

PARENT – STUDENT HANDBOOK

2022-2023



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
Rectory 773-445-6565

www.sjfschool.net

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ST. JOHN FISHER SCHOOL MISSION

St. John Fisher School is a Catholic educational community that facilitates the intellectual, academic, social and emotional growth of each student. A rigorous academic curriculum, robust Religious Education program and comprehensive student support services work together in cultivating critical thinkers and curious minds, compassionate Christian leaders and socially intelligent citizens prepared for the world today and the future.

We Believe:

That all persons have equal dignity and the right to education.

That all persons have God-given talents and the ability to think, judge and make free and responsible decisions that enhance his or her self-worth.

That education evolves not only from what is taught, but also from the spiritual and ethical values that students see modeled.

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.

2022-2023 ADMINISTRATION & FACULTY

Pastor	Rev. Kenneth Budzikowski	
Principal	Mrs. Maura Nash	
Assistant Principal of Instructional Support	Mrs. Claire Larmon	
School Counselor	Mrs. Julie Schultz	
Director of Religious Education	Dr. Elena Chermak	
School Office Support	Mrs. Linda Murray, Mrs. Kristine Houston	
Curriculum Support Specialists	Mrs. Win Biernacki, Mrs. Karen Brogan	
Reading Specialists	Ms. Mary Schiavone/Mrs. Janet Otto	
Technology	Mrs. Delphine Maxwell	
Pre-School Teacher/Teacher's Aide	Mrs. Katie Altman/Mrs. Ann Marie Lindgren	107
	Ms. Sue Power/Mrs. Lisa Healy	108
	Ms. Katie Fadden/Mrs. Moira Garza	109
	Ms. Lindsey Surin/Mrs. Diane O'Grady	110
Part-time Pre-School/ Resource Teacher	Mrs. Erin Rech	
Kindergarten Teacher/ Teacher's Aide	Mrs. Nancy Fanjoy/ Mrs. Maureen Sullivan	113
	Mrs. Mary Donna Caffrey	114
Teacher's Aides	Beth Furlong, Beth Paluch, Phyllis Sullivan	
Grade 1	Ms. Emily Sullivan	111
	Mrs. Judy Vittori	115
Grade 2	Mrs. Meghan Kellam	214
	Mrs. Katie Ball	217
Grade 3	Mrs. Therese Regnier	218
	Mrs. Sally Caulfield	219
Grade 4	Mrs. Kristin Reyes	210
	Mrs. Courtney Namoff	211
	Mrs. Laura Kovatch	212
Grade 5	Ms. Molly Cummings	203
	Ms. Annabelle Hladik	204
	Ms. Colleen Dunlavy	206
Grade 6	Mrs. Amy Schiller	201
	Mrs. Karen Ade	202
	Ms. Krista DiBennardi	205
Grade 7	Mrs. Carole Scannell	101
	Mrs. Amanda Wilkison	102
	Ms. Noreen Higgins	106
Grade 8	Ms. Cathy Browne	103
	Ms. Sarah Russell	104
	Mrs. Kristine Condon	105
Art	Mrs. Megan Corley	
Library	Mrs. Kate Keller	
Physical Education	Mrs. Margie Sefcik	
Spanish	Mrs. Isabel Flores	
Extended Day Care	Mrs. Diane O'Grady	

2022/2023 SCHOOL CALENDAR

Dates are subject to change

August 24 First Day of School, *11:30 a.m. Dismissal

September 5 Labor Day, No School

October 4 School Picture Day

October 5 & 6 Parent-Teacher Conferences

October 7 No School

October 10 Indigenous Peoples' Day, No School

November 17 School Picture Retakes

November 16 End of First Trimester

November 23 Thanksgiving Prayer Service (10 a.m.) 11:30 a.m. Dismissal

November 24-27 Thanksgiving Break, *Classes resume **November 28**

December 21 Christmas Prayer Service (10 a.m.) *11:30 a.m. Dismissal

December 22 - January 4 Christmas Break, *Classes resume **Thursday, January 5**

January 16 Martin Luther King, Jr. Day, No School

January 29 - February 4 Catholic Schools Week

February 4 8th Grade Confirmation 11 a.m.

February 8 8th Grade Graduation Pictures

February 16 Parent-Teacher Conferences

February 17 All-Staff Religious Formation & Professional Development, No School

February 20 President's Day, No School

March 7 End of Second Trimester

March 13 No School

March 24 Faculty Professional Development, No School

April 5 Faculty Professional Development, No School

April 6-16 Spring Break, *Classes resume **April 17**

April 29 First Holy Communion 11 a.m.

May 5 May Crowning 10:30 a.m. *11:30 Dismissal

May 26 Memorial Day, No School

June 2 Last Day of School for the Class of 2023

June 5 Graduation Mass 1p.m.

June 8 End of Third Trimester, Last Day of School *10:30 a.m. Dismissal

***1 p.m. dismissals** are scheduled for the last Wednesday of the following months for faculty meetings, PLC work and council collaboration: 9/28, 10/26, 11/30, 12/14, 1/25, 2/22, 3/29, 4/26, 5/31.

Progress Reports and Report Cards

	First Trimester	Second Trimester	Third Trimester
Marking Period Begins	8/24/22	11/16/22	3/8/23
Progress Check	10/5/22	1/17/23	4/19/23
Marking Period Ends	11/15/22	3/7/23	6/8/23
Report Cards	11/18/22	3/10/23	6/8/23

Please check your email and the school website regularly to receive timely school calendar information and updates.

SCHOOL HOURS

Kindergarten through 8th Grade 7:55 a.m. - 2:55 p.m.

Preschool Hours

Tues./Wed./Thurs. A.M.: 7:55 a.m. - 11:15 a.m.

Daily Part Time: 7:55 a.m. - 11:15 a.m.

Daily Full Time: 7:55 a.m. – 2:55 p.m.

Staggered Arrival for Pre-K-8th Grade:

*Last Name A-L: 7:45 a.m.

*Last Name M-Z: 7:50 a.m.

Tardy after 7:55 a.m.- report to Main office

LUNCHROOM SCHEDULE

1 st Session	10:40 a.m. – 11:00 a.m.	Gr. K, 7, 8
2 nd Session	11:05 a.m. – 11:25 a.m.	Gr. 1, 2, 3
3 rd Session	11:30 a.m. – 11:50 a.m.	Gr. 4, 5, 6

LUNCHROOM BEHAVIOR EXPECTATIONS

Students may carry their own lunches to school or order from the school hot lunch program. Orders are completed online through My School Account.

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:

Preschool Rooms 107, 109:	Door # 6 Under the bridge on the west side
Preschool Rooms 108, 110, 112:	Door # 7 Fairfield side south door/across from convent
1st & 2nd Grade:	Door # 9 Fairfield entrance/north of main church doors
Kindergarten Rooms 113, 114:	Door # 8 East side of church foyer/rectory driveway
5th & 6th Grade:	Door # 2 Library Entrance doors off of 102 nd Street
3rd & 4th Grade:	Door # 4 Kane Hall Doors
7th & 8th Grade:	Door # 1 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 school grounds before 7:40 a.m. on any school morning. 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 and on campus. 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.

VISITORS

St. John Fisher School is a secured building. Please do not enter the building after school has begun other than through the **main 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 strongly discouraged from bringing forgotten lunches, project materials, assignments, books, etc. to the school office.

REGISTRATION * ENROLLMENT POLICIES

- Registration in the preschool program requires that the child be three (3) years or four (4) years old on or before SEPTEMBER 1ST of the current year.
- Registration in the kindergarten program requires that the child be five (5) years old on or before SEPTEMBER 1ST 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 January, enrollment forms are given to families in preschool 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 January. 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 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.

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 in 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.

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.

Per the *Missing Persons Records Act*, St. John Fisher School has a written system/procedure in place that flags records for any current or former student who has been reported missing by the Illinois State Police.

Transfer Students

Certified copies of transfer students' records are requested within 14 days of enrollment. St. John Fisher School sends unofficial records of students transferring to other schools within 10 days of the request. **Official** records are sent once all financial obligations have been met.

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 or emailing attendance@sjfschool.us before 7:55 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 voicemail.**

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. *Please see the 5th through 8th Grade Academic and Behavior Policy for specific guidelines for those students.*

Parents are **required** 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(ren) 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 can be available to come for the child. The student must be signed out of the school by a parent or authorized party. Please make sure to have a backup plan if your child becomes sick at school.

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.

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/SWEATSHIRTS.**

EMERGENCY INFORMATION

EMERGENCY CARDS

Emergency cards are to be filled out on Packet Pick-Up Day. **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. Emergency closings and important messages will also be posted to the SJF social media accounts.

Please do not call the school office on these mornings as the lines must be clear to make emergency closing arrangements.

E-LEARNING DAYS

The Archdiocese of Chicago has adopted an E-learning Day policy for the 2022-2023 school year. E-Learning Days are defined as days that include online instruction, independent research projects, and other document-based learning, etc. Students in grades Pre-K-2 will have some planned academic requirements on these days but may be limited in scope.

Students can be expected to watch videos on educational websites, read leveled readers or complete tasks using materials that are developmentally appropriate to their grade level. Teachers will be available to answer questions via email throughout the day up until 3:00 p.m.

Students in grades 3-8 will complete assignments posted on Google Classroom. All assignments will be posted by 9:00 a.m. with teachers available to answer questions via email throughout the day up until 3:00 p.m. It is understood that students will have a wide variety of responsibilities at home during e-Learning Days and that some may not have access to the internet. Teachers understand this and will be flexible with those situations. However, the expectation is that students will complete the work in a timely manner as developed between student and teacher.

HEALTH/IMMUNIZATIONS

State law requires a complete physical examination for any child entering preschool, 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 healthcare professional.

Students in Grades 3-8 who wish to participate in athletics must have an updated sports physical each year.

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. Children with severe allergies should also keep an EpiPen in their classroom; please notify the school office and the classroom teachers if a student carries an EpiPen.

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 Archdiocese. 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

There are several purposes for an enforced dress code:

- It fosters a sense of community which allows students to focus on learning instead of what anyone is wearing
- It allows focus on the educational process instead of on clothing that may distract from learning
- Research has shown that students generally behave better when there is a consistent dress code
- Teachers will perform a uniform check daily and the policy will be enforced

DRESS CODE VIOLATIONS

Parents are asked to make sure that their child(ren) are in uniform before leaving home. Students will be reminded of the uniform expectations in their morning homeroom, after which time a violation of the uniform policy may result in a consequence including, but not limited to, a behavior demerit or parent communication. This is for grades 1-8. It is also the responsibility of the parent to monitor the child’s cleanliness in dress and personal hygiene.

Girls:

- Grades K – 2: Plaid jumper and white blouse/polo (white, navy, or light blue)
- Grade 3: Plaid jumper or skirt and white blouse/polo (white, navy, or light blue)
- Grades 4 – 8: Plaid skirt and white blouse/polo (white, navy, or light blue)
- Grades K – 8: Sweater (solid white, navy, or hunter green) or SJF gray fleece or navy performance quarter zip or quarter zip sweatshirt
- SJF gym sweatshirt (school issued only)
- Socks or tights (white, navy or hunter green)
- Pants (navy or khaki 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. Leggings (black, navy or gray) may be worn under shirts and jumpers.
- 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 or khaki dress pants and white, navy or light blue polo shirt
- SJF gym sweatshirt or gray school fleece/navy performance quarter zip (school issued only)

General Guidelines for Boys:

- Belts are encouraged but optional.
- 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, moccasins, clogs, “Crocs”, “flip-flops,” and boots are not permitted during the school day.

General Guidelines for All Students

Administration retains authority for what is appropriate.

As part of our dress code, hair styles must be appropriate for school. Hair should be neat, clean and well groomed. Extreme hairstyles are not allowed in school and will be addressed on an individual basis.

As per Illinois PA 102-0360, St. John Fisher School does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including but not limited to, protective hairstyles such as braids, locks, and twists.

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/skorts or capris as part of the school uniform. Nylon shorts are not permitted. Shorts cannot be more than two (2) inches above the knee.

Out of Uniform Days

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. Revealing tops, shorts, skirts and dresses are not permitted. No sandals or crocs are permitted; gym shoes are recommended for safety. A clean and neat appearance is expected at all times.

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
- Socks
- Gym shoes

T-shirts from school activities and school sports teams are not part of the gym uniform.

PRESCHOOL

Supplies

Most school supplies, including crayons, pencils and glue, will be provided for your preschooler. You will be receiving a short list of supplies (such as Clorox wipes, paper towels and Kleenex) from your child's teacher on or before the first day of school that can be sent in anytime during the first few weeks of school.

Clothing

Preschoolers should dress suited to active and sometimes "messy" play. Please keep in mind that children are expected to use the bathroom by themselves. One-piece overalls, tights and belts can be difficult for some students. Gym shoes/closed-toe shoes are best since the preschoolers are up and down the stairs as well as on the playground during the school day. It would be very helpful if children please only wear shoes that have no laces. Velcro gym shoes or slip-on, enclosed shoes would be wonderful! It would also be helpful if you could label clothing that might be left behind, such as sweaters, hats, jackets, boots, etc.

Bathroom

Children must be fully potty trained in order to attend Preschool. Students should not be sent to school in Pull-ups. If a rare accident occurs at school, the child's parents will be called to come and change their child if they cannot change themselves. Each child will keep a change of clothes at school in the case of a bathroom accident or a lunchtime/snack spill. Please send a full change of clothes (shirt, pants, underwear, socks.) in a large Ziploc bag with your child's name clearly labeled on it to stay at school throughout the year.

Snack/Lunch

Both the half-day and the full-day preschoolers have a short snack time each day. Please send a small, nutritious snack along with a juice or water bottle each day for your child. If sending a reusable water bottle, please label your child's name and make sure it is an easy to open and close lid. Full-Day Preschoolers will also need a lunch each day. Since the Preschoolers eat lunch in our classrooms daily, it is not possible to order the school wide daily hot lunch program. The full day Preschoolers are however able to order the once a month Special Lunch (Forms will be sent home the first month of school.)

Allergies

If your child has or develops any specific allergies please be sure to notify the teacher in writing.

Arrival

Please do not arrive more than five minutes before class starts. Mrs. Altman's and Ms. Fadden's classes will meet at the west side doors underneath the bridge. Ms. Power's, Ms. Surin's and Mrs. Rech's classes will meet at the doors just off of Fairfield and directly across from the convent.

Dismissal

If you know that you are going to be detained, please notify the school office so we can reassure your child. If you will not be picking up your child, please let us know beforehand who to expect. If parents are late, children will be brought to the school office. Preschoolers will be dismissed one at a time to their parent or caregiver from the same doors they arrive in.

Rest Time

The Full-Day Preschoolers have a rest/nap time each afternoon. Each child will have his/her own cot to use each day and may bring a small blanket and a small stuffed animal if desired.

Attendance

Regular attendance at school is very important. It helps the student obtain the maximum benefits from school. However, if your child is sick, please keep them home. We ask that you use your best judgment and consider the other children in class. With the nature of preschool, we have lots of families who are either expecting or have new babies at home that we do not want to pass any illnesses along to.

Parents are required 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. If your child is sick at school, parents will be notified and the child may be picked up at the school office. We thank you for your cooperation in ensuring a healthy year for all our little ones!

SCHOOL FINANCE

2022-2023 TUITION PLAN

Each year the St. John Fisher School Advisory 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 ten (10) month period, with the first month's tuition (and all fees) due, for each family, on August 15th. The final payment is due May 15th.

Tuition

<u>Full-time Tuition</u>	<u>Tuition</u>
1st Student	\$6,015
2 nd Student	\$4,270
3 rd Student	\$3,515
4 th Student	\$2,300
5 th + Students	-0.00
<u>Part-time Pre-school</u>	<u>Tuition</u>
3 Day Full-Day	\$3,900
5 Day Half-Day	\$3,325
3 Day Half-Day	\$2,200

Fees

Book Day Fees	2022-23	Base
Registration / Admin	\$ 50	Family
Books & Supplies	\$250	Student
Technology	\$200	Student
Lunchroom	\$50	Student
Archdiocesan Assessment	\$50	Student
FSA Membership	\$50	Family **In lieu of room parent collection
Manna Earnings Requirement	\$300	Family **Details below

MANNA PROGRAM

- **MANNA Sales Hours at the Convent** (Corner of 102nd and Fairfield)
 - Mondays: 8:00 – 9:00 a.m.
 - Wednesdays: 6:00 – 7:30 p.m.
 - Thursdays: 8:00 - 9:00 a.m.
 - Fridays: 2:00 - 3 p.m.
 - Saturdays: 8:30- 9:30 a.m.
 - Sundays: 10:30 -11:30 a.m.
- *In an effort to increase transparency and focus on all fundraisers for the school, the **general "fundraising fee" of \$175** assessed at book day in previous years has been **eliminated**.*
- **MANNA is our single largest school-specific fundraiser.** Participation dropped to 35% in recent years, so the change was necessary to enable the school to maintain competitive tuition rates. To encourage participation fast, *we have introduced a requirement to "earn" \$300 of MANNA credit each academic year. Note: The \$300 is not the total spent at Manna, it's the portion of the rebate that goes to the school.*
- *For every \$1 you earn for the school, you also earn \$1.50 credit toward your tuition bill. **It's a Win-Win!*** Don't stress if the requirement is more than you normally spend. Do your best to participate regularly. We will review and assess a fee for individuals that have not met the full requirement of \$300. Our hope is that the fee is less than previous years (Example: Earn \$200 for the school thru the program results in fee of \$100). Get your other family members involved in the program! It's free money for you and the school and is a **much better value than your credit card! Full participation = \$100,000 for SJF.**

Manna Chairpersons:

Terry Berger

Raphael Brandt

Lynn Faculak

For more information: sjfschool.net/manna

During the course of the year, other fundraisers for special school improvement projects may occur. Participation is encouraged, but not mandatory. 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.

TUITION POLICY FOR THE 2022- 2023 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 (15th) day of each month. St. John Fisher uses FACTS Management System. The finance committee of the School Advisory 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 30 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. Eighth grade graduate balances must be paid in full by May 15th.
- 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 30 days past due, unless other arrangements have been approved.
- After June 1st any family that has an outstanding tuition balance will not be considered registered for the following school year.
- Because school fees cover the cost of consumable materials, fees paid on your first installment in August are non-refundable once the school year has begun.
- Tuition cannot intentionally be withheld due to a disagreement with a school policy.

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.

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.

As a parent/guardian of an SJF student, you agree to the following:

- It is expected that all students, staff, parents and school community members will not use any disparaging words either verbally or via social media that are directed at or in reference to any teacher, administrator, priest or the SJF community at large.
- It is expected that all students, staff, parents and school community members exhibit good judgment and behave in a way that embodies personal integrity and reflects well on the school.
- It is expected that all students, staff, parents and school community members follow the school's **cyberbullying policies**. Cyberbullying includes but is not limited to:
 - Sending or posting threatening, hurtful, hateful, derogatory, or harassing messages to another's cell phone, e-mail, social media account(s) or webpages or about another St. John Fisher community member on their social media account(s) or webpage(s).
 - Sending personal or embarrassing information about or pictures of others – all with the intention of intimidating, frightening, ridiculing, or harming someone else.
 - Spreading rumors online or through texts.
 - Stealing a person's account information to break into their account and send damaging messages, post pictures, etc.
 - Pretending to be someone else online to hurt another person or assuming another person's picture as your own profile picture.
 - Taking unflattering pictures of a person and sharing them through text messages or the Internet.
- Regardless of your privacy settings, assume that all information shared within a social network is public information.
- Always treat others in a respectful, positive and considerate manner.
- Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the school, rather than damage them.

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. **St. John Fisher faculty and school administration reserve the right to speak to your child(ren) without your permission during the school day. 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.**

Archdiocesan Policy on Parent/Guardian Conduct

408.03 Withdrawal of Students Based Upon the Conduct of Parents/Guardians

Parents/Guardians are expected to demonstrate behavior consistent with the Catholic values at all times with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events.

Unacceptable behaviors include, but are not limited to: acts/behavior that is not aligned with the Catholic values and mission of the school, disrespectful, threatening, harassing, abusive behaviors/language, acts of intimidation, battery, assault, or other threats to the faculty, administration, staff, students, and volunteers of the school.

When a parent/guardian engages in any of the behaviors outlined above or in the school's parent code of conduct and, in the judgment of the Principal and of the pastor, such behavior negatively impacts the teaching, learning, or school environment, he/she may, after consulting with their assigned regional director:

- Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.
- Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic School.

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 **may**

receive letter grades in some of their special classes; some special classes are graded Pass/Fail.

Formal parent teacher conferences are planned for October and February. 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 utilize ClassTag as well as Google Classroom to inform parents/guardians of weekly 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. "Notes from Mrs. Nash" are also emailed each Friday. Each teacher also uses an app called Classtag 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 khouston@sjfschool.us by the previous Wednesday for inclusion in that week's "Notes from Mrs. Nash".

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.

STUDENT ACTIVITIES

EXTRACURRICULAR 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, 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 7th and 8th graders who provide spirit building and service opportunities for the student body.

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 sent home 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 two (2) days each week.

SATURDAY MORNING SOCCER PROGRAM

Saturday Morning Soccer is a recreational soccer program offered to grades K-5 and played in the fall at Beverly Park.

Coordinator: Julie Gavin

ACADEMIC AND BEHAVIOR POLICIES FOR 5TH – 8TH GRADERS

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

Academic Policies

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		

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 physical education, art, library, Spanish, Social Emotional Learning 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 lose up to half credit. Beyond this time, it is up to the individual teacher as to how much credit will be given for late work. 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. 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

Honor Roll	GPA
Straight A	4
1st Honors	3.7 - 3.9
2nd Honors	3.0 - 3.6

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 above.

Work Missed During an Absence

Students in grades 5-8 are expected to make up any tests/quizzes on the day they return following an absence. It is the student's responsibility to approach the teacher to make an arrangement for missed tests/quizzes. All other work is due two days following an absence unless there are special circumstances, such as a serious illness that required multiple absences. In this case, the student is to make an arrangement with the teachers to make up all work in the most timely fashion possible.

Gaining Independence

By fifth grade, students should be becoming self-sufficient students who can manage their assignments and workload with little assistance from parents. If there are questions regarding understanding content or expectations, making up work or missed assignments, students should request a meeting with a teacher to discuss these questions. Parents should allow their children to gain independence in this way whenever possible.

Strategies for Improving Student Progress (ACADEMIC ELIGIBILITY STUDY HALL)

All students are to perform to the best of their abilities. If a student has 2 Ds and/or an F average in any class at progress report or report card distribution time, that child must attend a MANDATORY study hall two days a week. The student's grades will be evaluated for improvement after two weeks. If the student attends the bi-weekly study halls and shows a commitment to improve, then he/she can continue participating in extracurriculars. During the hour long after-school study hall, our study hall moderator/ teacher will work with the student to complete missing work and homework as well as study for tests and quizzes. The student must demonstrate a willingness to work hard and improve. If a student misses one of the scheduled study halls, the student will be suspended from all extracurricular activities, including but not limited to athletics, cheerleading, SOAR, school play etc.

Shadow Day Policy

8th grade students will be allowed two excused absences and 7th grade students will be allowed one excused absence for the purpose of "shadowing" at high schools of their choice. Students will still be allowed to attend after school activities if they are excused for a shadow day. Anytime students are aware of a planned absence it is good practice to let their teachers know in advance. As with any absence, it is the student's responsibility to complete any missing work within the agreed upon time. It is the parent's decision when to use a shadow day, but in order to miss the least amount of instructional time we suggest students take advantage of any scheduled days off.

School Incident Reporting System (SIRS) (NEW)

Illinois compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement and the Illinois State Police (ISP) within one to three days of the occurrence of the incident. In order to satisfy the requirement of reporting incidents to the ISP, the Illinois State Board of Education (ISBE), in conjunction with the ISP, have created the School Incident Reporting System (SIRS). The SIRS is a web-based application used by schools to report incidents electronically but which also requires schools to report incidents to local law enforcement authorities.

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. These infractions include but are not limited to:

- 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. Students are not allowed to communicate via text using SMART watches during the school day. The school will not be responsible for lost or stolen items. Any personal device that is misused will be held at the office until the end of the school day when the student picks it up.
- 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 (day/time subject to change). Demerits and detentions must be signed by the parent and returned to the school office no later than 7:55 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, Chromebooks, iPads and the Internet as defined in the Acceptable Use Policy and 5th-8th Grade Responsible Use Policies.
- 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 for 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. At the discretion of the teacher, students will receive a failing grade and a detention on any assignments or tests when cheating/plagiarism has occurred.
- Trespassing and Vandalism: 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 and community 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 2 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 7:55 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, SOAR, 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 8th 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.

2022-2023 Principal's Advisory Board

Mrs. Nash
Mrs. Kovatch

Mrs. Larmon
Mrs. Regnier

Ms. Browne
Ms. Schaivone

Ms. Cummings
Mrs. Schiller

****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/her 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, 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/she 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 ADVISORY 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 Advisory Board members are:

Tim Bush	Matt Carlson	Steve Connors	Joe Goldrick
Mary Kopale	Brendan Moody	Carrie Nowicki	Kelly Robinson
Megan Scarsella	Cara West		

Mrs. Nash 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 2022-2023 FSA Officers/Executive Board:

Co-Coordinator:	Becky Dowling & Stephanie Guinane
Treasurer:	Katie Gatto
Secretary:	Erin Hassan

Please contact FSA at fsaatsjf@gmail.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. Student athletes with 2 D's and/or an F average in any class at progress report check or report card distribution time, must attend a mandatory study hall two days a week. If the student attends the bi-weekly study halls and shows a commitment to improve, then he/she can continue participating in extracurriculars. If a student misses a study hall, then he/she can no longer participate in extracurriculars.

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.

(NEW) As per Illinois PA 102-0360, St. John Fisher School allows student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences. If a student chooses to modify his or her athletic or team uniform the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modification.

Insurance

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

Sports Physicals

The Archdiocese of Chicago requires that all students in grades 3-8 who wish to compete in athletics must have a sports physical on file each year.

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.

Athletic Board Policy

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 2022-2023 Athletic Association Board Officers:

President: Steve Scarsella
V.P.: Pat O'Connor
Treasurer: Bob Rusch
Secretary: Maureen O'Hara

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.

Cyberbullying 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.

Administrative Responsibilities

The Fifth Commandment calls us to foster the physical, spiritual, emotional and social well-being of self and others. (United States Catholic Catechism for Adults, page 389). Children are unable to eliminate acts of bullying or harassment without adult support, guidance and intervention. Therefore, school personnel have a responsibility to see that:

- All allegations and incidents of bullying are taken seriously.
- Parent/guardian and/or student reports of bullying must be addressed immediately.

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.

Appropriate disciplinary consequences are applied to offending student(s). –NEW POLICY

- When accused of a disrespectful, intentional, hurtful and/or repeated act of misconduct, implicated students will meet with members of the Administrative Team and appropriate disciplinary action will be taken, including but not limited to detention, suspension and expulsion. Guardians will be notified.

- In instances where disrespectful, intentional, hurtful and/or repeated acts of misconduct occur outside of school, the guardians of accused students will be contacted via phone or email and informed of the accusations made against their child. Disciplinary action can be taken.
- When a student has been accused of disrespectful, intentional, hurtful and/or repeated misconduct, however the behavior cannot be substantiated, the guardian(s) of all students involved will be contacted, individually, outlining the accusations. No further action will be taken by school leadership, as unsubstantiated acts or acts that cannot be verified are not punishable. However, guardians will be made aware that it was suspected and/or reported that their child was involved in disrespectful, intentional, hurtful and/or repeated acts of conduct.

As our society and community evolve, so must the practices we use in educating our students. To best facilitate the personal and social growth of all St. John Fisher students as it is imperative that we uphold strict behavioral policies especially as it relates to the **treatment and respect of others**.

In an effort to best support students and parents, who often fear social consequences when reporting disrespectful, intentional, hurtful acts of misconduct, we have updated the *Bullying Policy to address reported incidents of bullying/misconduct that cannot be verified definitively*. In addition, off campus incidents reported to school by community members and/or parents that cannot be verified and the accused cannot be definitively identified, parents of students suspected to be involved will be contacted by a member of the Administrative Leadership Team directly. It is the hope that these communications will not only encourage parents to engage in conversation with their children regarding their behaviors and peer relationships, but also lessen the time dedicated by school personnel investigating incidents that are brought forth and ultimately cannot be verified and/or remediated. Through this partnership students will be held accountable for their actions, both in and out of school; yielding a more respectful, cohesive school environment.

SOCIAL MEDIA USAGE

At St. John Fisher, teachers, students, staff, and other school community members use social networking/media (Twitter, Facebook, blogs, etc.) as a way to connect with others, share school specific information and educational resources, create educational content, enhance the classroom experience, and network within and outside of the school community. While social networking is valuable, there are some risks we need to keep in mind when using these tools. In the social media world, the lines are often blurred between what is public or private, personal or professional.

Below are guidelines to follow when members of the school community (students, faculty, administrators, and staff) are utilizing educational forums and social media spaces, regardless of whether these are considered professional or personal accounts.

Use good judgment

- It is expected that all students, staff and school community members exhibit good judgment and behave in a way that embodies personal integrity and reflects well on the school.
- Know and follow the school's cyberbullying policies.
- Regardless of your privacy settings, assume that all information shared within a social network is public information.

Be respectful

- Always treat others in a respectful, positive, and considerate manner.
- Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the school, rather than damage them.

Be confidential

- Do not publish, post, or release information that is considered private or personal by yourself or someone else. Online “conversations” are never private.
- Use caution if asked to share your birth date, address, and cell phone number on any website.
- To ensure your safety, be careful about the type and amount of personal information you provide. Never share personal information or meet someone face-to-face with whom you have only met online. Failure to maintain a social media presence that meets the above criteria will be subject to a disciplinary review.

Technology Use Outside of School (NEW)

Parents/Guardians are primarily responsible for the student’s appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of the school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to, bullying and harassment of others, inappropriate use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats. Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family. Parents/Guardians are encouraged to monitor their child’s use and misuse of technology outside of school, including the age requirements for social networking websites.

Cyberbullying

According to the Cyberbullying Research Center, 36 percent of teens have reported that they have been victims of cyberbullying in their lifetime. According to the American Academy of Child and Adolescent Psychiatry, children who are bullied experience significant suffering that can interfere with their social and emotional development, as well as their school performance. Some victims of bullying experience clinical levels of anxiety, depression and exhibit an increased rate of suicide.

What makes cyberbullying different, and sometimes even more traumatic than physical aggression or interpersonal aggression, is that technology now allows bullies to reach beyond the classroom, playground, or immediate neighborhood to victimize another child. Bullies can reach their target at any time or any place, including in his or her own home, via a computer, video game system or cell phone, giving the impression that there is no escape from the bully’s reach. In addition, cyberbullying often includes dozens or hundreds of “spectators” as in the case when a hateful and threatening communication is shared with an entire group of friends, on a social networking website or with an entire school community.

Cyberbullying includes but is not limited to:

- Sending hurtful, hateful, derogatory, harassing or threatening messages to another’s cell phone, email, social media account(s) or webpages.
- Sending personal or embarrassing information about or pictures of others – all with the intention of intimidating, frightening, ridiculing, or harming someone else.
- Spreading rumors online or through texts.

- Stealing a person's account information to break into their account and send damaging messages, post pictures.
- Pretending to be someone else online to hurt another person or assuming another person's picture as your own profile picture.
- Taking unflattering pictures of a person and sharing them through text messages or the Internet.
- Sexting, or circulating sexually suggestive pictures or messages about a person.

If your child is a victim of cyberbullying please contact St. John Fisher administrators.

Protect Your Child

Talk to your child regularly about his or her online activities and experiences, as well as the activities of others he or she may communicate with online. If your child uses any kind of social networking application review your child's friends' list(s) on a regular basis and ask questions to make certain he or she is communicating only with people he or she actually knows.

Set clear expectations with your child about what he or she should do if they are the target of a bullying communication.

In order to ensure that your child does not engage in cyberbullying activities, you should communicate a clear set of expectations regarding acceptable and unacceptable behavior on the Internet to your child. **Explain that unacceptable behavior includes:**

- Revealing his or her password or the passwords of others;
- Sending email messages, instant messages or text messages to others disguising himself or herself as another person;
- Spreading rumors or false information about others;
- Sending rude, harassing or threatening email messages, instant messages or text messages;
- Creating websites or social media accounts that ridicule, humiliate, or intimidate others; and/or
- Posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

***The St. John Fisher Administration considers all forms of bullying egregious disciplinary infractions as they deviate from the mission and values outlined by the SJF School and Parish, compromise students' safety and hinder the school-wide sense of community. All reported cases will be addressed by administration and will require individual parent meetings for all families involved. Disciplinary action will be decided on a case-by-case basis, however it can include suspension and expulsion.

Archdiocese of Chicago Mental Health Protocol and Assessments

St. John Fisher School takes all indications of self-harm, suicidal thoughts and other significant mental health concerns seriously. When we have concerns about a student's emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed clinical professional counselor, licensed clinical social worker, licensed psychologist or licensed psychiatrist) prior to the continuation of academics and cocurricular activities at St. John Fisher School. Below are the steps parents/guardians follow when a student displays a threat of harm to themselves or others:

1. Require the child undergo a crisis mental health assessment in the community by a licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies, hospitals and services who may be able to assess the student.
2. Parents/guardians are expected to follow the recommendations provided by the clinician, which may include outpatient therapy, partial or inpatient hospitalization, and/or medication management.
3. Parents/guardians are expected to sign a consent for release of information, and arrange for the clinician to share the recommended treatment plan with the school to determine the student's reentry.
 - a. Treat information received from the student/family/treating medical provider confidentially.
 - b. All documentation should be faxed or emailed to the attention of the principal or school designee.

POST-ASSESSMENT FOLLOW UP

1. If the assessment and recommended treatment plan result in an immediate return to school, please see step 3.
2. If the assessment results in a recommended extended absence, defined as more than five days (or as designated by the school), the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan as outlined by the treating clinician. The principal or designee will communicate with any treatment facility and school faculty to collaborate on the therapeutic and academic needs for the student. The principal or designee will coordinate the provision of necessary information for the student's return to school in a sensitive and confidential manner. The principal or designee should utilize the assessment information to determine whether the school has the resources available to meet the child's needs and, if it is able to do so, to begin drafting the student support plan that will be finalized at the reentry meeting.
3. Reentry back to St. John Fisher School academics and cocurricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and/or designee:
 - a. Evaluation date and crisis mental health assessment results
 - b. Safety statement: The student is not at risk of self-harm or of harming others, and it is appropriate for the student to return to St. John Fisher School.
4. Upon receipt of documentation, the principal or designee will review the documentation of assessment and any relevant treatment plans to determine if the school has the resources to provide a safe learning environment for the student based on their demonstrated needs. If additional information is needed to make this determination, the school will obtain such information from the treating mental health professional.
5. If the school determines it has sufficient resources to support student, schedule a meeting to discuss the student's potential return.
 - a. The purpose of this meeting is to review the recommendations from the assessment and treatment plan and to inform the family whether it has the resources to meet their child's needs. If it does, a draft student safety plan will be shared with the family. If necessary, this plan will include a plan to make up missing homework, tests, and other academic supports. The school may, but is not required to, revise this plan based on information presented by the parents during the meeting. The parents/guardians must indicate their approval with the plan by signing it and committing to implementing the plan (e.g., ongoing therapy, etc.) as a condition of continued enrollment. If the parents/guardians agree with the school's student safety plan, a date will be scheduled for the child's return to school. If the school does not have the resources to meet the child's needs, the child will be excluded for such reason.
 - b. Once all aspects of the reentry meeting are accomplished and meet expectations, the student will be authorized to return to classes and cocurricular activities.
6. Following the child's return to school, the principal or designee will schedule a meeting to review the

student support plan and determine what, if any, changes are necessary

ELECTRONIC DEVICE POLICY AND USER AGREEMENT

The aim of the 1:1 electronic device program at St. John Fisher School is to create a flexible, robust and collaborative learning environment for all learners. This environment enables teachers to elevate their teaching practice through the implementation of dynamic and interactive lessons, engaging students and promoting the development of self-directed, 21st century learning. Providing devices to every student also allows for the SJF and its students to pivot seamlessly to remote learning, if necessary.

St. John Fisher supplies each student, K-8, with a Chromebook or iPad device. These devices are property of St. John Fisher School, however students will be allowed to bring devices home as directed by their level teacher(s). Students in kindergarten, first and second grade will receive an iPad, as iPad functionality aligns best with early childhood development. All other students, grades third through eighth, will receive a Chromebook. The supplied instructional devices will provide each student access to required educational materials such as Google Apps for Education, Microsoft Suite, and educational web-based tools. **The supplied device is an educational tool not intended for gaming, social networking or high end computing.**

The policies, procedures, and information within this document apply to all Chromebooks and iPads, as well as school owned computers, used at St. John Fisher School or remotely by students, staff, or guests. Teachers may set additional requirements and limitations for Chromebook/iPad use in their classroom.

Receiving Your Device

Chromebooks/iPads will be distributed to students within the first two weeks of school. All devices will be paired with a charger, battery and case.

Parents and students must sign and return the attached Chromebook and iPad Policy Agreement before the device will be issued to their child.

Taking Care of Your Device

Students are responsible for the general care of the Chromebook/iPad issued to them by the school. Chromebooks/iPads that are broken or fail to work properly must be taken to the Technology Coordinator, Mrs. Maxwell, in the Computer Lab. If a loaner Chromebook/iPad is needed, one will be issued to the student until their Chromebook/iPad can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your Chromebook/iPad while it is in use.
- Devices must be off a student's desk during lunchtime when eating in their classroom. Students will not be allowed to bring their devices to Kane Hall during their designated lunch period.

- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook/iPad.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks/iPads should be shut down when not in use to conserve battery life.
- Chromebooks/iPads should never be shoved into a locker or wedged into a backpack as this may break the screen.
- Do not expose your Chromebook/iPad to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device. Always bring your device to room temperature prior to turning it on.

Carrying the Chromebook:

The protective shell or case of the Chromebook/iPad will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack is acceptable provided the backpack or book bag is handled with care. For example, you should not toss the bag or drop the bag if your Chromebook/iPad is inside. **Protective padded cases are provided and must be used at all times.**

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook/iPad.
- Do not place anything near the Chromebook/iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the Chromebook keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook/iPad. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Device

At School:

Chromebooks/iPads are intended for use at school each and every day. School messages, announcements and calendars may be accessed using the Chromebook/iPad, in addition to teacher expectations including but not limited to Google Classroom and Microsoft Suite. Students in grades 5-8 are responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher. **Students K-4 will not be required to take their device home daily and, depending on the individual teachers' policies, may bring them home only in the case that students are learning remotely.**

At Home:

Students who utilize Chromebooks daily are required to take their device home each night throughout the school year for charging. **Chromebooks/iPads must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.** If students leave their Chromebook/iPad at home, they will be considered unprepared for class; loaners will not be distributed for forgotten Chromebooks. Depending on the individual teacher's policy, arriving at school without a device or with an uncharged device may result in a loss of participation points or a demerit. Students should not bring the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

- A Wi-Fi Internet connection will be required for the majority of Chromebook/iPad 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.

Backgrounds and Themes:

Backgrounds and themes are standard on all devices and **cannot be changed.**

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is policy that students in grades 3-8 bring personal headset or 'ear-buds' daily. Students K-2 are required to bring headphones as part of their school supplies at the beginning of the school year.

Camera:

Cameras can only be used when directed by the teacher. In the case of remote learning, students should not use the camera for personal use but can be used as directed by the teachers or for strictly academic purposes. Screenshots of completed work, assessments or other intellectual property should not be taken and shared with others.

Login. Students will log into their device 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 device 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.

Printing:

At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework. 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 device, but instead will login to their Google account on a desktop computer.

At Home: The Chromebook/iPad will not support a physical printer connection. Instead, students are encouraged to print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint/learn>

Personalizing Your Device

Chromebooks/iPads must remain free of any writing, drawing, or stickers. An unaltered identification label with the student's name is the only acceptable exception in the Chromebook/iPad case and will be provided by St. John Fisher. **Spot checks for compliance may be done by school staff at any time.**

Students may NOT add software, extensions, music, photos, and/or videos to their Chromebook/iPad unless specifically required to do so by school staff. Devices are subject to inspection and must follow the St. John Fisher acceptable use policy at all times.

Protecting and Storing Your Chromebook

Chromebook/iPad Identification:

Devices will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Record of serial number
- Individual's login username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Device:

When students are not monitoring their Chromebook/iPad, they should be stored in their lockers with nothing placed on top of them. Chromebooks are not to be stored in lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home (for those students who have daily access to their devices). Chromebooks should never be stored in a vehicle.

Storing Chromebooks at Extracurricular Events:

Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised/Unsecured Areas:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, unlocked classrooms, library, hallways, bathrooms, in a car, or any other entity that is not securely locked or lacks supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Technology Coordinator.

Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook**Chromebooks Undergoing Repair:**

- Loaner Chromebooks/iPads may be issued to students when they leave their Chromebook/iPad for repair with the Technology Coordinator, Mrs. Maxwell.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook/iPad and an invoice for repairs will be sent to parents/guardians. Upon receipt of the charges a new device will be provided.
- Repaired Chromebooks/iPads will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook/iPad damage that is a result of misuse or abusive handling. Parents will be billed for damaged parts and labor if the costs exceed the maximum cumulative amount covered by insurance.

Lost, Stolen or Intentionally Damaged Device and Accessories:

A Chromebook/iPad or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The replacement costs are outlined in the Repair Price List. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

The Technology Coordinator, Mrs. Maxwell, will be the first point of contact for repair of Chromebooks or iPads. Mrs. Maxwell can be contacted in the Computer Lab; services provided by the Technology Coordinator include:

- Password Identification

- User account support
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software update

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.

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.

Students and their parents/guardians are advised that St. John Fisher School, by Illinois statute (Illinois Public Act 098-0129), may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The administration and the faculty of St. John Fisher may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's rules and/or disciplinary policy. The school may require a student to share content in the course of such an investigation.

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 khouston@sjfschool.us. 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.

“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/suspensions of child abuse or neglect and must make reports to the Department of Children and Family Services whenever such circumstances exist.

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.

Weekend Mass	Mass Time
Saturday	4:00 p.m.
Sunday	8:00 a.m. and 11:00 a.m.

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

