

St. Paul the Apostle Catholic School Mission Statement

St. Paul the Apostle Catholic School, in conjunction with St. Paul the Apostle Parish, creates a Catholic environment that proclaims the Gospel message, fosters community, celebrates the living God through worship and prayer, and encourages all to the service of others, while daily promoting academic excellence in all areas of the school curriculum.

School Philosophy

St. Paul the Apostle Catholic School is a parochial school serving preschool through eighth grade students from Joliet and the surrounding communities. We offer a program designed to foster academic, spiritual and personal growth. In the Catholic tradition, St. Paul the Apostle respects individuality, promotes community, and encourages responsibility and interdependence. We believe that this is accomplished through the collaboration of home, school, community, and parish. Parents are the primary educators of their children and we have an obligation to foster this parent partnership in support of student progress, growth, and learning.

Disclaimer

The school principal and pastor have the authority to amend, revise or delete any section of this handbook during the course of the year as deemed necessary.

School Board

Craig Galyon, President	Stephanie Cullen	Jeff Weiss
Rayna Gregurich, Vice-President	Amy May	Christy Widlak
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St. Paul the Apostle Catholic School Faculty and Staff

Preschool	Tina Chin
Preschool/Technology	Michele Elias
Preschool/Primary Art	Danette Kimmel
Preschool Aide	Missi Papesh
Kindergarten	Shannon Bobbe
Kindergarten Aides	Marg Briski
	Kelly Remiasz
Grade 1	Katie Nelson
Grade 2	Ashley Crobie
Grades 1/2 Aide	Mary Streitz
Grade 3	Sharon Turkowski
Grade 4	Kim Markey
Grade 5 Homeroom/ ELA-Lit	Lori McBride
Grade 6 Homeroom/ Science	Celeste Jay
Grade 6 Homeroom/Religion	Jenny Jones
Grade 7 Homeroom/Math	Jessica Contreras
Grade 7 Homeroom/ELA-Lit	Jennifer Swiderski
Grade 8 Homeroom/Social Studies	Lea Hilke
Physical Education/Health/Co-AD	Curtis Fournier
Spanish	Beth Petree
Art	Peggy Mantia
Music	Lydia Saldanha
Library Volunteer	Marie Kirsch
Food Service Coordinator	Ginger Dudek
School Social Worker	Christina Magana
Interventionist	Anita Vardijan
Band	Stefan Kocelko
Pastor	Rev. John Klein
Principal	Corie Alimento
Administrative Assistant	Claudia Flores
Office Manager	Monica Benes
School Secretary	Tracy Prah
Facilities	Al Kramerich
	Bob Kramerich
	Tim Carlin
Business Office	Joe Stengle
Parish Secretary	Michele Kmety

Accidents/Injuries/Illness

Every effort is made to prevent accidents; however, should an accident occur at school the prescribed procedure will be followed:

- First aid is given.
- If the injury requires medical attention beyond routine care (a band-aid or an ice pack), the proper emergency personnel will be summoned.
- The parent/guardian is notified if the accident warrants their immediate attention.
- If the accident or incident requires first aid beyond routine care (a band-aid or an ice pack), an accident report is completed and kept on file in the school office.

Sometimes accidents/injuries occur that a student may not report. The school will not assume responsibility if students fail to inform playground/lunchroom supervisors, school faculty members, the school office, the principal, coaches, the athletic director, or the coordinator/supervisor of the event occurring at the time of the injury.

It is the responsibility of the staff member or parent volunteer supervising/coaching/coordinating the event at the time of the incident to follow the prescribed procedure.

From time to time we have students enter the office saying they are not feeling well. We do our best to attend to your child's concerns. If your child does have a fever, you will be called to make arrangements to pick-up your child.

Admissions/Nondiscrimination

St. Paul the Apostle Catholic 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 school. The names of the elementary and secondary schools can be found in the OFFICIAL CATHOLIC DIRECTORY, published annually

All students must present a birth certificate and baptismal certificate upon registration. Students must also present health records indicating compliance with all local and State of Illinois health immunizations.

In keeping with the teaching of Jesus to love and respect one another, the faculty and staff of St. Paul will make every effort to accommodate individual student's needs. However, due to limited resources, we may not be able to accommodate each child and may not be able to provide an appropriate educational program for that particular child. The administration reserves the right to deny admission to those students whose particular needs cannot be met within our means.

Preschool children are to be three years of age by September 1. Kindergarten students are to be five years of age by September 1.

Registration for the upcoming year begins each January.

The principal and pastor will determine the total number of students in each class, as well as classroom placement. The maximum number of students per class (1-8) per Diocesan policy is 40. The minimum number of students per class (1-8) per Diocesan policy is 20.

Assignment Notebooks

St. Paul the Apostle Catholic School provides assignment notebooks to students in grades 1-8. These are the only assignment notebooks that may be used. Students receive their assignment notebooks at the beginning of the school year. If the assignment notebook becomes lost, messy, or tattered, a student may be required to purchase a new one from the school office for \$5.

Athletic Program

Children in grades 5-8 have an opportunity to participate in the school's athletic program. Games and practices are held outside of school hours and are supervised by coaches and sponsored by the athletic department. Students are required to have a signed eligibility form on file as well as an updated sports physical.

Student athletes must be in school for at least half of the day to attend an evening game, event, meet, etc. on the same day.

All parents of children who participate in the athletic program must complete an additional 4 PPP specifically for the athletic program. This does not count towards the school PPP.

All students in attendance at an athletic event or any other extra-curricular event (band concerts, art club, chess club, etc.) must remain in the gymnasium or their otherwise assigned location. At no times are students allowed to loiter in other areas of the building or the parking lot. The Joliet Police Department may be called.

Please see Athletic Department for further details regarding the athletic program.

Athletic Early Dismissal

Student athletes may not dismiss early from school for a game, practice, meet, etc. without prior approval of school principal. Coach will contact school office with the roster of students to be dismissed once permission has been obtained.

Attacks on School Personnel

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

Attendance

Daily attendance is necessary for your child/ren to achieve the maximum benefit from instruction. Most topics are taught in sequence, requiring the understanding of each concept. Classroom discussion also contributes to the learning environment and cannot be made up when a child is not present in the classroom.

Please note that any child who is absent a full day from school MAY NOT participate in any STP activity or event on the day he/she did not attend school.

Compulsory Attendance

The State of Illinois provides by law for compulsory attendance of all children between the ages of seven and sixteen years. By law, the attendance department of the local public school district of the Regional Office of Education is charged with enforcing the school attendance of the state. Its jurisdiction extends to all schools within the district, including nonpublic schools. Principals have the obligation to see that the requirements of the law of the State of Illinois are met. Schools keep accurate and daily records of attendance and a summary of these records are kept permanently on file.

If a student is chronically or habitually absent or tardy, the case may be referred to the local truant officer.

St. Paul the Apostle Catholic School has a written notification system to inform parents when absences and/or tardies reach a chronic or habitual level. Written notification will be sent home when students have been absent or tardy on the 15th, 20th, and 25th day, inclusive of excused and unexcused absences and tardies.

Truancy

Truancy is defined as absence or tardy without a valid cause for a school day or portion thereof. Excessive tardiness is also considered truancy. A chronic or habitual truant is one who is absent or tardy without a valid cause for ten percent (10%) or more of the previous regular school attendance days, as determined by the school calendar. Truancy renders a student liable for disciplinary action. This action may include referral to the Will County Regional Office of Education and the local police department for enforcement of local ordinances.

Tardiness

Students not using our Extended Day Services may arrive to school and enter the school building at 7:40am. School officially begins at 8:00am. At this time, all students should be in their classrooms ready to begin the school day. If a student is not in his/her classroom at 8:00, he/she is considered tardy.

Upon arrival to school after 8:00, the student must report directly to the main office.

As stated above, written notification will be sent home on the 15th, 20th, and 25th tardy. Once a student is tardy 10% of the school attendance days, the child will be considered truant.

Please note that teachers assign morning work which is to be completed in the first few minutes of the day. If your child is tardy and misses the morning work, his/her grade will be impacted.

Absence

Please notify us if your child will be absent by calling the school office by 9am to report the absence. Please provide the student's name, the teacher's name or grade, and the reason for being absent.

Upon direction from the Regional Office of Education, schools are advised to require a doctor's note for absences of three (3) days or longer. As a school who receives our recognition from the State of Illinois, we follow this practice. Please send a doctor's note for illness related absences of three or more days.

When a student is absent, all work missed will be available upon return. We do not encourage sending work home the day of the absence; however, when requested by parents ***prior to 12:00 noon on the day of the absence***, missing work will be gathered and sent home. Should the school receive notification after 12:00 noon we not be able to gather the missing work.

While we recognize the importance of family vacations, we ask parents to avoid scheduling them during school time (especially at times when standardized tests are given). We try hard to plan our school calendar with conferences and holiday observances grouped together to offer you opportunities to travel without missing school time. If it is necessary to travel during school time, plan on assignments being given upon return to school. Please do not ask teachers to prepare the assignments ahead. If you feel you want your child working on something academic, we encourage you to use the travel time for reading. The assignments will be ready upon your child's return to be completed and turned in to the teachers. When students miss classes that don't have assignments that are easily send home without explanation or require in-school work, it is the students responsibility to contact the teacher(s) to find out how to make up the work.

Communicable Diseases

If a child has a communicable disease, parents should notify the office immediately. Students who have been ill throughout the night or who have a fever in the morning should remain at home. A student should be fever free (98.6) for at least 24 hours before returning to school. Please do not send your child to school if he/she is not feeling well. There is no perfect attendance award distributed.

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. Parents must report to the office to sign the student out before the student may leave the building.

Students Leaving the Building During the Day

A parent should give written notice to the school prior to his/her child leaving school for dental/medical appointments. When picking up a student during the school day, the parent must go to the school office and sign out the child, indicating the name of the person assuming responsibility for the child and the time the child was picked up. If the child is returning to school the same day, the parent should sign in the child at the school office indicating the time of return.

Students will not be released from school to anyone other than a parent or an authorized adult whose name appears on the child's emergency paperwork. If the person picking the child up is

someone different than the pre-authorized name(s), the parent must give the school office permission in advance.

In the event of a tornado warning, all students and staff must take cover in designated areas for the duration of the warning. Students will not be dismissed into the custody of a parent or guardian until the tornado warning is cleared by the weather service, no matter what time of day. If the warning should occur close to dismissal time, an attempt shall be made to alert parents. Parents in the vicinity of the school shall be invited to enter through the front door of the school to take cover with the students and staff until the warning is lifted. No other door to the building shall be used for entry during a tornado warning.

In the event of a true disaster, or of an evacuation of the building for any reason, the school will take direction from the emergency team in control of the situation (police department, fire department, etc.) We will not release any students to parents/guardians without the consent of the emergency team in charge.

When attempting to contact the office staff or the teacher regarding an early dismissal, changes in dismissal, absences, etc. parents are asked to call the school rather than sending an email. There have been instances when the staff member emailed was out for the day and the email was not seen until the next day. Please call the office for absences, changes in routines, etc.

Official Reporting of Attendance

For reporting purposes, there is no difference between an excused or an unexcused absence. If a child is absent, he/she is absent.

For reporting purposes, to be counted as being present for a ½ day of attendance, a student must be in school for a MINIMUM of 150 minutes (2 ½ hours) of instructional time.

Absent Work Make-Up

When a student is absent, it is important that their missed schoolwork is made up. All make up work will be available upon a student's return to school. Our practice regarding missed work is as follows:

Grades K-4

The focus at this grade level is on process and classroom experience. Some of the work an absent child missed would have been done together 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 parents at the beginning of the school year.

Grades 5-8

The learning process at these grade levels is more independent. As the students transition from class to class throughout the day, it is essential for an absent student to contact each teacher regarding missing absentee work. Each child will have a "study buddy" to collect all work throughout the day of the absence, but again, it is the student's responsibility to contact the teacher (s) to find out how that work can be best made up. In many cases at this level, it will be a class discussion or lab that was missed and will be difficult to make-up.

The policy regarding missing work for absences is that if you are absent one day, the student has two days to complete the absent work. If a student is absent multiple days, it is our expectation that he/she will use the next weekend to complete the absent work.

Birthday Celebration Policy

In order to be sensitive to the feelings of others, students are asked not to distribute party invitations at school unless they are for the entire class.

Food birthday treats are not allowed in school. Balloons are also not allowed in school for birthdays. Instead, it is suggested that you might instead choose the Birthday Book Program. This involves purchasing an age appropriate book for the classroom teacher's library. You are welcome to come to school to read the book to the class (presuming you have attended the PGC workshop), or your child's teacher may read it to the class. Another thought would be to create a birthday bag that includes all the fixings for a birthday celebration- cake mix, candles, frosting, etc. for a less fortunate child that we will donate to Catholic Charities for distribution. You might also choose to send pencils for your child's classmates.

Cell Phones and Electronic Devices

No student may use a cell phone, Smart watch, or iPod type of device during the school day. As it relates to student safety, however, students may have a cellular telephone for needed use during non-school hours outside of the school building, providing that the device remains turned off while in the school building at all times throughout the day (this includes lunch, recess, and extended care as well). The following procedures will be in place for any electronic devices:

- The electronic device must be stored in the student's backpack, in the off position, which will be kept in the student's coat area during the entire school day. The electronic device should never be in a pocket, a pencil case, or a desk. Electronic devices will not be monitored by staff. Students bring them to school at their own risk.
- Smart watches are not allowed to be worn to school.
- Any electronic devices that are visible at inappropriate times or found in inappropriate areas will be confiscated and consequences may result. A parent/guardian will be required to come to the school office to claim the cell phone or electronic device.
- While on school property during dismissal, students may not turn on /use electronic devices unless given permission from the staff member on duty.
- Students who chose to bring their electronic devices must understand that St. Paul the Apostle Catholic School Staff, Teachers, Principal, and volunteers are NOT RESPONSIBLE should the device become lost, stolen, or broken.

Child Abuse/Neglect

According to Federal Law, school principals, teachers, and support staff are mandated reporters. That means that when a school staff member has reasonable cause to suspect a student has suffered physical or sexual abuse or neglect, under Illinois law these suspicions must be reported. The "reporter" of the suspect case is protected by law and his/her anonymity and confidentiality is maintained by school administration and DCFS. School personnel are not obliged by law to inform parents when they report suspected child abuse or neglect.

Christian Conduct

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 life-long 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 should 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.

Class Parties

Parties are included as a part of your Home and School Association fees. Parents and teachers work with H&S to plan and coordinate the parties.

Communications

Principal newsletters are sent each Thursday via email (hard copies may be requested). The time of the email varies based on the events of the school day. Please look for this important communication each week.

Each Thursday the school office sends home a Thursday Communicator. This envelope includes flyers, lunch menus, etc. The Thursday Communicator is sent home per family, not per child.

The Thursday Communicator will be sent home with the oldest child/only child in the family. The envelope is to be signed and returned to school the following day. Please take all paperwork out of the Thursday Communicator prior to sending it back to school.

Communicating with School Personnel

When contacting the school regarding any concern, question, issue, occurrence, etc., a parent's first point of contact should always be at the level of concern, question, issue, occurrence, etc. Should the concern, question, issue, occurrence need to be further addressed the appropriate school staff (school social worker, interventionist, coach, athletic director, etc.) should be notified prior to contacting the school office.

Conferences

Parent-teacher conferences are held twice within the school year. It should be noted that the first conference of the year is mandatory for every parent/guardian. Parent/guardian or the teacher may schedule additional conferences as needed.

The first parent-teacher conferences are held in November. Staff and/or parents may request a spring conference where appropriate or necessary.

Many problems grow out of simple misunderstandings and are often resolved when parent/guardian and teacher communicate directly. Please use the school email or telephone to contact teachers with concerns. Only when this contact has NOT been effective, is the parent/guardian advised to confer with the principal. If the principal cannot resolve the problem, the pastor will be asked to address the concern.

It is our practice that parent communication begins with the classroom teacher and/or aide. Should additional communication be needed beyond the classroom teacher/aide, parents should then contact the school social worker and/or our interventionist. If further communication is needed, parents may contact the school office after previously contacting the teacher/aide, social worker, or interventionist. The same applies for athletics. The AD should be contacted prior to contacting the school principal.

Counseling Services

St. Paul the Apostle Catholic School partners with Catholic Charities to offer social work services to our students. A Social Worker is staffed three days per week. She will work with individuals and groups of students on peer relationships, building a culture of compassion, individual issues, support for students in crisis, and any other concern that is necessary. There are instances when the social worker will work with groups of students, groups of parents, classrooms, boy groups/girl groups, and staff members. The school social worker will also work with STP staff to identify students who would benefit from social work services. Furthermore, the school social worker is a member of our Teacher Assistance Team.

If a situation arises during the school day, the social worker may pull students from class to process through and discuss.

Crisis Management Plan

While we hope that disasters never interrupt our school day, it is important that we are always prepared in the best way possible. St. Paul the Apostle Catholic School has a comprehensive

Crisis Management Plan in place that aligns with the City of Joliet's response plan. STP is blessed to have a phenomenal relationship with our municipal agencies who are familiar with our school, our staff, our facility, and our students. Collaborating with these municipal agencies, we practice safety drills with our students and staff so that we are prepared in the event of any unsafe situation. Crisis Management Drills (fire, tornado, bus evacuation, lockdown, chemical leak, etc.) take place periodically throughout the school year. These are not meant to scare the children, but to be prepared for any possibility. The Crisis Management Plan is reviewed and updated annually by the Crisis Management Team and the school staff.

Curriculum Expectations- Diocese of Joliet Learning Standards/Loyola University Partnership

St. Paul the Apostle Catholic School is aligned to the Joliet Diocesan Learning Standards and the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools. We partner with Loyola University's Center for Catholic School Effectiveness to work with our teachers to not only map out our curriculum to the Diocesan Learning Standards, but to vertically align our curriculum from grades preK-8.

Working with Loyola University, our curricula is strengthened even more by using a continuous improvement framework based on Response to Intervention, scientifically based instructional strategies, formative and summative assessment, and positive behavior management.

St. Paul the Apostle Catholic School is a recognized school by the Illinois State Board of Education. St. Paul the Apostle Catholic School follows the course of study and time allotments prescribed by the Catholic Schools Office of the Diocese of Joliet.

Daily Schedule- Time of the School Day/Arrival and Dismissal

PS-Grade 4

7:40-8:00am- Students arrive to school using Circle Drive, enter classrooms using the main school doors. Preschool students enter building using the EDC doors.

8:00am- School day begins

11:00am- Half Day Preschool is dismissed in back parking lot

2:50pm- Preschool and Kindergarten are dismissed on Circle Drive

3:00pm- 1-4 are dismissed in appropriate location (Gym or AC door based on map)

3:15pm- dismissal ends

Grades 5-8

7:40-8:00am- Students arrive to school using AC parking lot, enter classrooms using the AC doors.

8:00am- School day begins

3:00pm- 5-8 are dismissed in appropriate location (AC door or back lot based on map).

3:15pm- dismissal ends

Students dropped off earlier than 7:40am must report to extended care in the lower level. You will be charged for extended care services should you drop off earlier than 7:40am.

Any child not picked up by 3:15pm will be taken to the Extended Day program and a fee will be charged for this supervision.

Drop-Off

Note If you have more than one child, use the directions for the younger child.

Note All children are to exit cars on the passenger side of the vehicle.

PS-Grade 4

Enter the St. Paul property via either the Activity Center driveway off Campbell Street (proceed behind the school, convent, and church- turn right alongside the church to Circle Drive) or the first entrance off Woodlawn closest to McDonalds (proceed around the rectory, around the garage, and turn left in-between the church and the rectory to Circle Drive). PS children will enter the EDC doors and K-4 will enter through the main school doors.

Circle Drive is reserved for younger students who need help exiting their cars in the morning.

Staff members and patrols are stationed at this entrance at 7:40am to help with arrival.

For safety and efficiency reasons:

Pull up as far as you can to unload your car.

Students are to unload on the passenger side of the car.

Do not park your car or get out to help your child out of the car. Staff and patrols will be there to do that.

Grades 5-8

Drop off students using the AC lot. You should enter the AC lot off Woodlawn only. Do not enter the AC lot using Campbell. Follow the flow of traffic and pull as far up as far north as you can before you unload. Do not stop in front of the AC doors to unload if there is no traffic ahead of you. Again, pull up as far north as you can to eliminate a potential traffic backup on Woodlawn. Do not get out of your car to open the trunk or to help your children unload. A staff member is present to help unload if necessary. After dropping off, proceed through the AC lot and exit onto Campbell.

Please do not use this entrance if you have younger students with you.

Parents are not to park on the west side of Woodlawn and then personally escort their children across the street, as this encourages students to develop unsafe street crossing habits.

Pick-Up

Please refer to the map in the appendix of this handbook.

Please exercise caution at crossover points and follow directions of staff and safety patrol guards.

All students are expected to be picked up no later than 3:15. Students will be taken to EDC after 3:15. Parents will be billed for use of EDC.

Discipline Code and PBIS

Good discipline is necessary for learning to take place. Students are expected to demonstrate Christian conduct on a consistent basis. They are to show respect and cooperative behavior

towards adults and other students, and they are always expected to respect the rights of others.

The discipline process at St. Paul the Apostle Catholic School is aimed at change, not punishment, as the word discipline comes from the word disciple. However, 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 disciplinary action. Corporal punishment is not allowed.

PBIS (Positive Behavioral Interventions and Supports)

As St. Paul the Apostle Catholic School Giants our behavior proudly shows that “We are Christian” “We are respectful” “We are responsible” and “We are safe” through the choices we make every day. Giants Pride is alive and well at St. Paul’s as we consistently demonstrate how we do business in our school.

The foundation of our PBIS approach is explained the first day of school and reinforced during the school year. Students have been taught what good behavior looks like and sounds like in church, in the lunchroom, outside at recess, the hallways, in the stairwells, etc. A system of rewards has been developed to celebrate these expected behaviors by both individual students and entire classrooms.

As your child’s first teacher, please be encouraged to discuss and use Giants Pride statements with your children at home.

Christian Behavior Forms, Minors, Majors

Discipline is a growth process. The desire of discipline is to change a behavior; however, there are times that certain behaviors result in more serious consequences.

1. The first step in our discipline code is a Christian Behavior. Each staff member can have a child complete a Christian Behavior form. This form simply asks a child to reflect on the choice he/she just made and why it was not an appropriate choice. The child and teacher will sign the form and it will be returned the next day. It is our hope that this behavior will be discussed at home as well. The CB will still stand even if there is no parent signature. Students are allowed to receive up to three Christian Behavior forms. After the third CB, the next incident will result in a minor.
2. Minors are a discipline consequence for poor behavior choices and general breaking of school and classroom rules/policies. Most times a minor will be preceded by a verbal warning or a Christian Behavior form (except in the case of more extreme behavior). Minor are meant to serve as a communication tool between the school and home. Every minor must be signed and returned to school on the next school day. The expectation is that the student will recognize the inappropriate behavior and change their behavior. The minor will still stand even if there is no parent signature. If a student has received three minors, a major discipline form will be issued at the next discipline infraction. Minors are not to be taken lightly, but do not carry any form of school punishment with

them. The principal can add additional consequences to a minor when deemed necessary.

3. Majors are the most severe discipline form. Majors are written after 3 Christian Behaviors and 3 Minors have been accumulated. From that point on, the student does not receive Minors anymore. Any discipline infraction is an automatic major- as the child has already received his/her three minors and three Christian Behaviors.

The steps of the discipline code are:

- Step 1- 1st Major Offense: 1 day detention
Behavior Intervention Plan written
- Step 2- 2nd Major Offense: 1 day detention
Review of Behavior Intervention Plan
Conference (parent, student, teacher, interventionist)
- Step 3- 3rd Major Offense: 1 day detention
Conference
(parent, student, teacher, interventionist, school social worker, principal)
- Step 4- 4th Major Offense: 1 day detention
All privileges removed for a two week time period. This includes extra-curricular activities, Giant Reward Store, fieldtrips and athletics.
- Step 5- 5th Major Offense: 1 day in-school suspension
Conference (parent, student, teacher, interventionist, school social worker, principal, pastor)
All privileges removed for the remainder of the school year.
- Step 6- 6th Major Offense: 2 day in-school suspension
- Step 7- 7th Major Offense: 1 day external suspension
The student's continued enrollment and/or readmission for the following year will be considered by the Principal and Pastor.
- Step 8- 8th Major Offense: External suspension (length of time that the situation warrants)
- Step 9- 9th Major Offense: Expulsion or denial of readmission for following year.

Student athletes follow both this discipline code as well as the Athletic Conduct Policy.

The Principal may intervene in the steps of the discipline code at any time and, in all cases, the decision of the Principal is final.

Detention

Detention will be served after school on Tuesday's. Students report to the office. Detention ends at 3:45. Students are to be picked up at the school office promptly at the conclusion of the detention period. If a child is not picked up promptly from detention, he/she will be walked to EDC, where a charge will be incurred.

Failure of a student to serve a detention can result in further disciplinary action.

Dress Code/Student Appearance/Out of Uniform/\$1 Spirit Wear

St. Paul the Apostle Catholic School students in grades K-8 are required to follow uniform regulations in order to attend school. All students are expected to be in complete uniform every day. Any student who is not in complete uniform must have a legitimate reason. In such cases, a written note of explanation from a parent must be brought to the office and approved before the child/ren is admitted to class. Preschoolers do not wear uniforms.

All regulation and logoed uniform pieces must be purchased through Sharp Sports or Dennis Uniforms.

St. Paul the Apostle Catholic School staff and administration do not intend to get into debates with students or parents in regards to dress code. The principal has the ultimate authority to rule on any and all matters regarding the dress code.

GIRLS

Bottoms

Jumpers- Grades K-4 (regulation plaid)

Skirts- Grades 4-8 (regulation plaid)

Skorts- Grades K-8 (regulation plaid)

Shorts- Grades K-4 (solid navy blue) twill uniform shorts

Shorts- Grades 5-8 (khaki) twill uniform shorts

Slacks- Grades K-4 (solid navy blue) twill or corduroy uniform slacks

Slacks- Grades 5-8 (khaki) twill dress pants/uniform pants

No Cargo Pants

Length

The length of skirt, jumper, shorts, and skorts must be two inches above the knee. Shorts may be worn under the skirt or jumper. If worn, shorts must not be visible.

Shirt- Grades K-4

A logoed white polo shirt (worn with skirt, skort, slacks, or shorts)

Plain white uniform blouse (Peter Pan style or Fitted Princess style) to be worn with jumper (K-4)

Sleeves may be long or short on either of the shirts

Shirts must be tucked in.

Shirt- Grades 5-8

A dark green uniform polo with school logo is to be worn with khaki slacks or shorts.

Sweater/Sweatshirt/Fleece- Grades K-8

Girls may wear a regulation solid navy blue or hunter-green sweater, sweatshirt, or full-zip fleece with the St. Paul logo. These uniform pieces must be purchased through Sharp Sports or Dennis Uniforms. The plain white uniform polo (K-4), white turtleneck (K-8), blouse (K-8), or green polo (5-8) is required under the sweater, sweatshirt, and fleece.

Socks/Tights

Socks must be worn to school. Socks should be solid white, solid black, or solid navy. Crew socks, ankle socks, knee socks, and no-show socks are all permitted.

Girls may wear knee-high socks with their skirts, skorts, or jumpers. The knee high socks worn with the uniform should be white, crème, or navy.

Girls may wear white, crème, or navy blue tights under jumpers or skirts.

Leggings are not to be worn under any uniform pieces as a part of the school uniform.

Leggings can be worn under the uniform pieces to go out for recess.

Shoes

Solid black, brown, or navy school shoes are required. Tennis shoes, gym shoes, or boots are not acceptable forms of school shoes. School shoes may not have any decoration (sequins, glitter, trim, patterns, logos, or other adornments) and must have a sensible heel (heels should not be higher than 1 inch).

Moccasins are not acceptable school shoes. Converse are not acceptable school shoes. Keds are not acceptable school shoes.

Boots may be worn to school when warranted by the weather, but students must change into their school shoes once they have arrived to their classrooms.

Summer Uniform- Grades K-4

Navy uniform shorts with white polo can be worn August – September 30th and May 1st - summer vacation. Shorts must fit at the waist and the length must be no shorter than 2 inches above the knee. School shoes must be worn with the summer uniform. Gym shoes, tennis shoes, athletic shoes may not be worn to school with the uniform.

Summer Uniform- Grades 5-8

Khaki dress shorts with dark green uniform polo with school logo can be worn August – September 30th and May 1st – summer vacation. Shorts must fit at the waist and the length must be no shorter than 2 inches above the knee. School shoes must be worn with the summer uniform. Gym shoes, tennis shoes, athletic shoes may not be worn to school with the uniform.

NOTE: Athletic shoes/gym shoes/tennis shoes MAY NOT be worn to school. This includes Converse and Keds. Gym shoes may only be worn during PE Class, on Spirit Wear Days, or on Out of Uniform days.

BOYS

Uniform Pants

K-4- Dark navy blue uniform pants

5-8- Khaki twill uniform pants, “Dockers” style slacks

Uniform pants must have straight legs and no baggy styles. Cargo pants are not allowed.

Uniform pants must be worn at the waist at all times.

Belts

Black, brown, or navy blue belt must be worn, except for the small boys’ elastic waist uniform pants which are sold without belt loops. Kindergarten students do not need to wear a belt with their uniform.

Shirts

K-4- Light blue uniform polo with school logo
5-8- Dark green uniform polo with school logo

Sweater/Sweatshirt/Fleece

Boys may wear a regulation solid navy blue or hunter-green sweater, sweatshirt, or full-zip fleece with the St. Paul the Apostle Catholic School logo. These uniform pieces must be purchased through Sharp Sports or Dennis Uniforms. The light blue uniform polo (K-4), a plain white polo (K-8), the green uniform polo (5-8), or a plain white turtleneck shirt (K-8) is required under the sweater, sweatshirt, and fleece.

Socks

Socks must be worn to school. Socks should be solid white, solid black, or solid navy. Crew socks, ankle socks, knee socks, and no-show socks are all permitted.

Shoes

Solid black, brown, or navy school shoes are required. Tennis shoes, gym shoes, or boots are not acceptable forms of school shoes. School shoes may not have any decoration (sequins, glitter, trim, patterns, logos, or other adornments) and should have a rubber, non-marking sole.

Moccasins are not acceptable dress/school shoes.

Boots may be worn to school when warranted by the weather, but students must change into their dress/school shoes once they have arrived to their classrooms.

Summer Uniform- Grades K-4

Navy dress/uniform shorts with the logoed blue polo can be worn August – September 30th and May 1-summer vacation. Shorts must fit at the waist and the length must be no shorter than 2 inches above the knee. Gym shoes, tennis shoes, athletic shoes may not be worn to school with the uniform.

Summer Uniform- Grades 5-8

Khaki dress/uniform shorts with dark green uniform polo with school logo can be worn August-September 30th and May 1 – summer vacation. Shorts must fit at the waist and the length must be no shorter than 2 inches above the knee. Gym shoes, tennis shoes, athletic shoes may not be worn to school with the uniform.

NOTE: Athletic shoes/gym shoes/tennis shoes MAY NOT be worn to school. This includes Converse and Keds. Gym shoes may only be worn on Spirit Wear Days or on Out of Uniform days. Students must change into gym shoes for PE classes.

NOTE: All uniform tops must be purchased directly through Sharp Sports or Dennis Uniforms.

PE UNIFORM

All students in grades 3-8 are required to wear a PE uniform in order to participate in PE class. This uniform consists of a gray St. Paul gym shirt and green St. Paul shorts.

Gym shoes are required for gym. Gym shoes can only be worn in gym class.
Not having the proper uniform will affect PE grades.

Students in K,1,and 2 do not wear gym uniforms; however those students should have a pair of gym shoes that are kept at school for gym days. (No lighted shoes please. Please provide shoes that are relatively easy for the children to put on.)

UNIFORM NOTES AND STUDENT APPEARANCE

- All non-St. Paul uniform items must be removed for school liturgies. This includes, but is not limited to coats, jackets, hoodies, zip up sweatshirts, etc.
- Altar Servers must wear school shoes and uniform pants when serving- including school liturgies, funerals and weekend masses.
- Labeling- each uniform piece should be labeled with the student's last name.
- Visible undergarments are not acceptable.
- Jewelry, makeup, nail polish or acrylic/gel nails may not be worn to school. If nail polish or make up is worn to school, the student will be required to remove it.
- Girls with pierced ears may wear a small stud earring in each earlobe. NO PIERCING is allowed for boys. No piercings other than one in the earlobe is allowed for girls.
- Non-bulky watches may be worn to school, but caution is recommended. St. Paul the Apostle Catholic School is not responsible for lost or damaged items.
- Smart watches are not to be worn to school.
- Hair should be kept neat and clean at all times. No extreme hair styles (spiking, Mohawk, colored streaks, highlights, etc.) are not allowed. **Boys' haircuts** are to be traditional. Eyebrows must be visible and hair must not touch the shirt collar or the top of the ears. No shaved heads with full tops, hair on the collar, lop-sided cuts, indentations or other style variations are acceptable. Boys may not have facial hair or sideburns. **Girls' hairstyles** are to be moderate. Extensions, feathers and hair-wraps are not allowed. Hair accessories are to be small and the color must be black, navy, blue, green, white or uniform plaid.
- Students may only wear prescription glasses.
- Hats, sunglasses or hologram contact lenses are not to be worn in the building.
- Temporary or permanent tattoos are not allowed.
- The use of deodorant is encouraged in the upper grades.

Out of Uniform Days

- Students may earn out of uniform passes to be used on school days throughout the year.
- Out of uniform passes may not be used on a day of a school liturgy.
- Out of uniform passes are only issued by the school principal and are only valid with the principal's signature.
- Students may not wear extreme styles of clothing on out of uniform days.
- Girls may not wear spaghetti straps or any shirt that exposes stomachs. Shirts may not be extremely tight. Shirts must cover the collar bone.

- Clothes with inappropriate writing on them may not be worn. If it is questionable, the answer is no.
- All out of uniform shorts and skirts may not be any shorter than 2" above the knee.
- All jeans/pants that are worn on out of uniform days must be fitting at the waist and may not fall beneath the waist.
- Sweatpants with writing across the behind may not be worn.
- Jeans/pants worn on out of uniform days may not have any rips or holes in them.
- No make-up may be worn on out of uniform days.
- Nailpolish may be worn on out of uniform days only.

\$1 Spirit Wear Days

The third Friday of each month (respectively) is \$1 Spirit Wear Day. Any student who participates in our designated \$1 Spirit Wear Day can wear a spirit wear top with acceptable jeans/yogas/leggings/flannel spirit wear bottoms (girls), jeans/athletic pants/joggers/flannel spirit wear bottoms (boys) and gym shoes. No sports sandals or water-shoes may be worn.

Spirit Wear is ONLY considered to be apparel with the official St. Paul the Apostle Catholic School logo/name purchased through an approved vendor of the school (i.e. Sharp Sports), a team jersey, or a an official shirt from a St. Paul function . Students may not wear any other type of shirt as spirit wear, even if it is solid green, solid blue, or a combination of those colors.

Other

Students will call home for a change of clothing if appropriate spirit wear or out of uniform clothing is not worn. If a student comes to school in inappropriate spirit wear or out of uniform clothing, disciplinary action will be taken.

Note regarding Uniform Regulations including Uniform Dress Code, Student Appearance, Out of Uniform Days, and \$1 Spirit Wear: The principal's decision is final when making a determination on any questionable student appearance.

Uniform Regulations approved by the Pastor, Principal, and School Board on April 4, 2017.

Drug Violations

Each school in the Diocese of Joliet 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 school 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

Eligibility for Extra-Curricular Activities

Extra-curricular activities are defined as any activity that is hosted by St. Paul the Apostle Catholic School. Some of our extra-curricular activities are athletics, choir, yearbook, student council, ecology club, art club, chess club, drama, etc.

A student athlete is not eligible to participate in an evening game, practice, or activity if he/she was not in attendance at school for a minimum of a half day the day of the game, practice, activity, etc.

It is our philosophy that student attend St. Paul the Apostle Catholic School for religious formation, academic excellence, and the family atmosphere we offer. It is our goal to instill a positive self-concept in each child. Occasionally students experience difficulties in the classroom, but are able to shine in extra-curricular endeavors. Consequently, we try to offer a wide range of activities for student involvement. However, student participation is a privilege, not a right. Students should remember that involvement in extra-curricular activities assumes that they conform to school policy. As participants in such activities, they represent the student body, the school, the parish, and the community. A violation of school rules or a drop in academic standing can lead to the suspension from extra-curricular activities.

As stated in the Discipline Code, a suspension from extra-curricular activities will occur when a student has reached Step 4. If Step 5 is reached, the child will be ineligible for the remainder of the school year.

A student is academically ineligible from extra-curricular activities if he/she is failing any subject, or has more than one D. (See Eligibility Policy in the appendix of this handbook for more details).

Extended Day Care (EDC)

St. Paul the Apostle Catholic School has contracted with Joliet Park District to provide an excellent Extended Day Program held at St. Paul the Apostle Catholic School. Morning Care runs from 6:30am-8:00am and aftercare runs from 3:00pm-6:00pm. The program operates according to the St. Paul the Apostle Catholic School calendar. All paperwork is done through the Joliet Park District.

External Suspension from School

Students will not be allowed on school property for duration of suspension. Homework and tests must be made up. Credit will be given at the discretion of the teacher/principal.

Attendance at or participation in school sponsored activities or organizations is forfeited. Students who are notified of a suspension on Friday will be suspended from school on the following Monday and will not be allowed to participate in any school activities during the intermittent weekend.

Expulsion

The reason justifying expulsion from a Catholic school should be as serious as it is rare. Every effort will be made to enlist the cooperation of the parents/guardians in the discipline process in order to avoid this extreme consequence.

Emergency Closing

Weather decisions may be made in the evening or in the morning, depending on the severity of the weather. An announcement will be made on TV and radio stations through the usual emergency closing postings. The Emergency Closing System will be notified first if we are closing for the day. You will also receive an email/text/phone call through RenWeb. Please realize that sometimes this may have to be done remotely by administration, causing for a delay in notification through RenWeb.

There are times we may open when the local public schools are closed, so make sure you watch for information specifically about St. Paul- Joliet. No announcement means that school will proceed as usual.

As stated earlier, in the event an emergency drill is sounded just before dismissal, the students will remain in their assigned place for the drill until the school receives an all-clear signal from the local law enforcement. The school will NOT dismiss until the all-clear signal has been given to us.

Emergency Family Information

All families must provide the school office a hard copy of the emergency information form. This is in addition to your document on RenWeb. If any information changes throughout the school year, parents are to notify the school office immediately. For your child's protection, at least one phone number other than a parent's should be noted on the emergency form. Parents who

will not be in town should notify the school and identify the person in charge of the child while the parent/guardian is away.

Family Crisis

Please notify the child's teacher or the principal if there is a death in the family, or any occurrence that might cause your child emotional trauma. We would like to be able to support you and your child during these difficult times.

Family Life Curriculum

Parents are partners in this important dimension. Included in our Religion curriculum is the Family Life series by Benzinger Publishing Company. The curriculum covers our family relationships, human sexuality, drug and alcohol abuse and AIDS education. These are taught at developmentally appropriate ages. Our responsibility in a Catholic school is to go beyond biological education. Instruction on human sexuality must include the formation of conscience as well as instruction on personal responsibility. Our aim is to assist you, as parents, in developing Christian values and attitudes in your children. 5th grade parents are asked to attend a mandatory meeting in regards to the Family Life curricula each spring.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a written request for access. Parents or eligible students should submit to the principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents who wish to ask the School to amend a record should write the principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the principal does not amend the record as requested by the parent, the school will notify the parent of the decision.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school or the Roman Catholic Diocese of Joliet as an administrator, supervisor, employee, instructor, or support staff member (including health or medical staff); a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as attorney, auditor, medical consultant, or therapist); A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to official of school districts in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint concerning alleged failures by the School to comply with the requirements of FERPA.

Fieldtrips

A fieldtrip is a first-hand experience that supplements classroom instruction and is an observational experience having definite educational objectives. Fieldtrips may be taken only with the approval of the principal, who in cooperation with the classroom teacher, approves safe procedures and determines whether the trip is a contributing activity to the students' learning experiences.

Fieldtrips are considered school time and therefore behavioral expectations are the same as at school. A permission slip, signed by the parent/guardian is required before any child is permitted to participate in a fieldtrip.

All fieldtrip expenses are to be paid by the individual student/family through FACTS.

Only parents who have completed Protecting God's Children have the opportunity to be asked to attend the fieldtrip. Parents do not automatically attend fieldtrips. Any parent chaperones must be invited to attend the fieldtrip by the classroom teacher.

Trips involving overnight travel and stays are not permitted.

Firearms on School Property

Upon receiving report from any school personnel regarding a verified incident involving a firearm in a school or on a 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 through SIRS. 105 ILCS 5/27. 1A, 5/34-8.05

Grievance Policy

Any person with a grievance concerning any matter connected with St. Paul the Apostle Catholic School will contact the individual concerned before discussing the matter with others. Parents may not come into school to observe a class unless prior approval from the principal has been obtained. Please note that parent observations are discouraged.

The following steps outline an appropriate course of action in resolving an area of concern:

1. For a complaint about a teacher, the individual making the complaint will first go to the teacher to seek a solution to the problem.
2. If the matter cannot be resolved satisfactorily, the person will contact the office for an appointment to discuss the matter.
3. If the problem is still not resolved, the person can contact the pastor to discuss the matter.
4. If no solution is found to the problem, the matter will be referred to the Superintendent of Schools.

If an issue about an individual employee is brought to a supervisor (principal, pastor, superintendent) the employee involved is advised of the nature of the issue. The employee is given opportunity for explanation, comment or presentation of the facts as he/she sees them. Concerns that are brought to administration regarding individual staff members and or volunteers **will be** brought to the attention of the staff member/volunteer.

Halloween

Halloween is regarded as a secular celebration. As a Catholic school, we instead recognize and celebrate All Souls Day and All Saints Day. However, our Home and School Association does host a Halloween parade and classroom parties on the afternoon of Halloween. Students may bring their costumes and dress at school for the parade and party. As you are choosing your child's costume, please avoid any occult type costumes.

Harassment/Bullying

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

For the purpose of this policy, bullying is defined in conformity with Illinois Law as follows: "Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

105 ILCS 5/27-23.7 (b)

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

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

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

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

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

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

Health/Physical Examinations/ Immunizations/ Exclusion

The physical health and safety of students is of prime importance to the staff and faculty of STP. It is recommended that for the best performance in school, a child should have adequate rest and healthful food habits.

First aide will be provided in the event of illness or accident. Minor health-related incidents will be attended to by our office staff.

Illinois law requires health and physical examinations for all students immediately prior to or upon entrance into preschool, kindergarten, and 6th grade. Dental examination forms are required for all kindergartners, 2nd graders, and 6th graders. Vision examinations are required for all kindergartners. Should any parent claim a religious exemption, documentation from the medical professional must be submitted to the school office. Should there be a health concern outbreak, non-immunized students will be excluded from school until the outbreak has been cleared.

All students must be immunized according to Illinois School Code. Students will be excluded from school on October 15th if the student is noncompliant with this law.

Hearing and Vision Screenings

Hearing and Vision screenings are administered annually 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,and 8 will take one.

Honor Roll

Honor Roll is calculated for students in grades 4-8. At St. Paul the Apostle Catholic School there are two academic honor rolls. To receive honor roll or high honor roll status, proper conduct and effort are required on a consistent basis.

To receive honor roll status, a student must obtain a trimester GPA of 3.0 or higher in six core classes (Religion, Reading/Literature, English/Written Language, Mathematics, Social Studies, Science) and may not receive any D's or F's or any negative marks in study habits and/or attitudes anywhere on their report card. Furthermore, any students who receive an X in effort do not qualify for the honor roll, even if the GPA was at or above the required number.

To receive high honors, a student must obtain a trimester GPA of 3.75 or higher in six core classes (Religion, Reading/Literature, English/Written Language, Mathematics, Social Studies, Science) and may not receive any D's or F's or any negative marks in study habits and/or attitudes anywhere on their report card. Furthermore, any students who receive an X in effort do not qualify for the honor roll, even if the GPA was at or above the required number.

Honor Roll is calculated using a 4 point system. Pluses and minuses are not calculated into the GPA. A=4, B=3, C=2, D=1, F=0

Both honor rolls will be published. Any parent/guardian that does not want his/her child(ren)'s name released for such publication is to inform the school in writing, by the end of September each year.

Liturgical Celebrations

An all school liturgy is celebrated on Wednesdays (and Holy Days of Obligation) at 8:15am during the school year. Students are given the opportunity for planning the Mass on a rotational basis. Family, friends, and parishioners are welcome to join the school community. All non-Catholic students will attend the weekly liturgy and will take the required religion class.

Students in grades 3-8 will participate in the sacrament of Reconciliation during Advent and Lent.

Students in grades 5-8 will attend Adoration and Benediction during Advent and Lent.

Preparation for the sacraments is special and of assistance to both the parent/guardian and child in developing a deeper love for and understanding of the sacraments. We stress the importance of parental involvement in the sacramental preparation. Similarly, after reception of a sacrament, the continued participation in the sacrament is the responsibility and privilege of the parent/guardian.

There will be times throughout the school year that students are expected to attend mass at St. Paul the Apostle Parish (Catholic Schools Week, etc.). Please note that if a child does not attend a mandatory mass, their grade may be affected. This is not punishment, but an expectation that we have as a Catholic School.

Lunch

St. Paul the Apostle Catholic School is not in-charge of students' nutrition. Parents are responsible for what their child eats and brings to school for lunch. Below are guidelines we follow for lunch:

Lunch from home many not include soda pop or high caffeine beverages.

Fast food is not permitted for lunch.

Students may not share food during lunch.

A designated peanut free table per grade is available.

A hot lunch program is available to all students in grades K-8 and full day preschool. At the start of each month, full month menus and order forms are sent home in the Thursday Communicator. To participate in this program, parents/guardians must complete an order form for each child. Orders are made for one month at a time. No refunds are given except in the case of absenteeism. Menu substitutions are sometimes necessary. Milk is included with lunch or may be ordered alone.

St. Paul the Apostle Catholic School does offer a Free/Reduced Lunch Program and families may apply at any time during the school year. Applications are in the office. Outcome of free/reduced status is strictly confidential.

Medication

The school is forbidden by Illinois Law to administer medication without prior authority to do so. Students who are under a doctor's care must have a medical permission form and other required paperwork on file in the school office. The paperwork can be obtained by the school office, and must be signed by the doctor. The doctor and parent signatures must be on the appropriate paperwork before any medication (prescription or over the counter) is administered. All medications must be brought to the school office in the original prescription bottle, including over the counter bottles as well (Tylenol, Advil, etc.). No student is permitted to retain medication on his/her person, or in his/her locker, desk or backpack unless they have a stated request from a doctor to do so.

Missing Person and His/Her School Record

As a school in the Diocese of Joliet, St. Paul the Apostle Catholic School follows 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.

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.

Parent Participation Points (PPP)

The Parent Participation Points Program, known as PPP, is an opportunity for building community, creating a positive school environment, and enriching the learning experiences of children. We encourage parents to take an active role in our school and parish, and we appreciate their support which greatly enriches the school learning environment for all of our children.

Every family with children in grades PS-8 are required to participate in the PPP program. Parents must commit to a minimum of 20 points of service (not necessarily 20 hours) per school year. In rare instances, parents choose to "buy-out" PPP's by paying the \$400 fee. If you chose to do this, payment must be made prior to the start of the school year.

The 20 points required per family can be earned in various ways. Parents sign up for their PPP at Registration day in August.

Parents with children in our athletic program must also volunteer four (4) additional points towards the athletic program, beyond the 20 for the school. These points can be earned through participating in activities needed for athletic events such as concessions, ticket sales, set up, clean up, coaching, etc. (See addendum for further details on PPP)

Parent Sex Offenders

When the parent or guardian of a student is on the sex offender registry, it is necessary to clearly outline the parameters of that parent's or guardian's presence on school property. It is

necessary to have the parameters formally written, reviewed, and agreed upon by the principal, pastor, and Diocesan attorney. The signature of these parties, combined with the parent, is necessary before the child is accepted in the school. Failure to comply with the arrangement may be cause for disenrollment of the child. (Adopted 2010)

Parish Support

It is expected that all families will regularly attend Sunday Mass and contribute to the best of their ability to our parish. Lack of school family support of our parish will directly impact tuition. The true cost to educate a child in grades K-8 is close to \$10,000 per student. We only charge approximately \$4,000 per child (not including the multi-sibling discount) because of the subsidy we are able to receive from our parish.

School parents are expected to support St. Paul the Apostle Parish through contributions and stewardship. Children learn about stewardship, Christian service, and parish support from their parents.

While there are not separate parishioner/non-parishioner tuition rates for St. Paul the Apostle Catholic School, all students and families are expected to attend mass regularly and contribute time, talent, and treasure to our parish.

Photography and Videotaping

If you do not wish your child to be included in photography or videotaping that may occur from time to time and may appear in the media, you must inform the school in writing annually.

Pledge of Allegiance

Each morning we begin our day in prayer and with the Pledge of Allegiance to the flag. All students are expected to participate in the Pledge of Allegiance.

Recess

Recess is a time for children to socialize with another and to play creatively. Games played may not intentionally exclude other students.

Children need fresh air and unstructured play; however recess will be inside if it is raining, if the "feels like" temperature is below 20 degrees, if the heat index is above 104 degrees, or if there are other hazardous conditions. Beyond that, students will go outside when the temp is 20 or above, or 104 or below. Please be sure that your children bring the appropriate outerwear.

Reimbursement Policy

Among the major responsibilities of the school principal is the management of the school budget. As a result, it is imperative that the principal have complete knowledge and control of all arms of the school budget (including athletics, H&S, EDC, etc.)

No group or committee may authorize the purchase of any unbudgeted item above \$100 without the pre-approval and signed permission of the school principal. If an unbudgeted item of \$100 or more is purchased without approval of the principal, reimbursement will not be given. No item will be reimbursed without the principal's signature on the reimbursement form.

Home and School and Athletics must submit a written budget to the Pastor and Principal by August 1st for approval. The budget will include all anticipated revenues and expenses. Each group must provide monthly budget updates to the principal.

The Pastor has complete fiscal control over the school budget.

Report Cards/Standards Based Grading & Assessment/ Weighting Percentages

The student report card identifies key standards and grade level descriptors that align with Diocesan Curriculum/Standards. These standards and descriptors identify the knowledge and skills students need within each subject area. The report card evaluates student performance in terms of what the child knows and can do relative to the diocesan learning standards.

The evaluation forms are designed to report student achievement. The achievement grade is objective and based on the child's performance as measured against the standards. Effort and Behaviors that Support Learning are marked with symbols and are not included in the achievement grade.

Report Card Codes for Kindergarten through Third Grade

All work that is assessed should reflect the same code as the report card. The following is the code officially approved by the Catholic Schools Office of the Diocese of Joliet:

- 4- Work Consistently Exceeds Expectations
- 3- Work Consistently Meets Expectations
- 2- Work Approaches Expectations
- 1-Needs to Improve
- NG- Not Graded

4- Work Consistently Exceeds Expectations

Student demonstrates an in-depth understanding of grade level concepts, skills, and processes taught to date and consistently exceeds the expectation of the curriculum. Student is able to complete all tasks without teacher assistance.

3- Work Consistently Meets Expectations

Student consistently demonstrates an understanding of grade level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student completes tasks with little teacher assistance.

2- Work Approaches Expectations

Student's work demonstrates that he/she is approaching an understanding of grade level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student requires some teacher assistance: prompts, directions, and reminders.

1-Needs to Improve

Student has not yet demonstrated an understanding of grade level concepts, skills, and processes taught to date and needs consistent support. Student requires significant teacher assistance with prompts, directions, and reminders.

Percentages are not used with the reporting marks of 4,3,2,1.

Report Card Grading Codes for Grades 4-5 and 6-8

A+	=	100	B-	=	87-85	D	=	74-72
A	=	99-96	C+	=	84-83	D-	=	71-70
A-	=	95-93	C	=	82-79	F	=	69-0
B+	=	92-91	C-	=	78-77			
B	=	90-88	D+	=	76-75			

CR is available for teachers to use when requirements have been satisfied but the conventional grading system is not being used.

Diocesan Weighting Percentages

Assessment is defined as vehicles for gathering information about a student's achievement. Thus assessment should take many different forms. Formative and Summative assessment types are both used.

K-3 Assessment Percentages

Summative Assessments- 50% (Tests, Quizzes, Projects, etc.)

Formative Assessments- 50% (Independent Class Work, Products, Exit Slips, etc.)

Homework- 0%

Grades 4-5 and 6-8 Assessment Percentages

Summative Assessments- 50% (Tests, Quizzes, Papers, Projects, etc.)

Formative Assessments- 35% (Independent Class Work, Group Work, Exit Slips, etc.)

Homework- 15%

If homework is not counted (teacher discession), then the weighting becomes 60% Summative and 40% Formative.

Retention

Students completing a grade's work will, to the extent of their ability, be promoted to the next grade. When necessary, summer school and/or tutoring may be required for placement in the next grade. To retain a child at the same grade level for another year, the teacher must demonstrate that such retention is not only warranted, but would be of benefit to the child. This may only be decided after following the MTSS (Multi -Tiered System of Supports) approach with accompanying data. Furthermore, this will only occur after it has been deemed the best course of action by the Teacher Assistance Team, the Principal, and the Pastor.

Safe Touch program

There is safe touch education for children in the Diocese of Joliet. The materials are available for parents during parent conferences in November. This is prior to instruction. If you choose to assume responsibility for this instruction, you may. Detailed information is sent home from the principal in November, with instruction taking place in December.

Student Permanent Records/Record Retention/Transfer of Records

Records are kept on file in the school office for each child attending the school. The Family Educational Rights and Privacy Act and the Illinois Student Records Act are both followed by Diocese of Joliet schools.

It is important that you are aware of the process for retention of student records at our school. They are as follows:

- Health cards and immunization records are kept in the student's permanent record.
- Diocesan permanent record cards are kept permanently in the school.

- Sacramental records are kept in the student's permanent record to document the sacraments of Baptism, First Holy Communion, First Reconciliation, and Confirmation. These dates are also kept at the parish office.
- Attendance records are kept on each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
- Disciplinary records are kept in the office while the student is an active student at the school. They are destroyed after the student is no longer registered at St. Paul the Apostle Catholic School.
- Transfer of records is made at the time of an authorized request by the receiving school. All records are mailed.
- Unlike public schools, parochial schools do have the right to withhold official records such as: credits, official transcripts, diplomas, etc., upon transfer of a student to another school when the student has debts still outstanding. (See Tuition Policy)
- Upon withdrawal or graduation from the school, the records are forwarded to the future school with the approval of the parent. A permanent record card will be retained at the school as a part of our history. We do reserve the right to not send official transcripts if there is an outstanding tuition balance at the time of the request. (See Tuition Policy)

Search and Seizure

In the interests of the health and safety of our school community, St. Paul the Apostle Catholic School administration reserves the right to conduct searches in all areas of its property and in objects that are brought onto its premises.

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

- Lockers/coat hooks/cubbies
- Desks
- Bags, purses, backpacks, briefcases, or other carrying devices brought onto school property
- Any vehicles located on school property
- Any other items or property brought onto the school's premises by a student or others

The school administration reserves the right to seize any items deemed necessary.

Smoke Free Environment

In following the Smoke-Free Illinois Act enacted on January 1, 2008, St. Paul the Apostle Catholic Parish and School is a smoke free environment. Smoking is not allowed anywhere on our campus.

Social Media

St. Paul the Apostle Catholic School, in conjunction with the Catholic Schools Office of the Diocese of Joliet, recognizes that the use of social media is being used in a variety of methods as an important evangelizing, educational and marketing tool to promote school and ministerial programs. However, those using the Internet should bear in mind that certain comments and information may have a harmful effect on the school, parish, the Diocese of Joliet, its reputation and its employees. In light of this possibility school volunteers and employees are required to adhere to the following policy regarding the use of social media sites, networks, and blogs.

General Guidelines:

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

Be responsible- Social media are individual interactions, not official diocesan/parish/school communications. All school volunteers and employees are personally responsible for their posts. Official statements of policy may only be made by the Superintendent/Pastor/Principal/or designees. A blog or community post is visible to the entire world. Remember that what you write will be public, and potentially for a long time. In the event you identify yourself as, (or is manifestly understood to be) an employee of the school, parish or diocese on a personal blog (or other website with a similar purpose), to help reduce the potential for confusion, the volunteer or employee is required to put the following notice in a reasonably prominent place on the site: "The views expressed on this site are mine alone and do not necessarily reflect the views of St. Paul the Apostle Catholic School or the Diocese of Joliet."

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

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

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

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

Specific Policies:

1. Use of Name and Logo- Any use of the parish/school name or logo for branding or titling pages, blogs, or other similar elements of social media must be approved in writing prior to use. Permission to use the name or logo of the parish or school may be revoked at any time.
2. Duties of Moderators- Moderators of official parish/school social media are responsible for ensuring compliance with this policy statement. If there is official parish/school social media, there will be an employee volunteer of the school designated as the moderator. All content, comment and blog response areas must be moderated. Those responsible for such areas must review and approve comments prior to posting, and should not post any comments that do not meet the standards for civility, misrepresent the position of the Church or diocese/parish/school, or that include profanity, defamatory language or speech that is otherwise inappropriate or off-topic. Anonymous comments will not be permitted. All moderation functions reserve the right to ban repeat offenders. Moderators who permit users to post materials such as documents or photographs will make clear to users that the site will not archive those materials and will delete them after a published period of time (typically 12 months). Moderators must provide login access to social media to pastor and principal.
3. Prudent Judgment- Personal Use- Possible Negative Impact. (A.) Even when engaging in social media for personal use, the comments of employees or volunteers of the school may be viewed as a reflection on the diocese/parish/school. Users will use their best judgment when engaging in social media activities and should be on guard against actions and discussions that could harm children, the interests of the diocese/parish/school or be subject to question as inappropriate by parents or school

administration. (B.) Contact with Students. Volunteers and employees of the school cannot engage with current and prospective students on social media sites unless the site is school-sanctioned. Also knowingly interacting with students on a third-party social media page (such as a fan page for a local sports team) is prohibited. The school will strictly limit friendly/engagement with parents to only school-sanctioned sites.

4. Copyright Laws- Anyone who submits content must comply fully with copyright law.
5. Privacy- All users of social media within the parish and school communities will take care to safeguard the privacy interests of other community members. In particular, personally identifiable information will not be disclosed without the prior written consent of the person identified. In cases where a user has consented to the publication of such information, appropriate privacy settings and levels will be utilized.
6. Minors- Public social media maintained by the parish/school are not intended for the use of children under the age of 13. Any site operated by parish/school that is oriented toward youth between the ages of 12 and 18 must require registration for all users a must be password-protected so that only registered users may access the site. Users of such a site may not post images of minors without the prior written consent of a parent or legal guardian of any minor depicted.
7. Enforcement- Any use of social media that does not comply with this policy should be brought to the attention of the appropriate party: the Pastor, the Principal or designee immediately. Failure to follow the social media policy may result in the loss of privileges and/or disciplinary action, up to and including the removal from a position (volunteer) or termination (employee).

Student Transfer Policy (within the Diocese of Joliet)

The transfer of students from one diocesan grade school to another is governed by local school officials, the Catholic Schools Office and the Superintendent of Schools. Transfer from one diocesan school will not affect the financial aid assistance received from the Catholic Education Foundation.

When students seek transfer from one diocesan grade school to another the following procedure must be followed:

1. The principal from the school receiving the request will contact the principal of the school where the student is presently enrolled.
2. Parents will receive the transfer form at the school where the student is presently enrolled.
3. The school receiving the transfer student will send the completed form to the Catholic Schools Office to receive the signature of the superintendent. Note that all tuition must be paid prior to the transfer and that the student must be in good standing.

Snack Break (in classroom)

Please provide your child a snack for nutrition.

Snacks that have peanuts or tree nuts cannot be sent into school for snack time.

Approved snack list must be followed for classroom snack break.

Standardized Testing

Standardized tests are administered to grades 3-8 in the fall. Results will be sent home once analyzed by administration and faculty. The Diocese of Joliet administers the Iowa Test of Basic Skills and the accompanying Cognitive Abilities Test (CogAT). The Diocese of Joliet does not publish test scores.

Technology

The Catholic Schools Office of the Diocese of Joliet and St. Paul the Apostle Catholic School support the use of technology in the instructional program through our lab networks, school-wide networks, school owned hand held devices, school owned video equipment and the Internet as a means to facilitate learning and teaching through communication, access to information, research and collaboration.

All uses of the Internet and related technologies shall be for educational purposes only. The failure of any user to follow the terms and conditions of this agreement may result in the loss of privileges and/or disciplinary actions.

Acceptable Use

Access to the Internet must be related to the user's responsibilities, for the purpose of education or research, and be consistent with the educational objectives of the Diocese of Joliet and St. Paul the Apostle Catholic School.

Students are responsible for good behavior on the school computer network, just as they are in the classrooms. Communications on the network are often public in nature. General school rules for behavior and communication apply. The network is provided for students to conduct research and communication with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility.

The following will not be permitted by anyone with access to the school computer network and the internet:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computer, computer systems, or computer networks
- Violating copyright laws
- Using another person's password
- Trespassing in another person's folders, work, or files

Social Networking

Engagement in social networking sites such as, but not limited to, MySpace, Facebook, Xanga, Friendster, AskFM, Instagram, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, or the parish.

Cyber Bullying

We attempt to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats online (seriously or in jest) face disciplinary action.

Telephone Messages

We do not call children or teachers from their classroom during the school day to take phone calls. In our efforts to teach responsibility, students are discouraged from calling home for homework assignments, gym clothes, supplies, permission to visit a friend after school, etc. If a phone call does need to be made, it must be from the school office and not a student's cell phone.

Textbooks/Consumables

All textbooks are the property of St. Paul the Apostle Catholic School or the State of Illinois. Students are responsible for the condition of the books issued to them. Damaged books will be replaced or repaired at the student's expense. Students should not write, scribble or draw in any textbook or dictionary. Students should also not write in workbooks or assignment notebooks without the teacher's direction.

Tuition/ Tuition Assistance/ Tuition Refund Policy/NSF

As a part of this contractual agreement, families are expected to pay their tuition in a timely manner. The principal, pastor, or business manager must be notified immediately of any unexpected hardships. In the event of seriously delinquent accounts, the school reserves the right to exclude a student from class, refuse official transcript requests, withhold the child's report card, notify collections, and/or take legal action. The school also reserves the right to assess a late fee for delinquent accounts.

Should a check be returned for Non-Sufficient Funds, parents will be responsible for any fees incurred to St. Paul the Apostle Catholic School.

8th grade students will not be allowed to participate in any graduation events or activities until all tuition and fundraising fees have been paid. No student can participate in Fun in the Sun Day until all tuition and fundraising fees have been paid.

Tuition is paid through FACTS.

In the event a student withdraws from STP before the end of the academic year, pro-rated tuition may be refunded through November 1st. After November 1st, no tuition money will be refunded. Fees such as H&S, raffle tickets, auction, Annual Fund, Technology, and PPP are not refundable in part or in full.

Tuition assistance programs are available to make Catholic education immediately available to families who otherwise may not be able to meet their total tuition obligations. These assistance funds are supported by parishioners at large, community members and the Catholic Education Foundation of the Diocese of Joliet. Please see the school principal or business manager for further details regarding tuition assistance. Please note that a FACTS tuition assistance form must be completed by any family requesting tuition assistance.

Visitors

Keeping students safe is our first concern. All visitors must report directly to the school office upon entering the building. A valid DL or state issued ID will be left at the school office and picked up upon exiting the building. No one may go to any room without first registering at the

school office, signing in, and receiving permission to enter. Any violators found in the building without permission are subject to prosecution as described in the Illinois School Code.

Walkers/Bikers

Children who walk to school and must cross Woodlawn are to do so only at the corner intersection of Woodlawn and Campbell Street. They are NOT to cross Woodlawn at Oneida or Richmond, as this is an extreme safety hazard. Students should follow the directions of the school safety crossing guards. Students return home via the same route crossing Woodlawn or Campbell at the Woodlawn/Campbell intersection.

Bike riders are to walk bikes on the parish premises and lock them to the bike racks located off the teachers' parking lot in the rear of the building.

Addendums

Acceptable Use Agreement for Internet Access

Approved Snack List

Diocese of Joliet Student Wellness Policy

Diocese of Joliet Videotaping and/or Photographing of Students Policy

School Calendar

Parking Lot Safety Regulations

PPP Program

Athletics Eligibility Policy

Student Medication Form

Diocese of Joliet Parent Guide: Understanding and Preventing Child Sexual Abuse

Pastoral Policy on Sexual Abuse of Minors

