



Student/Family Handbook 2021-2022

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Letter from the Principal

Dear Parents, Grandparents, Guardians, and Cougars,

Welcome to the 2021-2022 school year! We are excited to have students back in our classrooms and hallways, filling them with energy, excitement, and enthusiasm for learning! At Josephinum Academy of the Sacred Heart, it is our goal to ensure that each student is educated to reach her highest academic potential, empowered to discover her unique place in the world, and inspired to become a confident faith-filled leader. We believe our students are the future leaders who will make this world a better place. Chicago's longest-standing Catholic high school for women, Josephinum has a tradition of extending the boundaries of educational opportunity for the young women of Chicago, and Josephinum's decision to offer a robust college preparatory education is yet another example of our commitment to providing a quality education for our students.

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

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

I am honored to serve as the Principal of Josephinum Academy of the Sacred Heart. It is truly a privilege to lead such a supportive and caring community of learners. Together, let's make the 2021-2022 school year a great success!

Fondly,

Colleen Schrantz
Principal

MISSION

HISTORICAL BACKGROUND

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

PHILOSOPHY

Josephinum Academy of the Sacred Heart's philosophy of education is rooted in the belief that all people have an unlimited capacity to learn. Given the right context, the right tools, and the right support, this capacity will ultimately cultivate into a deep and passionate desire for growth.

Education, at its core, should be a transformative experience. It should foster an evolution of both mind and spirit. It should push students out of a comfortable world and into true risk taking and exploration. It should foster a sense of wonder and curiosity that keeps one thirsting for knowledge. It should encourage a love of learning; an uncontainable joy that stems from the pursuit of truth. Above all, it should develop in students a critical consciousness- a profound understanding of oppression and injustice and a desire to make change.

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

MISSION

Josephinum Academy of the Sacred Heart offers a world-class approach to academic excellence combined with holistic, moral, and spiritual development in a college-preparatory environment at an affordable price to all girls in the heart of Chicago.

VISION

To cultivate the future leaders, peacemakers, and visionaries of tomorrow.

SACRED HEART GOALS

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

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

SCHOOL LEADERSHIP

PRESIDENT’S ADMINISTRATIVE TEAM

Mr. Richard McMenamin	President
Mrs. Colleen Schrantz, M.A.	Principal
Dr. Shari Demitrowicz, Ed.D.....	Assistant Principal
Ms. Yaritza DeJesus, M.Ed.	Director of Student Services
Ms. Lori Grove.....	Grants and Scholarship Manager
Mr. Brian Cascarano.....	VP of Development and Marketing
Ms. Saundra Fleming.....	Chief Financial Officer
Ms. Kathryn Bartholomew.....	Head of Admissions

PRINCIPAL’S TEAM

Ms. Laura Forbes.....	Campus Minister
Ms. Lauran Smith.....	Scholarships and Student Life Coordinator
Mr. Erik Zilkowski.....	Athletic Director

FINANCE TEAM

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

FRONT OFFICE

Ms. Letty Pizarro.....	Office Manager
Ms. Peggy Alvarez.....	Food and Administrative Coordinator

HOME/SCHOOL PARTNERSHIPS

COMMUNICATION PLAN

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

EXPECTATIONS FOR COMMUNICATION

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

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

SHARED VALUES

As a Sacred Heart school, Josephinum Academy is committed to providing a holistic education that fosters the spiritual, intellectual, social justice and equity, and personal growth of its students. We commit to educate our students to:

1. A personal and active faith in God
2. A deep respect for intellectual values
3. A social awareness, which impels to action
4. The building of community as a Christian value
5. A personal growth in an atmosphere of wise freedom

We ask that you acknowledge and reinforce these goals for our students.

SCHOOL UPDATES AND EVENTS

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

PARENT NEWSLETTER

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

SCHOOL MESSENGER PHONE CALL/TEXT

Josephinum Academy uses School Messenger Phone System to call and/or text families with important information. You will receive an automated School Messenger phone message from the school for the following reasons:

- School cancellations/early releases due to weather or emergency
- Reminder about upcoming school event
- Emergency communications may be sent through this system

Upon the decision to close the campus due to weather, classes will be cancelled and the next day we are in school will be the next day in the scheduled, three-day rotation.

PRINCIPAL EMAIL

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

SOCIAL MEDIA

Follow us on:

Facebook - www.facebook.com/Josephinum

Instagram - www.instagram.com/the_jo_1890

Twitter - www.twitter.com/the_jo_1890

YouTube - www.josephinum.org/youtube

LinkedIn - www.linkedin.com/school/josephinum

STUDENT PROGRESS

SCHOOL TO HOME COMMUNICATION

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

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

BACK TO SCHOOL NIGHT

Josephinum Academy hosts one Back to School Night a year, typically in the month of September. The purpose of Back to School Night is to update families with all important information needed from the school, and to provide families the opportunity to meet their students' teachers as the new school year begins.

STUDENT-ADVOCACY CONFERENCES

Josephinum Academy hosts two Student-Advocacy Conferences a year: one in the fall and one in the

spring. Student-Advocacy Conferences are designed to allow ample time for a parent to meet with each of his/her student's teachers to discuss academic, behavioral, and social growth and progress. Students will be expected to articulate their progress to date with teacher feedback or input that aligns to their personalized goals.

SCHOOLGY

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

- As a habit of success **students** are expected to check Schoology on a daily basis. If a student is absent, they must check Schoology for what they missed in class as well as any homework that may have been assigned. Students must also regularly check their grades for up-to-date information on their individual performance, as well as to ensure accuracy and reliability of their grades.
- **Parents** are responsible for providing an accurate, current, and active email address to the school to aid us in setting up access to their child's Schoology account. In the event personal contact information changes, please notify the main office at (773)276-1261. Parents are encouraged to regularly check Schoology for updates on their student's grades, homework, and any other relevant classroom information. Parents may also communicate directly to their student's teachers on Schoology if there are any questions or concerns.

HOME TO SCHOOL COMMUNICATION

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

Obtaining current parent addresses, phone numbers, and email addresses are essential for effective communication. Parents are expected to update phone numbers and email addresses with the school's Front Office Manager, Letty Pizarro at (773)276-1261. Parents can expect to receive a monthly newsletter from the school. In addition, parents can also expect to receive frequent emails and phone calls containing pertinent school information.

ATTENDANCE

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

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

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

Attendance is expected from every student to be successful

WHO DO I CONTACT IF.....

My student is going to be absent, or is running late?	Front Office Manager, Letty Pizarro	773-276-1261
I have a question regarding the location of an athletic event?	Athletic Director, Erik Ziolkowski	773-276-1261 Ext. 224
I have a question regarding the curriculum, classes, and programs?	Principal, Colleen Schrantz	773-276-1261 Ext. 227
My student has been disciplined and I am wondering the reason?	Assistant Principal, Dr. Shari Demitrowicz	773-276-1261 Ext. 229
I have a question regarding my student's tuition?	Director of Finance, Lillian Torres	773-276-1261 Ext. 225
I have a question regarding my student's schedule?	Director of Student Services, Yaritza DeJesus	773-276-1261 Ext. 231
I have a question regarding my student's current scholarship?	Scholarship and Student Life Coordinator, Luran Smith	773-276-1261
I would like to refer a student for admissions?	Enrollment Manager, Kathryn Bartholomew	773-276-1261 Ext. 248
I am a graduate and need some support navigating college life?	Alumnae Support Counselor, Dr. Mary O'Reilly	773-276-1261 Ext. 246
I once attended Josephinum Academy, and I need to obtain a copy of my transcript?	Registrar, Sr. Mary Bernstein	773-276-1261 Ext. 238

TUITION AND FEES

BUSINESS OFFICE

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

TUITION/STUDENT FEES

The full tuition for the 2021-2022 school year is \$9,550.00. Tuition payments can be made online through [FACTS](#), a tuition management system, or paid in person at the school. All students are required to pay a non-refundable Enrollment Fee. The Enrollment Fee for new students is \$200. The fee for re-enrollment is \$50 per student if paid before April 15, \$100 if paid before June 15, and \$200 thereafter.

FREE AND REDUCED LUNCH

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

FINANCIAL AID/SCHOLARSHIPS

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

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

EXCLUSION POLICY

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

REFUND POLICY

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

ACADEMIC PROGRAMMING

THE PORTRAIT OF A GRADUATE

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

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

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

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

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

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

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

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

ADVANCED PLACEMENT

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

AP Biology
AP Composition
AP Spanish
AP Statistics

MTSS

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

SOPHIE SCHOLARS PROGRAM

As a member of the Sacred Heart network of schools, as well as a college-preparatory school, Josephinum Academy of the Sacred Heart is committed to providing a rigorous and dynamic educational experience for our entire student body. We have structured our curriculum to produce graduates who are reflective, critical thinkers, risk-takers, culturally conscious, justice oriented and globally minded. The goal of the Sophie Scholars Program is to provide structured support for our students with identified learning differences, so that they are appropriately prepared to meet the demands of our academic program. In doing so, the Sophie Scholars Program will provide students with the opportunity to acquire the learning strategies, organizational skills, study habits, executive functioning skills, and self advocacy skills necessary to grow as confident learners. Our staff are well trained in research-based practices that include differentiation and support for all students regardless of their academic functioning level.

GRADUATION REQUIREMENTS

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

GRADUATION REQUIREMENTS

English	4
Freshman Seminar	1
Mathematics	4
Religion	4
Social Studies	3
Lab Science	3
World Languages	3
P.E./Health	1.5
Consumer Economics	0.5
College Prep	0.5
Capstone Project	0.5
Elective (Fine Arts or Business)	2
Habits of Success	*P/F
<hr/>	
Total:	27

*Habits of Success is an opportunity to build life skills for future college and career readiness. Students will receive a Pass or Fail grade and must complete four years to fulfill graduation requirements.

- 1.) 9th/10th grade students at Josephinum Academy are expected to carry a full load of 8.0 courses each semester, unless granted an exemption due to an extenuating circumstance. 11th/12th grade students are expected to carry a full load of 7.0 courses each semester, unless granted an exemption due to extenuating circumstances.

- 2.) College and career pathways and course schedules are developed by the student, in conjunction with their assigned counselor.
- 3.) The State of Illinois and other accrediting agencies set academic standards for participating high schools. In accordance with these regulations, all students must pass U.S. History (including one semester of Civics content) and the state and federal constitutions tests, and pass Algebra I (or its equivalent), Consumer Education, Physical Education, and Health, in order to graduate. In addition, students must pass 4 years of Literature.
- 4.) In addition to meeting the aforementioned graduation requirements, in order to graduate from Josephinum Academy students must pass College Prep, Habits of Success, and meet the expectations of capstone and required service hours.
- 5.) The standard for pass/fail will be 70% for a passing grade.
- 6.) Seniors must earn 27 credits in order to be eligible to participate in the graduation ceremony. Students should embody and reflect our portrait of a graduate. Students who do not earn enough credits to walk in the graduation ceremony may recover their credits and earn a diploma once credits are completed.
- 7.) Only courses taken at Josephinum Academy are included in the grade point average (G.P.A.) recorded on the students' transcripts. Credits from other schools, make up grades from summer school, etc. are not included in the cumulative G.P.A.
- 8.) Student grade level is determined by the number of credits students have successfully completed by the beginning of the academic year, with the following **minimum** requirements for each level:
Grade 10, Sophomore: 6.5 credits **Grade 11, Junior:** 14 credits **Grade 12, Senior:** 20.5 credits
Students remain at the grade level in which they are assigned for the entire academic year.

CREDITS

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

To participate in the senior culminating social event, seniors must have 24 credits (or the equivalent) by the end of the seventh semester. Seniors must complete ALL graduation requirements and successfully demonstrate all of the traits that align with the portrait of a graduate in order to walk with their class and receive their diplomas on graduation day.

All students are strongly encouraged to take a college entry exam (ACT/SAT) in April of their junior year. Additionally, students are encouraged to take it again in September of their senior year.

COMMUNITY SERVICE

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

Freshmen, Sophomores, and Juniors are encouraged to complete their hours at a variety of sites, organizations, and interests. As seniors, students will select an area of concentration in which to complete their hours, which will also inform their senior capstone project.

Students should seek to find opportunities outside of their normal circles. Work done for family members, such as babysitting or cleaning, cannot be counted as service hours, as these are tasks that are expected as a family member.

GRADING SCALE

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

A = 90 - 100	A = 4 points
B = 80 - 89.9	B = 3 points
C = 70 - 79.9	C = 2 points
D = 60 - 69.9	D = 1 point
F = below 59.9	F = 0 points

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

STUDENT-CENTERED CONFERENCES

Student centered conferences are held in November and April, in the first and third quarters. Report cards are picked up by parents or guardians at the regularly scheduled student-centered conferences. If report cards are not picked they will be mailed home. All reports can be reviewed regularly on Schoology. The dates are listed on the school calendar.

SCHEDULING CONFLICTS

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

COURSE CHANGES

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

Given that student agency is encouraged, once students finalize their schedule, the expectation is to complete the course for the length of the class offering. Students may initiate a course change by completing the *Course Change Request Form* (found at the end of document), and submitting it to the counselor for approval. The counselor will initiate a meeting which will be held to discuss the rationale for the course change request to include the internal team, the current teacher of the course along with parent/guardian and student. Once the initial meeting takes place to discuss the course change request the parent/guardian and student will be notified within 24 hours. **If** the course change is approved, the counselor will update the student's schedule, inform the new teacher immediately, speak to the affected teacher, speak to the student, and notify parent/guardian via email. **All Course Change Request Forms**

must be submitted to the counselor within the first two weeks of a new semester, in order for them to be reviewed. Any request submitted after this point will not be granted.

COURSE PLACEMENT AND WEIGHT

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

Weights are assigned to Advanced Placement (AP) courses to reflect the challenge of this selective program. A student enrolled in an AP course receives .5 per AP course added to her GPA. Students who receive below a 75% and show evidence of standards in an AP course will not be granted the weight for that specific course.

COLLEGE/CAREER PREP COURSE

All students in grade 11 are required to take the College Prep course during the second semester in order to successfully prepare for the college admissions process and gain career skills. College admission, success, and degree completion require a myriad of skills, along with self-understanding and a strong knowledge base. Students who invest their time and effort into this class are more likely to find a college and/or career that matches their needs, interests, talents, and abilities. During the course of the semester students will explore options for their career path. This course is issued 0.5 credit for successful completion; the semester letter grade is included in the GPA.

COLLEGE APPLICATION FEE WAIVERS

Most colleges and universities charge an application 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 application fee waivers. Over and above this limit, students/families will need to pay the application fee required by colleges. Students are entitled to 7 free official transcripts to go along with these applications. After the 7th transcript, a \$5 fee (per transcript provided) will be assessed. (Note: This only applies to college applications. There is no limit on scholarship applications.)

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.

ACADEMIC RECOGNITION

Each semester, students are recognized based on grade point averages earned that semester. The honor roll distinctions are as follows:

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

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

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

ACADEMIC POLICIES

SPECIAL NEEDS POLICY

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

The Josephinum Academy staff work closely with students, their families, and our faculty, to ensure that accommodations and modifications are put in place based on student need and that student progress is monitored regularly, and that extra support is offered in times of need. Reference our Sophie Scholars Program on page 11 for more information.

Classroom Instruction

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

Individualized Pull Out Instruction

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

Parent and Student Expectations

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

Students are expected to advocate for themselves. We encourage them to be resourceful and resilient in the face of challenges, all while providing a support environment conducive to such behavior.

Advanced Placement and Learning Differences

All students regardless of where they function on the learning continuum have the opportunity to participate in an Advanced Placement course. A student should speak with their counselor regarding courses that align with their college and career readiness goals.

LANGUAGE POLICY

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

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

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

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

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

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

Language of Instruction

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

- Academic classes at Josephinum Academy are conducted in English; the stronger the English skills, the greater the likelihood of students achieving their potential.
- Josephinum Academy wishes to foster a strong sense of community and belonging and so there needs to be a common language of communication. That common language is English.

Additional Language

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

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

additional assessments may be given if they demonstrate proficiency in mother's tongue to determine placement.

Mother tongue support

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

ASSESSMENT POLICY

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

Principles

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

Assessment Practices

A. Types of Assessments

Entrance Assessment

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

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

Diagnostic Assessment

Certain students will take a baseline, computer-based assessment in order to provide us with the information to properly serve each student.

Formative Assessment

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

Summative Assessment

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

External Assessment

External benchmark assessments are given to students in grades 9-12. The benchmark exam is administered once in the Fall (October 6, 2021) of the 9th and 10th grade years. The practice ACT or SAT is administered in the Fall of the 11th grade year to allow students the opportunity to practice the exam before it is officially administered to our student in the Spring of the 11th grade year. Students also have the opportunity to retake the ACT or SAT in the fall of their 12th

grade year. These dates are determined by The College Board and vary from year to year. The external benchmark assessments do not influence a student's subject grade, rather are used to evaluate a student's proficiency in certain subject areas.

External Advanced Placement assessments are optional for students in the Advanced Placement course. The assessments are developed and scored by the Advanced Placement Board.

Summative Assessment Policy

All students must be present for all summative assessments.

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

B. Grade Reporting

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

90%-100% = A
 80%-89% = B
 70%-79% = C
 60%-69% = D
 Below 59% = F

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

Grade Conversion Chart

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

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

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

C. Homework

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

If a student does not hand in an assignment when it is due, they will have until the end of the unit of study to complete the assignment. Due to the fact the assignment is late, points will be deducted in their course form the student learner traits category.

Teachers will highlight point deductions for late work in their course syllabi. If a student is ill, or has an excused absence, she will have one day to make up their missing assignment(s) without penalty. If a student is absent for an extended period of time, she will make the appropriate arrangements necessary to make up for missing work. This will be done individually with their teachers.

Roles and Responsibilities

Student Responsibilities

- Strive to embody the characteristics outlined in the sacred heart goals and Josephinum Academy Portrait of a Graduate
- Engage fully in class, as an active learner
- Develop the study, organizational, and time management skills needed to be a successful Josephinum Academy student
- Advocate for one's self, seeking out extra support when needed
- Maintain positive working relationships with Josephinum staff, community members and peers
- Follow all assignment deadlines

- Successfully complete all classroom assessments (including formative, summative, and/or standardized assessments)
- Demonstrate academic integrity, following all requirements outlined in the Academic Integrity Policy
- Actively participate in and build on social emotional competency

Parent Responsibilities

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

Teacher Responsibilities

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

GRADING POLICY

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

General Grading Information:

- Josephinum has 2 official marking periods, 1st and 2nd semester. Quarter grades are not averaged to determine the final semester grade; rather, 1st and 3rd quarter grades serve as progress reports for their respective semesters.
- Feedback is essential for student growth. Therefore, all assignments must be reviewed, and feedback must be given to students, before the end of the unit assessment is given.

- A final assessment must be assigned at the end of each marking period, and must be given during the designated testing period. However, the final assessment does not have to take the form of a traditional exam; alternative assessments may be assigned.

ACADEMIC INTEGRITY POLICY

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

Academic Integrity is acknowledging responsibility for the following:

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

Violations

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

Cheating

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

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

Plagiarism

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

Academic Integrity Policy

When a student is in violation of Josephinum Academy's Academic Integrity Policy the student will be referred to a school administrator and each case will be handled on an individual basis using restorative practices.

Policy Distribution

All school policies will be reviewed with the students during the first days of school and the policies will be posted on the website. The Academic Integrity Policy is also reviewed with students during orientation, as well as on the first day of class, in every class. In addition, all policies are posted on the Josephinum Academy website. Teachers, Administration, Parents, Students, and all other constituents will have access to such policies when desired.

FAILURE POLICY

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

TECHNOLOGY

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

1-1 COMPUTING POLICY

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

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

and students should exercise discretion and discipline in accessing and reviewing only appropriate material.

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

ACCEPTABLE USE POLICY

Josephinum has actively pursued making applied technology an important part of the School experience. This includes increased access to innovative learning opportunities available through the creative and responsible use of computers, the School server network, and the Internet. The use of such computers, the School Network, and the Internet are privileges, not rights, and the use of any and all of the School computers, the School Network, and the Internet can, and will be, suspended and/or permanently cancelled for any student who abuses such privileges.

ACCEPTABLE USE

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

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

UNACCEPTABLE USE

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

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

- Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is defamatory, threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or bullying, or that is harmful or offensive to others based on, or targeted at, their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
- Unless otherwise instructed by school personnel, disclosing, using, or disseminating personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students also are cautioned not to disclose such

information by other means to individuals contacted through the Internet without the permission of their parents/guardians. Personal information includes the student's name, address, telephone number, social security number, photographs, or other personally identifiable information.

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

CYBERBULLYING POLICY

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

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

- Bullying by texts, messages, or calls on mobile phones.
- Taking a photo or video and sharing it without the subject's consent, knowing it might cause distress, fear, or humiliation.
- Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, personal websites, social networking sites, etc.
- Creating websites, polls, or blogs about an individual that are meant to embarrass or hurt that person.
- Using e-mail to send threatening or hurtful messages to others.
- Hijacking/cloning e-mail accounts.
- Making threatening, abusive, defamatory or humiliating remarks in chat rooms.

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

- Josephinum supports victims and, when necessary, will work with the Police to detect those involved in criminal acts.
- Josephinum will use, as appropriate, the full range of sanctions to correct, consequent or remove pupils who bully fellow pupils or harass staff in this way, **both in or out of school**. Each individual incident will be reviewed and handled on a case by case basis utilizing restorative/reparative interventions.
- All members of the School community are aware that they should bring to the attention of the school administration any example of cyber-bullying or harassment that they know about or suspect. Discipline Referrals will follow this information.

SCHOOLGY POLICY

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

- **Students** are responsible for checking Schoology on a daily basis. If a student is absent, she must check Schoology for what she missed in class as well as any homework that may have been assigned. Students must also regularly check their grades for up-to-date information on their individual performance, as well as to ensure accuracy and reliability of their grades. This is a habit of success expectation for all students.
- **Parents** are responsible for providing an accurate, current, and active email address to the school to aid us in setting up access to their child's Schoology account. Parents are encouraged to regularly check Schoology for updates on their student's grades, homework, and any other relevant classroom information. Upon reviewing schoology, parents should take the opportunity to discuss student progress regularly to celebrate successes and encourage student growth mindset. Parents may also communicate directly to their student's teachers on Schoology if there are any questions or concerns.
- **Teachers** are responsible for updating schoology with daily class agendas, homework deadlines, and other necessary class resources and information. Teachers are also responsible for updating the gradebook for each student in a timely manner, Timely feedback is important and communicates clear expectations moving forward. Lastly, teachers are responsible for taking attendance every day of class.

ELECTRONIC DEVICE POLICY

Josephinum allows students to bring personal electronic devices (cell phones, iPods, AirPods etc.) to school, but takes no responsibility for their loss. In the spirit of wise freedom, personal electronic devices may be used respectfully and responsibly during times class is not in session. Any electronic device usage that causes a disruption is expressly prohibited. During class, personal electronic devices may only be used in a teacher's presence and with their permission. Smartphones are not considered viable replacements for broken/lost tablets/Chromebooks/laptops.

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

CELL PHONE USAGE

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

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

STUDENT CONDUCT

BEHAVIOR MANAGEMENT PHILOSOPHY

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

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

BEHAVIOR MANAGEMENT IN ACTION

Behavior Management Core Beliefs:

1. Every attempt will be made to maintain the dignity and self-respect of both students and staff members
2. Misbehavior will be viewed as
 - an attempt to meet a real need (belonging, competency, freedom/control, fun, survival)
 - a violation of people and relationships
 - an opportunity to teach and not to shame
 - an opportunity for personal growth
3. Students will be given opportunities to make decisions and live with the consequences, be

- they positive or negative.
- Misbehavior will be handled with natural and logical consequences instead of punishment whenever possible. Students will be encouraged and assisted to find ways to repair the harm their behavior has caused.
 - Students will be encouraged to be active and assertive participants in the discipline process. Students may be involved in determining appropriate consequences for misbehavior.

Traditional Discipline vs. Restorative Practices

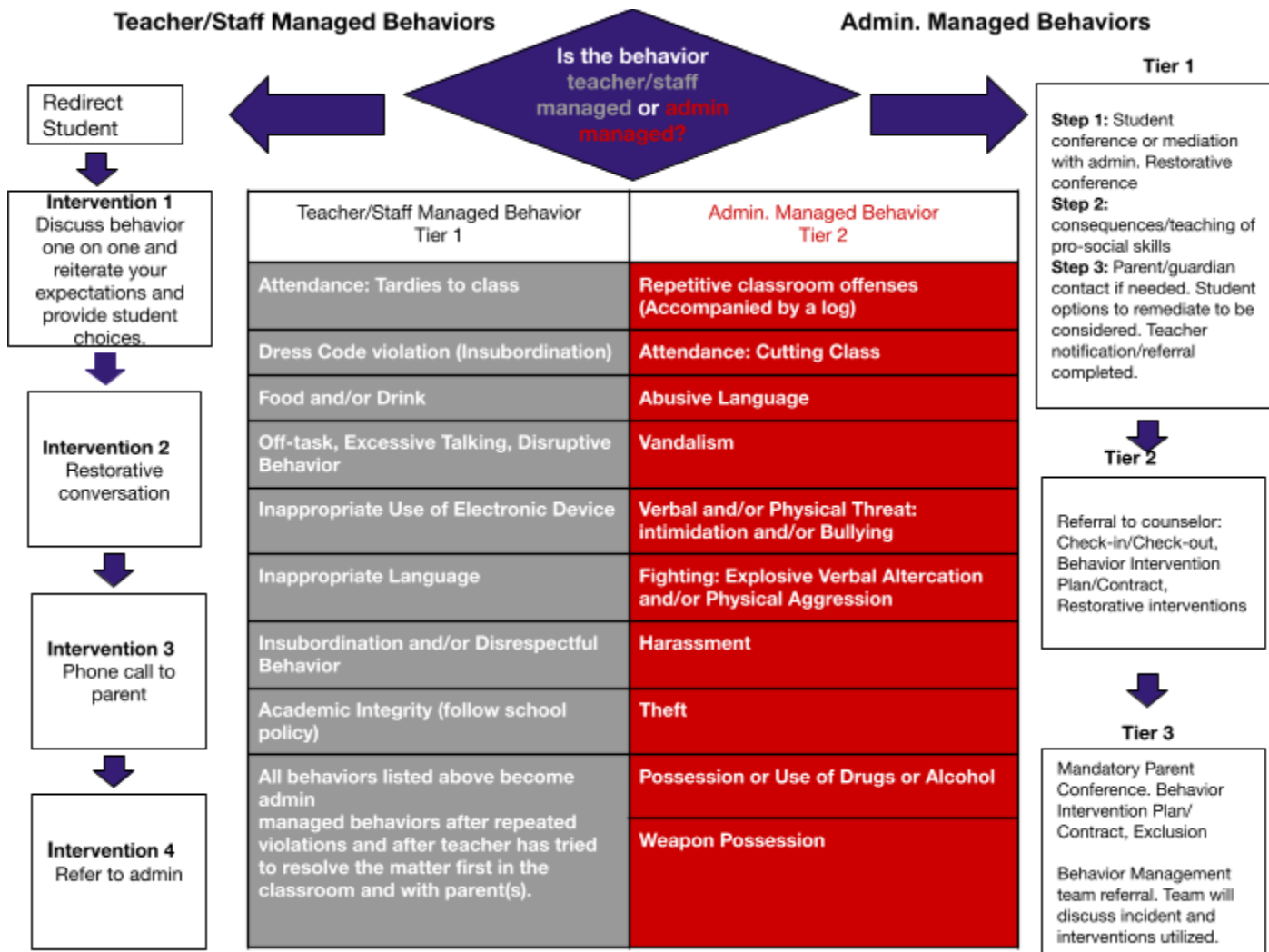
Balanced Discipline

Foundational Assumptions

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

BEHAVIOR MANAGEMENT FRAMEWORK

While Josephinum embraces a restorative mindset and rejects practices of punitive punishment, we believe that actions have consequences and that consequences should promote student accountability and growth. Furthermore, we believe that the key to self-responsibility and a strong behavior management program includes a structured, systematic approach that regularly engages student(s), parent(s)/guardian(s) as partners in the process. As a result, Josephinum has developed a framework to guide our behavior management practices. This framework is designed to provide clarity and consistency for students, parents, and faculty alike. Please review the framework below.



* The Behavior Management Chart is a guide for managing inappropriate student behavior in a transparent and consistent school-wide manner. However, the chart may not cover all situations and the school is aware that the severity of certain behaviors may vary. Therefore, educators are encouraged to use their professional judgement when determining appropriate interventions for student behavior.

Searches

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

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

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

Behavior Management Team: A Behavior Management Team (BMT) is defined as a team that will assess and monitor disciplinary actions.

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

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

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

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

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

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

- Attendance Issues
- Possession of a weapon
- Trafficking of drugs or alcohol
- Violation of student contract
- Gang activity
- Intent to harm a member of the Josephinum community

- Physical altercation

RESPONSIBILITY OF STAKEHOLDERS

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

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

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

The administrative team is responsible for communicating and fostering a restorative process. If you have any questions or concerns regarding any academic or behavioral issues you can get in touch with Ms. Colleen Schrantz, Principal, or Dr. Shari Demitrowicz at (773)276-1261 or by email at colleen.schrantz@josephinum.org or shari.demitrowicz@josephinum.org.

The Behavior Management Team is responsible for conducting a thorough investigation of major infractions. They are an objective group of educators who will review disciplinary cases and consequences that are consistent with fair and equitable practices.

ATTENDANCE

THE IMPORTANCE OF ATTENDANCE

Research has shown that there is a strong correlation between school attendance and academic performance/student success. Josephinum students are expected to attend school regularly and punctually for the following reasons:

- Learning is a progressive process and each lesson builds upon previous learned material.
- Students are expected to participate in a variety of learning experiences such as lectures, demonstrations, experiments, group work, etc. Many of these learning experiences can not be made up by those who are absent.
- Completing work independently does not compensate for the insight gained through classroom instruction and guided practice

In addition to attending all classes, students are required to attend assemblies, habits of success, masses, and all community-based scheduled activities.

ATTENDANCE POLICY

Regular and punctual attendance is expected at Josephinum Academy of the Sacred Heart. The Compulsory Attendance Law in the state of Illinois requires that whoever has legal custody of any child between the ages of 7-17 years must send the child to school on a regular basis.

Excused Absence: An excused absence is a necessary absence that is unavoidable. Illness, death in the family, court appearance, injury or hospitalization, and approved college visits are examples of excused absences. All work missed, including tests and quizzes, can be made up for credit, in accordance with the individual teacher's policy.

Permission for excused absences must be requested by the legal parent/guardian. Requests to excuse students for medical appointments during the school day must be verified by medical personnel in writing.

Unexcused Absence: An unexcused absence is an absence that has not been approved by the school administration. Truancy, cutting class, extending school vacations without permission, leaving campus without permission, and "ditch" days are all examples of unexcused absences. When a student earns an unexcused absence, a parent will be notified and the student will not be allowed to receive credit for any of the material (assignments, quizzes or exams) missed during the absence.

Unexcused Tardy to School: Unexcused tardies to school are those that the school will not approve. They include but are not limited to, transportation problems, oversleeping, stopping for coffee or "running late". 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, and parents will be contacted. In addition, if a student arrives late to school with food or coffee, she will be required to throw away the food/beverage before attending class. Tardy will only be excused if there is an emergency and the front office is contacted by a parent or guardian.

Unexcused Tardy to Class: 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. Any student that arrives to a scheduled class period tardy by fifteen minutes or more without a valid excuse will not be permitted to attend for the remainder of the period and the absence will be considered unexcused. The teacher should notify the front office and an administrator will be contacted to retrieve the student from the designated area. Teachers should not turn students away but wait for an administrator to arrive. It is expected that the classwork missed will be made up.

Early dismissals should be cleared by the office. If a student has an early dismissal the student will attend their regular schedule until a front office staff member informs the teacher that the student's appropriate parent/guardian is available for pickup. Students will remain in the classroom until the front office notifies the teacher their ride is available. Students should not come to the main office for early dismissal.

Consequences for Excessive Absences (Excused or Unexcused)

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

Consequences for Excessive Tardies to School

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

ATTENDANCE PROCEDURE

If a student is unable to attend school due to a serious illness, or any other unavoidable reason (see excused absences), parents/guardians are to call and notify the school before 8:30a.m. using the attendance line 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/guardians will not be accepted. A doctor's note is required for three or more consecutive days of absence. Attendance letters will be sent out after 5 days of absences whether they are excused or unexcused.

ABSENCES AND PARTICIPATION IN EXTRACURRICULARS

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 administration.

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. The student will be called down upon the parent/guardian's arrival or at the time the student must be dismissed. Any missed work must be made up. You are not allowed to leave early from any special period, special events like masses, Conge, or Senior Week, or other activities scheduled during the school day unless arranged in advance and appropriate documentation is provided.

HALL PASSES

If a student is outside of her designated class area, she must have a hall pass from her teacher. Any student moving through the hallways without a pass will be subject to inquiry by any adult in the building and disciplinary action as is merited.

ILLNESS AT SCHOOL

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

If a student has a temperature of 100.4 degrees or higher, or exhibits COVID symptoms the student will be escorted to the designated area and will remain there supervised until a parent/guardian will arrive for pickup. Supervising staff members will complete the COVID documentation. Please refer to the COVID handbook for more information regarding COVID policies.

LEAVING THE PREMISES

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

FIELD TRIPS

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

UNIFORM POLICY

UNIFORM REGULATIONS

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

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

Shirts: Students are required to wear the standardized purple Josephinum Polo, containing the school logo. This polo must be purchased at the school. The polo shirt must be worn everyday as part of the school uniform. If a student chooses to wear the school grey sweater, or purple crewneck #girlswithoutlimits sweatshirt, polo shirt must be worn underneath the school sweater and sweatshirts.

During the cold months, students may choose to wear a solid white or black long sleeve shirt underneath their school polo shirts.

Sweaters: Students may wear the standardized ash gray v-neck school sweaters over their polo shirts. The sweaters are available for purchase through Zemsky's and they come in three options: long sleeve, button down, or vest. Students may also wear the official purple Josephinum sweatshirt that states #girlswithoutlimits. Students are not allowed to wear other sweatshirts or non-uniform sweaters during the school day.

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

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

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

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

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

Most major uniform pieces (pants, skirts, and sweaters) may be purchased from one of the Zemsky's locations. Zemsky's offers limited online service and full in-store service, with three locations located throughout the city of Chicago. Visit the link above or contact the front office for more information.

OUT OF UNIFORM DAYS

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

- Low-cut shirts
- Crop-tops
- Strapless tops/Spaghetti Straps
- Clothing containing vulgar language or promoting drugs, alcohol, sex or gang affiliation
- Short skirts/shorts
- Flip-flops/backless sandals
- Ripped jeans
- Exposure of under garments

Spirit Days: Students may dress in spiritwear on days specified as spirit days by the school administration. On spirit days, students are encouraged to wear Josephinum Academy of the Sacred Heart spirit gear, in order to be out of uniform. Shorts and skirts must be appropriate length. It is expected that spirit wear be worn on spirit days any form of attire other than spirit wear or the uniform will not be permissible.

Student Birthdays: Students are allowed to be out of uniform once during their birthday month. Guidelines for appropriate attire will still be enforced. Students must **obtain a birthday out of uniform pass** from the main office.

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**).

WELLNESS POLICY

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

School Meals

- Breakfast and lunch are served every day, and menus are clearly posted in the kitchen of the

school.

- Josephinum's food service provider, offers balanced, healthy, and nutritious meals including:
 - Locally sourced, organic ingredients
 - Fresh fruit and vegetables
 - Whole grains
 - Milk
 - A la carte foods that are low in fat and sugar
- Filtered water dispensers are available on the first and third floors.
- Lunch time lasts 30 minutes to give students enough time to eat.
- Students have the opportunity to offer input through Student Council (Josephinum Ambassadors Council) and other advisory opportunities.
- Bake sales are encouraged for athletics, clubs and departments.

Physical Education

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

Health Services

- We partner with community-based health organizations to provide extra services, such as dental exams and flu shots for our student body.
- Amita Hospital has provided additional mental health services to Josephinum.
- Faculty and staff members are offered additional CPR and AED training.

Health Class and other programs

- Each student shall be required to take one semester of health education during the secondary school experience.
- The school provides opportunities for students to join after school sports and fitness clubs.

Concussion Protocols

- All public, private, or charter schools must convene a Concussion Oversight Teams (COT). The COT's primary function will be to develop return-to-play and return-to-learn protocols for students believed to have experienced a concussion. The protocols should be based on peer-reviewed scientific evidence consistent with guidelines from the Center for Disease Control and Prevention. These teams can contain a range of individuals based on the resources available to the school in their community or neighborhood but must include one person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols.
- No later than September 1, 2016, all interscholastic coaches and licensed officials will need to complete a training program of at least two hours on concussions. Coaches, nurses, and game officials must provide the school or district with proof of successful completion of the training. Training must be completed every two years. Head coaches and assistant coaches must complete the required training as well as members of a school/district's COT.

HEALTH EXAMINATIONS AND IMMUNIZATION

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

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

SCHOOL PROPERTY

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

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

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

Graffiti/Vandalism: Any student responsible for graffiti on school property will be subject to disciplinary action. When damage is done to school property, restitution is required and the offender may face dismissal from school.

STUDENT CONDUCT EXPECTATIONS

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

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

Fighting: Because the safety of our students is of utmost importance, students who engage in a physical altercation will be referred immediately to the administration. Physical Fighting may be grounds for dismissal from school.

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

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

Harassment/Bullying: Josephinum Academy of the Sacred Heart is committed to the growth and learning of all its members, and seeks to foster an environment where everyone feels safe and respected. Harassment against any members of the community will not be tolerated. In addition, harassment based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, or disability violate state and federal law.

No individual or group may verbally, non-verbally, or behaviorally intimidate, harass, bully, or in any way, try to pressure another person. While every individual has a right to his/her own convictions, within the school, **any actions perceived to be verbally, non-verbally or behaviorally intimidating or harassing of another individual or group of individuals will not be tolerated.**

The consequences for bullying/harassment are serious and may include: restitution, a restorative intervention, or Behavior Contract.

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

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

Our community recognizes that chemical dependency is a treatable health problem.

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

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

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

Students exhibiting drug related or addicted behaviors will be referred to their counselor for additional support.

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

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

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

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

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

ATHLETICS

Josephinum belongs to the Chicago Prep Conference and to the Illinois High School Association (IHSA) and as such adheres to their rules and regulations. Students participating on a school team must be in good academic and disciplinary standing to participate in athletics related activities. The Administration and Athletic Director will discuss each potential situation on an individual basis. The school has

volleyball, basketball, soccer, and softball. 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. 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). Additional details regarding Josephinum Athletics are available on our website.

EXEMPTED FUNDRAISING DAYS

Additional offerings

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

SPORTS PHYSICALS

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

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 may be required to have a "Dance Guest Approval" form filled out by an administrator at the guest's school. The school has the right to set and maintain the rules of conduct as well as dismiss students who fail to cooperate. No student or guest will be allowed to leave the dance and re-enter. No admittance will be permitted after 9:00 p.m.

FRONT OFFICE

OFFICE HOURS

The school office is open from 7:30a.m. to 5:30p.m.

2021-2022 Calendar Highlights

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

August 2- 13, 2021 - Freshman Bridge

August 16, 2021 - August 20th - Staff In-service

August 23, 2021 - Freshman, Sophomore and Transfer Orientation
August 24, 2021 - First day of School for all students
September 6, 2021 - Labor Day - No School for students and staff
September 9, 2021 - Back to School Night
October 11, 2021 - Indigenous Peoples' Day (No school for students and staff)
October 25- 29, 2021 - Spirit Week
November 22nd - Parent Teacher Conferences
November 23, 2021 - Professional Development (No school for students)
November 24-26, 2021 - Thanksgiving Break (No school for students and faculty)
December 17, 2021 - 1st semester ends
December 20 - December 31, 2021 - Christmas Break (No school for student and faculty)
January 3, 2022 - Staff Retreat (No school for students)
January 4, 2022 - Classes Resume
January 17, 2022 - Martin Luther King Jr Day (No school for students and staff)
February 21, 2022 - President's Day (No school for students and staff)
March 14 - 18, 2022 - Spring Break (No school for students and faculty)
April 15, 2022 - Good Friday (No School for students and staff)
April 18, 2022 - Easter Monday (No school for students and staff)
May 20, 2022 - Last day for seniors
May 21, 2022 - Senior Graduation
May 30, 2022 - Memorial Day (No school for students and staff)
June 1, 2022 - Last day of school for students, semester 2 ends

DAILY BELL SCHEDULE

	A Day	B Day
8:30-8:35	Homeroom	Homeroom
8:40-9:20	Period 1	Period 1
9:25-10:05	Period 2	Period 2
10:10-11:30 Long Block	Period 3A	Period 3B
11:35-12:05	9/10 Lunch 11/12 Advisory	9/10 Lunch 11/12 Advisory
12:10-12:40	9/10 Advisory 11/12 Lunch	9/10 Advisory 11/12 Lunch
12:45-1:25	Period 4	Period 4
1:30-2:10	Period 5	Period 5
2:15-3:35 Long Block	Period 6A	Period 6B
3:35	Dismissal	

Wednesday Schedule

Time	Item
8:00am- 9:20am	Faculty Meeting (Room 203)
9:30am	Student Arrival
9:30am-9:50am	Assembly
9:55-10:55am	9th/10th academic support programming (i.e. Rtl, Tutoring, workshops) 11th/12th self-guided study
11:00-12:00pm	9th/10th self-guided study 11th/12th academic support programming (i.e. Rtl, Tutoring, workshops)

12:00-12:30pm	9th/10th Lunch 11th/12 Habits of Success
12:30-1:00pm	11th/12th Lunch 9/10 Habits of Success
1:05-2:05pm	Enrichment Pt. 1 (i.e. clubs, internships)
2:10-3:10pm	Enrichment Pt. 2 (i.e. clubs, internships)

VISITORS

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

CTA VENTRA CARDS

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

CHANGE OF ADDRESS/TELEPHONE NUMBER

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

MEDICATION

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

EMERGENCY SCHOOL CLOSING

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

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

FIRE AND OTHER EMERGENCY DRILLS

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

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

ADMISSION/TRANSFER GUIDELINES

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

To be admitted students must:

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

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

TRANSCRIPTS AND TRANSFERS

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

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

School records are only released to authorized individuals and the appropriate release form should be completed. Parent(s)/Guardian(s) or students may request to see their records. They will be examined in

the presence of the official in charge of the records and under no circumstances will these records leave the building.

Course Change Request Form

Student Name: _____
Student Grade Level: _____
Date: _____

Completion of this form does not guarantee a course change

The Director of Student Services will notify students, staff, and families if a change in courses is approved. If a student attempts to change a course after the first two weeks of the semester, the request will not be considered.

1). Speak to the teacher of the course you want to drop (Consult with teacher to discuss ways to make the current course meet your needs, if possible)

Course to Drop: _____ Teacher Signature: _____

2). Counselor initiated meeting, all participants in attendance please sign

Student Signature: _____

Parent Signature: _____

Teacher Signature: _____

Counselor Signature: _____

Administrator Signature: _____

Additional members in attendance: _____

For staff use only:

Decision and Reason:

_____ Student Notified of Approval _____ Appropriate Staff Notified _____ Parent/Guardian Notified

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

PARENT/GUARDIAN & STUDENT REVIEW OF STUDENT HANDBOOK

This is to verify that we parent/guardian, and student, have received and read the 2019/2020 student handbook, which includes the policies and other roles and regulations of Josephinum Academy of the Sacred Heart.

(PRINT Parent/Guardian Name)

(Parent/Guardian Signature)

(Date)

(PRINT Student Name)

(Student Signature)

(Date)