

STUDENT AND FAMILY HANDBOOK 2022-2023



Founded 1890



Main and Visitor Entrance: 1501 North Oakley Boulevard

Mailing Address: 1501 North Oakley Boulevard

Chicago, IL 60622

<https://www.josephinum.org>

(773) 276-1261

Revised July 2022

TABLE OF CONTENTS

Letter from Principal, page 2
Reference Guide, page 3
Josephinum Information, page 4-9
<i>Mission and Vision</i>
<i>School Teams</i>
<i>Tuition and Fees</i>
<i>Office Protocols</i>
Communication, page 10-12
Attendance, page 13-14
Academic Programming, page 15-28
<i>Portrait of a Graduate</i>
<i>Role of Student, Guardian and Teachers</i>
<i>Technology 1-1 School</i>
<i>Graduation Requirements</i>
<i>Grading Scale</i>
<i>Course Selection and Scheduling</i>
<i>Common Q & A with Class Selection</i>
<i>Assessment and Homework Policies</i>
<i>Final Grades</i>
Student Services, page 29-31
Policy
Student Counseling Support Programming
Classroom Instruction and Supports
Language Policy
Behavioral Expectations, page 32-48
<i>Philosophy & Core Beliefs</i>
<i>Stakeholders</i>
<i>Student Expectations</i>
• <i>School Property</i>
• <i>Dress Code</i>
• <i>Electronic Devices</i>
• <i>Cell Phone Policy</i>
• <i>Earbud Policy</i>
• <i>Cyberbullying Policy</i>
<i>Academic Integrity</i>
<i>Types of Disciplinary Action</i>
Wellness Policy, page 47-51
Athletics, page 52-53
Student Life, page 54-56
Important Dates, page 56-58
Daily Bell Schedule, page 59-61

LETTER FROM THE PRINCIPAL

Dear Parents, Grandparents, Guardians, and Cougars,

Welcome to the 2022-2023 school year! We are excited to have students back in our classrooms and hallways, filling them with energy, excitement, and enthusiasm for learning! At Josephinum Academy of the Sacred Heart, it is our goal to ensure that each student is educated to reach her highest academic potential, empowered to discover her unique place in the world, and inspired to become a confident faith-filled leader. We believe our students are the future leaders who will make this world a better place. Chicago's longest-standing Catholic high school for women, Josephinum has a tradition of extending the boundaries of educational opportunity for the young women of Chicago, and Josephinum's decision to offer a robust college preparatory education is yet another example of our commitment to providing a quality education for our students.

Josephinum's faculty and staff is a group of bright, dedicated, and forward-thinking professionals, who have spent many years ensuring that our curriculum is dynamic, rigorous, and relevant. At the core of our philosophy is the desire to teach students how to think, not what to think. As a result, the curriculum is structured around the development of core competencies and skills, rather than heavy content knowledge. In addition, we take a hands-on approach, positioning the learner as a "doer," engaging her more fully in her own learning. While this school year brings some unique challenges, our faculty is enthusiastically embracing tools and techniques that represent best practices in digital learning. I am certain that their hard work has laid the foundation for what will be an unforgettable school year.

Our Student Handbook includes a listing of Josephinum's leadership, a description of our Portrait of a Graduate, our academic policies, guidelines on the use of technology, our philosophy of discipline, our student conduct expectations, our athletic code, and more. As educators, administrators and staff, we partner with parents and guardians in the development of holistic young women, who are committed to a personal and active faith in God, a deep respect for intellectual values, a social awareness which impels to action, the building of community as a Christian value, and a personal growth in an atmosphere of wise freedom. Our Parent/Student Handbook ensures that we are aligned with Cougar families on the expectations that will allow us to reach this goal.

I am honored to serve as the Principal of Josephinum Academy of the Sacred Heart. It is truly a privilege to lead such a supportive and caring community of learners. Together, let's make the 2022-2023 school year a great success!

Fondly,
Colleen Schrantz
Principal

REFERENCE PAGE

Main and Visitor Entrance: 1501 North Oakley Boulevard

Mailing Address: 1501 North Oakley Boulevard, Chicago, IL 60622

Website: <https://www.josephinum.org>

Phone Number: (773) 276-1261

WHO DO I CONTACT IF.....

My student is going to be absent, or is running late?	Front Office Manager, Letty Pizarro	773-276-1261
I have a question regarding the location of an athletic event?	Athletic Director, Erik Ziolkowski	773-276-1261 Ext. 224
I have a question regarding the curriculum, classes, and programs?	Dean of Academic Operations Brendan Vivoda	630-258-1734
My student has been disciplined and I am wondering the reason?	Dean of Students, Jillian Knapczyk	773-276-1261 Ext. 229
I have a question regarding my student's tuition?	Business Manager, Lillian Torres	773-276-1261 Ext. 225
I have a question regarding my student's schedule?	Co-Director of Student Services, Samantha Pucci	773-276-1261 Ext. 231
I have a question in regards to my student's IEP or 504 plan?	Co-Director of Student Services, Olivia Landry	773-276-1261 Ext. 246
I have a question regarding my student's current scholarship?	Grants and Scholarship Manager, Lori Grove	773-276-1261 Ext. 245
I have a question regarding my student's after school activities?	Director of Student Life and Partnerships, Monique Norington-Joseph	773-276-1261
I am an alumna and want to connect to alumnae resources, events, and community?	Admissions and Alumnae Relations Coordinator, Marlen Garcia	773-276-1261 Ext. 242
I would like to refer a student for admissions?	Head of Admissions, Kathryn Bartholomew	773-276-1261 Ext. 248
I am a current student and need some support navigating the college admissions process?	College and Career Counselor, Caitlyn Knor	773-276-1261 Ext. 244
I once attended Josephinum Academy, and I need to obtain a copy of my transcript?	Registrar, Sr. Mary Bernstein	773-276-1261 Ext. 238

JOSEPHINUM MISSION AND VISION

HISTORICAL BACKGROUND

Josephinum Academy of the Sacred Heart, founded in 1890 by the Sisters of Christian Charity, is Chicago's longest standing high school for girls. Originally a school for the daughters of recent immigrants, Josephinum has a longstanding tradition of empowering young women through education. In 1996, the Sisters of Christian Charity formed a partnership with the Society of the Sacred Heart, who is now responsible for the educational direction of the Academy. In 2011, Josephinum was formally accepted as a full member of the Network of the Sacred Heart Schools.

PHILOSOPHY

Josephinum Academy of the Sacred Heart's philosophy of education is rooted in the belief that all people have an unlimited capacity to learn. Given the right context, the right tools, and the right support, this capacity will ultimately cultivate into a deep and passionate desire for growth. Education, at its core, should be a transformative experience. It should foster an evolution of both mind and spirit. It should push students out of a comfortable world and into true risk taking and exploration. It should foster a sense of wonder and curiosity that keeps one thirsting for knowledge. It should encourage a love of learning; an uncontainable joy that stems from the pursuit of truth. Above all, it should develop in students a critical consciousness- a profound understanding of oppression and injustice and a desire to make change.

Being educated simply isn't enough. It is what one does with her education that truly matters. It is what one contributes to the world that makes a difference.

MISSION

Josephinum Academy of the Sacred Heart is a diverse learning community. We dedicate ourselves to providing a globally minded and academically rigorous education, one holistic in nature that champions risk taking and collaboration. With our commitment to justice and mercy we dedicate ourselves to empowering young women to use their creativity, unique perspective and voice to bring about change in an ever-evolving world.

VISION

To cultivate the leaders, changemakers, and visionaries of tomorrow.

SACRED HEART GOALS

As members of a worldwide network, the schools of the Sacred Heart in the United States offer an education that is marked by a distinctive spirit. The essence of this spirit is a deep concern for each student's total development: spiritual, intellectual, emotional, social and physical. The philosophy relies on the understanding that education is much broader than instruction. Schools of the Sacred Heart commit themselves to educate to:

- a personal and active faith in God
- a deep respect for intellectual values
- a social awareness which impels to action
- the building of community as a Christian value
- personal growth in an atmosphere of wise freedom.

JOSEPHINUM SCHOOL FACULTY AND STAFF

PRESIDENT'S ADMINISTRATIVE TEAM

Mr. Richard McMenaminPresident
Mrs. Colleen Schrantz,Principal
Ms. Carly McGuire..... Director of Development
Ms. Saundra Fleming..... Chief Financial Officer
Ms. Kathryn Bartholomew.....Head of Admissions

PRINCIPAL'S TEAM

Ms. Jillian Knapczyk.....Dean of Students
Ms. Olivia Landry.....Co-Director of Student Services
Ms. Monique Norington-Joseph.....Director of Student Life and Partnerships
Ms. Samantha Pucci.....Co-Director of Student Services
Ms. Nancy To.....Dean of Instruction and Science Curriculum
Mr. Brendan Vivoda.....Dean of Academic Operations
Mr. Erik Ziolkowski..... Athletic Director and Compliance Coordinator

FINANCE TEAM

Ms. Saundra Fleming..... Chief Financial Officer
Ms. Lillian Torres.....Business Manager

DEVELOPMENT & MARKETING TEAM

Mr. Brian Cascarano.....Marketing Project Manager
Ms. Marlen Gonzalez.....Digital Media Manager
Ms. Lori Grove.....Grants and Scholarship Manager
Ms. Victoria James.....Donor Relations Coordinator

ADMISSIONS TEAM

Ms. Kathryn Bartholomew.....Head of Admissions
Ms. Marlen Garcia.....Admissions and Alumnae Relations Coordinator

STUDENT SERVICES

Ms. Olivia Landry.....Co-Director of Student Services
Ms. Samantha Pucci.....Co-Director of Student Services
Ms. Caitlyn Knor.....College and Career Counselor
Dr. Mary O'Reilly-Kehoe.....College/Alumnae Counselor Mentor (Volunteer)

FACULTY

English Department

Ms. Nicole Favia.....English Teacher
Mrs. Jo Laughran.....English Teacher
Ms. Jillian Knapczyk.....Humanities Teacher
Ms. Michelle Ward.....English Teacher

Fine Arts Department

Mr. David Fehr.....Fine Arts Chair and Lead Performing Arts Teacher
Mr. Joe Lauer.....Visual Arts Teacher
Ms. Elizabeth Murphy.....Theology/Choir Teacher and Mass Coordinator

Mathematics Department

Ms. Sejeong Lee.....Mathematics Teacher
Mr. Christopher Paar.....Mathematics Teacher
Mr. Brendan Vivoda.....Mathematics & Social Sciences
Teacher

Physical Education Department

Mr. Erik Ziolkowski.....Physical Education Teacher

Science Department

Mr. Gregory Hanrahan.....Science Teacher
Mr. Matthew Hughes.....Science Teacher

Social Science Department

Mr. Joseph Karamanski.....Social Sciences Teacher
Ms. Jillian Knapczyk.....Humanities Teacher
Mr. Metodi Popovski.....Social Sciences Teacher
Mr. Brendan Vivoda.....Mathematics & Social Sciences
Teacher

Theology Department

Mr. Ruben Chavez.....Theology Teacher
Mr. Joseph Lewis.....Theology Teacher/ Retreat at Service Coordinator
Ms. Elizabeth Murphy.....Theology/Choir Teacher and Mass Coordinator

World Language Department

Ms. Ana Contreras.....Spanish Teacher
Ms. Sabrine Sheuj-Chang.....Mandarin Teacher

FRONT OFFICE

Ms. Letty Pizarro.....Office Manager
Ms. Peggy Alvarez.....Food and Administrative Coordinator
Sr. Mary Bernstein.....Registrar

MAINTENANCE TEAM

Mr. Alex Pureco.....Maintenance Director
Mr. Flavio Medina.....Maintenance
Ms. Martha Pureco.....Maintenance

SUPPORT STAFF

Ms. Carla Burford.....Food and Office Support
Ms. Janet Colon.....School Safety Coordinator
Mr. Sal Mancera.....Full-time Substitute and Administrative Support Staff

TUITION AND FEES

BUSINESS OFFICE

The Business Office is open from 8:00 a.m. to 4:00 p.m. Monday through Friday. Tuition payments that are made in person rather than through FACTS Management (FACTS) will be taken in the front office. Every payment will be issued a receipt. It is important to keep the receipts in case there is any question about a family's account. If you have a question about your account, please meet with the Business Office and bring copies of the appropriate receipts.

TUITION/STUDENT FEES

The full tuition for a student returning for the 2022-2023 school year is \$9,550.00. Tuition payments can be made online through [FACTS](#), a tuition management system, or paid in person at the school. All students are required to pay a non-refundable Enrollment Fee. The Enrollment Fee for new students is \$225. The fee for re-enrollment is \$150 per student if paid before May 15, and \$225 thereafter. All students must be re-enrolled by July 20th each year for the following school year.

FREE AND REDUCED LUNCH

Free or reduced lunch will be granted to those who meet the financial requirements. All appropriate documentation needs to be on file to support students' lunch status.

FINANCIAL AID/SCHOLARSHIPS

Josephinum Academy has a limited amount of financial aid to offer to qualifying students who demonstrate financial need. Financial aid applications should be completed online through the FACTS system (to access the FACTS website - go to www.josephinum.org/FACTS). Families must reapply for financial aid each year.

Scholarships will be revoked for students who do not maintain the specific criteria for each scholarship, which can include maintenance of a specified grade point average, reflection on the year, attendance at organized events, etc. **Josephinum has the right to reduce and/or eliminate financial aid and scholarships awarded to a student whose academic, behavioral, or financial standing fall below the standards expected by the academy or outside scholarship organizations.**

EXCLUSION POLICY

All tuition payments are due by the **16th of each month**. If a payment is not posted, or if there is an outstanding balance on a student's account after the 16th, a late fee of \$35.00 will be added to the account. In addition, students with outstanding balances of over ten (10) days will be excluded from class on the **1st business day of the following month**, unless otherwise noted. Exclusion will remain in effect until the account is made current. Students with an outstanding balance will not be allowed to participate in all school sponsored events (including prom and graduation), nor will they receive official school documentation (including transcripts). A mandatory re-entry meeting between the finance office and parent/guardian will take place before the student is reinstated into school and classroom environment.

REFUND POLICY

For students who withdraw from Josephinum Academy during the school year, tuition refunds will be granted based on the schedule noted in the enrollment/re-enrollment contracts. Please reference FACTS or call the Business Manager for your current contract information.

ADMISSION/TRANSFER GUIDELINES

Students may enter the school at the beginning of the year or at the semester if we are able to place them in the courses they require.

To be admitted students must:

- Present current/completed grades to date
- Have present school fill out a discipline form and return it to Josephinum
- Have parent/guardian fill out all admission materials
- Pay the registration fee and first month's tuition upon acceptance

Within 14 days after enrolling a transfer student, the school shall request directly from the student's previous school a certified copy of her record. When forwarding a copy of a transferring student's record to the new school, Josephinum shall comply within 10 days of receipt of the request unless it has been flagged as that of a missing person, in which case the copy shall not be forwarded and the requested school shall notify the Illinois Department of State Police or local law enforcement authority of the request.

TRANSCRIPTS AND TRANSFERS

A **transcript** is an official record of the student's complete academic history including college related standardized test scores, grades, credits, grade point average, and class rank. Once a decision is made by October 1st, families cannot revoke their decision. Be advised that colleges reserve the right to require a student to provide an official ACT/SAT score report from ACT/SAT.

A **transfer** is an official paper showing a student is moving to another school. The student withdrawal form should be used in the event a student transfer is requested. In order for a transfer to be issued, the school must have the parent / guardian submit a written request including the name and address of the new school and the reasons for the transfer. Once an official transcript is produced all financial obligations are expected to be met in full. All books and school related materials will be returned at this time.

School records are only released to authorized individuals and the appropriate release form should be completed. Parent(s)/Guardian(s) or students may request to see their records. They will be examined in the presence of the official in charge of the records and under no circumstances will these records leave the building.

FRONT OFFICE POLICIES

VISITORS

All visitors must report to the Main Office, sign in, and wear a pass while in the school. Proof of identification will be expected for all visitors. Before exiting the school, visitors must sign out. If a student wishes to bring a prospective student, she must see the Admissions Director at least two days before to be approved and to begin the procedure.

CTA VENTRA CARDS

CTA Ventra Cards are available to students in the front office at a cost of \$5. Students' behavior on public transportation is expected to reflect the values of the school. If there are confirmed reports of misbehavior a parent/guardian will be contacted.

CHANGE OF ADDRESS/TELEPHONE NUMBER

Students and/or parent(s)/guardian(s) must report any change of address, phone number or legal guardianship to the Main Office.

EMERGENCY SCHOOL CLOSING

If weather conditions are hazardous, or some other emergency warrants, the adminis classes may be canceled. If classes are canceled during a school day, students will be given the opportunity to call parents/guardians.

The school is part of a computerized storm service which announces school closings. Closings are announced on a daily basis on radio stations WGN-720am, WMAQ-670am, WBBM-780am; Channels 2, 5, 7, 9, 32, CLTV, and/or **www. Josephinum.org**. You will also receive a school messenger message to the contact information you provide.

FIRE AND OTHER EMERGENCY DRILLS

Josephinum makes a continuous effort to observe fire safety regulations and has established definite procedures for conducting fire, tornado, and school lock-down drills. The Fire Marshall and Chicago Police Department come annually to conduct required drills per the state law. The students are asked to take these seriously and to move quickly and quietly in evacuating and re-entering the building.

Any student that sounds a false fire alarm will be recommended for serious disciplinary action. In addition, the student may be arrested by police and prosecuted to the maximum penalty allowed by law, and will make financial restitution to the Chicago Fire Department.

HOME/SCHOOL PARTNERSHIPS

Josephinum Academy of the Sacred Heart is committed to fostering strong partnerships between the home and school. As recent research shows, one of the most effective ways to promote student growth is through a partnership that bridges the home and school communities. The purpose of Josephinum's School/Home Communication Plan is to articulate the expectations and procedures for communication between parents/guardians and the teachers, administrators, and staff of Josephinum Academy.

Josephinum Academy of the Sacred Heart is committed to practicing open, direct, and respectful two-way communication. Students and parents who have concerns are strongly encouraged to speak directly with the administrator, teacher, staff member, or coach with whom they have a concern. Counselors or administrators can provide support with how to navigate these situations. If the direct conversation does not result in a satisfactory outcome, parents should then bring their concerns to the attention of a school administrator.

Obtaining current parent addresses, phone numbers, and email addresses are essential for effective communication. Parents are expected to update phone numbers and email addresses with the school's Front Office Manager, Letty Pizarro at (773)276-1261.

EXPECTATIONS FOR COMMUNICATION

All communication between a Josephinum Academy parent/guardian and a Josephinum Academy teacher, administrator, or staff member should be open, honest, and respectful. If any teacher, administrator or staff member receives communication (in person or electronically) that the administration deems inappropriate, the school reserves the right to restrict communication accordingly. This may include limiting physical and/or electronic access to school personnel.

In the same regard, Josephinum Academy faculty, administration, and staff, always strive to communicate in a respectful and appropriate manner. If a family feels that someone in our community has fallen short of this goal, we encourage them to bring their concerns to the Principal's attention immediately.

COMMUNICATING SCHOOL UPDATES AND EVENTS

Josephinum Academy communicates important information to families through the following channels:

PARENT NEWSLETTER

- The Parent Newsletter is designed to keep families informed about all the important things happening at Josephinum Academy in a given month. The newsletter is forward thinking, and is currently emailed to families at the end of each month. Furthermore, each month's newsletter is posted to the website as a reference for families when needed. Printed copies are available in the front office. Reading the Parent Newsletter is the best way to keep up to date with critical information about your student's school life.

REMINDE PHONE CALL/TEXT

- Josephinum Academy uses the Remind Phone System to call and/or text families with important information. The Remind System comes with an app that you can download for easy access. You will receive an automated Remind phone message from the school for the

following reasons:

- School cancellations/early releases due to weather or emergency
- Reminder about upcoming school event
- Exciting things happening in the classroom
- Classroom concerns
- Emergency communications may be sent through this system
- Upon the decision to close the campus due to weather, classes will be canceled and the next day we are in school will be the next day in the scheduled, three-day rotation.

PRINCIPAL EMAIL

- The principal will email families to remind them of important school events that do not require RSVPs from our families. You can expect an email one week before all major events.

SOCIAL MEDIA

Follow us on:



www.twitter.com/the_jo_1890



www.linkedin.com/school/josephinum



www.facebook.com/Josephinum



www.josephinum.org/youtube



www.instagram.com/the_jo_1890
<https://www.instagram.com/thejostudentlife/>
<https://www.instagram.com/thejoathletics/>
<https://www.instagram.com/thejofinearts/>

COMMUNICATING STUDENT PROGRESS

Teachers, Counselors, Administration and Staff are direct links to information about your student's growth, and can provide valuable information about her progress. Josephinum Academy staff are expected to communicate with parents/guardians when important information about student progress needs to be shared, and/or when further support from home may be required for student success. Instructional staff may either call or email parents, depending on parent preference. Staff will contact home for the following reasons:

- Poor classroom performance
- A significant drop in student performance
- Failure to complete a major assignment or multiple small assignments
- Acts of academic dishonesty
- Chronic attendance problems
- Disruptive behavior/disrespect
- Social Emotional Concerns

BACK TO SCHOOL NIGHT & PREVIEW NIGHT

Josephinum Academy hosts one Back to School Night a year, typically in the month of September. A Preview Night is also hosted at the end of the year, typically in April, concerning the upcoming school year and

courses. The purpose of Back to School Night and the Preview Night is to update families with all important information needed from the school and to provide families the opportunity to meet their students' teachers as the new school year begins.

GUARDIAN-TEACHER CONFERENCES

Josephinum Academy hosts two Guardian-Teacher Conferences a year: one in the fall and one in the spring. Guardian-Teacher Conferences are designed to allow ample time for a parent to meet with each of his/her student's teachers to discuss academic, behavioral, and social growth and progress. Guardians can also request a written report on their students progress in place of virtual conferences.

SCHOOLGY

Schoology is an online learning, classroom management, and social networking platform that allows for improved communication, collaboration, and access to Josephinum's curriculum. It is used by our faculty to maintain updated grades, take class attendance, post assignments and links to class content, post daily class agendas, communicate important dates in courses, and more. It is also accessible to all parents/guardians by submitting an email address to the Josephinum Technology Coordinator. **Guardians and students are able to view student grades, upcoming assignments, and directly communicate with teachers via Schoology.** The following policies outline expectations of students and parents regarding maintenance of their Schoology accounts.

- **Students** are expected to check Schoology on a **daily** basis. If a student is absent, the student is responsible for checking Schoology for the assignments missed in class. Students must also regularly check their grades for up-to-date information on their individual performance, as well as to ensure accuracy and reliability of their grades.
- **Guardians** are responsible for providing an accurate, current, and active email address to the school to aid us in setting up access to their child's Schoology account. In the event personal contact information changes, please notify the main office at (773)276-1261. Guardians are expected to regularly check Schoology for updates on their student's grades, homework, and any other relevant classroom information. These checks should occur, at a minimum, **bi-weekly**. Guardians may also communicate directly to their student's teachers if there are any questions or concerns.
- **Teachers** are responsible for updating schoology **daily** with class agendas, homework deadlines, and other necessary class resources and information. Teachers are also responsible for updating the gradebook for each student bi-weekly. Timely feedback is important and communicates clear expectations moving forward. Lastly, teachers are responsible for taking attendance every day of class.

ATTENDANCE

Daily attendance is required for each student to be successful. If a student is unable to attend school due to a serious illness, or any other unavoidable reason parents/guardians are to call and notify the school between 7:30 a.m. and 8:15am giving the reason for the absence. Please note any calls after 8:15am will be sent to voicemail and returned before 10:30am. If contact is not established between a parent/guardian and the office within 24 hours of an absence, the absence will be considered unexcused. Any calls made by students or non-parent/guardians will not be accepted.

If a student is absent from school and the front office has not been notified, the front office will contact the parents/guardians to verify the absence by 10:30am daily.

Missing two (2) or fewer class periods is equal to ½ day's absence; 3 or more missed periods will equal a full day of absence. A doctor's note is required for three or more consecutive days of absence.

Attendance is expected from every student to be successful.

ABSENCES

WHAT IS AN EXCUSED ABSENCE? The student's absence is unavoidable due to illness, accident, bereavement for a family member, retreat days, approved school-sponsored co-curricular activities, and approved college visits.

WHAT IS AN UNEXCUSED ABSENCE? The student's absence is due to non-Josephinum approved sport or school activities or recreational travel.

WHAT IS AN LONG-TERM ABSENCE? The student's absence is five consecutive days or more resulting from prolonged illness, concussion, surgery, or therapeutic treatment. The Principal, Student Services Department, Deans, and attendance must be notified when parents/guardians first learn of the possibility of an extended absence, so teachers can be notified and a plan be put into place. Arrangements for schoolwork must be coordinated through the Student Services Department; students are also asked to email their teachers and check Schoology regularly for school information.

TARDY ARRIVALS TO SCHOOL

Josephinum students are expected to be in their assignment homeroom, in proper dress code, when the bell rings. This applies to the homeroom, as well as all other periods throughout the day. A tardy is defined as not being in the student's assignment homeroom once the bell rings. Students who are tardy for homeroom, will be recorded tardy for attendance purposes. This will later be reported on the student's report card. If a student is tardy, the student should:

- Report to the front office for a Tardy Admit Slip, which will be given to their homeroom teacher upon arrival to class
- If a tardy slip is not given to the homeroom teacher, the teacher will send the student downstairs to receive a Tardy Admit Slip.

WHAT IS AN UNEXCUSED TARDY? An unexcused tardiness may be due to avoidable traffic conditions, oversleeping, inclement weather (unless the school sends out an announcement), and stops before arriving at school.

WHAT IF MY TARDY IS EXCUSED? A student's tardiness is sometimes due to an appointment (doctor/dentist), an accident, or medical emergency. In these rare instances, guardians must contact the front office prior to the homeroom bell and provide an explanation. Any student who arrives after the homeroom bell, without parent/guardian notification, will be considered an unexcused tardy.

WHAT IF MY STUDENT IS FREQUENTLY TARDY OR ABSENT?

- **5 absences** = Call home from the teacher and a mandatory meeting discussing the impact being absent is having on your performance and a letter will be sent home.
- **9 absences** = Call home and discussion with Administration reviewing attendance policy
- **13 + absences** = Student will be considered for Administrative Review

As for tardiness, excessive tardies should be brought to the attention of the Assistant Principal utilizing the referral form. Extenuating circumstances will be reviewed by the administration (i.e. medical issues or long term hospital stays that result in excessive absences. All cases should be accompanied with a Doctor's note.)

ILLNESS AT SCHOOL

A student who is ill during the day must first report to her classroom and obtain a pass to go to the office. If a student's illness is serious enough to warrant going home, a parent/guardian or adult designated by the parent/guardian will be notified. If a student's condition requires immediate medical attention, paramedics will be called and the parent/guardian will be informed immediately. The principal or another designated administrator will accompany the student in the ambulance and will bring the student's emergency information form with the parent's/guardian's signature giving authorization to attend to the child if the parent has not been able to be contacted. If a student has a temperature of 100.4 degrees or higher, or exhibits COVID symptoms the student will be escorted to the designated area and will remain there supervised until a parent/guardian will arrive for pickup. Supervising staff members will complete the COVID documentation. Please refer to the COVID handbook for more information regarding COVID policies.

LEAVING THE PREMISES

Josephinum has a closed campus. Students may not leave the building until the end of the school day without permission from a parent/guardian or school administration. For safety reasons, students are encouraged to wait inside the school if they are being picked up at the end of the day. **The school building closes at 5:30p.m. Students unaccompanied by an adult will be asked to leave at this time.**

FIELD TRIPS

Field trips are a vital part of the Josephinum curriculum and tied to academic and social emotional learning. Students are expected to attend planned trips. In order to leave the building, students must return written permission forms, signed by a parent or legal guardian. Students are expected to dress in school uniform unless otherwise stated. Students missing classes for a field trip are responsible for missed academic work.

THE PORTRAIT OF A GRADUATE

The best way to understand Josephinum Academy of the Sacred Heart's mission is to understand the qualities and characteristics that the school hopes each student will develop as a result of a Josephinum education. The portrait of a graduate guides the school's academic, social-emotional and co-curricular programming, ensuring that students are given ample opportunity to grow and develop as young people of faith, intellect, and purpose.

Upon graduation, a Josephinum student will be (a):

Reflective is one who is spiritually minded, introspective and self-aware. They have the ability to reason, judge and make sense of what is happening in the present and look at patterns of the past.

Critical Thinker who is thoughtful, open-minded and analytical. They problem solve and use higher order thinking skills to evaluate multiple perspectives and make rational and reasoned decisions.

Risk-Taker who has a deep commitment to lifelong learning. Is curious and challenges oneself to think outside the box questioning assumptions that have been. Is courageously vulnerable and leads with creativity. Collaborates as both leader and student.

Culturally Conscious who is open minded to different social values, norms, beliefs and ways of living. They are aware of one's own privilege and their contributions. Informed, respectful and celebrates different cultural practices.

Justice Oriented who is moral, ethical, equitable and just. They are active in the community and invested in the wellbeing of others. They directly serve and advocate for the marginalized and oppressed.

Globally Minded who is proactive and authentic. Aware of their surroundings and has an understanding of the larger world and their place in it. Conscientious about how the decisions they make affect the climate and impact the community and the globe in which we are active participants.

ACADEMICS

(Role of Student, Guardian and Teacher)

Student Responsibilities

- Strive to embody the characteristics outlined in the sacred heart goals and Josephinum Academy Portrait of a Graduate
- Engage fully in class, as an active learner
- Develop the study, organizational, and time management skills needed to be a successful Josephinum Academy student
- Advocate for one's self, seeking out extra support when needed
- Maintain positive working relationships with Josephinum staff, community members and peers
- Follow all assignment deadlines
- Successfully complete all classroom assessments (including formative, summative, and/or standardized assessments)
- Demonstrate academic integrity, following all requirements outlined in the Academic Integrity Policy
- Actively participate in and build on social emotional competency

Guardian Responsibilities

- Review course calendars and assignments via Schoology and support and encourage students with upcoming assessments
- Monitor student progress bi-weekly via Schoology
- Communicate with Josephinum staff when questions or concerns arise
- Attend conferences, including parent/teacher conferences and webinars or workshops when offered
- Reinforce the five goals that make a well-rounded Josephinum student

Teacher Responsibilities

- Utilize backwards by design to ensure assessments are clearly tied to learner outcomes
- Assess students on the common core state standards
- Integrate a variety of assessment types and formats into classroom instruction (both formative and summative, papers, projects, etc.)
- Focus on the assessment of student learning outcomes that are aligned to the common core standards
- Analyze assessment data to inform further instruction and targeted intervention
- Collaborate with colleagues around research-based best instruction and assessment practices using the professional learning framework
- Communicate student progress in a variety of modes with student and parents in a clear format and timely manner
- Identify struggling students and proceed with measures of early intervention utilizing the MTSS process (extra tutoring, communication with family, communication with administration, etc.)
- Develop a calendar that will reflect the needs of the AP course offered.
- Adhere to both Josephinum Academy and assessment deadlines
- Submit appropriate documentation by prescribed deadlines (verification reports, data collection forms, etc.)
- Differentiation, accommodations, and modifications to course materials and assessments should be provided based on student needs within the capabilities of the school's faculty, staff, and outside service providers.

ACADEMICS

(1-1 Computing Policy)

Josephinum Academy of the Sacred Heart is committed to providing an engaging and relevant educational program that meets the needs of 21st century learners. As ICT (information and communication technologies) literacy remains a critical component of 21st learning, Josephinum continues to promote and support the integration of technology across the curriculum. In doing so, the school not only strives to foster within the students the core skills and competencies needed to successfully navigate the digital world, but also seeks to develop in them a moral compass that guides their ethical use of technology.

1-1 COMPUTING POLICY

As a 1-1 computing school, students are responsible for the purchase and maintenance of their own device with a keyboard. An appropriate device would include a laptop, chromebook or tablet with a keyboard. If uncertain about the device your student is using please consult the administration. The student will need it for navigating the curriculum and research. Students are expected to bring their device with a keyboard to school, fully charged, every day to be fully engaged. Their devices should be solely used for school purposes and should not be shared amongst friends or family members.

Josephinum makes no warranties of any kind, either expressed or implied, for the computers or the School network it is providing, or for students' use of the internet. The School will not be responsible for any damages a user may suffer. This includes loss of data, delay in data transmission, incomplete data transmission, and service interruptions. Use of any information obtained from the Internet is at the user's own risk. Josephinum has no control over the information and materials available through the Internet and students should exercise discretion and discipline in accessing and reviewing only appropriate material.

Josephinum is not responsible for fixing broken devices, or replacing lost devices. This responsibility lies solely with the family. Broken/misplaced devices must be fixed/replaced within two weeks. Students should see their counselor if there is an issue with their damaged device for further guidance. Failure to comply with this policy may result in an inability to complete assignments, thus, negatively impacting grades. After the two-week grace period has ended, teachers are not responsible for adjusting course work for the student, nor will smartphones be permissible replacements inside of the classroom. Contact home will be made if the problem persists.

ACADEMICS

(Graduation Requirements & Grade Scale)

GRADUATION REQUIREMENTS

All courses offered at Josephinum Academy are considered college preparatory courses. The graduation requirements are as follows:

DEPARTMENT OR COURSES	REQUIRED	OFFERED and RECOMMENDED
English	4	4
Freshman Seminar	1	1
Mathematics	4	4
Theology	4	4
Social Sciences	3	4
Lab Sciences	3	4
World Languages	3***	4
Physical Education	1	1
Health	.5	.5
Consumer Economics	.5	.5
College and Career Prep	.75	.75
Capstone (Senior Project)	.5	.5
Elective (Fine Arts, Business)	2	3
TOTAL	27	31

Each 1 credit equals a year-long course. Each 0.5 credit equals a one-semester course

While this is recommended, each student's schedule is crafted to the students needs and goals

CREDITS

Credits of transfer students are evaluated upon admission. For students entering from schools that do not have Religion or Language requirements, Religion and Language credits may be waived. Students entering from a religious school must have completed their Religion requirements. In addition, credits earned at schools other than Josephinum Academy are not included in students' GPAs. **Only courses taken at Josephinum Academy are included in the grade point average (G.P.A.) recorded on the students' transcripts. Credits from other schools, make up grades from summer school, etc. are not included in the cumulative G.P.A.**

GRADING SCALE

Josephinum Academy's grading scale is as follows: GPAs are computed using these values:

Letter Grade	Josephinum Scale	GPA Points
A	100% - 89.49%	4 points
B	89.4% - 79.49%	3 points
C	79.4% - 69.49%	2 points
D	69.4% - 59.49%	1 point
F	59.4% - 0%	0 points

Note: If, for valid reasons, all work cannot be completed when the grades are due, the teacher may issue a temporary incomplete ("I" on the grade report) for the course. All required work must be finished within two weeks after the marking period; otherwise, the grade will be changed to an "F." Any exceptions to this policy must be approved by the administration.

ACADEMICS

(Course Selection and Scheduling)

COURSE PLACEMENT AND WEIGHT

While all courses offered at Josephinum Academy are considered college preparatory courses and focus on college and career readiness, the school understands that every student is a unique individual who brings different talents and strengths, as well as areas for growth. Placement into an Advanced Placement (AP) or Honors course is determined by an evaluation process that the teacher has developed for his/her specific discipline. School counselors should be consulted to help provide student guidance on options that align to the student's pathway.

Weights are assigned to Advanced Placement (AP) courses to reflect the challenge of this selective program. A student enrolled in an AP course receives .5 per AP course added to her GPA. Students who receive below a 60% will not be granted the weight for that specific course.

COURSE LEVELS

In order to meet the needs of students of varying abilities and preparations, some of Josephinum's core required courses are offered at varying levels of academic rigor: Advanced Placement, Honors, and Essentials courses. Student services utilize a student's past achievement, standardized test scores, and faculty recommendations to place them in courses of appropriate level.

- **Essential Level Courses:** Students who successfully complete Josephinum's essential sequence of courses will meet the general entrance requirements for post-secondary institutions.
- **Honors Level Courses:** Honors level courses are designed to be college preparatory and to challenge and engage students with proven subject ability and a strong commitment to academic achievement.
- **Advanced Placement Level Courses:** Advanced Placement, or AP, level courses are designed to simulate college classrooms and prepare students to meet the challenge of The College Board Advanced Placement assessments.

ADVANCED PLACEMENT

Josephinum is committed to providing a comprehensive academic program that will stretch students to reach their full potential and prepare them with the tools for a lifetime of learning. College level courses are taught in the classroom in a variety of subjects. Students take an AP exam in the course to earn college credit. AP courses provide rigorous curriculum and college credit upon successful completion of the AP exam. Classes include: AP Biology, AP Composition, AP Spanish, AP Statistics.

Every May the College Board gives a comprehensive exam for each AP course. This exam lasts approximately 3 hours and covers the entire curriculum. Students taking the exam earn a score from 1 to 5. A score of 3 or above is considered passing. Each college/university determines how much college credit they will grant based on the student's score. Often one can access the university's website, and it will detail what credit is offered according to the scores earned.

AP Grade Conversion Chart

Letter Grade	Josephinum Scale	AP Score	Performance Indicators
A	100% - 93%	5	Extremely well qualified
Low A, B	92.9% - 83%	4	Very well qualified
Low B, C	82.9% - 73%	3	Qualified
Low C, D	72.9% - 60%	2	Possibly Qualifies
F	Below 59%	1	No recommendation

CAPSTONE

All students in Grade 12 are required to take the Capstone class during the second semester. The Senior Capstone course is designed to sharpen and showcase students' abilities and readiness for college-level writing. Among these skills are: research skills, the ability to clearly organize ideas in both written and oral forms, and the ability to defend ideas in a convincing and compelling manner. Students must complete the Capstone course, as well as the Capstone project before graduation. Those who do not pass the class and the project, will not graduate. This course is issued 0.25 credit for successful completion. This course and project will be graded Pass/Fail.

COLLEGE/CAREER PREP COURSE

All students in Grade 11 are required to take the College Prep course on C Days throughout the school year in order to successfully prepare for the college admissions process and gain career-supporting skills. Additionally, all students in Grade 12 are required to take the College & Career Readiness College Seminar to provide structured time to complete any college and career-related paperwork. Students who invest their time and effort into this class are more likely to find a college and/or career that matches their needs, interests, talents, and abilities. Each semester is issued 0.25* credit for successful completion in both Grades 11 and 12; the course will be graded Pass/Fail.

SCHEDULING CONFLICTS

While we work collaboratively with students to build a schedule that meets their needs, scheduling conflicts do sometimes occur. We ask that students be flexible with course schedules, especially pertaining to their elective choices. If preferred options are not available at the time of scheduling other options will be discussed collaboratively with the counselor.

COURSE CHANGES

Teacher/Administrator initiated course changes will be discreetly and individually assessed based on the Administration's input and will include the student and parent/guardian rationale prior to any changes.

Given that student agency is encouraged, once students finalize their schedule, the expectation is to complete the course for the length of the class offering. Students may initiate a course change by first communicating with the Student Services Department, and then submitting a course change for approval. Student Services will review each request and discuss the rationale for the course change request with the internal team, the current teacher of the course along with parent/guardian and student. **If** the course change is approved, Student Services will update the student's schedule, inform the new teacher immediately, speak

to the affected teacher, speak to the student, and notify parent/guardian via email. **All Course Change Request Forms must be submitted to Student Services within the first two weeks of a new semester, in order for them to be reviewed. Any request submitted after this point will not be granted except in the most extreme cases - as determined by the school administration.**

ACADEMIC RECOGNITION

Each semester, students are recognized based on grade point averages earned that semester. Grade percentages are calculated by the total points earned in any given class. The Honor Roll distinctions for outstanding academic performance are as follows:

High Honors – GPA of 3.50 or higher with no Ds or Fs

Honors – GPA of 3.0-3.49 with no Ds or Fs

Grade Point Averages are computed on a 4.0 scale, with A= 4 points, B= 3 points, C= 2 points, D= 1 point. An additional .5 (one-half) credit is added for AP courses with a grade of 60% or above.

ACADEMICS (Common Q & A's)

COMMON Q & A CONCERNING CLASSES

HOW MANY CLASSES DOES MY STUDENT NEED TO TAKE? 9th/10th grade students at Josephinum Academy are expected to carry a full load of 8.0 courses each semester, unless granted an exemption due to an extenuating circumstance. 11th/12th grade students are expected to carry a full load of 7.0 courses each semester, unless granted an exemption due to extenuating circumstances.

WHO HELPS MY STUDENT PICK CLASSES? College and career pathways and course schedules are developed by the Student Services Department in conjunction with the student.

ARE THERE ANY REQUIRED CLASSES BY THE STATE OF ILLINOIS? The State of Illinois and other accrediting agencies set academic standards for participating high schools. In accordance with these regulations, all students must pass U.S. History (including one semester of Public Law/Civics content) and the state and federal constitutions tests, and pass Algebra I (or its equivalent), Consumer Education, Physical Education, and Health, in order to graduate. In addition, students must pass 4 years of Literature.

WHAT'S THE STANDARD FOR PASS/FAIL? The standard for pass/fail will be 60% for a passing grade, anything below that would be considering "failing" the course.

HOW IS A STUDENT'S GRADE LEVEL DETERMINED? Student grade level is determined by the number of credits students have successfully completed by the beginning of the academic year, with the following minimum requirements for each level:

Grade 10, Sophomore: 6.5 credits **Grade 11, Junior:** 14 credits **Grade 12, Senior:** 20.5 credits
Students remain at the grade level in which they are assigned for the entire academic year.

IS THE ACT/SAT REQUIRED FROM MY STUDENT? All students are strongly encouraged to take a college entry exam (ACT/SAT) in April of their junior year. Additionally, students are encouraged to take it again in October of their senior year.

COMMON Q & A CONCERNING SENIOR YEAR AND GRADUATING

DOES MY STUDENT HAVE ANY ADDITIONAL GRADUATION REQUIREMENTS? In addition to meeting the aforementioned graduation class requirements, in order to graduate from Josephinum Academy students must pass and meet the expectations of Capstone as well as complete required service hours (students will need 40 service hours to graduate; however, 10 service hours a year is recommended).

HOW MANY CREDITS WILL MY STUDENT NEED TO PARTICIPATE IN GRADUATION EVENTS? To participate in the senior culminating social events, seniors must have 24 credits (or the equivalent) by the end of the seventh semester. Moreover, Seniors must earn 27 credits in order to be eligible to participate in the graduation ceremony. Students should embody and reflect our portrait of a graduate. Students who do not earn enough credits to walk in the graduation ceremony may recover their credits and earn a diploma once credits are completed. Seniors must complete ALL graduation requirements

and successfully demonstrate all of the traits that align with the portrait of a graduate in order to walk with their class and receive their diplomas on graduation day.

CAN MY STUDENT HAVE COLLEGE APPLICATION FEES WAIVED? Fee waivers will be granted to those who meet the financial requirements. All appropriate documentation needs to be on file to support students' fee waiver status. **Students who have free/reduced lunch forms on file at the beginning of the school year are entitled to no more than 4 college application fee waivers.** Over and above this limit, students/families will need to pay the application fee required by colleges. This policy is in line with expectations that seniors be judicious about the schools to which they apply.

WHAT IS COMMUNITY SERVICE?

At Josephinum, we know that our faith and knowledge must lead us to service. Mother Janet Erskine Stewart once said, "Try to render all possible service to others, not talking of the thing, but doing it." Rooted in Goal III, students at Josephinum complete a minimum of ten service hours per year, two of which specifically give back to their school community.

Freshmen, Sophomores, Juniors and seniors are encouraged to complete their hours at a variety of sites, organizations, and interests. Students should seek to find opportunities outside of their normal circles. Work done for family members, such as babysitting or cleaning, cannot be counted as service hours, as these are tasks that are expected as a family member.

ACADEMIC PROGRAMMING

(Assessment & Homework Policy)

Essential to Josephinum Academy's mission is the commitment to a deep respect for intellectual values. In addition as a college/career readiness school Josephinum Academy shares a common philosophy with all sacred heart schools and students. We understand that accurate assessment of student growth is fundamental to building a successful academic program. By collecting and analyzing data from various forms of formative and summative assessments, teachers, students, guardians, and administrators can monitor and evaluate students' progress towards reaching specific learning objectives. Furthermore, such data provides teachers with the information necessary to further drive academic instruction and social emotional well-being. Therefore, Josephinum Academy teachers and administrators affirm the value of assessment, and are committed to the use of criterion based assessment. Our assessment practice is guided by the following principles

Principles

- All students can learn
- Students have different learning styles and abilities
- Students should acknowledge their own strengths and areas for improvement, and should invest in their own growth accordingly
- Effective assessment and timely feedback plays a key role in academic success
- Classroom assessment is varied in nature, allowing for different methods and forms, and including a combination of both formative and summative assessment instruments
- Assessment is criterion-referenced, rather than a comparison of achievement between students
- Assessment reflects the intended learning outcomes of the Josephinum Academy Portrait of a Graduate
- Effective Assessment provides feedback to teachers, students, parents and administrators in order to revise and improve instruction, allow for reflection of one's learning, and provide stakeholders evidence of learning
- Professional Learning Communities will allow teachers the opportunities for collaborative planning time in order for them to effectively review assessment data and discuss targeted intervention

Assessment Practices

A. Types of Assessments

Entrance Assessment

Josephinum Academy is a private, selective school, which requires students to apply for admissions. Along with a completed school application, all applicants must take the HSPT at Josephinum Academy, which is the official entrance exam for local high schools. If the student completes the HSPT at another local high school her test scores may be transferred to Josephinum.

In addition, applicants must submit 7th and 8th grade school records at the time of admission, including standardized test score reports and discipline and attendance records. Furthermore, applicants are required to submit at least one teacher recommendation. Once an applicant file is complete, the Admissions Committee will score the file, using a set of criterion, outlined in the admissions rubric. If the Admissions Committee feels they need more information about an applicant before determining acceptance, a student and her family may be invited for an interview. All students who are denied

admissions have the opportunity to ask for an appeal. During this time, the Principal will review the applicant file, meet the applicant and her family, and ultimately make the final admissions decision.

Diagnostic Assessment

Students will take a baseline, computer-based assessment in order to provide us with the information to properly serve each student. Students from all grades will participate in the assessment twice a year, once in the early fall and once in the winter.

Benchmark Assessments

The benchmark exam that will be administered is i-Ready. i-Ready will be administered three times throughout the duration of the school year (fall, winter and spring). The ACT is administered in April for Juniors and in October for Seniors. While it is not mandatory to sit for the ACT, it is highly encouraged by the Student Services Department. The external benchmark assessments do not influence a student's subject grade, rather are used to evaluate a student's proficiency in certain subject areas.

Formative Assessment

Formative assessments provide teachers, students, and parents with the information necessary to check for student understanding, while the learning is still in progress. This feedback helps guide teachers in making decisions about further instruction, target instruction, mastery of standards and provides students and parents the opportunity to reflect on student learning and adjust learning targets. Therefore, it is essential that formative assessment is used consistently, on a daily basis, in all classrooms, and that feedback is given in a timely manner. Teachers use a variety of formative assessment measures, including, but not limited to: depth of knowledge questioning, demonstration of skill application, use of technology integration, demonstration of pro-social skills, a variety of cold calling methods, pre/post tests, journaling, and exit tickets. While every formative assessment measure may not receive a formal grade, all data gathered should be shared with students.

Summative Assessment

Summative assessments are designed to evaluate students' mastery of specified standard and content. They are given at the end of a unit of study. Teachers use a variety of summative assessments measures, including, but not limited to: paper and oral exams, essays, projects, presentations, and portfolios. Level of mastery is determined by the successful demonstration of specified learning objectives, as clearly articulated on the assessment and/or rubric. All summative assessment grades should be clearly communicated to students, and shared on Schoology for students, families, and administration to review.

Summative Assessment Policy

All students must be present for all summative assessments.

- If a student is absent because of illness, she must provide a doctor's documentation to be excused.
- If a student needs to miss because of a family obligation, she must provide proof of the situation to be excused.
 - For example, an emergency flight out of state for a family member's funeral, the student must provide some kind of documentation of the event for which they are missing class.
- If a student does not have the required documentation, she will receive an "I" for Incomplete on her transcript until she provides it.

B. Grade Reporting

All grades are assigned using the Josephinum Academy grade scale. This scale is as follows:

Letter Grade	Josephinum Scale	GPA Points
A	100% - 89.49%	4 points
B	89.4% - 79.49%	3 points
C	79.4% - 69.49%	2 points
D	69.4% - 59.49%	1 point
F	59.4% - 0%	0 points

Communicating student achievement is crucial to academic growth. Therefore, in order to keep the students and parents well informed about student progress, teachers record all student grades electronically on Schoology. It is the teachers responsibility to submit grades in a timely fashion that reflects current progress to date. All students and parents have individual account information that allows access to view (and oftentimes download) classroom calendars, assignments, and gradebooks. Furthermore, since Schoology is web-based, students and parents can access their accounts anytime of the day, from any location, providing there is an internet connection. Teachers are required to update grades on a weekly basis and are expected to communicate with parents/guardians and students when a student's performance falls below satisfactory. If a student is struggling across the board, she and her parents will be invited to meet with teachers, Counselor, Principal, and/or other Principal's Team members in order to determine how to best support the student moving forward.

In addition to electronically monitoring student progress, parents receive grade reports during four separate occasions. Parent-teacher conferences take place at the midterm of both 1st and 2nd semesters. During this time, parents receive progress reports for their student in each class. Any parent unable to attend will receive a progress report via email. Final semester report cards are mailed home in January and June. These grade reports are the grades reflected on a student's transcript and directly affect a student's GPA.

C. Homework

It is our belief that homework should be assigned with purpose. The completion of homework should be crucial to student growth and understanding of course material. Homework should be designed to reinforce the material that has been covered in class. Therefore, Josephinum Academy does not dictate the amount of homework that a teacher should assign each night; this decision is left to the discretion of the teacher.

Please reference each teacher's syllabus for information on his/her late or missing work policies. Teachers will highlight point deductions for late work in their course syllabi. If a student is absent for an extended period of time, she will make the appropriate arrangements necessary to make up for missing work. This will be done individually with their teachers.

ACADEMIC PROGRAMMING (Final Grades)

GRADING POLICY

Josephinum Academy of the Sacred Heart is committed to offering a well-rounded, rigorous education for our students. In order to achieve this, teachers need to be clear and consistent in their expectations and evaluation of student work. In an effort to be more consistent, school-wide grading guidelines have been developed. With these guidelines, evaluation of student work will be more holistic, and we can model a growth mindset.

General Grading Information:

- Josephinum has 2 official marking periods, 1st and 2nd semester. Quarter grades are not averaged to determine the final semester grade; rather, 1st and 3rd quarter grades serve as progress reports for their respective semesters.
- Feedback is essential for student growth. Therefore, all assignments must be reviewed, and feedback must be given to students, before the end of the unit assessment is given.
- A final assessment must be assigned at the end of each marking period, and must be given during the designated testing period. However, the final assessment does not have to take the form of a traditional exam; alternative assessments may be assigned.

FAILURE POLICY

- Ordinarily recovery course requirements are met in Summer School as soon as possible after notice of course failure. Because summer and night school courses often do not cover as much material as courses taken over the whole year, students who choose to make up Math and/or English credits in this way receive credit(s) granted by those schools.
- Courses taken during the summer for recovery should reflect the credit deficit. This ensures that students are taking the courses needed to receive proper credit. The students progress will be reported after completion of summer course to reflect credit attainment.
- Students may make up credit deficit or accelerate credit earnings at Josephinum if schedule permits.
- Students are expected to complete and pass courses during designated time outlined in the summer enrichment program.

STUDENT SERVICES

INDIVIDUALIZED EDUCATION POLICY

The goals of Josephinum Academy's admissions process support a desire to develop a diverse student body. Therefore, Josephinum Academy does not discriminate on the basis of race, color, religion, sexual orientation, national or ethnic origin, legal status, or disability. An admissions process is utilized to provide an individualized education experience for all students.

The Josephinum Academy staff work closely with students, their families, and our faculty, to ensure that accommodations and modifications are put in place based on student need and that student progress is monitored regularly, and that extra support is offered in times of need. Reference our Sophie Scholars Program below.

STUDENT SERVICES SUPPORT PROGRAMMING

MTSS

Multi-Tiered System of Supports (MTSS) refers to a systemic, prevention-focused framework for addressing student Social-Emotional, Academic, and Behavioral needs through the integration and continuous improvement of systems and services. Students are assessed and monitored to collect necessary data. Based on the collected data, the MTSS team makes educational decisions about the intensity and duration of interventions.

SOPHIE SCHOLARS PROGRAM

As a member of the Sacred Heart network of schools, as well as a college-preparatory school, Josephinum Academy of the Sacred Heart is committed to providing a rigorous and dynamic educational experience for our entire student body. We have structured our curriculum to produce graduates who are reflective, critical thinkers, risk-takers, culturally conscious, justice oriented and globally minded. As a private educational institution, Josephinum chooses to honor IEP and 504 modifications and accommodations to the best of our ability with the resources we have available. The goal of the Sophie Scholars Program is to provide structured support for our students with identified learning differences, so that they are prepared to meet the demands of our academic program. In doing so, the Sophie Scholars Program will provide students with the opportunity to acquire the learning strategies, organizational skills, study habits, executive functioning skills, and self-advocacy skills necessary to grow as confident learners. If you have questions, concerns, or would like more information, please contact: [Olivia Landry](#), Co-Director of Student Services.

CLASSROOM INSTRUCTION AND SUPPORTS

Classroom Instruction

Josephinum Academy faculty employ inclusive research-based teaching techniques and design learning experiences that allow all students, including those with identified educational needs, to meet the rigorous college-preparatory curriculum standards at Josephinum. Students are provided with opportunities to achieve these goals by participating in carefully constructed differentiated lessons designed to maximize students' potential. Teachers will allow students to demonstrate learning in different ways. Experiential opportunities are also offered as college and career readiness.

Individualized Pull Out Instruction

Because Josephinum Academy does not have a Special Education teacher on staff, students rarely receive one-on-one pull out instruction, unless they qualify for a state-funded Title One or IDEA program. If students meet the criteria for the Title One Program, they are offered small group support in Reading and in Math for roughly 60 minutes a week. If students meet the criteria for IDEA support, they are offered one-to-one or dyadic (two students to one teacher) support up to 60 minutes per week. All other students must make arrangements with teachers during their office hours to receive extra support.

Parent and Student Expectations

Parents are expected to share information during intake regarding any additional needs on behalf of their child. Collaboration between parents, the Student Services Department, and faculty is expected during the intake process.

Students are expected to advocate for themselves by using the resources they have available. We encourage them to be resourceful and resilient in the face of challenges while providing a supportive environment conducive to such behavior.

LANGUAGE POLICY

As a school of the Sacred Heart, Josephinum Academy is committed to providing its students a rigorous and dynamic education that is rooted in the mission of the school. Essential to our program is the study of language, for it is fundamental to the understanding of one's own culture, as well as an important link to other cultures of the world. Furthermore, it is our belief that language has an incredible influence over thoughts, beliefs, and behavior. Therefore, as we strive to develop thoughtful, principled, global citizens, we understand that the study and acquisition of language is essential to their education.

The language policy of Josephinum Academy reflects the interdisciplinary nature of language learning. We use language as a vehicle for learning and for learning how language works. Our language policy promotes full immersion in the language, while developing strong oral and written skills and a deep understanding of, and appreciation for, culture.

In developing our language policy we have considered the following areas of language learning: the language of instruction, the school's additional language of study, and the mother tongue of the students in our school.

The language of instruction refers to the language that is used to deliver the curriculum in the school.

The school's additional language refers to the second language taught within the school to meet the requirements of the Josephinum Academy curriculum.

Mother tongue support refers to the language that is most strongly linked to the culture that the individual students identify with as their language of origin.

Language of Instruction

The language of instruction and communication at Josephinum Academy is English. The rationale for this policy is as follows:

- Academic classes at Josephinum Academy are conducted in English.
- Josephinum Academy wishes to foster a strong sense of community and belonging and so there needs to be a common language of communication. That common language is English.

Additional Language

Because language learning promotes the value of international understanding and the elimination of prejudice, one of the key obstructions to the advancement of learning, studying at least one foreign language beyond the language of instruction, is a requirement at Josephinum Academy. Spanish, Mandarin and French are offered at Josephinum Academy and students have the opportunity to select their language of choice.

Language instruction must be supported within the classroom and beyond. First, steps must be taken to minimize the effects that a lack of fluency of some students can have on their learning process. Outside the classroom this goal can be met through a few different interventions: tutorial services, classroom modification, peer support, pairing English speaking students with peers who are struggling in English, etc. Secondly, an appreciation for additional languages and building culturally competent classrooms is a best practice at Josephinum. For example, students may be invited to give presentations about the influence of another language or another culture as part of their curriculum. To reach these goals additional assessments may be given if they demonstrate proficiency in mother's tongue to determine placement.

Mother tongue support

The school provides opportunities for students to actively use their mother tongue in many school activities. While students are in an English learning environment, they are encouraged to retain and cultivate their mother tongue and their own culture, and share them with others. The mother tongue must be respected both by its users and by those who have no fluency in it. It is essential in defining one's culture and, therefore, one's own identity. But just as the mother tongue must be respected, it must be respectful --- not as a vehicle for excluding non-speakers or as a means to avoid the larger community of which one is a part.

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

The Illinois Abused and Neglected Child Reporting Act dictates all school personnel are mandated reporters of **suspected** child abuse and neglect.

Teachers or staff who have a reasonable basis for believing that a child is the victim of any form of neglect and/or abuse including, but not limited to, sexual or physical abuse must make a report to the Department of Children and Family Services (DCFS).

BEHAVIORAL EXPECTATIONS (Philosophy and Core Beliefs)

Josephinum Academy of the Sacred Heart's behavioral expectations grow naturally out of the Sacred Heart goals and aim to foster a commitment to the cultivation of a strong community, as well as personal growth in an atmosphere of wise freedom. Josephinum is committed to providing a holistic education that promotes the development of faith and intellect, a responsibility to the building of community, and the pursuit of principled thinking and personal integrity. In doing so, we believe that the demonstration of the habits of success skills should encourage the desire to peacefully resolve conflict, make amends with those who have been hurt, and improve future behavior through restorative measures. Furthermore, the school believes that strong relationships are at the foundation of both student growth and maintaining a positive school culture. Therefore, when dealing with matters concerning student behavior, Josephinum implements restorative practices and assigns logical consequences, rather than promotes the use of punitive punishment.

Schools that adopt restorative practices seek to foster a school culture that is characterized by healthy relationships that promote the respect, care, and advancement of each of its members. Consequently, they adopt behavior management systems that foster belonging, social responsibility, and meaningful accountability. Such practices value people over rules and aim to repair the harm that has been caused as a result of one's actions, rather than deliver harsh punishment for misbehavior.

Behavior Management Core Beliefs:

1. Every attempt will be made to maintain the dignity and self-respect of both students and staff members
2. Misbehavior will be viewed as
 - an attempt to meet a real need (belonging, competency, freedom/control, fun, survival)
 - a violation of people and relationships
 - an opportunity to teach and not to shame
 - an opportunity for personal growth
3. Students will be given opportunities to make decisions and live with the consequences, be them positive or negative.
4. Guardians will be provided updates on behavior.
5. Misbehavior will be handled with natural and logical consequences instead of punishment whenever possible. Students will be encouraged and assisted to find ways to repair the harm their behavior has caused.
6. Students will be encouraged to be active and assertive participants in the discipline process. Students may be involved in determining appropriate consequences for misbehavior.

Traditional Discipline vs. Restorative Practices

Traditional Discipline	Restorative Practices
School and rules violated	People and relationships violated
Justice focuses on establishing guilt	Justice identifies needs and obligations
Accountability = Punishment	Accountability = Understanding impact and repairing harm
Justice directed at offender, while victim is ignored	Offender, victim, and school all have direct roles in justice process
Rules and intent outweigh whether outcome is positive or negative.	Offender is responsible for harmful behavior, repairing harm and working toward positive outcome
No opportunity for remorse or amends	Opportunity given for amends and expression of remorse.

BEHAVIORAL EXPECTATIONS (Stakeholders)

RESPONSIBILITY OF STAKEHOLDERS

Students are responsible for their own actions. They are expected to follow school rules, actively participate in their own learning, respectfully communicate with all members of the Josephinum community, and treat one another with kindness and compassion.

Guardians are a vital piece of the behavior management process. When the school and home work together to support the growth of a student, positive results are more likely possible. Therefore, the school encourages parental engagement in, and support of, the behavior management process. Furthermore, the parents should contact the teacher and/or administration with any concerns that may arise.

Faculty/Staff are responsible to develop, communicate, and demonstrate both academic and behavioral classroom expectations for students. They should intervene swiftly and consistently when students are not meeting classroom expectations. In addition, faculty/staff should actively seek the involvement and support of parents in the behavior management process through timely communication.

The Dean of Students is responsible for communicating and fostering a restorative process. If you have any questions or concerns regarding any academic or behavioral issues you may contact the following individuals by phone at (773) 276-1261 Ext. 229 or via email:

Ms. Colleen Schrantz, Principal, colleen.schrantz@josephinum.org

Ms. Jillian Knapczyk, Dean of Students, jillian.knapczyk@josephinum.org

The Behavior Management Team (BMT) is defined as a team that will assess and monitor disciplinary action. They are also responsible for conducting a thorough investigation of repeat major infractions. They are an objective group of educators who will review disciplinary cases and consequences that are consistent with fair and equitable practices. Students will be provided with information about the BMT members once the school year begins.

BEHAVIORAL EXPECTATIONS (Student Expectations)

GENERAL STUDENT CONDUCT EXPECTATIONS

Food: During the school day, the cafeteria is the only place where food consumption is permitted unless authorized by school admin. Students drink water throughout the building, as long as it is in a travel mug. Any beverage holder requires a closed top or lid.

Forgery: Falsely signing a parent's, guardian's, doctor's, faculty member's, or staff member's name on notes or any other school form is a serious matter and will result in guardian contact and/or disciplinary action.

Fighting: Because the safety of our students is of utmost importance, students who engage in a physical altercation will be referred immediately to the administration. The consequences for fighting are serious and may include: a behavioral contract, and, in extreme cases, an in-school suspension or dismissal from school.

Public Displays of Affection: Students are expected to refrain from public displays of affection. Handshaking, hand holding, and a brief embrace used as a greeting or goodbye are acceptable displays of affection. All other displays of public affection are unacceptable in a school setting. Students in violation of this policy are subject to verbal correction and/or disciplinary action.

Stealing: Stealing is a direct infringement upon the rights of others. Stealing, or possession of stolen property, will result in immediate referral to the administration. The consequences for stealing are serious and may include: detention or in-school suspension.

Harassment/Bullying: Josephinum Academy of the Sacred Heart is committed to the growth and learning of all its members, and seeks to foster an environment where everyone feels safe and respected. Harassment against any members of the community will not be tolerated. In addition, harassment based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, or disability violate state and federal law. No individual or group may verbally, non-verbally, or behaviorally intimidate, harass, bully, or in any way, try to pressure another person. While every individual has a right to his/her own convictions, within the school, **any actions perceived to be verbally, non-verbally or behaviorally intimidating or harassing of another individual or group of individuals will not be tolerated.** The consequences for bullying/harassment are serious and may include: detention, a behavioral contract, or, in extreme cases, an in-school suspension. More on cyberbullying, specifically, below.

Smoking/Vaping: Smoking or vaping anywhere on school grounds / property is strictly prohibited. Smoking or vaping on school grounds will result in immediate guardian communication and disciplinary action.

Alcohol and Other Drugs: At Josephinum Academy of the Sacred Heart, we recognize that the primary responsibility of our school is to promote the full realization of a student's potential. To this end, the educational process must prepare students to make informed decisions about significant life issues. We know that students cannot make full use of the total school program if they are involved with mood-altering chemicals, which can seriously inhibit their capacity to learn and function effectively. Our community recognizes that chemical dependency is a treatable health problem.

If any student appears to be dependent on chemicals, Josephinum will share such concerns with the student and her family. Where there is evidence of a drug or alcohol-related problem, Josephinum has the right to search student belongings and lockers and may require an evaluation by qualified persons to determine a course of action.

Should an adult member of the school community, who has been identified as having a drug- or alcohol-related problem, fail to seek help and/or should the problem persist, appropriate disciplinary action will be taken. Each situation will be addressed individually and confidentially. Students exhibiting drug related or addicted behaviors will be referred to their counselor for additional support.

Evidence that a student possesses, uses, purchases, or is under the influence of alcohol/drugs, or drug-related paraphernalia, on school property or at any school-related function, will face disciplinary action and guardian notification.

Possession or control of any illegal substance or prescription medicine with the intent to sell or distribute will result in severe disciplinary action, and may result in expulsion from Josephinum. Distribution includes sharing any illegal substances with friends/classmates. In the state of Illinois, selling or distributing illegal drugs within 1,000 feet of school can be classified as a Class 1 Felony, punishable by imprisonment and/or fine of up to \$20,000.00.

Josephinum will notify the municipal police department or the office of the county sheriff of verified incidents involving drugs occurring in the school, on the property compromising the school, on a public way within 1,000 feet of the school, any vehicles owned by the school or school personnel, or any vehicles contracted by the school to transport students to or from a school-related activity within 48 hours of becoming aware of the incident.

Josephinum shall also notify the State Police of such incidents through the School Incident Reporting System (SIRS).

Administration of Medical Cannabis: Students are not permitted to use or possess cannabis in our schools except in accordance with the law and school policy. School policy should provide that if a parent/guardian of an elementary/secondary student who demonstrates his/her son or daughter is a "registered qualifying patient" and has an individual who is a "registered designated caregiver," both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school.

A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

Firearms and Weapons: Students are forbidden to possess, handle, transmit or use any instrument that is generally considered a weapon, while on school grounds or affiliated with a school event. The following are some examples of such instruments: knives, pellet guns, guns, tasers, pipes, chains, brass knuckles, fireworks, explosives, or anything that looks alike or can be used as a potential weapon. Students in possession of a weapon are referred immediately to the administration for disciplinary action with the potential of expulsion.

Josephinum shall immediately notify a local law enforcement agency of firearm incidents at the school. The school will also immediately notify the parents or guardians of students in possession of firearms on school grounds, including on the property compromising the school, on a public way within 1,000 feet of the school, any vehicles owned by the school or school personnel, or any vehicles contracted by the school to transport students to or from a school-related activity within 48 hours of becoming aware of the incident.

School Incident Reporting System: 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 authorities 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.

SCHOOL PROPERTY

Care of school property is all students' responsibility. A spirit of pride and respect for the school requires that all members of the community keep the school clean. Damage resulting from carelessness requires restitution. Students who deface or break school property will face consequences in accordance with the seriousness of the damage as well as the situation/behavior surrounding the damage. If a student finds anything out of order, she should report it to the office immediately.

Lockers: Lockers are provided to each student. Students must give their lock combination to their Homeroom teacher. Students may not share their lockers with other students nor should they give other students their combinations. Students must use only a Josephinum lock; any other lock will be cut and the contents of the locker confiscated. Students may go to their lockers before school, during passing times, and at dismissal. A trip to a locker is not an excuse for tardiness. The school will not be responsible for any loss or damage to student property. Therefore, lockers are to be kept locked at all times.

Elevator: Students who must use the elevator because of injury or for some other special reason must obtain permission from the school administration and get a pass from the main office. Students that use the elevator without permission will be subject to disciplinary action.

Graffiti/Vandalism: Any student responsible for graffiti on school property will be subject to disciplinary action. When damage is done to school property, restitution is required and the offender may face detention, a behavioral contract, or, in extreme cases, an in-school suspension or dismissal from school.

DRESS CODE POLICY

All students are expected to wear the school uniform to school everyday, except on school-sponsored spirit days (on the school calendar), and special out of uniform days. Failure to comply with the uniform rules and regulations will result in disciplinary action and guardian contact.

Personal Appearance: Students are expected to be neat, clean and well groomed. Uniforms should be washed and kept in good condition.

Shirts: Students are required to wear the standardized purple Josephinum polo with the school logo. This polo can be purchased at the school office for \$20 from the main office. The polo shirt can be worn everyday as part of the school uniform. Students can also wear a purple, Josephinum Academy t-shirt with a school logo (this will be on sale at the start of the school year) with gray bottoms during the summer months, if the polo is too warm. During the cold months, if a student chooses to wear the gray sweater, zip-up with school logo from School Belles, or Josephinum purple crew neck “girlswithoutlimits” sweatshirt or similar “Jo sweatshirt,” that is acceptable. Moreover, students may choose to wear a solid white or black long sleeve shirt underneath their school polo shirts for extra warmth as well.

Sweaters: Students may wear the standardized ash gray v-neck school sweaters over their polo shirts, as well as a ¾ zip-up sweater. The sweaters are available for purchase through School Belles. Students may also wear the official purple Josephinum sweatshirt that states “girlswithoutlimits” or similar. Students are not allowed to wear other sweatshirts (not Jo related) or non-uniform sweaters during the school day.

Pants: Students may wear the standardized gray school pants. The pants are available at School Belles for purchase. Other gray pants including Dickies and Rifle are acceptable, including gray leggings if they are worn under the skirt. Sweatpants, jeans, and leggings, whether gray or not, are not acceptable uniform pants.

Skirts: Students may wear the standardized Rifle Brand Box Pleat Skirt in charcoal gray with the length at least to their fingertips. The skirt option is available for purchase at School Belles. Students are not permitted to wear any other non-grey skirts to school.

Shorts: School may wear bermuda, dress-pant material shorts during the warmer months. Landsend provides acceptable shorts.

Shoes: Shoes/boots of all colors are acceptable. Gym shoes are permitted. Additionally, students may wear open-toed shoes with back straps. Flip flops and any other slippers without a back strap are not permitted.

Outerwear: Coats, jackets, fleece jackets, sweatshirts, scarves, winter hats, and gloves are considered outerwear. Upon arriving at school, outerwear should be removed and placed in the locker. Outerwear is not permitted in class.

Hats: Hats, bandanas and certain head coverings of any kind are not to be worn in the building.

Most major uniform pieces (pants, skirts, and sweaters) may be purchased from one of the School Belles locations or online. School Belles offers limited online service and full in-store service. Contact the front office for more information.

If a Student is Out of Dress Code: If a student is found out of dress code and/or breaking dress code expectations. They will receive a minor infraction and an “out of uniform” slip for the day. Guardians will also be notified by Dean of Students, Jillian Knapczyk.

Non Discrimination Statements: As per Illinois PA 102-0360, Josephinum Academy of the Sacred Heart 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.

Josephinum Academy of the Sacred Heart 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.

OUT OF UNIFORM DAYS

Josephinum Academy of the Sacred Heart reserves the right to enforce a dress code during out of uniform days. Although students will be allowed to dress out of uniform on specified days, the following items are not appropriate for the school environment:

- Low-cut shirts
- Crop-tops
- Strapless tops/Spaghetti Straps (1.5 in or wider straps)
- Clothing containing vulgar language or promoting drugs, alcohol, sex or gang affiliation
- Short skirts or skirts (case-by-case; general rule no shorter than fingertips on your side)
- Flip-flops/backless sandals
- Ripped jeans (this is okay with leggings under; if no legging, this is NOT allowed)
- Exposure of under garments

Spirit Days: Students may dress in spiritwear on days specified as spirit days by the school administration. On spirit days, students are encouraged to wear Josephinum Academy of the Sacred Heart spirit gear, in order to be out of uniform. It is expected that spirit wear be worn on spirit days, any form of attire other than spirit wear or the uniform will not be permissible. All dress code policies for Out of Uniform Days still apply.

Student Birthdays: Students are allowed to be out of uniform once during their birthday month. Students must **obtain a birthday out of uniform pass** from the main office. All dress code policies for Out of Uniform Days still apply.

Extra Curricular Activities: At specified times, students belonging to sports teams, clubs or organizations may wear their attire (**must be approved by the school administration**). All other dress code policies for Out of Uniform Days still apply.

ELECTRONIC DEVICE POLICY

Josephinum has actively pursued making applied technology an important part of the School experience. This includes increased access to innovative learning opportunities available through the creative and responsible use of computers, the School server network, and the Internet. The use of such computers, the School Network, and the Internet are privileges, not rights, and the use of any and all of the School computers, the School Network, and the Internet can, and will be, suspended and/or permanently canceled for any student who abuses such privileges. A warning will be issued prior to any technology prohibiting. This warning will serve to make guardians and students aware that if unacceptable technology usage continues, the device cannot be used moving forward.

ACCEPTABLE USE

In accordance with Josephinum's Acceptable Use Policy, students are expected to:

- Properly use the school online services account (the account includes, but is not limited to, an email account at Josephinum.org, Google documents, Schoology, Printing, and other programs).
- Students will maintain privacy of account names and numbers, passwords, and personal information. Students shall use the system only under their assigned account.
- Use the School's computers, the School network and the Internet, responsibly and solely for educational purposes. Students are expressly prohibited from accessing and social networking sites (including Facebook) while at the School.
- Use IT tools to support learning in ways that are consistent with the mission of the school
- Conduct research using the Internet for instructional purposes related to class curriculum and personal interests and development.
- Access information that will facilitate their post-graduate academic and career paths.

UNACCEPTABLE USE

The School reserves the right to monitor use of the School's systems for improper use without advance notice or consent. Students are informed that computer files and electronic communications, including email, are not private and may be accessed by the School for the purpose of ensuring proper use and safety for all. The School reserves the right to search the files of a student's tablet computer.

In accordance with Josephinum's Acceptable Use Policy, examples of unacceptable uses are, but not limited to:

- Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is defamatory, threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or bullying, or that is harmful or offensive to others based on, or targeted at, their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
- Unless otherwise instructed by school personnel, disclosing, using, or disseminating personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students also are cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians. Personal information includes the student's name, address, telephone number, social security number, photographs, or other personally identifiable information.

- Using the School's computers, the School network or the Internet to encourage or promote the use of drugs, alcohol, tobacco, or violence/bullying nor shall they encourage or promote unethical practices or any prohibited by law, School policy, or School administrative regulations
- Using the system to engage in commercial or other for-profit activities, unless authorized by school personnel.
- Posting copyrighted material without applying copyright laws. Transmission, receiving, or downloading of any material in violation of any U.S., state, or local regulation is expressly prohibited. Any materials utilized for research projects should be given proper credit as with any other printed source of information.
- Intentionally uploading, downloading, or creating computer viruses, and/or maliciously attempting to harm or destroy School equipment or materials or manipulate the data of any other user, including so-called "hacking." Students shall not access or attempt to access any of the School's or faculty member's resources or databases that are reserved for use by faculty and/or administration, including, but not limited to, any resources or grades containing student grades, student records, faculty or administration personal or work records or private information related to school administration.
- Interfering with other users' ability to send or receive email, or attempting to read, delete, copy, modify, or use another individual's identity.

CELL PHONE POLICY

Josephinum allows students to bring personal electronic devices to school, but takes no responsibility for their loss. In the spirit of wise freedom, personal electronic devices may be used respectfully and responsibly during times classes are not in session. Any electronic device usage that causes a disruption is expressly prohibited. Students will be provided a warning, but if behavior continues the cell phone may be taken and guardian contact. During class, personal electronic devices may only be used in a teacher's presence and with their permission. Smartphones are not considered viable replacements for broken/lost tablets/Chromebooks/laptops.

Misuse or usage of personal electronic devices outside of the times and place specified above will result in confiscation of the device by a school administrator and secured until the end of the school day. Repeated violation of this policy will result in further disciplinary action.

Cellphones are not, nor ever, permitted in the locker rooms. During PE class, the educator will have a cell phone "locker," or students can choose to keep cell phones in their everyday lockers. If a cell phone is found in the locker room, the student using the cell phone will face disciplinary action.

CELL PHONE USAGE

Proper use of cell phones is allowed during the following times:

- Passing Periods
- Lunch
- Free Periods
- Before the Homeroom Bell
- After the Final Bell

EARBUD POLICY

Josephinum allows students to bring earbuds or headphones to school, but takes no responsibility for their loss. In the spirit of wise freedom, earbuds or headphones may be used respectfully and responsibly during times classes are not in session. Any electronic device, including ear buds, usage that causes a disruption is

expressly prohibited. During class, earbuds may only be used in a teacher's presence and with their permission. They should remain out of students' ears and in backpacks during class-time.

TECHNOLOGY USE OUTSIDE OF SCHOOL

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 daughter's use and/or misuse of technology outside of school, including the age requirements for social networking websites.

CYBERBULLYING POLICY

Josephinum Academy of the Sacred Heart recognizes the importance of information technology in the lives of our students. These electronic resources provide vital communication links among faculty, students and staff. They are infused into the curriculum and provide expanded opportunities for accessing instruction and information. These resources facilitate research and they aid collaboration beyond the borders of the school. At the same time, these platforms present opportunities for misuse and for people to harm others when the technology is used without regard to consequences and without respect for one another.

Cyberbullying is defined as an aggressive, intentional act that deliberately threatens, harasses, or intimidates an individual, places an individual in reasonable fear of harm, or promotes damage to the individual's property via the use of electronic information and communication devices. In short, by cyber-bullying, Josephinum means bullying by the use of electronic media. Examples include, but are not limited to:

- Bullying by texts, messages, or calls on mobile phones.
- Taking a photo or video and sharing it without the subject's consent, knowing it might cause distress, fear, or humiliation.
- Posting threatening, abusive, defamatory, or humiliating material on websites, including, but not limited to: blogs, personal websites, social networking sites (Instagram, Twitter, Facebook, YouTube, TikTok, Tumblr, Discord, gaming streaming services, etc.)
- Creating websites, polls, or blogs about an individual that are meant to embarrass or hurt that person.
- Using e-mail to send threatening or hurtful messages to others.
- Hijacking/cloning e-mail accounts.
- Making threatening, abusive, defamatory or humiliating remarks in chat rooms.

Cyberbullying by a member of the Josephinum community directed towards another (student or staff member) is strictly prohibited. Josephinum reserves the right to take immediate action against those who take part in cyberbullying activity:

- If a Josephinum student is either the victim or perpetrator of cyberbullying, the guardian will be notified by Josephinum staff.
- Josephinum supports victims and, when necessary, will work with the law enforcement agencies to detect those involved in criminal acts.
- Josephinum will use, as appropriate, the full range of sanctions to correct, consequent or remove pupils who bully fellow pupils or harass staff in this way, **both in or out of school**. Each individual

incident will be reviewed and handled on a case by case basis utilizing restorative/reparative interventions.

- All members of the School community are aware that they should bring to the attention of the school administration any example of cyber-bullying or harassment that they know about or suspect. Discipline Referrals will follow this information.

SOCIAL MEDIA STATEMENT

Students and their parents/guardians are advised that Josephinum Academy of the Sacred Heart, 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 faculty of Josephinum Academy of the Sacred Heart 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.

Searches

According to Illinois State Code (10-22.6), Josephinum Academy of the Sacred Heart has the right to search student lockers and personal belongings when there is probable cause to protect the safety of the students and the school. Because the locker belongs to the school and is given to the student for use, no permission or student knowledge of the search is required. If the situation warrants, parents and police are notified. Depending upon the circumstances, disciplinary action may be taken.

BEHAVIORAL EXPECTATIONS (Academic Integrity)

As a member of the Sacred Heart Network of Schools, Josephinum Academy of the Sacred Heart commits itself to a deep respect for intellectual values. In doing so, we maintain the highest expectations for academic integrity among our student body. Not only do we encourage our students to act ethically and responsibly, we also challenge them to take pride in their work, always giving their best effort, and never settling for less. Furthermore, our school community fosters a love of learning and values learning for learning's sake. As a result, we believe that nothing, even the pressure to receive good grades, justifies any violation of academic integrity. Therefore, any student who displays academic dishonesty, whether knowingly or not, is subject to both academic and disciplinary action.

Academic Integrity is acknowledging responsibility for the following:

- Producing and turning in one's own work.
- Appropriately recognizing other's work according to the designated format (MLA, APA, or Chicago Manual of Style)
- Valuing work as one's own, not to be shared with others

Violations

Violations against the Academic Integrity Policy include, but are not limited to:

Cheating

The term assessment refers to any method a teacher uses to measure student knowledge or growth. The following measures are included, but not limited to: homework, class work, project, lab assignment, presentation, essay, quiz, test, and exam.

- Copying work off of another student(s). This includes copying from all types of assignments: homework, class work, lab assignments, quizzes, tests, take-home quizzes, projects, essays, and exams, etc.
- Using unauthorized materials (cheat-sheet, programmable calculators, cell phone, Ipad, etc.) during an assessment.
- Providing or receiving information about all, or part of an assessment.
- Seeking unauthorized assistance on a take-home and/or make up assessment.
- Failing to stop work on an assessment when time is up.
- Lying about ability to complete an assessment.
- Altering grades of any kind.
- Pressuring other students to share their work with you.

Plagiarism

- Copying all, or part of, another person's work, and handing it in as your own.
- Submitting portions of the same academic work for credit in more than one course, without receiving permission from the current teacher.
- Providing false data for an experiment or citing non-existent sources for any research assignment.
- Improperly paraphrasing another person's ideas in your own work.
- Failing to cite sources properly.

Academic Integrity Policy

When a student is in violation of Josephinum Academy's Academic Integrity Policy the student will be referred to a school administrator and guardians will be contacted. Further discipline will be decided on a case-by-case basis.

Policy Distribution

All school policies will be reviewed with the students during the first days of school. The Academic Integrity Policy is also reviewed with students during orientation, as well as on the first day of class, in every class. Each teacher will provide information on his/her class policies in their syllabi. Guardians are required to read this information and sign a form to confirm they are aware of expectations and consequences. In addition, all school-wide policies are posted on the Josephinum Academy website.

BEHAVIORAL EXPECTATIONS (Types of Disciplinary Action)

Inappropriate behaviors that lead to infractions are classified into two categories Minor and Major Behaviors:

Examples of Minor Behaviors are...	Examples of Major Behaviors are...
<ul style="list-style-type: none">• Technology (cellphone; off task)• Dress-Code Infractions• Language• Extended Bathroom Breaks• Staying on Task• Talking Out of Turn• Not following school COVID Safety procedures (wearing mask, maintaining a safe distance)• Eating food during class-time and/or in the hallway (food must be eaten during lunch)	<ul style="list-style-type: none">• Skipping class, leaving without permission or having a pass• Excessive tardies (<i>three times in a month to any given class</i>)• Gang signs• Outright disrespect• Identity & racial slurs• Bullying (includes cyberbullying)• Physical and play fighting• Breaking/disregard for school property• Academic Integrity• Excessive misuse of technology• Excessive use of phones in bathroom• Not following school COVID Safety procedures excessively (wearing mask, maintaining a safe distance)

All behaviors will be documented. All minor behaviors will result in a documented infraction and guardian notification. All major behaviors will be referred directly to the Dean of Students, Ms.Knapczyk and disciplinary action will be taken (detention). Guardians will also be notified for any major infractions.

Important Takeaways:

- Three Minor Behavior infractions will result in a lunch-time detention in-school (45 minutes)
- Three additional Minor Behavior infractions will result in a Major (after-school detention)
- First Major Behavior infraction will result in an after-school detention (1 hour)
- Detentions will be held during lunch one day a week, as well as after-school one day a week
 - During lunch-time detention: electronic devices will be taken for the 45 minute period. Students can quietly eat lunch and complete a reflection on the behavior. They will also meet with the Dean of Students, as needed, to discuss next steps and how to avoid this behavior in the future.
 - During after-school detention students will have the option to 1) reflect quietly or 2) reflect through movement and serve the community. Students will turn over all electronic devices and sit quietly, if reflecting for 1 hour. If a student reflects through movement, they will still turn over electronic devices and work to assist faculty and staff as needed for one hour.

- Students will receive a slip from the Dean of Students, Jillian Knapczyk, on Friday to serve the following week. This slip must be signed and returned.
- Second accumulation of Major Behavior Infraction will result in a conference with teacher, behavior management team member and parent.
- Third accumulation of Minor Behavior infractions or third Major Behavior Infraction will result in a conference with student, parent and administration. Together a contract will be formed to provide better focus to the student.

Parent Conferences: Parents/guardians may be required to meet with the Josephinum staff or school administration to discuss their student's behavior. The goal of the parent conference is to establish structures at home, as well as in school, to help the student grow in her wise freedom. Parent conferences are an essential component of our Behavior Management System, as a positive home-school partnership is paramount to the success of our school community.

Peer Mediation/Restorative Conversations: A student may be encouraged to participate in mediations when conflict arises with another peer(s). The goal of the mediation is to come to a better understanding of the conflict and its causes, as well as find a solution for how to coexist peacefully as classmates and maintain a safe school environment.

Behavior Contract: The administration will decide when a student should be placed on a Behavior Contract. A Behavior Contract meeting will take place with the student, administration, and the parents/guardians. The terms of the contract will be outlined for, and agreed upon, by all present parties.

Social Probation: The school administration will determine when a student should be placed on social probation. While on social probation, a student may not participate in any extracurricular activities unless given consent from the administration.

Suspension: Students who demonstrate a pattern of misbehavior or who commit a particularly egregious violation may be issued a suspension (in-school or out-of-school) that may vary in length depending on the nature of the violation. The following behaviors are considered serious offenses against school policy and may result in suspension (Note that these examples ARE NOT all inclusive):

- Possession of drugs or alcohol
- Possession of a weapon
- Threatening/harassing a member of the Josephinum community
- Stealing
- Violation of student contract
- Gang-related activity

Absences due to suspension are considered excused. The student is responsible for making up any missed work.

Dismissal/Expulsion: The administration may ask a student to leave Josephinum if they consistently demonstrates an inability to meet the expectations of the school or if she engages in the following behaviors (Note that these examples ARE NOT all inclusive):

- Attendance Issues
- Possession of a weapon

- Trafficking of drugs or alcohol
- Violation of student contract
- Gang activity
- Intent to harm a member of the Josephinum community
- Physical altercation

Incentive Program

There will be key dates throughout the school-year that will provide incentives for those students who have not received a major infraction and have an overall good attendance record (COVID is an exception). That could include:

- Special treats or activities
- Dress down days
- Special Breakfast or Lunch

WELLNESS POLICY

All members of the school are committed to take personal responsibility for balance in their lives and for their health and well-being.

School Meals

- Breakfast and lunch are served every day, and menus are clearly posted in the kitchen of the school.
- Josephinum's food service provider, offers balanced, healthy, and nutritious meals including:
 - Locally sourced, organic ingredients
 - Fresh fruit and vegetables
 - Whole grains
 - Milk
 - A la carte foods that are low in fat and sugar
- Filtered water dispensers are available on the first and third floors.
- Lunch time lasts 45 minutes to give students enough time to eat.
- Students have the opportunity to offer input through Student Government (Josephinum Ambassadors Council) and other advisory opportunities.
- Bake sales are encouraged for athletics, clubs, and departments.

Physical Education

- PE classes are scheduled for all Grade 9 and Grade 10 students as an Illinois State Board of Education requirement. The class is divided into two components for Grade 9: PE and Health program.
- Our Health class is designed to provide students with a clear understanding of healthy lifestyles, including: building healthy relationships, healthy eating, exercise, and sexual health.

Health Services

- We partner with community-based health organizations and our nursing staff to provide extra services, such as dental exams, physical exams for sports participation, and flu shots for our student body.
- Faculty and staff members are offered additional CPR and AED training.

Mental/Behavioral Health Services

- Josephinum Academy employs licensed mental health professionals to provide brief, focused, school-based mental health services to the students in our community.
- If students require additional services outside the brief, school-based scope of practice, the Student Services Department will work alongside the student and family to provide referrals to community resources.

Health Leave and Extended Absences

A student's physical and mental health is paramount. A student may require an extended absence and/or health leave to address their physical and/or mental health. A student may be identified as having an extended absence and/or health leave if they have been away from school for a minimum of eight days. When an extended absence or health leave occurs, students and their families/guardians are responsible to work and communicate with Josephinum's student services team and its administration while on leave and upon return to school. Josephinum Academy reserves the right to grant and/or mandate a health leave or extended absence. Should a health leave or extended absence be granted and/or mandated, Josephinum Academy retains ultimate discretion as to when a student on leave may return to school. In some cases, Josephinum may require a student to withdraw from some or all of their classes in order to attend to their health. Information concerning a student's health will be shared with staff and administration on a need to know basis as determined by the Josephinum Academy student services and administration teams.

Health Class and Social Emotional Learning Programming

- Each student shall be required to take one semester of health education during the secondary school experience.
- The school is committed to supporting the holistic growth of each student. In doing so, the school will provide Social Emotional Learning (SEL) programming to students at each grade level.
- The school provides opportunities for students to join after school sports and fitness clubs.

HEALTH EXAMINATIONS AND IMMUNIZATION

According to the Illinois State Board of Education School Code, current physical exams, including complete immunization records are required for students entering 9th grade and for transfer students from out of state. The physical exam must be completed and dated within the previous 12 months and be reported on the Illinois Certificate of Child Health form. All health forms are to be completed and on file by October 15. Students who have a medical reason for limited physical activity must have a doctor's note on file in the office. Students who have a medical excuse concerning Physical Education must have it approved by the Principal and on file in the office. The Principal will notify teacher(s) of any special restrictions.

Proof of COVID vaccination is recommended to be submitted to the front office and will be kept in the student's personal file. Vaccinations are strongly encouraged to mitigate the spread of Coronavirus and keep our community safe.

COVID - 19

Our Administrative Team has adopted many strategies as we continue the successful opening of our campus. As we continue to phase students back to campus we will operate with the following practices to care for the health and well-being of our community. If you have any questions regarding any of our health and safety practices, contact Colleen Schrantz and colleen.schrantz@josephinum.org.

All members of the Josephinum community have a shared responsibility to prevent the spread of COVID-19. In conjunction with public health experts, the state has issued general distance, health and safety protocols, which are intended to reduce transmission. It is critical that everyone follows these guidelines and follows their part to keep others healthy.

We, of course, expect that everyone will be honest about their adherence to the school's safety protocols. To do otherwise would compromise the safety of the school community. The school will handle dishonesty seriously and may result in the removal from on-campus learning if deemed necessary.

- **Vaccinations and Masking:** In accordance with CDC guidance, Josephinum encourages all members of the community who are eligible to be fully vaccinated and boosted against COVID-19. Vaccination strategies have led to a quantifiable decrease in COVID-19 infections across this country and our region. In order to reduce our risk and exposure to variants, we strongly encourage all students, staff, and others who are eligible to be vaccinated as soon as possible. Student and Staff vaccination records are being kept safely, please contact the office and help us keep our files up-to-date when anything should change.

We will be following the guidelines of the Illinois School Board of Education (ISBE) in strongly encouraging those working close in the community to wear a mask, however **masks are optional**. Those who are high risk, or experiencing cold symptoms should come to school wearing a mask. Lastly, those who return to school, symptom-free after having COVID, are mandated to wear a mask on days 6-10 from exposure.

- **Social Distance:** Once on the premises and within the building it is encouraged that all students, faculty and staff keep a safe distance from one another. Tables, desks and other areas will be spaced accordingly.
- **Stay Home if Sick:** It is critical that students and faculty/staff exhibiting any signs of illness stay home, **even if symptoms are not believed to be related to COVID-19**. If a student attends school, and has cold symptoms they should wear a mask. Parents/guardians should report the illness to Letty Pizarro or Peggy Alvarez, administrative assistants, and provide updates if the symptoms persist or change. The student(s) should check in on schoology if they miss a class. If a student develops symptoms at school, the student will be isolated and parents/guardians will be called for immediate pickup.
- **Communicate if Exposed:** It is critical that, if your student or someone in your household is diagnosed with or exposed to COVID-19, you contact your medical professional and the appropriate health agencies. In addition, parents/guardians should contact Letty Pizarro or Colleen Schrantz, to report the incident and/or determine next steps. This information will remain confidential. See chart below for more guidelines. **COVID Diagnosis:** If a student or staff member shows symptoms and tests positive for COVID-19, the school should be notified as soon as possible and a communication will be released.
- **Water bottles:** Students are encouraged to bring clear water bottles. Water fountains will only be allowed to be refilled at our water bottle station in the cafeteria, a fountain that limits surfaces that need to be touched.
- **Sanitization:** Students will receive hand sanitizer upon entering the building. There will be several sanitizer stations around the school, especially near common areas. Students are also encouraged to bring their own small, personal hand sanitizers.

Please use the following guidelines to determine when it is appropriate to permit your student(s) to return to campus.

Please use the following guidelines to determine when it is appropriate to permit your student(s) to return to campus.

<p>COVID Symptoms: Fever of 100.4 or higher, Cough, Shortness of breath or difficulty of breathing, Chills, Fatigue, Muscle pain or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, other signs of new illness that are unrelated to a preexisting condition (such as seasonal allergies)</p> <p>Close contact means being within 6 feet of a person with COVID-19 for a combined total of 15 minutes or more within a 48 hour period or living in the same household as someone with COVID-19.</p>		
SYMPTOMS	ACTION	FOLLOW-UP
<ul style="list-style-type: none"> No symptoms No diagnosis No contact 	CAN GO TO SCHOOL	
<ul style="list-style-type: none"> No symptoms Close contact of someone with COVID-19 	CAN GO TO SCHOOL	Students should return to school wearing a mask and if vaccinated test around day 5 and if not vaccinated test between days 3-5.
<ul style="list-style-type: none"> No symptoms Tested positive for COVID-19 	CANNOT GO TO SCHOOL	If vaccinated, can return after quarantining for 5 days, asymptomatic and wearing a mask for days 6-10. If not vaccinated student should quarantine for 10 days or negative test result.
<ul style="list-style-type: none"> Has one (1) or more COVID symptom(s). Tested negative for COVID -19 	CANNOT GO TO SCHOOL	<p>If a student is sick, they should not come to school, rather return after 24 hours have passed since fever resolved (without medication) AND symptoms have improved.</p> <p>If the symptom is subtle, the student should attend school with a mask.</p>
<ul style="list-style-type: none"> Has one (1) or more COVID symptom(s) Tested positive for COVID -19 or had no test 	CANNOT GO TO SCHOOL	If vaccinated, can return after quarantining for 5 days, asymptomatic and wearing a mask for days 6-10. If not vaccinated student should be quarantined for 10 days or negative test result.

Students and Staff who test positive for COVID and are unvaccinated will need to be quarantined for the recommended 10 days. Exceptions to quarantine include:

- students who have been fully vaccinated and have submitted their vaccination record;
- students who have been diagnosed with COVID-19 in the last three months and can provide evidence of diagnosis;
- and in a classroom environment, if a student has been wearing their mask correctly and consistently, then the distance defined for close contact goes down to 3ft.

This quarantine process will also be true for student athletes and all co-curricular activities. Students and Staff that are vaccinated may be required to quarantine if they test positive for COVID-19.

Remote/E-Learning: Josephinum will not be providing live e-learning via Zoom throughout the school year when students are quarantined or absent. Teachers will return to our usual practice for student absences, providing material and assignments through Google platforms or Schoology. The administration reserves the right to move the entire school to “e-learning” if there is a potential unsafe spike in cases.

MEDICATION

Over-the-counter medication can be administered to your student with parent/guardian permission.

Students should not take medication during school hours or during school-related activities unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must let the school office know. No School employee shall administer to any student, or supervise a student’s self administration of, any prescription or non-prescription medication until a completed and signed “School Medication Authorization Form” is submitted by the student’s parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. Documentation will be taken as part of the procedure of medication administration.

ATHLETICS

ATHLETICS

Josephinum belongs to the Chicago Prep Conference and to the Illinois High School Association (IHSA) and as such adheres to their rules and regulations. Students participating on a school team must be in good academic and disciplinary standing to participate in athletics related activities. The Administration and Athletic Director will discuss each potential situation on an individual basis. Students involved in interscholastic sports are representatives of Josephinum and must be responsible to represent its values in their behavior. Unsportsmanlike behavior is unacceptable. As a member of a team, students are expected to attend all practices, meetings, and to be on time. Team members must clear absences with coaches. Additional details regarding Josephinum Athletics are available on our website.

FALL SPORTS

Volleyball
Cross Country

WINTER SPORTS

Basketball

SPRING SPORTS

Soccer
Softball

ATHLETICS REGISTRATION

Is your child planning on participating in a sport at Josephinum Academy? If so, then a parent must register their child prior to the sports start date on the official Josephinum athletic website. The website can be found at www.josephinum.8to18.com or by visiting our Josephinum Academy website. A student will be unable to participate in a sport until they are registered on the 8to18 Josephinum website.

ADDITIONAL ATHLETIC POLICIES

A minimum grade point average (GPA) of 2.0 must be maintained in order to participate in interscholastic athletics.

- Grades will be updated each week and will be used to determine grade point eligibility. This eligibility will be communicated to student athletes. If a student is in risk of not qualifying, Dean of Students will contact the guardian and notify the student.
- Each player must come to practice on time after school every day from 4:00pm - 6:00pm (Schedule may vary)
- Attendance is mandatory. Any absences must be accompanied by a note from a doctor, parent, or teacher. If otherwise, the absence will be counted as unexcused.
- Three unexcused absences has the potential to result in dismissal from the team.
- One excused absence will result in the inability to start the next game (given the next game is the following day)
- Three excused absences will result in an inability to play the next game; however, the player must still be in attendance to support the team.
- Each player needs to be prepared with a T-shirt, comfortable shorts or pants, and athletic shoes. They must remove ALL jewelry for practice.
- If a student-athlete in season is absent from school, that student-athlete will be unable to participate in any after school activities such as practices, or games.
- If a student is receiving an F in any class they will be directed to focus on classwork during the scheduled practice/game time. The student athlete will work on class assignments, homework, or quizzes on the stage. The student athlete will NOT be allowed to participate in any games, or practices

until the grade has been deemed passing. The student athlete MUST still attend the scheduled practices and games.

- Multiple F's may result in dismissal from the team. This is a case by case basis.
- Uniforms MUST be turned in to the Athletic office by the end of season banquet. If they are not turned in to the Athletic Department the student's account will be charged an appropriate fee depending on sport.
- Any alcohol or drug abuse is strictly banned from the team and will result in an immediate dismissal from the team.

EXEMPTED FUNDRAISING DAYS

Additional offerings

- Athletic teams and clubs at Josephinum are encouraged to organize fundraising events. The Athletic Director will determine the details along with the administration.

SPORTS PHYSICALS

In order to try out and participate in interscholastic sports and practices, a sports physical (or a full physical examination dated within 12 months of the sport season, must be completed and on file in the office prior to the tryout date.

Concussion Protocols

- All public, private, or charter schools must convene a Concussion Oversight Teams (COT). The COT's primary function will be to develop return-to-play and return-to-learn protocols for students believed to have experienced a concussion. The protocols should be based on peer-reviewed scientific evidence consistent with guidelines from the Center for Disease Control and Prevention. These teams can contain a range of individuals based on the resources available to the school in their community or neighborhood but must include one person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols.
- No later than September 1, 2022, all interscholastic coaches and licensed officials will need to complete a training program of at least two hours on concussions. Coaches, nurses, and game officials must provide the school or district with proof of successful completion of the training. Training must be completed every two years. Head coaches and assistant coaches must complete the required training as well as members of a school/district's COT.

OFFICE OF STUDENT LIFE

Overview and Vision

The goal of the Student Life office of Josephinum Academy of the Sacred Heart is dedicated to helping our Jo' students make the most of their experience with social, academic and club enrichment opportunities that inspire and engage our students along with facilitating fun and exciting ways to showcase their Cougar Pride. Visit our page online www.josephinum.org often to get Josephinum Student Life announcements, upcoming Jo' events and quick links to important information.

Extra-curricular activities at Josephinum Academy of the Sacred Heart include:

1. Competitive enrichment activities
2. Non-competitive enrichment activities
3. Clubs and Organizations
4. Volunteer & Community Service
5. Social enrichment activities
6. Mentorship programs
7. Career partnerships
8. Community activities and partnerships
9. Josephinum Parent Organization Club (JPOC)

Rules and Expectations

A Josephinum student earns academic eligibility to participate in extracurricular activities by achieving a grade point average of 2.0 or higher in a 4.0 system.

- a. Grades will be checked at the end of each semester. Students not achieving 2.0 in all subjects per semester will not be eligible to participate in student organizations.
- b. Eligibility may be restored at the following semester or through progress reports with teachers.
- c. All entering Jo' ninth graders are academically eligible to participate in the fall extracurricular activities since grades earned in the eighth grade are not counted in determining high school academic eligibility.

Expectations/Protocols on Clubs

At the Jo' Clubs and Activities can change year to year depending on the staff/faculty Advisors and/or students' requests/needs. If you are interested in leading a student led/run club or activity you will need to complete the interest form and we will respond with information or contact Ms. Monique Joseph direct monique.norington-joseph@josephinum.org

How to Start a Josephinum Club

1. Complete the Club Application (available online), Include club Roster. Submit all paperwork to the Student life office. (Full submission includes, entire student club and activities checklist)
2. The club application will then go through an approval process with administration. Once the Student Life office and Principal has approved the club, the application will be submitted back to student life for final approval. (Approximate time 2 weeks from submission)

3. Must have at least 5 interested members to complete application
 - [Learn more about how to start a club or activity at the Jo' \(Full details\)](#)
 - [If you are ready to start your club, Log in and complete the application online](#)
 - [Checklist](#) for new student clubs and activities

Student/Campus Life Activities

SOCIAL ENRICHMENT

Assemblies

Assemblies for the school are held to build school spirit, for educational advancement, and for cultural experiences. Students should display appropriate behavior at all assemblies. If they cannot, then they will be asked to leave, face disciplinary action, and may be excluded from future school events, games, dances, etc.

School Dances

Students from Josephinum are required to explain the school rules to their guests and hold them responsible for acceptable conduct. All school rules regarding illegal substances apply to dances. No coats, head coverings, gang colors or items, markers, or weapons are allowed. Security, as well as faculty and parents, will provide security. Guests of Josephinum students may be required to have a "Dance Guest Approval" form filled out by an administrator at the guest's school. The school has the right to set and maintain the rules of conduct as well as dismiss students who fail to cooperate. No student or guest will be allowed to leave the dance and re-enter. No admittance will be permitted after 9:00 p.m.

Current Student Organizations

2022-2023 Clubs and Activities

JACS
Black Student Union
Newsletter/Blogging Club
Baking Club
Creative Writing Louder than the Bomb
Tennis (fall)
Bowling
Knitting Club
Social Justice Club - Combination of LGBTQ rights, Environmentalist, Latinos, Etc.
Anime Club
Hispanic Student Union
Asian American Student Union
JD4L (Josephinum Dance 4 Life)
K-Pop Club
Bulletin Board Club
Activism Club
Multi-Style Dance

A service Project- for Staff
Senior Circle- Stress relief
Video gaming/graphic design club

Volunteer and Community Service

Students will have the opportunity to serve in a variety of on campus and off campus service opportunities throughout the school year.

Josephinum Parent Organization Club (JPOC)

The Josephinum Parent Organization has been developed for the upcoming school year to engage parents of Josephinum students in a variety of activities involving athletics, faculty and students.

2022-2023 Calendar Highlights

This is a tentative calendar of key dates for Josephinum Academy. Please refer to the online calendar for more information and current calendar information.

AUGUST

- ❑ Monday, August 1st - Friday August 5th - Bridge program for Incoming Freshmen and Transfer students
- ❑ Monday, August 8th - Wednesday, August 10th - Volleyball Tryouts, 10am - 12pm, Cross Country Team begins practices (sports physical MUST be up to date in order to participate)
- ❑ Monday, August 22nd - New Student Orientation, 8:30 am-12 p.m.
- ❑ Monday, August 22nd- Family Day- Ice cream and Tacos Social 5:30PM
- ❑ Tuesday, August 23rd - First Day of School, Full Day(8:30am-3:45pm)

SEPTEMBER

- ❑ Thursday, September 1st- Back to School Night, 5:30 p.m. - 7:30 p.m.
- ❑ Monday, September 5th - Labor Day, No School
- ❑ Friday, September 9th - Mass of the Holy Spirit, Time TBD
- ❑ Thursday, September 15th - College Fair, Time TBD
- ❑ Friday, September 23rd - Teacher Retreat, No School

OCTOBER

- ❑ Saturday, October 1st - Annual Scholarship Gala, 7:00pm
- ❑ Friday, October 7th - Sophomore Retreat, Full Day
- ❑ Monday, October 10th - Indigenous Peoples Day, No School
- ❑ Tuesday, October 11th - Friday, October 14th - Spirit Week
- ❑ Friday, October 14th - Homecoming Dance, 7:00-10:00pm
- ❑ Monday, October 17th - End of Quarter 1
- ❑ Monday, October 17th - Chicago Prep Conference Volleyball Tournament Begins
- ❑ Thursday, October 20th- Feast of Mater Admirabilis Mass, Time TBD
- ❑ Tuesday, October 24th - IHSA Volleyball State Playoffs Begin
- ❑ Saturday, October 22nd - ACT National Test Day. Josephinum is a testing site.
- ❑ Monday, October 31st - Wednesday, November 3rd - Basketball Tryouts 4pm-6pm

NOVEMBER

- ❑ Tuesday, November 1st - All Saints Day Mass, Time TBD
- ❑ Thursday, November 10th - Junior Retreat, Full Day
- ❑ Friday, November 11th - Veterans Day, No School
- ❑ Friday, November 18th - Feast of St. Philippine Duchesne Mass, Time TBD
- ❑ Saturday, November 19 - 7th/8th Grade Turkey Tip Off Basketball Tournament
- ❑ Monday, November 21st - Parent Teacher Conferences, Individually scheduled
- ❑ Tuesday, November 22nd - Professional Development (No School for Students)
- ❑ Wednesday, November 23rd- Friday, November 25th - Thanksgiving Break (No School)

DECEMBER

- ❑ Saturday, December 3rd - Josephinum Entrance Exam, 8:00- 12:00 p.m.
- ❑ Thursday, December 8th - Feast of the Immaculate Conception Mass, Time TBD
- ❑ Saturday, December 10th - Cocoa with Santa, Time TBD
- ❑ Monday, December 19th - Wednesday, December 21st - Finals
- ❑ Wednesday, December 21st - End of First Semester
- ❑ Thursday, December 22nd - Wednesday, January 4th- Christmas Break, No School

JANUARY

- ❑ Thursday, January 5th - School Resumes from Christmas Break, Full Day
- ❑ Thursday, January 5th - Second Semester Begins
- ❑ Monday, January 16th - MLK Day, No School
- ❑ Sunday, January 29th - Friday, February 3rd - Catholic Schools Week

FEBRUARY

- ❑ Friday, February 3rd - Black History Month Mass, Time TBD
- ❑ Monday, February 6th - Friday, February 10th - Counselors Week
- ❑ Monday, February 20th- Presidents Day - No School
- ❑ Wednesday, February 22nd - Ash Wednesday Service, Time TBD
- ❑ Thursday, February 27th - Wednesday, March 1st - Soccer and Softball Tryouts

MARCH

- ❑ Friday, March 3rd - Freshman Retreat, Full Day
- ❑ Monday, March 6th - Friday, March 10th - Social Worker Week
- ❑ Wednesday, March 8th - International Women's Day
- ❑ Friday, March 10th - End of Quarter 3
- ❑ Friday, March 10th - Parent/Teacher Conferences, Individually scheduled
- ❑ Saturday, March 11th - Class of 2027 Registration
- ❑ Monday, March 13th - Friday March 17th - Spring Break
- ❑ Monday March 20th - School Resumes
- ❑ Monday, March 20th - Feast of St. Joseph Mass, Time TBD
- ❑ Friday, March 24th - Teacher Inservice, No School
- ❑ Thursday, March 30th - Saturday, April 1st - Senior Retreat

APRIL

- ❑ Friday, April 7th - Monday, April 10th - Easter Break
- ❑ Saturday, April 15th - National ACT Testing Day, Josephinum is a site
- ❑ Monday, April 24th - Friday, April 28th - Senior Week
- ❑ Thursday, April 27th - Spring Luncheon

MAY (AP tests to be scheduled, 2023 dates to be announced in August)

- ❑ Monday, May 1st - Blessed Pauline/Junior Recognition, Time TBD
- ❑ Friday, May 5th - All School Service Day
- ❑ Saturday, May 6th - Senior Prom
- ❑ Monday, May 15th - Friday, May 19th - Go, Stay, GRADUATE Week!
- ❑ Wednesday, May 17th - Awards Ceremony - Time TBD
- ❑ Friday, May 19th - Baccalaureate Mass, Time TBD
- ❑ Saturday, May 20th - Class of 2023 Graduation
- ❑ Monday, May 29th - Memorial Day, No School

JUNE

- ❑ Thursday, Jun 1st - Friday, June 2nd - Final Exams
- ❑ Friday, June 2nd - Second semester ends

DAILY BELL SCHEDULE

The following schedule is comprised of A, B, and C-days. The rotation of these different days will occur as follows:

For 5 day weeks: Mondays and Thursdays will be A-days, Tuesdays and Fridays will be B-days, and Wednesdays will be C-days.

For 4 day weeks: The first and third days of the week will be A-days, and the second and fourth days of the week will be B-days — there will not be any C-days during four-day weeks.

A-Day & B-Day Schedule:

Title	Duration	Start Time	End Time
0 Period	60 Minutes	7:15am	8:15am
<i>Passing Period</i>	<i>15 Minutes</i>	<i>8:15am</i>	<i>8:30am</i>
Homeroom / W.I.N. Period	22 Minutes	8:30am	8:52am
<i>Passing Period</i>	<i>4 Minutes</i>	<i>8:52am</i>	<i>8:56am</i>
1st Period	45 Minutes	8:56am	9:41am
<i>Passing Period</i>	<i>4 Minutes</i>	<i>9:41am</i>	<i>9:45am</i>
2nd Period	45 Minutes	9:45am	10:30am
<i>Passing Period</i>	<i>4 Minutes</i>	<i>10:30am</i>	<i>10:34am</i>
3rd Period (A/B)	80 Minutes	10:34am	11:54am
<i>Passing Period</i>	<i>4 Minutes</i>	<i>11:54am</i>	<i>11:58am</i>
4th Period / Lunch A	45 Minutes	11:58am	12:43pm
<i>Passing Period</i>	<i>4 Minutes</i>	<i>12:43pm</i>	<i>12:47pm</i>
5th Period / Lunch B	45 Minutes	12:47pm	1:32pm
<i>Passing Period</i>	<i>4 Minutes</i>	<i>1:32pm</i>	<i>1:36pm</i>
6th Period (A/B)	80 Minutes	1:36pm	2:56pm
<i>Passing Period</i>	<i>4 Minutes</i>	<i>2:56pm</i>	<i>3:00pm</i>
7th Period	45 Minutes	3:00pm	3:45pm

C-Day Schedule:

Title	Duration	Start Time	End Time
0 Period	60 Minutes	7:15am	8:15am
<i>Passing Period</i>	<i>15 Minutes</i>	<i>8:15am</i>	<i>8:30am</i>
Homeroom/Assembly	20 Minutes	8:30am	8:50am
<i>Passing Period</i>	<i>4 Minutes</i>	<i>8:50am</i>	<i>8:54am</i>
C-Day Period 1	45 Minutes	8:54am	9:39am
<i>Passing Period</i>	<i>4 Minutes</i>	<i>9:39am</i>	<i>9:43am</i>
C-Day Period 2	45 Minutes	9:43am	10:28am
<i>Passing Period</i>	<i>4 Minutes</i>	<i>10:28am</i>	<i>10:32am</i>
C-Day Period 3	45 Minutes	10:32am	11:17am
<i>Passing Period</i>	<i>4 Minutes</i>	<i>11:17am</i>	<i>11:21am</i>
C-Day Period 4 / Lunch	45 Minutes	11:21am	12:06pm
<i>Passing Period</i>	<i>4 Minutes</i>	<i>12:06pm</i>	<i>12:10pm</i>
C-Day Period 5 / Lunch	45 Minutes	12:10pm	12:55pm
<i>Passing Period</i>	<i>4 Minutes</i>	<i>12:55pm</i>	<i>12:59pm</i>
C-Day Period 6	45 Minutes	12:59pm	1:44pm
<i>Passing Period // Grade Check In</i>	<i>16 Minutes</i>	<i>1:44pm</i>	<i>2:00pm</i>
Office Hours	105 Minutes	2:00pm	3:45pm

A-Day & B-Day Mass Schedule:

Title	Duration	Start Time	End Time
0 Period	60 Minutes	7:15am	8:15am
<i>Passing Period</i>	<i>15 Minutes</i>	<i>8:15am</i>	<i>8:30am</i>
Homeroom / W.I.N. Period	20 Minutes	8:30am	8:50am
<i>Passing Period</i>	<i>4 Minutes</i>	<i>8:50am</i>	<i>8:54am</i>
1st Period	44 Minutes	8:54am	9:38am
<i>Passing Period</i>	<i>4 Minutes</i>	<i>9:38am</i>	<i>9:42am</i>
Mass	75 Minutes	9:42am	10:57am
<i>Passing Period</i>	<i>4 Minutes</i>	<i>10:57am</i>	<i>11:01am</i>
2nd Period	44 Minutes	11:01am	11:45am
<i>Passing Period</i>	<i>4 Minutes</i>	<i>11:45am</i>	<i>11:49am</i>

4th Period / Lunch A	44 Minutes	11:49am	12:33pm
<i>Passing Period</i>	<i>4 Minutes</i>	<i>12:33pm</i>	<i>12:37pm</i>
5th Period / Lunch B	44 Minutes	12:37pm	1:21pm
<i>Passing Period</i>	<i>4 Minutes</i>	<i>1:21pm</i>	<i>1:25pm</i>
3rd Period (A/B)	44 Minutes	1:25pm	2:09pm
<i>Passing Period</i>	<i>4 Minutes</i>	<i>2:09pm</i>	<i>2:13pm</i>
6th Period (A/B)	44 Minutes	2:13pm	2:57pm
<i>Passing Period</i>	<i>4 Minutes</i>	<i>2:57pm</i>	<i>3:01pm</i>
7th Period	44 Minutes	3:01pm	3:45pm

C-Day Mass Schedule:

Title	Duration	Start Time	End Time
0 Period	60 Minutes	7:15am	8:15am
<i>Passing Period</i>	<i>15 Minutes</i>	<i>8:15am</i>	<i>8:30am</i>
Homeroom/Assembly	20 Minutes	8:30am	8:50am
<i>Passing Period</i>	<i>4 Minutes</i>	<i>8:50am</i>	<i>8:54am</i>
C-Day Period 1	40 Minutes	8:54am	9:34am
<i>Passing Period</i>	<i>4 Minutes</i>	<i>9:34am</i>	<i>9:38am</i>
Mass	75 Minutes	9:38am	10:53am
<i>Passing Period</i>	<i>4 Minutes</i>	<i>10:53am</i>	<i>10:57am</i>
C-Day Period 2	40 Minutes	10:57am	11:37am
<i>Passing Period</i>	<i>4 Minutes</i>	<i>11:37am</i>	<i>11:41am</i>
C-Day Period 4 / Lunch	40 Minutes	11:41am	12:21pm
<i>Passing Period</i>	<i>4 Minutes</i>	<i>12:21pm</i>	<i>12:25pm</i>
C-Day Period 5 / Lunch	40 Minutes	12:25pm	1:05pm
<i>Passing Period</i>	<i>4 Minutes</i>	<i>1:05pm</i>	<i>1:09pm</i>
C-Day Period 3	45 Minutes	1:09pm	1:49pm
<i>Passing Period</i>	<i>4 Minutes</i>	<i>1:49pm</i>	<i>1:53pm</i>
C-Day Period 6	40 Minutes	1:53pm	2:33pm
<i>Passing Period // Grade Check In</i>	<i>12 Minutes</i>	<i>2:33pm</i>	<i>2:45pm</i>
Office Hours	60 Minutes	2:45pm	3:45pm

After reading the handbook and the notice printed below, please sign this form and return it to the homeroom teacher or the front office.

PARENT/GUARDIAN & STUDENT REVIEW OF STUDENT HANDBOOK

This is to verify that we parent/guardian, and student, have received and read the 2022/2023 student handbook, which includes the policies and other roles and regulations of Josephinum Academy of the Sacred Heart.

_____	_____	_____
(PRINT Parent/Guardian Name)	(Parent/Guardian Signature)	(Date)

_____	_____	_____
(PRINT Student Name)	(Student Signature)	(Date)