

St. John Brebeuf School
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STAFF AND FACULTY

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Financial Secretary:	Mrs. Linda Newton
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Youth Ministry:	Mrs. Pam Perez
Pre-School	Mrs. Nichols
Kindergarten	Miss Dziejdzic
Kindergarten	Mrs. Ries
1	Mrs. Oliva
1	Mrs. Schwartz
2	Mrs. Beierwaltes
2	Mrs. Dusbiber
3	Mrs. Obirek
3	Ms. Maltese
4	Sr. Carol Ann Hauber
4	Mrs. Byrne
5	Mr. Taylor
5	Miss Schertzing
6	Mrs. Macella
6	Miss Giannelli
7	Miss Siwec
7	Mrs. Bargamian
8	Mrs. Guerrieri
8	Mrs. Baer
Physical Education	Mrs. Willert
Computer	Miss Bubis
Music	Miss Urban
Spanish	Mrs. Gunderson
Learning Disability Specialist	Mrs. Boyer
Librarian	Mrs. Mall

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(1) MESSAGE TO PARENTS

This handbook is provided for all families who have students in St. John Brebeuf School. Please read it and keep the booklet available for reference during the year. We are grateful to be able to work with you and your children this year and appreciate the support that you give to the school.

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep the parent/guardian informed of all changes as soon as practical. Some changes might be made due to unforeseen circumstances.

It is expected that each family become actively involved in St. John Brebeuf School and Church in order to reinforce the values and attitudes for a truly Christian life. Attendance at Sunday Mass is a reinforcement of those values and attitudes. Parents and their children also agree to act at all times in accordance with these values and attitudes. Failure of a family member to act in a truly Christian manner or cooperate fully with St. John Brebeuf School may lead to the removal or non re-registration of the family member attending the school.

(2) ST. JOHN BREBEUF SCHOOL PHILOSOPHY

St. John Brebeuf is a Catholic School where human culture and knowledge, enlightened and strengthened by faith, is shared in a spirit of trust, discipline, and love.

Our school is a living faith community – one which witnesses the presence of Jesus, to and for the varied cultures in which it exists.

The unique role of our school is to provide a Christian philosophy and moral value system along with the basic sequential development of skills, seeking academic excellence through an awareness of individual differences. This will enable students to live a Christian life and to make intelligent and just decisions now and in their adult lives.

Teachers and parents share responsibility with the student for the spiritual, moral, and academic growth of the student.

By example, by learning experiences, by faith sharing, by Liturgy, by service, students are encouraged, strengthened, taught, supported, and gently led toward shaping the future that is theirs.

(3) ADMISSION POLICY

Age of Admission

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

Admission of New Student

For the admission of a kindergarten, first grade, or a transfer student, parents

shall present: 1) an official copy of the child’s birth certificate, 2) the Baptismal record (if applicable), 3) a record of compliance with local and state of Illinois health requirements. Admission to grades first to eighth also requires a report card from the previous year.

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

Priority Listing for Acceptance

Children of parishioners will be accepted first, and then transfer students from other Catholic schools.

Children of non parishioners will be accepted first, and then transfer students from public schools will be accepted if there is space available.

Policy on Nondiscrimination

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

**ST. JOHN BREBEUF SCHOOL TUITION RATES AND FEES
2009-2010 SCHOOL YEAR**

	Parishioner		Non parishioner	
	Monthly	Annual	Monthly	Annual
Kdg. – ½ day	\$182.50	\$1,825.00	\$276.00	\$2,760.00
One Child	\$363.50	\$3,635.00	\$551.50	\$5,515.00
Two Children	\$562.50	\$5,625.00	\$750.50	\$7,505.00
Three Children	\$707.50	\$7,075.00	\$850.50	\$8,505.00
Four Children	\$834.00	\$8,340.00		
Pre-School - 3 Year old	\$109.00	\$1,090.00	\$133.50	\$1,335.00
Pre-School - 4 Year old	\$144.00	\$1,440.00	\$167.00	\$1,670.00

Kindergarten - Grade 8 Instructional Materials Fee (per child) \$175.00
(Includes ½ day Kindergarten)

Kindergarten - Grade 8 Computer Fee (per child)	\$ 75.00
Mandatory Fundraising Participation	\$100.00
NEW FAMILY Registration Fee - Pre-School - Grade 8	\$ 25.00
Pre-School Instructional Materials Fee (per child)	\$ 75.00
Pre-School Teacher's Assistant Fee	\$100.00

(This fee will be waived for parents who can assist 5-6 days in class.)

Sacrament Fees:

First Reconciliation & First Eucharist	T.B.A.
Confirmation	T.B.A.

A **\$15.00** fee will be assessed to late tuition, registration, and/or instructional materials payments.

All registration and instructional fees are NON-REFUNDABLE.

DOWN PAYMENT DAY: SATURDAY, AUGUST 15th. The first tuition payment is made on this day. The balance is due in monthly installment payments September through May. All financial obligations must be met by **May 15, 2010.**

(4) TUITION AND FEES COLLECTION POLICIES

Non parishioners will pay a higher rate of tuition than parishioners. To qualify for the parishioner rate of tuition the immediate family (or legal guardian) of the school child/ren must be registered with the parish, worship regularly, and contribute regularly using the parish envelope. Children of families from St. Isaac Jogues, or Our Lady of Ransom and St. Martha are eligible for the parishioner rate subject to the requirements of their parish.

The determination of a family's status as parishioner or non parishioner will be made and communicated prior to Down Payment Day. Families that do not qualify will have their tuition adjusted to full non parishioner rates.

One tenth of tuition is due on Down Payment Day in August. Tuition is due on or around the 15th of each month in September through May. Tuition monthly payments are marked on the calendar.

A \$15.00 late charge will be assessed to families whose tuition is not paid on time. Dates are marked on the calendar, and tuition must be paid not later than four days after that date. A \$15.00 late charge will be assessed for registration and materials fees not paid on time for the 2009-2010 school year.

Report cards will be held until all financial obligations are met. Promotion to the next grade level and graduation privileges will be suspended until all financial obligations are met. Continued admittance to school will be at the discretion of the principal, taking into account individual circumstances regarding nonpayment of any financial obligation.

Tuition and fees will be prorated for students who transfer out of school during

the year. Whenever a child is moving to a new school, parents must come to the office to fill out a release of records so that the student's file can be sent to that school.

(5) SCHOOL HOURS

Extended Day Before-School Program: 7:00 – 8:05 A.M.

Pre-School

3 Year Olds	4 Year Olds
Monday & Wednesday	Tuesday, Thursday, Friday
8:20 – 11:20 A.M.	8:20 – 11:20 A.M.
	12:15 – 3:15 P.M.

Full Day Kindergarten to Eighth Grade

First bell: 8:05 A.M.	3:00 P.M. Dismissal
Tardy bell: 8:15 A.M.	2:00 P.M. Dismissal Every Tuesday
	Dismissal for half days: 12:00 P.M.

Kindergarten - Half Day

8:15 - 11:45 A.M.

Extended Day After-School Program: 3:00 (2:00-Tuesday) – 6:00 P.M.

(6) ENTRANCE AND DISMISSAL

Entry

Grades: PS, K, 1, 2, 3, 4Front doors
 Grades: 5, 6, 7, 8Gym doors (enter to main part of school through door across from Pre-School, room 12-13)

Exits

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

Half-day kindergarten students are to be picked up at the front doors at 11:45 A.M.

Since adult supervision is not provided, students are not allowed on the school property before **7:55 A.M.** Parents who need to drop children off before this time should make use of the Extended Day Program. Children who are not picked up after school by **3:10 P.M.** will be sent to the Extended Day Program. Parents will be billed for the use of the program.

(7) PARENTS' PRESENCE IN THE SCHOOL/CLASSROOM INTERRUPTIONS

Teachers are always happy to meet with parents. Best results are obtained when teachers and parents work cooperatively. Parents **may not** confer with teachers while the children are entering the building during the morning drop-off or while the children are in the classroom. If you have business to discuss with the teacher or Principal, please send a note or email to arrange for an appointment. No one will be allowed to visit the classrooms without the knowledge and permission of the teacher and Principal.

If parents deliver forgotten articles, bring them to the front office marked with the child's name and room number. **Fast food lunches may not be brought in for students.**

Parents who are in the building to supervise lunch or volunteer must sign in and secure a visitor's badge.

(8) USE OF TELEPHONE/CELL PHONES

Students are not to use the office telephone without the permission of the homeroom teacher. Those who have permission will be given a phone pass by the teacher. Students are not allowed to carry cell phones during the school day. Cell phones are to be powered off and left in backpacks at all times. **Cell phone use is not allowed at any time during school hours.** Phones will be taken from students who violate this rule and a parent will need to come pick it up.

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

(9) LUNCH SUPERVISION

All children are required to stay for lunch. Students will eat lunch with supervision by parents and teachers.

Parents of children in grades kindergarten through eight must take at least five lunch room duties per year for each child. A \$7.00 fee will be charged for a substitute for each time missed. If you are unable to fulfill your lunch room obligation you will pay \$35.00 per year per child (\$70.00 maximum per family). The fee must be paid on Down Payment Day in August.

(10) ABSENCE RESPONSIBILITIES AND TARDINESS

Success in school requires regular attendance. A student who is needlessly absent misses valuable continuity of instruction, thus his/her work is affected. However, a child should not attend school if it is detrimental to his/her health or that of others.

Those in the Before-School Program will be admitted between 7:00-8:05 A.M. Other students will be admitted into the building at 8:05 A.M. The office **MUST** be notified by an adult if a student will be absent for the day. Call the office, (847) 966-3266, by 8:00 A.M. to report an absence. Parents will be contacted if an absence is not reported. **Upon return to school the student must bring a written excuse note to the homeroom teacher. The note should be dated, state the reason for absence, the dates that were missed, and be signed by a parent/guardian.**

A request written by the parent is required for any release from school. The request should state the reason for release and should be sent to the teacher. Parents should meet the child at the office. A child will not be released on his/her own.

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

(11) VACATIONS AND LEAVES OF ABSENCE

Vacations during regular school time are strongly discouraged. Vacation dates and free days are sent home to parents a year in advance so that families are able to plan trips during school breaks. We encourage vacation arrangements to be made to coincide with these dates. Extended absence may result in a student falling behind so much that progress may be jeopardized. If absence from school is unavoidable, missed schoolwork will be given after the child returns to school. The student will have one week to complete the missed assignments and tests.

(12) HEALTH AND SAFETY

- A. Students are expected to participate in outdoor recess. Students will be excused from outdoor recess only with a doctor's written request.
- B. **Immunizations** - Prior to entering pre-school, kindergarten, and sixth grade, every student is required to have the necessary immunizations according to state regulations.
- C. **Dental Exams** are required for children entering pre-school and kindergarten and all children entering second and sixth grades.
- D. **Insurance** - Accident insurance may be purchased at a moderate fee during the first week of school. All insurance forms (whether the insurance is purchased or not) must be signed by the parents and returned to school. The school does not carry general accident insurance.

- E. **Emergency Card** - An emergency card must be filled out for each student at the beginning of a new school year. It is imperative that we have the name and telephone number of two alternates in case parents cannot be reached when needed, since a student who is ill cannot be sent home without notification to the parents. Please inform the school when phone numbers change. The parents or alternates are responsible to transport the ill child home.
- F. **Student Illness** - If illnesses such as strep throat, chicken pox, etc., occur in a given room, parents of children in that room will be notified. The students' health deserves careful consideration. Students should not remain in school when they have a rash, fever, sore throat, severe cold, or other communicable diseases. This is not only injurious to the student, but also endangers the health of others. If a student has had a contagious disease, he/she must have a doctor's permit to return to school.
- G. **Communicable Nuisance** - When a child is suspected of having a communicable nuisance, such as pediculosis (head lice) or any other, the following steps will be followed: **1)** Parent of child will be notified. **2)** Parents of all children in the room will receive a letter of notification of the situation.
- H. **Medication** - Parents/Guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school-related activities is discouraged unless necessary for the critical health and well-being of the student. No school personnel shall administer any prescription or nonprescription medicine unless a completed Medication Authorization Form (provided by the school) has been received by the school principal. Students who suffer from asthma or allergies that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication only if a completed Medication Authorization Form and Physician Request for Self-Administration Form has been completed and has been received by the school principal. A note from a parent must be sent to the homeroom teacher on any day that the child needs to use cough drops.
- I. **Every student** must have on file in the school office the medical form "Medical Information & Emergency Form" which is sent home during the first week of school each year.

(13) SECURITY SYSTEM

As a safety measure, all outside doors will be locked. We ask parents who are bringing their children to school in the morning to leave them at the front door rather than to enter the building with them. All persons who need to enter the school building must use the front entrance office, sign in, and obtain a visitor's badge. Office personnel will open doors. Students are not allowed to open school doors for parents or visitors.

(14) EMERGENCY SCHOOL CLOSINGS

Families will be notified through an automated phone call if school will be closed. The following radio or TV stations will also carry the information: WGN (720 AM), WBBM (780 AM), WLS (890 AM), and WFLD (Ch.32 TV)

The Emergency School Closing Center may be accessed at: www.emergencyclosing.com for closing information.

(15) TRAFFIC CONTROL PLAN

Morning

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

School Lot – Enter south driveway and proceed to the "Safe Drop Zone" at front of school. After passengers are unloaded, exit north driveway to Harlem Avenue. Only right turns onto Harlem Avenue are allowed during this time. Do not stop at the gym doors to drop off children.

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

The parking area in front of the rectory is reserved for faculty and staff **ONLY**.

Afternoon

Church Lot – Enter from Main Street. When students are loaded, exit on Main Street. Flanagan Drive is closed to all traffic in the afternoon.

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

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

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

(16) BICYCLES

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

(17) SAFETY PATROL

Seventh and eighth grade students participate in the school Safety Patrol Program. All students are assigned to a patrol team. These students take on this responsibility as a service to the school and it is a very important role in terms of school safety. Without their service, getting in and out of the building in an orderly manner would be difficult.

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

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

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

(18) FIRE DRILLS AND DISASTER DRILLS

1. Fire drills are conducted periodically during the school year as required by law.
2. Every fire drill is held on the assumption that the fire is real. Everyone without exception must evacuate the building quickly in a silent, orderly manner. Complete cooperation is mandatory.
3. Disaster and tornado drills are conducted to ensure the safety of the students when severe warnings are issued. The students are expected to proceed in a silent and orderly manner to the areas of safety.
4. Any inappropriate behavior during a fire or disaster drill will result in a detention.

(19) ACADEMIC PROGRAM

Pre-school - The curriculum of the Pre-School is designed to give students a broad background in cognitive and sensory experiences, pre-reading and pre-

math skills, and small and large muscle skills they need in future school years. It also provides work in listening skills; verbal fluency; discrimination of size, shape, texture, and color; letter and number forms; sequencing, sorting, categorizing, and socialization skills, all in a caring and Christian environment.

Grades K-8 - The curriculum consists of:

- A. The teaching of Catholic doctrine, values, and morals giving due consideration to developments in doctrine and growth in faith practice.
- B. Reading, Language Arts, Mathematics, Science, and Social Studies and Spanish through current materials and methods.
- C. Appropriate programs in Physical Education, Music, Art, Computer, and Family Life.

(20) GRADE SCALE 4TH-8TH

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

GRADES 1-3 use "Standard-based Progress Checks." The students' development is checked and progress measured in three areas.

Area of Strength Performs at expectations Goals for improvement

(21) 6th, 7th, & 8th GRADE HONOR ROLL

Grade Point Averages to qualify:

First Honors: 3.5 – 4.0
Second Honors: 3.0 – 3.4

(22) PROGRESS REPORTS AND CONFERENCES

Report cards are issued quarterly and cards/envelopes must be signed by a parent or guardian and returned to school promptly. A mid-quarter notice, which must be signed and returned, will be sent home with each student in grades five through eight.

Conferences are scheduled at the end of the first quarter. In grades PS-Grade 4, conferences are parent/teacher, while in grades fifth through eighth, students are required to attend with their parents.

A second conference will be optional during the third quarter when deemed necessary to the child's progress. A parent or teacher may request a conference.

(23) HOMEWORK

Daily homework is assigned to help pupils review, comprehend, and enrich subject matter. The time spent on homework will vary according to the child's

needs and maturity. Students are expected to accept responsibility to complete assignments on time.

HOMEWORK POLICY

A. Primary Grades (K-3)

Missing or Incomplete Assignments

1. A verbal warning.
2. More than three missed assignments in a quarter will result in parent notification.

B. Intermediate Grades (4-6)

For each missing or incomplete assignment, the student will receive a homework notice to be signed by parents. The student is to complete the assignment and return it with the signed homework notice the following morning.

A Parent/Teacher conference may be scheduled for a student for receiving three homework notices in any one subject area in a quarter, or missing long-term assignments.

C. Junior High (7-8)

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

Students in grades second through eighth are required to use S.J.B. assignment books which are purchased on Down Payment Day in August.

(24) FIELD TRIPS

Field Trips serve as “classrooms without walls.” The experiences serve to introduce new ideas and to reinforce classroom study. As such, they are an important component of the curriculum. Written parental permission is required for any field trip. Field trips are a privilege. Students who fail to meet academic or behavioral requirements may be denied participation.

(25) BOOKS AND MATERIALS

Most books are rented and used more than one year; therefore, parents are asked to support the teachers in encouraging the children to handle books carefully. Parents are expected to pay for damage or loss of books caused by their children.

(26) RELIGION PROGRAM

The goal of the Religious Education Program is to assist parents, who are the primary educators of their children, in fostering the child’s growth in faith. The teacher, sharing his/her faith, calls forth from the student a faith that is living, conscious, active, and service oriented. Daily prayer, God’s Word in Scripture, and liturgical celebration unite students and their teachers in community and deepens their relationship with God. Experiences are provided through which students are led to recognize the implications of the Gospel in their lives. Through daily religion classes, students are instructed in the fundamental mysteries of faith and the sacramental life of the church.

(27) LITURGICAL CELEBRATIONS

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

(28) LIBRARY

1. A quiet atmosphere is expected in the library at all times.
2. Students in grade one may check out one book and in grades two through eight, two books.
3. Books are kept for one week and may be renewed.
4. A student with an overdue book may not check out another book until the overdue book has been returned.
5. If a book is lost or damaged, a fine or replacement fee will be charged.
6. Final report cards will be held until books are returned.
7. Students may work on special projects, but regular homework assignments should not be done during library time.
8. Accelerated Reader tests may be taken.

(29) COMPUTER LAB/TECHNOLOGY

The Computer Lab, along with all school computer equipment, is considered an educational privilege. The following rules have been set for the use of the equipment:

1. Students will demonstrate respect for the computers and their components (hardware, software, etc.) at all times. Any abuse or destruction of any component will result in any or all of the following: a) Detention served, b) Restriction from computer use, and/or c) Parental financial liability for repair or replacement of damaged equipment.
2. Students will demonstrate attentive behavior by following lesson guidelines, staying on task, and showing respect for the Computer Lab teacher and Lab rules at all times.
3. Computer Lab grades will be based on daily activity points and project/test grades.
4. Students may gain access to the Computer Lab only during scheduled class periods and open Lab hours. Students are not permitted to use the Lab unless the Lab Teacher supervises them.
5. All students and parents will sign a User Agreement and Lab Guidelines which will be kept on file in the Computer Lab.
6. A filtering system is used to ensure appropriate and ethical use of the Internet in school. Students and parents/guardians are responsible for appropriate and ethical use at home. Inappropriate use of technology at home may subject a student to consequences at school. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers/staff, offensive communications and safety threats.

(30) PHYSICAL EDUCATION

All children participate in the school's physical education program. Students are graded on effort, cooperation, and skill. Our gym program is not simply a "feeder" into the extracurricular sports program. Its purpose is to help the students develop physically. No child will be excused from participation in gym classes without a doctor's release or a parental note. Students who are unable to participate in P.E. classes due to an injury/illness also may not participate in recess or extracurricular sports.

Special attire is required for physical education.

Kdg. & Grade 1 Gym shoes, school shirt/blouse, and play shorts
 Grades 2-8 Standard SJB gym uniforms (purchased from SJB)
 All Grades White sweat socks optional, standard (not fashion) gym shoes

(31) EXTRACURRICULAR SPORTS PROGRAM

Students in grades four through eight may participate in our extracurricular sports program. These students must maintain good academic standards, high

moral character, and conform to the discipline policies of the school. If parents choose to allow their children to participate in a sport, care must be taken that homework assignments are met. The parents, coaches, principal, and the athletic board are responsible for athletic eligibility.

(32) ATHLETIC ELIGIBILITY CODE

1. Students are eligible to play if they maintain a "C" average.
2. Students will be put on probation at the quarter or mid-quarter if their average is below a "C." (The teacher will use a system of figuring the grade point average that takes into account the major academic subjects as well as Physical Education, Music, and Computer which do not have as many class periods. This system is also used to determine the Honor Roll in the upper grades.) The students will have half of a quarter - until the next mid-quarter or quarter, whichever comes first, to bring the grade up.
3. If the student does not bring up his/her average, the student will be suspended for the following half quarter.
4. Parents will receive notification of this probation or suspension with the report card or mid-quarter progress report. The notification must be signed and returned to the school. The athletic board will also receive notification and will be responsible for getting the information to the coaches.

(33) UNIFORM/DRESS CODE

St. John Brebeuf students wear a specified uniform. A written note must be sent to the classroom teacher if a child is to be out of uniform. This code applies to all grades. For the student's comfort and flexibility, a summer and winter uniform code is followed. Uniforms may be purchased from Schoolbelles Uniform Company, (847-375-1394).

As stated in our Behavior Code, violation of the written uniform code will necessitate a uniform code slip. If three uniform slips are issued, a detention will be assigned.

General Rules

1. Shirts and blouses are to be tucked in at all times. Colored t-shirts are not to be worn under the uniform shirt.
2. Makeup is not to be worn. Jewelry is to be conservative and appropriate. Girl's earrings are to be small and fit within the earlobe. Boys are not allowed to wear earrings.
3. Hair is to be properly groomed. Dyed and colored hair is not allowed. No ex-

extreme styles or fad haircuts are permitted. Boy's hair must be above the collar.

Boys are not permitted to have shaved areas or braids in their hair.

Summer Uniform (optional) – Boys and Girls – Kindergarten through Grade 8

Worn until October 31st and April 1st until the end of the school year.

White knit shirt **with collar** for boys and girls or white blouse for girls. Twill, navy blue walking shorts. **(The length of walking shorts is to the knee.)**

Girls - Regular Uniform

Worn from November 1st through March 31st. May also be worn instead of the summer uniform.

Grades Kindergarten through Grade 4 - uniform jumper or uniform skort. (The length should reach the knee.)

Grade 5 through Grade 8 - Uniform skirt, or uniform skort (the length should reach the knee), and vest (optional).

Girls - All Grades

Long or short sleeve white blouse with a collar or short sleeve knit shirt with collar (not a turtleneck). Plain navy cardigan or pullover sweater, or navy blue monogrammed sweat shirt purchased from the uniform store or the P/SA. White or navy knee socks or tights are to be worn. Crew socks or ankle socks are not allowed.

Optional for winter: navy twill or corduroy straight-legged uniform pants. Leggings, cargos, drawstring waist, or pants that do not fit properly at the waist are not uniform pants. Pajama pants may not be worn under the uniform during the school day except while out at recess.

Leather school shoes or white or black gym shoes are to be worn. Flip-flops or open backed shoes are never allowed – even on out of uniform days or field trips. “Heely” shoes are not allowed at any time in any school or parish building.

Regular Uniform – Boys

Worn from November 1st through March 31st. May also be worn instead of the summer uniform.

Long or short sleeve white knit shirt with collar (not turtleneck).

Plain navy cardigan or pullover sweater, or navy blue monogrammed sweat shirt purchased from the uniform store or the P/SA.

Navy twill or corduroy uniform pants. (Pants are to fit at the waist, not slide down the hips. Baggy pants and cargos are not uniform pants.)

Leather school shoes or white or black gym shoes. (No sandals or “light-ups”.) “Heely” shoes are not allowed at any time in any school or parish building.

White or navy socks, which must cover the ankle, are to be worn.

Boys in fifth through eighth grade are required to wear belts.

(34) VOLUNTEER PROGRAM

St. John Brebeuf School is proud of its vibrant volunteer program. Volunteers are an important asset to both teachers and students. Time devoted at home or in school would be greatly appreciated. If interested, please fill out the volunteer form included with the registration packet or contact the P/SA Volunteer Coordinator.

(35) PROCEDURE FOR CONCERN

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

(36) MEANS OF COMMUNICATION

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

1. A school calendar must be purchased on Tuition Down Payment Day. This calendar lists free days, school events, and meetings as well as parish events and meetings.
2. The family newsletter is emailed home on Friday to each family unless otherwise notified. Ordinarily, all flyers, letters, brochures, and information sheets are attached to the family newsletter. Families are requested to read the newsletters, as they will contain important information and updates.
3. On occasion, letters or permission slips will be sent home to students in certain homerooms or groups. Parents are asked to read the letters and return the signed slip if requested.
4. The Sunday parish bulletin is frequently used to share information and school happenings.

(37) CHILD CUSTODY

The school abides by the provisions of the Family Educational Rights and Privacy Act with regard to parents' rights of access to their child's school records. The school also abides by the provisions of the Illinois law regarding

the right of access of non-custodial parent to his or her child's school records. Release of copies of school records to the non-custodial parent is granted unless there is a court order to the contrary.

It is the responsibility of the custodial parent to provide the principal with an official copy of the court order.

Unless informed otherwise through court order, the school may release a child to a non-custodial parent after school hours or allow said parent to visit a child outside the school hours.

A school should give a non-custodial parent the opportunity for copies of report cards. Upon request, a Parent-Teacher Conference will be given at a time other than that of the custodial parent.

If a school has on record a court order indicating the limited visitation right or no visitation rights and a parent makes application to volunteer services in the school, the principal need not accept the application.

If the principal judges that a parent who has limited visitation rights is volunteering to increase contact with the child, the principal should notify the custodial parent and have him/her settle the issue.

In cases of joint custody where one parent is in charge of education, unless the court order indicates that the other parent forfeits rights to the records, the law is followed.

(38) SAFE ENVIRONMENT REQUIREMENTS

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

All volunteers who work with children must attend the Virtus/Protecting God's Children training within three months of service and complete the Illinois Child Abuse and Neglect Tracking System (CANTS) form.

ST. JOHN BREBEUF SCHOOL BEHAVIOR CODE PURPOSE/RATIONALE

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

THREE R'S

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

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

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

SJB'S TOP TEN LIST

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

RULES FOR COMMON AREAS

*****GUM CHEWING IS NOT ALLOWED AT ANYTIME*****

ARRIVAL RULES:

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

HALLWAY RULES:

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

BATHROOM RULES:

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

LOCKER ROOM RULES:

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

LUNCHROOM RULES:

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

RECESS/PLAYGROUND RULES:

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

The school is not responsible for personal items brought from home which are lost or broken.

DISMISSAL/PARKING LOT RULES:

1. Walk orderly to designated exit. Stay with your class.
2. Loitering is not allowed in the gym lobby or outside gym doors.
3. Once you are out of the building you may not return without permission.
4. Go directly to your ride or leave the school grounds.
5. Walk bicycles while on school property.
6. Skateboards, roller blades, and scooters are not allowed on school grounds.

7. Students may not use pop and/or snack machines.
8. Approximately 15 minutes after dismissal, remaining students will be sent, for their safety, to the Extended Day Program. Parents will be charged accordingly.

CHURCH/LITURGY RULES:

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

GYM ASSEMBLY RULES:

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

FIELD TRIP RULES:

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

UNIFORM INFRACTIONS

Violation of the written uniform code, as stated in the St. John Brebeuf School Handbook, will necessitate a uniform code slip. If three uniform code slips are issued, a detention will be assigned.

CONSEQUENCES FOR COMMON AREA VIOLATIONS

Continuous or overt disregard of any school rule will result in appropriate disciplinary action. The purpose of disciplinary action is to help the student to accept more responsibility for his or her own actions and to become more self-disciplined. Discipline will be grade appropriate by consensus of teachers and principal. Minor offenses are usually handled by a verbal warning from a teacher or staff member. The homeroom teacher will keep a record of frequency of minor offenses. Common Area Notices must be signed and returned the following day. Repeated Common Area Violations, classroom disruptions, and/or flagrant disregard for rules will result in a detention. Where warranted, discipline problems may require a meeting with parents and/or intervention of principal.

SERIOUS BEHAVIOR VIOLATIONS

1. Persistent classroom disruption.
2. Fighting.
3. Snowball or rock throwing.
4. Disrespect of school personnel, school supervisors, and lunchroom monitors.
5. Use of cell phone during school hours.
6. Dishonesty, cheating, or plagiarism.
7. Abusive or foul language.
8. Forgery of parent's signature.
9. Harassment of students or school personnel.
10. Conduct unbecoming a Christian student.
11. Inappropriate behavior during fire/disaster drills.
12. Bullying - the intentional and repeated harm to another's body, property, self-esteem, and/or to another's group acceptance.

CONSEQUENCES FOR SERIOUS BEHAVIOR VIOLATIONS GRADES K TO 8

1. 1st offense - Detention.
2. 2nd offense - Detention and parents contacted for a conference with the homeroom teacher.
3. 3rd offense - Detention and a conference with parent-student-teacher-principal.

These steps will be followed on a cumulative basis for all offenses listed as serious behavior violations.

After a third detention has been served for serious violations, further violations will result in a detention as well as an in-school suspension. A fourth detention and beyond will be accompanied by an in-school suspension. Subsequent suspensions could result in an in-home suspension.

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

1. Deliberate destruction, abuse, or theft of personal, public, or school property.
2. Bringing weapons to school or carrying weapons.
3. Use or possession of tobacco, matches, or lighters.
4. Harassment (repeated disrespect and intimidation of others).

5. Use or possession of alcohol and/or drugs in school or at school-related activities.
6. Gang affiliation, recruitment, or any activity on or off school premises that may be gang-related.
7. Assault of a student or school personnel.
8. Conduct detrimental to the reputation of St. John Brebeuf School.

SEARCHES CONDUCTED BY SCHOOL PERSONNEL

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

A **DETENTION** is an additional half-hour in school. Detentions will be served on Wednesday mornings, from 7:30 - 8:00 A.M. in the library. Students who arrive late will be assigned an additional detention.

Detention slips are to be signed by the parent and returned the following day. If a student is unable to report for the assigned detention, a written excuse before the day of the detention, from the parent, must be presented and another date will be given. If a detention slip is given on a Tuesday, the detention itself will be served on the following Wednesday.

Unexcused absence from detention or failure to return a signed slip will result in two detention periods to be served.

Continued disregard of the school rules, policies, or the unwillingness to respond to corrective measures may result in expulsion. Expulsion may also be warranted when the student has acted in serious violation of school policies as outlined.

SUSPENSION is defined as a period of time in which the student may not attend class. Ordinarily suspensions are "in-school" suspensions.

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