action to mean behavior • opportunity for apology 	<p>Date: _____</p> <ul style="list-style-type: none"> • 15 second intervention • restate definition of hurtful behavior • documentation • time out for 5-7 minutes • discuss/practice an alternate action to mean behavior 	<p>Date: _____</p> <ul style="list-style-type: none"> • 15 second intervention • restate definition of hurtful behavior • documentation • 1 supervised recess • discuss with principal regarding behavior • parent 	<p>Date: _____</p> <ul style="list-style-type: none"> • 15 second intervention • restate definition of hurtful behavior • documentation • 2 supervised recesses • discuss with principal regarding behavior • conference

		<ul style="list-style-type: none"> parent notification by phone or in front of the child at pick up opportunity for apology 	notification by phone or in front of child at pick-up <ul style="list-style-type: none"> opportunity for apology 	<ul style="list-style-type: none"> with parent opportunity for apology
Level 3 Severe physical contact <ul style="list-style-type: none"> punching/fighting biting stealing damaging property retaliation for someone reporting false reporting of aggressive behavior racial / ethnic name calling severe harassment or behavior that may injure self or others 	Date: <ul style="list-style-type: none"> 15 second intervention restate definition of hurtful behavior documentation time out for 5-7 minutes discuss/practice an alternate action to mean behavior parent notification by phone or in front of the child at pick up opportunity for apology 	Date: <ul style="list-style-type: none"> 15 second intervention restate definition of hurtful behavior documentation immediate time out for 5-7 minutes discuss/practice an alternate action to mean behavior 2 supervised recesses discuss with principal teacher and principal conference with parents. opportunity for apology 	Date: <ul style="list-style-type: none"> 15 second intervention restate definition of hurtful behavior documentation Immediate time out for 5-7 minutes 3 supervised recesses discuss with principal student calls parents opportunity for apology 1-2 hour in-school suspension at principal's discretion 	Date: <ul style="list-style-type: none"> one day in school suspension at principal's discretion positive behavior plan with parents

*15 second intervention is a verbal intervention from the teacher to help reset the student.

St. John Brebeuf School - Consequences of Non-Aggressive Behavior Grades 4-8

Behavior	First Time	Second Time	Third Time	Fourth Time
Paperwork not Returned	Reset	Parent contact	Detention	Detention + Plan for Improvement
Not Prepared for Class	Reset	Parent contact	Detention	Detention + Plan for Improvement
Dress Code Violations	<p>School Uniform</p> <p>Correct violation if possible</p> <p>Spirit Wear / Dress Down Days</p> <p>Correct violation if possible + dress down slip</p>	<p>School Uniform</p> <p>Correct violation if possible + dress code violation slip</p> <p>Spirit Wear/ Dress Down Days</p> <p>Correct violation if possible / parent contact to bring appropriate clothing</p>	Detention	2 Detentions
Inappropriate Use of Technology	Lose the device for a period + behavior report	Parent contact + detention form+ reflection sheet + student loses device for remainder of class period + detention	Parent contact + detention form+ reflection sheet ++ student loses device for 24 hours+ 2 detentions	Parent contact + detention form + reflection sheet + student loses device for 48 hours+ 3 detentions
Plagiarism and/or cheating	Behavior report + Student contacts home + No credit for assignment + detention	Behavior report + student contacts home + detention form+ reflection sheet + no credit for assignment + 2 detentions	Behavior report + detention form + reflection sheet + no credit for assignment + Parent conference with teacher and administration + 3 detentions	Behavior report + detention form + reflection sheet + No credit for assignment + Parent conference with teacher and administration
Forgery	Behavior report + Student contacts detention form + reflection sheet + No credit for assignment + detention	Behavior report + parent meeting + Responsibility/think sheet + no credit for assignment + 2 detentions	Behavior report + detention form + reflection sheet + no credit for assignment + Parent conference with teacher and administration + 3 detentions	Behavior report + detention form + reflection sheet + No credit for assignment + Parent conference with teacher and administration

*Depending on the situation, an immediate suspension may be assigned.

**Depending on the situations, cumulative infractions may result in a suspension.

St. John Brebeuf School - Consequences of Aggressive Behavior Grades 4-8

Behavior	First Time	Second Time	Third Time	Fourth Time
<p>Level 1 - Horseplay/Inappropriate Behavior “Goofing around” or “playing” that may include name calling, or “just kidding” and “no offense, but”, mean remarks. Behavior unbecoming of a Catholic school student.</p>	15 second intervention Written behavior report	15 second intervention Written behavior report Student calls parent	15 second intervention Written behavior report Student calls parent 1 detention Time to Think form including a written apology	15 second intervention Written behavior report Student calls parent 2 detentions Time to Think form including a written apology
<p>Level 2 - Harassment / Disrespecting Adults Name-calling, note writing, gossiping, spreading rumors, playing mean tricks, rude gestures, profanity, or any other behavior written or spoken that would hurt others or make them feel bad about themselves, including text messages or social media. Eye rolling, muttering under your breath, tone of voice, not listening to adult directives</p>	15 second intervention Written behavior report 1 detention Time to Think form including a written apology	15 second intervention Written behavior report Student calls parent 2 detentions Time to think form including a written apology	15 second intervention Written behavior report Student calls parent 3 detentions Time to Think form including a written apology	15 second intervention Written behavior report Student calls parent Half-day in-school suspension Time to Think form including a written apology Opportunity for apology Parent conference with teacher and administrator required
<p>Level 3 - Moderate Physical Contact: Hitting, pushing, shoving, grabbing, slapping, tripping, spitting, throwing objects, etc. in an attempt to control another or done in anger. Vandalizing another person’s property Moderate Intimidation/ Harassment / Disrespecting Adults Threats of emotional or physical aggression, intimidation, exclusion. This includes electronic messages, False Reports, Retaliation for Reports. Repeated disrespect, inappropriate language and behavior toward adults,</p>	15 second intervention Written behavior report Student calls parent 2 detentions Time to Think form including a written apology	15 second intervention Written behavior report Student calls parent 3 detentions Time to Think form including a written apology	15 second intervention Written behavior report Half-day in-school suspension Time to Think form including a written apology Parent conference with teacher and administrator required	15 second intervention Written behavior report Full day in-school suspension Time to Think form including a written apology Parent conference with teacher and administrator required
<p>Level 4 - Severe Physical Contact: Punching, kicking, fighting, and similar behavior that is designed to injure another. Severe Harassment and Intimidation/Harassment : Racial, ethnic, sexual, and/or religious harassment; overt coercion and cyberbullying. Harassment that is targeted toward another student or school personnel that is impossible for the targeted person to remain in a school setting.</p>	Student sent to the office, Written behavior report Student calls parent Half-day in-school suspension Parent conference with teacher and administrator required	Student sent to the office Written behavior report Student calls parent Full day in-school suspension Parent conference with teacher and administrator required	Student sent to the office Written behavior report Student calls parent One and one half days in-school suspension Parent conference with teacher and administrator required	Student sent to the office Written behavior report Student calls parent Two day in-school suspension Parent conference with teacher and administrator required

*Depending on the situation, an immediate suspension may be assigned.

**Depending on the situations, cumulative infractions may result in a suspension.

The following actions could result in an immediate suspension and possible expulsion from school. Police will be notified if warranted. Family or individual counseling may be recommended. The Administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

1. Deliberate destruction, abuse, or theft of personal or school property.
2. Bringing weapons to school or carrying weapons.
3. Use or possession of tobacco, matches, or lighters.
4. Harassment (repeated disrespect and intimidation of others).
5. Use or possession of alcohol and/or drugs in school or at school-related activities.
6. Gang affiliation, recruitment, or any activity on or off school premises that may be gang-related.
7. Assault of a student or school personnel.
8. Conduct detrimental to the reputation of St. John Brebeuf School.
9. Inappropriate use of social media websites outside of school hours in which the integrity of St. John Brebeuf School and/or its staff members is damaged.

A SILENT SUPERVISED RECESS is time spent in a room filling out a “time to think” form and contemplating the action that was taken. Silent supervised recesses will be served the day of the offense if it occurred before 11:00, or the following day if it occurred after 11:00. If a student does not serve his/her silent supervised recess when required, an additional one will be assigned. Students who arrive late will also be assigned an additional silent supervised recess.

SUSPENSION is defined as a period of time in which the student may not attend class. Suspensions may be in-school or out-of-school.

EXPULSION is defined as a permanent dismissal of a student from school. This action will be imposed only after serious deliberation of the pastor, principal, and faculty. Parents will meet with the administration before a student is expelled.

BULLYING PREVENTION

As Catholics we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community.

Bullying is:

- any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically,
- occurring on campus or off campus during school or non-school time,

- directed toward another student or students, that has or can be reasonably predicted to place the student or students in an unreasonable fear of harm to the student or student's person or property;
 - cause a substantially detrimental effect on the student or student's physical or mental health; interfere substantially with the student or student's academic performance;
 - interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation, and retaliation for asserting or alleging an act of bullying.

Cyber bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos.

Bullying acts or conduct described above can include the following:

- Physical which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling;
- Verbal which includes, but is not limited to, namecalling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet;
- Emotional which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;
- Sexual which includes, but is not limited to, many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment, and abuse involving actual physical contact or sexual assault.

No student shall be subjected to bullying:

- during any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities
- through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

All members of the Catholic school community, parent/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ centered environment. Students are expected to participate in age appropriate educational programs developed by the school that address bullying and teach respect for all.

Bullying by a student or students may result in suspension and/or expulsion from the school.

Administrative Responsibilities

The Fifth Commandment calls us to foster the physical, spiritual, emotional and social well-being of self and others (United States Catholic Catechism for Adults, page 389).

Children are unable to eliminate acts of bullying or harassment without adult support, guidance and intervention. Therefore, school personnel have a responsibility to see that:

- all allegations and incidents of bullying are taken seriously,
- parent/guardian and/or student reports of bullying must be addressed immediately,
- written documentation must be prepared and maintained by the school on the Bullying Complaint Report Form Appropriate disciplinary consequences are applied to the offending student(s).

These procedures are followed:

- When disciplinary action is taken against student(s) as a result of a bullying complaint
 - documentation should indicate what happened, and
 - what action was taken.
- Written documentation of the complaint must be placed in the student(s) file as would documentation of other disciplinary action involving student(s).
- Whenever a bullying complaint is made by or on behalf of student(s), the school must place the record of what action was taken in the student(s) file.

The principal or administrator must notify the school's Assistant Superintendent of bullying complaints and the action taken.

Clear consistent behavioral standards should be publicized, posted and fairly enforce in each school.

Educational programs that address bullying should be developed and implemented at all grade levels.

Illinois Public Act 9296, S.B. 1026 provides that whoever by threat, menace, or intimidation prevents a child entitled to attend public or nonpublic school from attending

that school or interferes with the child's attendance at that school is guilty of a Class A misdemeanor.

SEARCHES CONDUCTED BY SCHOOL PERSONNEL

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

COMPLAINT PROCEDURE

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents, and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur.

School Level

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).
- If the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

Office of Catholic Schools Level

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the Regional Director of Vicariate II at the Office of Catholic Schools, outlining the concerns and reviewing the local process.
- The regional director will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the regional director will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

MISSING STUDENTS PROCEDURE

A missing child is a person 17 years old or younger reported to any law enforcement authority as abducted, lost, or a runaway.

Upon notification by the Illinois Department of State Police, the school shall flag the record of that person so that if information is requested the school will know this is the record of a missing person. The records of any missing students will be placed in a specially marked, color-coded file in the student records cabinet.

The school will immediately report to the Illinois Department of State Police any request concerning a flagged record or any knowledge as to the whereabouts of any missing person.

Upon notification by the Illinois Department of State Police that the missing person has been recovered, the school shall remove the special mark and color-coding of the file.

NON-DISCRIMINATION POLICY

St. John Brebeuf School assures equal opportunity in all its policies and practices. These policies and practices are administered without regard to race, color, national origin, age, gender, marital status, political affiliation, veteran status, sexual orientation, or mental or physical disabilities. St. John Brebeuf School admits students of any race, color, creed, and national and ethnic origin to all the rights, privileges, programs and activities generally made available. Enrollment is open as space and resources exist, to the children of the parish and to other children of the community whose parents subscribe to the educational philosophy of the school. The school has written policies to insure compliance with all components of Illinois 23 Ill Adm. Code Part 425, which can be viewed through this link: <https://www.isbe.net/Documents/425ARK.pdf>

CONCLUDING STATEMENT

The contents of this handbook will be enforced for the duration of the school year. It is the responsibility of the students and parents to become familiar with its contents. Failure for not being aware of the policies posted in the handbooks will not excuse any infractions.

Addendums to the already established policies may be included anytime they are warranted. The principal, in cooperation with the pastor, reserves this right. Notification of any addendum will be shared with the school families.