

St. Joseph School

Wilmette, IL 60091



2008-2009

Family Handbook

St. Joseph School
1740 Lake Avenue
Wilmette, IL 60091
Phone: 847-256-7870
Fax: 847-256-9514

Calendar, 2008-2009

August 19-21	Faculty Institute Days
August 27	School Begins – Dismiss at noon
September 1	Labor Day Holiday – No School
September 3	Parent Information Night 7pm
September 20	Oktoberfest
October 13	Columbus Day Holiday – No School
October 17	No School- Religion Institute Day
November 1	Progressive Dinner
November 6	Parent Conferences – Dismiss at noon
November 7	Parent Conferences – NO SCHOOL
November 26	No School
November 27&28	Thanksgiving Holiday – No School
December 19	Christmas Vacation Begins at end of day
January 5, 2009	School Resumes
January 19	Martin Luther King, Jr. Holiday – No School
February 13	Faculty Institute Day – No School
February 16	President’s Day – No School
February 28	Auction
March 2-11	Terra Nova Tests
March 20	No School- Institute Day
April 2	Parent conferences- noon dismissal
April 3	Parent conferences- noon dismissal
April 10	Good Friday- No School
April 13-17	Easter vacation
April 20	School Resumes
April 24	No School- Teacher In-Service
May 25	Memorial Day Holiday – No School
June 6	Grade 8 graduation at 5:00 PM Mass
June 11	School ends- Dismissal at 9:30 AM (grades K-7)
June 12, 15-18	Emergency Snow Days

Please consult the calendar published each week in the School Newsletter for more specific events, dates, times, and locations. This calendar is an important means of communication and information for school events. You will find the newsletter on our website (www.stjosephwilmette.com).

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(1) PHILOSOPHY

Purpose

St. Joseph School is a **vibrant Catholic learning community** dedicated to promoting the fullest possible spiritual, intellectual, emotional, physical, and social development of each student in a Christian environment enlivened by the gospel message of Jesus. St. Joseph School provides sacramental, Eucharistic, and prayer experiences in order to develop religious faith and a lifelong value system founded on peace, justice, and personal responsibility.

Student

St. Joseph School assists each individual student in acquiring **sound and basic academic skills**, constructive critical thinking skills, the ability to learn independently, a positive attitude toward learning as a continuous, life-long process, and an appreciation of and wonder for the beauty of Creation. St. Joseph School nurtures individual, positive self-esteem based on affirmation of self and diversity of others. Students are challenged to develop self-discipline and leadership capabilities in order to reach their own potentials. Students learn best when **actively engaged** in the acquisition and discovery of knowledge.

Teacher

St. Joseph School faculty members and staff are **models of Christian values** and promote learning by identifying the strengths of each student and varying instructional methods to meet the needs of each student. Teachers structure real life and interdisciplinary learning environments in which students connect and integrate skills and information.

Family

St. Joseph School affirms the essential **partnership of home and school** and recognizes that the family is the primary educator and faith model for children. **Together** school and home cooperate and collaborate in the development of the whole child.

Summary

With **teachers and parents as role models**, St. Joseph School students are called to responsible membership and stewardship in their Church and communities. Consistent, supportive cooperation and mutual

respect among family, teachers, and students are essential for the successful accomplishment of the goals of St. Joseph School. St. Joseph School is committed to providing an environment in which students can become involved, committed, responsible learners who will work cooperatively with others for individual as well as group growth.

(2) FACULTY/STAFF

All members of the faculty of St. Joseph School are **committed** to continued professional development and have the necessary certification to teach in any comparable elementary school, private or public. The faculty and staff of St. Joseph School have chosen the ministry of education in this community. The school Administrator is state certified in educational leadership/administration.

Administration	Ron Berger, Principal	School Office
Secretary	Linda Sorensen	School Office
2-Year-Olds	Diane Dudek Mary Banaszak, Aide	Room 101
3 & 4 year olds	Bea Cavoto Grace Wussler, Aide	Room 102
	Laurie Jones Dawn Zigmund, Aide Sheila Maher, Aide	Room 103
Kindergarten	Rebecca Pontarelli	Room 113
Kindergarten	Mark Pacini	Room 114
Kindergarten	Starr Cupal Jeanne Breen, Aide	Room 110
First Grade	Patricia Lapkus	Room 112
First Grade	Rosemary Ernquist	Room 111
Second Grade	Bianca Hara	Room 110
Second Grade	Elizabeth Briner	Room B12
Third Grade	Kathy Dynek	Room 211

Third Grade	Gina Di Brito	Room 213
Fourth Grade	Valerie Stark	Room 214
Fourth Grade	Kim Migawa	Room 210
Fifth Grade	Erin Reschke	Room 201
Fifth Grade	Beverly Snell	Room 200
Sixth Grade	Erin McCune	Room 202
Seventh Grade	Dawn Falkovitz	Room 204
Eighth Grade	Chris Payne	Room 203
Music	Richard Pancratz	East end of lower level (B13)
Reading	Sandy Namovicz	Library and classrooms
Art	Heidi Wozniak	East end of lower level (B13)
Computers	Jennifer McCaleb	East end of lower level (B11)
PE	Laura Hackl	Gym
Spanish	Gloria Baez Sonia Sosa	Classrooms (grades 3-8) Classrooms (grades K-2)
Math (grs. 6-8)	Monica Cassidy	

(3) REGISTRATION AND ADMISSION POLICIES

St. Joseph School is maintained to offer a Catholic education to children of families registered as St. Joseph parishioners. The admission of students other than parishioners is based upon the availability of classroom space.

Students new to St. Joseph will be registered during the Open Registration period.

Registration of students of current school families will not be guaranteed if not completed by the yearly deadline. A fee is required at the time of registration. This fee is non-refundable.

The school may decline enrollment to any applicant whose placement may impair the health, security, well-being, or educational process of other students, or any applicant

whose special needs might not be well-served by the programs of the school. Such decisions will be made by the Principal after consultation with the Pastor, School Board, faculty, or other appropriate individuals or agencies.

(4) NON-DISCRIMINATION POLICY

St. Joseph School does not discriminate on the basis of race, color, sex, national or ethnic origin in any of its policies, programs, or activities.

No rights nor privileges generally accorded to students of the school shall be denied solely on the basis of race, color, sex, national or ethnic origin.

(5) POLICY ON HARASSMENT

Harassment and intimidation of others is prohibited at St. Joseph School and school activities and events. No student or teacher will be permitted to harass another student, family or staff member through persistent disturbances, insults, slanderous comments, threats, or other verbal or nonverbal communications. Prohibited harassments include all overt or implied threats, assaults, or verbal attacks of a general or sexual nature.

(6) POLICY ON VIOLENCE

Acts of violence are strictly prohibited at school, in transit to and from school, or at school related functions. Acts of violence shall include assault of any other student, family or staff member, as well as the use of any object to cause injury to another person. The school may consult with civil authorities with regard to the enforcement of state and local laws.

(7) POLICY ON BULLYING/TEASING (Archdiocese of Chicago and St. Joseph)

The Catholic Church holds and teaches that every human being is a **child of God** created in his **image and likeness**. Every baptized person shares God's own life and is incorporated into the Body of Christ. From this foundation comes the Catholic moral principle that every person has an **inherent dignity** and should be **treated with respect**. In light of these teachings, St. Joseph School is committed to creating and maintaining a school climate that encourages a mutually respectful and peaceful environment in which all students feel safe and have a sense of belonging. Respect for others is an **essential** part of the Catholic school discipline code.

Creating a mutually respectful and peaceful school community requires much diligence and guidance. Any form of demeaning or disrespectful behavior toward others is unacceptable and should not be allowed. **Bullying/harassment is an intentional, repeated, hurtful act (verbal, non-verbal or physical) committed by one or more persons towards others.**

Bullying/harassment is characterized by

- Aggressive behavior toward others
- Repeated over a period of time
- An imbalance of power

All allegations and threats of bullying/harassment are to be taken seriously, investigated promptly, and dealt with appropriately, in accordance with the St. Joseph disciplinary code.

Direct bullying/harassment can take many forms including, but not limited to:

teasing	hitting	stealing
taunting	pushing	cruel jokes or tricks
hurtful words	picking on others	destroying personal property
threats (subtle, implied)	pinching	spitting
name calling	ganging up on someone	biting

Indirect bullying/harassment can take many forms including, but no limited to:

crank phone calls	rude gestures
misusing e-mail, text messages, instant messages or other electronic communication	individual or group exclusion spreading gossip or rumors writing cruel or threatening notes

Bullying/harassment behaviors will not be ignored. Children are unable to eliminate acts of bullying or harassment on their own. Adults must take the lead in confronting bullying behavior. Parents, teachers, administrators and the community must work together to eliminate bullying/harassment. The cooperation of everyone is imperative in addressing bullying/harassment issues. We are “our brother’s and sister’s keeper.”

Students who engage in acts of bullying will be subject to consequences and remedial measures which may vary in severity and method with the developmental age of the student, the nature of the behavior, and the student’s history of bullying or other problem behaviors. Consequences will also be consistent with the St. Joseph School Code of Conduct.

(8) NON-CATHOLIC STUDENTS

All non-Catholic students enrolled at St. Joseph School will be required to participate in all religious instruction, prayer, and liturgical celebrations along with their Catholic classmates.

(9) STUDENT AGE REQUIREMENTS

A child must be 2 by September 1 for the two-year-old program and 3 or 4 by September 1 for the preschool program.

A child must be 5 years of age by September 1 to enter Kindergarten and 6 years of age by September 1 of the current year to enter first grade.

(10) STUDENT ABSENCE

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

A student who has missed over **twenty days of school** within the year shall be considered as having **excessive absences**. The school administration in consultation with the faculty may withhold the promotion of a student with excessive absences, if the student's academic progress warrants this action. Participation in summer school, tutoring during the homebound period or other requirements may be made a requirement for the student's promotion to the next grade.

Whenever a student is absent from school, his/her parent/guardian is expected to telephone the school at 256-7870 to report the absence. **Calls should be made between 8:30 and 9:15 A.M.** Earlier calls will be answered by voicemail. Please indicate the student's name, teacher, reason for the absence, and the expected duration of the absence. Due to the high number of calls during this time, parents/guardians are requested to avoid lengthy telephone conversations with the office staff. If an extended absence is anticipated and you wish to receive home assignments, please indicate that. Please do not send verbal messages regarding absences with siblings; frequently these are forgotten or altered. If a student has been marked absent by his/her homeroom teacher and no call has been received, the school will ordinarily contact a parent at home or at work to verify the child's whereabouts. Failure of parent/guardian to cooperate with the school in this procedure may jeopardize the safety of your child.

No students will be dismissed from school during class hours without a written request from a parent/guardian. The parent/guardian must call for the child at the school office. Parents are strongly urged to avoid making appointments for students during the school day.

Whenever a child returns to school from an absence a **written note** should be sent, even though the school was contacted by telephone on the day of the absence. If, for some medical reason a student cannot go outside or participate in the physical education program, the student should have a written statement from the physician. Generally, if a student is well enough to attend school, his/her health should permit outside and gym

activities.

(11) VACATIONS AND LEAVES OF ABSENCE

The school calendar includes two weeks of vacation at Christmas, one week of vacation at Easter, a long holiday at Thanksgiving, plus single day holidays and Faculty Institute Days throughout the school year. Obviously, time off required by illness or a death in the family cannot be scheduled. **However, parents are strongly urged to schedule vacations and other optional leaves of absence involving their children during scheduled school vacations / days off rather than times school is in session. Parents are also expected to avoid taking children out of school during Terra Nova testing the first week of March – make-up Terra Nova tests will not be given for students on vacation during this time.**

If a voluntary absence is scheduled when school is in session, parents or guardians must contact the office and each of their children's teachers (other than "Specials" teachers) in writing, listing the dates of the absence. **Advance materials and / or assignments will not be available.** However, since most teachers maintain individual websites (which can be accessed via the school website) to keep parents and students informed of assignments, students are encouraged to bring their school books with them while on vacation to keep up with any work they are able to. Students are also strongly encouraged to journal on a daily basis and then share this with their class upon return.

When the student returns, the teacher(s) will set due dates for outstanding assignments. If a student requires tutoring to become current in these assignments, tutoring can be provided by the teacher at the rate of \$60 per hour. If the absence occurs at the end of a quarter, no report card will be issued until all assignments have been turned in.

Please keep in mind that there is no substitute for students' actual presence in the classroom and interaction with their teachers and classmates.

(12) CURRICULUM

St. Joseph School provides an academic program of excellence for preschool 2, 3, 4 and 5 years old, kindergarten and grades 1-8. The academic program is designed to enhance each of the strengths of the students, provide experiential learning activities, promote higher order thinking skills, and incorporate use of manipulatives. Use of computer technology as a tool to gather information and search for additional resources is provided in each classroom, K-8, as well as the computer lab (TRC).

The areas of learning are religion, language arts, reading, mathematics, science, social studies, physical education, computers, Spanish, and the fine arts.

In the area of religious education, the school affirms families as the first educators of their children and relies on their support for reinforcement of faith learned at school.

Parents whose children are preparing to receive the sacraments of Reconciliation, First Eucharist, and Confirmation are required to attend meetings related to the particular sacrament. However, more than information meetings, families are encouraged to attend Mass regularly, pray together, and discuss the value of their faith.

St. Joseph School provides students with opportunities for daily prayer, school Masses, and prayer services. Students are encouraged to live their faith by participation in service and ministry projects.

(13) EXTENDED DAY PROGRAM

St. Joseph School operates an extended day care program for students (K-8) before/after ordinary school hours. Registration forms for the Extended Day program can be obtained through the school office. Families have the option of registering their child(ren) for any combination of days. The before school program starts at 7:30 A.M. and the after school program is in session 3:15 to 6:00 P.M. for all **full school days – it is not available on early dismissal/teacher In-Service days.**

(14) PRESCHOOL

St. Joseph School operates a preschool program for two-year-olds and another one for three-year-old, four-year-old and five-year-old children. The **two-year-old program** is a traditional play-based program using weekly themes. It is an educational program and NOT day care. The **three and four-year-old program** is an adapted Montessori program based on the Catechesis of the Good Shepherd program. The atrium setting – a focal point of the Good Shepherd Program – introduces the child to the materials of the life of Christ and His teachings. The articles of Mass, prayer symbols and prayer corner are child-sized and make the mystery of God more concrete for the child. The child explores this spiritual experience on an individual level in preparation for worship in the larger parish community.

Registration – There is a nonrefundable fee due with all new applications. The registration process requires completion of a health form, general information, and permission forms. Note that the **two-year-old program** comes under the jurisdiction of DCFS and so has a different set of requirements for entrance. The office staff will provide you with the details.

Age Requirements – The preschool is open to children two to five years old. Children must be 2, 3, 4, or 5, respectively, by September 1 of the current school year

Health – A valid and up-to-date Certificate of Child Health Examination must be on file at the school for every child. The form is valid for two years. Children should remain at home, if they are ill or having any of the following symptoms: frequent or hacking cough, runny nose, fever, vomiting, or diarrhea. Children must be symptom-free for 24 hours before returning to school. If your child develops a disease, such as head lice, strep throat, chicken pox, or conjunctivitis, call the school immediately, so that we may alert

other families of possible exposure.

Medication – Teachers will not administer medication during school hours. Please plan dosages accordingly.

Emergency – In the case of emergency, illness, or injury, the teachers will take the following steps as appropriate:

- Notify office to call 911 and parent
- Stay with the child and administer CPR if necessary
- Wait for emergency help and/or parent to arrive
- Release child to the custody of emergency care, if it is a medical emergency and the parent is not present

(15) ASSESSMENT AND EVALUATION

Report cards are issued quarterly at approximately ten-week intervals for students in Grades K-8. The report card envelope should be signed by a parent/guardian and returned to the student's homeroom teacher within three days of distribution.

Progress reports are sent home to families at mid-quarter. This report is intended to enhance cooperation between school and home, to affirm consistent and proficient work, and encourage additional effort and academic achievement. The progress reports should be signed by a parent/guardian and returned to the student's classroom teacher. This is an excellent time to communicate with the teacher via written note, telephone, conference, or email.

(16) PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled for each student. Parent(s)/guardian(s) have the opportunity during these conferences to discuss their child's progress and design a program that will promote a consistency between school and home. Additional conferences may be requested by the teacher or parent(s) at any time. Any parent who would like a conference is asked to call the teacher to arrange an appointment before or after school. **TEACHERS ARE NOT AVAILABLE DURING THE SCHOOL DAY TO MEET OR CONFER WITH PARENTS.** Parents should not expect to meet with teachers without a previously scheduled appointment.

(17) STANDARDIZED TESTS

Standardized tests (Terra Nova) are administered to students, grades 2-7, to establish individual achievement based on national norms. The testing period is determined by CTB (the test publishers) and the Office of Catholic Schools and generally occurs during the first two weeks of March. Parents are urged to consult the school calendar in scheduling vacations and time out of school in order to avoid any absences during this important activity.

(18) PLAYGROUND PROCEDURES

The playground on the east side of the school is supervised before school, 8:15 A.M. to the beginning school bell at 8:27 A.M. Students, K-5, enter the school building through the east doors. Students in grades 6-8 enter the building through the west door. The east playground area is also used for recess periods.

(19) CERTIFICATES AND HEALTH RECORDS

Baptismal and birth certificates (originals, not photocopies) are required for each student enrolling at St. Joseph School for the first time.

All preschool, kindergarten, sixth grade, and newly enrolled students must have an up-to-date current physical examination and all immunizations required by the Illinois School Code. This health record must be submitted **prior to the first day of school** and becomes part of the student's file. Physical examination forms may be secured from the school office. The school has a separate medical form for students participating on a school-sponsored team. No student may participate without having this form signed by a doctor. Also, all students in grades K, 2, and 6 are now required by state law to submit a **dental exam**. The exam must be dated after May 16 of the prior school year. Forms are available in the school office. Finally, all children enrolling in kindergarten, as well as new students, must have a complete **eye exam** prior to the start of school.

(20) MEDICATION

The responsibility for administering student medication rests solely with the parents/guardians. All medication should be taken at home under parental supervision. All exceptions to this policy must be approved by the Principal. Prescription medications require a note from the physician explaining dosage and instruction for administering. The school secretary will keep the medication and directions for its use. In addition, as directed by Illinois State Code, some medications may be carried personally by the student. Consult the school office regarding the forms and directions when this procedure is required.

The school secretary will supervise and keep a record (required by law) indicating that the medication was taken. The parent/guardian will be responsible at the end of the treatment regimen for removing any unused medication from the school. **(The above procedures are from the ILLINOIS STATE GUIDELINES FOR MEDICATION ADMINISTRATION IN SCHOOL.)**

(21) CONTAGIOUS DISEASES

Students who show signs of illness should remain at home. Parents/guardians must notify the school of any contagious disease contracted by their child(ren) and are advised to consult the following table of regulations set by the Department of Public Health.

Disease	Isolation Period
Chicken Pox	6 days after the first eruption
Measles	7 days
German Measles	3 days
Strep Throat	24 hours after treatment begins
Mumps	9 days after onset
Head Lice	Until treatment with medicated shampoo prescribed by physician or pharmacist. Before reentering class all nits must be gone.
Conjunctivitis	24 hours after treatment begins

(22) ILLNESS AT SCHOOL

In case of illness or accident at school, the parent/guardian will be contacted. Parents should come to the school office to pick up their child. An early dismissal sheet must be signed by the parent/guardian releasing the child from school. If a parent cannot be contacted, the school will try to reach the next person listed on the Emergency Form. If this individual cannot be contacted, the situation will be handled by the principal. In emergency situations, the Wilmette Fire or Police Department will be called.

(23) EMERGENCY FORMS

An Emergency Form for each student is kept in the school office. These forms list home and emergency phone numbers, the student's doctor and doctor's office number, and any health problems, such as allergic reactions, or specific illnesses. These forms are necessary to ensure each student's security and well being and must be completed and returned to the school office at the beginning of the year. **It is imperative to keep the Emergency Form up-to-date with current telephone numbers, addresses and names of contact persons.**

(24) EMERGENCY CLOSING

In case of emergency closing parents will be notified via email and/or phone message. This system facilitates contact with each home in an emergency closing situation. Ordinarily, families should not call the school or rectory for emergency school closing information.

School will not be dismissed if there is an immediate threat of a tornado. In the event of a civil defense warning, all students will remain at school until an “all clear” signal is received or until a parent/guardian personally signs the child out of school. Students will not be dismissed early from school unless the parent/guardian has been notified. Emergency procedures will be followed within the school to provide for the safety of the student and staff. Chicago Archdiocesan schools are required to conduct fire and disaster drills throughout the school year.

(25) FINANCIAL OBLIGATION POLICY REGARDING TUITION

Prompt payment of tuition is necessary to pay bills and salaries in a timely manner. **If a family is 90 days in arrears for tuition payments, the family must contact the principal to set up a mutually acceptable payment plan. Registration forms for the next school year will not be accepted unless tuition payment is up to date. In addition, a diploma will be withheld from any 8th grader whose tuition has not been paid in full.** Finally, a transcript of records will not be sent to another school until all financial obligations have been met. All tuition collection is handled through a tuition management service. Parents have several choices as to the type of payment they prefer.

(26) SCHOLARSHIP/FINANCIAL ASSISTANCE

We believe a Catholic education should be available to everyone. Accordingly, a Scholarship Fund has been established to provide need-based financial aid to children of St. Joseph Parish families in grades K-8.

Financial aid determinations are currently made by Private School Aid Services (PSAS) which provides confidential financial needs assessment services to over 2,500 private and parochial schools. **Financial aid applications for the next school year should be submitted no later than April 1.** However, mid-year applications based upon unforeseen financial hardships will also be considered if funds are still available for that year. All financial aid inquiries, applications, and awards are considered confidential. **To obtain a financial aid packet, contact the school principal.**

Eligibility

Children of St. Joseph Parish families attending grades K-8 at St. Joseph School are eligible for a scholarship award. Parishioner status for scholarship fund purposes is based on the same criteria used to determine parishioner status for tuition purposes. In addition, transferee students attending grades K-8 at St. Joseph School are eligible for a scholarship award, subject to availability, with priority given to qualifying parishioner students. A transferee student is a student who transferred to St. Joseph School in connection with a school closing or consolidation and whose parish is providing a direct subsidy to St. Joseph School for the student’s attendance.

Scholarship awards shall be based upon **financial need**, i.e., the difference between the cost of tuition for a school year and the estimated amount the student's family can afford to contribute. Because of a limited pool of funds available, the amount of any scholarship awarded may be less than the total amount of need identified. Please note that scholarship awards are for a single year only. A student who receives assistance for one school year must reapply if he or she wishes to be considered for a scholarship award for any subsequent school year.

St. Joseph School's policy is to treat as **confidential** all financial aid inquiries, applications, and awards. Family-specific information is available only to the school principal and church pastor.

(27) UNIFORM

The only **approved vendors** for the St. Joseph School uniform are **Dennis Uniform Company** and the catalog division of **Lands' End (school code #9000-6064-1)**. It is expected that parents will purchase uniform items from either of these two vendors. In addition, the PE uniform and the green sweatshirt may be purchased at the **Wilmette Bike Shop**. **The uniform code must be followed by all students (K-8)**. Please consult the school office before purchasing an item if there is any question regarding compliance with the uniform code.

Girls, Grades K-8

Blouse

- White, long or short sleeve, rounded collar, broadcloth
- Worn with jumper/shift (K-4) or skort/skirt (5-8) (see note below under polo shirt)

Jumper/Shift (K-4)

- Belair plaid to be worn with a white blouse

Skort/Skirt (5-8)

- Belair plaid to be worn with **either** a white blouse or a white polo shirt, long or short sleeve

Polo Shirt

- White only, short or long sleeve, to be worn with pants and shorts
- Girls in grades 5-8 may substitute a polo shirt for a blouse with skort/skirt

Pants and Shorts

- Twill khaki
- **Shorts may only be worn April 1 to November 1.**
- **Pants may only be worn November 1 to April 1 unless the weather is cold.**

Required Mass Uniform

- Jumper/Shift with **blouse** (K-4)
- Skort/Skirt with **blouse** (5-8)

Make up, colored nail polish, and jewelry are not to be worn with the exception of wrist watches, small rings, a single wrist band, and religious crosses or medals. Hair accessories are acceptable, but should be appropriate to the uniform. Girls with pierced ears may wear small earlobe size earrings only.

Boys, Grades K – 8

Shirt

- Polo shirt (Forest Green), short or long sleeves (**NOT for Mass**)

Pants

- Khaki twill pleated long pants must be worn November 1-April 1 (may be worn all year).

Shorts

- Khaki twill shorts may only be worn April 1-November 1

Required Mass Uniform

- White oxford cloth shirt (long or short sleeve) **must be tucked in**
- Khaki twill pleated long pants
- Belair plaid tie

Boys must have hair cut to collar length or shorter. Jewelry is not to be worn with the exception of wristwatches, small rings, a single necklace, a single wrist band, and religious crosses or medals

Boys and Girls (K-8)

Sweater (optional)

- Hunter Green sweater vest (Dennis Uniform) no logo- **may be worn at Mass**

Sweatshirt

- Navy blue with St. Joseph logo- **may be worn at Mass (This item is no longer available for sale but may still be worn.)**
- Dark green crew neck with school logo (Dennis Uniform and Wilmette Bike shop)- **may be worn at Mass and for gym**

Hosiery

- Socks **must always** be worn: boys (white, brown, black, or navy); girls (white, green, navy, red, yellow)

Shoes

- Regular dress school type shoes for everyday (required) Merrills okay but no loud colors (**sandals, flip flops, gym shoes, tennis shoes, boots, clogs, backless or toeless shoes or anything resembling a gym shoe are not allowed**)

Gym Shorts (grades 1-8)

- Forest Green blend with gold letters and name box (**required for PE**)

Gym Shirt (grades 1-8)

- Gold blend with Forest Green letters and name box (**required for PE**)

Sweatpants (optional on gym days ONLY)

- **green** sweatpants or sport pants (zipper on bottom)
- These may **NOT** be worn all day, but only during gym.

Gym Shoes

- Shoes worn daily to school may **NOT** be worn to gym class.

On non-uniform days students may dress casually in jeans, t-shirt, and gym shoes. No tank tops or halter tops are allowed nor any shirts that allow the midriff to be shown.

Ordinarily, students may bring their gym uniform to school on Monday in a bag and leave it in school until the end of the week. Only the class with gym the first period may come to school dressed in the gym uniform since the class begins soon after the 8:32 AM bell. All students are expected to leave school in their regular school uniform.

Skorts and skirts are expected to be an appropriate length for a Catholic school. Mid-thigh length is not acceptable. The principal has the right to make this determination.

(28) LUNCH AND LUNCH RECESS

Adult monitors supervise the students during lunch. All students are expected to follow the usual school rules and regulations in regard to behavior during the lunch period. Homeroom teachers will review these rules and procedures with their students. A hot lunch is available which can be ordered on a monthly basis.

(29) PLAYGROUND AND PLAYGROUND SAFETY RULES

Students use the playground areas for physical education and lunch recess. Each classroom teacher has a list of rules and procedures to be observed during lunch recess. Teachers will review these rules with their students to ensure safety on the playground.

If for some medical reason a student cannot go outside or participate in the physical education program, parents should send a written statement from a physician explaining the nature of the illness and the length of time the student will be required to remain indoors. Generally, if a student is well enough to attend school, his/her health should not permit him/her to go outside for a short period of time during recess.

(30) DISCIPLINE CODE

As members of a Christian Education Faith Community, St. Joseph School students are expected to behave in an appropriate manner that enhances the learning process and demonstrates respect for peers and adults. Each student is expected to make the school a place where everyone feels welcome and where all can pray, study, socialize, and play in an atmosphere of mutual respect. In order to ensure this educational environment, every student has the same rights and corresponding responsibilities within the school community.

Student Rights

- ✓ Right to a Christian educational environment where charity, justice, and peace are the defining benchmarks
- ✓ Right to an education environment filled with challenging, well-prepared instructional opportunities, supplemented with appropriately designed reinforcement and/or homework assignments
- ✓ Right to be safe and not endangered, threatened, or intimidated
- ✓ Right to be treated with respect and understanding
- ✓ Right to be heard
- ✓ Right to a clean and safe school environment

Student Responsibilities

- ✓ Arrive on time for all classes and school activities
- ✓ Comply with the uniform code
- ✓ Be prepared for classes with completed homework assignments and all materials needed to participate fully in classes
- ✓ Be respectful and courteous of adults and peers
- ✓ Treat the school property with care
- ✓ Accept responsibility for one's own education by paying attention and participating fully in class, and completing homework assignments to the best of one's ability.
- ✓ Obey all regulations regarding safety, good manners, and order at all times during the school day and extended day program.

Disciplinary code

Daily efforts are made to foster good communication between St. Joseph School faculty/administration and parent(s)/guardian(s) of students enrolled in the school. When conflicts arise regarding disciplinary matters, all parties should seek to find a resolution to this difficulty.

If a student fails to respect the rights of other members of the school community and/or fails to accept his/her responsibilities, and thus fails to abide by the school's Discipline Code, the teacher will attempt to resolve the problem before it becomes a major issue. Any consequence of a student's behavior should be **appropriate** to the nature and degree of the offense.

Classroom teachers will give students a specific list of conduct, homework, and uniform expectations at the beginning of the school year.

Demerit

A demerit is the first step in the disciplinary process after a verbal warning has been issued. If a student fails to respond to a verbal warning, the teacher may issue a demerit. This is a written notice that must be signed by the teacher, parent, student, and principal. Depending upon the infraction, a teacher may issue a demerit without a warning if the teacher feels that the action was serious enough. This might include such actions as cheating or copying another student's work, inappropriate behavior in the lunchroom, unacceptable physical contact with another student, forging a parent signature, bullying/teasing (see section 7), etc. **Reception of three demerits in one quarter in the same category will result in an after-school detention.** Note that a student may also receive a demerit for not being in proper uniform.

Detention

A detention is usually the second step in the disciplinary process, although it can be the first step depending upon the severity of the offense. A detention will be served after school from 3:15-4:00 PM. A written notice will be sent home to a parent prior to a detention being served. The principal will also sign a detention slip. A student will receive a detention for the following reasons:

- Each set of three demerit notices within one quarter.
- Each set of two Homework Notices within one quarter (see section 33).
- Disrespect toward a staff member.
- Disrespect toward a fellow student in the form of bullying (grades 2-8).
- Fighting, reckless actions or other acts of violence or intimidation.
- Other seriously-inappropriate behavior that is not befitting a Catholic school student.

A student receiving a second detention within one quarter will have a conference with the principal. Upon reception of a third detention within one quarter, a student will have a conference with the principal, teacher, and his/her parents. A **suspension** may be handed out at this point. A student will be suspended for one week from a school-sponsored team for receiving one detention and will be permanently removed from a team for receiving three detentions.

Suspension

Suspension is the temporary removal of a student from some or all school activities, including classes. Except in unusual cases, the suspension shall not exceed a period of five school days. The student may be admitted to class only after a conference has been held to identify and discuss the problem and develop a **written plan** to correct the misbehavior. Participants in this conference ordinarily include the student, parent(s)/guardian(s), the principal, and the teacher(s). Suspension is ordinarily invoked to prevent disruption of the school environment or to assist the student in overcoming a disciplinary problem. A suspension may be either **in school or at home**, depending upon the situation. For the following **serious offenses**, the student will risk **suspension or expulsion** from school for a **first offense** as determined by the principal:

- Possession or use of tobacco, drugs or alcohol
- Possession of any instrument which is considered a weapon or a danger, including matches
- Destruction/Vandalism of school property
- Physical aggression toward school personnel

In addition, a student who receives **three detentions** within one quarter will be suspended from school for a period to be determined by the principal. A student who consistently shows a lack of respect for a fellow student through bullying/teasing also risks being suspended from school.

Expulsion

Expulsion is the **termination** of the student's privilege to attend the school and requires transfer to another school. Except in extreme situations, expulsion will be imposed only after a period of suspension, including but not limited to the following situations:

- The misconduct has been consistently repeated.
- Other forms of punishment have been previously pursued and not resulted in remediation of the behavior.
- Except in unusual circumstances, the school has been in contact with the parent(s)/ guardian(s) regarding the child's misbehavior.
- The misconduct in the judgment of the principal has, or if repeated, will jeopardize the well-being of the school community.
- Willful damage to the school or personal property.
- Carrying knives, drugs, or other objects deemed capable of causing harm or injury to self and/or others.

Search and Seizure

All property of the school, including student 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 as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

Conduct outside of school

Any problems involving student relationships outside of school, other than school-sponsored activities, are the sole responsibility of the parents.

(31) BUSES

Bus service is available through Public School District 39 for students who reside within the district. Additional details of bus service and routes will be available in the latter part of the summer.

Safety is a primary concern, and each student's behavior while on the bus should reflect the principles of mutual respect and cooperation as outlined in the Discipline Code. Any behavior that creates a problem in terms of safety may result in a forfeiture of bus riding privileges. Fighting and abusive language while riding or waiting for a bus will not be tolerated. Parent(s)/guardian(s) will be contacted when a disciplinary problem arises. Repeated misbehavior will result in loss of bus privileges.

(32) HOMEWORK

Written, study and/or memorization assignments may be given. Whatever type of homework is assigned, the student must accept his/her responsibility for completing it to the best of his/her ability. Students are responsible for all assignments given in class during their absence.

Parent(s)/guardian(s) are encouraged to provide a quiet place for study and to check daily homework assignments. The teacher should be contacted if the child finds it difficult to complete to work within a reasonable amount of time or if the child has insufficient homework.

Homework assignments vary according to the grade level of the student. **The average amount of time to be spent on homework per day is ordinarily 10 minutes multiplied by the grade level.** Therefore, in kindergarten, students may be asked to spend five to ten minutes on an assignment that fits their ability and interest level, while in fourth grade, a student may be required to spend 4 times ten or forty minutes doing homework each evening. Similar to the story of Goldilocks and the Three Bears which illustrates the concepts of too much and too little, some students will just graze the surface of the homework and spend too little time and effort completing the assignments, while some students will respond in an overly cautious and exacting manner and spend excessive amounts of time. If either one of these situations occurs, please contact the teacher, so that a plan can be developed to help the student meet the requirement of homework responsibly and reasonably. **Please note that students are expected to spend some quiet time each night doing independent reading.**

A **HOMEWORK NOTICE** will be sent home in grades 4-8 when a student accumulates three missing or incomplete assignments from an individual teacher without a legitimate excuse within one quarter. All missing assignments are expected to be turned in, or else a student will continue to receive checks toward another homework notice until the assignment is turned in. **A student will receive an after-school detention for each two homework notices received within the same quarter.** The second grade teachers (beginning in the second semester) and third grade teachers (beginning in the first semester) will notify parents each time an assignment is late. Beginning in 4th grade students will receive the Homework Notice as mentioned above. By this time students are expected to be more responsible for their work.

(33) STUDENT SUPPORT SERVICES

State and federal monies are allocated by law for special services for all children whether they attend private or public schools. Students are eligible for the following services: academic and psychological testing, special classes designed to address learning problems; visual, auditory, and physical disabilities assistance. Not all of these services are necessarily available in the private school. No services will be offered to students without parent/guardian consent. These services are provided by the school district in which the school is physically located. Parents may request testing and assistance from the public school district office in which the school is located.

St. Joseph School has a full time reading specialist who will work with individuals who require additional assistance. Ordinarily, this is done on an as-needed basis by grade level.

Ordinarily, families should discuss testing concerns with the homeroom teacher before contacting the district student support services office. Many intervention strategies can be utilized to remediate a situation without resorting to the exhaustive time and energy involved in special services testing. An **INTERVENTION TEAM** is now in place to assist teachers with students who have learning and/or behavioral issues.

(34) LIBRARY/COMPUTER LAB

The library and computer lab (Trailblazer Resource Center) are an integral part of the instructional program. Students in grades K-4 have library access during the week integrated with their classroom activities. Students in grades K-6 have access to the computer lab on a weekly basis.

(35) FIELD TRIPS

The teachers may schedule at least two field trips per year for each grade level with the approval of the principal. The school requires a written permission form from each parent/guardian before a student is permitted to accompany his/her class. Students are usually transported by bus and are required to pay for the cost of the field trip

Since field trips are integrated into the curriculum, they are counted as a school day.

(36) LOST AND FOUND

Unclaimed articles are kept in the cafeteria. In order to avoid losing school supplies and/or clothing items, **please mark the student's name on all materials.** If an article of clothing remains unclaimed for two weeks, it will be discarded.

(37) TELEPHONE USE

The school telephone number is (847) 256-7870. This number may be reached directly from 8:15 A.M. to 3:30 P.M. Before and after these times, messages may be left on voicemail.

If an appointment with a teacher is necessary, please contact the school office. Teacher/staff home phone numbers are not released by the school. Teachers and students will not be called to the phone during the school day except for emergencies.

Students may **NOT** call home for books and gym clothes. It is their **RESPONSIBILITY** to remember to bring these items to school. Note section 50 regarding the use of cell phones in school.

(38) COMMUNICATIONS

There is a weekly newsletter, which is an official school-home communication. This newsletter may be accessed electronically. Parents without Internet access may request a hard copy. Please refer to this newsletter for upcoming events and the most current schedules of school activities. You are also encouraged to check our website on a regular basis for the latest news. **If you wish to have information included in the Friday packet, it MUST be turned in by noon the Wednesday before or Tuesday if the packet is sent out on Thursday. Unless the information is in the form of a flyer, it must be emailed to the principal. A hard copy is not acceptable.**

(39) STUDENT RECORDS

If a student is transferring to another school during the scholastic year, the principal is to be informed in writing a week in advance so that the necessary records may be prepared and forwarded to the new school. Parents must sign a release form before records will be forwarded to the new school. **All financial obligations must be taken care of before records are transferred.**

St. Joseph School abides by the provision of the Buckley Amendment with respect to the **rights of non-custodial parents**. In the absence of a court order to the contrary, we will provide (upon request) the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that information is not to be given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Regardless of custody, both parents have the right to receive a copy of quarterly report cards in the absence of a court order. A non-custodial parent, who wishes to receive copies of report cards and financial statements, is asked to inform the school office of their address and phone number.

(40) CONFLICT MANAGEMENT

Conflict involving parent(s)/guardian(s), teacher(s), and principal will be resolved according to Archdiocesan Office of Education, Elementary School Guidelines, *Policy 707.1 (1997)*, Local Conflict Management.

- 1) The conflicting parties meet to seek resolution (through one or more meetings, as is necessary or desired). If resolved, the process ends here. Note that this meeting begins at the **lowest level first**. A parent with a concern about a teacher is expected to set up a meeting with the teacher to discuss the concern. This meeting does not ordinarily involve the principal.
- 2) If a resolution is not achieved in Step 1, the conflicting parties may meet in the presence of a mutually agreed upon neutral third party facilitator who assists the disputing parties in their efforts to resolve the conflict. If resolved, the process ends here.
- 3) If resolution is not achieved in Step 2, the conflicting parties may enter into formal conciliation under the direction of a facilitator from the Office of Catholic Education. This step involves binding arbitration.

(41) SCHOOL SECURITY

The school doors are locked during the school day. Visitors must register in the school office and wear a visitor badge. Lunches or other items will be delivered to students in classrooms. Medication must be administered in the school office.

(42) SNACKS AND BIRTHDAY CELEBRATIONS

If you would like to send a treat for your child to distribute to all the children, please let the teacher know in advance, if possible. Often the students like to do this on birthdays and special occasions. We ask that you take into consideration the **nutritional value** of snacks sent to school as well as any food items that might cause an **allergic reaction**. In grades K-8 these treats will be handed out in the **lunchroom** and **NOT** in the classroom.

(43) SKATEBOARDS AND ROLLERBLADES

Skateboards and rollerblades may not be used on school property. If students use skateboards or rollerblades to get to school, they should remove and carry their skateboard or rollerblades on the school parking lot or play ground.

(44) AMENDMENTS TO THE HANDBOOK

Amendments may be made during the course of the school year to the policies and procedures stated in this handbook in order to insure the safe and just operation of the school.

(45) PARKING LOT SAFETY

To ensure the safety of our students, all drivers are expected to abide by the traffic signage and pavement markings on the school parking lot. Parking is only permitted in designated spaces. It is every driver's responsibility to ensure the safety of their vehicles and passengers as well as the pedestrians in and around the school grounds. There is a defined drop-off and pick-up procedure which all families are expected to follow. This procedure will be passed out to all parents at the beginning of the year.

(46) SCHOOL BOARD

The School Board is responsible for the policies regarding the school. They are not a conflict management board. While they advise and support the school faculty and administration on school procedures, they are not responsible for curriculum development and the hiring and supervision of school personnel. The School Board meets in open session ordinarily on the 1st Monday of each month, except September and July, in the Neumann Lounge.

(47) PARISH SCHOOL ORGANIZATION

St. Joseph Parish School Organization (PSO) is a group that has been established to promote the welfare of the school community and to facilitate a close relationship between parish, school, and home. Promoting information and goodwill, sponsoring social events, appropriate are among its primary objectives. Membership is open to all who share the objectives of the organization, and membership of the parents of children in the school is especially encouraged.

(48) BICYCLE/SCOOTER SAFETY

Those students who have parental permission and are in **second grade or older** may ride their bicycles to and from school. For safety sake all students and parents need to follow these guidelines:

- **Helmets** should be worn by all bicycle/scooter riders
- Riders are to **walk** their bicycles/scooters on school property
- Riders are to enter the school grounds either at the Lake or Forest Street entrance. (This is to avoid any riders crossing the flow of traffic for drop off/pick up.)
- All bicycles are to be **parked and locked at the bike rack** during the school day. All scooters should be folded up.

Parents are requested to review these guidelines with their children to ensure the safety of all St. Joseph School Students.

(49) CELL PHONES

If parents allow a student to bring a cell phone to school, it must be **TURNED OFF** while the student is in school (8:15 AM-3:15 PM). A student may not use a cell phone to call a parent to bring a lunch, books, assignments, or any other item. No cell phone may be used for picture taking, game playing, Internet or e-mail access. Violation of rules regarding the use of cell phones may forfeit a student's privilege of bringing one to school. A staff member has the right to confiscate a cell phone if a student is violating school policy.

(50) SCHOOL TIMES

Students in grades K-8 attend school from 8:27 AM – 3:15 PM. Students are considered **TARDY** if they are not in the building by 8:32 AM. **A student loses recess for each set of five times tardy during a quarter.** The lunch/recess period runs from 11:30 AM-12:10 PM for students in grades 1-8.

Students in the **two-year-old program** have class either in the morning from 9:00 AM-11:00 AM or in the afternoon from 12:30 PM-2:30 PM. Students who will turn three by March 1 of the current school year come on Monday-Wednesday, and Friday mornings, while younger two-year-olds come on Tuesday and Thursday mornings. We also have an afternoon program on Tuesdays and Thursdays.

Students in the **three and four year old program** are in school either from 9:00 AM-11:30 AM or from 12:30 PM-3:00 PM. Parents may choose a three, four, or five day session either in the morning or the afternoon.

(51) Allergy Policy

Food allergies can be life-threatening to students with allergic reactions. **We need the help of every parent and student to be aware of the seriousness of food allergies and to help ensure a safe environment within the school.**

For students with food allergies, food avoidance is the best protection against an allergic reaction. Although the best policy to avoid allergens is the prohibition of food in school

outside of lunch in the cafeteria, this approach is impractical since food and treats are a key element of many school celebrations. In order to reduce the likelihood that any of our students will suffer a serious allergic reaction through hidden or accidentally introduced food sources, yet acknowledging that food and treats are part of the culture at St. Joseph School, the School Board has developed the following guidelines:

Parent Guidelines

- Parents must notify the school of any student with a food allergy.
- Parents must have teacher approval before food is distributed to the students.
- It is recommended that only purchased and labeled foods in their original unopened packaging be provided for birthday and other holiday celebrations.
- Birthday food treats and other food treats may be shared *only* in the lunchroom, with the exception of holiday parties.
- Food used in activities, projects and lesson plans *must* be purchased, labeled and arrive in its original unopened packaging.
- Each parent of a child with food allergies should provide safe snacks for his child, which are always be on hand in the classroom.
-

Student Guidelines

- Children may not trade food, eating utensils or food containers. *This rule helps avoid peer pressure. Lower grades will be monitored very closely in order that they do not inadvertently give or receive food that will cause an allergic reaction.*
- All children must wash hands *before and after* eating with soap or lanolin free wipes to minimize the spread of food allergens. *Neither clear water nor hand sanitizer will wash away allergens and are unacceptable for this purpose.*

Teacher Guidelines

- Teachers will maintain a current class roster, inclusive of allergy information pertaining to relevant students, so any substitute can be informed of allergy issues.
- Teachers should use only non-food rewards such as stickers, colored pencils, etc; thus avoiding the risk of inadvertent exposure.
- Teachers must be aware of food in their lesson plans, e.g. math, science, crafts, homemade play dough, cooking.
- Teachers will notify parents of children with allergies about any classroom activities (e.g. crafts, parties, lesson plans) involving food, and give them an opportunity to review labels.

- Teacher will review food labels for food that is brought in for special events or for lesson plans before it is distributed to the students.
- Each classroom will have lanolin free wipes or access to soap and water for hand washing anytime students come into contact with food in the classroom, e.g. eating, crafts, etc.
- It is best to have all activities involving food confined to the cafeteria; however, if this cannot be done, follow these guidelines:
- During times where eating in the classroom is necessary, the teacher will designate a specific area for eating in order to contain food contaminants to a specific area.
- Children must wash their hands with lanolin free wipes before leaving the designated food area or must go directly to the restroom to wash their hands with soap and water, whichever the teacher designates.
- After any activity involving food in the classroom, e.g. lunch, party or craft, the eating or activity area must be wiped down thoroughly with a cleaner such as Fantastik® or Lysol® or with soap and water. If each child must eat at his desk, have each child wipe down his desk. Fresh paper towels should be used for each table and disposed of instead of a sponge or cloth rag or, which can trap allergens, etc. and transport them to clean surfaces.

Cafeteria Staff Guidelines

- Cafeteria staff and teachers will monitor grades K-3 very closely in order that students don't give or receive food that will cause an allergic reaction.
- The cafeteria will have lanolin free wipes or access to soap and water for hand washing anytime students come into contact with food in the classroom, e.g. eating, crafts, etc.
- After any activity involving food in the cafeteria, e.g. lunch, party or craft, the tables used must be wiped down thoroughly with a cleaner such as Fantastik® or Lysol® or with soap and water. Fresh paper towels should be used for each table and disposed of instead of a sponge or cloth rag or, which can trap allergens, etc. and transport them to clean surfaces.

School Administration Guidelines

- If a need exists, as determined by the principal and parents of children with food allergies, a separate peanut free, milk free table may be established in the cafeteria.
- School will provide training to teachers on how to read ingredient labels so they know technical and scientific words for common foods.

(52) **ARCHDIOCESE OF CHICAGO CATHOLIC SCHOOLS**
STUDENT WELLNESS POLICY 105

Belief Statement

St. Joseph School (Wilmette) is committed to providing a learning environment that supports and promotes **wellness, good nutrition**, and an **active lifestyle** and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with **healthy school goals** to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

Intent

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004, including goals for nutrition education, physical activity and other school based activities designed to promote students wellness; nutrition guidelines for all foods available during the school day; a plan for measuring implementation including designating one or more persons charged with operational responsibility; and involving parents, students, school food service providers, the school board, school administrators, and the public in developing this policy.¹

Rationale

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk of the development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

Schools also have a responsibility to help students establish and maintain lifelong habits of being physically active. According to the U.S. Surgeon General, regular physical activity is one of the most important things people can do to maintain and improve their physical health, mental health, and overall well-being. Regular physical activity reduces the risk of premature death in general and of heart disease, high blood pressure, colon cancer, and diabetes.

St. Joseph School will comply with the goals for Student Wellness established by the Archdiocese of Chicago, Office of Catholic Schools as stated below:

Local School Wellness Policy/Procedure/Guidelines

ARCHDIOCESAN GOALS FOR STUDENT WELLNESS

Goals for Nutrition Education

- Students in preschool through grade 12 shall receive sequential and interdisciplinary **nutrition education**. The program shall be designed to provide students with the knowledge and skills necessary to adopt healthy eating behaviors. Special emphasis should be placed on nutrition education in preschool through the primary grades as eating habits are established at a young age.
- The nutrition education program shall include enjoyable interactive activities such as contests, promotions, taste testing, field trips, school gardens, or other like activities.
- Schools shall work with parents to assist in providing a healthy diet and daily physical activity for their children, which may include information to help to incorporate healthy eating and physical activity.

Goals for Physical Activity

- Students in preschool through grade 12 shall participate in regularly scheduled **formal and informal physical activity programs**. Special emphasis should be placed on promoting an active lifestyle in preschool through the primary grades as health habits are established at a young age. Reasonable accommodations shall be made for students with disabilities and/or other limitations.
- Elementary schools shall provide a **daily, supervised recess period** to all students.
- Students shall be provided opportunities for physical activities through a **range of school programs** such as intramurals, interscholastic athletics, physical activity clubs or other like activities.

Goals for other School-Based Activities Designed to Promote Student Wellness

Consistent School Activities and Environment – Healthy Eating

- It is recommended that food providers share information about the nutritional content of school meals and/or individually sold foods with students, family and school staff.
- School meals shall be served in clean, safe and pleasant settings with adequate time provided for students to eat.
- All food service personnel shall have adequate pre-service training.

- Students, parents, school staff and community members bringing foods and beverages to school for parties/celebrations/meetings shall be encouraged to provide healthful options. (Attachment A provides suggestions.)
- Schools shall take efforts to promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System (MyPyramid) such as fruits, vegetables, low-fat dairy foods and whole grain products.^{ii iii}
- All foods and beverages provided by the school shall comply with federal, state, and local food safety and sanitation regulations.
- Access to any area involved in storage, preparation or service of food on the school campus shall be limited to authorized personnel.

Consistent School Activities and Environment – Physical Activity

- Schools are encouraged to limit extended periods of inactivity. When activities such as mandatory testing make it necessary for students to be inactive for long periods of time, it is recommended that schools give students periodic breaks during which they are encouraged to stand and be moderately active.
- Physical activity facilities and equipment on school grounds shall be safe.
- Schools are encouraged to work with the community to create a safe and supportive environment for students walking or biking to school.

Food or Physical Activity as a Reward or Punishment

- School personnel shall not withhold food or beverages from students as punishment.
- School personnel shall not withhold participation in recess or physical education class as punishment.

Nutrition Guidelines for All Foods and Beverages Available on School Campuses During the School Day

- Food providers shall offer a variety of age-appropriate, appealing food and beverage choices and employ food preparation, purchasing and meal planning practices consistent with current Dietary Guidelines for Americans (e.g. provide a variety of fruits and vegetable choices; serve low-fat and fat-free dairy products; ensure that whole grain products are served).ⁱⁱ
- All foods and beverages sold individually (apart from the reimbursable school meal) shall be well-regulated and consistent with the nutritional goals of this policy. This includes:
 - a la carte offerings in the food service program;
 - food and beverage choices in vending machines, snack bars, school stores;
 - food and beverages sold as part of school-sponsored fundraising activities.

- Every effort shall be made to provide nutritious and appealing foods and beverages, such as fruits, vegetables, low-fat dairy foods and whole grain products, wherever and whenever food is sold or otherwise offered at school.

Guidelines for School Meals

- School meals served shall be consistent with the recommendations of the Dietary Guidelines for Americans and/or shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.^{ii iv v}

Measuring Implementation & Community Involvement

- The Archdiocesan Superintendent of Schools or designee shall be charged with the operational responsibility for ensuring that each school meets the wellness policy requirements.
- The principal of each campus shall be responsible for implementation of the wellness policy.
- Individual schools shall involve parents, students, representatives of the school food service program, the school board/advisory committee, school administrators, and the public to consult in the development of the wellness policy. This will be demonstrated through their involvement in reviewing, and being listed on the individual school wellness checklist.
- The Archdiocesan Superintendent of Schools or designee, based upon feedback from individual schools, may revise the wellness policy as appropriate.

Attachment A

Healthful Food and Beverage Options for School Functions *

At any school function (parties, celebrations, meetings, etc.) **healthful food options** should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans listed below.

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges – cantaloupe, honey dew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit – nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice

- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits – raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)
- Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Bread sticks with marinara
- Fat-free or low-fat flavored yogurt & fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk and milk products (string cheese, single-serving cottage cheese, cheese cubes)
- Flavored soy milk fortified with calcium
- Pure ice cold water

** This list is not all-inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.*

References

ⁱ Child Nutrition and WIC Reauthorization Act of 2004 [Public Law 108-265, Sec. 204].
<http://thomas.loc.gov/bss>

ⁱⁱ Dietary Guidelines for Americans 2005, Department of Health and Human Services and Department of Agriculture, 2005. www.health.gov/dietaryguidelines

ⁱⁱⁱ MyPyramid.gov, United States Department of Agriculture. www.mypyramid.gov

^{iv} Minimum School Meals Requirements – section 9(f)(1), 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a))

^v Minimum School Meals Requirements – subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779)