

# St. John Brebeuf School



## Parent/Student Handbook 2025-2026

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*Prepare to lead an extraordinary life!*

# **Table of Contents**

<b>ST. JOHN BREBEUF SCHOOL MISSION &amp; PHILOSOPHY</b>	<b>7</b>
Mission	7
Philosophy	7
<b>ADMISSION POLICY</b>	<b>7</b>
Age of Admission	8
Admission of New Student	8
Policy on Nondiscrimination	9
<b>St. John Brebeuf School - Tuition Rates</b>	<b>10</b>
Tuition and Fees Collection Policies	11
<b>SCHOOL HOURS</b>	<b>11</b>
<b>ENTRANCE AND DISMISSAL</b>	<b>11</b>
<b>TRAFFIC CONTROL PLAN</b>	<b>12</b>
Morning Drop Off	12
Afternoon Dismissal	12
Bicycles	13
Safety Patrol	13
<b>VISITING AND VOLUNTEERING</b>	<b>14</b>
Procedures for Parents Visiting School	14
Volunteer Program	14
<b>STUDENT RESPONSIBILITY</b>	<b>14</b>
<b>ATTENDANCE AT SCHOOL-RELATED ACTIVITIES OUTSIDE THE SCHOOL DAY:</b>	<b>14</b>
<b>USE OF TELEPHONE/CELL PHONES/SMART WATCHES</b>	<b>15</b>
Phone Use (Other)	15
<b>LUNCH</b>	<b>15</b>
<b>GUIDELINES FOR STUDENTS WITH FOOD ALLERGIES</b>	<b>16</b>
<b>Family's Responsibility</b>	<b>16</b>

<b>School's Responsibility</b>	<b>16</b>
<b>Students' Responsibility</b>	<b>17</b>
<b>STUDENT ATTENDANCE</b>	<b>18</b>
<b>Absence Responsibilities and Tardiness</b>	<b>18</b>
<b>Early Release From School</b>	<b>18</b>
<b>Illness</b>	<b>18</b>
<b>EMERGENCY SCHOOL CLOSINGS</b>	<b>19</b>
<b>VACATIONS AND LEAVES OF ABSENCE</b>	<b>19</b>
<b>HEALTH AND SAFETY</b>	<b>19</b>
<b>HEAD LICE</b>	
<b>Undesignated Opioid Antagonists Policy</b>	<b>20</b>
<b>Exclusion from school:</b>	<b>20</b>
<b>Advice to the Parent/Guardian:</b>	<b>20</b>
<b>WELLNESS</b>	<b>21</b>
<b>SECURITY SYSTEM</b>	<b>21</b>
<b>SAFETY DRILLS</b>	<b>21</b>
<b>ACADEMIC PROGRAM</b>	<b>21</b>
<b>Preschool</b>	<b>21</b>
<b>Kindergarten-8th grade Core Curriculum</b>	<b>22</b>
<b>Religion</b>	<b>22</b>
<b>Language Arts</b>	<b>22</b>
<b>Math</b>	<b>23</b>
<b>Science</b>	<b>23</b>
<b>Social Studies</b>	<b>23</b>
<b>Special Area Classes</b>	<b>23</b>
<b>Music</b>	<b>23</b>
<b>Art</b>	<b>23</b>

Physical Education	24
Technology	24
Spanish	24
GRADING	24
PowerSchool	24
HONOR ROLL	25
REPORT CARDS, PROGRESS REPORTS AND CONFERENCES	25
RETENTION	25
HOMEWORK	25
HOMEWORK POLICY PER GRADE LEVEL	25
FIELD TRIPS	26
BOOKS AND MATERIALS	26
FAITH FORMATION	26
LIBRARY	26
TECHNOLOGY: EQUIPMENT AND USE	26
PHYSICAL EDUCATION	27
STUDENT RECORDS	27
EXTRACURRICULAR ATHLETICS PROGRAM	27
ATHLETIC ELIGIBILITY CODE	28
CONCUSSIONS	28
SCHOOL UNIFORM AND DRESS CODE	28
GYM UNIFORMS Grades 3-8	29
STUDENT NON-UNIFORM DAYS (Out-of-Uniform Days and Spirit Wear Days)	30
PROCEDURE FOR RESOLVING QUESTIONS AND DISAGREEMENTS	30
MEANS OF COMMUNICATION	30
CHILD CUSTODY	31
SAFE ENVIRONMENT REQUIREMENTS	31

<b>MANDATED REPORTER STATEMENT</b>	<b>31</b>
<b>FIREARMS INCIDENTS</b>	<b>31</b>
<b>ST. JOHN BREBEUF SCHOOL BEHAVIOR CODE PURPOSE/RATIONALE</b>	<b>32</b>
<b>THREE R'S</b>	<b>32</b>
<b>SJB'S TOP TEN LIST</b>	<b>32</b>
<b>RULES FOR COMMON AREAS</b>	<b>32</b>
<b>HALLWAY RULES:</b>	<b>33</b>
<b>BATHROOM RULES:</b>	<b>33</b>
<b>LUNCHROOM RULES:</b>	<b>33</b>
<b>RECESS/PLAYGROUND RULES:</b>	<b>33</b>
<b>DISMISSAL/PARKING LOT RULES (also see above):</b>	<b>34</b>
<b>CHURCH/LITURGY RULES:</b>	<b>34</b>
<b>GYM ASSEMBLY RULES:</b>	<b>34</b>
<b>FIELD TRIP RULES:</b>	<b>34</b>
<b>UNIFORM INFRACTIONS</b>	<b>34</b>
<b>CONSEQUENCES FOR COMMON AREA/NON-AGGRESSIVE BEHAVIOR VIOLATIONS</b>	<b>35</b>
Non Aggressive Behavior Rubric - PK-3	<b>35</b>
<b>CONSEQUENCES FOR SERIOUS/AGGRESSIVE BEHAVIOR VIOLATIONS GRADES K-8</b>	<b>36</b>
St. John Brebeuf School - Consequences of Non-Aggressive Behavior Grades 4-8	<b>38</b>
St. John Brebeuf School - Consequences of Aggressive Behavior Grades 4-8	<b>39</b>
<b>Excessively Severe and Potentially Dangerous or Life-Threatening Infractions:</b>	<b>40</b>
<b>BULLYING PREVENTION</b>	<b>41</b>
Administrative Responsibilities	<b>42</b>
<b>SEARCHES CONDUCTED BY SCHOOL PERSONNEL</b>	<b>43</b>
<b>COMPLAINT PROCEDURE</b>	<b>43</b>
<b>MISSING STUDENTS PROCEDURE</b>	<b>44</b>
<b>NON-DISCRIMINATION POLICY</b>	<b>44</b>



## ST. JOHN BREBEUF SCHOOL MISSION & PHILOSOPHY

### Mission

*Jesus instructed: "Go then, to all peoples everywhere and make my disciples; baptize them in the name of the Father, the Son, and the Holy Spirit, and teach them to obey everything I have commanded you. And I will be there with you always, to the end of the age." (Matthew 28: 19-21).*

Since 1955, St. John Brebeuf Catholic School has educated the children of Niles, Illinois, and surrounding communities.

In a statement developed by SJB School teachers and staff in April 2017, there are four core components of our school's mission:

**Faith:** We believe in God and our faith leads us in our daily lives.

**Community:** Each member of the school and parish community plays an important role in the growth and success of our children.

**Mindset:** We believe in the power of "Yet." We encourage students to embrace their learning journey and develop a never-ending passion for knowledge.

**Academic:** We emphasize academic excellence by focusing on physical, intellectual, emotional, and spiritual growth.

SJB School is a family. We are a community that is racially, ethnically, and economically diverse. Through a focus on personalized learning and deep Catholic faith, SJB School provides rigorous preparation for student success in high school, college, and life.

### Philosophy

St. John Brebeuf 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 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.

## ADMISSION POLICY

### Age of Admission

- A child entering 3 year old preschool must be 3 on or before September 1st, 2024.
- A child entering 4 year old preschool must be 4 years old on or before September 1st, 2024.
- A child entering Kindergarten must be 5 years old on or before September 1st, 2024.

This is in accordance with state regulations.

### Admission of New Student

For the admission of a preschool, 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
  - a. Or, scheduled appointment showing completion of vaccinations by October 15th.

All admission to grades first to eighth also require:

1. a report card from the previous year
2. records from the previous school are required before a student is admitted.
3. evidence that the transfer student is in good standing at his/her prior school

For admission to the Middle School (grades 6-8): In addition to all the above, the Principal will contact the student's previous Principal and conduct an interview with the student and parents.

All health records, birth certificates, and medical authorization forms must be submitted and all school fees paid prior to the first day of school in order for the student to begin.

The school may decline to enroll any applicant whose:

- placement may impair the health, security, well-being, or educational progress of existing students
- special needs may not be well-served by the program or staff of the school
- placement may negatively impact the instructional program and resources available to existing students
- family cannot produce documentation that the student has received all vaccinations in accordance with the Illinois State Board of Education's vaccination requirements. **St. John Brebeuf School does not accept non-vaccinated children.** (This does NOT apply to the flu vaccine or Covid vaccine.)

The school Principal makes the final determination.



### **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-administered programs.

## St. John Brebeuf School 2025-2026 Tuition Rates

1 Child Tuition	2 Children	3 Children	4 Children	5 Children
\$7,432	\$12,301	\$16,090	\$19,879	\$23,667
\$743.20/month	\$1230.10/month	\$1609/month	\$1987.90/month	\$2366.70/month
Fees	Fees	Fees	Fees	Fees
Registration: \$250	Registration: \$250	Registration: \$250	Registration: \$250	Registration: \$250
Technology: \$170	Technology: \$340	Technology: \$510	Technology: \$680	Technology: \$850
Total Fees: \$420	Total Fees: \$590	Total Fees: \$760	Total Fees: \$930	Total Fees: \$1100
<b>Total Cost for 1 Child: \$7852</b>	<b>Total Cost for 2 Children: \$12,891</b>	<b>Total Cost for 3 Children: \$16850</b>	<b>Total Cost for 4 Children: \$20,809</b>	<b>Total Cost for 5 Children: \$24,767</b>
<b>Preschool (per child)</b>				
<b>Half-Day Tuition</b>				
2 Days	3 Days	5 Days		
\$1,984.32	\$3,134.56	\$4,758.00		
\$198.43/month	\$313.46/month	\$475.80/month		
<b>Full-Day Tuition</b>				
2 Days	3 Days	5 Days		
\$3,469.44	\$5,498.48	\$8,327.28		
\$346.94/month	\$549.85/month	\$832.73		

### **Tuition and Fees Collection Policies**

All tuition accounts will be managed by FACTS tuition management system, which is endorsed by the Archdiocese of Chicago. All school families are required to make tuition payments to FACTS. All returning school families will automatically be re-enrolled in FACTS each year. New families can go to [www.sjbschool.org](http://www.sjbschool.org) and click on FACTS to enroll. FACTS will assess its own enrollment fee. This fee is waived for families who pay the full year's tuition up front.

Tuition will be prorated for students who transfer out of school during the year. Parents must come to the office to fill out a release of records so the student's file may be sent to the next school.

Tuition must be paid on time. Failure to pay tuition on time for two consecutive months will result in students being excluded from school.

**ALL REGISTRATION AND INSTRUCTIONAL MATERIALS FEES ARE NON-REFUNDABLE.**

### **SCHOOL HOURS**

#### **3 Year Old and 4 Year Old Preschool Classes**

<b>2 Day</b>	<b>3 Day</b>	<b>5 Day</b>
Tuesday, Thursday	Monday, Wednesday, Friday	Monday - Friday
Half Day: 8:30 - 11:45	Half Day: 8:30 - 11:45	Half Day: 8:30 - 11:45
Full Day: 8:30 - 2:50 (1:50 on Tuesdays)	Full Day: 8:30 - 2:50	Full Day: 8:30 - 2:50 (1:50 on Tuesdays)

**Kindergarten to Eighth Grade** 8:15-3:00 (2:00 Tuesdays)

### **ENTRANCE AND DISMISSAL**

#### **Entry**

<b>Grades</b>	<b>Time</b>	<b>Location</b>
K-8	8:00-8:13 am	designated doors
Preschool	8:30	gym doors

If a preschooler has an older sibling in our school, that preschooler may be dropped off with their older sibling.

### Dismissal

Grades	Times	Location
Preschool	2:50 PM (Tuesday 1:50)	front door
K-8	3:00 PM (Tuesday 2:00)	designated doors

Extended Day: Before school 6:30-8:00 AM, after school until 6:00PM.

Please note that all parents whose students use the Extended Day program are required to complete the Concussion Protocol.

### TRAFFIC CONTROL PLAN

***Cell phone use by drivers is prohibited and illegal when on school grounds.***

**All drivers MUST abide by the entrance only and exit only driveways.** Do not exit using the entrance driveway; do not enter using the exit driveway.

### Morning Drop Off

Parents can drop off in the school parking lot or the church parking lot. We recommend that all students in K-4th grade be dropped off in the school parking lot, where we have staff and patrols posted to assist. Older students are welcome to be dropped off in either parking lot. Students will enter through different, multiple doors (assigned and marked).

**NOTE: SJB school does not provide supervision for students before 8:00 a.m.**

**Students should not be dropped off and left outside before 8:00 a.m.** Any student requiring supervision prior to 8:00 should use our Extended Day program.

### Afternoon Dismissal

**Church Lot** – Enter and exit from Main Street. Cars may leave the church parking lot at any time. Please park in the church parking lot if you cannot wait until 3:10 to depart the parking lot.

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

- Students in Preschool will exit from the office doors at 2:50 (1:50 Tuesdays). Their teachers will walk with them to the front office doors. Parents may wait by the doors to meet their children.
- Students in grades K-8 will exit from assigned doors at 3:00 (2:00 Tuesdays). Teachers in grades K, 1, 2 and 3 will help students find their cars in the school parking lot. Students in grades 4-8 will find their parents' cars.
- Teachers will walk outside in the area surrounding the school with their classes.
- SJB Staff will be outside to make sure all cars remain parked during dismissal,

and all students go to their cars.

- Church parking lot (recommended for older students) or school parking lot (recommended for younger students) may be used for pick up after school.
- Cars will not be allowed to leave the school parking lot until directed by a patrol member or SJB staff. This may take up to 15 minutes.
- **Parents/caregivers should go to the same parking lot each day and make sure their children know where they will be.**
- Please follow the directions of the safety patrol and adult supervisors as cars are directed out of the parking spaces.

At 3:10 (2:10 pm on Tuesdays), any students who have not been picked up will be sent to the Extended Day Program. Parents will be charged accordingly.

## Bicycles

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

## Safety Patrol

Seventh and eighth grade students are required to 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. Our learning community appreciates their leadership.

All patrols are to report to their post at 7:55 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. (or the parking lot clears).

Parents are asked to listen to and respect the directions of the patrols if requested to remain in place, move, or park somewhere else. The patrols are trying to keep the students safe.

Parents are responsible for the safety of their children traveling to and from school. The purpose of the student safety patrol is to assist in the safe flow of students coming to school and leaving school while on school grounds. However, by providing this service, St. John Brebeuf School and the Catholic Bishop of Chicago accept no liability for the safety of students during morning drop-off or after school pick-up. After school, parents are responsible for supervising their children. SJB School is not liable for student safety after school.

## VISITING AND VOLUNTEERING

### Procedures for Parents Visiting School

For the 2024-2025 school year, we are pleased to welcome visitors back to our school! We encourage parents to call our office in advance to arrange your visit. Visitors should enter through the front doors. Our office staff will greet you at the door and help facilitate your dropping off an item for your child, or facilitate your prearranged visit. Visitors are required to sign in and wear a visitor badge if they will be entering the school. **Visits to classrooms must be arranged at least 48 hours in advance with the teacher and Principal.**

### Volunteer Program

St. John Brebeuf School is proud of its vibrant volunteer program. As in most private schools, it is an **expectation** that parents volunteer in one of the many capacities we have available, such as through our P/SA, Athletic Association, and School Advisory Board. **We ask that all parents volunteer for a minimum of one committee, one event and/or one organization.**

Any parent or grandparent who wishes to coach, volunteer with students, attend class parties, or chaperone field trips **MUST complete the Virtus checklist**. All of these requirements must be completed before volunteer service can begin. See the list of requirements at the end of the handbook.

## STUDENT RESPONSIBILITY

St. John Brebeuf School requires students to develop personal responsibility for themselves and their belongings. This applies in the following ways:

- Parents may not accompany their child into the school or classroom.
- School-issued Chromebooks are to be brought to school each day and are to be charged at home (grades 5-8).
- Students need to bring books, homework assignments, and other items on the days needed.

## ATTENDANCE AT SCHOOL-RELATED ACTIVITIES OUTSIDE THE SCHOOL DAY:

Behavior: Students must behave appropriately at school-related events. Failure to do so may result in disciplinary action.

Supervision: School staff does NOT provide supervision at activities outside of the school day unless explicitly noted (these events will require signed parent permission forms). **Current and former students under the age of 18 may not be dropped off for after school or weekend events sponsored by our P/SA, including but not limited to the Back to School Picnic, Halloween Event, and Spring Fun Fair, as well as our school and parish-sponsored Oktoberfest.** St. John Brebeuf School and

Parish are not liable for any harm that may occur for a student or former student under the age of 18 who is dropped off at events without parent supervision.

### **USE OF TELEPHONE/CELL PHONES/SMART WATCHES**

St. John Brebeuf School and Parish are not responsible for the theft or damage of any cell phones, smart watches or similar devices.

Cell phone or smart watch use is not part of the educational process for students. Student cell phone or smart watch (or similar device) use during the school day distracts students from learning. **Students are not allowed to have cell phones or smart watches (or similar devices) with them during the school day; nor are they allowed to participate in the use (whether they touch the device or not) of other people's cell phones or smart watches.**

Cell phones and smart watches (and similar devices) are to be powered off and left in backpacks at all times. **Cell phone or smart watch (or similar device) use is not allowed at any time during school hours**, including class trips. Students who violate this rule (by having their phone with them instead of in their backpacks, by using their own or other people's cell phones, or by participating in the use of another student's cell phone/smart watch) **will receive an automatic 2 day out-of-school suspension and may be subject to additional discipline consequences.**

### **Phone Use (Other)**

Students may use the office telephone with permission of an SJB staff member. There may be an occasion when the office staff will allow a student to use their personal cell phone to contact a parent or emergency contact under the direct supervision of SJB office personnel.

Teachers are not able to respond to phone calls during school hours. A message may be left and the teacher will return the call within 24 hours.

### **LUNCH**

All students are required to bring lunch from home or order lunch from our lunch provider.

Students eat lunch with the supervision of staff members. We have two permanently assigned staff to supervise lunch. Each family is responsible for paying a lunch supervision fee. This fee must be paid before school starts in August.

### **GUIDELINES FOR STUDENTS WITH FOOD ALLERGIES**

Parents are encouraged to help their children with food allergies to be advocates for themselves and to be aware of and manage their allergies.

Allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

### **Family's Responsibility**

- Educate the child in the self-management of his/her food allergy including: safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of allergic reactions, how and when to tell an adult they may be having an allergy-related problem, and how to read food labels.
- Notify the school of the child's allergies and provide medical documentation.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school, including in the classroom, the lunchroom, after-care programs, during school sponsored activities, and on school-sponsored transportation.
- Work with the child's physician to develop a Food Allergy Action Plan. Submit this plan to the school.
- Complete necessary written medical documentation as required by the Archdiocese. These forms include: Medication Authorization Form, Parent/Guardian Permission and Authorization Form, Physician Request for Self-Administration of Medication Form, and Medical Information and Emergency Notification form.
- Replace medications after use or upon expiration.
- Review policy/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide the child with a safe snack to be eaten at snack time.
- Provide a fanny pack or plastic ziplock bag (labeled with the child's name) containing the Food Allergy Action Plan sheet, and Epi-Pen (autoinjector) or Benadryl (if necessary). The individual bag will be kept in the red emergency backpack maintained in each classroom that follows each class.
- Agree to have 911 called at the discretion of school staff.

### **School's Responsibility**

- Be knowledgeable about and follow applicable federal and state laws and any district or Archdiocesan policies that apply.
- Review health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy. Coordinate a meeting within the first two weeks of classes to establish prevention and management plans. Attendees should include, but are not limited to, the school principal, all teachers who will be in contact with the student, lunchroom supervisors, school office staff, the parents, and the student (if age appropriate). An individual meeting can be facilitated upon request.
- Assure all staff who interact with the student on a regular basis understand the food allergy, can recognize symptoms, know what to do in an emergency, and



work with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.

- Provide a separate table in the lunchroom/classroom for those students with food allergies to reduce the possibility of accidental exposure. This table should be appropriately cleaned prior to each use.
- Practice the emergency treatment prescribed by the student's physician pursuant to the Food Allergy Action Plan.
- Ensure that all medications are appropriately stored.
- Notify all faculty and staff of those students who have food allergies.
- Designate school personnel who are properly trained and authorized to administer medications in accordance with Archdiocese policies, State Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day, regardless of time or location.
- Review policies/prevention plan with the appropriate staff, parents/guardians, student, and physician after a reaction has occurred.
- Discuss field trip with the family of the food-allergic student to decide appropriate strategies for managing the food allergy. Allow the parent/guardian to attend the field trip.
- Ensure that substitute teachers understand the food allergy, can recognize its symptoms, and know what to do in an emergency.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Take threats or harassment against an allergic student seriously.
- Maintain a red emergency backpack in each classroom equipped with students' Epi-Pens/medications and other emergency documentation. The backpack accompanies the class to specials, recess, lunch, and other areas the class may visit, including field trips.
- Call 911 if necessary.

### **Students' Responsibility**

- Should not trade food with others.
- Should not eat anything that is not safe for them.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- Should make sure the red emergency backpack is traveling with the class.

## STUDENT ATTENDANCE

### Absence Responsibilities and Tardiness

We require **daily** student attendance at St. John Brebeuf School. Success in school requires daily attendance. A student who is needlessly absent or tardy misses valuable continuity of instruction, thus his/her learning is affected. However, a child should not attend school if he/she is sick.

A student must be in the classroom by 8:15 A.M. or they will be considered tardy. The Principal and other school staff monitor attendance and truancy on a regular basis. Repeated tardiness contributes to truancy and will result in a written report to the parent and/or a required conference.

The office must be notified by an adult if a student will be absent for the day. Call the office, (847) 966-3266 or email at [attendance@sjbschool.org](mailto:attendance@sjbschool.org), by 8:00 A.M. to report an absence. Parents will be contacted if an absence is not reported.

### Early Release From School

Advance notification is required for a child to be released from school. The request should state the reason for release and should be sent to the school office and homeroom teacher via email. Parents should pull up in front of the office in their car and call the office. The office will call for the student from the classroom. A student will not be released to leave the building early on their own. Please note that extra time will be required to get your child ready for departure, so plan extra time.

### Illness

A student should remain at home when ill or injured and must not return to school until completely recovered. Children who return to school too early frequently experience a relapse or spread illness to others. Parents should follow the criteria below when determining if a child can return to school:

- The child should be fever free (without the use of medication) for **24 hours**.
- The child should be symptom free from vomiting and/or diarrhea for **24 hours**.

A doctor's note is required for a child to return to school after hospitalization of absence due to serious illness. Parents are notified of exposure to a contagious disease in school, such as strep throat. Students who are sent home due to illness are not allowed to return that evening to participate in athletic or extra-curricular activities.

## EMERGENCY SCHOOL CLOSINGS

Families will be notified through our automated phone system, email, the school website, and social media if school will be closed. We will engage in remote learning if appropriate.

## VACATIONS AND LEAVES OF ABSENCE

Vacations during regular school time are strongly discouraged. If absence from school is unavoidable, work will not be given in advance. Missed school work will be given after the child returns to school. The student will have one day for each day missed to complete the assignments and tests.

## HEALTH AND SAFETY

- A. **Recess:** Students are expected to participate in outdoor recess. Students will be excused from outdoor recess with a doctor's or parent's written request. If a request to be excused will be long-term, a note from a physician is necessary.
- B. **Immunizations:** SJB School requires all students to be properly immunized according to the state of Illinois' immunization schedules. **SJB School will not admit students who are not immunized.**
- C. **Dental Exams** are required for children entering preschool and Kindergarten and all children entering second and sixth grades.
- D. **Vision Exams** are required for children entering Kindergarten and sixth grades.
- E. **Medical Requirements Schedule**
  - **Kindergarten Requirements:** All students entering the Kindergarten class MUST have the following medical requirements in the state of Illinois:
    - New updated immunizations
    - New physical examination
    - New dental examination
    - New vision examination
  - **2nd Grade Requirements:** All students entering the second grade MUST have a new dental examination.
  - **6th Grade Requirements:** All students entering the sixth grade MUST have the following medical requirements in the state of Illinois:
    - New updated immunization (t-dap)
    - New physical examination
    - New dental examination
- F. **Insurance** – Medical coverage for illnesses, injuries and accidents that may occur during the course of a school day is the responsibility of the parents/legal guardians. All students participating on a sports team must have a signed Child/Minor Acknowledgement Form on file.
- G. **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 non-prescription medicine unless a completed Medication Authorization Form (provided by the school) has been completed by a physician and received by the school Principal or her designee. 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 or her designee. 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. Any medication found by teachers/staff in a child's possession (backpack, etc.) will be sent to the school office and must be picked up by the parent.

## **HEAD LICE**

Head lice is not a disease, but is a nuisance. Infestation caused by head lice occurs in students of all ages. Most commonly, head lice is directly transmitted through close contact from a person who is infested or indirectly transmitted through contact with an object that has been contaminated with the lice (hairbrushes, combs, shared clothing, or towels). The symptoms of infestation include an itchy scalp, evidence of nits that adhere to the scalp, and the lice itself. The period of communicability lasts as long as lice or eggs remain alive on the infested person or clothing.

## **Undesignated Opioid Antagonists Policy**

In accordance with applicable State law, the School will make all reasonable efforts to maintain a supply of undesignated prescribed opioid antagonists in the name of the School and provide or administer them as necessary according to State law. To the extent the School is able to maintain a supply of undesignated opioid antagonists, they will generally be available during:

school hours: 8:15 am - 3:00 pm

after-school hours: 3:00 - 6:00 pm

maintained in the following designated secure locations: **School Main Office**

However, no one should rely on the School for the availability of opioid antagonists. This Policy does not guarantee the availability of undesignated opioid antagonists.

An opioid antagonist is defined as a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

Trained personnel, as defined in State law, may administer an undesignated opioid antagonist to any person that they, in good faith, believe is having an opioid overdose while in school, while at a school-sponsored activity, while under the supervision of school, or before or after normal school activities. The School shall maintain a list of trained personnel. Prior to the administration of an undesignated opioid antagonist,

trained personnel must submit to the School's administration proof of completion of a training curriculum to recognize and respond to an opioid overdose.

Upon any administration of an undesignated opioid antagonist, the School must immediately notify the student's parents or guardian or emergency contact.

Within 24 hours after the administration of an opioid antagonist, the School must notify the health care provider who provided the prescription for the opioid antagonist of its use.

Within three days after the administration of an opioid antagonist, the School must report the required information to the Illinois State Board of Education on the form titled, Undesignated Opioid Antagonist Reporting Form.

The Catholic Bishop of Chicago, an Illinois corporation sole, the School, their employees and agents are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an opioid antagonist, regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced practice registered nurse. A student's parent(s) or guardian(s) must indemnify and hold harmless the Catholic Bishop of Chicago, an Illinois corporation sole, the School and their employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

The parents or guardians of the student must sign a statement acknowledging that the School and its employees and agents are to incur no liability, except for willful and wanton conduct, as school hours: after-school hours: maintained in the following designated secure locations: **School Main Office**

A result of any injury arising from the administration of opioid antagonists, regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician assistant, or advanced practice registered nurse, and that the parents or guardians must indemnify and hold harmless the School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

Steps for Implementation/Procedures

- Determine internally where opioid antagonists will be stored.
- Maintain a list of expiration dates of opioid antagonists.

- Determine who will be "trained personnel" to administer opioid antagonists and ensure they receive the necessary training. Per the statute, the training must include:
  - How to recognize symptoms of an opioid overdose;
  - Information on drug overdose prevention and recognition;
  - How to respond to an emergency involving an opioid overdose;
  - Opioid antagonist dosage and administration;
  - The importance of calling 911, or if 911 is not available, other local emergency medical services;
- Care for the overdose victim after administration of the overdose antagonist;
- Documentation of training demonstrating competency of the knowledge required to recognize an opioid overdose and administer a dose of an opioid antagonist;
- Where the opioid antagonist is stored and how to access the drug;
- The method by which the school nurse or trained personnel will be notified of an incident that could require the administration of an opioid antagonist;
- The process for administering the specific opioid antagonist available at the School and
- Any other additional statutory requirements set forth in the Substance Abuse Act or regulations promulgated thereunder.
- Maintain a list of "trained personnel" and determine who is responsible for maintaining it.
- Anytime an opioid antagonist is administered, convene a team meeting to ensure all appropriate notifications are made and documentation is submitted.
- Immediate notification is required to 911.
- Immediate notification is required to the student's parent/guardian/emergency contact.
- Notification to the prescribing provider is required within 24 hours of the administration of the opioid antagonist.
- Notification to ISBE is required within three days of administration of the opioid antagonist.

### **Exclusion from school:**

Those who have become or are suspected to be infested with head lice will be excluded from school. Parents are advised to seek treatment for their child/ren from either their family physician or an agency specializing in head lice treatment, or through over-the-counter medicated shampoo recommended by a pharmacist. The student may return to school when the parent/guardian presents either a box label or note from the

physician indicating that the child/ren have been treated. Students will be checked by school personnel and must be lice- and nit-free before being allowed to return to school.

### **Advice to the Parent/Guardian:**

Parents/guardians are advised to check other family members and disinfect combs and brushes with medicated shampoo. Disinfect contaminated articles such as clothing and bedding by machine washing the articles in HOT water and detergent or having items dry-cleaned. Thoroughly vacuum rugs, upholstered furniture, mattresses, or other articles that cannot be laundered or dry-cleaned. School families will be notified when a case of head lice occurs in their child's grade.

### **WELLNESS**

St. John Brebeuf School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle.

### **SECURITY SYSTEM**

As a safety measure, all outside doors are locked. Surveillance cameras are used as another form of safety for students and staff. All persons who need to enter the school building must use the front office entrance, 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.

### **SAFETY DRILLS**

1. Fire drills are conducted periodically during the school year as required by law. 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.
2. 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.
3. Lock down drills are conducted to insure that students will be protected if an intruder situation occurs. A Code Red Lockdown is issued when an intruder is suspected to be inside the building. Students will remain in the locked classroom with the teacher until the building is found to be safe. A Code Yellow Soft Lockdown is issued when an intruder is suspected on school grounds or an unsafe situation is taking place in the neighborhood. All doors will be locked and students will not be allowed outside the school building for recess or any other activity until the situation is found to be safe.
4. Any inappropriate behavior during a fire, disaster or lock down drill will result in disciplinary action.

### **ACADEMIC PROGRAM**

The St. John Brebeuf School curriculum is driven by faith, innovation, effective instruction, comprehensive assessment and data analysis, alignment to standards,

differentiation, and grounded in current research. Our emphasis on higher level thinking prepares students for high school, college and their future careers. We have a fully implemented 1:1 technology program in Kindergarten through 8th grades, where each student is assigned their own Chromebook.

## Preschool

**Philosophy:** The Saint John Brebeuf Preschool program is based on the belief that each child is unique, blessed by God with special gifts that need to be developed. Our goal is to provide a school experience for three, four, and five year olds that appreciates and supports the individuality of each child. Our program encourages cognitive, emotional, social, creative, and physical development integrated with religious guidance. The preschool program is based on well documented research regarding how children learn. Developmentally appropriate activities are offered and the child's play is respected, as children of this age learn best through play. We are dedicated to promoting a partnership with parents.

## Kindergarten-8th grade Core Curriculum

### Religion

The Religion curriculum is based on Catholic values and teachings. The program teaches the four pillars of the Catechism of the Catholic Church (creed, sacraments, morality, and prayer) at every grade level while relating to a specific theme, Catholic belief, and practice each year.

Students in Kindergarten through eighth grades attend weekly Mass as a whole school. Older and younger students are paired as buddies each year to pray and celebrate the Sacraments they receive, attend Mass together, and work together throughout the year on projects.

Preparation to receive the Sacraments takes place in cooperation with the classroom teacher and the Director of Religious Education. Parents are an important part of the preparation process. First Reconciliation and First Eucharist are received in second grade, and Confirmation takes place in eighth grade.

### Language Arts

The Language Arts curriculum is a balanced literacy program that develops reading, writing, phonics, spelling, vocabulary, listening, and speaking skills. The Reading program develops strong readers with rich, authentic literature and content-area reading. In addition to the anthologies, students in grades Kindergarten through six also use leveled readers which are collections of diverse fiction and nonfiction texts that provide support as the children build fluency and independence. These books were



written on, below, and above level, extending and supporting the themes in the anthologies. Seventh and eighth graders read a variety of young adult and classic literature. Lessons are designed to enhance their learning experience and prepare them for high school and beyond. Students in grades Kindergarten through eighth regularly use iReady to reinforce classroom lessons and provide enrichment.

The writing program includes lessons that concentrate on grammar, usage, and mechanics skills, ideas, organization, sentence fluency, word choice, voice, and presentation of the final piece. For Middle School ThinkCERCA is used to enforce and enhance argumentative, narrative, and explanatory writing. IXL is used to reinforce grammar lessons at the Middle School as well.

### **Math**

The Math program at St. John Brebeuf intends to engage students as it strengthens their understanding of Math. The GoMath, enVision 2.0 Math, and Glencoe Math series use problem-based interactive learning and visual learning to deepen conceptual learning. Students utilize IXL and iReady to reinforce skills taught in the classroom. Students and parents may access the textbook, supporting activities, and practice resources online from home.

### **Science**

The Science curriculum covers Life Science, Physical Science, Earth Science, Environmental Science, and the Human Body. Students acquire the inquiry skills of observing, recording, predicting, and analyzing by engaging in regular lab activities and experiments. Students in sixth, seventh and eighth grades participate in the school Science Fair with the first place students having the opportunity to go on to the Regional and State Science Fairs through participating in the Illinois Junior Academy of Science.

### **Social Studies**

The Social Studies curriculum progresses at developmentally-appropriate stages. At the primary level, students begin by exploring their place in the community. At the intermediate level, students explore regions of the United States, early US history, and the foundations of the US government. At the middle school level, the 6th grade students study ancient civilizations from five continents as well as world religions. In the 7th grade, students learn about early US history through the American Civil War and prepare for the US and Illinois State Constitution tests, as is required by the State of Illinois. The 8th grade studies modern US history through the Cold War. The 8th grade also studies a special unit on World War II and the Holocaust, culminating in a visit to the Illinois Holocaust Museum.

### **Special Area Classes**

#### **Music**

All students at SJB participate in music classes weekly. Students learn the components

that make music, learn about different types of music and their composers, and have the opportunity to perform. In class, students experience and learn different genres of music, different musical time periods, and ethnomusicology. Students actively listen to music everyday and apply their knowledge of the elements of music to respond and discuss.

In early childhood and primary classes, music classes are focused on creating foundational relationships with music through singing and movement. In intermediate grades, students continue their learning through a focus on the Orff method. In middle school, students experience music through more specialized topics including beatmaking, musical heritages, and composing.

## **Art**

Students in Kindergarten through eighth grade attend Art class. Students learn about the lives and techniques of famous artists, work with a variety of media, and explore their own creativity. Students study different artwork weekly with an emphasis on discussion of the elements of art. They work with a wide variety of media while being given the ability to express themselves and their personality in their art. Students are encouraged to use art as their second voice and are exposed to different art forms, especially through the use of technology to create digital art.

## **Physical Education**

Students in Preschool through eighth grades attend Physical Education classes. Students perform warm-up exercises; learn the skills necessary for exercise and healthy living, as well as the skills for a variety of sports.

## **Technology**

Students in Kindergarten through eighth grade have a Chromebook assigned to them to use as an educational tool. They learn to use various age-appropriate programs in their Google Workspace (Docs, Sheets, Slides, etc...), Coding, App Development, and participate in learning about internet safety.

## **Spanish**

Students in Preschool through eighth grades attend Spanish classes each week. Vocabulary development, as well as the culture and customs of Spanish-speaking countries, are covered throughout the grades.

## **GRADING**

### **PowerSchool**

Teachers in grades 3-8 will update grades in PowerSchool weekly. Parents have access to PowerSchool, and each family has a unique username and password. Parents are responsible for checking PowerSchool regularly to gauge their children's progress.

**Grades K-2** Kindergarten uses a standards-based report card. First grade uses pass/fail. Second grade uses letter grades.

**Grades 3-8**

A: 93-100    B: 85-92    C: 77-84    D: 70-76    F: 69 and below

## **HONOR ROLL**

**Middle School, Grades 6-8**

*Grade Point Averages to qualify:*

First Honors:                      3.5 – 4.0

Second Honors:                  3.0 – 3.4

## **REPORT CARDS, PROGRESS REPORTS AND CONFERENCES**

Report cards are issued three times per year. Envelopes must be signed by a parent or guardian and returned to school promptly. Mid-trimester progress reports are sent home with students. Fall conferences in November are mandatory, and will be offered in-person or virtually. Winter conferences are scheduled as needed by the teacher. Parents may request to meet with the teacher at any time during the school year, and should email the teacher to request a meeting date and time.

## **RETENTION**

The decision to retain a student shall be a cooperative one made by parents, teacher and administration. Ordinarily, parents shall be notified of the possibility of retention by midyear.

## **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. Parents have the ability to check assignments in various ways.

### **HOMEWORK POLICY PER GRADE LEVEL**

**A. Primary Grades (K–2)**

Parents will be contacted about missing or incomplete assignments.

**B. Intermediate Grades (3–5)**

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 incompleteness commences.

### **C. Middle School (6-8)**

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 incompleteness commences.

Students in grades 2-8 are required to use SJB assignment books which can be purchased in the office for \$6. Each page of the assignment book has a section for parent-teacher communication. This is an excellent way to communicate with your child's teacher on a daily basis.

### **FIELD TRIPS**

Field Trips provide real world experiences that introduce new ideas and reinforce classroom study. As such, they are an important component of the curriculum. Written parental permission is required for any field trip. Students who fail to meet behavioral requirements may be denied participation for safety reasons.

### **BOOKS AND MATERIALS**

Parents are asked to support the teachers in encouraging the children to handle books carefully. Parents will pay for damage or loss of books caused by their children.

### **FAITH FORMATION**

The goal of our Religious Education Program is to foster the child's growth in faith. The teacher, sharing his/her faith, demonstrates 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.

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

### **LIBRARY**

Students in Preschool-4th grade visit the library one day per week. Books are kept for one week and may be renewed. A student with an overdue book may not check out another book until the overdue book has been returned. If a book is lost or damaged, a fine or replacement fee will be charged.

### **TECHNOLOGY: EQUIPMENT AND USE**

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) disciplinary action, b) restriction from computer use, and/or c) parental financial liability for repair or replacement of damaged equipment.
2. All students and families must comply with the terms outlined in the Technology Handbook.
3. A filtering system is used to ensure safe, appropriate, and ethical use of the Internet in school. Students and parents/guardians are responsible for appropriate and ethical use of school-issued laptops at home. Inappropriate use of school-issued devices at home, or inappropriate use of social media that is connected to our school community, will subject a student to consequences at school. Inappropriate use includes, but is not limited to, harassment of other students, use of school name, remarks directed to or about teachers/staff, offensive communications and safety threats.

## **PHYSICAL EDUCATION**

All children participate in the school's physical education program. Students are graded on effort, cooperation, and skill. The program's purpose is to help the students develop physically. No child will be excused from participation in gym classes without a doctor or a parental note. Students who are unable to participate in P.E. classes due to an injury/illness also may not participate in SJB School extracurricular sports. All notifications must go through the school office. After injury or prolonged illness, a doctor's release is required to assume physical activity.

Special attire is required for physical education:

- Pre-K: Standard gym shoes
- Grade K-8: School-issued gym uniform consisting of shorts, t-shirt, and optional sweatpants/sweatshirts standard gym shoes

## **STUDENT RECORDS**

Student records can be reviewed by parents at their request. Parents should call the office and make an appointment with the Principal to review the records. Requests should be made at least 48 hours in advance. Parents can request to have copies of their child's cumulative file.

## **EXTRACURRICULAR ATHLETICS PROGRAM**

Students in grades 4-8 may participate in our extracurricular athletics program. These students must maintain good academic standards, high moral character, and conform to the academic, homework, and discipline policies of the school. The parents, coaches, principal, and the athletic board are responsible for enforcing athletic eligibility standards.

## ATHLETIC ELIGIBILITY CODE

The primary responsibility of a student at St. John Brebeuf School is to focus on his or her studies and working to his or her potential, as identified through formal and informal assessments. It is desirable that all students achieve a minimal grade of “C” in all subject areas, but there may be certain cases in which this minimal grade is beyond the potential level of a student. In lieu of focusing on grades alone, the following must be taken into consideration when classifying a student as ineligible for participation in the Athletic Program:

- The student does not regularly complete homework assignments. A warning should first be given and the parents need to be made aware of the situation.
- The student is not performing well on tests, projects, and quizzes, which contradicts with scores received on daily assignments. This may be an indicator that the student does not have ample time or interest with independent studying. There must be on-going evidence of this.
- The student’s behavior is not in keeping with the expectations of an SJB student.
- The student is absent from school or a student brings a note to school requesting that he or she be excused from gym class. (one day ineligibility for the next practice or game). Absences for such reasons as doctor’s appointments, Shadow Days, etc. may be excluded as long as the assignments for that day are received and completed on the due date.
- The student has a physical injury. Returning to regular sports activities should be verified through a written doctor’s notice. The student may not return to athletic practice / games if they are not to participate in Physical Education Class until a doctor’s note is brought to school.
- Students must be in school and have participated in PE class (if they have PE class on that day) in order to be eligible to participate in practices or games. If a student is ill, they may not participate on that day. Students must be in good standing regarding their discipline status. Students who have been suspended from school may not participate in practices or games during the length of their suspension.

All final decisions about athletic ineligibility will be made by the administration.

## CONCUSSIONS

SJB School Athletics Board has adopted and enforces a policy for all student athletes to have on file an information document about the school's policy on concussions and head injuries that has been signed by the student and the parent/guardian prior to the student's participation in athletic practices or competitions.

For information, please see the Concussion Information Form at [www.sjbschool.org/athletics](http://www.sjbschool.org/athletics), or see the SJB School Documents binder in the school office.

All students who attend Extended Day are also required to complete the same Concussion Protocol.

## SCHOOL UNIFORM AND DRESS CODE

**All students K-8 Please visit [Schoolbelles](#); school code S1333**

**PANTS/SHORTS:** Navy blue twill straight-leg uniform pants or knee-length uniform shorts

**BELT:** Required if there are belt loops (3-8 grades)

**HAIR:** Must be NEAT and **out of the face/eyes**

**SHIRT:** Long-sleeved or short-sleeved white blouse with a collar, or white, navy or gray knit shirt with a collar (short or long sleeved)

**SWEATER/SWEATSHIRT:** Plain or SJB monogrammed navy blue or black cardigan or pullover sweater, or navy blue monogrammed sweatshirt purchased from the P/SA.

**SOCKS:** White, black or navy blue socks (no patterns) above the ankle

**SHOES:** Solid color, white, black, navy, or gray gym shoes or school shoes  
**Students who are unable to tie their own shoes must wear velcro-closing shoes.**

**Girls only:**

- SJB plaid uniform jumper or plaid uniform skirt or skort, knee length (from [Schoolbelles](#); school code **S1333**)
- Tights or leggings can be worn under skirt (white, black, gray or navy)
- Navy, white, gray, black or our plaid uniform colored headbands, hair ties/bows and scrunchies

Not allowed:

- Hoop earrings or long earrings (due to risk of injury)
- Fake or long nails
- Rolling skirt at the waistband
- Socks below the ankle, socks with patterns, colorful socks
- Non-uniform sweatshirts or hoodies
- Leggings, jeggings, cargo pants, drawstring waist, or pants that do not fit properly at the waist
- Pajama pants (may only be worn at recess under skirts)
- Flip-flops, sandals, slides, open backed shoes, open-toed shoes and shoes that light up are not allowed at any time
- Colored t-shirts are not to be worn under the uniform shirt
- Skinny-style or overly tight/snug uniform pants
- Pants/shorts that are not twill uniform pants/shorts

### **GYM UNIFORMS Grades K-8**

Gym uniforms are required for students in Kindergarten through 8th grade. We have our black gym uniforms available for purchase anytime during the school year through [Schoolbelles](#) Code: **S1333**

Students wear this gym uniform all day when they have gym class. Students will not change clothes.

- Black gym uniform t-shirt
- Black gym uniform shorts
- Black gym uniform sweatpants and black gym uniform sweatshirts may be worn over the gym uniform shorts and shirts when it is cold. (Hoodies are not allowed)

### **STUDENT NON-UNIFORM DAYS (Out-of-Uniform Days and Spirit Wear Days)**

1. Shorts, skirts, and dresses must conform to uniform length. Jeans, loose-fitting pants and shorts, t-shirts, polo shirts, and different colored athletic shoes are acceptable.
2. Overly snug pants or shorts, leggings, jeans with holes or razor cuts, or form-fitting track pants are prohibited.
3. Inappropriate images or messages contrary to the Christian ideals and purpose of the school are not permitted on any article of clothing. Examples include, but are not limited to, messages or images dealing with illegal activity, death, violence, bad language, or designed to be a “cut down.” Unacceptable clothing includes, but is not limited to, bare midriffs, spaghetti straps, and low-cut, tight, and short apparel. Tight leggings or yoga pants are not allowed unless they are worn with long tops that come down to at least mid-thigh length. The principal makes the final determination regarding acceptable attire and appearance.

Our P/SA holds a used uniform sale before school starts. The prices are incredibly low. This is a great way to stock up on the pieces of our uniform that your child has outgrown. Please also donate uniforms that are too small for your children for our sale.



## **PROCEDURE FOR RESOLVING QUESTIONS AND DISAGREEMENTS**

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. Advisory Board members have no jurisdiction over school personnel or students and should not be involved. Issues should be discussed respectfully and calmly, away from others, among those who are directly involved. An appointment should be set which is mutually agreeable.

## **MEANS OF COMMUNICATION**

St. John Brebeuf School has a number of ways in which information is sent to the parents and community. Parents are responsible for checking the school calendar, their own email and their child's backpack each week in order to be informed.

1. The calendar is posted on the school website and updated regularly.
2. The principal's newsletter is emailed on Friday to each family.
3. Flyers, letters, brochures, and information sheets are available online and are sent home in the weekly Thursday folders.
4. Teachers or teams use SeeSaw to share information with parents. Parents should set up a SeeSaw account with guidance from the teachers.

## **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 parents to their 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.
- The school will 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 an application to volunteer services in the school, the principal will not accept the application.

## **SAFE ENVIRONMENT REQUIREMENTS**

In the event of an emergency, administrators, teachers, and staff will call 911 immediately.

## **MANDATED REPORTER STATEMENT**

All St. John Brebeuf School teachers, staff, coaches, and catechists are mandated reporters. All teachers and staff are required by the Archdiocese of Chicago's Office for the Protection of Children to complete an online mandated reporter training. 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. The DCFS Hotline number is 1-800-25-ABUSE (1-800-252-2873).

## **FIREARMS INCIDENTS**

The principal:

- 1) Immediately notifies local law enforcement of firearms incidents at the school
- 2) Immediately notifies the parents or guardians of students in possession of firearms on school grounds, which include the real property comprising the school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school-related activity within 48 hours of becoming aware of the incident
- 3) Notifies the local police department of verified incidents involving drugs occurring in a school, on the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school-related activity within 48 hours of becoming aware of the incident
- 4) Notifies the Illinois State Police of such incidents through the School Incident Reporting System (SIRS)
- 5) Notifies the Archdiocese Regional Director of the incident

## **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 foster Christian acceptance, encourage mutual respect, and instill self-discipline. We believe that encouragement and guidance of student behavior is shared by both home and school.

### **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, punch, or use physical force against another person.
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 the opinions of others.
8. We treat each other with kindness and respect.
9. We respect the property of others and the school.
10. We look for good in others and value differences.

**\*\*\*GUM CHEWING IS NOT ALLOWED AT ANY TIME\*\*\***

### **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. Obtain permission from the teacher to leave the classroom.

### **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 the lunch supervisors.
7. Students may not use vending machines.

### **RECESS/PLAYGROUND RULES:**

1. Walk in line and follow the 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. Follow the directions of the 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.
12. Use the playground equipment safely and with courtesy.
13. The school is not responsible for personal items brought from home which are lost or broken.

### **DISMISSAL/PARKING LOT RULES (also see above):**

1. Walk in an orderly fashion to designated exit. Stay with your class.
2. Once you are out of the building you may not return without permission.
3. Go directly to your ride or leave the school grounds.
4. Walk bicycles while on school property.
5. Skateboards, roller blades, and scooters are not allowed on school grounds.
6. Students may not use pop and/or snack machines.

### **CHURCH/LITURGY RULES:**

1. Enter and exit church quietly and reverently.
2. Participate in prayer and song.
3. Sit appropriately and be a good listener.
4. CAREFULLY and quietly place the kneeler on the ground.

### **GYM ASSEMBLY RULES:**

1. Enter and exit the gym quietly.
2. Participate in a positive manner and cheer appropriately.
3. Sit quietly and keep feet on the bleachers.

## 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.
6. Cell phones, smartwatches or like devices are not allowed.

## UNIFORM INFRACTIONS

Violation of the written uniform code, as stated in the St. John Brebeuf School Handbook, may **necessitate a consequence from the behavior rubric. Please see the non-aggressive behavior rubric for consequences.**

## DISCIPLINE PROCEDURES, RUBRICS, AND CONSEQUENCES

At St. John Brebeuf School, we believe that building connections with students and families is the best way to be proactive with managing student behavior. Teachers and staff manage and process behavior incidents as they occur, in the context in which they occur, immediately. However, there are occasions when it is necessary to assign specific consequences.

### St. John Brebeuf School - Discipline Consequences Grades Preschool-2

Teachers will handle minor infractions. Incidents that result in office referrals will have the following consequences:

Behavior	First Incident	Multiple Incidents
<b>Disrespect</b> <ul style="list-style-type: none"><li>• unkind gestures or looks</li><li>• name calling/teasing</li><li>• excluding others</li><li>• behaviors that hurt feelings</li><li>• play fighting</li><li>• inappropriate language</li><li>• threatening others</li></ul>	Conference with Principal Detention Apology to offended party	Conference with Principal Detention Apology to offended party Memo of Incident form Parent notification
<b>Physical contact</b> <ul style="list-style-type: none"><li>• pushing/shoving</li><li>• hitting/ slapping/ kicking</li><li>• grabbing/ pinching</li><li>• throwing objects at someone</li><li>• tripping</li><li>• spitting</li><li>• biting</li></ul>	Conference with Principal Detention Apology to offended party Memo of Incident form Parent notification	Conference with Principal Detention Apology to offended party Memo of Incident form Parent notification Possible suspension

<b>Serious behaviors</b> <ul style="list-style-type: none"> <li>stealing</li> <li>racial / ethnic name calling</li> <li>severe harassment</li> <li>threaten to harm others</li> <li>behavior that may injure self or others</li> </ul>	Conference with Principal Detention Apology to offended party Memo of Incident form Parent notification	Conference with Principal Detention Apology to offended party Memo of Incident form Parent notification Possible suspension
<b>Possession of weapon such as knife or firearm</b>	Police will be called 10 day suspension pending expulsion Expulsion	

*\*Depending on the situation, an immediate suspension may be assigned.*

*\*\*Depending on the situations, cumulative infractions may result in a suspension.*

*\*\*\*Depending on the severity and repeated episodes of situations, students may have their enrollment revoked.*

### St. John Brebeuf School - Discipline Consequences Grades 3-5

Teachers will handle minor and/or initial infractions. Incidents that result in office referrals will have the following consequences:

Behavior	Consequence	Subsequent Incidents
<b>Paperwork not Returned Repeatedly</b>	Teacher contacts parent and notifies Principal	Detention
<b>Chronically Not Prepared for Class</b>	Missing Homework Forms	Parent contact Student Time to Think form The privilege of taking home the item is taken away
<b>Dress Code Violations</b>	<b>School Uniform</b> Correct violation if possible or call home for proper clothing  <b>Spirit Wear/Dress Down Days</b> Correct violation if possible or call home for proper clothing	<b>School Uniform</b> Parent meeting Parent must come to school with the correct uniform.  <b>Spirit Wear/Dress Down Days</b> Loss of privilege to participate
<b>Inappropriate Use of School-Issued Technology</b> Visiting inappropriate sites; presence of weapons, adult material, alcohol, drugs, gang-related symbols or activity, or inappropriate images; use of	Notify parent Complete Memo of Incident Form Detention Loss of device for a day  Possible suspension,	Notify parent Detention Loss of device for a day  Possible suspension, depending on what occurred

device to cyber-bully	depending on what occurred	
<b>Disrespectful Behavior Towards Adults</b> Arguing with SJB staff, refusing to comply with adult directions, using a disrespectful tone of voice, making inappropriate/disrespectful gestures and sounds	Conference with Principal Detention Apology to offended party Parent notification	Conference with Principal Detention Apology to offended party Memo of Incident form Parent notification Multiple offenses will result in suspension*
<b>Disrespectful Behavior Towards Other Students</b> Name calling, degrading remarks, teasing, insults, negative language; Behavior unbecoming of a Catholic school student.	Conference with Principal Detention Apology to offended party	Conference with Principal Detention Apology to offended party Memo of Incident form Parent notification
<b>Harassment of other students</b> Repeated and targeted name-calling, note writing, gossiping, spreading rumors, mean tricks, rude gestures, profanity, posting photos or any other behavior, written, with images, or spoken (including text messages or social media outside of school) that would hurt others, make them feel bad about themselves, and/or cause them to not want to come to school.	Conference with Principal Detention Apology to offended party Parent notification Memo of Incident Possible suspension	Conference with Principal Detention Apology to offended party Memo of Incident form Parent notification Possible report to Police Multiple offenses will result in suspension and/or possible expulsion
<b>Physical Contact:</b> Hitting, pushing, shoving, grabbing, slapping, tripping, spitting, biting, throwing objects, etc. Vandalizing another person's property	Conference with Principal Detention Apology to offended party Parent notification Memo of Incident Restitution of property	Conference with Principal Detention Apology to offended party Memo of Incident form Parent notification Multiple offenses will result in suspension or possible expulsion
<b>Threaten to bring serious weapon to school</b>	Police will be called 10 day suspension pending possible expulsion Possible expulsion	Police will be called 10 day suspension pending expulsion Expulsion
<b>Threaten to harm others at school with a weapon</b>	Police will be called 10 day suspension pending expulsion Expulsion	
<b>Possession of weapon such as knife or firearm</b>	Police will be called 10 day suspension pending	

	expulsion Expulsion	
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*\*Depending on the situation, an immediate suspension may be assigned.*

*\*\*Depending on the situations, cumulative infractions may result in a suspension.*

*\*\*\*Depending on the severity and repeated episodes of situations, students may have their enrollment revoked.*



## St. John Brebeuf School - Consequences of Non-Aggressive Behavior Grades 6-8

Teachers will handle minor infractions. Incidents that result in office referrals will have the following consequences:

Behavior	Consequence	Subsequent Incidents
<b>Paperwork not Returned Repeatedly</b>	Teacher contacts parent and notifies Principal Student Time to Think form	Lunch and Recess Detention Student Time to Think form
<b>Chronically Not Prepared for Class</b>	Student Time to Think form	Parent contact Student Time to Think form Reduction in grade
<b>Dress Code Violations</b>	<b>School Uniform</b> Correct violation if possible or call home for proper clothing  <b>Spirit Wear / Dress Down Days</b> Correct violation if possible or call home for proper clothing	<b>School Uniform</b> Parent meeting  <b>Spirit Wear/ Dress Down Days</b> Loss of privilege to participate
<b>Inappropriate Use of School-Issued Technology</b> Visiting inappropriate sites; presence of weapons, adult material, alcohol, drugs, gang-related symbols or activity, or inappropriate images; use of device to cyber-bully	Notify parent Complete Memo of Incident Form Student Time to Think form Detention Loss of device for a day  Possible suspension, depending on what occurred	Notify parent Student Time to Think form Detention Loss of device for a day  Possible suspension, depending on what occurred
<b>Plagiarism and/or cheating</b>	Receive failing grade for assignment Redo assignment Grades will be averaged  Memo of Incident	Receive failing grade for assignment No opportunity to redo assignment Memo of Incident
<b>Forgery</b>	Notify Parent Detention	Notify Parent Detention Loss of additional privileges, depending on what events are upcoming

*\*Depending on the situation, an immediate suspension may be assigned.*

*\*\*Depending on the situations, cumulative infractions may result in a suspension.*

*\*\*\*Depending on the severity and repeated episodes of situations, students may have their enrollment revoked.*

## St. John Brebeuf School - Consequences of Aggressive Behavior Grades 6-8

Teachers will handle minor and/or initial infractions. Incidents that result in office referrals will have the following consequences:

Behavior	Consequence	Subsequent Incidents
<b>Disrespectful Behavior Towards Other Students</b> Name calling, degrading remarks, teasing, insults, negative language Behavior unbecoming of a Catholic school student.	Conference with Principal Detention Apology to offended party	Conference with Principal Recess and Lunch Detention Time to Think form Apology to offended party Memo of Incident form Parent notification
<b>Disrespectful Behavior Towards Adults</b> Arguing with SJB staff, refusing to comply with adult directions, using a disrespectful tone of voice, making inappropriate/disrespectful gestures and sounds	Conference with Principal Detention Apology to offended party Parent notification	Conference with Principal Recess and Lunch Detention Time to Think form Apology to offended party Memo of Incident form Parent notification Multiple offenses will result in suspension
<b>Harassment of other students</b> Repeated and targeted name-calling, note writing, gossiping, spreading rumors, mean tricks, rude gestures, profanity, posting photos or any other behavior, written, with images, or spoken (including text messages or social media outside of school) that would hurt others, make them feel bad about themselves, and/or cause them to not want to come to school.	Conference with Principal Detention Apology to offended party Parent notification Memo of Incident	Conference with Principal Recess and Lunch Detention Time to Think form Apology to offended party Memo of Incident form Parent notification Possible report to Police Multiple offenses will result in suspension and/or possible expulsion
<b>Physical Contact:</b> Hitting, pushing, shoving, grabbing, slapping, tripping, spitting, throwing objects, etc. Vandalizing another person's property	Conference with Principal Detention Apology to offended party Parent notification Memo of Incident Restitution of property	Conference with Principal Recess and Lunch Detention Time to Think form Apology to offended party Memo of Incident form Parent notification Multiple offenses will result in suspension

<b>Moderate Intimidation/ Harassment / Disrespecting Adults</b> Threats of harm, aggression, intimidation, making false claims to harm reputation. This can be done in person, on paper, through social media, or making threats to other people.	Conference with Principal Detention Time to Think form Apology to offended party Memo of Incident form Parent notification Possible suspension	Conference with Principal Recess and Lunch Detention Time to Think form Apology to offended party Memo of Incident form Parent notification Possible police report Suspension Possible expulsion
<b>Severe Physical Contact:</b> Punching, kicking, fighting, biting and similar behavior that is designed to injure another.	Conference with Principal Detention Time to Think form Apology to offended party Memo of Incident form Parent notification Possible suspension	Conference with Principal Memo of Incident form Parent notification Possible police report Suspension Possible expulsion
<b>Severe Harassment and Intimidation*:</b> Racial, ethnic, sexual, and/or religious harassment; overt coercion and cyberbullying. Harassment that is targeted toward another student or school personnel that make it difficult for the targeted person to remain in a school setting.	Conference with Principal Meeting with parents Suspension	Conference with Principal and Pastor Meeting with parents Possible Police report Suspension, multiple days Possible denying of enrollment for the next school year Possible expulsion
<b>Possession of and/or use of a cell phone/like device at school</b>	Conference with Principal 2 day out of school suspension for every incident	
<b>Threaten to bring serious weapon to school</b>	Police will be called 10 day suspension pending possible expulsion Possible expulsion	Police will be called 10 day suspension pending expulsion Expulsion
<b>Threaten to harm others at school with a weapon</b>	Police will be called 10 day suspension pending expulsion Expulsion	
<b>Possession of weapon such as knife or firearm</b>	Police will be called 10 day suspension pending expulsion Expulsion	

*\*Depending on the situation, an immediate suspension may be assigned.*

*\*\*Depending on the situations, cumulative infractions may result in a suspension.*

*\*\*\*Depending on the severity and repeated episodes of situations, students may have their enrollment revoked.*

### **Excessively Severe and Potentially Dangerous or Life-Threatening Infractions:**

The following actions will result in immediate suspension and possible expulsion from school. Police will be notified if warranted. Family or individual counseling may be recommended. The School Administrator has 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 or school property during or outside of the school day.
2. Use or possession of a cell phone or like device during the school day.
3. Use or possession of pepper spray or like substance in school or at school-related activities.
4. Bringing weapons to school or school-related activities.
5. Threatening to bring weapons to school or school-related activities.
6. Threatening to harm people in school or at school-related activities.
7. Use or possession of tobacco and tobacco products, smoking/vaping materials, drugs and/or drug paraphernalia, matches, lighters in school or at school-related activities.
8. Use or possession of alcohol, illegal drugs, or medication used in an illegal fashion in school or at school-related activities.
9. Distribution of tobacco and tobacco products, smoking/vaping materials, drugs and/or drug paraphernalia, matches, lighters, alcohol, illegal drugs, or medication in school or at school-related activities.
10. Gang affiliation, recruitment, or any activity on or off school premises that may be gang-related.
11. Harassment (repeated and/or a one-time intense disrespect and intimidation of others).
12. Assault of a student or school personnel.
13. Conduct detrimental to the reputation of St. John Brebeuf School.
14. Inappropriate use of social media websites outside of school hours in which the integrity of St. John Brebeuf School, SJB students, and/or its staff members is damaged.

**DETENTION** is time spent filling out a “time to think” form and contemplating the action that was taken. Detention will be served as soon as possible following the offense. If a student does not serve his/her detention when required, an additional one will be assigned. Students who arrive late will also be assigned an additional detention.

**SUSPENSION** is defined as a period of time in which the student may not attend class. At St. John Brebeuf School, suspensions are served out-of-school. School work will not be provided during an out of school suspension.

**EXPULSION** is defined as a permanent removal of a student from school. This action will be imposed only after serious deliberation of the Pastor, principal, faculty and appropriate Archdiocese supervisors. Parents will be given the right to meet with the administration when a student is expelled.

## **BULLYING PREVENTION**

As Catholics, we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community.

Bullying:

- includes any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically,
- can occur on campus or off campus during school or non-school time,
- is directed toward another student or students, that has or can be reasonably predicted to place the student or students in an unreasonable fear of harm to the student or student's person or property;
  - cause a substantially detrimental effect on the student or student's physical or mental health; interfere substantially with the student or student's academic performance;
  - interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation, relational aggression, and retaliation for asserting or alleging an act of bullying.

Cyber bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos.

Bullying acts or conduct described above can include the following:

- Physical which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling;
- Verbal which includes, but is not limited to, name calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication, social media and the Internet;
- Emotional which includes, but is not limited to, intimidation, rejection, terrorizing, extortion, defamation, humiliation, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;
- Sexual which includes, but is not limited to, many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment, and abuse involving actual physical contact or sexual assault.

No student shall be subjected to bullying:

- during any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, or at school sponsored or school sanctioned events or activities
- through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

All members of the Catholic school community including parents/guardians, teachers, staff, administrators, students and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ-centered environment. Students are expected to participate in age appropriate educational programs developed by the school that address bullying and teach respect for all.

Bullying by a student or students may result in suspension and/or expulsion from the school.

### **Administrative Responsibilities**

The Fifth Commandment calls us to foster the physical, spiritual, emotional and social well-being of self and others (United States Catholic Catechism for Adults, page 389).

Children are unable to eliminate acts of bullying or harassment without adult support, guidance and intervention. Therefore, school personnel have a responsibility to see that:

- all allegations and incidents of bullying are taken seriously,
- parent/guardian and/or student reports of bullying must be addressed immediately,
- written documentation must be prepared and maintained by the school on the Bullying Complaint Report Form. Appropriate disciplinary consequences are applied to the offending student(s).

These procedures are followed:

- When disciplinary action is taken against student(s) as a result of a bullying complaint
  - documentation should indicate what happened, and
  - documentation should indicate what action was taken.
- Written documentation of the complaint must be placed in the student(s) file as would documentation of other disciplinary action involving student(s).
- Whenever a bullying complaint is made by or on behalf of student(s), the school must place the record of what action was taken in the student(s) file.

Clear consistent behavioral standards should be publicized, posted and fairly enforced. Educational programs that address bullying should be developed and implemented at all grade levels.

Illinois Public Act 9296, S.B. 1026 provides that whoever by threat, menace, or intimidation prevents a child entitled to attend public or nonpublic school from attending

that school or interferes with the child's attendance at that school is guilty of a Class A misdemeanor.

## **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 by school personnel. 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.

## **COMPLAINT PROCEDURE**

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents, and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur.

### **School Level**

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).
- If the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

### **Office of Catholic Schools Level**

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the Regional Director of Vicariate II at the Office of Catholic Schools, outlining the concerns and reviewing the local process.
- The regional director will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the regional director will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

## **MISSING STUDENTS PROCEDURE**

A missing child is a person 17 years old or younger reported to any law enforcement authority as abducted, lost, or a runaway.

Upon notification by the Illinois Department of State Police, the school shall flag the record of that person so that if information is requested the school will know this is the record of a missing person. The records of any missing students will be placed in a specially marked, color-coded file in the student records cabinet.

The school will immediately report to the Illinois Department of State Police any request concerning a flagged record or any knowledge as to the whereabouts of any missing person.

Upon notification by the Illinois Department of State Police that the missing person has been recovered, the school shall remove the special mark and color-coding of the file.

## **NON-DISCRIMINATION POLICY**

St. John Brebeuf School assures equal opportunity in all its policies and practices. These policies and practices are administered without regard to race, color, national origin, age, gender, marital status, political affiliation, veteran status, sexual orientation, or mental or physical disabilities. St. John Brebeuf School admits students of any race, color, creed, and national and ethnic origin to all the rights, privileges, programs and activities generally made available. Enrollment is open as space and resources exist, to the children of the parish and to other children of the community whose parents subscribe to the educational philosophy of the school. The school has written policies to insure compliance with all components of Illinois 23 Ill Adm. Code Part 425, which can be viewed through this link: <https://www.isbe.net/Documents/425ARK.pdf>

## **CONCLUDING STATEMENT**

The contents of this handbook will be enforced for the duration of the school year. It is the responsibility of the students and parents to become familiar with its contents. Failure for not being aware of the policies posted in the handbooks will not excuse any infractions.

Addendums to the already established policies may be included any time they are warranted. The principal, in cooperation with the pastor, reserves this right. Notification of any addendum will be shared with the school families. This handbook may be updated throughout the school year.

All procedures under the Archdiocese Plan for Reopening in the 2021-2022 School Year apply in this handbook.



I have completed every requirement below, submitted paperwork to the SJB office, and am 100% compliant.

Item	Details	Date completed	Date submitted
Virtus: training	<a href="https://www.virtusonline.org">https://www.virtusonline.org</a> Due every 36 months. Check your Virtus account every year to make sure you are compliant.		
Virtus: declarations	<a href="https://www.virtusonline.org">https://www.virtusonline.org</a> You will receive a prompt in Virtus when it is necessary to complete.		
Archdiocesan Standards of Behaviors (Code of Conduct)	<a href="https://www.virtusonline.org">https://www.virtusonline.org</a> Due every 12 months (not calendar year). Check your Virtus account regularly to make sure you are compliant.		
Virtus: CANTS 689 and 22 BOTH are required	<a href="https://www.virtusonline.org">https://www.virtusonline.org</a> Due every 12 months (not calendar year). Check your Virtus account regularly to make sure you are compliant.		
Mandated reporter	<a href="http://Mr.dcfstraining.org">Mr.dcfstraining.org</a> Due every 36 months. Check your Virtus account every month to make sure you are compliant.		
Online Background check	<a href="https://www.virtusonline.org">https://www.virtusonline.org</a> Due every 12 months (not calendar year). Check your Virtus account regularly to make sure you are compliant.		
Virtus: your classification ( <u>coaches</u> only)	<a href="https://www.virtusonline.org">https://www.virtusonline.org</a> For coaches: Under "My Information", you must be listed as a COACH.		
Concussion protocols ( <u>coaches</u> only)	<a href="https://www.cdc.gov/headsup/youthsports/coach.html">https://www.cdc.gov/headsup/youthsports/coach.html</a> Due every 12 months (not calendar year).		
<u>Coaching</u> Expectations for Positive Behavior	<a href="http://www.sjbschool.org/athletics">http://www.sjbschool.org/athletics</a> (Coaching Expectations for Positive Behavior)		

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Name of Volunteer (print neatly)

Date

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Signature of Volunteer

Date