

HISTORY OF ST. JOSAPHAT SCHOOL

Founded in 1884, St. Josaphat Parish quickly saw that part of its mission was to educate the young of the immigrant Kashube families. St. Josaphat School, staffed by the Sisters of Charity of the Incarnate Word, numbered 186 boys and 151 girls at its inception. In 1885, the Sisters of the Holy Family of Nazareth Congregation replaced the Sisters of Charity, and they remained with St. Josaphat School for 98 years.

The school began as part of the church building on the northwest corner of Belden and Wayne. In its earliest years, St. Josaphat School was also an orphanage for 10 to 80 children. In 1900, the present church was constructed; opening more space in the old church/school building directly to the east. In 1913, a new addition to the school on the southeast corner of Belden and Southport was constructed to help hold the 1,000 plus students in attendance. In 1925, there were 15 teaching sisters and a school enrollment of 1,112. In 1962, the new school/convent annex was completed in 1966, and the original school and convent buildings were razed. Gone were the fabled bowling alleys and the Commercial High School! By 1986, the numbers in the school had dwindled to just over 100 and only five classrooms were in use.

1987 saw the rebirth of the school. Within three years over 250 students were registered in classrooms. A pre-school was added. A computer room, library, and a music room were added and the extended-day program was initiated. Since 1994 four new classrooms have been built, IBM computers were added to every classroom, as well as to a new, larger computer lab. In 1999 our Angel Program helped us add the Orff Music program and a Language Program to our curriculum. Our most recent addition is an Outdoor Nature Classroom. These programs with energetic teachers and responsive, involved parents make St. Josaphat the wonderful school it is.

2005 brought us a generous donation to replace the computers in our computer lab with new Dell desktops with Windows XP. In 2007, we renovated an area on the second floor utilizing the sister's porch and another small room to create a new primary classroom. Additionally, we created a classroom for 3 year olds using one third of our cafeteria. A comprehensive music program from K-8 was instituted.

In the summer of 2008 we renovated the lower hall bathrooms, faculty lounge, and entire lower hall. Classrooms for 2nd grade, 4th grade, and a science lab were created. We purchased Macintosh laptop carts for computer instruction.

During the summer of 2009 we replaced all the pipes in the primary building and began a capital campaign and planning for additional classroom space. In 2011-2012 a new addition of five classrooms and renovations to create a new library/media center will open.

As the neighborhood has undergone many changes in its history, the school has adapted and developed. There is a feeling of growth and a sense of opportunity not to be missed that pervades in the school today. Generations of generous people have supported St. Josaphat School and have brought it to this point. We are most grateful to them and to the generations to come.

STATEMENT OF NON-DISCRIMINATION

St. Josaphat School is operated under the auspices of the Catholic Archdiocese of Chicago, a corporation sole. St. Josaphat School admits students of any race, color, sex, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. St. Josaphat School does not discriminate on the basis of sex, race, color, or national and ethnic origin in the administration of educational policies, athletic, or other school –administered programs. In employment practices, St. Josaphat School does not discriminate on the basis of race, color, sex, national origin, age, unfavorable military discharge marital status, or mental or physical handicap unrelated to the ability to perform the duties of the position.

DISCLAIMER

Each family is responsible for the information and material contained in this Parent Handbook, which is made available to all families who have registered their children at St. Josaphat School. Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep the parent/guardian informed of all changes as soon as possible.

ST. JOSAPHAT PARISH MISSION STATEMENT

St. Josaphat Catholic Parish, with faith in a loving God, joyfully welcomes all who wish to come together as a community of shared faith in Jesus Christ, to give glory and praise to God.

We commit to making Christ's love apparent on our journey of faith by striving to support, comfort, forgive, challenge and inspire each other in our homes, schools, neighborhoods, community and world.

We are energized through the celebration of the sacraments and the proclamation of the gospel. Through our ongoing formation and education, outreach to those in need and hospitality to all, we come to know Christ and make Christ known.

ST. JOSAPHAT SCHOOL
MISSION STATEMENT

We hold that our mission and our purpose of education are:

- ◆ to develop a Catholic identity by fostering each individual's commitment to God, neighbor, and self;
- ◆ to inspire spiritual, intellectual, emotional, and physical growth of the young people in our community;
- ◆ to strive for academic excellence in preparation for a lifetime of challenges and future successes;
- ◆ to recognize ethnic diversity and provide opportunities to share and experience each other's culture and heritage.

ST. JOSAPHAT SCHOOL PHILOSOPHY

St. Josaphat School exists to create a Christian educational community where knowledge and culture, integrated with faith, are shared among students, teachers, support staff, and parents. Because we believe the parents are the primary educators of their children, we strive to maintain a working partnership with them in educating students.

To accomplish this purpose, we set forth the following as basic to the philosophy of this school:

- ◆ As a Catholic Christian community, we recognize the dignity and individuality of every student.
- ◆ As an academic community, we strive to create a positive learning environment in which each student becomes one who can learn and think independently.
- ◆ We cooperate in this Christian academic endeavor in conjunction with administration, faculty, support staff, and students.
- ◆ St. Josaphat School instills Catholic Christian values through service to others, prayer, active participation in church worship, and living in the spirit and message of the Gospel of Jesus Christ.
- ◆ We are committed to promoting mutual respect among teachers, parents and all members of the community.
- ◆ We strive to help students appreciate and treasure diversity and their own heritage.
- ◆ We encourage students to achieve their highest potential.
- ◆ We are committed to the development of morally and socially responsible individuals who act as positive members of the school and the larger community.

AIMS

In an age where Christian values are being questioned, Catholic schools are needed more than ever. In the words of the late Cardinal Bernardin regarding the future of Catholic schools:

- ◆ It is imperative that our schools move from being institutions to being communities.
- ◆ The religious dimension of our schools must make a distinctive difference.
- ◆ The educational climate must be one of excellence.
- ◆ We must attend to the personal development of each child.
- ◆ We must promote a proper relationship between culture and the Gospel.
- ◆ All knowledge must be illumined by the light of faith.

VISION OF THE GRADUATE

The following description of an ideal St. Josaphat graduate serves as a model around which the curriculum is organized and developed to assist each student to achieve the following:

SPIRITUAL: The graduate demonstrates growth toward a personal relationship with God. He/She has a basic understanding of the tenets of the Catholic Church and a profound respect for the diversity, religious beliefs and human dignity of others. He/She values service as essential to spiritual growth and renewal.

INTELLECTUAL: The graduate exhibits a love of learning. He/She is a self-directed risk taker who views mistakes as an opportunity for learning. He/She is a critical thinker capable of learning independently through the use of various study methods, resources, and research techniques.

SOCIAL: The graduate understands that order in society is based upon agreed laws, civic responsibility, and respect for individual privacy and property. He/She is competent in the practice of conflict resolution, active listening, and open communication, and he/she is able to defend personal convictions in a respectful and constructive manner.

EMOTIONAL: The graduate values honesty, personal integrity, and self-control, and he/she appreciates the same qualities in others.

PHYSICAL: The graduate strives to maintain healthy standards of nutrition, physical fitness, and respect for the human body.

CURRICULUM AND RELIGIOUS FORMATION

St. Josaphat School has as its primary emphasis the spiritual education and development concisely articulated in the Gospel of Jesus Christ. A strong, well-rounded curriculum, which is fundamentally based in the teaching of the Catholic faith, is the cornerstone of the academic program. St. Josaphat School has always emphasized spiritual development and academic excellence.

It is one of the goals of this school to implement student centered learning techniques that focus on the development of every child. It is our goal to stimulate students to maintain high personal standards, to follow cultural pursuits, to think critically and creatively, to value the democratic ideals of our American heritage, to develop spiritually, physically, intellectually, and to regard faith formation and education as a life long process. We seek to prepare our students to attend any parochial, private, or public high school in the country.

SACRAMENTAL PROGRAM

Students at St. Josaphat School participate in the sacramental life of the parish. Students in grade 2 will celebrate First Reconciliation and First Eucharist. Students in Grade 8 will receive the Sacrament of Confirmation on alternating years. Parent involvement in the faith development of students is very important. Parents are expected to participate in the parent meetings related to the sacrament.

DAILY PRAYER AND LITURGY

The regular celebration of the Eucharist and prayer services is an integral part of the spiritual development of each student, as well as the entire Catholic education community of St. Josaphat School. Students participate in the preparation and celebration of these liturgies.

Since Christian values and living are our priority, the habit of daily prayer is to be fostered in the classroom. A routine of prayer before class in the morning and again before dismissal is followed; grace is said before lunch.

Formal prayers such as the Our Father, Hail Mary, Act of Contrition, and Glory Be to the Father are among prayers that students know. In addition to these, students have opportunities for informal and spontaneous prayer. The Eucharistic Liturgy is a focal point of our Catholic educational community. Students in grades K-8 attend Mass weekly. Parents are always invited to attend school Masses and prayer services.

SERVICE

Service is an integral part of each student's Catholic education at St. Josaphat School – an experience of both giving and receiving from those served. Toward this end, the school's service program is designed to help students become aware of the varying needs of the wider community and the world and to respond actively to those needs. Parental involvement provides students with Christian role models and promotes students' independent desire to serve others. Thus, family participation in service projects is encouraged.

REGISTRATION AND ADMISSION POLICIES

St. Josaphat School does not discriminate on the basis of gender, race, color, national or ethnic origin in admissions or hiring. However, because the school is a parish school and is supported and maintained by the Parish, the priority for admission is as follows:

ADMISSIONS PHILOSOPHY

St. Josaphat School considers the following in basing acceptance decisions:

- A. **SPACE AVAILABILITY:**
St. Josaphat maintains a maximum of 25 students per class.
- B. **APPROPRIATENESS OF PROGRAM:**
We will consider each child's individual needs and confirm they can be met within our current educational programs.
- C. **ADMISSION AGE:**
Illinois State Laws will be upheld. Children must be of the following age by September 1:
 - Pre-School 3 – 3 yrs
 - Pre-School 4 – 4 yrs
 - Kindergarten – 5 yrs
- D. **DIVERSITY:**
St. Josaphat seeks to maintain a diverse student body, representing children from various racial, cultural, and socio-economic backgrounds.
- E. **LONG-TERM COMMITMENT TO ST. JOSAPHAT SCHOOL**
We seek children and families with a high likelihood of attending St. Josaphat School on a long-term basis.
- F. **SERVING OUR PARISH FAMILIES**
St. Josaphat School is an important mission of St. Josaphat Parish, and is here to serve our parish families. For purposes of this admissions policy, an Active Parish Family is defined as:
 - Registered with St. Josaphat for 1 year or longer
 - Contributing Time, Talent, and Treasure
 - TIME – Attending Mass each weekend with your children.
 - TALENT – Within the limits of individual schedules, volunteer to the ministries of the parish and / or the school.
 - TREASURE – Contributes regularly to the financial support of St. Josaphat Parish

ADMISSIONS CRITERIA

In order to maintain an acceptable class size in each grade, it is sometimes necessary to limit enrollment. When this is the case, the following priority is applied in accepting students:

1. Returning students
2. Siblings of currently enrolled and returning students
3. Children of Active St Josaphat parish families as defined in our Admissions Philosophy
4. Children of Active parishioners of parishes without schools: including transfer students from other Catholic schools that are closing, merging, or consolidating or from schools not offering full programs
5. Children of St. Josaphat parishioners (who do not qualify as active parishioners)
6. Catholic children of non-parishioners
7. Non-Catholic children

If enrollment requests exceed availability within any priority level, the following additional criteria will apply:

For Pre-School and Jr. Kindergarten: The oldest students based on birth date will receive priority.

For Grades Kindergarten through 8: Enrollment will be determined by the St. Josaphat School Administration based on the individual circumstances of the enrolling students and families.

ADMISSIONS PROCESS FOR ST. JOSAPHAT SCHOOL

APPLICATION DUE DATES

Applications for new students will be accepted November 1 – February 1.

APPLICATION REVIEW AND ACCEPTANCE NOTIFICATION PROCESS

During the first week of February, applications will be reviewed. Incomplete applications will not be processed until such time as they are complete.

Acceptances will be mailed out to families by mid-February for Preschool and Kindergarten and by the beginning of March for 1st through 8th grades.

Acceptance will be based on the Admissions Policy.

Waiting lists will be created as necessary and prioritized based on the Admissions Policy. After February 1, applications for new students enrolling in the above programs will be reviewed and accepted on a first-come basis until all classrooms are full or names will be included on the waiting list as appropriate.

ADMISSION REQUIREMENTS

Registration forms and fees must be completed in full by parent or legal guardian.

Pertinent records must be provided:

- Birth certificate
- Health records
- Baptismal certificate (if applicable)
- Transfer (if applicable)

The Principal has the right to refuse admission to any student with special emotional, disciplinary or educational needs that indicate the school cannot serve the student.

All students must be independent with their toilet needs. Pull-ups are not acceptable. All families must enroll with FACTS, the company contracted to handle tuition for our school. Payments are made directly to FACTS in the manner selected by the parent/guardian at enrollment.

TUITION & FEE SCHEDULE ST JOSAPHAT SCHOOL 2011 – 2012

KINDERGARTEN – 8TH GRADE TUITION

	Parishioner Tuition	Parishioner with Multi-Child Discount	Archangel Tuition	Archangel with Multi-child Discount	Non-Parishioner Tuition
1 st Child	\$6,825	\$6,825	\$8,075	\$8,075	\$8,075
2 nd Child	\$6,825	\$4,950	\$8,075	\$6,200	\$8,075
3 rd Child	\$6,825	\$4,950	\$8,075	\$6,200	\$8,075

Archangel tuition: The Archangel tuition includes an additional \$1,250 contribution above the price of Parishioner tuition and this tuition more accurately reflects the actual cost to educate the child. A letter substantiating this voluntary contribution will be prepared for families.

Angel Program contributions: Families may voluntarily submit additional contribution for any amount and this contribution will be used for financial aid purposes. A letter substantiating this voluntary contribution will be prepared for families.

PRE-SCHOOL (4 YEAR OLDS) TUITION (FULL DAY)

	5 Day Full Day	3 Day Full Day	2 Day Full Day
Per Child	\$8,275	\$6,625	\$4,750

PRE-SCHOOL (3 YEAR OLDS) TUITION (MORNINGS)

	5 Day Half Day	3 Day Half Day	2 Day Half Day
Per Child	\$6,675	\$5,225	\$3,675

Angel Program contributions: Families may voluntarily submit additional contributions for any amount and this contribution will be used for financial aid purposes. A letter substantiating this voluntary contribution will be prepared for families.

There is no minimum fundraising obligation. We hope families will continue to contribute and participate in fundraising activities and events throughout the year.

FEES All fees are mandatory and non-refundable.

RE-REGISTRATION - \$100 per child for returning families, due at time of annual registration in January.

APPLICATION FEE - \$100 per child (for all children new to the school)

NEW FAMILY REGISTRATION- (for accepted families) \$500 per family

VOLUNTEERISM - minimum of 20 hours per family OR \$500 buyout, due in addition to tuition. If you choose the buyout it should be added to your tuition contract. Acceptance of the volunteer buyout option does not relinquish the family's obligation to volunteer five hours at Summerfest and/or the Unity Ball. A maximum of 5 hours total of Summerfest or Unity Ball volunteer hours may be counted toward your 20 hour volunteer requirement. If you are a chair of a Unity Ball or Summerfest committee, that will fulfill your 20 hour requirement. Summerfest hours count for the following school year.

ANGEL PROGRAM

Families are encouraged to pledge an extra amount of money monthly to support our ANGEL PROGRAM. This program is designated toward specific programs each year.

EXTENDED DAY PROGRAM

St. Josaphat offers a before and after school program to aid parents. The program is scheduled from 7-8:00 AM before school and from 3-6:00 PM after school. This program is a separate program offered to parents of children enrolled in our school and has separate fees. The students registered in this program are expected to conduct themselves in accordance with St. Josaphat Behavior Policies.

REGISTRATION FEE: \$60.00 per family

2011-2012 FEE SCHEDULE

	1 Child	2 Children	3 Children
Morning and Afternoon Daily	\$16.00	\$24.00	\$28.00
Morning Only Daily	\$ 7.00	\$ 9.00	\$11.00
Afternoon Only Daily	\$12.00	\$17.00	\$19.00

All fees must be paid promptly in order for child(ren) to remain in the EDP program.

LUNCH PROGRAM

Students may purchase hot lunch. We use Healthy Kids Kitchen as our food service. They deliver freshly made hot lunches daily. Parents will receive a lunch menu and an order form for each month. Monthly ordering for lunch and/or milk is conveniently online.

DAILY AND WEEKLY SCHEDULE

Doors open at 7:50 AM for Pre-school and Kindergarten students.

Doors open at 7:55 AM for Grade 1 - 8 students.

Tardy Bell at 8:10

Classes begin at 8:15

Length of instructional school day:

3 year old Pre-school 8:15AM to 11:00AM

Full-Day Pre-school – 4 year olds 8:15 AM to 2:40 PM

Grade K-3 8:15 AM to 2:50 PM

Grade 4 through 8 8:15 AM to 3:00 PM

On the 2nd Wednesday of each month students will be dismissed at 1:30 for faculty professional development.

School Office Hours: **7:30 AM to 4:00 PM**

ARRIVAL AND DISMISSAL

No students should be on school property before 7:50 AM unless they are enrolled in the EDP program. The school is not responsible for students before this time. Students in all grades line up on the southeast side of Southport Avenue. Doors open at 7:55 AM (7:50 for PreK and K). Students enter the main entrance on Southport and proceed to their classrooms. In the case of inclement weather, all students except Pre K 4 and K enter the Belden entrance. There is a drop-off system on Southport in the mornings. Parents pull their cars up in front of the school and parent volunteers will open the car doors and help students to exit. Parents remain in their cars. In the afternoon, parents may pull up to pick up their children and should pull away as soon as the children are settled in the car. **At no time is double-parking or parking in the cross walk acceptable.** This is very dangerous and compromises the safety of our children. All students remain at school for lunch, and students not enrolled in the EDP program are to be off of school property by 3:10 PM.

ABSENCE

If a student will be absent from school, the parent/guardian must call the school by 9:00 AM to inform the office personnel. This message can be left on the voice mail. Office personnel will call the parent if we do not receive a message regarding a child's absence. When the child returns to school, the parent should write a note of explanation to the teacher. If a student arrives at school later than 11:30 AM, he/she is marked ½ day absent.

TARDINESS

Students in grades K-8 are encouraged to be prompt and are considered tardy if they arrive in their classroom past 8:10 AM. A tardy student disrupts the class and misses important work. If a student in grades 1-8 is tardy, the student must stop at the office and receive a tardy slip, which is then presented to the homeroom teacher. Kindergarten teachers keep track of kindergarten students who are tardy.

EARLY DISMISSAL

We do not encourage children leaving school early except when ill. If it is necessary for a student to leave school early, the teacher/principal must be informed, and the student must be personally signed out by a parent or authorized adult. At no time will a student be allowed to leave the school alone. If a student leaves school before 11:30 AM, he/she is marked ½ day absent.

EMERGENCY CLOSINGS

If St. Josaphat School is closed due to bad weather unless it will be announced on the radio. Please check www.emergencyclosings.com or tune to station WGN and/or WBBM. Normally, we would not close due to weather unless all Chicago schools close or if all Archdiocesan schools are required to be closed by the Superintendent of the Archdiocese. In case of doubt, listen to the radio or watch TV. Please do not call the school or rectory. In all emergencies or crises, children will be kept safe following emergency guidelines. If necessary, parents will be contacted.

ILLNESS AT SCHOOL

In case of an accident or illness at school, the parents will be contacted immediately. If parents, guardians, or friends listed on emergency cards are unavailable, the matter will be left to the discretion of the Principal. In extreme cases the matter will be placed in the hands of the Chicago Police or Fire Departments.

EMERGENCY CARDS

An emergency card for each student is kept on file in the school office. These cards will be available on Information Day and will need to be filled out and returned to school **before the first day of classes**. The card should be filled out completely to ensure the safety of your child/children in case of accident or illness at school.

ILLINOIS SCHOOL IMMUNIZATION LAWS

The State of Illinois requires all children entering preschool, kindergarten, or sixth grade, and children new to the school to have a current physical and provide proof of up-to-date immunizations and dental examination records.

No child will be admitted to school without proof of proper immunization.

Although the school makes every effort to adequately address medical situations that arise, parents should know that a nurse is not on the staff.

REQUIRED RECORD OF VACCINES:

D.P.T. -	5 doses	Hib-typeB	4 doses
Polio -	4 doses	(between 15 mos.-59 mos.)	
Measles (Red Measles)	2 doses	Hepatitis B	3 doses
Rubella (Ger. Measles)	1 dose	Varicella	1 dose
Mumps	1 dose		

DENTAL EXAMINATIONS: All students entering Grades Kindergarten, 2, and 6 must submit records of a current dental examination.

EYE EXAMINATIONS: The State of Illinois requires all students entering kindergarten or new to the state to have an eye exam from a licensed eye doctor.

LEAD POISONING PREVENTION ACT(410 ILCS45/1): Physicians must screen children ages six months to 6 years for lead poisoning in accordance with the intervals established by the American Academy of Pediatrics guidelines. A statement from a physician or health care provider that the child has been screened for lead poisoning must be provided prior to admission and subsequently in conjunction with physical examinations.

FIRST AID/MEDICATION

State law forbids school personnel from dispensing any medication to any child. Medications should be given before the child comes to school. Please discuss this with your physician when (s)he is prescribing; otherwise, the child should stay home. If emergency treatment is required, and the parents or legal guardian cannot be reached immediately, a school representative shall call the police or paramedics. In the case of a child needing an inhaler, etc., each parent must complete the **SCHOOL MEDICATION SHEETS** yearly and have the doctor complete the necessary forms. In this case, each child is responsible for the care of his/her own inhaler or other necessary equipment. Office of Catholic Schools Medical Authorization Form must be completed before the first day of school.

CONTAGIOUS DISEASES

These often begin with symptoms of a common cold. Please keep children with new or active colds at home. If a child develops a contagious disease, such as chickenpox, strep (in the form of strep throat or scarlet fever), head lice or any other communicable disease, it must be reported to the school office as soon as possible so that proper procedures can be taken. Parents are expected to follow their physician's guidelines regarding period of communicability and when their child may return to school. Notes are emailed home if a case of strep, staph, head lice, or pink eye occurs in the classroom. Major outbreaks of contagious diseases in the area will result in all parents being notified.

PEDICULOSIS (HEAD LICE)

The infestation of head lice is a common and highly contagious problem among school children. The school recognizes the increase in the incidence of pediculosis in school-age children. In an effort to eliminate infestation, the administration shall direct ongoing parent, staff, and student education in the identification and control of head lice.

Screening of head lice through head checks may be conducted on direction of the administration. PARENTS MUST REPORT ALL CASES OF HEAD LICE TO THE SCHOOL OFFICE. When a case is reported a head check will be done of that class. If a child is found to have lice or nits, parents or an emergency contact will be called to pick up the affected child from school. Parents will be given guidance and information regarding head lice, and are asked to contact their physician regarding treatment. FOLLOWING TREATMENT ALL VISIBLE NITS MUST BE REMOVED. The school

maintains a NO NIT policy. Children will be rechecked upon return to school, and will be asked to return home if nit removal has not been completed.

All cases will be rechecked 7-10 days after initial treatment.

FOOD

We encourage well-balanced meals with particular emphasis upon breakfast. Candy or soft drinks are not permitted in school lunches, as this is not nutritious and negatively affects the students' ability to learn during the afternoon. Chewing gum is never permitted in school.

Edible treats should never be provided for students without permission of the administration. This is to protect those students with allergies and those whose parents choose to regulate their sugar intake. **Never allowed** is any treat processed in a factory that also processes peanuts. A nut-free table will be maintained in the lunchroom.

BIRTHDAYS AND SPECIAL OCCASIONS

Party invitations and exclusion: While birthdays are a wonderful opportunity to celebrate, party invitations can become a source of hurt feelings when a child is excluded. If some students in a class will be excluded, all invitations should be mailed rather than distributed at school. Excluded students, however, will likely still suffer since students will no doubt talk about the experience before and after the event. Careful consideration, therefore, is appropriate before excluding students.

TREATS

Birthday treats need to be coordinated with the student's teacher. First, the teacher should never be surprised by treats; secondly, student allergies must be taken into consideration. Teachers will be able to give guidance on what is appropriate and when delivery can take place. Treats should always be simple and easy to distribute.

RECORDS and CHILD CUSTODY

The school abides by the provisions of the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT with respect to the parents' right of access to their child's school records. In the absence of a court order to the contrary, access to the academic records and other school-related information regarding the child will be provided for the non-custodial parent. It is the responsibility of the custodial parent to provide the principal with an official copy of any court orders. Non-custodial parents wishing to receive school newsletters, fliers, calendars, etc. should notify the school secretary.

Ordinarily, the school shall release a student to either parent unless the school has a copy of a court order giving one parent exclusive custody.

REPORTING ALLEGATION/SUSPICION OF CHILD ABUSE/NEGLECT

School personnel are mandated reporters to the State of Illinois Department of Children and family services (DCFS) regarding allegations or suspicions of child abuse and neglect. Thus, school personnel are required by law to report even the suspicion of abuse or neglect. School personnel of St. Josaphat School follow the law. If any parent has

concerns about the safety of a child, the DCFS reporting hotline is: 1-800-ABUSE.

SEXUAL HARASSMENT

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct.

Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action.

Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above. Procedure: The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will appropriate corrective action when warranted.

SAFETY REGULATIONS

- ◆ All visitors, including parents, must stop at the office to sign in and receive a visitor's pass.
- ◆ Children should walk in all areas of the school.
- ◆ Children should not be unsupervised at any time.
- ◆ Parents using the facility after hours must keep children in the assigned room and follow school safety rules.

FIRE/EMERGENCY DRILL

Fire drills are conducted regularly to evacuate the building safely in a minimum amount of time. Directions are posted in each classroom, and the teachers discuss the procedures with the students. Students are to walk in silence during the entire drill. All regulations are in accordance with the State of Illinois. Monthly inspections are made by the Chicago Fire Department.

Disaster drills are conducted regularly to prepare for the possibility of a tornado or other natural disaster. As in all matters relating to school safety, complete cooperation is expected.

We have an established lockdown procedure in the event of an intruder. This procedure is practiced with the students and teachers. Our exterior doors are kept locked at all times. Students are not allowed to open the doors, even for parents.

TRAFFIC SAFETY

Students and parents are to obey the Crossing Guard when he/she is performing patrol duties. Parking regulations around the school should be followed for the safety of the students. **Double parking is strictly prohibited**; parking is available in the parish parking lot. The yellow zone in the front of the school is for drop off and pick up purposes only. ***NO car should be left in the yellow zone unattended during drop off or pick***

up times.

RECESS/PLAYGROUND SAFETY

Students are asked to demonstrate good behavior at recess. Some playground expectations include the following:

- ◆ All ordinary school rules and regulations apply. Students are expected to obey directions from playground supervisors.
- ◆ Students are to follow the Golden Rule, treating others the way they would like to be treated.
- ◆ Tackling, pushing, and shoving are not permitted.
- ◆ Throwing snow or snowballs is not permitted.
- ◆ Students will report all accidents immediately to the playground supervisor.
- ◆ No hard balls will be permitted on the grounds.
- ◆ Food and/or beverages are not permitted outside at recess.
- ◆ Gum is never permitted.
- ◆ If a student is not to go outside at recess for health reasons, this should be requested in writing by the parent.
- ◆ The school will provide necessary equipment for games.
- ◆ Equipment is to be used according to the purpose of its design.

VISITORS AND VOLUNTEERS

Since student safety is of primary importance, monitoring school visitor traffic is, therefore essential. The following will help ensure the safety of students:

- ◆ Parents wishing to visit a classroom need to make an appointment with the teacher.
- ◆ All parent visitors and volunteers are required to use the sign-in sheet in the school office to sign in at the beginning of their visit and sign out as they leave.
- ◆ All parent visitors and volunteers are required to wear a St. Josaphat School visitor or volunteer tag.
- ◆ Forgotten lunches and forgotten homework are to be dropped off in the school office; students will receive them in a timely manner.
- ◆ Parents and/or authorized caregivers coming to pick up a student at the regularly scheduled dismissal times (except Pre K 3) should wait outside the buildings until the children exit.

UNIFORMS

St. Josaphat students wear uniforms supplied by **rhedhouse/Clöz**. St. Josaphat students are **required** to wear uniforms supplied **only** by **rhedhouse** uniform company. The specifications of the uniform may be found in the **rhedhouse** catalog or online at <http://www.rhedhouse.com/> or at their store located at 7421 N. Milwaukee Ave. Niles, IL 60714 Phone 847-588-2122. Students are not allowed to wear clothing from any other vendor.

Some of our uniform expectations are:

- All pants with belt loops must be worn with a black, navy, or brown belt.
- Shirts must be tucked in at all times.
- Only white t-shirts may be worn under white shirts

- Socks must be worn. Only navy or white socks are allowed.
- Girls may wear navy or white tights.
- Uniform shorts may be worn between April 15 and October 15, weather permitting.
- Shorts and skirts may not be shorter than 2 inches above the knee.
- Uniform fleeces may be worn on cold days. Spirit wear is never considered to be part of the uniform. There is no uniform sweatshirt.
- Street shoes or gym shoes in solid brown, black, navy, or white should be worn. NO colored logos or trim will be allowed. Street shoes should be low-heeled (1 inch). Gym shoes must be worn in gym class. No flip-flops or sandals may be worn.
- No make up or nail polish may be worn, even on non-uniform days.
- Girls may wear simple, small earrings.
- Boys' hair must be kept above the collar, above the eyebrows, and above the bottom of the earlobe.
- Only a student's natural hair color is acceptable.

This uniform policy will be strictly enforced.

GYM UNIFORMS

Gym uniforms are required and must be purchased at **rhedhouse**. Specifications can be found in the catalog or online. Students in grades 5-8 will wear their school uniforms to school everyday, change into gym uniforms at the beginning of gym class and change back into school uniforms after gym class. Students in grades K-4 will wear gym uniforms to school on gym day.

DRESS PRIVILEGES

On the first Wednesday of every month students may pay one dollar for the privilege of coming to school out of uniform.

BEHAVIOR

ADULT EXPECTATIONS

All parents of a child enrolled at St. Josaphat School are expected to understand that teachers are professionals and should be given due respect for their training and commitment to the education of your children. In the spirit of that belief, parents/guardians should:

- ◆ use appropriate language in all parent/teacher interactions, understanding that verbal abuse of another person is un-Christian and never acceptable; agree to disagree respectfully;
- ◆ understand that unscheduled visits to the classroom teacher will not be accommodated; appointments enable classroom teachers to spend adequate time listening to our concerns;
- ◆ speak to, not about the teacher, in order to resolve conflicts or voice concerns. Idle gossip does not help any situation. Direct communication with the teacher is the best option for problem solving;
- ◆ support academic and disciplinary policies as stated in the handbook and as set forth by the individual teacher.

Likewise, the faculty of St. Josaphat School understands that parents are the primary educators of their children and will:

- ◆ use appropriate language in all parent and student interaction, understanding that verbal abuse of another person is un-Christian and never acceptable; agree to disagree respectfully;
- ◆ respond to parent letters, phone calls, and email communication in a timely manner; invite parental participation and maintain open communication;
- ◆ properly prepare for each class in order to attain curricular objectives; and work with each child to foster a spirit of achievement;
- ◆ provide a safe and caring environment;
- ◆ structure discipline and classroom environment within a Christian, Catholic environment.

STUDENT EXPECTATIONS

All students at St. Josaphat School are expected to conduct themselves in a manner becoming a child enrolled in a Catholic school. Rules of conduct are based on respect for the dignity of the person, respect for each person's right to learn, and safety and respect for property. Each student is expected to demonstrate polite and respectful behavior, a cooperative attitude, proper language, punctuality, and active involvement in the learning process. Students should use words and actions to bring honor to themselves and to St. Josaphat School and Parish at all times, that is: at school, on the playground, in athletic venues, at school-sponsored functions, and in the wider community.

Teachers and staff expect positive behavior of students. Students who do not behave positively, however, will be guided by teachers and staff to understand and implement better behavior choices. As a part of this process the school administration and the student's parents may be notified.

Students are expected to adhere to the following guidelines:

- ◆ Treat all school personnel with respect
- ◆ Treat all students with respect
- ◆ Never tease, bully, or harass another person
- ◆ Understand that the school has no tolerance for bullying (in school or out)
- ◆ Include other students in activities, both in lunchroom and on playground
- ◆ Understand that kindness, courtesy, and compassion are to be shown to others
- ◆ Use their hands for good and their words in a positive way
- ◆ Refrain from profanity or other vulgar language
- ◆ Treat their own property and property of others with respect
- ◆ Be on time for school and all classes
- ◆ Be absent only for reasons pertaining to health and family
- ◆ Be prepared for class by having homework done and all necessary materials
- ◆ Follow the uniform policy
- ◆ Submit their own work
- ◆ Recognize the need to keep the school clean
- ◆ Never steal
- ◆ Always tell the truth
- ◆ Use technology for good and never in a way harmful to self or others

SERIOUS MISBEHAVIOR

Some behaviors that are considered very serious and warrant immediate administrative involvement include, but are not limited to, the following:

- ◆ Insubordination to school personnel
- ◆ Verbal and/or non-verbal disrespect for school personnel or other students such as using profane or vulgar language
- ◆ Harassment, bullying, intimidation of others such as excessive teasing, making threats, or physically pushing someone around to frighten him/her
- ◆ Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a student or school personnel
- ◆ Fighting
- ◆ Smoking on school grounds, carrying or exchanging cigarettes, pills, drugs, or any other questionable items
- ◆ Personal dishonesty such as lying, forging a signature, or stealing
- ◆ Academic dishonesty such as cheating or plagiarism
- ◆ Defacing or vandalizing school or another's property
- ◆ Possession of illegal substances (e.g. drugs or alcohol) or weapons, or engaging in illegal activity
- ◆ Sexual harassment
- ◆ Possession of pornographic material or exploring Internet sites with such material
- ◆ Engaging in any of the above-mentioned behavior via email, instant messaging, blogging, electronic photos, websites, telephones, cyberbullying, etc.
- ◆ Leaving school grounds during school hours without specific permission to do so by school personnel

CONSEQUENCES

Suspension and exclusion from all or some school activities is a consequence of deliberate, irresponsible acts. Suspension for misconduct applies to behavior in the classroom, in or about the building, on the school grounds, to or from school, and on a field trip. The Principal determines the number of days for which a student is suspended. A student will be readmitted to class only after a conference has been held with the student, a parent or guardian, and school administration.

Suspension from extra-curricular activities: Ordinarily, for serious misbehavior such as listed above, students are automatically suspended from extra-curricular activities. The duration of the suspension may vary from a week to permanent suspension.

Suspension from the classroom: Serious misbehavior or a pattern of behavior, which necessitates disciplinary measures, may result in an in-school suspension, and out-of-school suspension, or expulsion. During suspension, a student is required to complete all assignments for the day or days of suspension. During suspension, a student is automatically ineligible to participate in extra-curricular activities.

Service to the school: In an effort to allow the student to restore a positive working relationship with the school, or in some cases, a faculty member, opportunities to assist the school or faculty member in some tangible, positive manner may be provided. In this way, the student is able to contribute positively to the school community in a specific way.

Probation: Students who have engaged in serious misconduct and/or who have incurred suspension are ordinarily considered to be on probation. For a student on probation, further inappropriate behavior will automatically be considered “serious” and will therefore incur additional consequences of a serious nature.

Expulsion: Ordinarily, a student may be expelled from the school in the event the principal does not believe further efforts on the part of the school would be productive. In rare instances, home schooling may be considered as an alternative to expulsion.

In serious cases in which the well being of students and/or faculty may be endangered, the situation may call for immediate suspension or expulsion. In less serious cases, warning will be given in writing to both parents and students. If the violation occurs a second time, suspension will result. A third violation of the same policy will call for expulsion. In every case, due process will be followed. We expect cooperation from parents in these matters. A proven lack of parental cooperation in this regard will be deemed suitable grounds for expulsion.

CYBERBULLYING

Neither the technology of St Josaphat School nor the broader Internet (whether accessed at school or away from school, either during school hours or outside of school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyberbullying, are unacceptable. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or web site postings including blogs. Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else.

Community members who feel they have been victims of such misuse of technology should not erase the offending materials from the system. They should print a copy of the material and immediately report the incident to the school administration.

Students who defame others in the school community (parish personnel, school personnel, or students) are subject to school consequences – **even if the misconduct occurs outside of school**. Threats are threats, for example, wherever they are made. What students do away from school, therefore, can detrimentally impact a school or program’s reputation. Moreover, deliberate defamation, intimidation, or harassment of others is not consistent with Christian values, and students will be held accountable for intentional harm they cause others.

Cyberbullying is considered serious misbehavior and will be handled accordingly with suspension of privilege to technology use along with other possible consequences as listed above.

CELL PHONES & ELECTRONICS

Students should not take cell phones, pagers, iPods, lasers, cameras, electronic toys, or games to class, church, or assemblies. Such equipment should be left at home and will be confiscated in school.

If a cell phone is necessary (e.g. to contact a parent after an after-school practice), it is to be kept in the student's backpack in the OFF position during the entire school day.

In addition, while on school grounds – before, during, or after school hours –

No cell phones may be used for picture taking

No cell phones may be used for making harassing or threatening calls

No cell phones may be used for game playing, Internet or email access, nor gambling or making purchases of any kind.

Cell phones inappropriately used will be confiscated and the user and/or owner subject to consequences.

DOWNLOADING MUSIC

Students are not to download music at school. Music is heavily copyrighted and it is difficult for school personnel to determine if the music being downloaded is legal.

Students who wish to add music to projects should either complete the project at home or bring in a CD with music on it.

TECHNOLOGY

St. Josaphat School provides technology resources to its students. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation, and communication with the support and supervision of teachers and support staff. The use of these resources is a privilege, not a right. Students and parents must sign the St. Josaphat School Acceptable Use Policy before students are allowed to use the technology resources at school. Parents and students should read and discuss the Acceptable Use Policy carefully before signing.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of school life. All users are expected to use the computers, computer networks, and other technology in a responsible, ethical, and polite manner. Failure to do so may result in loss of technology privileges, as well as other behavioral consequences detailed above.

SEARCH AND SEIZURE

School personnel are charged with protecting the health and safety of all students at all times; fulfillment of these duties may supersede concern for a student's privacy. The interest of individual students in securing personal property must be balanced against the interest of society in protecting students against dangerous, disruptive, or illegal conduct.

Desks, and other storage areas are provided to students by the school, and the school, therefore, retains control and access to all desks and other storage areas. These areas are assigned to students for their use on the condition that they will be used in a manner consistent with the law and school rules. School personnel may conduct inspections of

these areas at any time, with or without the student present, in order to fulfill their responsibility to maintain proper safety, control, and management of the school.

Searches of School Property: All property of the school, including a student's desk and storage areas, as well as their content, may be searched or inspected at any time without notice. Authorized school personnel have an unrestricted right to search these structures as well as any containers, book bags, purses, or articles of clothing that are left unattended on school property.

Searches of Student's Person or Personal Property: The search of a student's person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for the purposes here, shall be defined as any weapon, illegal drug, drug paraphernalia, or other item, the possession of which is prohibited by law or school policy.

Police Involvement: If a weapon or other substance is suspected, the school contacts the police department immediately. If a weapon or illegal drug is actually seized, the school authority must contact the local police department to report the incident and secure the contraband until the police arrive. A parent or guardian is informed of the situation as soon as possible.

PARENT/TEACHER COMMUNICATION & CONFLICT RESOLUTION

As stated in the St. Josaphat School Philosophy, we are strongly committed to working together with all parents/guardians to provide the best possible education for every child. Open, honest communication is essential to our success in this process. Realizing that misunderstandings may arise from time to time, the faculty and staff of St. Josaphat School are confident that amicable solutions may be found for any situation if all involved act with true Christian charity. Therefore, we invite parents/guardians to call at any time during the school year with questions or concerns, and we will do the same. Any parent with a concern is asked to first meet with the teacher involved in order to resolve the issue. If, after meeting with the teacher, concerns still exist, a meeting can then be arranged with a member of the administration. In matters of conflict, parents/guardians and school personnel may request the use of the Archdiocesan Guidelines for Conflict Resolution.

LETTERS

In order to keep parents and guardians informed of weekly lessons and activities, the Principal and teachers each email a weekly letter on the first day of the week. Letters are also posted on the school website.

PARENT/TEACHER CONFERENCES

Mandatory, formal scheduled conferences occur at the end of the first grading period. At this time, teachers are available to meet with parents/guardians regarding the child's classroom progress. During the third grading period a time is set aside for optional parent/teacher conferences. Parents and/or teachers may request conferences at this time. At all other times parents may make an appointment by contacting the teacher by email or leaving a phone message at the office for the teacher to contact them at an agreeable time. Parents are asked not to interrupt teachers during class, as this takes away from the learning process. Appointments with the Principal may be made in the same manner.

PROGRESS REPORTS

Progress reports are sent to parents of students in grades 3-8 in the middle of each quarter; this is another way of informing students and parents regarding student progress.

REPORT CARDS

Report cards are sent home with the children at the end of each quarter. The primary purpose of the report is to communicate areas of strength as well as areas in which the child may need additional help. In determining grades, teachers consider:

- 1) Classroom participation
- 2) Tests/quizzes and other assessments
- 3) Assignments

ACADEMIC PROGRAM

The curriculum of our school includes religion, mathematics, science, social studies, language arts, reading/literature, Spanish, physical education, art, music, and technology.

GRADES

Letter grades are given according to the following scale:

A+	100
A	99-95
A-	94-93
B+	92-91
B	90-87
B-	86-85
C+	84-83
C	82-79
C-	78-77
D+	76-75
D	74-72
D-	71-70
U	69-0

HONORS

Recognition is at the end of each semester in grades 5-8.

Honor Roll: Based on a 4.0 system

1st Honors – 3.67 and above

2nd Honors – 3.33– 3.66

*Consideration will be given to grades earned specials classes.

*A grade of “D” in any quarter automatically makes a student ineligible for honors.

*Check marks in “personal and social growth” and/or completes assignments automatically make a student ineligible.

*A student with 10 or more tardies in any quarter of a semester is ineligible for honors.

ACADEMIC ELIGIBILITY FOR EXTRA CURRICULAR ATHLETICS

The educational mission of St. Josaphat School takes priority over extra-curricular athletics. The intent of this eligibility policy is to afford students the time to focus on academics and raise low grades when it becomes necessary.

In order to be eligible to participate in extra-curricular athletics a student must:

Have no failing grades in any subject

Have no more than one D

When a student is academically ineligible he/she may not participate in any athletic practices for one week. (Monday to Monday) The ineligible student may not play in games, but may attend games and sit on the bench dressed in street clothes. At the end of the week students may resume participation if the grade has been raised.

Academic eligibility will be determined on Mondays. If there is no school on Monday, this will be done on Tuesday. If the student is found to be ineligible, he/she will be given a form detailing the subjects in which the student has deficiencies. This form must be signed by a parent or guardian and returned to the homeroom teacher the following day. The coach, parent, and administration will be notified by the homeroom teacher via email when students become ineligible.

PROMOTION/RETENTION

Archdiocesan policies and guidelines are followed in regard to promotion and retention. Students who repeatedly fail to achieve passing grades in Reading, Math, and Language Arts, or who do not turn in the majority of assignments will be considered for retention or may not be accepted back for the coming year.

HOMEWORK

Because good reading habits are developed at an early age, children are encouraged to read and be read to.

Homework is given to reinforce the concepts taught during the school day. For the older students, homework also provides an extension and further research into areas initially covered in school.

Parental direction and guidance with homework changes as the child develops, matures, and takes on more responsibility. Parents of children in pre-school through third grade should monitor closely and provide some assistance with homework. By fourth and fifth grade, students should be well on their way to independence with some monitoring. Students in sixth, seventh, and eighth grade should be able to handle their own assignments with parent providing the atmosphere and space needed for concentrated effort.

The value of homework depends on how it is done. It is essential that each child have a quiet place to work and definite uninterrupted time for study. Each child should be responsible for his/her own assignments and should be able to complete work independently. Independence and integrity are more important than a "right" answer.

Suggested homework guidelines (excluding reading time):

Kindergarten 10 minutes	3rd Grade -- 40 minutes	6th Grade -- 70 minutes
1st Grade -- 20 minutes	4th Grade -- 50 minutes	7th Grade -- 80 minutes
2nd Grade -- 30 minutes	5th Grade -- 60 minutes	8th Grade -- 90 minutes

If a student consistently spends far more time doing homework than this (and the reason is not because of distractions from TV, email, phone calls, video games, etc) parents should consult with the student's teacher(s). In some cases, this may be a sign of some

learning difficulty that should be further explored.

ASSIGNMENT BOOKS (Grades 2-8)

Student assignment books are a requirement for all students in grades 2-8. Students are expected to record assignments in their notebooks. Parents should check the book each night to insure assignments are completed. The teacher's web page should be an additional tool to help in this process.

STANDARDIZED TESTING

Students in grades two through seven take the Terra Nova standardized test in March. This archdiocesan-mandated testing program is designed to provide data regarding an individual student's achievement and aptitude. The school administers the tests and the results are mailed to each child's home.

We expect all children to be in attendance unless ill. Please do not take your child out of school during the testing weeks in early March. Check the school calendar for dates.

FIELD TRIPS

Field trips have educational objectives and are, therefore, an important part of education. Field trip participation, however, is considered a student privilege. Students who fail to meet academic or behavior requirements can be denied participation.

St. Josaphat School requires written consent of the parents before a child is permitted to attend a field trip. A form requesting permission will be sent home well in advance of the trip and should be returned promptly to the child's teacher. *A phone call from a parent will not be accepted* in place of a signed permission form.

SCHOOL TEAMS

St. Josaphat School's athletic program consists of flag football, basketball and volleyball teams. All teams participate in established leagues or conferences in the Chicago area. The basketball and volleyball teams use the St. Josaphat Gymnasium for practice at regularly scheduled times after school. St. Josaphat School follows guidelines presented in the Archdiocesan Handbook for Athletics for all school teams.

Any student desiring to represent our school on a team will be expected to behave in accordance with our Behavior Policies. The athlete must continue to perform satisfactorily in the areas of behavior, attitude, and academic effort, or suspension from the team will result.

Participation in a sport requires:

1. Parental permission in writing
2. Proof of Insurance - either school or family
3. Team members must be present in school during the day in order to participate in practice or a game scheduled that day.
4. Team members must have passing grades in all subjects. Students in grades 5-8 are subject to the academic eligibility policy.

CHOIR

The parish Children's Choir Director directs the Children's Choir that is comprised of students and parishioners in grades 4-8. Rehearsals are held regularly after school. The Choir sings monthly at the Children's Mass.

ENRICHMENT

Each quarter, enrichment classes are offered to students from preschool through 8th grade. Some examples of classes offered in the past are: Tour de Parks, Fun in the Kitchen, Chess, Karate, Run Girl, and Hoops. The classes are offered by grade level and may change each quarter. Classes are held from 3:15-4:15, and students must be picked up promptly following class. Registration occurs on a specified day each quarter and must be done by a parent. Cost per class is variable depending on the class.

SCHOOL ORGANIZATIONS

The ***St. Josaphat Parent Teacher Organization (PTO)*** is open to school parents, guardians, faculty, administration and any interested members of St. Josaphat Church. The objectives of the association are to promote family-school communication, facilitate family networking, and provide educational opportunities for members in the areas of faith, education, and civic affairs. The association enhances the family and teacher's role in Catholic Education by increasing their mutual understanding of the children and allows the families and teachers an opportunity to work together for the good of the children. The four standing committees of this association are the Communication Committee, the Fundraising Committee, the Room Parents Committee, and the Volunteer Committee. Any member of the St. Josaphat School Association can become a member of any of these committees. For more information about the St. Josaphat School Association, contact the PTO President.

Your ***School Board*** is comprised of parents as well as non-parent parishioners. The Pastor and Principal serve as non-voting members of the Board. The School Board has three principal functions. First, along with the Pastor, the Board has input in the hiring of the school principal and annually reviews his/her performance. Second, the Board makes policy decisions that help foster your child's educational, religious, social, and emotional development. Third, the Board approves the annual school budget. The School Board meets on the first Monday of each month. The meetings are held at 6:30 PM at the parish rectory. All interested persons are encouraged to attend these meetings. In addition, Board committees meet frequently throughout the year. These committees deal with various topics including curriculum, resources, facilities development, and marketing. Parent involvement on these committees is always welcome. If you would like more information about the School Board, please contact the School Board President.

Each St. Josaphat School family must volunteer a minimum of 20 hours toward the benefit of the school community during the school year. Please review the events/activities listed below for some ideas on how you can get involved. Additionally, as activities and events come up for individual classes during the school year your child's teacher may present additional volunteer opportunities that can be completed either at home or school.

VOLUNTEER ELIGIBILITY

In order to volunteer in any capacity involving students, per Archdiocesan policy, all volunteers, coaches, chaperones must:

1. Complete an on-line background check through the Archdiocese
2. Participate in the Archdiocese's VIRTUS child protection program
3. Read and sign a Code of Conduct form
4. Complete and sign a CANTS form and turn in to the school office.
5. Receive the approval of the school administration to work with students

Information about the application and background check is available in the school office.

Parents, volunteers, coaches, and chaperones who have not completed all of these steps are not eligible to work with students in either during-school or after-school activities.

Supervision of Students

ALL STUDENTS MUST BE SUPERVISED AT ALL TIMES from their arrival for an activity, during the activity, and until they depart from an activity. The volunteers must remain with the students as long as the students are in their care. Activities that require transportation to and from the event should be arranged well in advance, so that students and parents can be informed of the arrangements.

Student Discipline

Volunteers are expected to uphold the decency, integrity, and sense of Christian values among their students as would be expected from regular staff. While minor discipline problems are best dealt with on the spot, it is necessary that volunteers cooperate with the Athletic Director and the school administration when dealing with problematic student behavior.

Student Eligibility

Students who are not achieving satisfactorily in academics may be suspended from participation in extra curricular activities. Volunteer coaches will be notified when suspensions occur.

Athletic Program Policies

Students (and parents of students) participating in the Athletic Program should familiarize themselves with the policies and procedures in the Athletic Association Guidelines.

Termination of Volunteer Service

Volunteers who do not act in accordance with the Mission and Philosophy of St. Josaphat School or who do not act in cooperation with the faculty, administration, athletic director, or director of a specific activity or sport may be asked to cease volunteer involvement.

YEARLONG OPPORTUNITIES

____ Door Greeter: school days 8:10-9:00a.m.

Frequency: one to four times a month

Responsibilities: opening the door and writing tardy slips for students who arrive after 8:10 am
For additional hours you can coordinate this opportunity.

____ Curb Greeter: school days 7:50-8:10a.m.

Frequency: one to four times a month

Responsibilities: welcoming students and assisting them out of cars in the drop-off zone in front of school. For additional hours you can coordinate this opportunity.

____ Cafeteria & Recess Monitor: school days 11:00am-1:00pm

Frequency: one to four times a month

Responsibilities: monitoring students grade one through eight during lunch and recess (outside weather permitting) with a member of the school staff, also assist students with opening food items. The teachers welcome the additional support. For additional hours you can coordinate this opportunity.

____ Library/Librarian: school days, hours vary

Frequency: twice a month from September through May for an approximate two and one-half hour time period.

Responsibilities: Monitor class, grades K-4, during their assigned library period, assist with selecting books, check in/out of books, and assist with Barnes and Noble Day

____ Committee Meetings: monthly, usually evening hours

Frequency: attending meetings and assist with committee projects. Some available committees: Parent Teacher Organization, School Board, Summerfest, Unity Ball, Room Parent, Internal/External Marketing, SJS Expansion Project. Please note that Summerfest and Unity Ball hours are limited to 5 hours each, with the exception of Committee Chairs.

____ Room Parent: days and hours vary

Frequency: September through June

Responsibilities: communication regarding classroom/school wide events and information to class families, supporting efforts/projects of the Parent Teacher Organization, such as Teacher Christmas Gift Fund and Teacher Appreciation Breakfast, assist the classroom teacher as needed for projects, parties, etc., coordination of after mass hospitality, coordination of/collection for Summerfest Basket and other events as needed.

____ Coach: seasonal

Frequency: weekend/after school (6-10) weeks

Responsibilities: attending workshops, coaching or assisting coach for volleyball, basketball and flag football, organizing and attending all practices and games, distributing and collecting forms, uniforms

___Enrichment: one registration each quarter (dates: to be determined) and other hours as needed

Responsibilities: set up, distribute and help with registration forms, count/reconcile monies received with registration forms; create a spreadsheet (examples will be provided) from forms within 3-5 days; deliver all monies, forms, spreadsheets and class lists to the office; follow up with parent inquiries, etc.

___Tour & Coffee: selected school days/hours vary

Frequency: monthly

Responsibilities: Provide tours of school and information about St. Josaphat to prospective families.

___Field Trips: as needed and as space allows

Responsibilities: chaperon an assigned group of students within your child's classroom to offsite locations. Your child's teacher will provide specific information.

___Phat Cash (gift cards): one school day morning and as necessary

Frequency: weekly

Responsibilities: selling, taking and filling orders of gift cards for various merchants from an organized supply. (Proceeds benefit the school)

___Phat Cash Committee:

Frequency: to be determined

Responsibilities: small committee/group organized to increase awareness, participation, promote, and educate parents about the benefits of using Phat Cash. (Proceeds benefit the school)

___Market Day: one Saturday per month

Frequency: each month or select months

Responsibilities: Before the date: placement of orders; the day of: placing, sorting and distributing orders; After: any necessary follow up. This item is exempt from the volunteer buyout.

___Chew the Phat: monthly

Frequency: as needed to publish this monthly parent newsletter

Responsibilities: soliciting and organizing submissions from school groups/committees, also layout, design and printing/copying

___Ink Cartridge Recycling: as needed

Responsibilities: collection of cartridges and processing (sorting/boxing/mailing) and any follow up as necessary

___Athletic Association Administrative Help

Hours Available: Volunteer can choose (up to 30 hours). Opportunities include helping with registration, managing purchases, uniforms, and some league communications.

___Athletic Association Home Game Shopper

Hours Available: 5-15. Concessions stand purchases from Costco, Grocers.

____ Athletic Association Home Basketball Game Help

Hours Available: Volunteer can choose. Concessions stand, Admission collection, Scorers' table (scoring, clock).

____ Education Committee

Responsibilities: Assist with educational based activities/projects (e.g., Spelling Bee, Science Fair, assembling guided reading books). Most work can be completed from home - minimal meeting time is required.

Spelling Bee, Geography Bee, Science Fair (dates will be announced).

ANNUAL EVENTS

____ Jog-a-Thon: a fundraiser that counts toward the \$400 commitment, organized by third and sixth grade parents

When: Date to be announced

Responsibilities: obtain volunteers to count laps/serve refreshments via written letters/forms, assist with the event set up and take down, coordination of volunteer schedule and obtaining snacks

____ Raffle: fund raiser that counts toward the \$400 commitment

When: early fall

Responsibilities: assist with organizing, processing, and collecting tickets and funds.

____ Barnes & Noble Day: fundraiser organized by Library Committee

When: Dates to be announced

Responsibilities: receiving and placing orders for Phat Cash, shopping for classroom orders at Barnes & Noble, various times for a shift at Barnes & Noble, other duties as Committee requires

____ Breakfast with Santa: proceeds support the Teacher/Staff Christmas Fund

When: December date to be announced

Responsibilities: preparation and service of food, set up/clean up, pictures with Santa, obtaining small gift collections, wrapping of small gifts, assist with publicity/school mailings

____ Family Dance Party Night: Hosted by the Athletic Association

When: Typically held the second Friday night in May

Responsibilities: preparation and service of food, set up/clean up, other duties as needed

____ Trivia Nite: fundraiser (tables compete against each other in a game of trivia) organized by Parent Teacher Organization

When: January 2010 date to be announced

Responsibilities: marketing the event by various written communications through school and parish, set up/clean up

____ School Picnic: End of year school picnic organized by the seventh grade room parents

When: last week of school in June

Responsibilities: helping monitor children throughout the day, helping with clean up

____ Hospitality Sunday: parents from each classroom are assigned a Sunday to provide refreshments after mass

When: 1st Sunday of each month in the Community Park or back of Church, each classroom is assigned a date

Responsibilities: communicating with classroom parents to obtain beverages/food, set up/clean up, and serve snacks. This item is exempt from the volunteer buyout.

___ Summerfest: annual fundraiser

When: one weekend in June (Fri-Sun)

Event Volunteers: gate monitor, kidsfest game monitor, ticket sales, food/beverage sales, working the silent auction booth

Committee Volunteers: soliciting silent auction items, obtaining/coordinating volunteers from parish/school, attend before/after mass table to sign up volunteers, marketing,

NOTE: ALL SCHOOL PARENTS ARE EXPECTED TO VOLUNTEER FOR SUMMERFEST. PLEASE FURTHER NOTE THAT SUMMERFEST HOURS ARE LIMITED TO 5 HOURS CREDIT TOWARDS THE 20 HOUR REQUIREMENT. EXCEPTIONS ARE COMMITTEE CHAIRS.

___ Unity Ball: Formal/Black Tie dinner/dance/auction (annual fundraiser)

Responsibilities: service to committee/co-chairs details as to what needed to flow from co-chairs, soliciting auction items, marketing, mailings, general organization, ticket/raffle sales, and event night activities. **NOTE: UNITY BALL HOURS ARE LIMITED TO 5 HOURS CREDIT TOWARD THE 20 HOUR REQUIREMENT. EXCEPTIONS ARE COMMITTEE CHAIRS.**

***PLEASE NOTE: a total of 5 hours from either Unity Ball or Summerfest can be counted toward the volunteer obligation, not 5 hours from each one.

AD HOC OPPORTUNITIES

___ Classroom: assisting with special classroom projects/parties via homeroom teachers or room parents

___ Teacher Appreciation Day: prepare/donate food, set up/clean up food/beverages, monitor classroom and/or office during breakfast,

___ Photographers: take and print pictures of various day to day activities, special events, sports events, field trips, etc.. for publication in newsletters, marketing materials, yearbooks

THANK YOU FOR TAKING THE TIME TO VOLUNTEER. YOUR TIME AND COMMITMENT IS VITAL TO OUR SCHOOL AND TO YOUR CHILDREN!

********Descriptions and hour limitation may apply or change per the discretion of the School Administration********