

STUDENT AND FAMILY HANDBOOK

2024-2025 SCHOOL YEAR



Main and Visitor Entrance: 1501 North Oakley Boulevard

Mailing Address: 1501 North Oakley Boulevard

Chicago, IL 60622

<https://www.josephinum.org>

(773) 276-1261



Amended February 2025

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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, frontoffice@josephinum.org	773-276-1261
I have a question regarding the location of an athletic event?	Athletic Director, Samantha Lazzaro	773-276-1261 Ext. 224
I have a question regarding the curriculum, classes, and programs?	Principal, Nichole Jackson	773-276-1261 Ext. 222
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?	Admissions Manager, Marlen Garcia	773-276-1261 Ext. 225
I have a question regarding my student's schedule?	Student Service Department	773-276-1261
I have a question in regards to my student's IEP or 504 plan?	Student Service Department	773-276-1261
I have a question regarding my student's current scholarship?	Head of Admissions, Kathryn Bartholomew	773-276-1261 Ext. 248
I have a question regarding a student's after school activities?	Director of Student Life and Partnerships*, TBD	
I am an alumna and want to connect to alumnae resources, events, and community?	Development Department	773-276-1261
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, Michelle Concepcion	773-276-1261
I once attended Josephinum Academy, and I need to obtain a copy of my transcript?	Front Office Supervisor, Letty Pizarro	773-276-1261
I have a question about service hours or retreats, who do I contact?	Service Coordinator, Joseph Lewis	773-276-1261

*New faculty/staff will be announced at the time of their start date.

JOSEPHINUM PHILOSOPHY 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 their education that truly matters. It is what one contributes to the world that makes a difference.**

EDUCATIONAL PHILOSOPHY

Josephinum Academy of the Sacred Heart is a diverse college preparatory learning community, dedicated to empowering young women to use their creativity, unique perspectives and voice to bring about change in the ever-evolving world.

VISION

Josephinum Academy of the Sacred Heart graduates are the leaders, change-makers 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: (1) a personal and active faith in God, (2) a deep respect for intellectual values, (3) a social awareness which impels to action, (4) the building of community as a Christian value, and (5) personal growth in an atmosphere of wise freedom.

JOSEPHINUM SCHOOL FACULTY AND STAFF

SCHOOL LEADERSHIP TEAM

Mr. Richard McMenamin.....President
Ms. Susan Mollet.....Chief Administrative Officer
Mrs. Nichole Jackson.....Principal
Mr. Patrick Needham.....Senior Director of Advancement

ACADEMIC LEADERSHIP TEAM

Ms. Jillian Knapczyk.....Dean of Students
Ms. Candice Reynolds.....Director of Student Services
Ms. Samantha Lazzaro.....Athletic Director and Compliance Coordinator

DEVELOPMENT TEAM

Mr. Patrick Needham.....Senior Director of Advancement
Ms. Lori Grove.....Grants Manager
Ms. Brooke Dailey.....Development Associate

ADMISSIONS TEAM

Ms. Kathryn Bartholomew.....Head of Admissions
Ms. Marlen Garcia.....Admissions Manager

STUDENT SERVICES

Ms. Candice Reynolds.....Director of Student Services
Ms. Denise E. Torres VelasquezCounselor
Ms. Michelle Concepcion.....College and Career Counselor

FRONT OFFICE

Ms. Letty Pizarro.....Front Office Supervisor
Ms. Frances Anaya.....Assistant to the Principal

FACILITIES TEAM

Mr. Alex Pureco.....Facilities Manager
Mr. Flavio Medina.....Custodian
Ms. Martha Pureco.....Custodian

SUPPORT STAFF

Ms. Carla Burford.....Food Service Coordinator
Mr. Sal Mancera.....Substitute Teacher and Spanish Teacher

FACULTY

English Department

Ms. Nicole Favia.....English Teacher
Mrs. Jo Laughran.....English Teacher
Ms. Jillian Knapczyk.....English Teacher

Fine Arts Department

Mr. David Fehr.....Fine Arts Chair and Lead Performing Arts Teacher

Mr. Joe Lauer.....Visual Arts Teacher

Mathematics Department

Ms. Athena Futris.....Mathematics Teacher

Ms. Samantha Lazzaro.....Mathematics Teacher

Physical Education Department

Mr. Jason Straight.....Physical Education and Health Teacher

Science Department

Ms. Eleanor Cory.....Science Teacher

Ms. Bria Simpson.....Science Teacher

Social Science Department

Mr. Joseph Karamanski.....Social Sciences Teacher

Mr. Metodi Popovski.....Social Sciences Teacher

Theology Department

Mr. Joseph Lewis.....Theology Teacher & Service Coordinator

World Language Department

Ms. Ana Contreras.....Spanish Teacher

TUITION AND FEES

TUITION/STUDENT FEES

Full tuition for an enrolled student for the 2024-2025 school year is \$9,350 for new students, or \$9,550, for re-enrolling students. Full tuition for an international student for the 2023-2024 school year is \$19,100. All tuition, enrollment fee and student fee payments should be made online through [FACTS](#), a tuition management system. If you have any questions regarding making payments through FACTS, please refer to FACTS Parent [Help & Support](#). If you need alternative payment arrangements, please contact Admissions Manager, Marlen Garcia, at 773-261-1261 x242. All students are required to pay a non-refundable \$250 Enrollment Fee and a \$60 Student Fee, which should be paid upon signing an enrollment agreement for the upcoming school year.

LATE PAYMENT GUIDELINES

We understand that circumstances occasionally change, and you and your family may need additional consideration. If that happens, we want to work with you. Please contact Marlen Garcia at 773-261-1261 x242 to discuss your options. However, if late payments are incurred or persist, there are three courses of action: Late Payment Fee, Hold Out Days, and Suspension of 25-26 Re-enrollment. A summary of each is below.

- **Late Payment Fee**

There will be a \$25.00 charge for each past due payment. The Late Payment Fee applies to payments outlined in the 24-25 enrollment contract, re-enrollment contract, if applicable, contract amendment(s), and incidental billing.

- **Hold Out Days**

While we never want to get into this situation, beginning in October, Josephinum will implement “Hold Out” days when students who are behind in tuition payment and have not made a reasonable effort to make a payment will be held out of class. Hold Out days are inclusive of classes, sports, and any other extracurricular activities. Parents/guardians will be notified approximately two (2) weeks in advance if their student is at risk of being held out. Holdout days will begin on the first of each month unless it is a holiday, then the first school day of each month. The duration of the holdout is dependent upon when payment is received and/or reasonable payment arrangements are made.

- **Re-enrollment Suspension**

Students who are not in financial good standing in regard to tuition balance and payment at the time re-enrollment begins for the following school year will be unable to re-enroll.

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 qualifying students who demonstrate financial need. We ask that all enrolling and re-enrolling families complete a financial aid application 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 award, 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.**

REFUND POLICY

For students who withdraw from Josephinum Academy during the school year, a tuition refund may be granted based on the timing of the withdrawal date in the school year. Please reference FACTS or call Marlen Garcia, Admissions Manager, at 773-276-1261 x242, for your current information.

ADMISSION/TRANSFER GUIDELINES

Transfer students may enroll within the first 8 weeks (midpoint) of Semester 1 or Semester 2. If a student is admitted and desires to enroll after the first 8 weeks (midpoint) of a semester, this will be at the discretion of Admissions and Administration. It is more likely that a transfer student will be asked to postpone their transfer date until the start of the following semester, and will be given an option to audit classes in the meantime. Once application materials are collected, all transfer applicants will have a scheduled interview with members of the Administrative Team before an admission decision is reached.

An enrolled student must:

- Have submitted their previous school transcripts and discipline records to-date
- Submit all necessary enrollment materials to the Admissions Department prior to a school schedule being issued by Student Services
- Pay the enrollment fee and tuition per the guidelines of their enrollment contract

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 parent / guardian must submit a completed student withdrawal form, including the name and address of the new school and the reasons for the transfer. A parent/guardian should also be in communication and/or

conversation with the Principal or Dean regarding the reason for withdrawal. Once all financial obligations are met in full, an official transcript can be produced. All Josephinum books, computers, and school related materials should 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.

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.

FRONT OFFICE POLICIES

HOURS

Front office hours will be open 7:30am-4:30pm daily. Students cannot stay within the school building, unless at a sport or club meeting, after 4:30pm. The club advisor or coach must be in the building for supervision and security purposes. Students may not leave the building at 3:45pm and return with food, the only exception being athletes who are getting food prior to practice or sports.

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, the student must see the Admissions Director at least two days before to be approved and to begin the procedure.

STUDENT SCHOOL DELIVERIES (PROHIBITED)

Students may not order food or non-perishable items (clothing, hair care, make-up, etc) deliveries to the school. This is a safety concern (e.g. having unknown individuals coming in and out of the building). If food or non-perishable items are ordered to the school, guardians will be contacted and a major infraction given. If the order is food, it will still be given to the student with the detention; however, if it is a non-perishable item, the item will be held in the office until a guardian can pick it up. Non-perishable items will not be given to the student directly. If there is an emergency and the student does not have food for lunch, please communicate with the front office so your students' needs are met.

CTA VENTRA CARDS

CTA Ventra Cards are available to students in the front office at a cost of \$5. Returning students will need to recertify their CTA Ventra Cards by contacting the front office. 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, 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-720 am, WMAQ-670am, WBBM-780 am; Channels 2, 5, 7, 9, 32, CLTV, and/or

www. Josephinum.org. Josephinum Admin will also send out an e-mail by 7:00am the morning of school to notify about any closures.

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 Guardians 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, Guardians should then bring their concerns to the attention of a school administrator.

Obtaining current Guardian addresses, phone numbers, and email addresses are essential for effective communication. Guardians are expected to update phone numbers and email addresses with the school's Front Office Manager, Letty Pizarro at (773)276-1261. If you are not receiving Josephinum e-mails, please contact the front office, so they can be sure you are added properly to the community email lists.

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:

CONSTANT CONTACT NEWSLETTERS

- The monthly and weekly newsletters will be sent via Constant Contact and are designed to keep families informed about all the important things happening at Josephinum Academy.. The monthly newsletter is forward thinking and is currently emailed to families at the end of each month. The weekly newsletter is e-mailed by Principal Jackson and provides updates on the upcoming week of classes and school activities. Reading the newsletters is the best way to keep up to date with critical information about your student's school life.

REMIND 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.

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 the student's 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 Guardians, depending on Guardian 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

Josephinum Academy hosts one Back to School Night a year, typically in the month of September. The

purpose of Back to School 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 Guardian to meet with each of the 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 in-person conferences.

POWER SCHOOL

Power School 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 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 Power School.** The following policies outline expectations of students and parents regarding maintenance of their Power School accounts.

- **Students** are expected to check Power School on a **daily** basis. If a student is absent, the student is responsible for checking Power School 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 Power School account. In the event personal contact information changes, please notify the main office at (773)276-1261. Guardians are expected to regularly check Power School 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 online platforms **daily** with class agendas, homework deadlines, and other necessary class resources and information. Google Classrooms is the typical platform used. 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. School begins at 8:30am on A/B days, and 9:40 am on C days. Attendance is taken during homeroom each morning. 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 8:15 am 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. **Guardians must contact the front office, not individual teachers, to provide rationale for student absences.**

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 10:30 am 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: mental, emotional or physical, 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. Identifying the causes of unexcused student absenteeism, include interviews with the student, the parent(s) or guardian(s), and any school officials who may have information about the reasons for the student's attendance problem.

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 Power School regularly for school information. 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.)

WHAT IF MY STUDENT IS FREQUENTLY ABSENT?

- **5 unexcused absences** = Call home and discussion with Administration reviewing attendance policy.
- **9 unexcused absences** = Mandatory guardian meeting with Dean of Students reviewing attendance and tardy policies; disciplinary action may be enforced as well.

- **13 unexcused absences**= Student will be considered for Administrative Review

TRUANCY

Truancy is defined as a child who is subject to compulsory school attendance and who is absent without veiled cause, as defined under this Section, from such attendance more than 1% but less than 5% of the past 180 school days (Sec. 26-2a). Those identified as being truant shall receive elevated support which can include Guardian conferences, student counseling, family counseling, and information about existing community services that are available to truant and chronically truant students and relevant to their needs. If truancy is determined to be a chronic issue, the student may be asked to leave the school.

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 IS MY STUDENT IS FREQUENTLY TARDY?

Each semester will be broken into two-week blocks. See the schedule below. During each two-week block, students may be tardy (excused or unexcused) up to two (2) times before disciplinary action occurs. The third (3) tardy will result in a detention. After that two-week block, the student's attendance record will start over. Let's look at the first block as an example. The block is from September 26 and runs through October 6.

A student is tardy on:

September 28th (unexcused)

October 2nd (unexcused)

October 5th = detention

Because it is her third tardy in one block, the student will receive a detention. Their attendance record will reset when the new block begins on October 9th.

If a student receives two detentions (so two blocks of frequent tardiness), a guardian meeting will be held with Josephinum Administration. Students must be encouraged to leave with enough time to get to Josephinum by 8:30 a.m. on A and B days and 9:40 a.m. on C days leaving a buffer for any bus, train, or other unexpected

delays. Josephinum opens at 7:30 a.m. If students arrive before 8:30 a.m., they can convene in the cafeteria where they can have breakfast, work on homework and projects, or socialize.

Safety is always our priority. It is understood that things come up, but the expectation is that we remain in contact. If an emergency arises or something changes with the logistics of transportation, remain proactive and notify the school office at (773)276-1261 or frontoffice@josephinum.org.

ILLNESS AT SCHOOL

A student who is ill during the day must first report to their 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.

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. Seniors may be given the opportunity for off-campus lunch at some point in the school year; however, guardian permission must be given for this opportunity. After school, 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 4:30p.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. All students are expected to be in good academic standing to participate in field trips (classroom led, college visits, fundraisers, senior activities etc). To qualify, a student must have no Fs one week PRIOR to the field trip or event. If a student has an F, they will not qualify to attend. No student may ask to "show grades" to qualify past that one-week deadline. The grade deadline will be communicated on all permission slips, it will also be e-mails to guardians and students.

ACADEMICS

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.

ROLE OF STUDENT, GUARDIAN, & 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 by checking emails Monday through Friday, as well as their PowerStudent Portal.
- 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 PowerTeacher and support and encourage students with upcoming assessments
- Monitor student progress bi-weekly via PowerSchool
- Communicate with Josephinum staff when questions, concerns or emergencies arise
- Attend conferences, including guardian/teacher conferences and webinars or workshops when offered
- Reinforce the five Sacred Heart 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 Guardians in a clear format and timely manner
- Identify students who might be struggling 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 of coursework and assessments through accommodations and modifications should be provided based on student needs within the capabilities of the school's faculty, staff, and outside service providers.

GRADUATION REQUIREMENTS

All courses offered at Josephinum Academy are considered college preparatory courses. Illinois State Graduation Required versus Josephinum's Graduation Recommended and Required Credits are as follows:

Academic Department & Course	Illinois Board of Education Mandated Required Credits for Graduation	Chicago Public School Mandated Required Credits for Graduation	Josephinum Academy of the Sacred Heart	
			Graduation Recommendations	Graduation Requirements
Language Arts (Literature)	4.0	4.0	4.0	4.0
Writing and Composition <i>Including 1 credit in an independent English course and 1 credit embedded in another course</i>	1.0	1.0	2.0	2.0
Mathematics <i>Including 1 credit of Algebra and 1 credit of Geometry</i>	3.0	4.0 <i>Including 1 credit in Computer Science</i>	4.0	4.0
Social Sciences <i>Including 1 credit of US History and one semester of civic education</i>	2.0	3.0	4.0	3.0
Consumer Economics	0.5	0.5	0.5	0.5
Sciences <i>Including two years of Lab Sciences</i>	2.0	3.0	4.0	3.0
World Languages	1.0 <i>*Note: Technically World Language is an elective under Illinois State Board of Education Requirements for the 2024-2025 school year</i>	2.0	3.0	2.0
Theology	0.0	0.0	4.0	4.0
Physical Education	1.0	2.0	1.0	1.0
Health	0.5	0.5	0.5	0.5
College and Career Preparation	0.0	1.0	0.5	0.5
Electives	1.0	3.0 <i>Including two credits in</i>	4.0	2.5

		<i>Fine Arts</i>		
Total	17	24	31.5	27

Note: While these are Josephinum Academy’s Graduation Requirements; we continue to work with all students towards graduation. It is possible that credits may be lowered to accommodate a student’s special needs or circumstances.

CREDITS

Credits Per-Course:

One-half (0.5 credits) credit courses meet for 18 weeks; One (1.0 credit) credit courses meet for 36 weeks.

General Information:

- 9th and 10th grade students are expected to carry a full load of 8.0 credits per year. 11th and 12th grade students are expected to carry a load of 6.0 - 8.0 credits per year. No student may carry less than 6.0 credits and be considered a full-time student at Josephinum Academy, barring any extraordinary circumstances and written consent from Administration and Student Services.
- Grade level is determined by the number of credits a student has earned prior to the beginning of an academic year. Students must earn the following minimum credit requirements to rise to each grade level: Grade 9 (Freshman) 0 Credits, Grade 10 (Sophomore) 6.5 Credits, Grade 11 (Junior) 14 Credits, Grade 12 (Senior) 20.5 Credits.
- Seniors must earn a minimum of 27 credits in order to graduate from Josephinum Academy. Students who do not earn the requisite number of credits, may recover classes and receive a diploma once all credits are earned and documented.
- Each high school student in Illinois must pass an examination on the Declaration of Independence, the flag of the United States, the Constitution of the United States, and the Constitution of the State of Illinois

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 student Grade Point Averages, or GPAs, are computed using these values:

Letter Grade	Josephinum Scale	Credit (Yes or No)	GPA Points	GPA Points (Honors +0.5)	GPA Points (AP +1.0)
A	100.00% - 89.49%	Yes	4.0 Points	4.5 Points	5.0 Points

B	89.48% - 79.49%	Yes	3.0 Points	3.5 Points	4.0 Points
C	79.48% - 69.49%	Yes	2.0 Points	2.5 Points	3.0 Points
D	69.48% - 59.49%	Yes	1.0 Points	1.5 Points	2.0 Points
F	59.48% - 0.00%	No	0.0	0.0	0.0
W	Withdrawn	No	0.0	0.0	0.0
I	Incomplete	No	0.0	0.0	0.0
P	Pass	Yes	0.0	0.0	0.0

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.

COURSE SELECTION, 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 their specific discipline. The Student Services Department provides student, guardian, and teacher guidance on options that align to the student's post-secondary pathway.

Weights are assigned to Honors and Advanced Placement (AP) courses to reflect the challenge of these programs. Students enrolled in Honors courses receive a 0.5 credit per honors course added to their GPA. Students enrolled in AP courses receive a 1.0 credit per AP course added to their GPA.

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. AP Classes in the 2024-2025 School Year include: AP Biology, AP Literature Composition, AP Spanish, AP Computer Science, AP Pre-Calculus.

Every May the College Board gives a comprehensive exam for each AP course. At minimum, each exam is scheduled for 3 hours. Students signed up for AP classes must take the exam. 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

WRITING AND COMPOSITION: SENIOR THESIS

All students in Grade 12 are required to take the Senior Thesis class during their senior year. The Senior Thesis 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 course, as well as the research project before graduation. This course is issued 1.0 credit for successful completion. This course and project will be graded Pass/Fail. Those who do not pass the class and the project, will not graduate.

COLLEGE & CAREER READINESS COURSE

All students in Grade 11 are required to take the College & Career Readiness course during Heart on A and B Days throughout the second semester 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 during the first semester 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 ten days 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

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.

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.

COMMON Q & A: CLASSES & SCHEDULING

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 6.0 to 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 FOR 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. Some students with specific scholarships are required to take the ACT/SAT.

COMMON Q & A: SENIOR YEAR & 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 Senior Thesis 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? 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.

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, Guardians 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

Entrance Assessment

Josephinum Academy is a private, selective school, which requires students to apply for admissions. Along with a completed school application, applicants will 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 the student’s 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, learning plan (if applicable), and discipline and attendance records. Once an applicant file is complete, the Admissions Committee will score the file, using a set of criteria outlined in the Admissions rubric. If the Admissions Committee feels they need more information about an applicant before determining acceptance, a student and family may be invited for an interview.

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 Guardians 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 Guardians 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 specific learning objectives, as clearly articulated on the assessment and/or rubric. All summative assessment grades should be clearly communicated to students, and shared on PowerSchool for students, families, and administration to review.

Summative Assessment Policy, if absent:

All students must be present for all summative assessments.

- If a student is absent because of illness, they must provide a doctor's documentation to be excused.
- If a student needs to miss because of a family obligation, they 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, the student will receive an "I" for Incomplete on their transcript until the student provides it.

HOMEWORK POLICY

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 their 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, the student will make the appropriate arrangements necessary to make up for missing work. This will be done individually with their teachers.

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.

Communicating student achievement is crucial to academic growth. Therefore, in order to keep the students and Guardians well informed about student progress, teachers record all student grades electronically on PowerSchool. It is the teachers responsibility to submit grades in a timely fashion that reflects current progress to date. All students and Guardians have individual account information that allows access to view (and oftentimes download) classroom calendars, assignments, and gradebooks. Furthermore, since Power School is web-based, students and Guardians 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, the student and guardian 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, Guardians receive grade reports during four separate occasions. Guardian/Teacher conferences take place at the midterm of both 1st and 2nd semesters. During this time, Guardians receive progress reports for their students in each class. Any Guardian 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.

Lastly, students with Ds or Fs will get weekly emails concerning their probation/ineligible status. These emails will also go to guardians.

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](#) - Director, 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.

Guardian and Student Expectations

Guardians are expected to share information during intake regarding any additional needs on behalf of their child. Collaboration between Guardians, 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.

First language 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 and Mandarin 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.

First Language support

The school provides opportunities for students to actively use their first language in many school activities. While students are in an English learning environment, they are encouraged to retain and cultivate their first language and their own culture, and share them with others. The first language 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 first language must be respected, it must be respectful --- not as a vehicle for excluding non-speakers, speak negatively, 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).

DEAN OF STUDENTS (BEHAVIORAL EXPECTATIONS)

PHILOSOPHY & 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.

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 Guardians 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 Guardians in the behavior management process through timely communication. All faculty should abide by the two universal behavioral policies implemented during the 24-25 school year. Firstly, one-in-one-out student policy for bathroom breaks during class-time, as well as, secondly, having cell phones put away in backpacks during all instructional time, except with explicit instructor permission. These are universal, school-wide policies across all classrooms for the 24-25 school year.

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. Nichole Jackson, Principal, nichole.jackson@josephinum.org

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

Note: For Dean of Students, e-mail is highly recommended for a quicker response than voicemail.

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. No food may be ordered to the school building by students.

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 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.

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, Vaping, 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 their 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. This includes removal from athletics and clubs, behavioral contracts, or, in extreme cases, possible suspension or expulsion.

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 their child 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.

STUDENT EXPECTATIONS & 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, the student 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 or white Josephinum polo with the school logo or the long/short sleeve Sacred Heart t-shirt. Students also have permission to wear a Josephinum sweatshirt. 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 any Josephinum sweater or sweatshirt. 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. Additionally, students may not wear their hood up (if the sweatshirt has a hood), if they do so, it will result in a dress-code violation.

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. Additional grey skirt options are also available. If you have any questions, please reach out to the Dean of Students: Jillian.Knapczyk@Josephinum.org. 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. Additional grey shorts options are also available. If you have any questions, please reach out to the Dean of Students: Jillian.Knapczyk@Josephinum.org. Students are not permitted to wear any other non-grey shorts to school.

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. Crocs are permitted; however, if a student is seen without the backs on, an infraction will be issued. If this continues, Josephinum Administration may remove Crocs from the dress-code entirely. No open toed shoes may be worn in the science labs.

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 head coverings of any kind (unless for religious purposes) are not to be worn in the building during A/B Days. During spirit days, students are allowed to wear hats.

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 their 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); yoga shorts should be bermuda style
- Flip-flops/backless sandals
- Ripped jeans (this is okay with leggings under; if no leggings, 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.

In regards to sports: The idea for allowing teams to wear clothing “outside” school uniform codes on game day is to present team unity and team spirit in an attractive fashion that will continue the theme of school philosophy and policy regarding appropriate school dress for Josephinum. The high school athletic department will direct coaches and oversee that “game day” attire meets these standards and policies. The following is appropriate and approved for game day attire.

- **Jeans, but only when a game is on a Wednesday that is a C-Day.** Students must remain in uniform bottoms on any day that is not a C-Day; only C days allow for jeans to be worn. **No jeans are allowed unless game day is on a Wednesday.**
- **No warm-up/sweats** are to be worn as game day attire unless it is a C-Day.

Students are to wear game day attire properly and throughout the course of the day while on campus.

Teams NOT in compliance will have the privilege revoked if changes are not made immediately so as to be in compliance with the above policy.

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, PowerSchool, 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

GUARDIAN CONTACT DURING SCHOOL DAY

Josephinum guardians should contact students via the front office if a phone call is necessary. Students should not be leaving class time to accommodate phone calls from guardians. If a call needs to be made, students can use the front office and/or utilize lunch, free periods, or after-school to communicate with guardians.

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 their family. Parents/Guardians are encouraged to monitor their child's use and/or misuse of technology outside of school, including the age requirements for social networking websites.

BULLYING POLICY

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 their 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.**

Students who bully, whether in-person or via technology, can cause the receiver of the bullying to face negative physical, social, and mental health effects; additionally, it can interfere with academics as well as the receiver's ability to participate in extracurriculars or other activities. Josephinum Academy will work to make sure all students feel safe and supported in the school environment, as well as work with guardians to communicate any issues that may be arising outside of school (which has moved into the school environment). To eliminate bullying, our community must work together. **If a student is being bullied, or knows others are being bullied, please contact a trusted adult in the Josephinum community immediately. More on "Reporting Bullying" below.**

Types of bullying include:

- **Academic** which includes but is not limited to, preventing working on or studying for tests, pressuring for "good" grades, belittling academic focus/choice, saying a student is "dumb" or "can't achieve something," or making fun of studying too much.
- **Emotional** which includes, but is not limited to, intimidating, rejecting, retaliating for asserting or alleging an act of bullying, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, ethnicity, perceived sexual orientation, gender identity, ancestry, age, religion, physical or mental ability, status of being homeless, manipulation of friendships, isolating, ostracizing, and peer pressure.
- **Physical** which includes, but is not limited to, punching, poking, slapping, burning, stalking, destroying property, strangling, hair pulling, beating, biting, spitting, "pinning" down, throwing objects, excessive tickling, theft, and using weapons.
- **Verbal** which includes, but is not limited to, name-calling, insulting, teasing, taunting, gossip, telling hurtful "jokes" and threats whether in person, through any form of electronic communication or social media, the internet or written communication.
- **Sexual** which includes, but is not limited to many of the emotional acts or conduct described above (in person, through electronic communication or social media) as well as exhibitionism, voyeurism, sexual propositioning, sexual gestures, sexting, showing or taking pornographic images/videos, sexual harassment and abuse involving actual physical contact or sexual assault.

In cases in which the severity of the incident may imply a criminal act, the matter will be turned over to the Chicago Police Department immediately and the parents/guardians of the student(s) involved will be notified.

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. Guardians will then be responsible for home usage of technology, as the school community works to provide expectations and guidance in the school environment.
- 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.

HOW TO REPORT HARASSMENT AND BULLYING

All allegations and incidents of bullying are taken seriously; the complainant (student, parent, guardian, teacher, staff, bystander, relative or other) should report the bullying incident to a Dean, counselor, teacher, staff person, or principal. Students can also complete the Harassment/Bullying School Incident Form, wherein they explain the situation. Next steps include:

- The Dean of Students will follow-up immediately after any forms are submitted, interviewing the student and verifying any information they shared.
- Other students and/or staff may be called in to discuss the incident and/or any information connected to it. At this time, evidence (i.e. screenshot, photos, emails, videos, etc.) can be requested.
- The Dean of Students, along with Student Services, will meet with guardians of the complainant and the alleged aggressor(s) separately and explain any findings to them. The specific disciplinary or prescriptive actions for the alleged aggressor(s) may not be shared with the complainant or the complainant's guardians.

Please note: Incidents of unsubstantiated bullying/harassment may require other disciplinary action or instruction according to the school's Code of Conduct and non-negotiable behavior expectations for students.

Report Harassment/Bullying to a Trusted Adult or the Dean of Students Office

Jillian Knapczyk, Dean of Students Jillian.Knapczyk@Josphinum.org

Report Harassment/Bullying Online: [HERE](#)

CONSEQUENCES FOR HARASSMENT OR BULLYING

1. **Immediate Intervention:** The complainant and alleged aggressor(s) will be separated to the best of the school's ability (e.g. discuss with classrooms about seating arrangements, no group work, etc). Additionally, faculty and staff will be conducted to remain vigilant in hallways and classrooms for any escalation of behavior.
2. **Investigation:** The Dean of Students will investigate all bullying claims in a timely manner. This will include meeting with the complainant, the alleged aggressor(s), guardians, as well as other students or faculty/staff who may have witnessed or were aware of any bullying or harassment behavior. The staff member will document the information they have by the close of the school day or by the following school morning if the incident happened in an after-school activity.
3. **Decision:** Any guardians of the students who were met with during the investigation stage will be notified of finding (allegations substantiated or allegations unsubstantiated), then be given the opportunity to meet with the Dean of Students to discuss any questions or actions taken to address the reported incident of harassment/bullying.
4. **Response:** If bullying/harassments are substantiated, disciplinary measures will be taken that may include, but are not limited to, detentions, behavioral contract, suspension or expulsion, or, in extreme cases, involvement with the Chicago Police Department.

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 (LOCKER OR PERSONAL BELONGINGS)

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, guardians and police are notified. Depending upon the circumstances, disciplinary action may be taken.

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.
- Any use of generative artificial intelligence (A.I.) technology without explicit permission from the teacher.

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. The disciplinary consequences are two-fold: firstly, the classroom teacher will decide the consequence on the assignment (e.g. does the student retake the exam/redo the paper? Will she/they receive 50%? 0%) The classroom teacher has full discretion to speak with the student and then decide the consequence given the variety of assignments and assessments possible. Secondly, the Dean of Students will meet with the student and guardian in a required Zoom or in-person meeting regarding academic integrity and next steps regarding disciplinary action. Pending the extent of the breach of academic integrity, consequences can range from detentions to suspension, if this has occurred multiple times.

ARTIFICIAL INTELLIGENCE (A.I.) POLICY

The Josephinum community recognizes and encourages students to learn and adapt as technology advances. In the book, A.I. for Educators, the author discusses seeing school through “tomorrow glasses” versus “today glasses” (e.g. we need to understand that our students will be continually exposed to A.I platforms and greater media literacy is essential. A.I platforms include, but are not limited to, ChadGPT, Google Bard, Perplexity A.I., Copy A.I., Bing A.I., ChatSonic, Jasper A.I., Quillbot, A.I. Writer, Writerful. Some platforms provide complete written assignments for students, others are tools that can change language or word choice. Regardless, we are considering them A.I. platforms under Josephinum Academy Policy.

With that being said, Josephinum Academy has decided a few key policies moving forward for the 2023-2024 school year as we adapt to this new platform.

- **Use of generative artificial intelligence technology on any assessment (including papers, presentations, lab work, etc) is strictly prohibited.** If a submitted assessment is entirely different from prior work that semester and/or there is any indication A.I. may have been used, the teacher, Dean of Students, and student(s) involved will have a meeting. Guardians will also be notified. Josephinum Academy will also be utilizing an A.I. detection platform. Between both prior assignment examples, and the A.I. detection platform, a decision will be made regarding the assessment and next steps (e.g. student will need to re-do the assignment, complete the assignment again on paper or entirely in class, etc). Disciplinary action will coincide with the Academic Integrity - plagiarism and cheating policies.
- Within the class, however, teachers will communicate with students if an A.I. platform may be used for any practice assignments (everyday assignments). For example, the English Department may allow A.I. platforms for some assignments to help students learn media literacy, using these platforms as a tool. However, if a teacher decides A.I. platforms may not be used at all in their class; it is at the teacher’s

discretion. If unauthorized usage occurs, disciplinary action will follow. This will be clearly communicated in the teacher's syllabus.

Please be aware: A.I technology is frequently changing. In truth, this is uncharted territory. We as a community want to work with guardians and students to responsibly learn and use these platforms; however, student skill and ability to produce a final product without assistance is our rationale for drawing a hard-line on the use of ANY A.I. platform assistance on assessments.

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 the 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.

TYPES OF DISCIPLINARY INFRACTIONS

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 (5+ minutes)● Staying on Task (Sleeping)● Talking Out of Turn● Eating food during class-time and/or in the hallway (food must be eaten during lunch)● Hang-outs in bathroom stalls (e.g. more than one student in a single bathroom stall)	<ul style="list-style-type: none">● Skipping class, leaving without permission or having a pass● Excessive tardies (<i>three times to any given class</i>)● Gang signs● Outright disrespect● Identity & racial slurs● Bullying (includes cyberbullying)● Play fighting● Breaking/disregard for school property● Academic Integrity● Excessive misuse of technology● Use of Video or Pictures in bathrooms● Physical or verbal altercations● Drugs, Alcohol or Vape usage

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 1 hour 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 will be for one hour. 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 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 detention notice from the Dean of Students, Jillian Knapczyk, via e-mail as well as reminders the day before/day of detention.
- Second accumulation of Major Behavior Infraction will result in a conference with teacher, behavior management team member and Guardian.
- Third accumulation of Minor Behavior infractions or third Major Behavior Infraction will result in a conference with student, Guardian and administration. Together a contract will be formed to provide better focus to the student.

Guardian 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 Guardian conference is to establish structures at home, as well as in school, to help the student grow in their wise freedom. Guardian 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
- Excessive dress-code violations
- Excessive tardiness

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 the student 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

STUDENT & 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 all 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 (8) 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 Josephinum 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

- Each student shall be required to take one semester of health education during the secondary school experience.

Social Emotional Learning Programming

- 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.

Extracurricular Activities

- 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 the 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.

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
Cheerleading

WINTER SPORTS

Basketball
Cheerleading

SPRING SPORTS

Soccer
Tennis (TBD)
Track

Note: Sports may be added or removed throughout the school year, please look to weekly newsletters and/or e-mails from the Athletic Director, Sam Lazzao, for updates.

ADDITIONAL ATHLETIC POLICIES

- Each player must come to practice on time after school every day from 4:00pm - 6:00pm (Schedule may vary)
- Each player will attend mandatory Office Hours on C-Days, regardless of passing. (Practice days/home games only)
- Attendance is mandatory. Any absences must be accompanied by a note from a doctor, Guardian, 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.
- If a student is deemed ineligible or has been suspended for a game/games, the player must serve their suspension on the team bench.
- Each player needs to be prepared with a T-shirt, comfortable shorts or pants, and athletic shoes. They must remove ALL jewelry for practice.
- Uniforms **MUST** be turned in to the Athletic office by the end of season. If they are not turned in to the Athletic Department the student's account will be charged an appropriate fee depending on sport.

ELIGIBILITY

Student athletes eligibility is important because it allows students to recognize that academics directly impact their ability to participate in athletics. The Eligibility Process includes:

- Grades will be updated each week on Friday morning. This information will be given to the athletics director, who will communicate to student athletes and guardians.
 - If a student is receiving a D in any class, you will be notified of probation status; however, you will still be eligible to play and practice.
 - If a student is receiving an F in any class they will be directed to focus on classwork, the student athlete will **NOT** be allowed to participate in any games or practices until the grade has been deemed passing. There are no exceptions.
 - Multiple weeks of F's may result in dismissal from the team.
- 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. This is an IHSA policy.
- If a student is on a behavioral contract, or has faced suspension, it is possible removal from athletics will be part of disciplinary action. This is a case by case basis, but will be communicated to the guardian, student, and Athletic Director.
- Any alcohol or drug abuse is strictly banned from the team and will result in an immediate dismissal from the team. If a student is found vaping, the student will face an immediate suspension from the team pending review.

FUNDRAISING DAYS

All athletic fundraising for Josephinum Academy is completed by each team specifically led by the head coach. Athletic teams are expected to fundraise for themselves. Any fundraising events must be submitted to the Athletic Director at least two weeks in advance. All fundraising must be approved and have proper paperwork filled out. No coach is allowed to hold fundraising money, all money must be turned into the Athletic Director to be recorded and put into a special account.

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.
- All interscholastic coaches and licensed officials are required 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 & COMMUNITY PARTNERSHIPS

OVERVIEW & VISION

The goal of the Student Life & Community Partnerships 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 & EXPECTATIONS

A Josephinum student earns academic eligibility to participate in extracurricular activities by achieving a grade point average of 2.5 or higher in a 5.0 system.

- a. Grades will be checked at the end of each semester. Students not achieving 2.5 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.

A Josephinum student must be in good standing in the community. If a student is on a behavioral contract or faces suspension due to disciplinary consequences, it is possible the student will be removed from any leadership positions or privileged positions (e.g. morning announcements, running a pep rally) until the contract date has passed. This will be clearly communicated to the student, guardian, and Student Life.

Student Government and JACS

Students who participate in student government or JACS recognize that a C or higher is required on the weekly grade checks to participate. If a member is found to have a D or F on weekly grade checks, they cannot participate in activities the upcoming week. These requirements are only for Student Government and JACS given these students are representatives of our overall community both inside and outside the building regularly.

CLUB PROTOCOL

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 directly at 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

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, face coverings, gang colors or items, markers, or weapons are allowed. Security, as well as faculty and Guardians, 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. Eligibility does not apply to student dances; however, students who are on behavioral contracts or have had suspensions may not be allowed to attend.

Congé

Congé, which translates from French means to ‘take leave’ or ‘farewell,’ offers a surprise day for students to take leave of the rigors of their studies and enjoy a day of stress-free joy through a school-led, community-wide activity or field trip.

CURRENT STUDENT ORGANIZATIONS

Anime Club
Art Club
Asian American Student Union
Big-Sister/Little-Sister
Black Student Union
Book Club
Culinary Club
Drama Club
Hispanic Student Union
JACS
K-Pop Club
Movie Club
National Honor Society
STEAM Club

VOLUNTEER & COMMUNITY SERVICE

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

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.

If you need to submit service hours and/or have questions about your service hours, please contact the Student Coordinator, Joseph Lewis (joseph.lewis@josephinum.org)

JOSEPHINUM PARENT/GUARDIAN ORGANIZATION CLUB (JPOC)

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

occur on the 4th Tuesday of each month, unless conflicts with school are scheduled. First meeting scheduled September 24, 2024 at 6:30pm. Please refer to the school calendar for virtual code and verify dates.

2024-2025 BELL SCHEDULE

REVISED SEMESTER 2

DAILY BELL SCHEDULE

The following schedule consists 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.

Schedules are adjusted for Mass Days, Pep Rallies, Assemblies and Final Exams.

Josephinum 2024-2025 A/B Day Schedule			
8:30am-8:40am	PRAYER & ANNOUNCEMENTS (CAFETERIA)		Prayer & Announcements: 10 min Long Blocks: 75 minutes Short Blocks: 50 minutes Lunch: 40 minutes Passing Periods: 4 minutes
8:45am-10:00am <i>Long Block</i>	Period 1A	Period 1B	
10:04am-10:54am <i>Short Block</i>	Period 2	Period 2	
10:58am-11:48am <i>Short Block</i>	Period 3	Period 3	
11:52am-12:32pm	LUNCH		
12:36pm-1:51pm <i>Long Block</i>	Period 4A	Period 4B	
1:55pm-2:45pm <i>Short Block</i>	Period 5	Period 5	
2:49pm-3:39pm <i>Short Block</i>	Period 6	Period 6	
3:39pm	DISMISSAL		

Josephinum 2024-2025 C Day Schedule		
8:15am-9:15am	FACULTY MEETINGS	Faculty Meeting: 75 minutes Prayer & Announcements: 10 minutes Classes: 50 minutes Espacio: 20 minutes Lunch: 40 minutes Passing Periods: 4 minutes Office Hours: 75 minutes
9:30am-9:40am	PRAYER & ANNOUNCEMENTS (CAFETERIA)	
9:44am-10:34am	Period 1	
10:38am-11:28am	Period 2	
11:32am-11:52am	ESPACIO (HOMEROOM)	
11:56am-12:36pm	LUNCH	
12:40pm-1:30pm	Period 3	
1:34pm-2:24pm	Period 4	
2:28pm-3:43pm	OFFICE HOURS	
3:43pm	DISMISSAL	