

**PARENT – STUDENT  
HANDBOOK**

**2017-18**



**10200 South Washtenaw Avenue  
Chicago, Illinois 60655**

**School Office 773-445-4737  
Extended Day Care 773-445-7360  
Office of Religious Education 773-238-1851**

**[www.sjfschool.net](http://www.sjfschool.net)**

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## ST. JOHN FISHER SCHOOL PHILOSOPHY

Catholic schools are called to be Catholic, Christian education communities in which persons grow in the understanding of Christ's command and his example "to love one another" by serving one another, by praying with one another and by learning with one another. We are called to be a healing presence wherever we are.

Therefore we believe:

That all persons, as children of God, regardless of race, condition or age, have equal dignity and a right to education.  
That all persons have God-given powers to think, to judge and to make free and responsible decisions that will enable them to develop a perception of their self-worth.

That all persons have the right and the responsibility to develop to the fullest, their intellectual and decision-making capabilities as well as their unique talents so that they may live full lives.

That the mission of Christian education is to guide others to true freedom and a fuller humanity in all areas of their lives – spiritual, intellectual, moral, psychological, social and physical - according to the example of Christ who taught us to live more fully.

That education evolves, not only from what is taught, but also from the spiritual and ethical values that students see modeled by those who are part of their lives.

That parents have the primary responsibility for the education of their children. The school, the church and the civic community support, enhance and complement this role, thus offering opportunities for an integration of faith and life.

### VISION STATEMENT

*RESPECT*

is the cornerstone of all our interactions and behaviors. We acknowledge the dignity and worth of one another and strive never to diminish another by our conduct or our attitudes.

Author Unknown

### ST. JOHN FISHER SCHOOL CURRICULUM

The goal of the curriculum at St. John Fisher School is to develop skills in and appreciation for language arts, mathematics, science, social studies, art, music, computer science and physical education. Religious education is at the core of the curriculum at St. John Fisher School. In addition to daily formal religious instruction, Catholic Christian values enhance all areas of the school program. Liturgy, prayer and an emphasis on Christian service and stewardship are vital components of the religious education program.

Our curriculum is designed to enable the St. John Fisher graduate to be a Christian person:

Who is aware and convinced of God's love and who freely responds to that love in the decisions and actions of life

Who has acquired self-sufficiency and the ability to work independently in all disciplines

Who can use his or her analytic and creative capabilities to make wise decisions based on Christian values

Who is literate and an effective communicator in an increasingly complex technological society

Who is an independent thinker and problem solver who works to be a contributing member of society, and

Who has a never-ending curiosity, wonder and appreciation for the world.

## 2017-18 ADMINISTRATION AND FACULTY

Pastor:		Rev. Kenneth Budzikowski
Associate Pastor:		Rev. Daniel Tomich
Pastor Emeritus:		Rev. Thomas Purtell
Principal:		Sr. Jean McGrath, C.S.J.
Assistant Principal:		Mrs. Patricia Reed
Director of Religious Education:		Dr. Elena Chermak
Pre-School/Full Time	Room 107	Mrs. Katie Altman
Pre-School/Full Time	Room 109	Ms. Kate Fadden
Pre-School/Part-Time Classes	Fine Arts Building	Ms. Sue Power, Ms. Starr
Pre-School Aides		Mrs. Ann Lindgren, Mrs. Lisa Healy, Mrs. Beth Furlong
Kindergarten	Room 108	Mrs. Beth Foran
	Room 110	Mrs. Mary Donna Caffrey
	Room 113	Mrs. Nancy Fanjoy
Grade 1	Room 111	Ms. Mary Fahey
	Room 114	Mrs. Debby Dillon
	Room 115	Mrs. Judy Vittori
Grade 2	Room 112	Ms. Annie Rysz
	Room 117	Mrs. Beth Paluch
	Room 216	Mrs. Meghan Kellam
Grade 3	Room 215	Ms. Mary Ellen Schiavone
	Room 218	Mrs. Therese Regnier
	Room 219	Mrs. Sally Caulfield
Grade 4	Room 210	Mrs. Phyllis Sullivan
	Room 211	Ms Courtney Garrity
	Room 212	Mrs. Laura Kovatch
Grade 5	Room 201	Mrs. Amy Schiller
	Room 204	Mrs. Erin Deering
	Room 203	Ms. Carolyn Tovey
Grade 6	Room 202	Mrs. Gail Burns
	Room 205	Mrs. Camie O'Shea
	Room 206	Mrs. Diane Gavin
Grade 7	Room 101	Ms. Nora Mangan
	Room 102	Ms. Sherry Hughes
	Room 105	Mr. Colin O'Neill
Grade 8	Room 103	Ms. Cathy Browne
	Room 104	Mrs. Maura Grochocinski
	Room 106	Mr. John Donahue
Art		Mrs. Pat Newman
Music		Mrs. Daryce Nolan
Physical Education		Mr. David Pirkle
Technology		Ms. Pat Reed, Mrs. Delphine Maxwell
Library		Mrs. Marybeth Funk
Curriculum Support Specialists		Mrs. Win Biernacki, Mrs. Maria Sellas
Band		Mr. Ken Stiak
Extended Day Care Director		Mrs. Diane O'Grady
School Secretaries		Mrs. Jan Wagner, Mrs. Linda Murray
Maintenance		Mr. Henry (Al) Gatz, Mr. Pawel Herdzik

## SCHOOL CALENDAR

### 2017

<b>August</b>	Mon /21 Thurs/24 Sun/27	First Day of School (K-8) 7:50a.m. to 11:30 a.m. Skating Party Parish Picnic
<b>September</b>	Mon/4 Sun/10 Thurs-Sun/14-17 Fri/15 Fri/15	Labor Day – <b>NO SCHOOL</b> Donuts on the Lawn Fisher Fest Faculty In-Service - <b>NO SCHOOL</b> Future Falcon Cheer Camp Homecoming Dance Homecoming
<b>October</b>	Tues/3 Wed/4 Fri/6 Mon/9 Sat/14 Wed/18 Sat/28	School Pictures Progress Check Women's Club Scavenger Hunt Columbus Day – <b>NO SCHOOL</b> Pack the House Girls Basketball High School Options Day Football Championship
<b>November</b>	Thurs/2 Fri/10 Wed/15 Sat/18 Mon/20 Tues/21 Wed/22 Thurs/23 Fri/24 Sun/26	High School Options Day End of First Trimester Report Cards Trivia Night Parent Teacher Conferences, <b>11:30 Dismissal</b> Parent Teacher Conferences, <b>11:30 Dismissal</b> Thanksgiving Break – <b>NO SCHOOL</b> Happy Thanksgiving, Family Mass 9:00 - <b>NO SCHOOL</b> Thanksgiving Break - <b>NO SCHOOL</b> Advent Wreaths
<b>December</b>	Fri/1 Fri/1 Sat/2 Sun/3 Tues/5 Fri/22	Faculty In-Service – <b>NO SCHOOL</b> Boutique Night HS Entrance Exam Christmas Crafts Band Concert Prayer Service, <b>11:30 Dismissal Christmas Break Begins</b>

### 2018

<b>January</b>	Mon/8 Sat/13 Mon/15 Wed/17 Sat/20 Sun/21 Wed/24 Sat/27 Sun/28	Classes Resume Comedy Night Martin Luther King, Jr. Day – <b>NO SCHOOL</b> Progress Check Pack the House Girls Volleyball Holy Name Football Party First Reconciliation Pack the House Boys Basketball Mother/Son Bowling
<b>February</b>	Fri/2 Wed/7 Sun/11 Mon/19	Father/Daughter Dance Graduation Pictures Confirmation Presidents Day – <b>NO SCHOOL</b>



The lunchroom environment should be orderly and pleasant. Students are expected to be respectful of adult servers and supervisors. In fairness to all, the school discourages parents from bringing fast food lunches or forgotten lunches to school.

## ENTRY INTO BUILDING FOR GRADE LEVELS

Students will enter and leave the school building from the following doorways:

<b>Grade</b>	<b>Doorway</b>
Full Day Preschool, Rooms 107, 109	Under the bridge, west side door
Part-Time Preschool Classes	Fine Arts Building, east side door, downstairs
Kindergarten	Fairfield side, south door across from convent
1 <sup>st</sup>	Fairfield entrance, just north of main church doors
2 <sup>nd</sup> (Room 111)	Corner of courtyard off of Washtenaw driveway
2 <sup>nd</sup> (Room 216)	Under the bridge, east side door
2 <sup>nd</sup> (Room 117) , 5 <sup>th</sup> , 6 <sup>th</sup>	Library entrance doors off of 102 <sup>nd</sup> Street
3 <sup>rd</sup> , 4 <sup>th</sup>	Under the bridge, east side door
7 <sup>th</sup> , 8 <sup>th</sup>	Main office doors, 10200 S. Washtenaw

## SCHOOL SAFETY AND SECURITY

The safety of our students at all times is a primary concern for all at St. John Fisher. Established traffic patterns have been designed to facilitate the entry and dismissal of all students. Please follow these patterns at all times. There should be no drop-off or pick-up at or in the rectory driveway. There is NO PARKING around the perimeter of the school or rectory during school hours. **No student should be on the parking lot before 7:45 a.m. on any school morning.** Once on the school parking lot, students should immediately line up with their class in the area assigned to them. The students will wait for the bell and for their teacher to bring them into the building. Unless they have an appointment with a teacher or need to take a test in the library, students should not enter the building before the first bell. They must check in at the office before going to any classroom.

There is no parking in front of the church or school on the Washtenaw, Fairfield or 102nd Street sides of the building during regular school hours. Please also be careful not to park in front of the fire hydrants around the building.

Attention to the safety of each of our students at entry and dismissal times is important to our entire school community. Children who are exiting cars should not cross the street except at the corner.

Parents are responsible for the safety of the child traveling to and from school. The student safety patrol is present to monitor the safe conduct of students to and from school; however, there may be times due to circumstances beyond the control of the school, when a student from the safety patrol is not on duty at a crossing.

Because of allergies that some of the children have, if you walk the children to school and bring a dog, please be sure the dog is on a leash at all times.

Because of traffic congestion and safety, children may not ride bikes to school unless they have special permission from the office.

## VISITORS

St. John Fisher School is a secured building. Please do not enter the building after school has begun other than through the office doors. All visitors to school must report to the school office and obtain a visitor's pass. Our staff has been instructed to send visitors without a pass to the office. This pass must be returned to the school office before leaving the building. Children are instructed not to open doors to anyone.

Students are expected to be responsible and well prepared for class each day. Therefore, parents or guardians are not permitted to bring forgotten lunches, project materials, assignments, books, etc. to the school office.

## **REGISTRATION \* ENROLLMENT POLICIES**

Registration in the pre-school program requires that the child be three (3) years or four (4) years old on or before *SEPTEMBER 1<sup>ST</sup>* of the current year.

Registration in the kindergarten program requires that the child be five (5) years old on or before *SEPTEMBER 1<sup>ST</sup>* of the current year.

At the time of registration, the child's birth and baptismal certificates must be presented. Copies will be retained in the student's file.

During the month of February, enrollment forms are given to families in pre-school through 8th grade requesting the names and numbers of family members who will be new to SJF the next year. Kindergarten and pre-school enrollment requires a deposit and is always dependent upon space availability.

Parishioners are those families who are registered at the Rectory and support the parish. All school families must be registered with the parish and have a valid parish identification number. School registration for the following year is held annually during the latter part of February. Enrollment is determined according to the following criteria:

- Parishioners with children already enrolled in the school.
- Parishioners whose children are now reaching school age for the first time.
- Parishioners transferring into the parish whose children previously attended a Catholic school.
- Parishioners whose children are transferring from another school.
- Newly transferred parishioners whose children were in public school because Catholic schools were not available.
- Children of Catholic non-parishioners.
- Children of non-Catholics who have children in school.
- Children of non-Catholic families who have never attended Catholic school.

Each registration deposit includes a \$50.00 non-refundable processing fee. Should the child not attend St. John Fisher School in the fall, the deposit will be refunded minus this \$50.00 fee.

## **ADMISSIONS**

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

St. John Fisher School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. St. John Fisher School does not discriminate on the basis of race, color, national and ethnic origin the administration of its educational policies, admission policies, scholarship and loan programs, athletic or other school administered programs.

The Archdiocese of Chicago assures equal employment opportunity in all its employment policies and practices. These policies and practices shall be administered without regard to race, color, national origin, age, gender, marital status, political affiliation, veteran status, sexual orientation, or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job.

St. John Fisher School endeavors to educate all students within the limits of the established educational program.

With this in mind, a placement test that covers language arts and math content will be administered to all students applying for admission to fifth through eighth grade. Acceptance is not final until complete transcripts from previous schools have been reviewed by administration. No portion of the St. John Fisher School curriculum is optional.

## **SCHOOL RECORDS**

The Archdiocese of Chicago, Office of Catholic Education, has adopted guidelines for school records. These guidelines describe your right to your child's school records. These rights include:



1. Right to inspect - parents or legal guardians have the right to look at student records maintained by the school. Please call in advance if you wish to review records.
2. Right to prevent disclosures - the school will not disclose any information to third parties from the child's records:
  - unless there is consent in writing prior to disclosure
  - unless the information is directory information which has been requested to be kept confidential
3. Right to request correction - you have the right to present evidence that the school should amend any part of the child's record which you believe to be misleading or inaccurate. If the school decides not to change the record, you may insert an explanation into the record.
4. This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a Court Order to the contrary, the school will provide access to the academic records and to other school related information regarding the child. If there is a Court Order specifying that no information be given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with a copy of the Court Order.

## ABSENCE

Students are expected to be in school daily. When a student will be absent from school, a parent or guardian must notify the school by calling 773-445-4737 before 7:50 a.m. on each day of a student's absence. This assures the school that the child is safe at home or in school. ***Please leave the child's name, room number and reason for the absence on the school voice mailbox #1.***

Ordinarily, daily assignments will not be sent home on the first or second day of an absence. When a student is absent for one or two days, teachers will provide a reasonable extension of time for the student to complete assignments and homework missed during the absence. When the student returns to school, arrangements should be made with the teacher for this accommodation.

Parents are encouraged to keep children home if there has been an episode of vomiting, fever, rash or diarrhea in the 24 hours before the school day begins. If there are symptoms of a communicable disease (reddened eyes, sore throat, fever, headache, rash) please do not expose other children to the possibility of sickness.

## VACATIONS

The school discourages vacations or trips taken during the school year. Valuable instruction time is lost and the quality of schoolwork suffers when it is unaccompanied by instruction and immediate feedback. Parents should discuss their child's progress with the teacher before vacation plans are made. Parents/guardians who take their child out of school for vacation may not request that teachers make special or individual assignments before the vacation begins. Class assignments, homework and tests will be made up after the student returns to class.

## EARLY DISMISSAL

Please make every effort to schedule appointments for your children outside of school hours. If a student must leave school before regular dismissal time, he or she should submit a written request from a parent or guardian. For the safety of our students, a parent or designated person on the emergency card must come to the office to pick-up the child. ***No child may walk home for an early dismissal.***

If a child should become ill at school, the school will notify a parent or person listed on his/her emergency card. Please confirm that those listed on the card are can be available to come for the child. The student must be signed out of the school by a parent or authorized party.

## TARDINESS

Students are considered tardy if they enter the building after the 7:55 a.m. bell. They should report to the office for a tardy slip and then proceed quietly and without disruption to the classroom. A pattern of tardiness will be addressed with the parents and if necessary, students may be expected to remain after school to make up the time missed. To avoid classroom disruption, students in grades five-eight who arrive late may be asked to wait in the office until the start of the next class.

## TELEPHONE USE

Ordinarily, students are not allowed to use the office phone. In the event of sickness or emergency, the office staff will notify the parent/guardian. Please also avoid calls to the office to deliver personal messages unless there is a real emergency.

## LOST AND FOUND

Lost and found items are located in the first locker outside of the school office. Any items unclaimed at the end of each trimester will be donated to charity. **PLEASE REMEMBER TO LABEL ALL BELONGINGS, ESPECIALLY GYM UNIFORMS AND SCHOOL SWEATERS.**

## EMERGENCY INFORMATION

### EMERGENCY CARDS

Emergency cards are to be filled out during the first week of school. ***It is extremely important to have all the information on file in the event of an emergency.*** The emergency card must have the name of an available and reliable person who is able to come for the child if there is an emergency.

### EMERGENCY CLOSING

The school subscribes to the SchoolReach Program which uses a system of email and telephone notification for parents should there be a school emergency or other important school alert.

When it is necessary to close the school because of inclement weather or other school emergency, an announcement will be made on the following AM radio stations: WGN 720, WMAQ 670, WBBM 780 and WLS 890. School closings are also posted on each station's web site. ***Please do not call the school office*** on these mornings as the lines must be clear to make emergency closing arrangements.

## HEALTH/IMMUNIZATIONS

State law requires a complete physical examination for any child entering pre-school, kindergarten or grade one and grade six. A record of both physical and dental examinations must be submitted to the school office before ***the first day of school.*** Students transferring from other schools must also have evidence of immunization compliance. Every child's medical form must have a complete record of all required immunizations, complete health history, and the signature of a parent/guardian. ***State law requires that students be excluded from school when immunizations are not complete.***

Students entering kindergarten must also have proof of a recent vision screening by a health care professional.

### MEDICATION

Ordinarily, the school office personnel or teachers may not dispense medication to any student. If a student does need regular medication, arrangements must be made in writing between the principal and a parent/guardian and accompanied by a properly completed, physician's medical authorization. This form is available in the school office.

Medication must be brought to the school in the original container, appropriately labeled by the pharmacist.

Children with asthma, who use inhalers, are encouraged to keep an extra inhaler with them at all times.

## FIELD TRIPS

Field trips provide opportunities for students to expand learning opportunities. Field trip expenses are paid for by the students. Signed parent permission slips are required for the students participating in field trips. Parent chaperones, because of liability, may *not* bring additional siblings on school field trips. Any parent who wishes to be a chaperone or volunteer must have completed the "Protecting God's Children" training mandated by the Archdioceses. Directions for

completing the program can be found on the school website. No refunds will be given to students who do not attend a planned field trip.

## DRESS CODE

### Girls:

- Grades K – 2, Plaid jumper and white blouse
- Grade 3, Plaid jumper or skirt and white blouse
- Grades 4 – 8, Plaid skirt and white blouse
- Grades K – 8, Sweater (solid white, navy or hunter green or St. John Fisher fleece vest.  
SJF gym sweatshirt (*school issued only*)  
Socks or tights (white, navy or hunter green)  
Pants (navy slacks may be worn *Oct. 1 to May 1*)

### General Guidelines for Girls:

- Only single, small earrings may be worn.
- Sweatpants, pants, and flannel pants may not be worn under a uniform skirt or jumper during class hours.
- Excessive jewelry, chokers and necklaces are not appropriate and will be considered out of uniform.
- Blouses and shirts should always be neatly tucked into skirts.

### Boys

- Grade K – 8, Navy dress pants. White or light blue polo shirt  
SJF gym sweatshirt or school fleece vest (*school issued only*)

### General Guidelines for Boys:

- Boys are to wear belts to help provide a neat appearance.
- Shirts must always be neatly tucked into pants.

### Shoes:

- Loafers, buckle or tie oxfords, or clean gym shoes are allowed as part of the school uniform.
- Sandals, clogs, "Crocs", "flip-flops," and boots are not permitted during the school day.

### General Guidelines For All Students

It is St. John Fisher's uniform policy that all students come to school in a neat, clean and complete uniform. Uniforms reflect respect for the environment of the school. It is with this in mind that we have established the following guidelines for uniform policy. ***Administration retains authority for what is appropriate.***

As part of our dress code, we ask that hair styles be appropriate for school. Hair should be neat, clean and well groomed. Boys' hair length should not fall below bottom of the ears or eyebrows or touch the collar. Extreme hairstyles are not allowed in school and will be addressed on an individual basis.

Dark nail polish, make-up and inappropriate jewelry are not permitted.

If worn under the uniform shirt or blouse, **tee shirts must be short sleeved, plain white and with NO writing.**

During the warm weather months, (Aug/Sept and May/June) students may wear khaki or navy walking shorts or capris as part of the school uniform. Nylon shorts are not permitted. Shorts cannot be more than two (2) inches above the knee. The school sponsors out-of-uniform days approximately once each month; however, even on out-of-uniform days, students' apparel should be **appropriate** for school. Shorts/skirts should be *no shorter than 2 inches above the knee. Revealing tops are not permitted. A clean and neat appearance is expected at all times.*

Pre-school students should be dressed in casual and comfortable play clothes. No flip flops please.

### GYM UNIFORMS

On their assigned gym day all students must wear the official gym uniform. Students must wear clean gym shoes with laces or Velcro closings. No slip-on gym shoes are allowed for gym class. Students will not be allowed to participate in gym activities nor call home if they forget their gym uniforms.

Girls and Boys: Grades K – 8, SJF gym shorts or gym sweatpants  
SJF gym tee shirt (blue or white)

White socks  
Gym shoes

T-shirts from school activities (i.e., Fisher Feet Feat) and school sports teams are not part of the gym uniform.

## SCHOOL FINANCE

### 2017-18 TUITION PLAN

Each year the St. John Fisher School Board works to create a budget that supports the educational programs at the school. Participation in the various fundraising events, especially the MANNA program, will help offset tuition expenses. Tuition payments are made over a nine (9) month period, with the first month's tuition (and all fees) due, for each family, on book day. This first payment is considered September's payment and the last monthly payment is due in May. After the initial payment on book day, tuition statements are mailed to the home and are payable by the 15<sup>th</sup> of each month.

1 F/T Student	\$4,860
2 F/T Students	\$8,030
3 F/T Students	\$10,440
4 or more F/T Students	\$11,680
3 day Preschool	\$1,365
Daily Part-Time Preschool	\$2,200
Daily Full-Time Preschool	\$4,860

### BOOKS AND FEES 2017-18

#### Books:

K through 8 <sup>th</sup> grades	\$220.00
3 day preschool	\$125.00
Daily Part-Time Pre-school	\$175.00
Daily Full-Time Pre-school	\$200.00

#### Fees:

Archdiocesan	\$ 25.00
Lunchroom Supervision (full time student)	20.00
Technology Fee Full Time Pre-School - 8th Grade	100.00
Technology Fee Part-Time Pre-School	75.00
Mandatory Fundraising Fee (per family)	175.00
New Family Fee (paid only once)	25.00

At registration, families of all preschoolers, kindergarteners and students new to St. John Fisher School, will be asked to pay a deposit of \$150.00 per child. This registration deposit will be deducted as a credit on the family's book day tuition statement. A one-time New Family Fee of \$25.00 will be charged to a family entering St. John Fisher School.

Fundraising: Every family is required to pay a \$175.00 mandatory fundraising fee. The on-line magazine/Beverly Review sale can be used to earn a rebate on that fee.

**Our MANNA program invites families to purchase gift certificates for local stores and scores of other retailers. Rebates from the stores vary, but are the most effective and easy way to earn tuition and school fees rebates. MANNA sales are convenient and occur five days each week and on-line. We strongly encourage EVERY family to consider participation in the MANNA program.**

During the course of the year, other fundraisers for special school improvement projects may occur. Participation is encouraged, but not mandatory. The school also participates in the Boxtops for Education Program. The participation of our large number of families has made these programs very successful.

Once each month, SOAR student Leadership also sponsors an event such as an out-of-uniform day. Funds from these events are used to support various charities.

We also collect empty ink and toner cartridges and cell phones for recycling. Funds raised are used to offset the cost of field trips and other academic programs.

### **TUITION POLICY FOR THE 2017-18 SCHOOL YEAR**

Prompt payment of all school bills is essential to the smooth operation of the school. Tuition bills must be paid by the fifteenth (15<sup>th</sup>) day of each month. A credit card may be used to pay tuition in the school office. The finance committee of the School Board, as directed by the Archdiocesan Office of Catholic Schools, has initiated the following regulations for delinquent tuition:

- Report cards will be withheld for families who have an outstanding tuition balance, past due 60 days or more, at the end of the trimester. This balance must be paid at least one (1) week prior to report card distribution.
- Transcripts and diplomas will be withheld for students with an outstanding tuition balance in excess of 30 days.
- Children will not be allowed to attend class and parents will be called to pick up students if the family has an outstanding tuition balance greater than 60 days past due, unless other arrangements have been approved.
- After June 1<sup>st</sup> any family that has an outstanding tuition balance will not be considered registered for the following school year.
- A \$20.00 fee will be charged for any NSF check returned to the school. If more than two (2) checks have been returned during the course of the school year, cash or money order payments for the balance of the year will be required.
- Because school fees cover the cost of consumable materials, fees paid on School Fees Day in August are non-refundable once the school year has begun.
- All checks will be deposited when received. Post-dated checks will not be accepted.

These policies will be strictly enforced unless families have made an appointment with the school business manager for payment arrangements. Report cards will not be given to students who have overdue books from the school library.

**It is important to be aware that by using the MANNA program, tuition credits may be obtained to significantly reduce families' tuition.**

### **MANNA COUPON PROGRAM**

Families may receive tuition discounts by purchasing MANNA gift certificates through the church and school. Many local merchants and retail stores accept the coupons purchased through the school. A percentage of each purchase is rebated to the family toward tuition for each gift certificate purchased. Regular participation in the MANNA program can make a significant difference in the cost of your child's education. We strongly encourage your support. MANNA chairpersons are as follows:

Terry Berger

Raphael Brandt

Lynn Faculak

### **INK CARTRIDGE/CELL PHONE RECYCLING**

Ink cartridge and cell phone recycling has been a very successful fundraiser over the last several years. We send all empty cartridges (including laser toners) and cell phones to "Cartridges for Kids", who return rebates that help defray the costs of our technology program. Please send any empty ink cartridges or old cell phones to school. If you are employed by a business that would be willing to participate, we are also grateful for any business sponsors for this program. Ink cartridges can be picked up by RPS from your place of business.

### **COMMUNICATION**

#### **PARENT, SCHOOL CONDUCT AND COMMUNICATION**

Mutual trust and understanding of common goals is the cornerstone of effective communication between the school and home. A strong and consistent value system is the foundation of a Catholic School. Children can best understand and

experience that value system when expectations for behavior are clear, fair and strongly supported at home. No school can be wholly effective in teaching religious values such as integrity, honesty, respect for authority and consideration of the rights and property of others unless these values are established, upheld and modeled both at home and at school. By cooperating with the school and instilling respect for the integrity and authority of the teachers and administration, parents model positive attitudes for their children.

Parents are asked to take an active role in their child's education by:

- Understanding, supporting and reinforcing all school policy
- Assisting the child in his/her academic activities by carefully reviewing class work, test results, progress reports and home study habits. Homework should be reviewed but never done for a student.
- Insisting on regular school attendance and punctuality. Parents should also be sure that students learn to be responsible for arriving at school each day with his/her assignments, school supplies, lunch, gym uniform, etc.
- Teaching each child to respect appropriate authority and the rights and property of others. Parents and teachers must never tolerate cheating in any circumstance.
- Working with school personnel in an environment that is cooperative, respectful and focused on the well being of every student. Parents are strongly encouraged to avoid the use of social media such as Facebook or Twitter to question school authority or to voice complaints about school policy or personnel. Concerns should be brought directly to the teacher or to the school administration.
- Supporting school recommendations that are in the best interest of student success including, when necessary, those related to educational evaluations and student counseling.
- Careful monitoring of their children's use of cell phone, social networking sites and computer usage.

Parents choosing Catholic Schools for their children often cite the structure and discipline that students experience as a major reason for their investment in Catholic education. Both parents and teachers should expect that students will conduct themselves appropriately at all times, both in school and at any event where the school is represented. If a student violates school rules or policy, he/she must understand the consequences of that behavior. While the school encourages strong communication, it cannot engage in debate about the fairness of school policy or accept excuses for misbehavior. By enrolling a child in this school, the parent agrees to and is supportive of the rules and regulations that we agree are critical to the spiritual, academic and behavioral growth of each student.

## **PROGRESS REPORTS, REPORT CARDS**

Strong communication between the home and school ensures the best educational environment for the student. Regular communication with your child's teacher is encouraged. Parents will be aware of their child's progress through report cards which are issued three (3) times each year, mid-trimester progress reports, and through formal and informal parent teacher conferences.

St. John Fisher School also uses Powerschool, a data management system that provides parents of students in second through eighth grade continual online access to their child's grades. Teachers will post grades for all routine homework, quizzes, class work, etc within one week of the assignment due date. Missing assignments will be indicated in a teacher's grade book by 4:00 p.m. on the date due. Certain lengthier assignments will be posted within two weeks of the due date. These would include major projects and writing assignments, and homework packets that comprise one- to two weeks of homework. Grades are weighted by category and teachers will notify parents of the weighting at the start of the school year.

Students in grades 6-8 also receive grades in their special classes (gym, art, music, etc.) These are not letter grades but "successful learning traits" because the subject material in these classes is less objective.

Formal parent teacher conferences are planned for November. At other times, meetings can be arranged when an appointment is made through the school office. Teachers are available before and after school; however, to ensure appropriate time and preparation for the meeting, appointments are recommended. Because of their responsibility for each student in his or her class, unscheduled parent meetings are not encouraged. Questions to individual teachers can also be addressed through the school's email system.

Please check the school's website regularly. Teachers' individual blogs are updated weekly with important class information.

## EMAIL

In an effort to keep the lines of communication open between school and home, a monthly calendar is posted on the website that reflects the most up-to-date information regarding school news and events. A weekly newsletter from Sister Jean is also emailed each Friday. Each teacher also has a "teacher blog" that lists important information about activities and assignments that are specific to that class.

You may provide two (2) email addresses for each FAMILY.

If you have a message from a parish organization that needs to go out to the families via email, please submit to [jmcgrath@sjschool.net](mailto:jmcgrath@sjschool.net) by the previous Wednesday for inclusion in that week's Friday Thoughts.

## SCHOOLREACH PROGRAM

The SchoolReach Program will also be used to notify school families through phone calls or email if there is an emergency or other important announcement from school. Please check *your personal* email regularly to receive timely school information.

## STUDENT ACTIVITIES

### EXTRA CURRICULAR ACTIVITIES

Students are encouraged to participate in a wide variety of extracurricular organizations and events that complement the academic program. These include SOAR, sports programs, yearbook, band, newspaper, and homework club.

### STUDENT ORGANIZATION AND REACH-OUT

Student leadership at St. John Fisher is developed through participation in **SOAR**, an organization that consists of 7<sup>th</sup> and 8<sup>th</sup> graders who provide spirit building and service opportunities for the student body.

Moderators:      Ms. Boyce                      Ms. Schiavone                      Mrs. Regnier

## BAND

Students in grades 4 – 8 are invited to become members of the school band. Participation teaches music fundamentals, cooperation and the discipline of practice to achieve a personal goal. Individual lessons and group practice are provided.

Band Instructor:                      Mr. Ken Stiak

## ETC

The St. John Fisher Enrichment and Tutorial Center is an after-school program designed to offer students a wide variety of school enrichment programs. Classes meet once each week for approximately one hour. Sessions last for three (3) weeks. Flyers describing the courses offered are posted on the school's website in advance of the opening of each session.

## HOMEWORK CLUB

The Homework Club is a group of Junior High Volunteers who host a tutoring program to assist younger students who might need academic assistance. The group meets with students after school on two (2) days each week.

Homework Club Coordinator:      Ms. Nora Mangan

## FALCON FLYER SCHOOL NEWSPAPER

Seventh and eighth grade writers and editors meet before school every Wednesday to publish five editions of the paper. Students are responsible for layout, photography, reporting, writing, and editing articles, and selling ad space to local businesses.

Newspaper Coordinator: Mr. Colin O'Neill

## SATURDAY MORNING SOCCER PROGRAM

Coordinators: Mary Mann Eileen Barrins

St. John Fisher School also sponsors a fall intramural soccer program for students in Grades K – 8.

## ACADEMIC AND BEHAVIOR POLICY FOR FIFTH THROUGH EIGHTH GRADERS

*\*\*Modified age-appropriate versions of this policy are in place for students in grades K-4.*

### Academic Policies

St. John Fisher School prides itself on an exceptional academic program that encompasses not only the language arts, mathematics, social studies and science, but religious instruction in all areas of Catholic faith and practice. To provide students with a very well-rounded academic experience, the curriculum also includes music, physical education, art, library and technology. Hard work and academic achievement are expected of all students in all areas of instruction.

### Grading

The St. John Fisher grading scale is listed here. There are many elements that compose grades in various classes. They include but are not limited to tests, quizzes, homework, projects, and participation. Homework is considered a necessary element in allowing students extra time to practice skills learned in school and learn self-motivation and the ability to work independently. Failure to complete homework will not result in disciplinary measures, but will affect a student's grade.

Homework assignments turned in one day late will earn half credit. Beyond this time, no credit will be issued for late homework though the student is still responsible to complete it. Extra credit may be given at the discretion of a teacher with a small point value. Students/Parents should not request extra credit at the end of a marking period to change a child's grade. Teachers will post Missing assignments and/or homework on Powerschool by 4:00 on the date due. Parents are advised to check this regularly.

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	Below 69
C+	83 – 84		

If a student demonstrates a pattern of missed homework, the teacher will contact the parent to discuss the situation and ways to improve the student's performance.

St. John Fisher School has adopted a trimester system, in which report cards will be issued three times a year. Additionally, student grades will be monitored by the school administration at the midpoint of each trimester. Teachers of students in grades PreK-2 will communicate to parents any areas of concern in a timely manner. In addition to report cards and progress reports, parents are encouraged to review tests, quizzes, graded assignments, and other papers that are sent home for parent signatures. All of the above help the faculty and parents stay in close communication with one another and helps ensure the success of each student. Parents are encouraged to communicate their concerns regarding student progress.



## Honor Roll

An Honor Roll student at St. John Fisher School is held to the highest level of academic achievement and good behavior. St. John Fisher School will publish an Academic Honor Roll in the church bulletin at the end of each trimester for students in grades 5 – 8. Students are named to the Honor Roll based on the criteria listed here.

Honor Roll	GPA
Straight A	4.0
1st Honors	3.7 – 3.9
2nd Honors	3.0 – 3.6

## Resource Program

St. John Fisher School provides a limited resource program for students with mild learning disabilities or other special needs. At times, an outside professional student evaluation might be recommended. This evaluation combined with teacher observation and resource personnel input, will provide teachers and parents with specific strategies to best address the student's educational/behavioral needs. The evaluation process may result in the development of an Individualized Educational Plan (IEP) or other professional plan designed to provide appropriate accommodations that address a student's specific disability and provide educational accommodations, modifications, and goals. If in the best judgment of the school faculty and review of professional testing it is determined that St. John Fisher cannot provide the appropriate educational setting to meet a student's needs, another environment will be recommended.

## Strategies for Improving Student Progress

All students are expected to perform to the best of their abilities. If a student has two Ds and/or an F average in any class at progress report or report card distribution time, that child will be suspended from all extracurricular activities, including but not limited to athletics, cheerleading, SOAR etc. During this suspension from extracurricular activities, the student may not attend games, practices, performances, or meetings. The student's academic progress will be reevaluated every two weeks thereafter; **and as soon as the student obtains a C average or better in every class at the two-week check**, he/she may return to all activities. Progress is checked on a schedule every two weeks, and it often takes four weeks or more to raise grades to passing.

## Behavior Policies

Good behavior by each student is essential to ensure the best learning environment in the school. Students will be held responsible for their behavior at all times when they are at school or at school sponsored events, athletic events, or field trips. Each student is at all times representative of the St. John Fisher School community. Our goal is to work with parents to help students become thoughtful members of the community and to provide them with a framework of standards, rules, and expectations that will guide them throughout their lives. An outline of the behavioral expectations for our students follows with the consequences for lack of compliance with those expectations.

Behavior Expectations will generally be classified in three groups:

**Level One** is a behavior infraction defined as an act that diminishes the overall learning environment of the school and includes:

- Disruption in the classroom, lunchroom, school corridors; speaking out of turn or when asked to be quiet.
- Violation of school uniform policy.
- Lack of preparation for class including not having materials needed for full participation.
- Inappropriate use of all electronic devices including cell phones etc. If brought to school, these devices must be OFF and left in school lockers. The school will **not** be responsible for lost or stolen items. Any personal device that is misused will be sent by the teacher to the office where a parent or guardian will be required to pick up the device and pay a fine of \$25 that will be donated to a specific charity.
- Chewing gum or eating food outside of the lunchroom.
- Failure to return signed notices or assignments requiring parent/guardian signature.

Other misbehaviors not mentioned above may be classified as Level 1 infractions.

Students who violate any of the above will be given a student demerit. An accumulation of three demerits will result in a detention. Detentions are served after school on Thursdays. Demerits and detentions must be signed by the parent and returned to the school office no later than 7:45 a.m. the following school day. Parents will be notified of demerits and detentions not returned by the student.

**Level Two** is a behavior infraction defined as an act that directly affects the student, his/her peers and/or the total school environment. These infractions include but are not limited to dishonesty, disrespect toward another student, teacher, substitute teacher, or others, and the destruction or disrespect for school or personal property.

Verbal or physical disrespect, mean-spirited behavior, aggressive, deceitful, or destructive conduct shown toward peers or adults is unacceptable. These actions, along with fighting or any form of physical violence will result in an immediate detention. Harassment, slander, bullying, including cyber-bullying, are never tolerated. Direct bullying/harassment includes teasing, taunting, hurtful words, threats, (subtle or implied), misusing email, inappropriate use of social media, or writing cruel or threatening notes. (*St. John Fisher School adheres to the policies of the Archdiocese of Chicago regarding bullying*). – See Appendix

Deliberate misuse of computers, iPads and the Internet as defined in the Acceptable Use Policy.

**Dishonesty/Cheating:** Includes telling or asking another student or parent for answers that the student is expected to complete on his/her own. It also includes using email, text messaging, or instant messaging to asking for or providing answers for homework assignments or sharing answers to accelerated reader tests, accelerated math tests and all school assignments and tests. Plagiarism (taking credit for someone else's work) is a form of cheating. Classroom instruction on what constitutes plagiarism begins in third grade, so by fifth grade, students are held fully accountable for plagiarism. It is expected that students complete creative projects with minimal assistance from parents. Students will receive a failing grade and a detention on any assignments or tests when cheating/plagiarism has occurred.

**Vandalism and Trespassing:** Students are expected to show respect for school, parish, and community property. Vandalism and trespassing are strictly prohibited.

*Trespassing is defined as entrance into the school when previously prohibited, entering the school building when school and extracurricular activities are not in session, leaving games or other activities in the gym or Kane Hall to enter the classrooms or hallways after school hours, and remaining on the grounds after receiving a request to leave an activity. Children must be supervised by a parent or guardian at all events in the gym or in Kane Hall. Students should not ordinarily be on school grounds unless at a school sponsored event or activity.*

*Vandalism is defined as the willful or malicious destruction or defacing of school property including graffiti.*

Other serious misbehaviors not mentioned above may be classified as Level 2 infractions at the discretion of the Disciplinary Board.

**Consequences for Level Two Infractions:** A detention will be issued to any student who violates level two expectations. Misbehaviors classified under Level 2 infractions may warrant more significant consequences based upon their severity. Detention forms must be signed by the parent and returned to the school office no later than 7:45 a.m. the following school day. Parents will be notified of detention forms not returned by the student. The detention schedule will be determined at the grade level. If a student receives three detentions, he/she will be removed from ALL SCHOOL RELATED extracurricular activities for a period of two weeks. These activities include: all sports teams, cheerleading, student council, ETC classes, band, etc.

Eighth grade events are privileges that must be earned. Eighth graders, responsible for demonstrating leadership qualities to the entire student body, will be unable to participate in the next 8<sup>th</sup> grade event if three (3) detentions are issued. Three (3) detentions also result in that student not being eligible for the Honor Roll. During this time, the student may not participate in or be present at any practice sessions, games, or performances. Depending on the severity of the misbehavior, the student may also be suspended from school-sponsored activities and events such as field trips, dances, etc. If a student demonstrates a pattern of misbehavior, he/she will be required to meet on a weekly basis with a teacher mutually agreed upon between the student and administration who will mentor the student. The mentor will meet with the student to determine interventions that might help change inappropriate behaviors.

**Level Three Infractions** are defined as actions or threats that could lead to serious harm to the student or others. Level three infractions include but are not limited to:

- Talking about, bringing to or using inappropriate objects on the school campus. Inappropriate objects include but are not limited to: weapons, illegal substances, cigarettes, alcohol, matches etc. Any student who has been found to be under the influence of alcohol or other substances at school or at a school sponsored event will be suspended immediately.
- Making serious threats to another
- Other behaviors that may be a serious threat to the school community.

**Consequences of Level Three Infractions** are an automatic suspension and/or expulsion from school and all extra-curricular activities. School work missed while the student is suspended must be completed in full with appropriate deadlines determined by the faculty, and assignments completed during a suspension will be graded on a pass/fail basis. ***A student who is suspended and misses a test or other in-class assignment must take the initiative to come to school early on the date of his/her return to complete them.***

In serious cases of student misconduct, the principal will convene the school discipline board whose purpose is to hear facts regarding the student's behavior and make a recommendation to the school administration regarding the student's continued status at the school. The members of the discipline board will arrive at a recommendation to the school administration.

The administration also reserves the right to place students whose actions have warranted serious disciplinary action on a student contract. Students placed on a behavior contract are not eligible for honor roll during the school year in which it was issued. The student contract is designed to provide the child with a final opportunity to abide by school policy. The terms of the contract may not be violated. Failure of the student to comply with the terms of the contract may result in immediate expulsion. Students who violate a contract in the year it is issued will be placed under a new contract the following school year. Students who adhere to the contract requirements in the second year for a full trimester can have contract status removed. In some cases, professional testing and/or counseling will be required. If testing is refused or if the professional advice recommended by the clinician is refused, a student will be asked to attend a school that better meets his/her needs.

In establishing guidelines and procedures, we realize that not all disciplinary situations can be handled in exactly the same manner. Certainly, there will be circumstances that require variations in procedure. However, stated guidelines and recommended steps will lead to relative consistency as we work with students on matters of discipline.

### **2017-18 Discipline Board**

Sr. Jean McGrath

Mrs. Pat Reed

Mrs. Debby Dillon

Mrs. Maura Grochocinski

Mrs. Phyllis Sullivan  
Mrs. Mary Donna Caffrey

\*\*Designated members of the School Board or Athletic Board may also be asked to participate.

## **RETENTION POLICY**

The School Board and Faculty have approved the following policy for the retention of students at a particular grade level:

### General Statement:

A student (grades K – 8) may be retained, with the consent of his parent, when the student's performance is considered to be unsatisfactory. Unsatisfactory performance shall include, but not be limited to:

1. Excessive absenteeism which results in the student's inability to satisfactorily complete required assignments. This inability shall be evidenced by failing of at least three (3) major subjects (math, reading, language arts, literature, science, social studies and phonics).
2. Refusal to complete assignments and/or course requirements which results in a lack of mastery of appropriate skills and failure in three (3) major subjects.
3. Minimum mastery of academic skills coupled with perceived social/emotional immaturity.

A parental position statement should be obtained in all retention situations. This statement is to be placed in the student's cumulative folder at the end of the school year.

A student with poor but passing grades may be promoted to the next grade level on a conditional basis. Summer school may be a prerequisite of promotion for students who, in the best professional judgment of the teacher, have not mastered the work essential for success at the next grade level. Summer school is also recommended for all students having difficulty in school. This student would be re-evaluated before he is assigned to the next grade level.

### Second Retention (Grade 8):

Eighth grade students whose refusal to complete course requirements has resulted in the failure of at least three (3) major subjects shall not be allowed to participate in graduation exercises. Such students shall be issued a "Certificate of Attendance" in lieu of a diploma and matriculated to the local high school. If it is possible for the student to complete course requirements, assignments, etc. over the summer months, efforts shall be made to avail students of that opportunity. A diploma shall be issued upon satisfactory completion of those requirements.

## **PARENT SUPPORT PROGRAMS**

### **SCHOOL BOARD**

The St. John Fisher School Board acts both to formulate policy and advise the Pastor and Principal in matters concerning the school. All meetings are open and guests are invited to attend. Dates of the meetings are announced on the monthly school calendar. Items for the agenda can be given to the President or the Principal three (3) days before the meeting.

The Principal is an ex-officio member of the School Board. All decisions and policies are subject to the approval of the Pastor. The Principal is the executive officer of the Board. He/She can recommend policy to the Board but does not have a vote.

Any member of the St. John Fisher parish is eligible for appointment to the School Board. Openings are listed in the church bulletin and applications are made available at that time. An interview team, familiar with the work and goals of the School Board, interviews each candidate and makes recommendations to the Pastor. The Pastor appoints members based on the recommendations of the interview team.

School Board members are:

Molly Condon  
Joan Garey-Rogers  
Robert Urchell

Cheryl Foertsch  
Meg Rooney  
Peter Gribble

Mary Neumann  
Kathleen Girzadas

Sr. Jean and Fr. Ken are ex-officio members of the Board.

## **FAMILY SCHOOL ASSOCIATION**

Membership in the FSA is automatic when you enroll your child(ren) at St. John Fisher. The FSA sponsors several important and spirit building events throughout the school year. Committees will be formed throughout the year for each event. These events cannot exist without the time and talent of our parents who volunteer.

The FSA officers/executive board for the 2017-18 school year are as follows:

Coordinator	Kate Keller karoeth@gmail.com 773-445-3794
Volunteer Coordinator	Bridget Stalla bridget.stalla@gmail.com
Treasurer	Michelle Klimowski michellebw27@hotmail.com

## **ATHLETICS/ATHLETIC ASSOCIATION**

The children of St. John Fisher School are encouraged to participate in the athletic programs at the school. These programs are designed to help each child involved realize personal physical, emotional, intellectual, moral and spiritual growth. The objectives of the athletic program include:

- To develop good sportsmanship and fair play while learning to win or lose
- To develop new skills in a social atmosphere of mutual cooperation
- To develop physical qualities of strength, endurance and coordination
- To serve as a wholesome means of recreation and use of leisure time
- To instill the quality of self-discipline
- To offer participation that teaches Christian citizenship traits such as fairness, cooperation, leadership, acceptance of direction and respect for others
- To help develop school spirit and loyalty.

It is required that any student participating on a school athletic team, maintain a C average in his/her school studies. Poor grades and/or poor behavior may result in a student's suspension from practice and games.

Each participant must play within his/her grade level.

Important information about the school's athletic program is contained in the Athletic Association's Handbook.

### ***Insurance***

Every child must have proof of family or school insurance to participate in any sport activity.

### ***Parental Concerns***

In order to maintain good communication and cooperation with the Athletic Association, any concerns a parent might have regarding a student's participation in a sport should first be addressed to the coach involved. If a parent continues to have concerns, the coordinator of the appropriate sport should be contacted. If there are further concerns, parents should contact a Board member, the President or Moderator of the Athletic Association.

When openings on the Athletic Board occur, they will be announced in the church bulletin and applications will be accepted at the rectory. The applications will be reviewed by the Board and Moderator and a written vote will determine new members.

The Athletic Board publishes a policy book outlining the goals and expectations of team participation and parent involvement. They also hold a mandatory parent meeting at the beginning of each sport season.

Meetings of the Athletic Board are open to the public and are held on the second Wednesday of each month (except June and July) in Kane Hall. If you wish to address the Athletic Association, items for the agenda must be submitted in writing to the President or Moderator three (3) days prior to the meeting.

The Athletic Association Board officers for the 2017-18 school year are as follows:

President  
Vice President  
Treasurer  
Secretary

Missy Brady  
Ken Stubitsch  
Dave Clisham  
Sarah Murnane

## **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,
- occurs on campus or off campus during school or non-school time,
- is directed toward another student or students, that has or can be reasonably predicted to place the student or students in an unreasonable fear of harm to the student or student's person or property,
- causes a substantially detrimental effect on the student or student's physical or mental health,
- interferes substantially with the student or student's academic performance,
- interferes 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, 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.
- outside of school.

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.

## **BULLYING PREVENTION**

### **Administrative Responsibilities**

The Fifth Commandment calls us to foster the physical, spiritual, emotional and social well-being of self and others. (United States Catholic Catechism for Adults, page389). Children are unable to eliminate acts of bullying or harassment without adult support, guidance and intervention. Therefore, school personnel have a responsibility to see that:

- all allegations and incidents of bullying are taken seriously,
- parent / guardian and/or student reports of bullying must be addressed immediately,
- written documentation must be prepared and maintained by the school on the Bullying Complaint Report Form.

Appropriate disciplinary consequences are applied to the offending student(s). The following procedures are followed:

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

Clear, consistent behavioral standards should be publicized, posted and fairly enforced in each school. Educational programs that address bullying should be developed and implemented at all grade levels. Illinois Public Act 92-96, S.B. 1026 provides that whoever by threat, menace, or intimidation prevents a child entitled to attend a public or non-public school from attending that school or interferes with the child's attendance at that school is guilty of a Class A misdemeanor.

## **ACCEPTABLE USE POLICY FOR TECHNOLOGY**

St. John Fisher provides access to computers, iPads, Chromebooks and the Internet to students to enrich the learning environment. Through the St. John Fisher 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 to instruction. Digital resources and devices are provided to students with the sole purpose of improving the instructional climate and providing new and innovative educational opportunities.

As required by state law, St. John Fisher has in place content filtering software and equipment that blocks objectionable web content, including violence, nudity, mature sexual content, criminal and illegal activities, gambling, hate and racism. Through 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**

- Creating reports, presentation, videos, and other visual displays of knowledge
- Using software and apps 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**

- Deliberate damage to computers, Chromebooks, iPads, 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. See Archdiocese of Chicago Bullying Prevention Policy.
- Giving out personal information such as name, address or telephone number.
- Sharing one's password with others, or using another person's password.
- Intentional sharing or posting of files which are dangerous to the integrity of the network (viruses, etc.)
- Accessing or attempting to access administrative areas of the school network, individual computers or iPads, or areas not specifically for student use. This includes computer control panel, iPad settings, displays, desktop and iPad backgrounds.
- Use of non-school related social networking sites and apps.
- Use of instant messaging.
- Using the network for non-school activities.
- Food and drinks are prohibited in areas near computers.
- Use of digital cameras or iPad cameras for non-educational purposes or without the permission of the teacher.
- Downloading apps or streaming video on iPads without direction by teacher.

### **Consequences for Inappropriate Use of Technology**

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

## **1:1 PROGRAM CHROMEBOOK ACCEPTABLE USE POLICY**

### **DISTRIBUTION OF CHROMEBOOKS**

7<sup>th</sup> and 8<sup>th</sup> grade students will be issued school-owned Chromebooks and cases. Arrangements will be made for 8<sup>th</sup> graders attending one of the high school math programs to receive their Chromebooks on an earlier date. Students and their parents must sign a form that indicates their compliance with the St. John Fisher Acceptable Use Policy and the St. John Fisher School 1:1 Chromebook Policies and Procedures.

### **CHROMEBOOK CARE**

#### **General Precautions**

- Students are expected to bring a fully-charged Chromebook to school every day and bring their Chromebooks to all classes unless otherwise instructed by their teacher. Failure to do so will result in a demerit (unprepared for school). Students with uncharged or missing Chromebooks should report to the computer lab before homeroom period to obtain loaners, which **MUST BE RETURNED** at the end of the school day.
- Power cords should be left at home and cannot ever be plugged in at school.
- Students are not allowed to use any device in school other than the school-issued Chromebook.
- Students should never leave their device unattended in the hallway or other public areas.
- No food or drink should be near Chromebooks.
- Chromebooks are not allowed in Kane Hall at lunchtime.
- Students will be provided with cases for their Chromebooks. The cases and the Chromebooks must remain free of any writing, drawing, stickers, and labels. No other cases may be used.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.
- There is a business card slot on the school-provided case. Students should design a business card that contains their name in large print.



- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should not be placed in extreme heat or cold or near any magnetic devices.

### **Carrying Chromebooks**

- Always transport the Chromebook with care and in its protective case. Failure to do so may result in severe damage such as shattered screens.
- The Chromebook should be ON TOP of any items being carried by the student. Do not place books or other items on top of the Chromebook.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

### **Screen Care**

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or other supplies.)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

### **Asset Tags**

- St. John Fisher School will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and grade of the student assigned to the device.
- Your Chromebook will be labeled with "Property of St. John Fisher School."
- Labels and tags should not be modified or tampered with in any way.

### **REPAIRS AND LOANERS**

- Students are responsible for the care of their Chromebooks. Chromebooks that are broken or fail to work properly should be taken to the computer lab as soon as possible, so they can be properly assessed.
- Students will be issued a loaner that they can use at school and at home while theirs is being repaired. NOTE: Loaners provided due to missing or uncharged devices must be returned by 2:15 pm on the date issued.
- Student must sign the "Chromebook Loaner Agreement." The student is responsible for any damage to or loss of the loaned device.
- The Technology Department will analyze and fix the problems they can. If unable to be repaired by the Technology Department, broken Chromebooks will be sent to a repair facility.
- Chromebooks include a one year hardware warranty from the vendor. The vendor warrants the Chromebook from defects in materials and workmanship. The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents. Students/families are responsible for the cost of repairs due to misuse, abuse, or accidents. Please refer to the "Repair Price List."
- The Technology Department will notify the student when the Chromebook is repaired and ready for pickup.
- All students borrowing loaners are responsible for damage to or loss of the issued device.

### **IN-SCHOOL USE OF SCHOOL-ISSUED CHROMEBOOKS**

- **Backgrounds and Themes** can only be changed at discretion of a faculty member.
- **Sound.** Students should have their own personal set of earbuds with them at all times, which can only be used when instructed by a teacher. Sound must be muted at all times unless permission is obtained from a teacher.
- **Camera.** Cameras must be OFF AT ALL TIMES unless otherwise instructed by a teacher.
- **Printing.** Students are encouraged to digitally publish and share their work with their teachers and peers without printing. On the rare occasion that a teacher requires an assignment to be printed, students will be permitted to print at the printing stations in teacher classrooms or in the computer lab. Students will not print directly from the Chromebook, but instead will login to their Google account on a desktop computer. Students are encouraged to set up their Chromebooks to print from home printers with the Google Cloud Print solution. More information can be found at <https://www.google.com/cloudprint/learn>.
- **Login.** Students will log into their Chromebooks using their school issued Google Apps for Education account. Students should never share their account passwords with anyone other than a parent, unless requested by an administrator. Students should not allow other students to use their Chromebooks at any time unless permission has been given by the teacher.

- **Managing and Saving Digital Work.** The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices. Students are encouraged to maintain backups of their important work on a portable storage device or in another cloud storage resource.
- **Prohibited Use of Chromebooks.** St. John Fisher School is providing Chromebooks to students for educational purposes. Chromebooks are not to be used for any other purpose.

### USE OF CHROMEBOOKS OUTSIDE OF SCHOOL

- Students are encouraged to use their Chromebooks at home to complete school assignments.
- A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students should connect their Chromebook to their home wifi network.
- Students should not use or install any operating systems on their Chromebook other than the current version of ChromeOS.
- **Operating System and Security.** The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks. Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. Students should not install other virus protection software on their Chromebook.
- St. John Fisher utilizes an Internet content filter that is in compliance with the federally-mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while in the building. Parents are required to monitor home use to prevent student access to inappropriate content. This can be accomplished by direct supervision or use of a digital solution such as <http://www.securly.com/parents.html> or other home content monitoring solutions. St. John Fisher School does not recommend or provide technical support for home content monitoring programs.

### SOFTWARE, APPS AND EXTENSIONS

Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs, Sheets, Slides, Drawings, and Forms. All work is stored in the cloud. Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store only when instructed by a teacher. Viewing or installing inappropriate or non-educational material, apps or extensions will result in disciplinary action.

### NO EXPECTATION OF PRIVACY

St. John Fisher School maintains ownership of student Chromebooks and may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the Technology Department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

### ACCEPTABLE USE AND DIGITAL CITIZENSHIP

St. John Fisher Students are required to adhere to the *St. John Fisher Acceptable Use of Technology Policy* and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

**Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

**Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

**Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize or bully others. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others or inappropriate in any way. I will not enter other people's private spaces or areas.

**Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

**Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources.

**Act with Academic Honesty.** I will not plagiarize the work of another person, nor will I provide my work to others.

**PHOTO/ACADEMIC WORK PERMISSION FORM  
ST. JOHN FISHER SCHOOL**

On occasion, St. John Fisher School publishes photos and/or academic work of students in school/parish publications (website, yearbook, newsletters, parish bulletin, local newspapers, etc.) to share information about the school and to keep parents and the community up-to-date on the many activities, events and accomplishments of our students and to showcase student work. Many of the recent technologies used by our students and teachers utilize some sort of online forum for sharing of work/projects and photos. These include Animoto, Storybird, Glogster, Mathletics, iMovie, YouTube, Khan Academy, Edmodo, and others.

We strive to maintain the safety and confidentiality of our students and parents. We do not utilize student last names in association with pictures, and we utilize group photos only in our online publications.

You may request in writing that your child(ren)'s photos and/or work not be included in any print or online publications. To do so, please email [preed@sjfschool.net](mailto:preed@sjfschool.net).

**“PROTECTING GOD’S CHILDREN”**

Under the auspices of the Archdiocese of Chicago, St. John Fisher participates in the “Protecting God’s Children” Program. In addition to specific guidelines for all employees, all school volunteers, chaperones, coaches, room parents, etc. must have a criminal background check, complete Form 7703, and complete the Virtus Training Program.

All school personnel, by law, are mandated reporters of allegations/suspicions of child abuse or neglect and must make reports to the Department of Children and Family Services whenever such circumstances exist.

Unless we are notified in writing, we will allow pictures of the students to be published in the local press and on our web page. However, names will never be used on the web page.

**MASS ATTENDANCE**

*The Celebration of Mass is at the heart of our faith community. St. John Fisher families are encouraged to come to weekly Mass with their children.*

<b><i>Weekend Mass</i></b>	<b><i>Mass Time</i></b>
<i>Saturday</i>	<i>4:00 p.m.</i>
<i>Sunday</i>	<i>8:00 a.m., 10:00 a.m., 12:00 Noon</i>

***Saint John Fisher Parent Prayer***

God of Promise and Possibility,  
give us wisdom and strength to model  
your unconditional love for our children.  
Bless them with strong bodies, bright minds,  
kind and compassionate hearts, and an infinite sense of wonder  
and inquiry. As they become more independent,  
may they use their unique  
talents to reach out to those who might  
need a kind heart or a helping hand.  
May all that they learn from me, from  
books, from teachers, from friends and  
from life experience deepen their sense of  
gratitude for their unique place in creation.  
Thank you for the joy that our children bring to our lives.  
Amen

***Saint John Fisher Student Prayer***

Thank you for the gift of parents.  
I am grateful that their love and generosity encourages me to  
become my best self. I am thankful for their  
patience, their willingness to give second chances,  
and for the sacrifices they make each day so that  
I can be happy, healthy, and open to the blessing of each day.  
I am grateful for the dreams my parents have for me  
and for the wisdom and experience that help me grow.  
With them as guide, may I learn to be a strong Christian,  
a good neighbor, and a responsible citizen.  
Amen

