

St. Isidore School

2017-2018

Parent-Student Handbook



...teaching the heart of the matter

Students' attendance at St. Isidore School is a privilege. To enjoy this privilege, students and parents must abide by the rules and regulations of the school. This handbook does not attempt to be all-inclusive so, to promote good order and an atmosphere of discipline and learning, the administration of St. Isidore School may implement regulations not specified in this publication.

This handbook contains guidelines for school policies, practices, procedures, and programs. It does not confer rights nor does it restrict any legal rights of St. Isidore School.

St. Isidore School may amend the policies, procedures, and programs in this handbook at any time. All decisions/changes to the handbook are at the discretion of the principal.

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ST ISIDORE PARISH MISSION AND VISION STATEMENT

We are the Roman Catholic community of St. Isidore; the farmer – Eucharistic people empowered by the Holy Spirit...planting seeds of faith, ...cultivating growth and...sharing the harvest of the kingdom with all of God’s people; Journeying together into the heart of Jesus, seeking to ...enlighten, ...engage and ...serve one another while deepening our faith in God.

ST ISIDORE SCHOOL MISSION STATEMENT

We are the Catholic educational community of St. Isidore Parish - planting, cultivating growth and sharing with children the kingdom of God. We are teaching the heart of the matter as we lead children into the heart of Jesus.

ST ISIDORE SCHOOL PHILOSOPHY

We want to create a “way of life” rooted in Christ and the Gospel teachings. We try to teach as Jesus did. The future of the Catholic Church lies in our youth. It is our responsibility to encourage the development of each child’s God-given gifts through the Gospel message, through service to others, through a sense of community and through worship. We strive for academic excellence in a Christ-centered community. We celebrate the diversity of all God’s world. We recognize parents as the primary educators of their children and we have an obligation to foster this parent partnership in support of student progress, growth and learning.

ADMISSION

St. Isidore School operates under the auspices of the Diocese of Joliet admitting students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally available to students at the schools. St. Isidore School does not discriminate on the basis of sex, race, color, national origin, ethnic background or immigration status in its educational and employment policies and practices provided that parents support the school philosophy and objectives. The names of the elementary and secondary diocesan schools can be found in the Official Catholic Directory published annually.

DIOCESE OF JOLIET POLICY OF CHRISTIAN CONDUCT

Our Catholic schools are rooted in a vision and values:

- The vision for the Diocese of Joliet Catholic Schools is: an integrated network of vibrant schools that makes Catholic education available to all within a community of lifelong learners formed in faith, educated for excellence and sent to serve.
- The values for the Diocese of Joliet Catholic Schools are: incorporating faith into the classroom, balancing challenging courses with a nurturing environment, collaborating with families, holding each other to a higher standard, and looking ahead.

This vision and these values are based upon the Gospel and summarized by Jesus' command to "...love the Lord your God, with all your heart, with all your soul, with all your mind, and with all your strength.... You shall love your neighbor as yourself." (Mk 12:30-31)

In light of our Gospel vision and values, all our parents and their guests at our schools are expected:

- To display a truly Christian attitude in all activities and relationships with adults and other students. Treat others how we want to be treated.
- To be courteous and considerate of others.
- To extend courtesy to guests and visitors of the school.
- To treat the entire school community with dignity and respect.

Respect for ourselves and everyone who makes up our school community is an essential requirement for a Christian environment. Children first learn appropriate behavior demonstrated by their parents and other role models. As adults, it is our charge to help children accept responsibility for their actions and to understand the consequences.

Our whole child approach integrates Catholic doctrine, prayer, sacraments, and moral decision-making with academic achievement and physical health. This is accomplished in partnership with parents.

The ideal of discipline within Catholic education is to enable students to move from externally imposed discipline to self-discipline and finally toward adult discipleship.

As we teach, advocate, and model the virtues and values we wish to instill in our children, we, as adults, must also enforce rules related to our own behavior, as well as accept responsibility and consequences.

It is expected that volunteers conduct themselves in a Christian manner at all times when on the St. Isidore School and Parish Property. If behavior is a poor example for children or lacking in professionalism, he/she will be told that their volunteer services are no longer needed. The principal's decision is final in cases that involve parental misconduct.

IN SUMMARY

Parental support regarding respect for authority, support for school rules and policies and appreciation for the efforts of the school staff are essential to create a Christian learning environment at St. Isidore School. We expect that all parents will be supportive of school rules and policies. We are in partnership – church, school and home – working together to build a Christ-centered environment where all students can grow spiritually, academically, physically and emotionally.

As a parent, you act as one of the most influential role-models in your child's life. It is the expectation of this Catholic community that all parents model acceptable behavior at all times, but especially within the school setting and online.

There may be times when you feel that the actions of another child have infringed upon the rights of your own child. Under no circumstances is a parent or guardian to approach another child while he is in the care of the school to discuss or chastise him/her because of actions toward said parent's own child. It is appropriate to approach the classroom teacher or principal to seek intervention. An approach to the child's parent or guardian in conjunction with an approach to the school may also be appropriate in some circumstances. Always be positive. Events occur which don't always seem fair. Always approach situations in a spirit of cooperation and genuine partnership.

As a Catholic school community, we must live our faith and trust that all situations can be resolved if we participate with a listening heart and a desire to provide for our children the very best educational setting in a truly Christian environment.

When a parent's behavior is intrusive, inflammatory, overbearing or in any way negatively impacts the school atmosphere, a decision may be made by the pastor and the principal to deny the continuation of the family's presence in the school.

As we work in partnership, it is understood that parents will be supportive of the policies and procedures that have been outlined in this handbook. Failure to accept handbook policies by parent or student may result in student exclusion from the school.

STUDENT ABSENCE/TARDINESS

It is extremely important for both the student and the class as a whole that every effort is made for all students to arrive on time. The school day begins at **7:50**. At this time all students should be lined up outside of the Ministry Center. The first bell rings at this time and all students walk into the building. At **8:00** the second bell rings. At this time, all students should be in their seats ready to begin the school day. When a student is not in the building at **8:00**, they are considered tardy. This includes an excused tardy (such as a doctor or dentist appointment). There is NO penalty for an excused tardy. If a student is tardy five times (unexcused), a detention will be issued.

If a student will not be in school, it is important that a parent/guardian call the school office to report the absence. You may call the school office between 7:30 and 8:00am on the day of the absence. You may leave a message on the school answering machine. Please tell us the student's name, grade and the reason for the illness. A written note signed by the parent/guardian is also necessary upon the student's return to school. This note must be given to the homeroom teacher on the day the student returns to school. It is important that a student's temperature be normal (98.6) for 24 hours before returning to school. Please do not send your child to school if he/she is not feeling well. There will be no Perfect Attendance award distributed. A doctor's note is required for a student to remain inside during recess.

Absent Work Makeup

When a student is absent, it is important that their missed schoolwork is made up. Our practice regarding missed work is as follows:

Primary Grades (K-3)

- The focus at this grade level is the classroom experience. Some of the work missed will be presented in the classroom and therefore, is difficult to send home to be made up. Each individual classroom teacher will set their own policy and it will be presented to the parents at the beginning of the school year.

Intermediate (4-5 and Junior High 6-8)

- The learning process at these grade levels is more independent. Most students will feel the need to keep up with the daily work. Upon your request at the time you report the absence, we will prepare assignments to be ready for you to pick up at the end of the school day (3:00). You may also identify a student with whom you would like us to send the work. Please do not request the work if you have no way to pick it up.
- The policy is that if you are absent 1 day, the student has 1 school day to complete the absent work. Long term projects or weekly assignments are due the day a student returns from an absence. If a student is absent multiple days it is our expectation that he/she will use the next weekend to complete the absent work. When a student misses a class that does not have an assignment that is easily sent home, it is the student's responsibility to contact the teacher(s) to find out how that work can be best made up.

In some cases, a teacher will create his/her own individual absent policy. This will depend on the grade level, the subject and the assignment.

Vacations

Although we recognize the importance of family vacations, we ask parents to avoid scheduling them during school time. It is especially important for students to be in attendance when standardized tests are given. We have tried hard to plan vacations and long weekends to offer opportunities to travel without missing school. If it is absolutely necessary to travel at this time, assignments will be given upon the student's return.

- Please do not ask for assignments ahead. Students will have a maximum of one week to complete missed assignments. It is the student's responsibility to contact the teacher/s about missed work.

EARLY DISMISSAL

No student is permitted to leave the school property during the school day without the permission of the principal. For an early dismissal, a student must have a NOTE signed by a parent/guardian stating the day, time and reason for the early dismissal. The note should be presented to the homeroom teacher who will send it to the office for approval. Parents must report to the office to sign the student out before the student may leave the building. The student will be called down to the office upon the parent's arrival. **NO STUDENT MAY LEAVE THE BUILDING UNACCOMPANIED.**

If a student becomes ill during the school day, parents will be contacted by phone. If a parent cannot be reached, the emergency contact will be called. A student will not be released from school to anyone other than a parent or an authorized adult whose name appears on the student's emergency card. Other than a parent, the person picking up a student must have written parental permission and must report to the school office. He/she may be asked for identification to assure student safety. Parents should send permission notes ahead of time. Thank you for your cooperation in this matter of safety.

Returning to School After Dismissal

Students are not permitted to return to the school building after the 2:55 PM dismissal unless accompanied by a teacher. Parents may not go to a classroom unless an appointment has been scheduled or they have signed in at the office.

COMMUNICATION

We want to keep the lines of communication open in every way we can. A newsletter will be published weekly and sent electronically in addition to the monthly calendar. The monthly calendar will be posted on the website. Written communications are sent with the oldest student in the family. An envelope will be sent weekly with pertinent information from the school office or the classroom teacher. The parents are asked to sign and date the envelope and return it the next day with each student. All students will be receiving an envelope even though some information is sent to the oldest child only. In our continuing efforts to “go green” and follow our Catholic Teachings regarding the environment, as many announcements, flyers and communications as possible will be sent electronically OR posted on the school website. It is the parents’ responsibility to check that website weekly for new information. The school calendar is posted monthly.

Daily announcements are also made to inform or remind students of important information. We are trying to help students become responsible by asking them to share in the responsibility of communicating information. Occasionally a teacher may use the student’s assignment notebook to communicate with parents. It is the student’s responsibility to show that note to the parents. Parents should check the assignment book daily. The parish bulletin is also used to communicate with parents. Please check this weekly also.

CURRICULUM

St. Isidore School Curriculum is based on the guidelines and standards set by the Joliet Diocesan Catholic Schools. Our curriculum reflects our Catholic identity and moral values are infused throughout the curriculum on all grade levels and all subjects. Included in our Religion curriculum is the Family Life Series. This series not only covers human sexuality, but also discusses drugs, alcohol abuse and AIDS education. Students are also instructed in the Safe Touch Program as directed by the Diocese of Joliet. Our aim will be to assist you, as parents, in developing Christian values and attitudes in your children.

DISCIPLINE CODE

Discipline Mission Statement

Physical, social and emotional safety is imperative for excellent learning to take place. Students are expected to demonstrate Christian Conduct on a consistent basis. The rights of others should always be respected. The discipline process is aimed at behavioral change and is viewed as a restorative process to enable students to learn to make better choices that enhance the school community. The discipline process is not punishment. Consequences are earned and meant to enhance both the students’ growth and the community. This type of restorative discipline is measured, adapted and implemented by the St. Isidore teachers and administration. When necessary, parents will be consulted and asked to participate in that process. In most cases, there is a sequential step process that occurs as students move through the discipline process. Students who disrupt the educational process, break established school or classroom rules, and /or harass or violate the rights of others may be subject to detention, loss of privileges, put on a probationary status, suspension or expulsion depending on the severity of the offense.

Expectations:

Students are expected to:

- Engage in behavior that does not create a problem for themselves or anyone else.
- Engage in behavior that does not jeopardize the safety or learning of themselves or others.
- Use only kind words and actions. Unkind words or actions will not be tolerated.
- Use S.W.A.T. – Stop, Walk and Talk to an adult.
- Take responsibility for behavioral and academic expectations.
- Follow all P.B.I.S. protocol.

Teachers are expected to:

- Contribute to the nurturing and advancement of the physical, mental, academic and spiritual well being of the students.
- Work together with parents to assist them in their role as primary educators of their children.
- Encourage responsibility on the part of the student in their conduct and behavior with each other and with others outside the school community.

Parents are expected to:

- Support the teachers in the nurturing and advancement of the physical, mental, academic and spiritual well being of their child.
- Work together with the teachers to assist them in their roles as educator of their children.
- Encourage student responsibility for behavior and academic responsibilities inside and outside the school community.
- Support and cooperate with the school discipline code.

If a parent's behavior is intrusive, inflammatory, overbearing or in any way negatively impacts the school atmosphere, a decision may be made by the pastor and the principal to deny the continuation of the family's presence in the school.

P.B.I.S.

As we strive for excellence in Christian behavior, we continue to implement the P.B.I.S. Program (Positive Behavior and Intervention Supports). A matrix outlining behavior expectations is included at the back of this handbook. Students are awarded for their positive behavior in these ways:

Car Bucks

C.A.R.S. – Christian Attitude, Responsibility, Safety are the pillars of our P.B.I.S. Program. Students in Gr. K-8 are eligible to receive a "CAR BUCK". These are given to students who work extra hard at showing a Christian attitude, showing responsibility or acting safely. These may be given by any teacher for actions such as: showing an extra kindness, improving on behavior, participating actively in Mass.

Discipline is a growth process. There are times that certain behaviors result in consequences such as:

Christian Behavior Forms

Christian Behavior Forms are used as a reminder to the student and a communication to the parent that an unchristian behavior has been reported or witnessed. The student may need to complete a written response. The form must be returned the next school day with a parent signature.

Minors and Majors

Minors are a discipline consequence for behavior such as: disrespect, disruptive behavior, tardiness, out of uniform, chewing gum, cheating, and general breaking of school and classroom rules/policies.

Minors are not to be taken lightly. They are given after warnings are issued (except in the case of extreme behavior). Minors/Majors are meant to serve as a communication tool between the school and home. The expectation is that students will recognize and change their behavior. Every minor/major should be returned to school on the next school day signed by the parent/guardian. If a minor/major is not signed by the parent, further consequences may be awarded. The minor/major and its consequences will stand even if there is no parent signature.

Good discipline and respect are necessary for learning to take place. It is important that all students recognize the importance in adhering to school rules and policies. If a student disrupts the education process or breaks an established classroom or school procedure, we have created opportunities for behavioral improvement at all grade levels.

- Minors and Majors are meant to be a means of communication between the home and school. The Minor or Major will not be removed due to the lack of a parent signature.
- When a student receives three Minors, he/she will be issued a Major Discipline Form. This is a serious event and will be sent home as soon as possible. This should be returned signed by the parent on the next school day. A Major will result in a detention, a conference with the parent/s and possibly the principal. In the case of a serious violation of a school rule/policy a Major may be issued rather than a Minor. This is a rare occasion and considered serious.
- In some cases, a Minor or Major will be preceded by a verbal warning. When a student has received three written offenses (Minors) in either academic or behavioral actions, a Major will be issued including a detention. After that, each behavioral offense may result in a Major and a detention. Each academic offense may result in a Major and a lunch/recess or after school detention. Each subsequent major results in a detention.
- On the occasion of the third minor/detention, a conference with the teacher, student and parents will occur.
- On the occasion of the fourth minor/detention, the student will have all privileges removed for a two week time period. This includes sports (practices and games), extra-curricular activities and field trips. A conference will also be held at this time with the teacher, student, parents and principal.
- On the occasion of the fifth minor/detention, privileges will be removed for the remainder of the semester. A conference with student, teacher, parents, principal and pastor will be held. At this time a suspension will be issued.
- On the occasion of the sixth minor/detention, all of the above consequences will be issued including a suspension. At this time the student's placement will be discussed. Expulsion may occur.

At All Grade Levels

- Discipline Minors/Majors may be issued by principal, teachers and other adults in authority.
- A detention will be issued if a student has been tardy five times. Gr. K-4 will serve lunch detention after determined amount of tardies. Gr. 5-8 will serve after school detention.
- A detention will be issued when a student has received 5 late work lunches.
- No student will be excused from serving a detention. Parents must provide the necessary transportation.
- Desks and lockers are school property and may be searched at any time.
- The principal's decision is final in all cases.

Serious Behavior Offenses

Serious behavior problems may lead to immediate consequences which may include a Major Discipline Form, detention, parent conference, etc. Serious behavior issues which endanger the safety of others such as fighting, continual harassment, etc. may result in further action as described in the following sections

DAILY DRESS-UNIFORM DAYS		
	BOYS	GIRLS
Shirts and Blouses	Grades K-8 Long sleeve green SIS polo OR Short sleeve SIS polo (can only be purchased at School Belles)	GRADES K-4 White blouse with Peter Pan color. Sleeves may be long or short but with no lace or other decorations. Grades 5-8 A long or short sleeved SIS banded shirt (can only be purchased at School Belles).
Sweaters, Sweatshirts, and Fleece Tops	Grades K-8 SIS Sweatshirt OR Solid navy blue long sleeve sweater	Grades K-4 Navy blue cardigan sweater (purchased through School Belles) OR SIS sweatshirt Grades 5-8 Navy Blue Sweater OR SIS sweatshirt (over the green shirt).
Pants, Jumpers and Skirts	Grades K-8 Navy blue twill "Dockers" style OR Narrow wade corduroy slacks NO jeans, denim, or "look like" jeans may be worn. No metal brads on pants. Slacks must have straight legs. No cuffs or baggy styles.	Grades K-4 School Belles pants (or identical style, stitching, and color) worn from October 1-April 30 (a SIS sweatshirt or school sweater must be worn with pants) OR Two different jumper styles (purchased through School Belles) Grades 5-8 School Belles pants (or identical style, stitching and color) may be worn Oct. - April. OR Choice of four plaid uniform skirts (purchased through School Belles)
Socks	Grades K-8 Socks must be white, black or navy blue crew type and worn so they are seen at the ankle.	Grades K-8 Crew socks, knee socks, or tights that are solid navy blue, dark green or white. No lace or sports socks. Socks must be seen at the ankle.

Shoes	Kindergarten May wear gym shoes every day Grades 1-8 Solid black, blue or brown school type shoes. No higher than 1” heel. NO glitter, patterns, bright colored soles or GYM SHOES (or gym shoe type), boots, sandals, slipper type shoes, etc. (gym shoes may be worn on gym day).	Kindergarten May wear gym shoes every day Grades 1-8 Solid black, blue or brown school type shoes. No higher than 1” heel. NO glitter, patterns, bright colored soles or GYM SHOES (or gym shoe type), boots, sandals, slipper type shoes, etc. (gym shoes may be worn on gym day).
Belts and Accessories	Grades K-8 Belts must be worn if pants have belt loops.	Grades K-8 Belts must be worn if pants have belt loops. Headbands and hair ribbons must be worn in school colors.

All students in Grades K-8 wear uniforms to school. Uniforms are not required for preschoolers. Uniforms are ordered from the School Belles Uniform Company (1-708-598-8025). Orders are placed directly with the school representative and are delivered to your home.

Spirit Wear

Grades K-8

- P.E. Uniform
- St. Isidore Spirit Wear
- 3 on 3 Shirts
- Preschool and Kindergarten Shirts
- St. Isidore Wind Pants (no other type of sweats or wind pants)
- Jeans
- School appropriate shorts may be worn Aug. – Oct. and May - June

GYM UNIFORMS

Gym uniforms will be purchased through the St Isidore School. The Athletic Director will place an order during the school year.

Kindergarten

Kindergarten students are not required to wear gym uniforms; however, they must have gym shoes for PE class. It is recommended that girls wear shorts under their jumpers

Girls Grades 1-8

- St. Isidore School T-shirt (green with white lettering)
- St. Isidore School shorts (blue with white lettering and nameplate – last name only written on nameplate)
- Girls may wear shorts under their uniforms

Boys Grades 1-8

- St. Isidore School T-shirt (green shirt with white lettering)
- Gym shorts are an option for boys. Style is the same as listed above for the girls.

SIS Wind Pants are NOT acceptable for P.E. They may only be worn on Spirit Wear Days.

STUDENT APPEARANCE-Students will always be well groomed, neat, and clean.

1. Uniforms will be worn only with the approved socks, sweaters and sweatshirts. If socks are not visible, students will be required to purchase a pair from the school office.
2. Boys' shirts will be tucked in at all times.
4. Belts will be worn if pants have belt loops (boys and girls).
5. All students must wear sensible, scuff resistant, solid black, solid dark brown or solid blue dress/school type shoes –Heels no higher than 1" and no glitter or patterns on shoes. No bright colored soles.
6. **Gr. 1-8 - NO GYM SHOES (or gym shoe type), boots, sandals, slipper type shoes etc. (gym shoes may be worn on gym day). Kindergarten students may wear gym shoes every day.**
7. Jewelry, makeup and nail polish or acrylic nails may not be worn (including "out of uniform" days unless special permission has been given). Girls with pierced ears may wear a small earring ~ nothing dangling. NO PIERCING is allowed for boys. NO PIERCING other than the ear lobe for girls. If nail polish is worn to school, the student will be required to remove it.
8. Watches may be worn to school, but caution is recommended. School is not responsible for lost items. Only a small cross or religious medal may be worn. No cord bracelets or necklaces unless special permission is given.
9. **Hair should be kept neat and clean at all times. No extreme hair styles (spiking, hair covering the eyes, etc.) God-given hair color is required. NO HIGHLIGHTING or HAIR DYE is allowed. Headbands, hair ribbons, etc. should be school colors. Nothing extreme is allowed (no bandanas, long scarf-type headbands, hair extenders, large decorations, etc.).**
10. **Boys' hair must be trimmed neatly above the collar line, ½ inch above eyebrow and no longer than half way down the earlobe. No trendy hairstyles.**
11. All students must be in complete uniform each school day.
12. **Girls' skirts must be no shorter than 1" above the knee. This is also true for any "out of uniform" day.**
13. On out of uniform days, shorts may be permitted as long as the shorts are loose-fitting and no shorter than 1" above the knee. August-October and April-June
14. Out of uniform day clothing must be school appropriate.

NO short skirts, NO tight fitting shirts/pants, NO torn or frayed jeans, NO inappropriate messages on clothing, and NO rompers are allowed. Girls may wear leggings ONLY if their shirt is at least at thigh length.

The principal's decision is final when making a determination on any questionable student appearance. Parents will be called to supply appropriate clothing if needed.

DAILY SCHEDULE

Grade Kindergarten – Gr. 8

7:40- Students may arrive and line up in Safety Zone

7:50- First bell rings – Students enter building

8:00- Second bell rings – School begins – Students are considered tardy if they are not in their classroom ready for prayer at this time.

11:40- Lunch begins

12:20- Lunch ends- Classes resume

2:45- Bus students are dismissed

2:55- Car riders are dismissed

Preschool

8:00 – 2:55 – Full Day Session

8:00- 11:00 - Half- Day Session ~ Preschool students are signed in and out at the Ministry Center Door

ARRIVAL

Students who do not ride buses should be dropped off at school no earlier than 7:40AM. There is no supervision prior to this time. If you are in need of before school care, it is provided by our Extended Day Program. Please follow the traffic plan. The Popeye's Lot is used ONLY for parking and walking a student to the safety zone. This lot may not be used for drop off.

DISMISSAL

Parents are asked to respect parking lot safety regulations to insure the safety of all students. You may park in the lot in front of the church and walk to meet your child in the safety zone.

If a student needs to reenter the building for any reason, he/she must report to the office. Parents and students may not go back to a classroom without permission from a teacher or office personnel.

For all students' safety it is imperative that children stay with their parent/guardian during after school pick-up. Students MAY NOT leave the safe area without an adult. Parents are asked to keep children close to them. No running, playing in the area is appropriate.

Students not picked up by 3:05 will go to the Extended Day Program. Parents will be assessed the daily fee.

LUNCH

Children carry their own lunch or order hot lunch. At least once per month we will have a FUN FOOD FRIDAY. This is organized by the Home School Association. NO FAST FOOD is allowed to be brought in except for these days.

Please adhere to this policy. Soda will not be allowed except for Fun Food Fridays. If a student forgets his/her lunch, we will provide a hot lunch (you will be billed for it) or we will have healthy snacks and drinks for those students that are in need of a lunch.

All students (Gr. 1-8) eat in the lunch room (Chapel Lower Level). It is expected that all students will follow lunch rules displaying good manners, respectful behavior and neatness at all times. A school staff member and lunch parents are there to supervise and are considered the adults in charge at that time. No student may leave the school for lunch.

PLAYGROUND

No rough play, disrespect or misbehavior will be tolerated on the school playground. Only school equipment should be used on the playground. Each classroom teacher will explain to the students what is expected of them. Lunchtime supervising parents will report any misbehavior to the classroom teacher upon her return. Students are expected to respect the staff members, supervising parents and patrol students at all times.

HEALTH AND SAFETY

Illinois law requires physical examinations for all students immediately prior to entrance into preschool, kindergarten and sixth grade. Kindergarten exams are accepted for entrance into first grade. Dental exams are required for incoming Kindergarten, Second and Sixth graders. Eye exams are required for incoming Kindergarten students.

Physical Examination forms are sent to each parent after a child has been accepted into the school. All exams must be completed and sent to the school office NO LATER than the first day of school. All immunizations must be up to date at this time. A student may be excluded from school if these procedures are not followed. This is in accordance with Illinois Law.

In the case of a minor accident or injury, basic first aid will be administered in the school office, the classroom or playground. The parent will be contacted only if it appears to be necessary. If a parent cannot be reached, the emergency contact listed on the card may be contacted.

In case of accident or serious illness, the school will attempt to contact the parent/guardian and then the emergency contact. If the parent or guardian cannot be reached, the school will attempt to contact the child's physician whose name appears on the emergency card. If neither of these can be reached, the school will make whatever arrangements are necessary.

A student must be fever free for 24 hours before returning to school.

Lice

Lice can occur at any time of year in any situation. It is not a reflection on family cleanliness or behavior. If lice are discovered at school a parent will be called. The expectation is that a student will be nit free when returning to school. It is the parents' responsibility to check for lice and/or nits and to notify the school if either are found on your child.

Medication

The school is forbidden by Illinois Law to administer medication without prior written approval/authority from a doctor to do so. Students that are under a doctor's care must have a medical form on file in the school office. This form can be obtained from the school office and MUST be filled out and signed by a doctor. The PARENT and DOCTOR'S signature must be on the form before any medication can be administered. All medication should be brought to school in the prescription bottle with signed instructions, forms, etc. All medication must be accompanied by a doctor's prescription. This should be brought to the school office immediately upon the student's arrival. Inhalers must be kept with the student at all times. These cannot be kept in the school office. Epi pens are kept in the child's classroom, office and lunch room. Students may not carry medication (except inhalers) with them, in lockers or backpacks. No medication of any kind will be dispensed without a written doctor's prescription. This includes Aspirin, Tylenol, Cough Medicine/Drops, etc. If your child/children have a medication that is stored in the school office, it is the If not, it will be destroyed by June 30.

Allergies

Parents of students with allergies of any kind must notify the school office, the Before and After School Care coordinator as well as any school-related extracurricular activity directors in writing of their child(ren)'s allergies.

Instructions as to what procedures the school should follow in the event of an allergic reaction need to be included. Allergies must also be included on emergency cards and health record forms.

Hearing and Vision Screenings

Hearing and vision screenings are administered by the county health department. These are just screenings and do not replace a visit to a professional doctor.

Preschool, Kindergarten and Grade 2 will take both tests. Grades 1, 3, 4 and 8 will take one.

SAFETY REGULATIONS

Parking Lot Safety

Parking lot safety is extremely important at St. Isidore School and Parish. There are hundreds of students that come and go to St. Isidore School and Religious Education.

Please follow all drop-off and pick-up rules to assure the safety of all students.

Drop-Off

1. Entrance to drop-off and exit from drop-off is from GARY AVENUE ONLY. You may not enter from or exit to Army Trail Road.
2. Cars that wish to park and escort their children or watch while their children walk to the safety zone MUST park in the POPEYE'S LOT. This is the only thing that the POPEYE'S LOT may be used for. NO CAR POOL TYPE drop off is allowed from the Popeye's Lot.
3. Children that are dropped off should only exit the car from the curbside. Please make sure that children are prepared to exit. It can slow the line down if time is being taken to gather bookbags, etc.
4. Children can exit the car all along the curb. This means that you do not have to be right in front of the Ministry Center. Children can get out in front of the church and walk towards the safety zone in front of the Ministry Center.

Pick-Up

1. Entrance to pick-up and exit from pick-up is from GARY AVENUE ONLY. You may not enter or exit from Army Trail Road. Only day care buses are allowed to use the Chapel Parking lot for drop off or pick up.
2. When you enter the parking lot and park to wait for your child, please park facing the church. DO NOT BACK UP. Everyone will be exiting in the same direction. This will assure everyone's safety.
3. To leave your parking spot, turn right and curve out towards Gary Avenue.
4. You may use the Popeye's lot at this time to wait for your child also. Please be cautious, as there will be other patrons of the restaurant using the lot at this time. Students may not leave the safety zone until a parent is present.
5. NO DOGS or other pets are allowed in or near the safety zone or in the school without prior permission. Please keep your pet in the car if you bring it along to pick up your child. We have students that are extremely allergic to animals and want to assure everyone's safety.
6. Cell phone usage is prohibited in school zones in the State of Illinois. This includes our parking lot at drop off and pick up.
7. Students will be directed to their specified transportation unless a written note or phone call is received from a parent.

PLEASE MAKE SURE THAT ANYONE WHO DROPS OFF OR PICKS UP YOUR CHILD IS AWARE OF THESE SAFETY PROCEDURES.

THANK YOU FOR HELPING TO KEEP ALL OF OUR STUDENTS SAFE

EMERGENCY INFORMATION

Emergency Family Cards

Emergency cards are issued for each student and kept on file in the school office. It is imperative that the information on these cards is accurate. If the information changes throughout the school year (parent changes employment, new cell phones, etc.), parents must notify the office immediately so that we can change the information. For your child's protection, at least one emergency number must be listed on the card. Parents who are out of town and leave another adult in charge of the children must notify the school so that we have the information in case of emergency. An email address is required so that parents can receive pertinent information.

Emergency School Closings

School closing information will be announced on radio stations: WGN, WBBM-AM, WBBM-FM, and WMAQ. It will also be announced on TV stations: WGN and CLTV. You can also get this information from the following website; www.emergencyclosings.com.

Security

Keeping students safe is our first concern. ALL parent and visitors must go DIRECTLY to the school office upon entering the building. No one may go to any room without first registering their name and the purpose of their visit at the office. This includes the after school hours. Any violators found in the building without permission are subject to prosecution as described in the IL School Code.

FINANCIAL OBLIGATIONS

Parish Support and Sunday Envelopes

It is expected that all families will regularly attend Sunday Mass and contribute to the best of their ability to the parish. Lack of school family support of the parish will directly impact tuition. School parents are expected to support the Parish through contributions and stewardship. Children learn about stewardship, Christian service and parish support from their parents. We appreciate your support. St. Isidore Parish supports St. Isidore School by subsidizing 25% of the cost to educate each K-8 student.

Payment Arrangements

You are given a choice in the spring as to how you will fulfill your tuition obligation using FACTS Tuition Management. You may choose from one of four different payment options.

ALL tuition/fees are paid through FACTS. ALL families must register with FACTS by June 1st. Registration for the following school year is dependent on this. No child's registration is considered complete until all information has been completed in the FACTS system.

Scrip, Football Mania and Gala Raffle Tickets credits earned will be applied directly to tuition. Gala Raffle Ticket credit will not be applied until after the event.

Delinquent Accounts

All tuition and fees must be kept current. Your child's continued enrollment/attendance is contingent upon keeping your account current. All accounts are monitored monthly. Students may be excluded from classes if accounts are seriously delinquent. If a hardship should occur, please contact Mrs. Collins as soon as possible. We

will try to work with you as best we can. **Registration for the next school year will not be processed until all accounts are current. Final payments for the school year must be received by April 20th or your child/children's place may be given to a child on the wait list. If all tuition and fees are not current on April 20th, your child's participation in Graduation and End of Year Activities may be in jeopardy.**

ELIGIBILITY

Sports, Yearbook, After School Clubs, Service Council Activities, Field Trips, Spring Musical, Junior High Dances, etc.

It is our philosophy that students attend St. Isidore School for religious formation, academic excellence and the family atmosphere we offer. It is our goal to provide a variety of extra-curricular activities to help build a well-rounded student. Occasionally a student may experience difficulties in the classroom, but is able to use their God-given talents in other ways. Therefore, we try to provide opportunities for a wide range of extra-curricular activities. However, participation in these activities is a privilege, not a right. Students must remember that academic achievement and proper behavior are prerequisites to participation in an extra-curricular activity. Students represent the school, the student body and the St. Isidore community when they participate in these activities. A violation of school rules or a drop in academic standing can lead to the suspension from extra-curricular activities.

Suspension From Extra-Curricular Activities

Academic

Upon the issuance of a midterm or report card, any student with an achievement grade of less than D (a D- or an F) in any subject will be suspended from all extracurricular activities (including practices) for two weeks. The suspension will begin immediately after the report has been issued. The eligibility will be reevaluated at the end of the two-week period. If there has not been adequate improvement, the suspension will continue.

Behavior

As stated in the St. Isidore Discipline Code, a suspension from extra-curricular activities will occur when a student has received four detentions (Majors). A conference will be scheduled at this time with the student, teacher, parents and principal. A contract may be drawn up at this time to help the student to change behavior in order to regain privileges. In the rare occasion of a student receiving a fifth detention for a behavioral offense, the extra-curricular privileges will be suspended for the remainder of the semester/sport season.

Health/Attendance

If a student is absent from school for health or other reasons he/she may not participate in any extra-curricular activity after school or that evening.

BULLYING

Bullying is a quest for power and control over an individual. It is a repeated action that is meant to cause physical, social or emotional pain toward another student. This is unacceptable behavior in any setting, and is completely contrary to the philosophy of St. Isidore School. All of our classrooms, our Faith Families, our social/emotional programming are specifically designed to foster community and decrease hurtful interactions among students throughout the year.

Conflict is a normal part of life and will occur as students are growing and learning about themselves and others. Bullying occurs when a student is repeatedly harmed, psychologically and/or physically, by another student or group of students. We at St. Isidore School are constantly working toward a bully-free environment. Students participate in classroom programs and discussions to build awareness of and prevention of bullying type behavior. Retaining the Christian Environment we strive for requires diligence, patience and awareness on the part of the faculty, students and parents. It is imperative that if a student becomes aware of a situation that may be bullying, a faculty member must be informed. We have provisions in place to deal with the matter depending on the particular incident. St. Isidore School adheres to the Diocese of Joliet Anti-bullying Policy.

INCIDENTS OR THREATS OF VIOLENCE

The atmosphere of a Catholic School should be one where respect for all individuals prevails. If student behavior consists of acts of violence, threats, harassment and bullying, it should be reported to the classroom teacher or the principal. All reports will be taken seriously. Consultation is advised, however the principal along with the pastor, retains local decision-making responsibility for the remedy of the situation. Every effort will be made to provide help for both the person being mistreated and those alleged to be mistreating someone.

Any student, faculty member or administrator who becomes aware of an actual or perceived threat of harm by a student to themselves or another will report the incident to the principal as soon as possible. The principal will intervene with, at minimum, an interview of each person involved. The Catholic Schools Office may be consulted and in rare occasions a local authority may be informed.

It is possible that the alleged offending party will be removed from the school or be requested to obtain an evaluation by a certified therapist. If an evaluation were required, the offending party would not be allowed to reenter the school until it is determined, in consultation with the therapist, the pastor and the CSO, that the offending party is not a threat to his/herself or to others within the school.

During the intervention process:

1. The pastor/school principal, in consultation with the CSO, has local decision-making authority.
2. The school principal is responsible for overall coordination of services.
3. The principal, with CSO consultation, has responsibility for providing appropriate information to the staff, school board, pastor, students, parents, parish community.
4. Counseling assistance to staff and students will be made available if the circumstances warrant.

Probation

A student may be placed on academic or behavioral probation by means of a contract. Probation is a conditional enrollment in the school or in a school activity for a trial period. The contract will be signed by the teacher, student, parent and principal. It will specify the reasons for probation, the period of time the probation will be in force and the conditions of the probation.

Suspension

A student may be suspended from the school or within the school for up to five days when that student's behavior endangers the health, safety, moral well being or learning environment of the other students, or if there is non-compliance of a probationary contract.

Parents will be notified before the suspension goes into effect by letter and/or telephone. A conference with the teacher, student, parent and principal will be mandatory before the student may return to class. The student must

demonstrate an understanding of the consequences of further misbehavior before being allowed to return to class. Further conditions may be imposed by the principal.

In the case of suspension, missing work or tests may be made up only at the discretion of the teacher/s.

Expulsion

According to the Diocesan Handbook two general situations may lead to expulsion:

- When the moral or physical well being of those in the school is endangered.
- When there is prolonged and/or open disregard for school authority.

Every effort will be made to enlist the cooperation of the parents/guardians in order to avoid this extreme consequence. The decision of the pastor is final in these situations.

Exclusion

If a student is awaiting trial on a legal matter, we can require that they be home schooled at the parent's expense until the legal matter is resolved.

During the intervention process:

- The pastor/school principal, in consultation with the CSO, has local decision-making authority.
- The school principal is responsible for overall coordination of services.
- The principal, with CSO consultation, has responsibility for providing appropriate information to the staff, school board, pastor, students, parents, parish community.
- Counseling assistance to staff and students will be made available if the circumstances warrant.

The administration reserves the right to discipline students for off-campus conduct that is detrimental to the school in any way. This includes, but is not limited to online behavior.

CONFERENCES

Parent conferences are scheduled in November after the first report card is distributed. Parents should feel free to request a conference with a teacher whenever they feel the need to do so. A teacher may also request a conference or call a parent to discuss a child's progress. Conferences may be arranged by calling the school office during school hours to leave a message for a teacher or by sending a note to the teacher. Teachers may request a spring conference.

STUDENT EVALUATIONS – REPORT CARDS

Report Cards are issued quarterly and follow the Joliet Diocesan guidelines and format. Grades K-3 use a standards based report card that indicates if a student is Exceeding, Meeting Expectations, Working Toward Meeting Expectations or Needs Improvement in each graded area. Grades 4-8 Report Cards are also standards based, but uses traditional letter grades. Effort and conduct grades are noted in all grades using a check and/or number system. Grades for students in Gr. 4-8 are available online for parent viewing using School Speak.

HONOR ROLL

We have high expectations for our students and reward their high achievement through placement on the Honor Roll.

Honor Roll is calculated for students in Grades 6-8. Honor Roll requires obvious effort and proper conduct.

Honor Roll status is determined by the number of "A"s and "B"s listed on the Report Card.

First Honors

A student must have ALL "A"s NO "B"s "C"s, "D"s or "F"s in any subject to be considered for First Honors.

Second Honors

A student must have all "B"s no "C"s, "D"s or "F"s in any subject to be considered for Second Honors. An X in effort in ANY subject area or a 6,7,8,9,10 or 11 in Behaviors that Support Learning will exclude a student from either Honor Roll.

TEXTBOOKS/CONSUMABLE MATERIALS

All textbooks are the property of St. Isidore School or the State of Illinois. Students have the use of textbooks purchased through the IL TEXTBOOK LOAN PROGRAM. Students are responsible for the condition of the books that are issued to them. Damaged books will be replaced, repaired or rebound at the student's expense. Students should refrain from writing, doodling or drawing in any book. Students must also refrain from writing in folders or workbooks except at the teacher's direction. Parents will be notified of the cost of any lost or damaged books.

BOOK BAGS, ASSIGNMENT BOOKS AND PENCIL CASES

Students are asked to carry their books, and other materials to and from school in a book bag. NO WHEELS are allowed on book bags within the building. Only one key chain should be attached to the book bag. Every student (K-8) will use only a St. Isidore Pencil Case. Grades 1-8 must also use the supplied assignment notebook. Both of these items are given to the students at the beginning of the school year and are included in the Gr. 1-8 Book Fee. These items should be kept clean and neat. If either item becomes messy from writing, etc., a student will be required to purchase a new one.

EXTENDED DAY PROGRAM

St. Isidore School offers a before and after school care program ~ Extended Day. Families must be registered in the program before a student can participate. Students may attend the program beginning at 7:00AM. After school care is available for students until 6:00PM. All students not picked up by 3:05 will be brought to Extended Day. Parents will pick them up there. Extended day fees will be charged.

DAY CARE

For the safety of your child, St. Isidore School requires the following information regarding any child who attends a day care center before or after school:

- Child's name
- Name, address and phone number of day care center
- Authorization from the parent to release the student to the center and its representative
- Mode of transportation that will be used to transport the child

COUNSELING SERVICES

St. Isidore School is blessed to partner with Alexian Brothers Hospital to offer social work services to our students. A Social Worker/School Counselor will be in the school building three days per week. He/she will work with individuals and groups of students on peer relationship issues, individual issues and support for students in crisis. The program is offered through the Alexian Brothers Parish Service of Alexian Brothers Behavioral Health. The Social Worker/School Counselor will work with the St. Isidore staff to identify students who would benefit from social worker services. There are instances when the social worker will work with groups of students, groups of parents, classrooms of students and staff members. If a student is going to be seen individually, parents will be

contacted for their consent after the first contact. If you would like your child to be seen by the Social Worker, you may call him directly or speak to the classroom teacher or principal.

TELEPHONE MESSAGES

We do not call students to the phone from their classrooms for phone calls. To encourage responsibility in all students, calling home for homework assignments, gym clothes, supplies, permission slips, etc. is strongly discouraged. Students will not be allowed to call home unless specific permission is given from a teacher or the principal. If you would like to speak to a teacher, please call the school office and leave a message or make an appointment. Teachers will do their best to return your call as soon as possible.

CELL PHONES/PAGERS/OTHER ELECTRONICS

No student may use a device of any type during the school day. If it is essential that a student possess a cell phone, permission must be obtained from the principal. It is highly discouraged that the students carry cell phones to school. The cell phone may only be used after a student is dismissed from school and not in the school building. NO cell phones are allowed on field trips unless pre-approved by principal. Any cell phones or other devices that are visible at inappropriate times will be confiscated and consequences may result (minor, detention, etc.) A parent/guardian will be required to come to the school office to claim the device. If it is determined that a student has used an electronic device during the school day without permission it will be confiscated. These actions will also suspend the student's permission to bring the cell phone or other device to school for the rest of the school year.

Parents are asked to refrain from using cell phones (including texting) when in the school building.

SOCIAL MEDIA

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 (including Facebook pages, Twitter Feeds, etc.) 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.

St. Isidore School or Parish Name and/or Logo may not be used on any page that is not created and managed by the school or parish staff.

St. Isidore School has a website, a Facebook Page and some involvement with Twitter. These are all monitored by the principal and/or the Technology Director or Development Director. **Under no circumstances can the school name or logo be used on social media without the specific permission from the principal or pastor.**

INTRODUCTORY ATTENDANCE PERIOD FOR NEW STUDENTS

All new students attend St. Isidore School on an introductory basis for the first quarter of attendance. The introductory period of attendance is intended to give new students the opportunity to demonstrate their ability to achieve a satisfactory level of academic performance, behavior, and attitude to determine whether the new school meets their expectations. The school uses this period to evaluate student capabilities, attitudes, attendance, and overall performance. After the first quarter of attendance, the school may end the relationship.

STUDENT INFORMATION

Local High Schools often ask for names, addresses and phone numbers of junior high students. We will supply this directory information unless a parent specifies otherwise.

CORPORATE SPONSORSHIPS

St. Isidore School is blessed to have several local sponsors that support the various fundraising activities within the school. All profit promotions by school parents must be directed to the CCW Craft Fair, Clothing Sale, Dinner Dance/Auction, 3-On-3 Tournament, church bulletin or other pre-approved Fund Raiser.

PARENT/GUARDIAN VOLUNTEERS

Parents and their consistent support of the school are extremely important to St. Isidore School. There are many opportunities for parents to become involved. If volunteering in ANY capacity with children you must have completed a background check and attended Protecting God's Children prior to beginning that volunteer work.

School Board

The St. Isidore School Board is an advisory board that forms policies, which give direction to the educational programs in the school within the guidelines and regulations established by the Joliet Diocesan Schools Office and the Joliet Diocesan School Board.

All meetings are open and generally held on the last Tuesday of the month. Meetings typically begin at 7:00PM and are held in the Church Large Meeting Room.

Home School Association

The Home School Association supports the school, the teachers and the students by providing materials, field trips, and many other "extras" that are not a part of the school budget. Parents have opportunities to help coordinate many activities such as: Classroom parties, Fast Food Fridays, Santa's Workshop, Book Fairs, Uniform Exchange, End of Year Celebration and various fundraisers. The Home School Association is open for ALL parents to participate. While it is not mandatory to volunteer, it is an important piece of who we are at St. Isidore School.

Athletic Board

The St. Isidore Athletic Board is an advisory board that forms policy and gives direction to both the principal and the Athletic Director. All meetings are open and will be announced on the monthly calendar. All parents with students involved in sports are part of the "Booster Club" which operates under the direction of the Athletic Board. The Booster Club helps to promote school spirit, may co-ordinate fundraisers and may be called upon to assist in planning sports related events.

All parents are encouraged to support the sports program by volunteering to work the concession stand and/or the gate for home games.

Parent Participation

There are several opportunities for parents to volunteer in school related activities throughout the school year. It is understood that all parents must at all times conduct themselves in a Christian manner when working with the students. Parent participation is always appreciated and a vital part of the success of St. Isidore School.

Volunteer Dress and Conduct

St Isidore School has very detailed expectations for student dress. Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of St. Isidore School and wear modest clothing while working in the school or during school activities. This includes a moderate length for skirts and shorts, conservative blouses and tops and no ripped or frayed jeans.

Confidentiality

A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential. Children's actions, responses, progress or problems at school are not for sharing in the community. Conversations between parents, teachers and students in the school are confidential. Volunteers should not discuss these conversations outside of school.

DIOCESAN POLICIES

There are several Diocese of Joliet Policies that St. Isidore School adheres to including the following:

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 (including Facebook pages, Twitter Feeds, etc.) 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.

St. Isidore School or Parish Name and/or Logo may not be used on any page that is not created and managed by the school or parish staff.

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 can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 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. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 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. Note that reporting through the Uniform Crime Reporting Program does not satisfy the requirement to report the incident to local law enforcement authorities as well 105 ILCS 5/10-21.7

BULLYING PREVENTION 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 media sites on any electronic device (private, public, or school owned), 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

Diocese of Joliet

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 (815-221-6147) 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 or 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)

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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.

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.

IV. 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.

V. 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.

If you do not want your child/children to be photographed or videotaped according to the policies listed above, please contact the school office for an Opt – Out Form.



Please read and return to the school office by August 25, 2017.

The School Handbook is an important document for all parents and students to read. The expectation is that you have read the entire handbook and discussed pertinent information with your child/children.

I/We have received the Parent Guide: Understanding and Preventing Child Sexual Abuse (last three pages of Handbook).

We have read the St. Isidore School Handbook and pledge to honor and support the school rules and philosophies.

Parent Signature _____

Student(s) Signature _____

Print and sign this page. Return to school office NO LATER than August 25, 2017.

P.B.I.S. Matrix

The behaviors students should display in different locations throughout the school

	Christian Attitude	Responsible	Safe
Arrival and Dismissal	<ul style="list-style-type: none"> - Use a pleasant greeting when entering and leaving - Hold the door for others - Treat Patrols with cooperation and respect 	<ul style="list-style-type: none"> - Pack and unpack belongings quietly - Put belongings away in locker - Take lunch box home at night - Report to driver immediately or stay in the safety zone 	<ul style="list-style-type: none"> - Walk in a single file line - Enter and exit with inside voices - Keep hands to self - Lineup in front of lockers if teacher is not present - Stay in your class line
Hallways	<ul style="list-style-type: none"> - Hold doors for others - Move silently in school hallways - Move quietly in M.C. hallways - Stop to help others 	<ul style="list-style-type: none"> - Close lockers quietly with hands - Keep your belongings inside your locker - Touch only your locker 	<ul style="list-style-type: none"> - Walk in a single file line - Stay to the right - Keep hands to self - Wait for an adult before entering classroom - Stay with your class at all times
Bathrooms	<ul style="list-style-type: none"> - Respect others' privacy - Take care of bathroom property - Be quiet 	<ul style="list-style-type: none"> - Use 1 paper towel and deposit it in trash can - Flush toilet - Return to class promptly - Don't use bathrooms to avoid class work 	<ul style="list-style-type: none"> - Wands with soap and water - Notify adult if an problems - No climbing on or under anything - Keep water in sink, not on floor
Office	<ul style="list-style-type: none"> - Enter and exit quietly - Say please and thank you 	<ul style="list-style-type: none"> - Touch only what belongs to you - Clearly state the reason for your visit 	<ul style="list-style-type: none"> - Stay in front of the counter - Keep hands to self

	<ul style="list-style-type: none"> - Greet everyone 		
Lunchroom	<ul style="list-style-type: none"> - Use inside voices - Use good table manners - Listen to supervisors/lunch parents - Include/accept all classmates in conversations 	<ul style="list-style-type: none"> - Have lunch ticket or lunch ready - Get milk before sitting down - Clean your own eating area - Pick up all you drop - Recycle when receptacles are available 	<ul style="list-style-type: none"> - Remain seated at all times - Request permission to leave your seat - Line up quietly for dismissal
PE Changing Rooms	<ul style="list-style-type: none"> - Respect space and privacy of others - Respect others personal belongings - Speak kindly and quietly 	<ul style="list-style-type: none"> - Change quickly - Have required PE uniform and shoes - Leave area clean (take personal belongings with you) 	<ul style="list-style-type: none"> - Exit changing room as soon as you are changed - Keep hands and feet to self - Leave Nursery items alone
Church	<ul style="list-style-type: none"> - Enter and leave silently - Greet others w/Sign of Peace to the front, back and side to side - Fold hands going/returning from Communion - Respond in audible voices 	<ul style="list-style-type: none"> - Participate in prayer, song and liturgical responses - Put hymnals away quietly - Raise and lower kneelers quietly - Proper etiquette at Communion 	<ul style="list-style-type: none"> - Walk with your class in single file line on the sidewalk - Sit and kneel with hands and feet to self

