

SAINT ISAAC JOGUES PARISH SCHOOL



PARENT STUDENT HANDBOOK

SAINT ISAAC JOGUES SCHOOL

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All members of the St. Isaac Jogues Parish School community hope that you will carefully read the material included in this handbook. The information is designed to acquaint you with the rules, regulations, procedures, policies, and expectations of St. Isaac Jogues School. Please feel free to contact the school office if you have any questions. Our curriculum and extra-curricular programs are based on the Catholic educational tradition. St. Isaac Jogues' programs can provide opportunities for faith and academic growth, and both parents and students will receive the fullest possible advantage through cooperation with the teachers.

The school administration, faculty, and staff look forward to working with you during the school year as partners in Catholic education and hope that the ensuing school year will be spiritually, academically, physically, and socially rewarding.

The school and/or the principal retain the right to amend the parent handbook. Parents will be given prompt notification if changes are made.

Table of Contents

Mission Statement and Philosophy	1
I. Organizations	2
School Commission	2
Parent and School Association	2
II. School Membership	3
III. Admissions	3 - 5
Admission Policy	3 - 4
Physical Examinations	4
Birth and Baptismal Certificates	5
New Students	5
Withdrawals	5
Non-Custodial Parent	5
IV. Finances	6
Registration Fees	6
Tuition Categories	6
Tuition Fee Payments	6
Tuition Refund Policy	6
V. School Day Procedures	7 - 12
School Times	7
Attendance	7 - 8
Release of Students	8
Entrances	8
Early Dismissal	8
Medication	8
Emergency Forms	9
Lunch	9
Visitors and Volunteers	9 - 10
Telephone Messages/Usage/Cell Phones	10
Emergency Closing	10
Busing	10
Bicycles	10
Homework/Homework Pick-up	11
Vacations	11
Supplies	11
(School Day Procedures, cont.)	
Calendar	11

Lost and Found	11
Physical Education	12
VI. Student Information	12 - 22
Physical Education Uniform Policy	12
Uniform Guidelines	13 - 14
Casual Dress Days	15
Pupil Insurance	15
Health Program	16
Discipline/Anti-Bullying Policy	17 - 20
Transportation To and From School	20-21
SIJ Wellness Policy	21
General Rules/Regulations	21 - 22
VII. Academic Information	22 - 28
Curriculum	22-25
Report Cards	26
Parent/Teacher Conferences	26
Non-Promotion	26
Exceptional Learners	27
Counseling Services	27-28
Diocesan Standardized Testing	28
Field Trips	28
VIII. Co-Curricular Activities	28 - 32
Religion	28 - 29
Library/Media Center	29
Student Activities	29 - 30
Miscellaneous Activities	31 - 32
IX. Diocese of Joliet Handbook Policy	32

Mission Statement

In partnership with parents, the mission of St. Isaac Jogues Parish School is to provide the environment, resources, structure, and opportunities to educate children in the Catholic tradition. The tenets of the student's faith are developed by recognition of the need for charity and service and by the importance of liturgy, prayer, and sacramental preparation. In addition, the school will develop the necessary skills for success within the 21st century within an environment of academic excellence building upon an individual's strengths. Students will grow as responsible, educated citizens within a democratic society and active members of the Catholic Church.

Philosophy

St. Isaac Jogues School, an integral part of the St. Isaac Jogues Parish, acknowledges the primary role of parents in their children's education, encourages their involvement, recognizes the uniqueness and dignity of each student, and strives toward the four fundamental components of excellence in Catholic education: message, community, service, and worship. We offer each student the opportunity to learn, respect, and practice their faith through doctrine, the sacraments, and accepting the responsibility of helping others. The school provides programs to develop each student spiritually, intellectually, physically, and socially while molding them into faithful, knowledgeable, and responsible citizens and active members of the Catholic church.

Several programs are in place which are unique to St. Isaac Jogues and offer support to the core curriculum and the development and success of the individual child. A resource team comprised of a Social Worker, School Psychologist (both part-time), a full time resource teacher, reading specialist, school nurse, school counselor and speech pathologist, allow the staff at St. Isaac Jogues to address situations, both academic and emotional, which might be an obstacle to learning and result in a lack of progress for a student. The mission of All Are Welcome appropriates resources to support the learning of all children. With the creation of the Exceptional Learner Center (2019), we intend to maximize the potential that each child brings to St. Isaac Jogues.

I. Organizations

A. St. Isaac Jogues Parish School Commission

In the Diocese of Joliet, school commissions are consultative and advisory in nature. Consultative implies that the administration (pastor/principal) will listen to the advice of the commission in certain designated matters prior to making a decision. The operating principle is that the administration will not act contrary to the advice which has been given, especially when there is a consensus, unless the administration has an overriding reason. It is customary, but not obligatory, for the administrator to communicate this reason to the consultative body.

Guidelines for School Commission Meetings:

1. The school commission will not discuss matters regarding personnel, staff, or individual financial concerns during meetings since these matters are not appropriate for an open meeting. All personnel issues must be handled by the principal according to diocesan policy. We ask that parents and students follow the procedures of the school and contact the teacher or staff member first in regard to any teacher or staff questions or issues that arise.
2. Comments from parents will not be action items at a school commission meeting unless these items are placed on the agenda prior to the meeting so that commission members will have a chance to review the information prior to discussion. In order to place an item on the agenda, a written description of the item should be submitted to the school principal or president of the school committee at least ten days before the scheduled commission meeting. A decision will then be made as to placement of the item on the next agenda.

B. St. Isaac Jogues Parent and School Association

All parents of St. Isaac Jogues School children are members of the Parent/School Association. The Parent/School Association is run by an executive board of members who are discerned each year. The purposes of the Parent/School Association are:

1. To effectively increase parent/teacher communication
2. To promote student-oriented programs
3. To be a source of information for new families
4. To coordinate and implement the efforts of our committee
5. To sponsor various fundraising events to assist in providing supplementary materials and programs for the students

II. School Membership

St. Isaac Jogues School is a member institute of the Diocese of Joliet under the direction of the Bishop. It is registered with and has received formal recognition from the Illinois State School Board of Education.

The policies of the school are established by the school commission under the aegis of the pastor and the parish council. School commission meetings are held on a monthly basis, and all are invited to attend.

The school principal, as the executive of the school commission, is charged with the responsibility of implementing policies.

III. Admissions

A. Admission Policy

St. Isaac Jogues School, under the auspices of the Diocese of Joliet, admits students of any race, color, sex, national, or ethnic origin, and they are entitled to all the rights, privileges, programs, and activities generally available at our school.

At St. Isaac Jogues School, admission preference is given to children of registered active parishioners*. Priorities for the admission of students are as follows:

1. Children of active parishioners with children presently in attendance at St. Isaac Jogues School.
2. Children of active parishioners (for applications submitted during the same year, the list will be arranged according to the date of registration in the parish; for grades 1-8, a child whose name was on the waiting list from the previous year and has re-registered will remain ahead of any new applicants, regardless of date of registration in the parish).
3. Transfer students from other Catholic schools due to change in residence. (In the event that there are student openings due to lack of registered active parishioners).
4. Children of Catholic non-parishioner families.
5. Children of non-Catholic families.

*All school families are expected to be active participants in the parish and to use their stewardship envelopes for their parish contributions. These envelopes can be placed in the Sunday collection or mailed directly to the parish office. In addition to the envelope, an option of e-giving is available to all families. Contributions by school families will be monitored by the parish office to establish compliance with this policy. School families are advised that the parish subsidy for the coming year will total in excess of \$1,550 a year for a single child. A minimal donation has been established as an expected minimum for school families. Those families who are unable to presently fulfill their financial obligation, for whatever reason, should contact the pastor.

When applicants for registration exceed the maximum enrollment, a waiting list will be maintained for each grade. Within the waiting list for each grade, childrens' names will be prioritized according to the five categories noted above. Within each category (except as provided in No. 2 above), children will be listed chronologically according to the date they applied for admission to the school. Once on the waiting list, a child will not be removed until the earlier of these conditions are met: (i) enrollment in St. Isaac Jogues School, (ii) voluntary withdrawal from the waiting list, (iii) failure to re-register child each year, or (iv) the child turns down an offer to enroll in an available spot in St. Isaac Jogues School. If a child on the waiting list is not offered a place in the school (or is removed from the waiting list as provided above) he/she must re-register each year to stay on the waiting list for his/her grade. The determination of active parishioner status is made by the pastor. The procedure for implementation of this policy will be the responsibility of the pastor and/or the principal. Prospective kindergarten students must be five years of age by September 1st, and prospective first grade students must be six years of age by September 1st. Registration for all grades is on-going with priority given to existing families. Class size for grades K-8 does not exceed 30 students.

The policy and procedures are reviewed each December.

B. Physical Examinations

Illinois state law requires a record of physical, eye, or dental examination for each student depending on the grade level. One or more of the examinations are required upon entrance into kindergarten, second, and sixth or into any grade if a student has not previously been examined as required by the School Code of Illinois. If such required physical examination forms are not submitted to the school office by the first day of school, that child may not be permitted to attend until such forms are submitted.

C. Birth and Baptismal Certificate

All new students must present a copy of their birth certificate and baptismal certificate (if not baptized at St. Isaac Jogues Church) for placement in the school file. If baptized at St. Isaac Jogues, the office will need to know the date of baptism.

D. New Students

Transfer students may be admitted following receipt from the transferring school of attendance records, health and academic records, etc. For a period of one month, after records have been received and reviewed, the child's admission status is understood to be probationary. Additionally, the academic progress and behavior of each new student is subject to periodic review by the principal. Students not demonstrating acceptable progress and/or conduct may be removed from the enrollment at the end of the quarter.

E. Withdrawals

If a student withdraws from the school for any reason, the parent(s) or guardian(s) must:

1. Notify the school office as soon as possible before withdrawing.
2. Complete a transfer form from the school office. Parents have the right to review their child's permanent file before that file is transferred. A day's notice is necessary before such a review. An exit interview with the principal is also a desired process.
3. Make arrangements for any unpaid financial obligations to the school.

F. Non-custodial Parent

St. Isaac Jogues School abides by the provisions of the Buckley amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school related information regarding the child upon request. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

IV. Finances

A. Registration Fees

All families, either new or current, are required to pay a nonrefundable registration fee at the time of registration. This fee is determined each year and applied to each family. This amount is applicable toward the following year's school tuition. The fee will be refunded to any family who is placed on a waiting list for school enrollment.

B. Tuition Categories

Tuition rates are determined by the school commission and are divided into two categories: active parishioner and non-parishioner. To qualify for the parishioner rate, a parent (or parents) must be an active parishioner. The determination of active parishioner status is made by the pastor. (See Admissions Policy)

C. Tuition Payments – FACTS

Enrollment is not officially completed until the registration fees are paid. St. Isaac Jogues has partnered with FACTS Management Company to help manage the tuition payment program and financial aid assessment. FACTS is used by many schools in the Joliet Diocese. Families may choose among 3 different plans. If the tuition obligation is not met, the school reserves the right to withhold official academic school records or diplomas. Extenuating circumstances regarding tuition payment may be referred to the principal or pastor for consideration. Special tuition relief is at the sole discretion of the pastor.

D. Tuition Refund Policy

Tuition refunds will be prorated on a per child basis. Families who withdraw a student(s) from St. Isaac Jogues Parish School during the school year are subject to the following Tuition Refund and Credit Policy:

Withdrawal during:

	Plan A Credit Amt.	Plan B Credit Amt.	Plan C Credit Amt.
1st trimester	75%	50%	0%
2nd trimester	50%	0%	0%
3rd trimester	25%	0%	0%

Plans:

Plan A – Full tuition for the year was paid prior to withdrawing.

Plan B – Fifty percent of full tuition was paid prior to withdrawing.

Plan C – Regular monthly payments were paid prior to withdrawing.

V. School Day Procedures

A. School Times

Students may begin to arrive at school no sooner than 7:45 a.m. At that time adult supervision will be available. Students are not allowed to wait in the parking lot and are not allowed in the building outside of school hours unless under the direct supervision of a teacher. The general schedule is:

7:45 a.m.	School doors open
8:00 a.m.	First bell rings
8:10 a.m.	Classes begin - Students are to be in their classrooms or they will be marked tardy. Students arriving after this time must stop in the school office for a tardy slip.
11:30 a.m.	Lunch/recess begins for grades K-4
12:10 a.m.	Lunch/recess ending for grades K-4
12:20 p.m.	Lunch/recess begins for grades 5-8
1:00 p.m.	Lunch/recess ending for grades 5-8
2:40 p.m.	WIN (What I Need)
3:15 p.m.	Classes dismissed - Students are to leave school grounds promptly. No supervision is provided after 3:30 p.m.

B. Attendance

Daily attendance and punctuality are of prime importance to the student from the very first day of school. Absences and late arrivals are noted on each child's report card.

If a child is absent for any reason, the parent must call the office each day of the absence by 9:00 a.m. Appointments with doctors or dentists should be made outside of school hours whenever possible. In the event a parent knows in advance that a student must be absent, arrangements should be made with the school office.

Homework assignments will not be sent home until after the second consecutive absence. Requests for homework assignments must be made before 9:00 a.m. Students are responsible for making up work missed due to an excused absence. Absences due to non-emergencies, such as family trips, are discouraged during scheduled school days. Teachers are unable to give assignments in advance for the time a child misses due to such a vacation. Students are to make up work upon their return. Students are encouraged to check Google Classroom if not in school to remain connected to their daily lessons, outside assignments, and assessments.

Tardiness is not conducive to learning. Excessive tardiness is a disciplinary matter and may result in a conference with the student and parent.

The State of Illinois provides by compulsory attendance of all children between the ages of seven and sixteen. It is the duty of the principal and teachers to insist upon daily attendance. Principals have the obligation to see that the requirements of the law of the State of Illinois are met. Schools keep accurate and daily records of attendance and a summary of these records are kept permanently on file. Failure to comply with the attendance stipulations as outlined in the Illinois School Code may result in the non-promotion of a student.

C. Release of Students

A child may not be released from school to the custody of any person other than that child's parents or guardians listed in school records unless previous arrangements have been made with the school office. Students will not be permitted to leave school alone during the school day. Students must be signed out in the school office before they leave the building.

D. Designated Entrances

Each year grades are assigned specific entrances to the school. Only the main entrance is to be used by visitors to the school. All visitors must report to the school office upon entering the building. All visitors are required to sign in and wear a visitor pass while on the school campus.

E. Early Dismissal/Late Arrival

On days designated as half days, the students will be dismissed at 11:00 a.m. Please refer to the school calendar for all early dismissal days.

In the event of weather related situations, St. Isaac Jogues will execute a Late Arrival Schedule. Students will report to school at 10:00 on late arrival days.

F. Medication

State and diocesan directives prohibit us from dispensing over the counter medications. Prescription medication must be in the original container with written directives from the physician. Medication must be kept in the school office at all times and will be dispensed by school authorized personnel only.

G. Emergency Forms

Parents are asked to update emergency forms maintained in the school office as changes in employment, home addresses, and phone numbers occur. This information is vital when emergencies occur that demand immediate contact with the parents. This form should indicate allergies, medical conditions, and medications being taken.

H. Lunch

Students must obey all school rules and the directives of the lunch supervisors during this time. Repeated violations of lunchroom or playground regulations may result in the suspension or cancellation of lunchroom privileges. The aggressive behavior rubric is followed during lunch/recess as a continuation of the school day and the expected behaviors.

Our lunchroom will be “nut-safe.” We have a nut-free table for students needing a nut-free area.

If a parent is delivering a lunch to school, the lunch must be clearly marked with the student’s name and homeroom number. Parents are requested not to bring fast food lunches into school. The lunch period for grades K-4 lasts from 11:00 a.m. until 11:40 p.m., and for grades 5-8 lunch is from 11:50 p.m. until 12:30 p.m. Part of this lunch period is recess.

During indoor recess lower grade students are permitted to sit in small groups, remain at their desks, or play quiet games. Upper grade students may also use this time to complete assignments.

During outdoor recess students are to obey the directives of the playground supervisors, avoid rough play, and remain in designated areas. In all cases we encourage the students to be inclusive in their play and in games with their classmates. Lunch recess provides an opportunity to promote Christian values, respect, and proper behavior. If a child misbehaves during a lunch period, the lunch supervisors will follow the aggressive behavior report system implemented by the school. The rubric is published and distributed to all students and parents.

The school does not encourage and cannot approve of any student leaving school for lunch other than with a parent who is asked to follow the sign-out procedure. Students may purchase milk, and milk passes will be provided.

I. Visitors and Volunteers

If visitors are at school during the lunch or recess times, their cars should be parked outside of the playground area.

ILLINOIS SCHOOL CODE - POLICY 24-25

“All visitors are required to report directly to the principal’s office to identify themselves and state their business. Any visitors found in the building without permission are subject to prosecution as specified in the school code by city ordinance. Parents will be advised in advance of the occasions when they are encouraged to attend school activities and, therefore, need not check in with the office.”

Our school values our volunteers and welcomes their participation. The Diocese of Joliet requires that all volunteers who have contact with students must complete the “Protecting God’s Children Program” as well as submit information for a background check. Please contact the school office for additional information and forms. Any person(s) including parents entering the school building to visit a teacher, child, bring a lunch, etc., must check in at the office immediately.

J. Telephone Messages/Usage/Cell Phones

Children are not called to the phone during school hours. Emergency messages only will be given to children through their teacher. Students are not to use the office phone to notify parents about forgotten items or transportation arrangements unless requested by their teacher. Cell phones are to be turned off and left in the student's locker during the school day.

K. Emergency Closing

All major television stations will be notified in the morning in the event that school must be closed due to severe weather or other emergency situations. In addition, all information will be posted on the St. Isaac Jogues School website. Also each family is provided with a phone number early in the year to check the school’s status due to inclement weather. Please do not phone the school or rectory for closing information. Phone lines need to be available for incoming emergency calls. Should severe weather occur or threaten or should other emergency situations arise, the students will not be dismissed until an all-clear signal has been given.

L. Busing

No bus service is offered at this time for students of St. Isaac’s.

M. Bicycles

Beginning in third grade students may ride bicycles to school but must walk their bikes while on school grounds. All bicycles must be locked in the bicycle racks provided, and each student is required to have his/her own lock and chain. Students must wear approved helmets while riding bicycles. The school does not accept responsibility for lost, stolen, or damaged bicycles. Skateboards, roller blades, roller skates, etc. are not permitted on school grounds.

N. Homework/Homework Pick-up

Teachers post their daily homework assignments on Google classroom. A reasonable amount of homework is assigned according to grade level. The following are guidelines for time spent during school nights: beginning in grade 3, 35-45 minutes; grades 4,5,6, 60-90 minutes; grades 7/8 90-120 minutes. The time spent outside of the classroom for required schoolwork will increase as the child progresses through the grades. It is the parent's responsibility to monitor the child/children's homework. Each student should have a book bag, backpack or protective covering for books that are taken home.

O. Vacations

Occasionally family vacations have to be arranged during the school year. Assignments may be made up; however, class discussion, interaction, and teacher instruction cannot be made up. Technology allows real-time learning and access remotely which should be a goal of a student unable to attend due to vacation. Teachers are not responsible for assigning work which will be missed during a special vacation period. That work will be completed by the student upon returning to school. All assignments, as well as a majority of classroom notes and exemplars, are often accessible via Google classroom. In addition, many assignments can be turned in to the appropriate teacher remotely. There are numerous classroom subscription sites available to students to continue to work on skills while not in the traditional classroom setting. Responsibility is placed on the student for completion of all work.

P. Supplies

Parents may order school supplies through the PSA or receive the school supply list prior to the beginning of school. All students are required to have all of their supplies by the opening day of school. Students are assigned lockers which are to be kept neat and orderly. No locks are allowed on the classroom lockers.

Q. Calendar

The school calendar for each year is available with the enrollment material prior to the beginning of the school year. The calendar is in compliance with State School Codes and with directives from the Catholic Schools Office of the Diocese of Joliet. The calendar is subject to change during the school year.

R. Lost and Found

A lost and found space is located in the East Hall of the school. Students may stop either before or after classes to check for missing possessions. Items not claimed are donated to a charitable organization at the end of each school quarter. All school items and clothing should be labeled.

S. Physical Education

Each student is expected to participate in physical education activities. If there is a temporary reason for not participating, the student must have a note from a parent. Any request to be excused from physical education activities over an extended period must be accompanied by a doctor's note and have the approval of the administrator.

VI. Student Information

A. UNIFORM GUIDELINES

St. Isaac Jogues School students are required to follow uniform regulations, and parents are asked to reinforce dress code regulations with their children. The dress code policy will be strictly enforced at school. All judgment regarding the appropriateness of appearance will be made by the school administrators, and students will be asked to change any clothing or footwear that does not meet the uniform guidelines.

Students are expected to dress in a manner that upholds acceptable standards for cleanliness, modesty, and safety. It will be mandatory for all of our students to have SIJ logos or SIJ crests on their uniform shirts and sweaters. Shirts need to be tucked in. Torn or ripped clothing is not acceptable. All students are expected to be in complete uniform every day. It is highly recommended that parents label their child's/children's uniforms.

The K-6 uniform shirt will have an SIJ logo on the collar. The 7-8 uniform shirt will have the SIJ crest on the left side of the shirt. All cardigans, crew neck sweaters, and sweater vests will have the SIJ crest on the left side of them.

Physical Education Uniform Policy

Boys and Girls Grades K-2

Students will not wear the green and gold school gym uniforms. Students will wear their white school uniform shirts and shorts. Girls should wear solid shorts under their shifts or jumpers on gym days. The shorts should not be longer than the shift or jumper. Boys should wear solid shorts under their slacks on gym days. The shorts do not need to be green uniform shorts. Socks and gym shoes are required for every gym class. Students should have a pair of gym shoes in their locker on gym days.

Boys and Girls Grades 3-8

Gym uniforms should be purchased at Dennis Uniform or Lands' End. Uniforms consisting of a green SIJ logo shirt and green shorts. Girl's shorts must be shorter than the girl's jumper or shift. Socks and gym shoes are required for every gym class. A gym bag is required of all students. Students should put their names on their gym clothing and gym bag.

Daily School Uniform

The following Items must be purchased from Dennis Uniform or Lands' End

Dennis Uniform	Dennis Uniform or Lands' End
Girls Gr. K-4 - Hamilton plaid shift All - SIJ navy or red sweatshirt	Girls K-4 - Hamilton plaid jumper worn at <i>knee length</i> (Privacy shorts recommended with jumpers and skirts) - Peter Pan collar, uniform shirt with SIJ logo (knit or cotton) - White polo with SIJ logo - Long or short sleeve with SIJ logo on collar - Navy blue slacks (Nov.– Mar.) - Navy blue shorts (Aug./Sept. – May/June) Boys K-4 - Long or short sleeved red, uniform polo with SIJ logo on collar - Navy blue uniform slacks (with belts) - Navy blue shorts with belts (Aug./Sept. – May/June) Girls 5-6 - Hamilton plaid skirt or skort worn at <i>knee length</i> - Long or short sleeved white, uniform polo with SIJ logo on collar - Navy blue slacks (Nov. – Mar.) - Navy blue shorts (Aug./Sept. – May/June) Boys 5-6 - Long or short sleeved white, uniform polo with SIJ logo on collar - Navy blue uniform slacks with belts - Navy blue shorts with belts (Aug./Sept. – May/June) Girls 7-8 - Hamilton plaid skirt or skort worn at <i>knee length</i> - Long, $\frac{3}{4}$ length or short sleeved white uniform oxford with SIJ crest - Navy blue slacks (Nov. – Mar.) - Navy blue shorts (Aug./Sept. – May/June) Boys 7-8 - Long or short sleeved white uniform oxford with SIJ crest - Navy blue uniform slacks with belts - Navy blue shorts with belts (Aug./Sept. – May/June) - Navy or gray solid color long tie (no bow ties)

All Students

Shorts The length of shorts must be no more than 1" above the knee (measuring from the knee cap when standing).

Socks: Girls: Red, navy, gray, black or white tights, knee highs or plain crew length anklets -- non-decorative, no lace. Socks with Hamilton Plaid pattern are acceptable. Leggings are not acceptable.

Boys: White, black, gray or navy crew length socks - non-decorative, no below the ankle length or golf socks.

- Shoes:** Flat, below the ankle, leather dress tie or buckle shoe or dress loafer. No sandals, clogs, flip flops, slippers, or athletic shoes are part of the uniform shoe.
- Ties:** Boys ties can be bought through Lands End or any other retail store. The tie must be a solid color long tie in Navy or Grey.
- Sweaters:** Navy blue or red uniform cardigan or crew neck sweaters with SIJ crest
Navy or red sweater vests with SIJ crest (for grades 7/8).
- Sweatshirt:** Navy or red SIJ sweatshirts (purchased from Dennis Uniform Co.) SIJ Spirit Wear or athletic wear are not part of the uniform.
- T-Shirts:** Boys - Solid white t-shirts may be worn under uniform shirts - no letters or designs, sleeves must be shorter than uniform shirt
- Winter wear:** Hats, leggings, flannel bottoms, boots etc. must be removed after entering the building.
- Belt:** Belts are mandatory with slacks and shorts which have belt loops. Belts must be black, brown, navy, and red only.
- Haircuts:** Clean, conservative, and appropriate for school, conducive to learning as deemed by the administration.
- Jewelry:** Earrings should be worn as a single matched pair. Headbands need to be white, red, navy blue, or Hamilton Plaid. Watches are acceptable. Wrist bands are allowed if approved. **Apple watches are not to be worn to school.**
- Make-up:** Not allowed.
- Nail polish:** Only clear nail polish is allowed. Students will be asked to remove any colored polish.
- General:** Clothing must fit properly; undersized or oversized uniform shirts and pants are not allowed. Slacks and shorts must be worn at waist level.

Casual Dress Days

Several “Casual Dress” days are scheduled during the year. “Casual Dress” days will be listed on the school website. Students are expected to dress in a manner that upholds acceptable standards for cleanliness, modesty, and safety. Girls must wear a top with a modest neckline, and all undergarments should be fully covered. Skirts, skorts, and shorts must be no more than 1” above a student’s knee. Occasionally, casual dress days will have a theme. Students should conform to the casual dress theme as much as possible.

Periodically students do not wear their school uniform because of a school event. A few examples are Graduation Picture Day for 8th graders, May Crowning, some field trips, etc. Those days are considered “casual dress days”. Students must follow the “Casual Dress” Day guidelines.

The following clothing are examples of UNACCEPTABLE attire for casual dress:

1. Baggy, low-riding slacks, skateboarding pants, military/camouflage, etc.
2. Yoga pants
3. Pajamas or sleepwear tops or bottoms (flannel Spirit Wear is allowed)
4. Any clothing exhibiting drugs, alcohol, tobacco, or inappropriate messages such as guns or gangs
5. Shorts during the winter months or during unseasonably cold weather
6. Excessive jewelry
7. Hats, athletic headbands, and novelty head coverings
8. Backless, spaghetti straps or tank tops or low-cut blouses or tops
9. Flip flops or backless shoes or sandals
10. Torn or ripped clothing

Good Rule: If you think you shouldn’t wear it, you shouldn’t. All uniform regulations and guidelines are subject to the discretion of the principal or vice principal. Parents will be contacted if their child’s attire needs to be changed or your child may be asked to put on a school owned t-shirt or sweatshirt for the duration of the school day.

B. Pupil Insurance

During the first part of the school year each student is given information concerning accident insurance. For those parents who have children involved in the athletic program, insurance coverage is critical and required. It is strongly advised that each child have some type of accident insurance, either school or parents’ insurance, which covers the child during school hours and activities.

C. Health Program

Illinois State Law requires a complete physical and recommends a dental examination by a physician for any student entering kindergarten and fifth grade. Annual vision and hearing tests for specific grades are administered at the school, and parents are notified if results indicate the need of a more complete examination. A nurse from the DuPage County Health Department is assigned to the school on a weekly basis to check and update records.

No medication is given to students except when authorized with a written request from a physician. First aid treatment will be administered when necessary.

D. Discipline Policy

The primary goal of discipline is to assist students to grow socially, emotionally, and spiritually in a safe, nurturing, Christian environment. Conduct unbecoming a Christian student will result in disciplinary action. The goal of all discipline is to change behavior through the lens of reinforcing and rewarding positive behaviors rather than punishing negative behaviors. The PBIS (Positive Behavioral Intervention System) is the philosophy behind the Creating a Culture of Kindness philosophy.

Standards of behavior extend beyond the school day and school grounds to whenever a child is identifiable as a student of St. Isaac Jogues. This applies to field trips, athletic events, extracurricular activities, behavior to and from school, and to any other area in which the student is in uniform or represents the school during the school year.

The Education in Virtue program seeks to encourage our children to be virtuous in a culture where virtue is in short supply. Virtuous behavior is simply the habit of doing good. The program allows for families to practice the language of virtue in the home which reinforces what the children learn in school.

St. Isaac Jogues has adopted the universal theme of Creating a Culture of Kindness. Each grade level has a rubric for aggressive behavior which outlines the consequences for each violation. Children review the rubric, it is posted on our website, and a parent orientation session is held at the beginning of each school year. St. Isaac Jogues believes in rewarding appropriate behavior, supports restorative justice, and holds all children responsible for the behavior choices each makes. The parent will be notified upon any repeated negative behavior. It is our goal to change behavior rather than simply punish the behavior.

Each teacher makes known his/her expectations at the beginning of each school year. The class rules and consequences are part of classroom management and may include loss of recess time or separation from other classmates. Parent conferences, whether by phone or in person, are also an important component in helping a classroom run smoothly. When students, teachers, and parents are working together, there is a greater chance for a successful year.

It is not possible to list all the offenses that could potentially merit disciplinary action. Students and their parents will be responsible for all damage to school property, equipment, or materials. This responsibility applies to books, iPads, and supplies. The following examples are listed in order to make clear the types of disciplinary actions that correspond to various offenses. These actions may include, but are not limited to, detentions, parent conferences with teachers and principal, individualized student contract agreements, denial of field trip or extracurricular activities, suspensions, or, in extreme cases, expulsion.

The following offenses will follow the aggressive behavior rubric and may result in suspension or expulsion:

- Fighting on school premises
- Use of profane, obscene, or immoral oral or written language and/or mannerisms
- Disrespect or insubordination toward any teacher, staff member, school representative or guest
- Taking or damaging others' possessions (restitution required)
- Other conduct unbecoming a Christian student which causes disruption in school life

Suspension

There are instances in which students by their actions may endanger themselves or others, and in those cases a more severe form of disciplinary action is needed. An automatic parent/staff member/principal conference will be held.

The following are offenses subject to suspension and may result in expulsion:

- Leaving school grounds without permission
- Vandalism
- Possession of dangerous objects and/or materials
- False activation of a fire alarm
- Possession of controlled substances
- Causing bodily harm or injury to another through fighting

Suspension may be in-school or out-of-school depending on the seriousness of the offense.

Expulsion

This is the most severe disciplinary penalty that a school can impose upon any pupil and requires the prior approval and consent of the Pastor and the School Committee in each individual case. (Diocesan policy #5320)

THE PRINCIPAL IS THE FINAL RECOURSE IN ALL DISCIPLINARY SITUATIONS.

Procedures for Addressing Bullying

The St. Isaac Jogues School administration takes bullying very seriously, and all allegations will be investigated accordingly. It is the expectation of the school that any student, parent, or faculty member witnessing acts of bullying report those acts to the school administration immediately.

The students and teachers will use the reporting system in accordance with Creating a Culture of Kindness. Any incident of retaliation or false accusation shall be treated in the same way as a bullying incident. Incidents of bullying and the consequences need not occur within a particular school year as the administration retains the discretion to carry prior incidents of bullying forward across one or more school years.

St. Isaac Jogues School adopts the U.S. Department of Education's definition of bullying. To constitute bullying the behavior must be unprovoked, intentional, repeated hurtful acts, words or other behavior such as name-calling, threatening, and/or shunning committed by one or more children against another. For such acts to be defined as bullying, a real or perceived imbalance in power must exist between the bully and the victim. Bullying may be physical, verbal, emotional, or sexual in nature. Should the administration, following its investigation, determine that the behavior constitutes bullying, the following procedures will be placed into action.

Incident #1

Bullying is indicative of a behavioral problem that is repeated and establishes a pattern. Because bullying can have a lifelong negative effect on the victim of bullying, the parents' and school's response should be quick, clear, and geared toward providing security for the victim and educating the bully on the negative impact of his/her behavior.

Upon receiving a report of bullying, as defined above, the following steps will be taken:

- 1) The school administration will meet separately with the child being accused of bullying, the child being bullied, and anyone else involved. A discipline policy report will be completed and filed in the child's discipline file. The report will include all versions of the incident, including witness accounts and parent feedback.
- 2) The administration will discuss with the students the respectful behaviors and establish positive steps to change the current misbehavior.
- 3) Consequences based on the severity of the incident may range from verbal reprimand, detention, suspension, or loss of athletic programs and/or other extra-curricular activities, suspension from school, or expulsion from school. Again, the aggressive behavior rubric will be employed.
- 4) The administration will notify the children's parents and discuss the incident.

Incident #2

A second reported incident of bullying requires a clear message be sent to the offender that bullying will not be tolerated.

The following steps will be taken:

- 1) The school administration will meet separately with the child being accused of bullying, the child being bullied, and anyone else involved. A discipline report will be completed and filed in the child's discipline file. The report will include all versions of the incident, including witness accounts and parent feedback.
- 2) The written plan for behavioral correction for the child doing the bullying will be prepared. This plan includes a time for reflection, established consequences, and positive steps to change behavior.
- 3) Consequences based on the severity of the incident will range from silent lunch, suspension, or loss of athletic programs and/or other extra-curricular activities, or expulsion from school. Again, the aggressive rubric will be employed.
- 4) The school administration will arrange immediate and separate meetings with the parents of the child accused of bullying and the parents of the child being bullied.

Incident #3

A third incident of bullying is a clear signal the bully is not concerned with the consequences of his/her actions.

The following steps will be taken:

- 1) The school administration will meet separately with the child being accused of bullying, the child being bullied, and anyone else involved. A discipline policy report will be completed and filed in the child's discipline file. The report will include all versions of the incident, including witness accounts and parent feedback.
- 2) The written plan for behavioral correction prepared after the second incident will be reviewed and revised.
- 3) Consequences based on the severity of the incident will include mandatory suspension from school with possible suspension or loss of athletic programs and/or other extra-curricular activities or expulsion from school.
- 4) The school administration will arrange an immediate meeting with the bully, the parents of the child accused of bullying, and the administration to discuss if the child is willing to conform to policy in order to remain at St. Isaac Jogues School.

5) The school administration will meet with the pastor to discuss the student's future enrollment at St. Isaac Jogues School.

Incident #4

A fourth incident of bullying is a clear signal the bully has not cooperated with the school's anti-bullying policy. The bully's behavior is unacceptable and his/her status as a student at St. Isaac Jogues School is in jeopardy. The school administration will arrange an immediate meeting with the bully, the parents of the child accused of bullying, the administration, and the pastor to determine the child's enrollment status at St. Isaac Jogues School.

At any time, St. Isaac Jogues may solicit the assistance of the Hinsdale Police Department to report an incident of bullying as well as documentation of the incident.

The St. Isaac Jogues Aggressive Behavior Rubric is employed as a program to address bullying. Should all measures within the published rubric be futile, the above procedure and protocols will be followed. The Aggressive Rubric is published on School Speak, students are trained annually at the appropriate grade level on how to be mindful of treating others, and parents attend an evening workshop to become familiar with what can be done at home to foster a partnership between home and school that results in all children feeling safe and included.

E. Transportation To and From School

Students Drop-Off and Pick-Up

Students are to use the crosswalk at all times when crossing Clay Street. Students are to keep off areas where grass is planted or landscape is fenced.

Morning Drop-Off

K-8 Students

K-8 students drop off please enter the main parking lot from Fourth Street and stay in your car. Staff will be manning the crosswalks to ensure the safety of your children as they leave your car and walk into school. Once your children have vacated your car, please proceed to keep the traffic flow moving. The arrows in the parking lot will help guide all cars when navigating through the lot.

Preschool

Currently, our K-8 parents enter the parking lot from Fourth Street. They drive around the perimeter of the main lot stopping parallel to the black fence. Preschool students with older students can be dropped off with their older sibling.

The preschool drop-off will be as follows:

1. Preschool parents will enter the lot similar to the K-8 parents.
2. Preschool cars will enter the center lanes of the main lot and park in the parking space.
3. Preschool cars should park in the order they arrive.
4. At 8:05 am, the preschool cars will enter the loop of vehicles in an orderly fashion.
5. Three (3) preschool cars will be directed to exit the lot on to Clay St. Cars should park between the school crosswalk and the preschool crosswalk (new drop-off zone). Preschool staff will open the doors for the preschoolers. Once the 3 cars head north on Clay St., 3 more cars will exit the lot and park in the drop-off zone.

Afternoon Pick-up

Use the parking lot but do not exit until given the signal by school personnel.

G. SIJ Wellness Policy

It is our responsibility to create an environment where all children are safe which also includes exposure to various food products. The current SIJ Wellness Policy is available on the school website. St. Isaac Jogues follows the Wellness Policy in cooperation with District 181. We offer nut-free classrooms and a nut-free option for lunch within the lunchroom setting. All food consumed by students during the school day will follow the Wellness Policy to ensure the safety of all.

H. General Rules/Regulations

1. No food is to be eaten during the school day except at assigned lunch times or during a special celebration. These celebrations will be approved by the administration. No gum or candy is permitted during the school day.
2. Lunch time behavior is to be orderly. Students are to remain seated at lunch time. No food or lunch materials may be thrown. The eating area must be clean when the students leave.
3. All materials for class (books, pens, pencils, paper, etc.) should be taken to class daily. Students are not allowed to call home for forgotten items unless given permission by the main office personnel. Students will replace supplies as needed throughout the school year.

4. No student is permitted to enter any classroom before or after school hours without the permission and supervision of a teacher. Students needing extra help from a teacher must make arrangements prior to the school day.
5. Hallway behavior is to be orderly. Students are not to run in hallways or stairwells. Students are to keep their hands to themselves at all times including recess.
6. Homework is due on the date assigned; however, teachers may make exceptions for special circumstances. When students are absent, they must make up missing assignments according to teacher directions. Please refer to the section on make up assignments. Students are to follow the homework policy at their individual grade level.
7. When students are outside, they are to play in their designated areas in a cooperative and inclusive manner. The aggressive behavior rubric applies to all areas of the campus including lunch and recess.
8. No unnecessary items or valuables are to be brought to school (e.g. money, toys, radios, cameras, etc.) unless permission has been given by the classroom teacher. The school accepts no responsibility for any lost or stolen personal items.
9. Cell phones are not to be “on” the student during the school day. The cell phone must be kept in the student’s locker. Should the student display or use the phone during the school day, it will be taken away and held in the main office until the parent is able to pick it up.

VII. Academic Information

A. Curriculum

St. Isaac Jogues is accredited by the State of Illinois and follows the course of study and time allotments prescribed by the Catholic Schools Office of the Diocese of Joliet. Students are required to attend all scheduled classes.

The Language Arts (LA) curriculum encompasses English, oral presentation, phonics/word analysis, reading/literature, spelling/vocabulary and writing. 870 minutes is appropriated per week in grades K-3, 3,620 minutes for grade 4, and 550 minutes per week for grades 5-8. The reading curriculum is a phonics-based approach with emphasis on building reading skills in grades K-5. Exposure to both fiction and non-fiction are critical at each grade level. Building background knowledge to sustain a silent reading program is essential. Grades 6-8 build upon their foundational skills in literary response, non-fiction, analysis, reading comprehension, writing, and vocabulary. Grammar is scaffolded appropriately throughout each grade level, and sentence and paragraph structure with an emphasis on ideas, organization, word choice, fluency, and conventions are integrated within the LA curriculum.

As students progress through the LA curriculum, the goal is constructing meaning as students read. It is about explicit comprehension and the strategies that successful readers use. Throughout the curriculum the emphasis is on preview (look at the cover); question (ask who, what, when, where, why and how); predict (make predictions and see if they are correct); infer (think about what the details tell you and use them to understand what the author means); connect (relate the text to other texts and the world around you); summarize (organize the main details and draw conclusions); and evaluate (think about what you learned from the text). These are the essential skills taught to attack text from grades 1-8 and become more sophisticated as the student advances through the curriculum. A school-wide approach to comprehension is implemented through *Fix-Up Strategies* authored by Chris Tovani. Teachers model good habits of good readers, such as the following strategies: reread, read ahead, figure out unknown words, make a mental image, ask questions, stop and think, and look at pictures, illustrations, charts and graphs. Students possess bookmarks with *Things Good Readers Do* as a helpful hint.

St. Isaac Jogues School complies with the Illinois State Standards for Mathematics in K-7, pre-algebra and algebra, and is currently looking to offer geometry on site for acceleration within the area of mathematics. Students are currently served by the local public high school if their skill level warrants Geometry. Math instruction is 300 minutes weekly for all grades 1-8. A recent program to accelerate and remediate students appropriately has been supported through the use of Assessment and Learning in Knowledge Spaces (ALEKS), a web-based program to assess, reinforce, or reteach mathematical skills and concepts for each individual student. This is accomplished through remote learning via the iPad and has supported the improved progress for St. Isaac students in mathematics.

Social Studies is 75 minutes per week in grades 1-3 and 200 minutes per week in grades 4-8. The curriculum is based on reading with an emphasis on the state standards linked to local, state, national, world history, and current events. Students complete the study of the US Constitution and learn the responsibility of citizenship. Students must successfully pass the US and Illinois Constitution assessments to receive a diploma. Additional assistance is available if needed.

The Science curriculum is linked to the New Generation of Science Standards (NGSS) and is integrated within Science, Technology, Engineering, and Math (STEM) program. Science instruction is 75 minutes per week for grades 1-3 and 200 minutes per week for grades 4-8. The STEM teacher works in tandem with the Science teachers to integrate the Science standards with the engineering curriculum. With the launch of the STEM program in Fall 2016, the Project Lead the Way curriculum (PLTW) Launch and Gateway programs were selected to anchor the STEM initiative. This pre-engineering program services all grades, K-8, with every class having a STEM period during the instructional week. The focus of the program is design and modeling, culminating in Robotics. The STEM initiative also includes the instruction of coding. An engaging, hands-on, collaborative classroom environment is essential in solving real-world problems.

The St. Isaac Jogues Preschool opened in Fall 2016 for ages 3 and 4. The preschool is a play-based curriculum centered on exploration and the social and emotional development of each child. Instruction is aligned to the academic goals of the primary curriculum with the adoption of phonics as the anchor for reading readiness and math manipulatives and number recognition as the foundation for mathematics instruction. Opportunities in the arts, religion, science and technology, using mini-iPads, music and movement, language and literacy exist throughout the three and four day programs.

In support of the Catholic mission, St. Isaac Jogues offers all students, K-8, religious instruction through daily class, prayer, scripture study, sacramental preparation and weekly all school mass. In continuing to foster our commitment to faith, students participate in the all-school Rosary, Stations of the Cross, Reconciliation, Faith Rallies and vocational conferences for our upper grades. The students also form community through their Faith Families.

St. Isaac Jogues offers instruction in the Spanish language for grades K-8. Kindergarten through grade 2 has 60 minutes of instruction per week, grades 3-5 engage in 90 minutes of instruction, and grades 6-8 are offered 100 minutes weekly. Instruction in Spanish begins with vocabulary and word recognition through seasonal topics and song in grades K-2 and progresses to fundamentals of grammar and usage extending to grades 7-8 with conversation and written communication. The language instruction is built on 4 pillars of literacy: reading, writing, speaking and listening. The goal of the program is to have students ready for Spanish 2 upon entering high school.

The Physical Education (PE) program concentrates on developing the whole child as the curriculum embraces the basic concepts of games and sports with the development of lifelong behaviors that support health and nutrition both physically and mentally. Students in grades K-4 are engaged in 90 minutes of instruction per week, while students in grades 5-8 have 100 minutes of instruction. Integrated within the 5-8 grade lesson design is health instruction. The goal of the health program is for students to acquire the knowledge, attitudes, and skills needed for making sound decisions which promote a healthy lifestyle. Topics addressed include nutrition, mental and emotional health, physical activity, substance abuse, and violence prevention. The topic of substance abuse is also covered in the DARE program for grades 6 and 8 through the Hinsdale Police Department resulting in a DARE graduation ceremony.

Music instruction is offered to all students, grades K-8. The music curriculum is designed to deepen each child's understanding of the elements of music. Students have the opportunity to create and perform music as well as receive instruction in the basics of reading music. Students also study the role of music within a civilized society. Music class is 45 minutes per week for grades K-4 and 50 minutes per week for grades 5-8. Band, 5-8, and choir, K-8, are offered as co-curricular programs.

St. Isaac's students attend Art class to initiate creativity, to explore a variety of art materials, and to broaden their outlook of the world. Kindergarten through grade 5 have 45 minutes of instruction per week. They are taught Art History and Fine Arts via drawing, painting, and three-dimensional construction.

Grades six through eight engage in 50 minutes of weekly instruction emphasizing the vocational side of art and design. Lessons include graphic design, architecture, and computer graphics.

The delivery of media, both print and electronically, is afforded students through weekly visits to the Information Commons and the daily use of the iPad. St. Isaac's had a 1:1 iPad deployment for grades 3-8 in Fall 2015 and a class set purchased for Preschool through grade 2. Technology instruction is integrated throughout the core curriculum. The librarian collaborates with teachers to develop units and design learning strategies to meet the students' needs while stimulating interest in reading, viewing, and using information. Students in grades kindergarten through sixth attend scheduled information literacy classes one time per week where the curriculum of digital citizenship is addressed. Junior high students engage in the research projects directly related to the Science Fair for grade 7 and a Confirmation project for grade 8. Information literacy topics of the 21st century and ethical behavior are included in the instruction.

With the adoption of technical literacy for all grades, teachers have worked to scaffold skills to enable students to create presentations via iMovie, work with Google classroom for collaboration, use Apps to assess learning in real-time, and the electronic delivery of assignments and assessments to ensure immediate feedback. Junior high students may participate in a Broadcasting Class to showcase their technical skills.

St. Isaac Jogues envisions personalized learning for each student. This is accomplished through differentiated instruction. Common instructional delivery of literacy and numeracy is provided through the framework of the Daily 5 and Daily 3 in grades K-4, the Reading Workshop for grades 5-8, and Math instruction based on skill level. Skills are scaffolded throughout the curriculum providing the building blocks for a cohesive, viable curriculum.

Robert Marzano, *Classroom Instruction that Works*, provides the framework for instructional strategies at St. Isaac Jogues School.

The goal of assessment is to employ the data to drive instructional changes and pacing. The testing program includes internal assessments, textbook tests, and quizzes provided by the publishers, readiness tests and standardized tests including high school placement tests for 8th grade students. Standardized testing such as the ITSB, MAP, and ACRE are administered throughout the school year to monitor progress regarding each student's individual academic performance. Annual standardized tests are administered in grades three through seven in accordance with Diocesan directives.

B. Report Cards – SchoolSpeak Program

Report cards are issued three times a year. These reports offer an opportunity to better understand each student's progress. The report card envelope is to be signed and returned to school in each of the two trimesters.

The grading scale conforms to the scale defined by the Catholic Schools Office of the Diocese of Joliet. Honor roll stature may be achieved by students in grades seven and eight. The A, B, C system is used in grades 4-8 and is defined as follows:

- A = 93% - 100%
- B = 85% - 92%
- C = 77% - 84%
- D = 70% - 76%
- F = Under 70%

Kindergarten and primary grade report cards use a separate diocesan grading scale. The achievement grade is objective and based on the child's performance as measured against standards. During the initial part of each school year the teachers will communicate their grading criteria and expectations to parents and students.

C. Parent/Teacher Conferences

Parent/Teacher conferences are held after the first grading period. Dates will be posted in the school newsletter. Parents will sign up for the conference on the electronic sign-up form which can be accessed through SchoolSpeak. Parents or teachers may schedule additional conferences as needed. Most often, problems are resolved when parents and teachers communicate directly. Only when this contact has not been effective are parents advised to confer with the principal.

Parents wishing to speak with their child's teacher should call or email the teacher for an appointment. The principal will meet with parents provided that the parent has spoken with the teacher first. Teachers and/or the principal may request a conference with a parent by written request or phone call. Appointments are made at the convenience of both parents and teachers. Spontaneous conferences are discouraged.

D. Non-promotion

Students completing a grade's work to the best of their ability will be promoted to the next grade. The promotion is based on the completion of grade level standards as well as the required school attendance and compliance to the expected school behaviors. When it is probable or certain that a student will not be promoted, the parent(s) or guardians will be informed and a written record of the notification will be kept on file in the school. When the parent or guardian refuses the school's recommendation, that refusal must be in writing.

E. Exceptional Learners

St. Isaac Jogues operates from the premise of All Are Welcome. We recognize the uniqueness of each child and the strengths and weaknesses each possesses. Should a learning need be recognized, our Resource staff will develop a plan to serve the needs of that student.

St. Isaac Jogues has a Director of Special Education, an additional resource teacher, a Reading Specialist who serves kindergarten through third grade and has access to specialists when needed. The parent, in communication with the teacher, may request services from the public school in the area in which the student resides. Acceptance for services is based upon the criteria set forth by the public school district.

St. Isaac Jogues has a viable TAT (Teacher Assistance Team) composed of the resource teachers, reading specialist, speech pathologist, Director of Student Services and the Principal. Students are referred to the TAT team when in class interventions are not evident in the academic progress of the student. As students feel challenged by a rigorous curriculum, they continue to be supported by the specialists through the Teacher Assistance Team (TAT). Teachers' concerns, such as frequent absences, emotional and social concerns, and any changing pattern within a student's behavior or academic performance are brought and discussed in TAT. TAT assigns a point person, a follow-up date, and then communicates back to the teacher. The goal is every teacher is responsible for the learning of every student; TAT operates as a think tank to problem solve as a unit.

The Exceptional Learning Center offers opportunities for all students. Skill groups, social groups, enrichment opportunities, and various programs which support learning will be available for all interested students.

F. Counseling Services

St. Isaac Jogues has one school counselor. Under the direction of the Principal, the counselor plans and provides for appropriate services for students. The primary focus of the PK- 8th counselor is to ensure that all students have access to the resources necessary for successful academic and social/emotional development. School counseling services are part of the regular education curriculum and parental permission is not required for a student to visit the counselor. Parental permission will be requested when a student is scheduled to meet with the counselor on a regular basis for on-going services.

The school counselor provides the following services:

- Individual meetings with students who have been identified as being able to benefit from meeting with the school counselor. Topics of these meetings will vary and may include social emotional skills, regulation of emotions, family or school concerns.
- Unscheduled individual or group meetings with students in response to an immediate situation at home or school

- Scheduled small group sessions with students
- Work with students to develop skills of time management, organization and overall study habits.
- Help students understand and cope with social and/or behavioral issues
- Collaborate with teachers, administrators and parents for student success
- Participate in parent/teacher conferences
- Report signs of neglect or abuse to outside legal resources
- Specific classroom and grade level lessons requested by teachers
- Recommendations for outside individual or family services for situations requiring long term counseling

G. Diocesan Standardized Testing

Diocesan standardized testing is provided for students in grades three through seven. (Grade 8 students are asked to take their public high school entrance exams.) Results of these tests are shared with parents. Teachers assess the results to design instruction that focuses on the learning needs of the students. The tests for third through seventh graders are taken in late September or early October. Results are received in November.

H. Field Trips

Field trips are privileges and are planned by the teacher to provide an opportunity for the student to learn outside of the classroom experience. Each field trip is planned and designed with learning outcomes which are communicated to the students before and during the excursion. Chaperones for such trips are determined by the teachers.

Before departing, students are required to bring a signed permission form (copy in back of this manual) from their parent or guardian indicating approval of the trip and allowing participation (Telephone calls cannot be accepted in lieu of proper forms.) All field trips are invoiced through our FACTS program.

VIII. Co-Curricular Activities

A. Religion

All-school Masses - The celebration of the Mass is scheduled each week for students. Liturgies are also scheduled throughout the year for special celebrations. Students participate in the preparation of the Mass and serve as lectors, altar servers, sacristans and choir members.

Sacraments - The Religion Education Office of the parish coordinates the preparation program for all sacraments. Students prepare and receive the Sacrament of Reconciliation in second grade. All students are encouraged to participate in this sacrament throughout the year when offered by the parish. Students are prepared to receive First Holy Communion in second grade. Information and dates for this sacrament are sent home throughout the year.

Eighth grade is the year for preparation and reception of the Sacrament of Confirmation. Students will receive this sacrament in accordance with the Bishop's schedule. In each sacramental preparation program the parents are recognized as the primary educators. Parents attend preparation meetings and work at home with their child. This cooperative effort can result in a spiritually rewarding experience for parents and children.

B. Library/Media Center

St. Isaac Jogues maintains a school library/media center to support the curriculum, teach information skills, and encourage the reading of quality literature as well as materials that are chosen by student interest. Students have regularly scheduled library time for instruction, research, creating i-Movies, and materials checkout. At the teacher's discretion, students may come to the library at other times during the school day.

The library also houses the Navigator program. A navigator is a 7th or 8th grade student who works with a primary student during their lunch hour to work on skills for both remediation and enrichment. The premise of the Navigator Program is all learners have the same destination, but the course traveled may differ. Each Navigator offers service to the primary children within St. Isaac Jogues.

C. Student Activities

Altar Servers

Students in grades 4-8 are given the opportunity to be servers. Good conduct and a commitment to serve Mass as scheduled is expected at all times.

Athletics

All intramural and interscholastic sports programs for boys and girls follow the guidelines of the Diocese of Joliet. Students in grades five, six, seven and eight may participate in interscholastic sports. St. Isaac Jogues follows a no-cut policy for all participating athletes. However, participants must maintain academic and behavioral standards. See the *St. Isaac Jogues Athletic Guidelines* in the Form Section.

Student Council

Students in grades 6 through 8 are the active, voting members of the Student Council. Homeroom representatives are elected from sixth, seventh, and eighth grades in September, and eight board members from eighth grade are installed at the end of their seventh grade year. The constitution and by-laws of the organization contain the structure and procedures.

Two faculty moderators supervise all activities with administrative approval. The St. Isaac's Student council holds membership in the Illinois Association of Junior High Student Councils which provides guidance and leadership workshops.

Model UN

Model UN is offered to students in grades 6-8 in preparation for participating in a Model UN experience at the secondary school level. There is a fee associated with Model UN which covers the professional expenses of the UN moderator.

Speech Team

Speech Team is open to students in grades 6-8. Students will work during their lunch hour with the Speech Team moderator to prepare for local competitions. There is a minimal fee associated with Speech Team to cover the entrance fees for the competitions as well as the stipend for the sponsor.

Broadcast/Journalism Club

Students in grades 5-8 are invited to join the St. Isaac's Broadcast Journalism Club. Students will work on broadcasting an SIJ News Show. Students will edit, write, film, or anchor the news program. No fee is associated with this club.

Book Club

Students in grades 7-8 may elect to participate in Book Club. A book is assigned per month and book discussions will follow. The only fee associated with Book Club is the cost of the book.

Summer Program

Opportunities for enrichment are provided during two week long sessions each summer. The sessions are taught by our teachers and offer students the opportunity to engage in activities which apply their content knowledge to real-life experiences. Check the website for the current offerings and description of classes.

D. Miscellaneous Activities

During the school year a variety of special events and activities are scheduled. Details about these events are outlined in the monthly newsletters. These events include, but are not limited to, the following:

Band: An extra-curricular band program is offered for grades four through eight. Contact the school band director for information.

Book Fair: Parents may view and purchase selected books for their children. The book fair is held in early November.

Charitable Collections: Contributions to charitable organizations must be approved by the principal. All-school collections for charities are sanctioned by the school office prior to the opening day of the school year.

Choir: An independent choir composed mainly of St. Isaac Jogues students practices before and/or after school. This choir performs at school events and enters various local competitions. In addition to Cadence, the show choir, an entry level choir program for children in grades 1-5 is offered.

D.A.R.E.: Drug and alcohol resistance education classes are provided for sixth graders by an officer of the Hinsdale Police Department. Follow-up activities for the upper grades are also presented.

Faith Rally: Students form Faith Families. Each Family is composed of students in grades K-8. Various events throughout the year bring the families together: all-school Rosary, Stations of the Cross, and Faith Rallies. Faith Rallies culminate with Adoration and assists in forming a sense of community within our school.

Halloween Walk: Our first and eighth grade students participate in a costume contest. A theme is chosen, and children work in groups to create a festive spirit on Halloween.

May Crowning: Our second and eighth grade classes prepare a liturgy in May that includes the Crowning of Mary.

Open House: Parents are invited one evening early in the school year to visit their child's teacher(s) and to hear about the expectations and areas of focus for the upcoming academic year.

Picture Day: Student class pictures are taken in the early part of the school year. This is a "dress up" day for all of our students.

Special Lunch: Periodically throughout the school year special lunches are offered to our students with the help of the Parent/School Association. A variety of vendors are used for these events.

Track & Field Day: Each May the school has an event day for friendly and fun competition among the students. This takes the place of individual class picnics.

IX: Diocese of Joliet

St. Isaac Jogues fully adopts the Handbook of School Policies of the Diocese of Joliet.