



## 2011-2012 Student Handbook

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# JOSEPHINUM ACADEMY SCHOOL POLICES AND EXPECTATIONS

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## HISTORICAL BACKGROUND

Josephinum Academy, 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.

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## PHILOSOPHY

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

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

### GRADUATION REQUIREMENTS

<b>Class/Subject</b>	<b>Credit Hours</b>
Religion	3
English	4
Writing	0.5
Social Studies	3
Mathematics	4
Science	3
Foreign Language	3
Consumer's Education	0.5
PE/Health	1/0.5
Fine Arts	1
Technology	0.5
Freshmen Academy	1
Electives	1
Capstone	0.5
College Prep	0.5
<b>Minimum Total</b>	<b>27</b>

\*\*Successful completion of the Senior Capstone Project is a high school graduation requirement.

## **ACADEMIC POLICIES**

The State of Illinois and other accrediting agencies set standards for middle schools and high schools. All students must meet these standards, as well as Josephinum Academy's requirements to graduate.

## **CREDITS**

Credits of transfer students are evaluated upon admission. For students entering from schools that do not have Religion or Language requirements, Religion and Language credits may be waived. Students entering from a religious school must have completed their Religion requirements. In addition, credits earned at schools other than Josephinum Academy are not included in students' GPA.

All Josephinum students are required to be full-time, taking seven courses each semester. Students should acquire 3.5 credits per semester/7 credits per year. At the beginning of the school year, students need the following:

7 credit hours to be a sophomore  
14 credit hours to be junior  
21 credit hours to be senior

To participate in the Junior Recognition Ceremony, a student must have 15.0 credits by the end of the fifth semester.

To participate in the senior prom, seniors must have 21.5 credits (or the equivalent) by the end of the seventh semester.

All students are required to take the ACT in April of their junior year. Additionally, students are encouraged to take it again in October of their senior year.

Seniors must complete **ALL** graduation requirements in order to walk with their class and receive their diplomas on graduation day.

## **GRADING SCALE**

A = 93-100      C = 75-84      F = 0-69  
B = 85-92      D = 70-74

**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 three 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.

## **GRADES / PROGRESS REPORTS**

Josephinum Academy's school year is divided into two semesters, comprised of four quarters. Grades are given each quarter and semester. Semester grades are final, appear on the transcript, and are mailed home in January and June; these grades determine the number of credits and are calculated into the GPA. Quarter grades are not final grades and are picked up at Parent / Teacher conferences in October and April. In addition, progress reports are sent home midway through each quarter, to update students and guardian(s) of student progress.

### **PARENT TEACHER CONFERENCES**

Parent/Teacher Conferences are held after the first (October) and third (April) quarters. **Report cards are picked up by parents or guardians at the regularly scheduled parent/teacher conferences. The dates are listed on the school calendar.**

### **ACADEMIC INTEGRITY**

Academic integrity is highly valued by the Josephinum community and, therefore, required of all of its members. Homework, papers, major assignments and tests are to be the work of the individual student. Evidence of a lack of academic integrity will be taken very seriously and may be grounds for receiving no credit for a test or assignment, as well as disciplinary review. Furthermore, if a student is caught cheating or plagiarizing, her parent/guardian will be notified by the teacher, regardless of the severity of the case.

### **TECHNOLOGY POLICY**

For the purpose of educational excellence, Josephinum Academy provides the privilege and promotes technological resources for students, faculty and staff. These resources include individual netbooks as well as email and internet access. Prior to attaining these rights, each member of the school community signs an annual **Student Use Contract for Computer/Network/Internet**. Any violation of this contract will result in an individual's loss of network access as well as her netbook. Additionally, the student's behavior will be taken into consideration as it relates to our discipline policies, with the possibility of disciplinary action, including potential suspension or expulsion.

**Some examples of offenses include, but are not limited to, the following:**

- Use of obscene or offensive language and/or graphics
- Display or communication of inappropriate messages/graphics including (non-Josephinum account) email and chat rooms.
- Use of internet to harass, intimidate or threaten others
- Using/tampering with another's files, folders, or individual's works
- Violating copyright laws (including using anything affiliated with the Josephinum Academy and Sacred Heart name and/or logo)
- Using another's passwords or usernames
- Creating false documents
- Printing inappropriate and offensive lyrics, messages, images and / or graphics
- Unauthorized downloading of programs containing inappropriate and unacceptable materials
- Intentional damage to computer hardware and software

### **HOMEWORK POLICY**

- A. Students are encouraged to record their assignments every day in their on-line calendars.
- B. Students are expected to turn in homework the day that it is due.
- C. Individual teachers have the right to determine homework policies, and make their expectations and policies clear at the beginning of their course, and in their syllabi.
- D. Homework missed after an excused absence is due the first day after the student returns.
- E. Teachers may require a student to stay after school on an appointed day to make up work that is late or missing.
- F. Teachers have the right to give no credit for work that is more than one day late after an excused absence.
- G. A pattern of late or missing work is interpreted as a lack of academic responsibility and parent(s)/guardian(s) will be called by teachers.

### **HONOR ROLL AND ACADEMIC AWARDS**

Each semester Honor Rolls are published based on grades earned that semester:

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

The Honors Assembly in January recognizes honor roll achievements for Semester 1. The Academics Awards Assembly in May recognizes high levels of academic achievement through Quarter 3.

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

### **ENROLLMENT IN ADVANCED PLACEMENT (AP) COURSES**

**Students who are enrolled in Advanced Placement (AP) courses are expected to take AP exams in May.** While there is a charge for the testing, the opportunity to accrue college credit far outweighs the cost of the tests. Colleges determine what is considered a passing score and whether to give college credit or to waive elementary college level courses. In either case, students benefit in terms of time, effort, and money. Successful students may accumulate 3-5 hours of college credit for each successful AP score or they may have the opportunity to begin with more advanced college level courses. Students should consult college catalogs for the policies of individual colleges and universities. Issues related to this policy can be discussed with the counselor, teacher, and/or academic dean.

### **SENIOR COLLEGE PREP COURSE**

**All students in grade 12 are required to take the College Prep course during first semester in order to successfully compete for college admission and financial aid.** College admission, success, and degree completion require a myriad of skills, along with self-understanding and a strong knowledge base. Seniors who invest their time and effort into this class are more likely to find schools that match their needs, interests, talents, and abilities. During the course of the semester the following topics are covered: developing a resume, writing a personal statement, choosing majors & colleges, registering & preparing for second ACT, meeting with college representatives, applying to colleges, navigating college fairs, using internet resources, understanding college websites and catalogs, paying for college, applying for financial aid/scholarships, dorm life and campus safety, and much more. This course is issued 0.5 credit for successful completion; the semester letter grade is included in the GPA.

### **COLLEGE ADMISSIONS FEE WAIVERS**

Most colleges and universities change an admission fee for students to apply to their schools. Students who have free/reduced lunch forms on file at the beginning of the school year are entitled **to no more than 7 college admission fee waivers**. Over and above this limit, students/families will need to pay the admission fee required by colleges.

This policy is in line with expectations that seniors be judicious about the schools to which they apply. Usually, students apply to no more than 5-7 colleges/universities. In the College Prep class, they are expected to apply to 3-5 schools. Seniors are encouraged to choose a school that matches their interests and abilities, a school where they are certain of admission, and a college that would be a “stretch” or dream school.

### **VALEDICTORIAN AND SALUTATORIAN HONORS**

The valedictorian and salutatorian are the senior members of the graduating class who have attained the two highest overall grade point averages from grades 9-11 and the first three quarters of grade 12. To be considered for valedictorian and salutatorian, students must be enrolled in Josephinum Academy for a minimum of four semesters (specifically, 11<sup>th</sup> and 12<sup>th</sup> grade). In addition, only full-time students at Josephinum will be considered for class rank.

### **SACRED HEART GOALS PORTFOLIO -**

The Sacred Heart Goals Portfolio is an essential piece of the college preparatory program at Josephinum Academy. It is linked directly to the *Goals and Criteria for Sacred Heart Schools in the United States*. The Sacred Heart Goals Portfolio is designed to demonstrate that each student has met very specific standards of success at Josephinum. Students in 9<sup>th</sup> through 12<sup>th</sup> grades will explore two Sacred Heart Goals each year. Sets of guidelines and standards are derived from these goals to direct students in the portfolio process. Students compile evidence of their learning based on these guidelines and standards during each academic semester. Portfolios are submitted and presented to a panel of judges at the end of the semester. Because the portfolios are such a critical piece of our college preparatory program, they are worth **10% of the final grades for each course**.

In addition to exploring Goal 2, all seniors are assigned Goal 3 (A social awareness which impels to action) as their focus for a Capstone project. The project requires students to take a position on a social issue of importance, conduct college level research, create an outline, organize ideas in written form, and defend their ideas orally in front of a panel of judges. All seniors take a semester long Capstone course, designed to prepare them to succeed on this project. The intent of this program is the development of skills that will prepare students for college. **Successful completion of senior Capstone is a graduation requirement.**

### **FRESHMEN ACADEMY**

The Freshmen Academy is a required component of the 9<sup>th</sup> grade schedule. It is an extended day program that begins during 8th period and ends at 4:00pm. The purpose of the program is to establish a strong academic base in preparation for college, allowing students to experience academic success early on, which is most critical in their first year of high school. The Freshmen Academy allows students to complete their homework, have available tutors, participate in team building activities and learn organizational and study skills. **Successful completion of Freshman Academy is a graduation requirement.**

### **FAILURE POLICY**

- A. Ordinarily make-up courses 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, but may need to take proficiency test(s) here to assure correct course placement.
- B. Students taking courses in summer school must have these courses approved by the Assistant Principal, with any failed courses having first priority. This ensures that students are taking the courses needed to receive proper credit. **Summer school credits must be brought in immediately upon completion.**
- C. Students may make up failed courses at Josephinum if schedule permits.
- D. Correspondence or other external courses require prior approval by the Assistant Principal.
- E. Seniors who are making up courses for graduation must have the *official notification of completed credits* in the office **at least one week before graduation. Courses in progress cannot be counted.**

### **COURSE CHANGES**

Course changes take place before the beginning of each semester. If teachers find students inappropriately placed in a course, they notify the Assistant Principal within the first ten days of the semester.

### **ADMISSION/TRANSFER GUIDELINES**

Students may enter the school at the beginning of the year or at the semester if we are able to place them in the courses they require. Transfer seniors will only be admitted at the beginning of senior year, and are made aware of required credits for graduation.

To be admitted students must:

- 1) Present current/completed grades to date
- 2) Have present school fill out a Josephinum discipline form and return it to Josephinum
- 3) Take an entrance exam, provide a writing sample and submit a letter of recommendation from a teacher
- 4) Have parent/guardian fill out all admission materials
- 5) Pay the registration fee and first month's tuition upon acceptance

### **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 9<sup>th</sup> grade and for transfer students from out of state. The physical exam must be completed and dated within the previous 12 months and be reported on the Illinois Certificate of Child Health form. **All health forms are to be completed and on file by October 15.** Students who have a medical reason for limited physical activity must have a doctor's note on file in the office. Students who have a medical excuse concerning Physical Education must have it approved by the Principal and on file in the office. The Principal will notify teacher(s) of any special restrictions.

### **TRANSCRIPTS AND TRANSFERS**

A **transcript** is an official record of the student's grades, credits, grade point average, standardized test scores and attendance. The fee for each transcript is \$5 (except for the first copy).

A **transfer** is an official paper showing a student is moving to another school. In order for a transfer to be issued, the school must have the parent / guardian submit a written request including the name and address of the new school and the reasons for the transfer. An official transcript will not be issued if all financial obligations are not met in full; however a transfer may still be granted in this circumstance. If the transfer occurs during a school year, the student will be accompanied by the Dean of Students as she returns books to her teachers and the library and cleans out her locker. Any student transferring out must submit her student ID to the Dean of Students.

School records are only released to authorized individuals. 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.

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## ATTENDANCE POLICIES

### **ATTENDANCE DEFINITIONS**

To receive maximum benefit from the education offered at Josephinum Academy, students are expected to attend school regularly and punctually. The goal of education at Josephinum Academy is to prepare our young women for the world of work and post secondary education where absences and tardiness are taken very seriously. In addition to attending all classes, students are required to attend assemblies, the Heart, masses, and all other scheduled activities.

**If a student is ill and unable to attend school due to a serious illness, parents or legal guardians are requested to call and notify the school before 8:30 a.m. giving the reason for the absence. 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 or guardians will not be accepted. A doctor's note is required for three or more consecutive days of absence. Missing three (3) or fewer class periods is equal to ½ day's absence; 4 or more missed periods will equal a full day of absence.**

**The school will determine whether the absence is excused based on the following definitions:**

1. **Excused Absences** are those the school administration approves. They include: serious illness, court appearance, injury or hospitalization, death in the immediate family. Any other special circumstances must be approved by the school administration. Permission for these absences must be requested in writing by the legal parent or guardian. When an absence is considered excused a student may make up missed work and tests for credit.
2. **Unexcused Absences** are absences that have not been approved by school administration. For each of a student's first two unexcused absences, a parent will be notified and the student will have 3% deducted from their semester average. A third unexcused absence will result in a failing grade for the semester.
  - a. **Cutting Class:** Cutting class is when a student is in school and absent from a class without a pass. This is considered an unexcused absence and the consequences outlined above apply. **There are no "cut days" approved by the administration at Josephinum Academy.**
  - b. **Truancy** is when a student is absent from school without the knowledge or consent of a parent/guardian. This is considered an unexcused absence and the consequences outlined above apply.

3. **All students are expected to arrive to class on time and prepared. Students should be in their seats when the tardy bell rings. Unexcused Tardies** are those that the school will not approve. They include but are not limited to, transportation problems and oversleeping. If a student is late for school, she must always stop in the main office for a tardy slip in order to be admitted into class. The tardies will be listed on the attendance log. In addition, students may earn unexcused tardies for being late to any of their classes without a pass. If a student needs to use the bathroom or see another faculty/staff member, she must report to class first and obtain a pass. Once a student earns three (3) unexcused tardies in a semester, her semester grade will begin to be lowered by 2% for each additional tardy accumulated.

#### **EXCESSIVE ABSENCES**

Students are allowed no more than 8 absences (excused or unexcused) per semester unless due to serious illness. Students with excused absences are responsible for making up any missed assignments. Excessive absences will result in a conference with a member of school administration.

#### **ABSENCES AND PARTICIPATION IN EXTRA-CURRICULARS**

Any student absent from school on a given day may neither practice nor participate in a sport or other extra-curricular activity (club, dance, etc.) without permission from the principal.

#### **EARLY DISMISSALS**

Early dismissals must be arranged in advance. The parent/guardian must send a note or call the main office stating the time and reason for dismissal. The student must be signed out or verbally released by the parent/guardian through the main office. Any missed work must be made up.

#### **HALL PASSES**

If a student is outside of her designated class area, she must have a written pass. Any student moving through the hallways without a pass will be subject to questioning and potential disciplinary action.

#### **ILLNESS AT SCHOOL**

A student who is ill during the day must first report to her classroom and obtain a pass to go to the office. If a student's illness is serious enough to warrant going home, a parent/guardian or adult designated by the parent/guardian will be notified. If a student's condition requires immediate medical attention, paramedics will be called and the parent/guardian will be informed immediately. The Principal or another designated administrator will accompany the student in the ambulance and will bring the student's emergency information form with the parent's/guardian's signature giving authorization to attend to the child if the parent has not been able to be contacted.

#### **LEAVING THE PREMISES**

Josephinum has a closed campus. Students may not leave the building until the end of the school day without express permission from a parent/guardian or school administration. For safety reasons students are encouraged to wait inside the school if they are being picked up at the end of the day. **The school building closes at 4:30 p.m. Students unaccompanied by an adult will be asked to leave at this time.**

#### **FIELD TRIPS/SERVICE DAYS**

Field trips and Service Days are a vital part of the Josephinum curriculum. Students are expected to attend. 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. Josephinum requires all students to complete 60 hours of service as a graduation requirement. Students that are absent for Service days are required to make up service hours they have not completed.

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## STUDENT RULES AND REGULATIONS

### BEHAVIORAL EXPECTATIONS

Our behavioral expectations grow naturally out of our philosophy, and assume the development of a thoughtful and respectful attitude in all of our students. Our hope is to awaken an awareness of self and appreciation of others in each student. In assisting students to develop the personal resources to deal constructively with life, we hope to encourage a love of learning as a lifelong process.

### THE “JO M.O.” AND FAR PRINCIPLES

The “Jo M.O.” refers to the way we expect our students to behave while at Josephinum. It is linked directly to the Sacred Heart Goals and based on three core principles, the FAR principles. Students at Josephinum are expected to:

- **F**ollow School Rules This principle is directly linked with Sacred Heart Goal 5 (wise freedom). All students are expected to: (1) dress in full uniform (2) store electronic devices during times they are not allowed (3) arrive to class on time and prepared and (4) follow Student Pass procedures
- **A**ctively Learn - This principle is linked with Sacred Heart Goal 2 (intellectual values). This is defined by the Josephinum community as contributing to class through actively participating. Students are expected to: (1) listen, vocally contribute, take notes, ask questions, etc. (2) maintain learning position throughout class (i.e., not slouching, no heads down, etc.) and (3) focus on content from bell to bell
- **R**espectful Communication - This principle is linked to Sacred Heart Goal 4 (building community). This focus is meant to help equip students with the communication tools they need as well as set expectations for the manner in which they interact with others. Students are expected to: (1) follow procedures for expressing oneself based on context (e.g. raise hand in the classroom, wait your turn to speak in conversation/discussion) (2) respect the opinions of others by listening, even if there is a difference of opinion (3) maintain an appropriate voice level when communicating both inside and outside the classroom (4) give respectful and appropriate physical responses to others' communication (e.g. eye contact, positive body language) (5) give respectful, appropriate verbal responses to others' communication (e.g., no put-downs, harsh sarcasm, etc.) and (6) give respectful, appropriate written responses to others' communication, whether on paper or electronically.

It is Josephinum's belief that if students can live up to these principles they will go **FAR!**

### UNIFORM POLICY

Students, as a sign of self-respect, are expected to be neat, clean and well groomed. The school uniform is described below.

**The school uniform is as follows:**

- **Uniform Top:**
  - Required*** – Plain white polo or button down blouse (short or long sleeve)
  - Recommended*** – Navy blue oxford (v-neck) sweater – must be purchased from SchoolBelles (see bottom of section for ordering information)
    - \*Students are not allowed to wear sweatshirts or non-uniform sweaters
    - \*If a student chooses to wear a long-sleeved undershirt, it must be solid in color and either white, gray, navy blue or black
- **Uniform Bottom:**
  - ***Gray Pants*** – must be purchased from SchoolBelles only – No exceptions

## OR

*Skirt* – must be purchased from SchoolBelles

- Socks – Predominantly white, gray, black, or navy colored
  - Also acceptable are white, gray, black, or navy solid colored leggings
- Shoes – Predominantly black, white, brown, or gray with a closed back (tennis shoes are acceptable as long as they are predominantly black, white, brown, or gray)

Note: Students are not allowed to wear any article of clothing not considered part of the official school uniform as listed in detail above. Please note again that most major uniform pieces (pants, skirts, and sweaters) **must** be purchased from Schoolbelles School Uniforms. The only exception is the white polo or blouse. Orders may be placed at [www.schoolbelles.com](http://www.schoolbelles.com) or 1-800-637-3037. The school code is S2361 (this code is necessary in order to access the pieces of the uniform available).

### NON-COMPLIANCE TO UNIFORM POLICY

If students are out of uniform they must remove the item(s) considered out of uniform. If students fail to remove the item they are asked to leave the classroom, a parent/guardian is notified, and disciplinary action results. Additionally, students are not readmitted to the classroom until they are in proper uniform. If students are out of uniform and unable to comply with the uniform policy, they are sent home with the possibility of returning in uniform.

#### **The following items/styles will NOT be allowed;**

- Any article of clothing not part of the Josephinum Academy uniform.
- No cuffing or rolling up of pant legs or cuffs
- No rubber bands, any type of elastic band or ties around cuffs of pants legs
- Suspenders or chains
- Any vest, jacket or coat
- Rollers, combs or hair picks
- Hats, scarves or any type of head covering
- Shirts or pants that are not buttoned/zippered up
- Uniform pieces that are not in good condition (due to improper storage, damage, lack of washing, overuse, or any other reason)
- Any article of clothing that appears to not fit (either too small or too large, as determined by administration)

### OUT OF UNIFORM DAYS

#### **SPIRIT DAYS**

- Students may dress down on days **specified by the school administration**.

#### **STUDENT BIRTHDAYS**

- Students are allowed to be out of uniform on their birthday. Students must **obtain a birthday out of uniform pass** from the main office on the morning of their birthday before going to class.

#### **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**).

### MAKING AMENDS THROUGH SERVICE (MATS)

As part of our restorative justice program, students will do community service projects (MATS assignments) to build up the community after breaking it down. MATS assignments may be issued for the following offenses (Note that these examples ARE NOT all inclusive):

- 1) Uncooperative behavior towards adults
- 2) Disrespectful behavior towards adults
- 3) Talking during a tornado or fire drill
- 4) Use of profanity

- 5) Disruptive behavior
- 6) Damaging or defacing of school property
- 7) Use of an electronic device (cell phones, MP3 and CD players, games, etc.) in inappropriate locations or at inappropriate times

### **MAKING AMENDS THROUGH SERVICE (MATS) POLICY**

Should students display a pattern of earning detentions, the following benchmarks will be maintained in the spirit of helping reverse the pattern:

**After three (3) MATS assignments** – The Heart room leader, parent(s)/guardian(s), and the Dean of Students meet to discuss and implement a behavior plan unique to the student's situation.

**After six (6) MATS assignments** – The Heart room leader, parent(s)/guardian(s), and the Dean of Students meet to review the student's behavior plan and the issues that have occurred since its implementation. Information is passed on to the Discipline Committee for recommendation on next steps.

**After nine (9) MATS assignments** – Referral to the Dean of Students and Principal, resulting in potential suspension, expulsion, repeating the school year, or other appropriate consequences.

### **DISCIPLINE COMMITTEE**

The Discipline Committee is comprised of the Dean of Students and several faculty members. This committee will review cases of a serious nature. Fighting, theft, harassment, gang activity, or a pattern of disrespect, disruptiveness or uncooperative behavior on school grounds are examples of this type of case. These examples are not all inclusive. The Discipline Committee meets to review information surrounding particular incidents in order to provide recommendations to the Dean of Students. The Dean of Students notifies the family of a decision within 24 hours. If the parent/guardian or student is not satisfied with the Committee's decision, they may appeal to the Principal within 24 hours of notification. The Principal is the final recourse.

### **DISCIPLINE CONTRACTS AND PROBATION**

When students are called in for conferencing, they may be placed on probationary contract. A contract is an agreement signed by a student, her parent/guardian, the Dean of Students, Principal and/or the Assistant Principal. Individual disciplinary or academic contracts are drawn up in relation to the behavior that has occurred and identify appropriate consequences should they be broken. Students remain on probation as is defined in the contract. If the contract is not adhered to or another behavioral incident occurs, further disciplinary action results.

### **SUSPENSIONS**

Students who demonstrate a pattern of misbehavior or who commit a particularly egregious violation may be issued a suspension. Suspensions 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 immediate suspension and /or Discipline Committee referral. The behaviors include but are not limited to the accumulation of MATS assignments, graffiti or vandalism (defacing or destroying school property), possession of drugs or alcohol or related paraphernalia, possession of any device intended to be used as a weapon, stealing, forgery, violation of a student contract, any kind of gang activity (words, symbols, hand signs, colors, clothing being worn in a certain manner, etc.) harassment, and the sounding of a false fire alarm. Absences due to suspension are considered excused. The student is responsible for making up any missed work.

There are two types of suspension: **(1) In-School Suspension** and **(2) Out of School Suspension**.

During **in-school suspensions**, students report to school on time and in full and proper uniform. They will be provided with a task, either academic or community-related, which they must attend to for the duration of their suspension.

During **out of school** suspensions, students are not allowed on school property, nor are they allowed to participate in or attend Josephinum Academy extracurricular events including but not limited to sporting events, dances, assemblies, etc.

### **DISMISSAL/EXPULSION**

Students may be asked to leave Josephinum if they consistently demonstrate an inability to meet the expectations of the school or if they engage in behaviors including but not limited to: defacing or destroying school property, possession or trafficking of drugs or alcohol, possession of any device intended for use as a weapon, stealing, violation of a student contract, any kind of gang activity (words representing, colors, symbols, colors, etc.), harassment, intimidation, or sounding a false fire alarm. Students who engage in physical fights will be recommended for immediate expulsion.

### **HARASSMENT**

No individual or group may verbally, non-verbally, or behaviorally intimidate, harass, or in any way try to pressure another person. While every individual has a right to his/her own convictions, within the school, **any actions perceived to be verbally, non-verbally (including but not limited to the use of a camera or any recording device as well as web pages, emails, etc.) or behaviorally intimidating or harassing of another individual or group of individuals will not be tolerated.** Josephinum Academy is committed to the growth and learning of all its members. Anything that jeopardizes the ability of the school to accomplish these ends will be dealt with accordingly.

### **SMOKING**

Smoking anywhere on school grounds / property is strictly prohibited and will not be tolerated and will result in disciplinary action.

### **ILLEGAL SUBSTANCES**

Students may not use or be in possession of drugs or alcohol in school or during any school-related activity. Students found trafficking in any illegal substance are referred immediately to the administration for disciplinary action. Students who possess drugs or alcohol, or are under the influence of drugs or alcohol, are removed from class or from the school-sponsored activity. Parents/guardians are notified immediately to accept custody. If necessary, the police are notified. Students appearing to have a problem with substance abuse will be asked to have an evaluation if they are to remain members of the school. If a problem is diagnosed, students are mandated to enter a rehabilitation program and to give proof of successful completion of such a program. Failure to comply with these conditions results in dismissal from the school.

### **POSSESSION OF ITEMS INAPPROPRIATE FOR SCHOOL**

- **Electronics Policy (Cell Phones included, Netbooks excluded):**  
Josephinum allows students to bring personal electronic devices to school, but takes no responsibility for their loss. Personal electronic devices must be stored inside book bags, purses or lockers throughout the school day. Any electronic item that is being used inappropriately may be confiscated. Such items include, but are not limited to cell phones, games, cameras, MP3 players, iPods, CD players, etc. Personal electronic devices may be used before school and during lunch ***in the cafeteria only***. They are not to be used at any other time or place during the day, including the hallways, bathrooms, classrooms or library. Students are asked to be respectful in use of electronics after school. Any usage that causes a disruption is expressly prohibited and will result in disciplinary action. Personal electronic devices are not allowed in the library at any time.
- **Weapons Policy:**  
***Students in possession of a weapon are referred immediately to the administration for disciplinary action with the potential of expulsion.***

### **SCHOOL PROPERTY**

Care of school property is every student's responsibility. A spirit of pride and respect for the school requires that all keep the school clean. Damage resulting from carelessness requires restitution. Students who deface or break school property will be punished according to the seriousness of the damage. If students find anything out of order, they should report it to the office immediately.

### **SEARCH OF PERSONAL PROPERTY**

Josephinum has the right to search student lockers and personal belongings when deemed necessary to protect the safety of the students and the school. Because the locker belongs to the school and is given to the student for use, no permission or student knowledge of the search is required. If the situation warrants, parents and police are notified. Depending upon the circumstances, disciplinary action may be taken.

### **LOCKERS**

A locker will be assigned to each student and she shall not be allowed to use any other locker. Students must give their lock combination to their Heart leader. 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 USAGE**

Students who must use the elevator because of injury or for some other special reason must obtain permission from the school administration. Students that use the elevator without permission will be subject to disciplinary action.

### **ATHLETICS**

Josephinum belongs to the Girls Catholic Athletic Conference (GCAC) and to the Illinois High School Association (IHSA) and as such adheres to their rules and regulations. Students participating on a school team must maintain a 2.0 GPA. The school has volleyball, basketball, soccer and softball teams. 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. Absence from school on the day of an event means students may not participate in any sporting activity on that day. Each team member is responsible to turn in all uniforms and equipment at the end of a season. Students that do not return school property will be responsible for compensating the school for the missing item(s).

### **SPORTS PHYSICALS**

In order to tryout and participate in the 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.

### **ASSEMBLIES**

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

### **SCHOOL DANCES**

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

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## **FINANCE**

### **BUSINESS OFFICE**

The Business Office is open from 8:00 am-4:00 pm Monday-Friday. Tuition payments will be taken in the front office. Every payment will be issued a receipt. It is important to keep the receipts in case there is any question about a family's account. If you have a question about your account, please meet with the Business Office personnel and bring copies of the appropriate receipts.

### **TUITION PAYMENT**

All tuition payments for the 2011-2012 school year will be made through Tuition Management Systems (TMS). TMS is a service that will facilitate tuition payments for all Josephinum families. The tuition rate for the 2010-2011 school year is \$4,500.

### **FINANCIAL AID**

Josephinum Academy has a limited amount of financial aid to offer to qualifying students whose families demonstrate financial need and assist in the scholarship application process. A student must be in good standing to be eligible for financial assistance. Financial aid applications are available in the Admissions and Business offices, and financial aid is available on a first-come-first-serve basis. Three yearly meetings with the Scholarship Coordinator are expected from parents to keep their child's financial aid current. **Any scholarship your student receives is first applied to her financial assistance.**

### **LATE PAYMENTS**

All payments are due by the 5<sup>th</sup> and 20<sup>th</sup> of each month, depending on your arrangement. All families are responsible for meeting their tuition obligation on a timely basis. If payment is not received by the due date, a late fee of \$30 will be assessed by TMS. Should you have difficulty in meeting your tuition obligation, it is your responsibility to notify the BUSINESS MANAGER so that special arrangements and adjustments to your agreement can be made.

### **TUITION DELINQUENCY – GRADE DISTRIBUTION POLICY**

1. If Registration and Student Fees are not paid in full by August 14<sup>th</sup>, the student's name will not appear on a class list, and the student will not be permitted to begin classes.
2. Once the school year starts, if tuition is not received by TMS by the 5<sup>th</sup> or 20<sup>th</sup>, according to your plan, a Past Due Bill will be sent within 4 to 6 days.
3. Student accounts must be paid in full before students will be permitted to begin classes. Students with past due balances will not be permitted to attend school until balances are paid in full.
4. If a tuition payment is 30 days late, a warning letter will be sent home.
5. Seniors with an open balance by May 2012 will not be permitted to participate in year-end activities (prom included) and graduation nor will they receive their diplomas.
6. Students academic records will not be released to parents or to another school until tuition is paid in full.

### **ADDITIONAL FEES**

New and returning students are required to pay a non-refundable registration fee and a student technology/book fee. The registration fee is \$100 per student on or before May 1; after May 1, it is \$150 per student. In addition, the student technology/book fee is \$300 and must be paid by August 14, 2011.

### **REFUND POLICY**

If a student withdraws prior to the first day of school, the entire tuition amount paid will be refunded. For students who withdraw from Josephinum Academy during the school year, tuition refunds will be issued on a pro-rated basis. **Tuition is required for any month in which a student is enrolled regardless of the number of days attended.**

### **PAYMENT CONDITIONS**

1. All payments will be applied to the oldest outstanding bill.

2. If your tuition payment is not paid on or before the due date, there will be a \$30 late charge. Late fees may be waived only in cases of emergency and provided that arrangements are made with the business manager prior to the due date. We do not accept post-dated checks.
3. Students who transfer into the school will be charged a pro-rated tuition.
4. Families will be assessed a \$20 fee for the first non-sufficient funds check, and will be charged \$50 for any additional non-sufficient funds checks. Future payments will be required in cash or money order after two NSF checks. If the final tuition payment is made after the final tuition due date, payment must be made by cash, money-order, or credit card ONLY.
5. In the event your account becomes delinquent, the school reserves the right to not grade the student's exams, reflecting an incomplete grade.
6. Any account that is not paid in full by May 20, 2012 will necessitate issuing incomplete grades, withholding diploma (if applicable) and not releasing an official transcript until the account is paid in full.

### **BOOK RENTAL**

We have a book rental program for many major courses in order to cut the cost for families. A student must return the rented book in good condition or she will be charged for the purchase of a new book.

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## **FRONT OFFICE**

### **OFFICE HOURS**

**The school office is open from 7:30 a.m. to 4:30 p.m. Students not participating in extra curricular activities must exit the building by this time, as there is no supervision after 4:30 p.m.**

### **VISITORS**

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

### **CTA PASSES**

CTA bus passes are available to students during September. After that time the student must get a CTA form from the office and follow the designated procedures. Students' behavior on public transportation is expected to reflect the values of the school and if there are confirmed reports of misbehavior the student may lose the privilege of a student bus card.

### **CHANGE OF ADDRESS/TELEPHONE NUMBER**

Students must report any change of address, phone number or legal guardianship to the Main Office.

### **OFFICE TELEPHONE USAGE**

Office telephones are strictly for school business. Office phones are to be used by students only in the case of an emergency.

### **MEDICATION**

No medication will be provided by the school. Prescription drugs must be turned in to the main office at the beginning of the day. It is the student's responsibility to request the medication when needed and to take it home at the end of the day. Asthmatic students with inhalers are to carry and to use them when necessary.

### **EMERGENCY SCHOOL CLOSING**

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

The school is part of a computerized storm service which announces school closings. Closings are announced on a daily basis on radio stations WGN-720am, WMAQ-670am, WBBM-780am; Channels 2, 5, 7, 9, 32, CLTV, and/or **www.josephinum.org**.

### **FIRE AND OTHER EMERGENCY DRILLS**

Josephinum makes a continuous effort to observe fire safety regulations and has established definite procedures for conducting fire and tornado drills. The Fire Marshall comes periodically to conduct timed drills. 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.

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## **GENERAL POLICIES**

### **PREGNANCY**

At Josephinum we believe and we teach that the proper context for the expression of genital sexuality is within the Sacrament of Marriage. We also believe and teach respect and reverence for life. If a student does become pregnant, she or her parents must notify the school so that a meeting can be set up to assure the student gets continuing medical care, has a plan for how she will be best able to complete her academic work, and has a support system that will insure her being able to handle becoming a parent.

### **PUBLIC DISPLAY OF AFFECTION**

Public display of affection (bodily contact) will not be tolerated in our academic setting or at any social activities and may warrant disciplinary action.

### **POLICY REGARDING AIDS**

As a Catholic educational community, Josephinum will admit and/or retain a student, faculty, or staff member who is a person with AIDS, ARC, or who is HIV positive after appropriate medical assurance has been provided indicating that the person does not pose a health threat to herself/ himself or the rest of the school community.

### **ASBESTOS**

Josephinum complies with the Asbestos Hazard Emergency Response Act for the School Facility or Facilities (AHERA, 40CFR 763).

### **DISCLAIMER**

School rules published in this handbook are subject to such changes as may be needed to ensure compliance with federal, state or local regulations. They are subject to such review and alteration as becomes necessary for effective operation of the school. Not all rules of behavior can be written and found in a handbook, but we expect all students to follow reasonable rules and not violate the rights of others. ***By enrolling at Josephinum it is understood that students and parents/guardians will abide by the rules and regulations in this handbook.***