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# St. Juliana School

**2017 – 2018**

## **FAMILY HANDBOOK**

Principal: Mrs. Margie Marshall

Assistant Principal: Ms. Anita Slaboch

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[school.stjuliana.org](http://school.stjuliana.org) · [info@stjuliana.org](mailto:info@stjuliana.org) School Office Hours: Monday through Friday

7:30 AM to 3:30 PM and by appointment.

A Parent's Prayer  
Source unknown

**H**eavenly Father,  
Make me a better parent.  
Teach me to understand my children,  
To listen patiently to what they have to say,  
And to answer all their questions kindly.

**K**eep me from interrupting them,  
or contradicting them.  
Make me as courteous to them  
as I would have them be to me.  
Forbid that I should ever laugh at their mistakes,  
Or resort to shame or ridicule if they displease me.

**B**less me with the bigness to grant them  
all their reasonable requests,  
And the courage to deny them privileges  
that I know will do them harm.  
Make me fair and just and kind.  
And fit me, O Lord,  
to be loved and respected  
and imitated by my children.

Amen.

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## **I. MISSION STATEMENT**

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St. Juliana School exists to evangelize and teach the Gospel message in the Catholic tradition while instilling in our students an excellent academic foundation, a commitment to social justice, and a sense of civic awareness and personal responsibility.

The role of the faculty and staff at St. Juliana School is to teach by example and to provide opportunities for the development of the body, spirit, and intellect of each student.

St. Juliana School serves our students, their families, and members of Saint Juliana Parish and extends the ministry to include the whole faith community.

## **II. PHILOSOPHY**

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St. Juliana School is concerned with the full and harmonious development of the whole person according to one's capacity and stage of development. Our curriculum seeks to integrate the demands of the academic discipline and physical and spiritual needs of the developing person.

St. Juliana School is dedicated to

- forming a faith community experience with service, worship, and support of one another as its hallmark
- recognizing the holistic approach of growth for students
- expecting the best in everyone – pupils, parents, administration, faculty, and parish/school staff
- advocating and facilitating the parents as primary educators
- respecting and serving our children as unique individuals with inherent dignity

The tasks of the school are:

- to form responsible Christian citizens, aware of the global dimensions of their faith lives
- to involve the parish community in affirming the beliefs of our faith community
- to provide each child with opportunities and the encouragement to achieve academic excellence according to his/her pace, ability, and style
- to involve the students in being responsible for their learning and accountable for their actions
- to provide spiritual formation and to encourage an appreciation of the richness of our Catholic faith and tradition
- to provide our students with opportunities for cultural growth and extracurricular activities
- to encourage parents to be involved in their child's education by being supportive of their children,  
the faculty, the administration, the staff, and the curriculum

## **III. NON-DISCRIMINATION STATEMENT**

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St. Juliana School does not discriminate on the basis of race, color, sex, national or ethnic origin in the admission policies, hiring practices, the administration of educational policies, loan programs, athletics, or other school administered programs.

## **IV. ADMINISTRATION AND STAFF**

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### **A. Pastor**

The pastor is the primary spiritual leader of the parish and, as such, has the responsibility of fostering, guiding, and coordinating the education ministry in the parish. The pastor will be an ex-officio member of the School Board. All Board decisions and policies shall be subject to his approval.

### **B. Principal**

The principal is the administrator of the school and the executive officer of the School Board. In this latter capacity, the principal is responsible for implementing Archdiocesan policies and policies which have been established by the School Board and approved by the pastor.

### **C. School Board**

The parish School Board shall be responsible for the development of policies to govern the operation of the school. All such policies must be in accordance with those established by the Archdiocesan School Board and subject to the pastor's approval. The pastor, in collaboration with the Board, shall screen, interview, and hire the principal. It shall be the responsibility of the Board to review the annual budget prepared by the principal. Final approval of this budget is the responsibility of the pastor. The Board shall also be responsible for working with the pastor and the principal to set tuition rates and develop and support fund-raising necessary for operating the school.

#### **School Board Members, 2017-2018**

Joan Lynch, Chairperson  
Una Durkan  
Dave Foley  
John Hammerle  
Mike Kelly  
Philip Lacey  
Erin Liss  
Jason Martin  
Dana Oswald  
Don Sondermann  
Beth Soreng  
Joe VonderHeide

#### **School Personnel**

All newly assigned teachers are required to meet the professional standards set down by the Archdiocesan School Board.

#### **Administration, 2017-2018**

Principal	Mrs. Margie Marshall
Assistant Principal	Ms. Anita Slaboch
Office Manager	Mrs. Margaret Mulroe
Secretary	Mrs. Kathy Flynn
Secretary	Ms. Eileen Moriarty

**Faculty and Staff, 2017-2018**

Grade 8/Room 15	Mrs. Jane Lidgus
Grade 8/Room 18	Mrs. Kanela Arianas
Grade 7/Room 14	Mr. Sean Monahan
Grade 7/Room 16	Ms. Susan Boland
Grade 6/Room 19	Mrs. Sharon List
Grade 6/Room 20	Ms. Nicole Catalano
Grade 5/Room 22	Ms. Mary McCann
Grade 5/Room 23	Mrs. Barbara Marshall
Grade 4/Room 24	Mrs. Christine Boldt
Grade 4/Room 25	Mrs. Patricia Collins
Grade 3/Room 27	Mrs. Kathleen Schneider
Grade 3/Room 28	Ms. Michelle Angelo
Grade 2/Room 30	Mrs. Meaghan Matheiu
Grade 2/Room 32	Ms. Liz Doherty
Grade 1/Room 10	Mrs. Mary Mendoza
Grade 1/Room 11	Mrs. Mary O'Connor
Kdgn/Room 5	Ms. Monika Kurzac
Kdgn/Room 8	Mrs. Mary Mendoza
PreK 4/Room 2	Mrs. Laura Lyons
PreK 4/Room 4	Mrs. Jeanne Nowicki
Preschool 3/Room 6	Mrs. Betsy Dusbiber
Preschool 3/Room 5	Ms. Krystle Fertig
Art/Room 9	Mrs. Joan Herion
Library	Mrs. Heidi Jimenez
Music/Room 31	Mr. Michael Mroz
Physical Education	Ms. Diana DiFerdinando
Resource Teacher	Mrs. Catherine Draths
Resource Teacher	Mrs. Melanie Peters
School Consultant	Dr. Jennifer LaCivita
Spanish/Room 21	Mrs. Miriam Serrano
Technology & Resource	Mrs. Pam Levitt
Teacher Assistants	Mrs. Julie Costello
	Ms. Kathleen Davenport
	Mrs. Janell Konior
	Mrs. Heather Peraino
	Mrs. Lidia Ramirez
	Mrs. Sharon Starzec
Extended Care/Room 12	Director Mrs. Christine Boldt
Custodian	Mr. Carlos Espinosa
	Mr. Velio Espinosa

**D. Lunch Supervisors**

Adults are employed to assist students in the lunchroom and provide playground supervision. They are required to attend Virtus training and fill out the following forms: Archdiocese of Chicago Form #7703 (Application of Employment/Volunteer Service), Criminal Background Check, Code of Conduct, and CANTS.

## **V. ADMISSION POLICY**

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### **General Information**

St. Juliana School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago.

St. Juliana School admits students of any race, color, sex, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of this school. Saint Juliana has received certification from the Archdiocese of Chicago and the State of Illinois.

Registration for students usually begins the week following Catholic Schools Week.

### **A. Age Requirements**

A child entering 3-year preschool must be 3 by September 1.

A child entering 4-year preschool must be 4 by September 1.

A child entering Kindergarten must be 5 by September 1.

A child entering First Grade must be 6 by September 1.

### **B. Availability**

Students will be admitted to St. Juliana School for the purpose of religious and academic formation provided space is available and the school can meet the child's educational needs. Archdiocesan Policy 431 states that regular class size shall be limited to a maximum of 35 students. Space and personnel necessarily limit the number of children admitted.

### **C. Priority of Admission**

1. Students currently enrolled.
2. Siblings of currently enrolled students.
3. Children of participating parishioners.
4. Children of parishioners.
5. Transfer students from other Catholic schools.
6. Children of non-parishioners.
7. Transfer students from non-Catholic schools.

### **D. Admission requirements**

- An official state birth certificate and baptismal certificate (if applicable) for students entering school for the first time
- Transfer records, baptismal certificates, academic, and health records for all transfer students
- Verification of physical examination for all students entering preschool, kindergarten, 6<sup>th</sup> grade, and students transferring into the school
- Verification of dental exam for all students entering school for the first time (except preschool), kindergarten, 2<sup>nd</sup> grade, 6<sup>th</sup> grade, and students transferring into the school
- Verification of a vision examination for all students entering kindergarten, 2<sup>nd</sup>, 3<sup>rd</sup>, and 8<sup>th</sup> grade
- Verification of hearing screening for all student entering three and four-year-old preschool, kindergarten, first, second, third, fourth, and fifth grade.
- Hearing and vision screening is provided at St. Juliana School with an accredited vision and hearing company for a nominal fee in early September.
- All records must be on file before classes resume in the new academic year or the child will be excluded from school. Review of current academic standing may also be required prior to acceptance of registration.
- Proof of reception of sacraments if applicable (i.e. Baptism, Reconciliation, Eucharist)

- **Withdrawal**

Families withdrawing students from the school should notify the principal as soon as possible. Records will be forwarded to the new school within 10 days of the request. Parents must sign a release form in order to forward records. All financial obligations must be paid before the records are forwarded.

## **VI. PARENTS**

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### **A. General Expectations**

It is expected that each family become actively involved in St. Juliana School and Church in order to reinforce the values and attitudes for living a Christian life. The families and their children also agree to act, at all times, in accordance with these values and attitudes. Failure of a family to cooperate with St. Juliana School may lead to the removal or non-registration of the family member(s) attending the school.

### **B. Communications with Parents**

#### **Bulletins and Letters**

Communication between home and school is essential to the effectiveness of the school program. School information can be found on the school website so parents will be adequately informed of current happenings in the school. In addition, principal and teacher blogs, email, and phone calls keep parents informed regarding school events, policies, and functions. In order to reduce confusion, the school will send home all general family communications on Mondays. All letters and/or notices sent home via school “backpack” mail require prior authorization of the principal and should be submitted no later than Wednesday of the week prior to the information being sent home.

#### **Back To School Night**

This meeting is usually held in September two weeks after the start of the school year.

#### **Parent/Teacher Conferences**

Scheduled conferences are held in November (mandatory) and March (by parent or teacher request). Conferences give parents and teachers an opportunity to discuss the student’s rate of progress in school and other matters of concern. Parents or teachers may also request conferences at other mutually agreed upon times. Parents are asked to make an appointment with the teacher through the school office or by e-mail or note to that particular teacher. No conferences before or after school will be held without an appointment. In grades 6-8, the students will be required to attend and lead their own student conferences. This allows the student to take a more active role in his/her learning and take responsibility in reporting and evaluating their learning.

#### **Phone Calls**

In order that time may be devoted to instruction, parents are asked to refrain from contacting teachers during school hours. Messages may be left with the school office. Teachers will make every effort to return the call that day.

#### **Emergency Closing of School**

If inclement weather or a facility failure necessitates the closing of school, that information will be available through either local radio and TV stations or the school website ([www.stjuliana.org](http://www.stjuliana.org)) or School Messenger.



### **Parent Grievances**

In the event that a parent has a concern that needs to be addressed, the correct procedure is to first meet with the teacher. Only if that is unsatisfactory, a meeting with parent(s), teacher(s) and principal will be scheduled.

### **C. Room Parents**

The room parent coordinator organizes the room parents to assist the teachers in class activities such as field trips, parties, hot lunch programs, telephone relays, etc. The following are guidelines established for our room parents:

- Room parents must be in compliance with Safe Environment requirements.
- Parents may volunteer to be a room parent for only one of their children's classes. If there are more than two room parents for a room, the names will be chosen by lottery. Duties may include clerical tasks, assisting in computer class, telephone relays, field trips, etc.
- All parties and activities are coordinated with the classroom teacher. Any parent correspondence regarding parties is coordinated and approved by room parent coordinator.
- Parties are usually at the end of the school day and no longer than one hour in length. Classroom teachers, aides, and room parents are to remain in the room during the party. We cannot accommodate younger siblings at classroom parties. Faculty and staff birthdays will not be celebrated with the students.
- If you would like to send snacks or treats for your child to distribute to the children in their homeroom only, please let the teacher know in advance. All snacks and treats must be listed on the Snack Safely website. Often the students like to do this for birthdays and special occasions. We ask that you take into consideration the nutritional value of snacks sent to school.
- Parents/guardians are asked not to distribute birthday or party invitations to students at school unless the invitations are for each child in the class.
- Invitations which include parents only may not be sent without prior approval from the principal.

### **D. Legal Issues (Child Custody)**

St. Juliana School abides by the provisions of the Family Educational Rights and Primary 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 a non-custodial parent to his or her child's records.

Release of copies of school records to the non-custodial parent is granted unless there is a court order to the contrary on file in the school office. It is the responsibility of the custodial parent to provide the principal with the official copy of the court order.

Unless informed in writing with adequate evidence that a parent is not permitted to have unqualified access to the child(ren), the school may release a child to a non-custodial parent. St. Juliana School will give a non-custodial parent the opportunity for a Parent-Teacher conference upon request, at a time other than that of the custodial parent. Joint custodial parents requesting the mailing of school related materials are asked to inform the teacher and the office.

### **E. Financial Obligation**

#### **Books and Fees**

Textbooks are supplied on a rental system as part of the regular tuition payment and include consumable workbooks, office equipment, supplies, and materials for music, art, P.E., computer, and library. If a student loses or damages a book, he/she must pay for the replacement. Textbooks must be covered.

#### **Supplies**

A list of required supplies is posted on the school website. Prepackaged supplies are available for the next school year through the Mothers' Club. Individual supplies are not sold at school throughout the school year, with the exception of assignment notebooks. Parents should check weekly that students have the necessary supplies. All supplies should be labeled prior to the first day of school.

#### **Special Fees**

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A few additional charges for optional services such as class pictures, field trips, hot lunch, etc. occur during the school year.

## Tuition

Each family is expected to sign a tuition agreement before their child(ren) starts school. The tuition agreement outlines the payment due, the time table for payments to be made, and the tuition exclusion policy should a family default on their tuition obligation. Please see the tuition agreement for specific details.

The amount of tuition shall be based on the projected budget for the year and the total enrollment. Tuition is charged on an annual basis and is payable to FACTS Tuition Management. Multiple payment plans and due dates are available, to be selected at the beginning of each school year. The FIRST tuition payment is due in June and is non-refundable. A \$30 late charge is assessed if your payment is not received in a timely basis as established by FACTS. Families are responsible for maintenance of their FACTS account profile. Tuition for mid-year enrollment or departure is calculated as a per diem of the annual rate.

After all efforts to collect delinquent accounts have been made, families that do not have their payments up-to-date or have not made arrangements with the principal will not have their children registered and in assigned homerooms.

Tuition Reimbursement Incentive Program (TRIP) certificates can be used to earn credit toward the tuition. Call Mrs. Lynn Gibbons in the Parish Business Office, 773-631-4127, for more details about this program.

### Tuition for 2017-2018 School Year: participating parishioner

Preschool 3 Half-Day (3 days)	\$1,880
Preschool 3 & PreK 4 Half-Day (5 days)	\$2,810
Preschool 3 Full-Day (3 days)	\$3,660
Preschool 3 & PreK 4 Full-Day (5 days)	\$5,550
Kindergarten – Eighth, one child	\$5,550
Kindergarten – Eighth, two children	\$9,450
Kindergarten – Eighth, three children	\$12,750
Kindergarten – Eighth, four children	\$15,560

### Tuition for 2017-2018 School Year: non-participating parishioner

Preschool 3 Half-Day (3 days)	\$2,600
Preschool 3 & PreK 4 Half-Day (5 days)	\$3,530
Preschool 3 Full-Day (3 days)	\$4,380
Preschool 3 & PreK 4 Full-Day (5 days)	\$6,270
Kindergarten – Eighth, one child	\$6,270
Kindergarten – Eighth, two children	\$10,170
Kindergarten – Eighth, three children	\$13,470
Kindergarten – Eighth, four children	\$16,280

**NON-PARTICIPATING TUITION RATE APPLIES TO THOSE FAMILIES WHO DO NOT CONTRIBUTE \$720.00 YEARLY TO SAINT JULIANA CHURCH.**

**REGISTRATION FEE:** There is no registration fee for students who are already enrolled at St. Juliana School. There is a one-time new family admission fee of \$195, which includes enrollment for one student. Each additional new student incurs a one-time \$95 admission fee. Admission fees are non-refundable. Registration fees and tuition rates are subject to annual review.

### **THERE ARE NO ADDITIONAL FEES OR MANDATORY FUNDRAISING COMMITMENTS.**

However, the school/parish sponsors an annual Fundraiser such as Black Tie Ball or 5K Race. The Athletic Association facilitates the student Track-a-Thon and the FAA sponsors the Spring Musical. Mothers' Club has various events throughout the year: Hot Lunch Days, Taffy Apple Day, and the Christmas Craft Day etc. All fundraisers are voluntary, so parents may decide in which ones to participate.

## F. Volunteers

A private school cannot operate without volunteers. We hope each parent will be able to offer some time for volunteer work. Library aides, room parents, teacher aides and clerical help are some of the possible areas where assistance is needed. It is necessary for new volunteers to complete Archdiocesan Form #7703; Criminal Background Check, Code of Conduct, CANTS forms (annually); and Virtus Training. All volunteers must be in compliance with the Archdiocese of Chicago and Office of Catholic Schools **Safe Environment Requirements** before volunteer service begins. Volunteers are asked to sign in at the office when beginning their service and to sign out when finished. Volunteers are also required to wear a visitor's pass while inside the school building.

## G. Organizations

Multiple school/parent organizations exist at St. Juliana School: School Board, Mothers' Club, Athletic Association, Parent Ambassadors, Men's Club, and Fine Arts Association. Within these organizations, parents have many opportunities to provide input and become actively involved in their child's education process.

# VII. STUDENTS

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## A. Instruction program

### 1. Calendar

A calendar of important dates for the school year (i.e. holidays, breaks, etc.) is posted on the school website: [www.stjuliana.org](http://www.stjuliana.org). A monthly calendar of events listing various school functions is also available on the school website.

### 2. School Hours

#### a. Full-Day Kindergarten – Eighth Grade Students:

8:00 A.M.	Doors Open; Students may enter from any open door
8:10*A.M.	School day begins
2:50 P.M.	Daily Dismissal

**\* A student is considered tardy if he/she arrives at the classroom after 8:10 AM.**

Students are provided with a lunch and recess break. There is no supervision on the school premises after school, except at school-sponsored activities and the Extended Care Program. The school is not responsible for student supervision after the conclusion of scheduled activities.

#### b. Preschool Students:

8:00 A.M.	Doors Open
	Preschool 3 students enter from the west Touhy Avenue door
	PreK 4 students enter from the east Touhy Avenue door
8:10 A.M.	School day begins
11:00 A.M.	Dismissal for ½ day Three and Four-Year-Old Programs
2:45 P.M.	Dismissal for full-day Three and Four-Year-Old Programs

### 3. Curriculum

The curriculum is the plan for learning in each school and states intended outcomes for student learning. The Office of Catholic Schools provides a PreK – 12 systemic, rigorous curriculum to the schools of the Archdiocese. The content of the ELA and Math curriculum is aligned with the Office of Catholic Schools benchmarks. The Curriculum Benchmarks also reflect the objectives that are assessed on the ACT Aspire Assessment. The curriculum is reviewed annually. A copy of the Archdiocesan curriculum is available online at [ocs.archchicago.org](http://ocs.archchicago.org).

**a. Catholic Identity**

(1) Christian Doctrine

Each child shall be instructed in the truths of the Catholic faith according to guidelines established by the Archdiocesan Religious Education Program. The school strives to teach about the person and the message of Jesus Christ, as well as an understanding of the Catholic Church. Non-Catholic children are required to attend and participate in formal religion classes but are not required to participate in sacraments that are not in keeping with their own faith.

(2) Sacramental Preparation

Students are formally prepared for sacraments of First Eucharist and Reconciliation in 2<sup>nd</sup> grade and Confirmation in 7<sup>th</sup> grade. These programs are based on parental involvement and responsibility. Instruction is provided in a group setting by the classroom teacher and the parents on an individual basis. The parents, teacher, and parish priests determine the readiness of the child for the sacraments.

(3) Liturgical Involvement

Eucharistic liturgy, the public worship of the Church, is both the center of faith and the source of strength in our daily lives as Christians. Liturgy is an essential part in our students' Catholic development. Each class, grades 1-8, attends Mass once per week. Kindergarten students attend mass monthly. As part of their religious formation, the students help prepare and participate in our weekly liturgies, prayer services, monthly assemblies, as well as in the many classroom prayer opportunities the teacher provides. Parents are expected to exercise their role as the primary teachers of their children by attending Sunday Mass.

(4) Apostolic Activities

Many opportunities are provided for the students to put into practice, on an individual or group basis, the principles of Catholic Social Teaching that are discussed in school. On occasion, the student body engages in special service projects.

**b. Major Subject Fields**

The major subject fields covered in all grades include Catholic doctrine, religion, language arts (reading, writing, spelling, vocabulary, and grammar), mathematics, science, fine arts and social studies. Spanish is offered in K-8. The curriculum is reviewed annually.

**c. Fine Arts**

(1) Music Program

The music program uses the Archdiocesan Curriculum for music education and includes liturgical music, children's choir, the Christmas concert and the spring musical. Students in PreSchool 3 – 6<sup>th</sup> grade attend weekly music classes.

(2) Art Classes

Art is taught in Kindergarten through eighth grade weekly, using the Archdiocesan Fine Arts Curriculum.

(3) Cultural Arts Program

Volunteer parents visit classrooms on a monthly basis to introduce one of the great artists using prints and lesson plans from the Art Institute of Chicago.

(4) Band Program

The program is open to students in grades 4-8 and enhances musical ability and appreciation while developing cognitive learning and overall musicianship.

(5) After School Classes

Drama classes sponsored by the Fine Arts Association are open to students in grades 4-8. Glee club, chess, guitar, tin whistle, Young Scientist and Young Rembrandt art classes are also available.

**d. Special Subject Fields**

(1) Family Life Program

This program is taught in grades 5 and 6 as part of the religion and science classes.

(2) A.I.D.S.

An A.I.D.S. curriculum is part of the religion and science programs.

(3) Computer Education

Computer classes for all grades are integrated with the regular classroom curriculum. The students receive instruction in the school computer lab and/or use classroom computers, Smart Boards and the mobile chrome book/ iPad labs for special classroom assignments and/or Accelerated Reader tests. Teachers, students, and parents are required to agree to and sign an Acceptable Use Policy at the beginning of the school year.

(4) Resource Program

St. Juliana School offers math and ELA support classes through individualized and small group teaching. Qualified teachers who work closely with classroom teachers facilitate this program. Referrals for ELA assistance come from the child's current teacher, former teachers, and/or at the request of the parents. Referrals for Resource math are based on teacher recommendations, daily class performance, Report Cards and Aspire Results.

(5) Library

Library time is given weekly for students in preschool through 4<sup>th</sup> grade. Students in 5-8 have assigned drop in times. In addition the librarian sponsors "Battle of the Books" for middle grade and junior high students.

(6) Spanish

Spanish is taught weekly in Kindergarten through 8<sup>th</sup> grade using an age-appropriate curriculum.

**e. Field Trips**

Field trips can enrich classroom learning and open new areas of interest for the student. Those field trips, which are educational and relate to the total curriculum, are encouraged and are part of the total school program. Parent-signed permission slips provided by the school must be turned in before students may go on a trip. No other activity is planned for non-participating students since the field trip is considered part of the educational process. Parent chaperones (volunteers) must be in compliance with Safe Environment regulations. No other children may accompany parent chaperones. Phone calls are not acceptable in lieu of a signed permission slip.

Occasionally students take non-bus field trips around the neighborhood. A permission slip for each student is sent home at the beginning of the school year.

**4. Homework**

One of the most important objectives of education is to teach the child how to study. Homework is assigned as a means of helping pupils review and enrich subject matter taught in class. This may take the form of either a written or unwritten assignment. Ordinarily children in grades K-3 spend 15 to 30 minutes a day on homework; grades 4-6, 45-60 minutes; and grades 7-8, 60-90 minutes.

1. It is expected that homework be completed on time.
2. Individual teachers or teaching units will advise students and parents of their policies.
3. In case of illness, the student has the number of days he/she was absent to complete the work. A student, therefore, who was absent one day due to illness, has one day to complete the work, etc., with the exception of long-term assignments.
4. Test make-ups will be arranged between teachers and students upon the return to class.
5. It is not the responsibility of the teacher to prepare lessons and work to be taken on vacation.

**B. Student Assessment**

**Testing**

Some form of evaluation is essential in order to measure student progress and discern areas in need of improvement. Teacher constructed tests and informal methods of evaluation are part of the regular school program throughout the year.

**Standardized Tests**

ACT Aspire achievement tests, with national norms, are given to students in grades 3 - 8. These tests are administered in the spring of the school year. Both teachers and parents receive the results of the testing for each child.

**Junior High Constitution Test**

As required by state law, students must pass the state and federal Constitution tests in order to receive their diplomas. The Constitution Tests are administered in 7<sup>th</sup> grade.

**Parent – Teacher Conferences**

(See page 9)

**Report Cards**

Trimester Report cards are issued to all students in grades K-8. The grading system utilized for the report cards is the same that is used for daily work, tests, and homework. Dates for report cards are in the school calendar.

First and Second Honor Rolls for **sixth grade** include grades for social studies, science, religion, reading, English, vocabulary, and math.

First and Second Honor Rolls for **seventh and eighth grade** include grades for social studies, science, religion, reading, ELA and math.

**Fifth** grade participates in an Academic and Effort Honor Roll.

Incomplete work due to absences may result in an “I” on the report card. Students are required to complete all work within a one-week period. When the work is completed, the “I” is removed from the report card. If not completed, the “I” becomes an “F”.

**Grade Scale**

A+	99 -100	C	79-82
A	95-98	C-	77-78
A-	93-94	D+	75-76
B+	91-92	D	71-74
B	87-90	D-	69-70
B-	85-86	F	0-68
C+	83-84		

**5. Honor Roll**

The following is the system for determining first and second honors in grades 6-8. Grades are first given points based on this scale:

- A = 4.0
- B = 3.0
- C = 2.0

Junior High Math (7A & 8A)

- A = 5.0
- B = 4.0

# St. Juliana School

2017-2018

Subjects eligible for points in Sixth grade are reading, vocabulary, English/writing, social studies, science, math, and religion. A student needs a total of 28 points to gain First Honors, and 23 points to gain Second Honors. Subjects eligible for points in seventh and eighth grade are social studies, science, reading, English math, and religion. A student needs a total of 24 points to gain First Honors, and 21 points to gain Second Honors. No accelerated math points are given in sixth grade. Students with a D or F grade or a behavioral check on their report card will not qualify for Honor Roll.

Fifth grade students may earn a place on the Academic Honor Roll or the Effort Honor Roll. A student needs a total of 21 points, based on scale above, for the Academic Honor Roll. No accelerated points are given in fifth. For the Effort Honor Roll a student must receive a C or higher in achievement in reading, vocabulary, English/writing, social studies, science, math, and religion and an E in effort for 3 of the 7 main subject areas. A fifth grade student can gain either Academic or Effort Honors, but not both.

A plus or minus grade does not add or subtract from point value. All Honor Roll students' names will be published in the parish bulletin. Ribbons are distributed during an Honor Roll school Mass.

Art, Gym and Music and Spanish grades are Pass/ Fail. Spanish will receive a letter grade in 7<sup>th</sup> and 8<sup>th</sup> grade.

## 6. Academic Policy

Each student is expected to make satisfactory progress, defined as average or above average grades, in order to be promoted to the next grade. If the student does not, the following may be in order:

1. The student may be placed in the next grade pending successful completion of summer school. Summer school will be required for students who fail for two trimesters in a subject (F, F) (F, D). Summer school is recommended for students who earn a D for two trimesters in a subject or who are struggling to achieve academic goals at their grade level.
2. Tutoring may be recommended.
3. A student may be retained. This is usually a cooperative decision made by parents, teachers, and administrator. Parents would be notified of the possibility of retention no later than mid-year. The decision to retain a student shall be made only if there has been adequate evaluation and documentation, indicating that the student would most likely benefit from retention.

## 7. Plagiarism Policy

St. Juliana School works to educate students on correct ways of gathering and using information including citing sources and works and giving credit to the author. Plagiarism is a serious offense. It can result in disciplinary action (including detention) and/or reduction in grade. Parents will be notified should this problem persist.

## 8. Graduation

Diplomas are awarded to eighth graders who have:

- Completed the school's academic requirement
- Achieved a passing grade on the Constitution of the United States and the State of Illinois Examination
- Adhered to the school's code of conduct
- Returned all school materials

Diplomas will not be awarded until all financial obligations are paid in full.

In preparation for the selection of the valedictorian the teachers will review the permanent records of the top ranking students. A cumulative grade point average will be obtained from core subject marks for each student beginning in 5th grade. Ordinarily, the highest-ranking student will be named as the valedictorian. If a distinction is not clearly evident, the administration reserves the right to judgment. The final decision rests with the principal and pastor.

## C. Special Services

### 1. Teacher Consultant

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Title funds from the federal government (assessed yearly) provide a social worker/psychologist to consult and mentor teachers in order to facilitate academic success for the students.

## **2. Academic Testing**

While we work with CPS on referrals for academic testing, the initial paperwork must be processed by our staff. For more information, please contact Ms. Slaboch.

## **3. The Resource Program**

See page 14

## **4. Preschool**

St. Juliana School offers preschool programs for three and four-year-old students. There are 5-day three and four-year-old classes which meet Monday through Friday. We offer a full-day and a half-day option. There is also a 3-day three-year-old class held on Monday, Wednesday, and Friday mornings.

## **D. Other Programs**

### **1. Lunch Program**

All students must remain at school for lunch. Students bring their lunch or lunch may be ordered through FSP, an Archdiocesan Lunch Program. Milk is available and is ordered for the school year. Milk will be served on Mothers' Club Hot Lunch days.

### **2. Extended Care Program**

Extended care is available for all students from 6:30- 8:00 AM, and from 2:50-6:00 PM on all full-session school days. Registration information is available on the school website. The Extended Care phone number is (773) 428-2872.

### **3. After School Activities**

Students may participate in a number of after school activities. Offerings include Children's Choir, Glee Club, Young Rembrandt's Art Classes, Star Guitar, Irish School of Music, Student Council, Battle of the Books, the Spring Musical, Drama Club, Science Club and/or Chess Club any may vary from year to year. Some offerings are only available at certain grade levels. Children must be picked up at the required time from after school activities. **If a student is absent from school they may not participate in any school-sponsored extracurricular activity that day. This would include athletic practices or events, art, music, a dance, field trip, etc.**

### **4. Sports Program**

The Athletic Association facilitates all Saint Juliana athletics, including intramurals and interscholastic teams. Student athletes are expected to be respectful during class, complete homework assignments on time, and to do their best in all classes. Attendance at school is a prerequisite of school team participation. This also applies to day-to-day participation. Hence, a student who is absent from school, for any reason, is not eligible to play in a game that occurs that same day/night. Parents of student athletes should refer to the Athletic Association Handbook for further details on eligibility rules and academic expectations for student athletes.

The Athletic Association phone number is (773) 631-5671.

### **5. Accelerated Reader Program**

To promote and enhance reading, Saint Juliana teachers use a computerized reading program from Advantage Learning Systems called The Accelerated Reader. Students choose books from lists with over 200 titles for each grade 2 through 7. These books can be found either in a classroom collection, school library or public library. After reading the book, the student takes a multiple-choice test on the computer to check knowledge and comprehension for that book. All tests taken by a student are recorded and the student or teacher may easily check the reading record.



## **E. Medical**

### **1. Immunizations and School Physicals**

**State Law requires the following children have a new school physical done within six months of the start of the next school year: Preschool (first entrance to this school), Kindergarten, Sixth Grade, and Transfer Students from a state other than Illinois. Transfer students in other grades must also be in compliance. Due to the fact that many physicians require a school physical appointment be made two months in advance, please call your doctor to make an appointment as soon as possible. Students not in compliance will be excluded from school.** Before you leave your doctor's office...please check the dates of all immunizations because State law requires the following:

- **DPT** – 4 doses with the last being given on or after the fourth birthday. Any child over six years not having been immunized against diphtheria-tetanus shall receive a series of two doses with a booster at least one year later.
- **OPV (Oral Polio)** – 4 doses with the last being given on or after the fourth birthday.
- **Rubeola** – (ten day measles) Vaccine after 15 months old. Second dose required for those entering 5th grade, or a history of having had the “hard” measles documented by a physician. Newly required second dose applies for all students, grades K-8 effective September 1993.
- **Rubella** – (three-day German measles) Vaccine after 15 months with the exception of a female at the onset of menses.
- **Mumps** – Vaccine after 15 months old. Immunization required prior to entering school for the first time or a physician's statement that the child has had mumps. (new: January 1987)
- **TB** –Mantoux Test – Recommended done at the time of the physical and the results included on the physical examination report. All children must have received at least one TB skin test since birth.
- **Hepatitis B Vaccine**– Required for incoming preschoolers and incoming 5th graders. Must show proof of having received 2 doses before the start of school year and must complete this series by October.
- **Chicken Pox Vaccine** – All children entering Kindergarten must have proof of having received the vaccine or documentation from a health care provider that they have had the disease.
- **DTap, Tdap, DT** – must have 4. Grade 6-8 must have booster regardless of the interval.
- **Lead Screening** – Required for ages 6 or below in state licensed or approved schools and programs.
- **Diabetes Screening** – Required for all students entering preschool, kindergarten, 5<sup>th</sup> grade, and those students new to our school. (new: March 2006)

If your physician chooses not to give your child any of the above immunizations, a note written on a prescription blank or his office stationery is required to be attached to the physical form. Please have the physician specify why immunization has not been given. If non-immunization is due to allergy, please state what the child is allergic to.

All of the child's **health concerns** should be noted on the physical form. The physician must sign and date the immunization and the physical portion of the form. The demographic information and the child's health history portion of the form must be completely filled out and signed by a parent or legal guardian.

All forms are due in the school office by June 1<sup>st</sup>. Incomplete forms will be returned to you for completion and will not be considered as part of your child's file until they are returned and properly completed. The students will not be placed on a class list until completed forms are returned to the school office.

**School Exclusion:** According to Illinois law, any child whose parent has not presented proof of required health examination and immunizations shall be excluded from school. Parents shall meet these requirements by October 15. After that date, if such proof has not been presented, the child will be refused admittance to school. Ample notices are sent to remind and inform the parents. There will be no exception on Health Exclusion Day.

## **2. Medical Treatments**

In the event a student shall become ill or injured or otherwise need immediate medical attention that is not contained in the Medical Authorization Form on file with the School Principal or his/her designee or with the school nurse (if applicable), the Principal or his/her designee shall attempt to contact the student's parent/guardian utilizing the information provided on the student's Medical Information and Notification Form. If the student's parent/guardian cannot be contacted, the School Principal or his/her designee shall attempt to contact the person identified by the parent/guardian as the student's emergency contact. In either even, such contact shall be made to advise of the observed illness or injury or need for medical attention and to obtain further instructions from the student's parent/guardian or emergency contact.

Notwithstanding the foregoing, the School Principal or his/her designee or school nurse (if applicable) or other certified school personnel may call State or local emergency medical services before or after attempting to call the student's parent/guardian or emergency contact if, in the exercise of school-related supervision of the student, the student's illness, injury or need for immediate medical attention is perceived to be in need of emergency medical care.

## **3. 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. Teachers, administrator and administrative staff shall not administer medication to students except as provided in these School Medication Procedures.

### **a. Administration**

No school personnel shall administer any prescription or non-prescription medicine unless the School has the student's current and complete **Medication Authorization Form** approved and signed by the School Principal.

A Medication Authorization Form is distributed for each student at the beginning of each school year or enrollment of a new student during the year.

**Medication Authorization Forms** are available at the school office.

The School retains the right to deny requests to administer medication to the students provided that such denial is indicated on the **Medication Authorization Form**. If the School denies a request and authorization for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian or designee administer the medication in school.

### **b. Appropriate Containers**

It is the responsibility of the parent/guardian to provide the School with all medication in appropriate containers that are:

1. Prescription-labeled by a pharmacy or licensed prescriber (displaying RX number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) or
2. Manufacture-labeled for non-prescription over-the-counter medication.

### **c. Self-Administration**

A student may self-administer medication at school if so ordered by his/her licensed prescriber per the student's current and completed Medication Authorization Form.

### **Asthma Guidelines**

Students who suffer from asthma, allergies or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the School has on file for the student a current and completed Medication

Authorization Form. Otherwise, such medication must be stored in a locked cabinet under the control of the School.

**d. Storage of Medication**

Medication received by the school in accordance with a completed Medication Authorization Form and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the School Principal and his/her designees, and the school nurse (if applicable).

Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.

At the end of the school year, or the end of the treatment regime, the student's parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the School will appropriately discard the medication.

**4. Physical Education and Recess Excuses**

All children must attend physical education class and/or participate in outdoor recess unless they have a written excuse from the physician indicating the type of injury that could be worsened through participation, as well as the duration of the student's non-participation in these activities.

**F. Dental**

Effective July 1, 2005, all Illinois children in kindergarten, second, and sixth grade will be required to have an oral health examination. The examination must be performed by a licensed dentist and he/she shall sign the report. Each child shall present proof of examination by a dentist prior to May 15<sup>th</sup> of the school year. School dental examinations must have been completed within 18 months of the May 15<sup>th</sup> deadline. If a child fails to present proof of a completed dental examination or does not present proof that an exam will take place within 60 days after May 15, the school may hold the child's report card.

**G. Vision and Hearing**

Effective January 1, 2008, the Illinois Department of Public Health has mandated the following:

- Required hearing screening for students entering three-year-old preschool, kindergarten, first, second, and third grades, and students new to St. Juliana School.
- Required vision screening for students entering kindergarten, second, eighth grades, and students new to St. Juliana School.
- Vision Examination by a licensed optometrist or physician for students entering kindergarten.

**H. Health Conditions**

**1. Guidelines for Students with Food Allergies**

Recently, there have been a number of stories in the news about the growing trend of food allergies in young children. This trend is also true at St. Juliana. Also, in the interest of promoting good nutrition and health habits, the following is in place at St. Juliana School:

- Parents are encouraged not send food treats to school for their children's birthdays.
- Teachers have been directed not to give students food.
- Teachers providing food to students as part of a class lesson activity will send a permission slip home to parents in advance.
- Parents are encouraged to help their children with food allergies to be advocates for themselves and to be aware of 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

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- Educate the child in the self-management of their 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.
- 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, and during school sponsored activities.
- Complete necessary written medical documentation as required by the Archdiocese. For the 2017-2018 academic year, those 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 pack (labeled with the child's name) containing Epipen/Benadryl (if necessary). The child should carry this pack in their lunch bag during lunchtime or when food is consumed. In the classroom, the pack should be given to the teacher. An additional pack should be kept in the school office.

## 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.
- Assure that 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.
- Create 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.
- 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 trips 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
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.

## Student's Responsibility

- Do not trade food with others.
- Do not eat anything not provided by the home.
- Be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- Carry their epipen to any place outside the homeroom.

### 3. Diabetes

St Juliana School complies with ‘Care of Students with Diabetes Act’ enacted by the State of Illinois.

### 4. Communicable Disease

In accordance with the Rules and Regulations for the Control of Communicable Diseases as issued by the Illinois Department of Public Health, the following procedures have been established.

1) Notify the school office immediately when your child has a communicable disease. This information will be reported to the school nurse. A note from your physician is mandatory.

2) **The following communicable diseases require exclusion from school:**

**Chicken pox** - not less than six days after eruption.

**German measles** - five days after appearance of rash. In case of girls having a rash, it is strongly urged that a physician be consulted in order that a positive diagnosis be made.

**Mumps** - Nine days and until all swelling has disappeared.

**Strep Throat** - for at least twenty-four hours after antibiotic treatment has been started

**Pediculosis (Head Lice)** - until proper treatment has been ordered by the physician and instituted – THERE SHOULD BE NO VISIBLE NITS in your child’s hair in order for him/her to return to school. School employees are not responsible for removal of NITS.

**Influenza (of any kind)** – If students have a fever or are vomiting, please keep them home. Students need to be fever free for at least 24 hours.

**Conjunctivitis (Pink Eye)** -for at least twenty-four hours after antibiotic treatment has been started

**Ring worms/pin worms** - until seen by a physician and cleared to return to school

## I. Student Requirements

### 1. Attendance

Daily attendance is essential to a student's progress and success in school. State law requires that parents assure daily school attendance by their children.

#### a. Absence

St. Juliana School is participating in the Nonpublic School Attendance System which provides State-recognized nonpublic schools the capability to readily submit student attendance data for use in calculating the School Safety and Educational Improvement Block Grant per Sections 2-3.51.5 of the Illinois School Code.

Please note the following for information about full-day and half-day attendance:

- A full day of instruction for kindergarten and first grade is considered to be 240 minutes or more, 8:10 AM – 12:40 PM
- Kindergarten and first grade students who are present zero to 119 minutes are not in attendance for the day, 8:10 – 10:09 AM
- A half day of instruction for kindergarten and first grade is considered to be 120-239 minutes, 10:15 AM – 12:44 PM
- A full day of instruction for grades second through eighth is considered to be 300 minutes or more, 8:10 AM – 1:40 PM
- Second through eighth grade students who are present zero to 149 minutes are not in attendance for the day, 8:10 – 10:39 AM
- A half day of instruction for grades second through eighth grade is considered to be 150-299 minutes, 10:45 AM – 1:44 PM

The School Code of Illinois requires that the parent or legal guardian of any child who is absent from school notify the school on or before the day of absence. The school should be notified by phone before

9:00 AM on the day of the absence. After 9:00 AM the school will contact you. Voice mail is in operation during non-office hours. It is important that the office be informed of a student's absence because of contagious disease. It is also important that a student does not come to school ill or too soon after a serious illness. It is necessary to call each day unless a set number of days are known at the onset of the illness. The school office number is (773) 631-2256. It is the student's responsibility to find out all assignments missed. A "homework buddy" is a must for all students in grades 4-8. (See page 11 for more information about homework.)

**b. Tardiness**

It is important that every child be on time for class. Tardiness results in a disruption of the class as well as lost learning time for the tardy student. A student is considered tardy if he/she arrives at the classroom after 8:10 AM. Tardy students must report to the office before proceeding to their classrooms. Tardy students are required to make up the time during lunch/recess.

**c. Unscheduled Vacations**

Vacations during the school year are strongly discouraged. The principal gives permission for such trips upon a written parental request. Should a vacation be necessary, students will make up assignments when they return. It is the parent's responsibility to assist the child in all make-up work upon return to school. **Assignments will not be given out prior to the vacation.** The student has five (5) school days, from the day of return, to make up all assignments, tests, and projects and must make arrangements with each teacher for after school tutoring, if needed.

**d. Early Dismissal**

The principal is authorized to grant early dismissal to a pupil provided a written request is supplied by a parent. This request should be put in writing to the homeroom teacher. Under no circumstances may a child be released to anyone, other than the parents or guardians as listed on the child's emergency form, without parental authorization. Parents are asked to pick up their child and sign them out in the school office. Students leaving early for doctor or orthodontist appointments are required to submit an admission slip to the office upon returning to school.

**e. Sudden Illness or Accident**

Parents will be notified of sickness or an accident at school. Additional phone numbers must be on file for emergencies only.

**f. Shadow Days**

Eighth graders are provided scheduled Shadow Days on school days off for attending high school Shadow Days. Additional days are not excused absences.

**2. Student Behavior Code**

As members of a Christian education faith community, Saint Juliana students are expected to behave in a manner that enhances the learning process and demonstrates respect for peers and adults. Character is developed through responsibility – responsibility for his/her work, responsibility for his/her behavior and rapport with other students and with the faculty. Each student is expected to put forth the necessary effort to make the school a place where everyone feels welcome and where all can pray, study, socialize, and play in an atmosphere of mutual respect. It is the job of the faculty and administration to make sure this atmosphere for learning exists and that the rights of all students are protected.

**Disciplinary Procedures**

Daily efforts are made to foster good communication between Saint Juliana faculty/administration and parents/guardians of students enrolled in the school. When conflicts arise regarding disciplinary matters, all parties seek to find a resolution to the difficulty. If the student fails to respect the rights of other members of the school community and/or fails to accept his/her responsibilities and thus fails to abide by the student behavior code, the teachers will attempt to resolve the problem before it becomes a major issue. Any punishment that may be given should be a consequence of the student's behavior and appropriate to the nature and degree of the offense.

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A detention may be given to a student for any deliberate and consistent violation of school regulations or teacher regulation within the classroom. Detention will be from 2:50 – 3:25/3:40 P.M. on the following day or at the teacher's earliest convenience. Detentions may be given for behavior such as disrespectful speech and/or manner toward students or adults, discourteous behavior, disruptive behavior, boisterousness or rowdiness in school or at school affairs, rough play, and suggestive or obscene language or gestures.

In general, students found guilty of violating any of the following will be dealt with according to the policy stated below, in addition to specific consequences for each violation:

1<sup>st</sup> offense - Parents will be notified immediately and a conference will be requested at the earliest convenience.

2<sup>nd</sup> offense - Parents will be requested to come in for a conference and the student may be placed on probation and/or suspended from school.

3<sup>rd</sup> offense - A conference will be scheduled and the student may be suspended and/or expelled from the school.

Probation is a disciplinary action that may be taken for serious misconduct or when previous misconduct has been repeated. Disciplinary probation affords the student the opportunity to continue education in the school setting contingent upon cooperation and satisfactory behavior. Further infractions of school regulations may result in suspension and/or expulsion.

Suspension is the temporary removal of a student from some or all school activities, including athletics. Except in an unusual case, the suspension shall not exceed a period of five school days. The student may be admitted to class only after a conference has been held to identify and discuss the problem and develop a written plan to correct the misbehavior. Participants in this conference ordinarily include the student, parents/guardian, the principal, and the teacher(s). Suspension is ordinarily invoked to prevent disruption of the school environment or to assist the student in overcoming a disciplinary problem.

Expulsion is the termination of the student's privilege to attend the school and requires transfer to another school. Except in an extreme situation, expulsion will be imposed only after a period of probation and/or suspension, including and limited to the following situations:

- the misconduct has been consistently repeated
- other forms of corrective intervention have been previously pursued
- except in unusual circumstances, the school has been in contact with the parent/guardian regarding the child's misbehavior
- the misconduct, in the judgment of the principal has, or if repeated will, jeopardize the well-being the school community
- willful damage to the school or personal property

While the progressive discipline policy will be employed in most instances, any single offense may be grounds for immediate discipline up to and including expulsion at the discretion of the pastor or principal. Such behavior cannot be tolerated in our school. In justice to teachers, students, and our school name, the above policy will be strictly enforced.

#### **a. Violation: Truancy (absence without teacher/parent knowledge)**

Disciplinary Action:

**First Incident** – conference with principal, teacher, parent, and student. Student is responsible for hours and work missed.

**Second Incident** – as mentioned above plus a three-day suspension

**Third Incident** – as in second incident, plus notification to juvenile office.

#### **b. Violation: Damage to School or Private Property**

Disciplinary Action: Notification of parents and some form of restitution and possible suspension, depending on the nature of the offense.

#### **c. Violation: Disrespect Toward Anyone in Authority**

Disciplinary Action: Notification of parents and possible suspension, depending on the nature of the offense.

**d. Violation: Substance Abuse by Student**

- Substance is defined as illegal drugs and drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.
- Substance Abuse means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.
- Illegal Violations: the possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings, or at school-sanctioned events is expressly forbidden.

**School Procedures for Handling Violations:**

- Notify the parent/guardian and suspend the student during the school investigation.
- Conference with the principal, parent/guardian, student, pastor, and other appropriate persons as determined by the principal.
- Notify the local and state police as directed by law.
- Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include but are not limited to continued suspension and/or expulsion.
- Appropriate confidentiality shall be maintained.

Mitigating circumstances may warrant differences in procedures for the principal. The approach to substance abuse should focus on education, not experimentation and provide a supportive environment for the learners. In determining consequences for violation, treatment and counseling shall have priority over, but not necessarily exclude disciplinary measures.

**e. Weapons**

“To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment: students shall not carry, possess, or use weapons in school or on school premises. Weapons include but are not limited to the following: knives, handguns, brass knuckles, bats, pipes, sticks and any other object that causes bodily harm. School authorities have the right to inspect and search lockers, desks, parking lots and school property. Parents/Guardians of the student involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion. School officials are required to report weapon violations to the local police and State police. The weapon is turned over to the local police jurisdiction.”

Handbook for School Administrators, Office of Catholic Schools

**f. Attacks on school personnel**

“Upon receipt of a written complaint from any school personnel, the superintendent, or other appropriate administrative officer for a private school, shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the Department of State Police Illinois Uniform Crime Reporting Program through the School Incident Reporting System (SIRS) no later than 3 days after the occurrence of the attack.”

**g. Bullying/Harassment**



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“The Pastor, administration, and staff of St. Juliana School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment. St. Juliana School follows the **Bullying Prevention** policy (see below) from the Office of Catholic Schools.

## **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 is:

- any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically,
- occurring on campus or off campus during non-school time,
- 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 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 and the Internet;
- **Emotional** which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, 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, at school bus stops waiting for the school bus, 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, parents/guardians, teachers, staff, administrators 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.

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**Archdiocese of Chicago Handbook for School Administrators Bullying Prevention**  
**Office of Catholic Schools**  
**January 2011**

**g. Gang Policy**

The presence of gangs, gang activity and gang related materials foster anti-social behavior and attitudes and disrupt educational processes and activities. Although gangs and gang related activities have not yet been a problem in our school, we feel committed to take a pro-active approach as a means of prevention. The following rules are enacted to prevent disruption and to prohibit gang activities by restricting the actions which foster such activities or which, because they may be performed in relation to gang activities, endanger even those students who do not intend to show gang membership or affiliation.

No student on or about school property or at any school activity:

1. shall wear, possess, use, distribute, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which may be viewed as evidence of membership or affiliation in any gang or cult. This includes the wearing of coats and hats during the school day.
2. shall commit any act or omission or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
  - a. soliciting to others for membership in any gang or cult.
  - b. requesting any person to pay protection or otherwise intimidating, or threatening any person.
  - c. committing any other illegal act or other violation of school policy.
  - d. inciting other students to act with physical violence upon any other person.

Gang related items will be taken by school personnel, sent to the office, and will be returned only to a parent. Gang affiliation may result in immediate probation, suspension or expulsion from St. Juliana School.

**h. Search and Seizure**

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

The school retains the right to search and seize drugs, weapons, and other contraband when there is belief such contraband is in the possession of a student. Such possession is in violation of the rules of St. Juliana School. The school will assist local government authorities by reporting such possessions, and when requested by the authorities, the school will cooperate fully with the police and other government authorities.

**i. Students and the Internet**

Our primary goal is for students to use the Internet responsibly. St. Juliana students may not author offensive, indecent, or threatening websites, email or other online communications when using a school computer for a classroom project or assignment.

Students should refrain from authoring outside of school resources, private websites, email or other online communications that may contain threatening or offensive language. Should said online authored material either (a) cause a material or substantial disruption to the school community, (b) infringe on the rights of others, (c) represent a serious threat to school property or member of the school community, or (d) constitute bullying according the specified definition, the school reserves the right to impose disciplinary action on the student. Disciplinary action in this case may result in suspension or expulsion. In some cases, the police or Archdiocesan attorneys may be notified. These rules and expectations govern student computer usage both in and out of school.

**j. Technology**

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The St. Juliana Policy for acceptable use of school technology resources will be distributed at the beginning of the school year. Students and parents should be familiar with this policy. Parents and guardians are primarily responsible for the appropriate and ethical use of technology outside of school. The inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats. Unauthorized cost incurred for online purchases charged to the school are the responsibility of the student and his/her family. This references all social media and is not limited to Facebook, Youtube, Instagram, Snapchat, Text Messaging and Email.

## **St. Juliana Acceptable Use Policy**

St. Juliana School provides access to computers and the Internet to students to enrich the learning environment. Through the school network, students have the opportunity to access the Internet and obtain information from around the world. Students can collaborate with one another and with persons at other locations. They can find documents that contain pictures and text and post their own informational items for others to view. The Internet allows people around the world to share information. The ability to communicate electronically with others and to access information is of great value in instruction. Technology resources are provided to students with the sole purpose of improving the instructional climate and to provide new and innovative educational opportunities.

As required by state law, St. Juliana School has in place content filtering that blocks multiple categories of objectionable web content, including violence, nudity, mature sexual content, criminal and illegal activities, gambling, hate and racism. With close supervision by faculty and education on safe use of the Internet, our students have the opportunity to safely explore a wealth of educational resources available on the Internet. The purpose of this Acceptable Use Policy is to establish guidelines that provide safe and responsible access to resources by all students.

Acceptable Uses of Technology include

- Creating reports and presentations and other visual displays of knowledge
- Using software to improve academic skills
- Using the Internet to research topics
- Viewing educational videos and simulations
- Communicating with others to share information or to acquire expert information on a particular academic topic
- Other technology activities that help the student learn, gain and share information that is educational in nature

Uses of Technology That Are Unacceptable and Strictly Forbidden include

- Deliberate damage to computer equipment, printers, network, etc.
- Using technology for activities that are not educational, or without the consent of the teacher
- Accessing, attempting to access, uploading, downloading or sharing inappropriate material (violence, nudity, mature sexual content, criminal and illegal activities, gambling, hate, racism, etc.)
- Using objectionable, impolite, abusive or profane language
- Accessing or attempting to access another person's files without the permission of that person
- Violation of copyright laws (illegal use/sharing of software or other files)
- Plagiarism, which is defined as the using of ideas or writings of others and presenting them as if they were original
- Falsifying one's identity while on the Internet
- Disabling or attempting to disable protective programs on the school network such as virus protection, content blocking, etc.
- Cyberbullying, which is defined as the use of technology to tease, taunt, hurt, threaten, or be cruel to another individual
- Giving out personal information such as name, address, telephone number, or email address
- Sharing one's password with others, or using another person's password

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- Intentional sharing or posting of files that are dangerous to the integrity of the network (viruses, etc.)
- Accessing or attempting to access administrative areas of the school network, or areas not specifically for student use
- Use of social networks such as FaceBook
- Use of chatrooms
- Use of instant messaging
- Using the network for non-school activities
- Food and drinks in areas near computers

Unacceptable uses of St. Juliana School's technology resources may result in the suspension or cancellation of computer privileges, disciplinary measures noted in the School Handbook, as well as monetary and/or legal consequences.

### 3. Lunch Time Behavior

Students are required to remain seated during lunch except to empty their garbage. Parents are requested not to bring students fast food lunches. Students leave the lunchroom under the direction of supervisors. Food may not be eaten outside on the playground. Students must remain in the parking lot during recess. No hard balls are allowed (NERF-type balls only), nor are games that include hitting, grabbing, or wrestling, disrespectful or vulgar language or talking back, or throwing snowballs.

Students will be going outside in the winter for full or partial recess. They should dress weather appropriate.

### 4. Bicycles

Students living more than 7 blocks from school may ride their bicycles. All bikes must be locked and the student must provide his/her own lock. Saint Juliana will not be responsible for stolen or damaged bicycles. All bikes must be walked on school property.

### 5. Calling Home/ Cell Phones

When a student is to remain after the regular dismissal time (and the parent is not aware), a phone call home is permitted and expected. The parents have the obligation to see that the child reaches home safely. It is the responsibility of the student to notify the parent.

The use of cell phones and other electronic devices is prohibited during school hours and will be confiscated by school personnel. If brought to school, these items should be turned off and stored in a locker or a backpack. St. Juliana School is not responsible for damage to or loss of any of these items brought to school. Parents should continue to call the school for any emergency situation. We will contact your son/daughter. Please do not contact them by cell phone during the school day.

### 6. Dress Code

Students are expected to be in uniform and comply with the uniform regulations. Students who do not wear the uniform properly will be issued an out-of-uniform slip. On special days when students are allowed to be out-of-uniform, they should wear clothes appropriate for school. Makeup and/or nail polish may not be worn to school at any time. Dress not considered in good Christian taste, or suited for playground activities only, is not allowed. Members of the Scouting programs may wear Scout uniforms on designated meeting days. Students are responsible for having clothes and other personal articles marked with their names so they can easily claim them if lost or found.

**\*A printable dress code chart is available on online at:  
<http://stjuliana.org/school/pdf/uniformchart0809.pdf>**

Some other things to note about the proper wearing of the school uniform:

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- Shoes for both boys and girls should be comfortable and safe. Shoes with flashing lights, backless or toeless shoes, or shoes that could be a safety hazard, such as heels higher than one-inch, clogs or heavy boots are unacceptable.
- Socks are required at all times. Navy blue or white knee socks may be worn anytime during the school year. White ankle socks at least two inches above the highest part of the shoe may be worn until October 15 and after April 15 for girls. Boys may wear white or black socks at least two inches above the highest part of the shoe.
- Blouses and shirts are to be tucked in unless they are the uniform blouses with the banded waistline.
- Makeup may not be worn to school, including finger nail polish and artificial nails.
- Jewelry is worn in moderation (one watch, only one pair of small studded earrings, one small necklace with a cross or medal, etc.).
- Boys may not wear earrings.
- Extreme hairstyles, including dyed, spiked, or shaved hair or any highlighting, jello tints, streaking, and/or colored extensions are unacceptable.
- Uniform skirts should be of reasonable length, no more than two inches above the knee.
- Non-school uniform pants may be worn to school under the uniform but must be removed prior to the beginning of the school day.
- Hair accessories are acceptable but should be appropriate to the uniform.
- Scarves of any size may not be worn.
- Boys' hair length should not exceed the eyebrows in front or the shirt collar in the back.
- Boys must be clean-shaven.
- Seventh and eighth grade students may wear khaki colored uniform slacks.
- Athletic clothing (Spirit wear) is not part of the school uniform. It may be worn for Spirit or Sports days or other out-of-uniform days.

## **OUT-OF-UNIFORM DAYS**

Appropriate attire must be worn on out-of-uniform days. UNACCEPTABLE attire includes t-shirts with inappropriate slogans, graphics, or language; short shorts or athletic wear with lettering on the back side; strapless tops or spaghetti straps; or clothing that is too tight or bares the midriff. In addition, makeup may not be worn. Parents will be called to bring more appropriate attire.

**\* The principal will make the final determination of acceptable dress.**

School uniforms can be purchased from Land's End located at 7205 West Dempster in Niles, and any Sears Store Land's End Department.

## **7. Uniform Sale and Exchange**

St. Juliana has a uniform sale and exchange. This is an opportunity for parents to exchange uniforms and purchase, for a small fee, used uniforms. During the school year if you need replacement items you may call the school office for more information.

## **J. School Security and Safety**

### **1. School Security**

There is no outside supervision provided for our students before school. Children should be dropped off no earlier than 7:55 AM. Students are not permitted in the building before 8:00 AM unless specific arrangements have been made with a teacher or the principal. At 8:00 AM exterior school doors on Osceola Avenue and along the parking lot are opened to all students. All exterior doors are locked throughout the school day. A closed campus is maintained and our main entrance is monitored. Visitors to the school, including parents, must enter the building only through the Osceola Avenue door. All parents and visitors must sign in and obtain a visitor's badge. If students are tardy, leave your child at the office. Appointments should be made at the office and not arranged individually with the teacher as students are being brought into the school. Also, do not enter the building to pick up your child/ren at dismissal. Meet your child outside of the school building. Students are expected to leave the school premises after dismissal. Dogs,

even those on a leash, should not be brought onto school property by parents picking up or dropping off their child/ren.

## **2. Traffic Safety**

The cooperation of all parents is needed to ensure the safety of all our children. The south school parking lot and parts of north Osceola and Oketo Avenues are closed to all car traffic in the morning from 7:45-8:15 AM. Please drop off your children along south Osceola Avenue, north Olcott Avenue, or some other area away from the blocked streets. Preschool parents may park at the north end of the school parking lot on the Oketo Avenue side. Four-Year-Old Preschool students enter at the east Touhy Avenue entrance; three-year-olds enter at the west Touhy Avenue door. At dismissal parents may park in the school parking lot and meet their children there. Students are dismissed from the doors on Osceola, the parking lot, and Touhy Avenue. No parking is allowed on north Osceola Avenue, the east side of the street, during dismissal.

## **3. OSHA Information**

Universal Precautions for Blood Borne Pathogens will be observed at St. Juliana School in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individual.

Hand washing facilities are located throughout the building. Paper towels and soap are used. There is a First Aid Kit in the school office and the P.E. office. Protective latex gloves are available in each classroom and used regularly with potentially contaminated materials. All Saint Juliana employees have been trained in the Blood Pathogen Control and Prevention Plan. Protective gloves and zip lock bags are taken on all field trips, recess, and other activities that take students off campus.

A defibrillator is located on the north wall of the gym near the athletic director's office.

## **4. Sexual Harassment Regulation**

The Pastor, administration, and staff of St. Juliana School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

## **5. Student Directory**

All students' names will be included in the Student Directory. If you do not want your address, e-mail and/or phone number published, you must complete and sign a deletion form. If any corrections (other than room number and grade, which are automatically updated) are necessary to the previous year's directory listing, please notify the school office in writing. All new families will be added at the beginning of the school year.

## **6. Reporting Child Abuse**

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

## **7. Wellness Policy**

Parents want the best education and health care for their children and a healthy diet plays an important role in both. We are committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

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## INTENT

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

## SCHOOL WELLNESS RESPONSIBILITIES

The administration, staff and faculty at St. Juliana School will assume the following primary responsibility for the wellness needs of all students:

- Teach students that their bodies are a gift from God, and we are all called to take care of ourselves through healthy eating and exercise.
- In order to promote wellness and healthy lifestyles the school will
  - Invite guest speakers
  - Provide sequential and interdisciplinary nutrition education
  - Provide substance abuse education
  - Encourage self-esteem and anti-bullying programming
  - Require state mandated health screenings and educational programs
  - Provide emotional health resources and activities
  - Provide safety activities and resources to prevent injuries
  - Encourage and provide opportunities for all students to cleanse their hands before and after snack/lunch
  - Take an active role in assuring students are included in school activities

Students will not be excluded from school activities solely based on Food Allergy Action or Medical Plans provided by their physicians. Best attempts will be made to provide reasonable accommodations for participation.

- Copies of the Food Allergy Action Plan or other Medical Plans will be provided for each teacher and additional copies will be available in the main office and school lunch room.
- On an annual basis, the school will provide education to the faculty and lunchroom volunteers in how to recognize an allergic reaction and how to use an Epinephrine pen.
- The school will store the provided emergency medications as outlined above.
- The school will support parents'/guardians' request for students with life-threatening allergies to carry his/her/their own Epinephrine pens in a designated emergency pack, if appropriate, after the written approval from their physician. This is in addition to the requirements of keeping two (2) doses of medication in the main office.
- The school will take an active role in cleaning eating surfaces at lunch times and snack times.
- The school will provide physical education and recess as part of a physical wellness program.
- The school will work with parents/guardians to help students feel included and safe.
- The school will allow healthy snacks provided by the parent(s)/guardian(s) daily for preschool and kindergarten students in addition to their lunch.
- Students are not permitted to share or trade lunch or snack food with one another in the lunchroom, classroom, or while on school-sponsored trips.
- Art, cooking and other educational projects conducted at school should not use any ingredients containing allergen products and will only use food in educational projects when there is no substitute to achieve the lesson's goal.
- Open communication will be maintained with parents/guardians on any potential wellness concerns.

## Lunchroom:

- Nutritional information will be available from the school's hot lunch provider. Such requests can be made to Food Service Professionals.
- An allergen-free table will be offered for students with allergies.

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- All students will sit at the regular lunch table unless written documentation stating otherwise from a child's physician is provided.
- All students are encouraged to bring healthy, well-balanced lunches.

## PHYSICAL ACTIVITY FOR ALL STUDENTS

### Physical Education and Recess

St. Juliana School maintains a commitment to provide physical education to all students two class periods each week. Weather permitting, all students in the main building and early childhood center will have a minimum of 15 minutes of supervised outside recess time. If weather does not allow for recess outside, all students will have time to stretch and relax after lunch in their classroom. Please make sure your child comes appropriately dressed for the weather. Students will go out unless the temperature or wind chill is below 28 degrees, and/or if there is any form of precipitation.

### Student responsibility

All students need to make sure they leave the house dressed appropriately for the weather, knowing that they will go out for recess, even if it is a walk around the block. St. Juliana will provide our students with physical wellness as part of our goal to develop the entire student.

### In the Classroom Setting

Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities, such as watching television. Staff will identify opportunities for physical activity to be incorporated into other subject lessons.

## VIII. CLOSING STATEMENTS

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It is very important that parents, students, faculty and parishioners work together to continue the fine tradition of St. Juliana School. School Board, Mothers' Club, and Fine Arts Association meetings are held monthly and are open meetings. Athletic Association meetings are scheduled three times a year. Check the monthly calendar for the day and time. We encourage your attendance at these meetings.

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