



JOSEPHINUM
ACADEMY *of the*
SACRED HEART
EST. 1890 • CHICAGO

STUDENT & FAMILY MANUAL

2025-2026 YEAR



August 2025

2025-2026

#JOGIRLSWITHOUTLIMITS



SY 25-26 Student & Parent/Guardian Handbook

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SY 25-26 Student & Parent/Guardian Handbook

Dear Students, Parents, and Guardians,

On behalf of our Board of Directors, Principal, Nichole Jackson, and the faculty and staff at Josephinum Academy of the Sacred Heart, it is my privilege and pleasure to welcome you to “The Jo” for the 25-26 academic year.

In making the decision to pursue your high school education at The Jo, you have chosen an institution with a proud and rich history and a promising future. Our history spans over 135 years and is rooted in the tradition of an education that is rooted in faith, intellectual values, social awareness, community, and personal growth.

During your time here, I encourage you to take an active role in your student’s education, and in the development of the special communities The Jo offers. Strive for excellence in everything you do and never settle for mediocrity. Commit yourself to the service of others less fortunate than yourself. Be open to different ideas and learn to live with others in harmony.

We look forward to being a part of your journey this year and partnering with you to make this year a success!

In Peace and Grace,

Richard A. McMenamain
President, Josephinum Academy of the Sacred Heart



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Josephinum Academy of the Sacred Heart 2025-26 School Calendar

AUGUST					SEPTEMBER					OCTOBER					NOVEMBER				
				1	1	2	3	4	5			1	2	3+	3	4	5	6	7
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
25	26	27	28	29	29	30				27	28	29	30	31					
DECEMBER					JANUARY					FEBRUARY					MARCH				
1	2	3	4	5				1	2	2	3	4	5	6	2	3	4	5	6
8	9	10	11	12	5	6	7	8	9	9	10	11	12	13	9	10	11	12	13*
15	16	17	18	19*	12	13	14	15	16	16	17	18	19	20	16	17	18	19	20
22	23	24	25	26	19	20	21	22	23	23	24	25	26	27	23	24	25	26	27
29	30	31			26	27	28	29	30						30	31			
APRIL					MAY					JUNE					JULY				
		1	2	3					1	1	2	3	4	5			1	2	3
6+	7	8	9	10	4	5	6	7	8	8	9	10	11	12	6	7	8	9	10
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19	13	14	15	16	17
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26	20	21	22	23	24
27	28	29	30		25	26	27	28	29	29	30				27	28	29	30	31

Faculty Returns, Summer Bridge (9th only)

School Begins

School Ends

Holiday (School Closed)

Spring Break (School Closed)

Thanksgiving Break (School Closed)

Christmas Break (School Closed)

Standardized Testing

Baccalaureate Mass

Graduation is Saturday, 05/23/26

Summer Break (School Closed)

+ Teacher Institute Days (No Students)

Quarter (days)	1 (46)	2 (40)	3 (47)	4 (45)
Begins	8/18	10/27	1/05	3/23
Ends	10/24	12/19	3/13	5/29
Finals	10/6-8	12/15-17	3/9-11	5/26-28

*- Parent-Teacher Conferences (No Students)



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Section 1 – Introduction & General Notices

This handbook is a summary of the Josephinum Academy’s rules and expectations and is not comprehensive statement of all school policies. The Handbook may be amended during the year without notice.

Before outlining the expectations and policies, here is a brief history of Josephinum Academy of the Sacred Heart.

Historical Background

Josephinum Academy of the Sacred Heart (or “The School”), 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 Academy 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 School. In 2011, Josephinum Academy was formally accepted as a full member of the Network of the Sacred Heart Schools.

Mission Statement

Josephinum Academy of the Sacred Heart is a Catholic high school that ensures access to a college preparatory education for young women of all races, religious beliefs and socio-economic backgrounds in the Chicagoland area. Josephinum Academy empowers students to use their creativity, unique perspective and voices as confident, courageous and compassionate leaders to bring about change in the ever-evolving world.

Vision

Josephinum Academy seeks to build a community of learning and development for high school girls through rigorous academic programs inclusive of empowering social/emotional support from highly qualified faculty and staff. This culture is intended to create an environment where students can explore and develop an understanding of their own identity, ignite an interest in learning, and appreciate with compassion their role in the world.

This vision is not limited to the academic process in the classroom. It is the desire of Josephinum Academy that every student is known and appreciated which is behind our commitment to remain an all-girls school offering a low student-to-teacher ratio. We strongly focus on forming students who understand they are ultimately girls without limits.



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Notice of Non-Discrimination

Josephinum Academy recognizes that excellence in education requires a commitment to consistently implementing practices, policies, and procedures in all programs which provide equal educational opportunities for all students including those from marginalized backgrounds and groups. With this in mind, equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a question regarding this policy should contact the Principal.

Accommodation for People with Disabilities

Individuals with disabilities will be provided with an opportunity to participate in all school-sponsored services, programs, or activities. When appropriate, Josephinum Academy may provide people with disabilities aids, benefits, or services that are separate or different from, but as effective as those provided to others. People with disabilities who require specialized accommodation(s) in order to participate in events or activities at the school are encouraged to (but not required) contact the Principal so that appropriate accommodation(s) can be made.

Privacy Protection

Josephinum Academy contracts with different educational technology vendors for purposes such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations such as online websites and student classes and grades. The School implements and maintains reasonable security procedures and practices that meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. Josephinum Academy bars the use of student data for targeted advertising and prohibits the sale of student information gathered during the students' use of educational technology.

Josephinum Academy will publish information about any data breach affecting 10% or more of students. In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students. Examples of Personally Identifiable Information include:



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- Information in the student's educational record
- First and last name
- Home address
- Telephone number
- Email address
- Grades
- Medical records



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Section 2 – Contact Information

Address and Contact Information

Main and Visitor Entrance: 1501 North Oakley Boulevard

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

Phone Number: (773) 276-1261

Email: frontoffice@josephinum.org

Building Hours: 7:30 a.m. – 4:30 p.m. (Hours may be extended for school sponsored activities such as sporting events, theater productions, fundraisers.)

See School Safety in Section 8 for additional information.



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Below is a list of the most asked topics/questions and the appropriate contact information. You can also call the school and request to speak directly with the contact person listed.

Topic	Contact
Absences, early dismissal, and tardies <i>Note: Reports made directly to teachers or other staff members are not acceptable and will count as unexcused.</i>	Front Office frontoffice@josephinum.org
Athletic practices and games	Mr. Tony Rossi PE & Health Teacher and Athletic Director tony.rossi@josephinum.org
Curriculum, AP classes, grades	Ms. Nichole Jackson Principal nichole.jackson@josephinum.org
Discipline	Mr. Charles Atkins Dean of Students charles.atkins@josephinum.org
Enrollment, re-enrollment, and scholarships	Ms. Kathryn Bartholomew Head of Admissions admissions@josephinum.org
Student supports, Sophie Scholars, 504/IEP plans, counseling services	Ms. Candice Reynolds Directory, Student Services Candice.reynolds@josephinum.org
Tuition, fees, billing, payments	Ms. Frances Anaya Executive Assistant frontoffice@josephinum.org



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Section 3 – Parent Expectations

Josephinum Academy views parents as a part of the Josephinum community, and the education of your student as a partnership. As an active parent/guardian in The School's community, there are several actions you can take to ensure you are staying involved in your child's education and community.

Keep Your Contact Information Updated

It is critical to keep your contact information, including phone number, email address, and physical address, up to date. These are the primary methods Josephinum Academy uses to communicate with parents/guardians including verifying absences, student illnesses, and emergency notifications. Your email address is also used for the weekly newsletter distribution.

Please contact the Front Office to report any changes to your contact information.

Create Your Accounts

Josephinum Academy uses various platforms to support school operations such as tuition payment and class assignments and grades. Register at each of these platforms to receive the most updated information.

FACTS – factmgt.com

Used for tuition and fee payment and financial aid submission.

Josephinum Academy App

Download the Josephinum app using Josephinum Academy to view the calendar, get news updates, weekly previews of school activities, and emergency notifications.

PowerSchool – josephinum.powerschool.com/public

Used to view class schedules, assignments, and grades.

Remind

Text message system used to communicate school reminders and emergency notifications.

Participate in Fundraising Activities

Two fundraisers, one in each semester, will be held to help raise funds for the school. Each family will be encouraged to help raise a designated amount per family per event.



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Complete Required Forms in a Timely Manner

Periodically throughout the school year there will be some forms you will need to complete and return by the requested due date. The most common forms are the Field Trip Permission Form, Ventra application, health related requirements, and free lunch school program verification.

Attend Monthly Parent Meetings

On the fourth Tuesday of each month, our Dean of Students and/or Principal host a 45-minute virtual meeting with parents to preview upcoming activities and initiatives at the school.

Report Early Dismissals via Email

Email frontoffice@josephinum.org to schedule an early dismissal. (Phone calls are not acceptable.) See Early Dismissal in Section 4 for additional information.

Schedule and Participate in Parent/Guardian/Teacher Conferences

Parent/Guardian/Teacher conferences are held twice throughout the school year: once per semester. These conferences are designed to update you on the academic, social, and behavioral progress of your student. Conferences can be held in person or virtually. Information on how to schedule conferences will be sent by the Front Office in October and March.

Limit Student Communication During the School Day

Josephinum Academy has a cell phone policy in which students keep their phones in their backpack or locker except for before and after school and lunch. To support this policy and maximize instructional time, please refrain from contacting students during the school day for non-emergency reasons.

In the event of an emergency, please contact the Front Office to contact your student for you.

Follow Josephinum Academy on Social Media

Follow the school on Instagram, Facebook, YouTube, and LinkedIn to see the day-to-day happenings of the school.

Consider Volunteering

Whether it be chaperoning field trips or dances, creating sets or costumes for a theater production or helping with landscaping, The School is always looking for assistance from the community. Contact the Front Office for more information. Depending on the nature of the activity, volunteers must participate in an onboarding process which may include a background check



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Section 4 – Attendance, Academic Philosophy & Integrity, Curriculum, & Grading

Attendance

Regular attendance and punctuality are essential for academic growth and development. The School leadership and faculty expect each student to attend classes every day. Since class participation affects class achievement, absences, whether excused or unexcused, may have a negative impact on learning and the grade earned in class. In partnership with the school, it is the responsibility of parents/guardians to ensure the regular attendance of their students.

The attendance procedures outlined in this section of the Handbook comply with the Illinois School Code and are designed to develop responsible, successful, and engaged students. Regular class attendance translates into greater achievement in academics.

Repeated absences, truancy, and/or tardiness to school or classes will lead to consequences that could include loss of privileges such as field trips, dances, graduation tickets, etc., and parents of truant students may also be fined up to \$500 (Illinois School Code). **Note: Missing up to two (2) classes in one day counts as a 1/2 day absence; missing three (3) or more classes are counted as a FULL day absence.**

There are two types of absences: excused and unexcused. Excused absences include:

- Illness (including mental or physical illnesses, noting a written doctor's note with signature is required for three or more consecutive days of absence.)
- Attendance at a civic event.
- Observance of a religious holiday, religious instruction, or other religious events.
- Death in the immediate family.
- Family emergency.
- Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety.
- A student who is over the age of 17 who is going to vote (not more than 15 days before a primary, general, or special election).
- Sounding "Taps" at a military honors funeral held in this State for a deceased veteran.
- Student's parent or legal guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.



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Absences for any other reason will be considered unexcused. Three (3) unexcused absences will result in a detention.

Parents/guardians are asked to notify the Front Office in advance of pre-arranged absences (e.g., funeral, surgery). The school may require documentation explaining the reason for the student's absence.

To report an absence, regardless of it being excused or unexcused, the parent/guardian should contact the Front Office by phone (see Section 1). **Absences reported by students or directly to faculty or staff members who are not part of the Front Office are not acceptable and will be considered unexcused.**

If a student is absent from school and the Front Office has not been notified, they will contact the parents/guardians by 10:30 to verify the absence.

The student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to their return to school.

Tardies

The passing period is four (4) minutes. Students are expected to be in their classrooms or cafeteria, in proper dress code, and ready to begin the homeroom or instructional period when the bell rings. To be successful in this, proper planning and preparation is essential. Students who are tardy to class will be admitted and will also be progressively disciplined by the class teacher and/or Dean of Students. **(Note: Three (3) unexcused tardies will result in a detention.)**

Truancy

Students who have ten (10) or more unexcused full school day absences are truant. The Illinois Board of Education will be notified of all truanancies.

A student who misses 18 days of school will automatically fail the school year.



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Early Dismissal

Parents/guardians are required to notify the Front Office by email (see Section 1) if their student needs to leave school early. The email should include:

- the student's name,
- time of dismissal,
- reason for dismissal, and,
- in the case of those who are under the age of 18, the name of the person picking the student up. **NOTE: The person picking up the student must be listed in PowerSchool.**

Upon arrival to pick up the student, please allow 15 minutes to complete the Early Dismissal Process and have a valid ID available to confirm your identity. **The School will not release students to adults who are not listed in PowerSchool and/or do not have a valid ID.**

Academic 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.

As members of an international 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. This philosophy relies on the understanding that education is much broader than instruction. Schools of the Sacred Heart commit themselves to educating through:

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



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Academic Integrity

As a member of the Sacred Heart Network of Schools, Josephinum Academy 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 are students encouraged to act ethically and responsibly, but they are also challenged to take pride in their work, always giving their best effort, never settling for less.

Each student must accept responsibility for their personal conduct in both social and academic endeavors. Academic integrity means that students:

- produce work that is their own.
- appropriately recognize others work according to the designated format (MLA, APA, or Chicago Manual of Style).
- value work as one's own, not to be shared with others for the purposes of copying or cheating.

Academic dishonesty, in contrast, is a student's attempt to claim someone else's work as theirs, or to claim academic knowledge that they do not possess. Academic dishonesty can take many different forms, and all are subject to disciplinary action.

Violations of Academic Integrity include, but are not limited to:

- cheating,
- plagiarism,
- select artificial intelligence use,
- failing to stop work on an assessment when time is up,
- lying about ability to complete an assessment,
- altering grades of any kind, and
- pressuring other students to share their work with you.

The disciplinary consequences are two-fold. First, the classroom teacher has full discretion to meet with the student then determine the consequence (e.g., retake the exam/assignment, reduce the original grade, or fail the exam/assignment.)

Second, the Dean of Students will hold a required meeting with the student and parent/guardian to explain the circumstances, relay the consequence(s), and determine what, if any, additional action (e.g., detention) is applied.



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Artificial Intelligence (A.I.) Policy

Josephinum Academy recognizes and encourages students to learn and adapt as technology advances. However, some technology can compromise the learning process with artificial intelligence (A.I.) being an example.

Platforms include, but are not limited to, ChadGPT, Google Bard, Perplexity A.I., Copy A.I., Bing A.I., ChatSonic, Jasper A.I., Quillbot, A.I. Writer, Writerful and are tools that provide either completely write assignments for students, while others are tools that can suggest/change language or word choice. Regardless, they are considered A.I. platforms under the Josephinum Academic Integrity Policy.

Use of generative artificial intelligence technology on any assessment (including papers, presentations, lab work, etc) is strictly prohibited.

If there is suspicion that A.I. may have been used, the involved student(s), teacher(s), and Dean of Students, will meet with a notification to the parents/guardians.

An A.I. detection tool will be used to assess whether A.I. was used and, if applicable, to what extent. Then, a determination will be made on what, if any, disciplinary action will be taken.



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Curriculum

Josephinum Academy's curriculum is grounded in the academic philosophy and Sacred Heart goals and incorporates instruction on all subjects required by Illinois State Standards. The standards include:

English Language Arts	4 years
Writing	1 year
Math	3 years
Science	2 years
Social Science	2 years
Civics	1 year
Financial Literacy	1 year
College and Career Readiness	2 years
World Language	2 years
Fine Arts	2 years
Theology	4 years
PE/Health	2 years
Electives	4 years



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Each student will receive a syllabus for each class they take. The syllabus will outline the course requirements, assignments, deadlines, participation and attendance expectations, and grading scale and procedures. It will also include the teacher's policies including A.I.

Field Trips/Service Projects

As part of the school curriculum, students may have the opportunity, when those experiences contribute to the School's educational objectives, to participate in field trips or service projects.

No student will participate without parental consent. Parents/guardians are required to sign a Field Trip/Service Project Permission Form for their student(s) to participate in any such trip. Permission forms will be sent at least two (2) weeks prior to the trip and must be returned at least two (2) days prior to the date of the trip. All non-participating students, including those who do not return a signed permission form by the due date, will either attend their regularly scheduled classes or being provided with an alternative experience.

Any field trip may be canceled without notice due to an unforeseen event or condition.

Any trip involving travel outside the state and/or country must have prior approval of the Board of Directors. Any trip, other than an approved field trip or service project, which does not have the written approval of the Board of Directors, shall not be considered school sponsored. Josephinum Academy personnel and students associated with a trip which has not been approved in writing by the Board of Directors shall not, in any manner, use any Josephinum Academy accounts, facilities or property in connection with the trip, or represent that the trip is associated with Josephinum Academy.

School personnel and students intending to participate in a trip outside of the state or country shall give evidence of medical insurance coverage by the deadline designated by the school.

Grading

Teachers will align instructional practices to the following grading and assessment procedures. Where appropriate, teachers will utilize a course syllabus to communicate consistent grading and assessment procedures. All students must be held to the highest standards for student learning and demonstrate proficiency of course-aligned standards. The grading scale may differ for special programs such as Advanced Placement (AP). Refer to each course syllabus for specific grading details.

Standardized Testing

The School requires students to take certain standardized tests to obtain data to measure growth. These tests are:



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Assessment	Description	Grade	Timeframe	Cost to Student
PSAT 9 and PSAT 10	The state-required assessment of English language arts and mathematics used for school performance ratings.	Freshman and Sophomores	April	\$0
SAT	The state-required assessment of English language arts and mathematics used for school performance ratings.	Juniors	April	\$0
Advanced Placement (AP)	AP tests allow students to obtain advanced placement in college classes and/or college credit.	Required for students taking Advanced Placement Courses	May	\$98 per test/subject

Report Cards

Josephinum Academy distributes quarterly report cards that include information on the student's academic progress, and attendance. This information is also accessible via the PowerSchool.

Graduation

Participation in high school graduation and related activities (e.g., Baccalaureate Mass) must be earned through demonstration of appropriate student scholarship, behavior, service, and citizenship. The SchoolLeadership will determine the level of appropriate scholarship, behavior, service and citizenship required and establish guidelines for excluding students from activities and ceremonies.

Participation in the graduation and related ceremonies is voluntary. However, students must agree to terms and conditions developed by the administration if they elect to participate. Students are not permitted to decorate their gowns and should wear only the commencement attire provided by The School.



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Section 5 – Tuition, Student Fees, Payments, and Meals

Tuition

While Josephinum Academy charges tuition, 98% of students receive financial aid either through The School or other scholarship organizations. Applications for financial aid begin in April and require parents/guardians to provide their tax information for consideration.

Parents/guardians who fail to provide their tax information by the requested deadline will be charged the full tuition amount established for the coming school year.

Once a student's tuition is determined, it is communicated through the annual re-enrollment contract.

All parents/guardians are required to have an active account on facts.mgt.com and to use this portal to review and pay invoices.



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Student Fees

In addition to tuition payments, fees for school activities are posted in FACTS. Below is a list of some of those fees. The list is not all-inclusive but intended to provide an understanding of the most applied fees and an estimate of the cost. All fees are non-refundable.

Senior rings, photos, prom photos, and yearbook, if purchased, will be billed from and require direct payment to the vendor. The School will only arrange for the vendor to be available to students.

Required Fee	Estimated Cost	Grade Level(s)	Month Billed
Student Fee	\$75.00 annually	All	August

Participation Fees	Estimated Cost	Eligible Grade Level(s)	Month Billed
Students are only billed if they participate in the activity.			
Sports Participation (<i>uniforms, transportation, IHSA fees</i>)	\$50.00 per athlete, per sport	All	August October February
Ventra Card	\$5.00	All	Cash only upon receipt
JACS Club Blazer Deposit	\$15.00	All	September
Testing			
• SAT	\$0	11 th	n/a
• ACT	\$0	11 th	n/a
• Advance Placement (AP)	\$98 per test/subject*	11 th and 12 th	October
Drivers Education	\$125.00	Age 16**	October
Graduation Cap & Gown	\$32.00^	12 th	October
Transcripts (<i>regardless of distribution method</i>)	\$20.00	All	As requested

*Discounted fees may apply if a student qualifies for the Free School Lunch Program.

**Depending on the birth date, students who are 15 years old may be eligible to participate subject to the approval of the Driver's Education teacher.

^Based upon fee for 24-25 school year. Updated fees are expected in November or December 2025.

All parents/guardians are required to have an active account on factsmgt.com and to use this portal to review and pay invoices.



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Payment

Josephinum Academy offers multiple options for parents/guardians to pay their tuition, enrollment/re-enrollment fees, and school fees (e.g., athletics, testing) in a convenient and timely manner.

As students of Josephinum Academy, we require all parents/guardians to:

- 1) establish an account in FACTS (factsmgmt.com), the tuition payment and financial aid portal.
- 2) pay their account balance by the scheduled payment due date.

FACTS allows parents/guardians to choose their payment due date – either the 1st or the 16th of the month – and offers multiple payment methods:

- auto-withdrawal from a bank account (aka ACH),
- credit card (online or by phone), and
- check or money order.

Late Payment

We understand that circumstances occasionally change, and you and your family may need additional consideration. If that happens, we want to work with you.

The Financial Aid Appeal process provides short-term assistance until you are able to return to the regular payment plan. To make such a request, email admissions@josephinum.org and we will follow up with you to discuss your specific circumstances.

However, if delinquent payments are incurred and/or persist, there are three courses of action.

1. **Late Payment Fee** – A \$25.00 charge for each past due payment. This applies to payments outlined in the 25-26 enrollment contract, re-enrollment contract, if applicable, contract amendment(s), and student fees.
2. **Hold Out Days** - Beginning in October, The School will begin implementing “Hold Out” days when students who are behind in their payments and have not made a reasonable effort to make a payment will be held out of classes, sports, and any other extracurricular activities until payment is made. The duration of the holdout is dependent upon when payment is received and/or reasonable payment arrangements are made. Hold out will begin on the first Monday following the 16th of the month.



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3. **Re-enrollment Suspension** - Students who are not in financial good standing at the time re-enrollment begins for the 26-27 school year will be unable to re-enroll .

In addition, for seniors to participate in the following senior activities, tuition and fee payments must be current by the date listed below.

Senior Trip	March 16, 2026
Prom	April 16, 2026
Graduation Rehearsal	May 16, 2026
Graduation Ceremony	May 17, 2026

Meals

Josephinum Academy serves free breakfast and lunch daily to qualifying students. Annually, to comply with U.S. government requirements, parents/guardians will be required to complete a form related to the Free/Reduced Lunch program.

A student's eligibility for free and reduced-price food services is determined by income eligibility guidelines and family-size income standards that are set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

All meals adhere to the nutrition requirements set forth by the Illinois Board of Education. Weekly menus can be found on josephinum.org.



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Section 6 – Electronic Devices & Network Use

Electronic Devices

Josephinum Academy issues each incoming freshmen a laptop computer. In addition to the laptop, students are allowed to have electronic devices including cell phones, air pods, headphones, earbuds (wired or wireless), and watches at school. (Note: Laser pointers/pens are prohibited.) If electronic devices are brought on campus, students are expected to comply with the directives below regarding the use of these devices. In addition, The School assumes no responsibility for theft, loss or damage of such devices.

- Except for laptops, all electronic devices, including cell phones, air pods, earbuds, and headphones, must remain in the student's locker or backpack/bag during all periods except lunch.
 - Students can wear watches but cannot be used for reasons other than checking the time.
- Cell phones and other electronic devices are not permitted in Athletic/PE locker rooms or restrooms.
- Use of cell phones, air pods, earbuds, and headphones during after school extra-curricular activities may be prohibited or restricted by the activity sponsor or coach.
- The devices should never be used to disrupt the school environment or violate the rights of others, including using devices to take photographs or videos in locker rooms or bathrooms, cheat on assignments or exams, standardized tests, or otherwise violate student conduct rules.
- Prohibited conduct specifically includes, but is not limited to, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person using a computer, electronic communication device, or cellular phone. This includes sexting.

If students are caught using their cell phones and/or electronic devices inappropriately, disciplinary action will be taken including the loss of privilege. There may be some limited exception based upon a verifiable disability.

Network Use

Electronic networks are a part of Josephinum Academy's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. Electronic networks include the School's internet, wired and wireless data networks, information systems, servers, data storage, printers, photocopiers, scanners, facsimile machines, phones, and communication



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systems such as electronic mail, text messaging, instant messaging, and chat programs. Electronic networks also include technology owned or licensed by the school or provided by the school for use by its employees or students, including technology issued to students (i.e., a laptop computer), and the School's authorized webpages, online systems, software applications, research databases, and social media websites.

If a user accesses Josephinum Academy's electronic networks with a personal technology device (e.g., cell phone), that use is also subject to this policy. The School is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the network. Furthermore, The School will not be responsible for any unauthorized charges or fees resulting from access to the internet. Users, including students, have no expectation of privacy in any material that is stored, transmitted, or received via the School's electronic networks or school computers.

Acceptable Uses

Use is a privilege, not a right. Failure of any student to follow the terms outlined under Acceptable Use or any part of the Technology Use section will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Josephinum Academy students agree to:

- Use all Josephinum Academy networks solely for educational, instructional, and/or research purposes and in ways that are consistent with the mission of the school.
- Access the school designated online services accounts, including but is not limited to, josephinum.org email, Google documents, PowerSchool, printing, using only their assigned username and passwords.
- Maintain privacy of account names and numbers, passwords, and personal information.
- Refrain from accessing social networking sites (including but not limited to Facebook, Instagram, Tik Tok).
- Access information that will facilitate their post-graduate academic and career paths.

Unacceptable Uses

Josephinum Academy 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



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ensuring proper use and safety for all. The School reserves the right to search a student's school issued device.

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.
- 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 copyright 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.



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- Interfering with other users' ability to send or receive email, or attempting to read, delete, copy, modify, or use another individual's identity.

Outside of School Usage

Parents/Guardians are primarily responsible for their student's use of technology, including the Josephinum Academy issued laptop, outside of school and are encouraged to monitor the student's use including age-appropriate content/requirements for web and social network sites.

However, inappropriate use of technology outside of the school may subject the student to disciplinary action if it includes bullying and harassment of others, inappropriate use of the school name, remarks directed to or about teachers and staff, and offensive communications including videos/photographs or threats. Any unauthorized online purchases charged to the school are the responsibility of the student and their parent/guardian.



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Section 7 – Conduct, Dress Code, and Discipline

Josephinum Academy encourages high standards of student behavior and self-respect in school, at school-sponsored activities home and away, and in the community. Students should demonstrate self-control and respect for themselves, classmates, faculty and other school personnel. It is our belief that the high school years represent a period of intellectual, emotional, and physical development. For students to develop a sense of responsibility as individuals and members of their community, it is important to establish behavioral expectations and consequences. These consequences may apply to on and off-campus activities whether it be before, during, or after regular school hours and may include the loss of privileges such as dances, graduation tickets, etc.

Prohibited Activities

Bullying

Josephinum Academy is committed to the growth and learning of all students as well as all community members (parents, faculty, and staff). The School seeks to foster an environment where everyone feels safe and respected. Bullying, harassment, and/or intimidation, whether verbal or non-verbal, against any member of the community will not be tolerated. In addition, bullying, harassment, and/or intimidation based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, or disability violate state and federal law and, if appropriate, will be reported to law enforcement as will any situation that directly or indirectly implies criminal intent.

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to effectively educate students. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important Josephinum Academy goals.

Bullying can be in-person or virtually, verbal, or non-verbal, and may present in various forms, including but not limited to one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, emotional abuse, peer pressure, destruction of property, or retaliation for asserting or alleging an act of bullying.

Cyberbullying

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



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- Using email (either directly or indirectly by hijacking or cloning someone's account), texts, messages, or calls on mobile phones to bully and/or send threatening or hurtful messages.
- 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 and/or comments on websites, including, but not limited to blogs, chat rooms, personal websites, social networking sites (Instagram, Twitter, Facebook, YouTube, TikTok, Tumblr, Discord, gaming streaming services, etc.)
- Creating websites, polls, or blogs about individuals that are meant to embarrass or hurt that person.

Hazing

Hazing is the intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students. Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited.

Other Prohibited Items and Activities

- Academic dishonesty including cheating and plagiarism
- Alcohol possession, for the purposes of consumption, distribution or selling
- Animals
- Assault, battery and/or fighting
- Bullying and/or cyberbullying
- Disrespectful or disobedient behavior
- Drugs possession, illegal or legal, for the purposes of consumption, distribution or selling
- Firearms/Weapons
- Forgery
- Gang recruitment, signs, and other activities
- Phone recordings without permission of all parties
- Sexual activity including touching and indecent exposure
- Smoking/Vaping
- Stealing/Theft
- Tobacco
- Vandalism and/or graffiti
- Violation of any criminal law



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When applicable, Josephinum Academy will conduct an internal investigation and notify the applicable law enforcement agencies of unlawful behavior as well as report applicable incidents to the Illinois State Police Department's School Incident Reporting System (SIRS).

Dress Code/Uniforms

A student's appearance, dress and hygiene, is expected to be:

- neat, clean and well-groomed,
- free from accessories that directly, by innuendo, or look-alike promote alcohol, drugs, sex, profanity, violence, gangs, political statements, and
- not disrupt the educational process, or compromise standards of health and safety.

Josephinum Academy has established a dress code policy for all students to abide by whether on campus or attending a school sponsored activity off-site (i.e., field trip or service project). All students are expected to wear the school uniform to school **EVERY DAY** except on occasional days designated by The School's leadership. Such days will be identified during the school year with proper notification of acceptable attire being shared in advance.

Students not adhering to the dress code will be sent to the Dean of Student's office and be given the opportunity to change into any spare clothing they may have, that may be available in the Front Office, or their parent/guardian may bring them. Students who fail to follow The School's uniform policy may be given detentions or excluded from extracurricular activities but may not be barred from attending class.

The School uniform consists of the following components.

Tops with the Josephinum Academy logo

- Shirts - purple or white polo or the long/short sleeve t-shirt. Students may choose to wear a solid white, gray, or black long sleeve shirt underneath their school polo shirts for extra warmth.
- Sweatshirt – purple with Girls Without Limits language. Hoods cannot be worn.
- Sweaters – ash gray v-neck over polo shirts.

Pants

- Gray and hemmed appropriately.
- Yoga pants, athletic pants, joggers, sweatpants, pajama pants, and leggings are not acceptable forms of pants.



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Skirts

- Charcoal Gray Box Pleat Skirt with the length at least to their fingertips.
- Non-gray skirts are not permitted.
- Gray tights are acceptable to wear under skirts in colder weather. Yoga, pants athletic pants, joggers, sweatpants, pajama pants, and leggings are not acceptable.

Plaid Skirts

- Seniors are permitted to wear a purple and gray plaid skirt with the length at least their fingertips.

Shorts

- Gray knee-length shorts.

Shoes

- Open-toed shoes with back straps.
- Crocs are permitted with a back strap.
- Shoes/boots of all colors are acceptable. Gym shoes are permitted.
- Flip flops and slippers without a back strap are not permitted.

Outerwear

- Coats, jackets, fleece jackets, sweatshirts, scarves, winter hats, and gloves are considered outerwear.
- Outerwear is not permitted in class and should be removed and placed in the locker before classes begin.



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Prohibited Items

- Any clothing that does not cover genitals, buttocks, chests and/or reveals undergarments including straps.
- Any top that does not include The School logo including crop tops.
- Non-gray pants, skirts, or shorts.
- Gray skirts that are less than two fingertips in length.
- Gray shorts that are not knee length.
- Yoga pants, athletic pants, joggers, sweatpants, pajama pants, and leggings.
- Flip flops and slippers.
- Crocs and other shoes that are open toed and/or do not have a back strap.
- Hats, bonnets, bandanas, scarves, head coverings, unless for religious purposes, and any hoodie in which the hood is worn.
- Accessories and/or clothing that directly, by innuendo, or look-alike that includes images or language that promotes alcohol, drugs, sex, profanity, pornography, gangs, violence, hate speech, images or language that creates a hostile or intimidating environment (based on any protected class or consistently marginalized groups.).
- Any accessory that could be used as a weapon. This includes long or heavy chains and accessories with sharp or pointed protrusions.
- Clothing and footwear must not have ornamentation that will damage furniture or floors or create a safety hazard to the student or others.

On Halloween or a day approved by The School's leadership, students may be allowed to wear costumes to school. Students who choose not to wear a costume must adhere to the dress code above while students who participate must follow the guidelines below.

- Costumes cannot:
 - be demeaning or offensive to any group.
 - completely hide the identity of the student (i.e. gorilla suit, "Scream" character) are not allowed.
 - interfere with learning, restrict movement, impair vision or prevent students from participating in class.
 - include images or language that promotes alcohol, drugs, sex, profanity, pornography, gangs, violence, hate speech, images or language that creates a hostile or intimidating environment (based on any protected class or consistently marginalized groups.).



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- include weapons, toy weapons, or props replicating weapons or any item that may damage furniture, floors or create a safety hazard to students or others.
- Require preparations including dressing, applying makeup or colored hairspray, at school. All preparations must take place before arriving at school.

Non-Discrimination Statement

Josephinum Academy

- does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.
- allows student athletes to modify their athletic or team uniform for the purpose of modesty and/or is in accordance with the requirements of their religion, cultural values or modesty preferences. If a student chooses to modify their athletic or team uniform, the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modification.

Other Conduct Expectations

Other expectations for student conduct are outlined below.

Elevator – Students are not permitted to use the elevator unless they have a physical need (use of crutches, walking boot, etc.).

Food & Drink – Food, regardless of if it is provided by the school or brought in by the student, should only be consumed in the cafeteria and not taken to or eaten in classrooms or other common areas such as the library. Students may transport drinks throughout the building, **ONLY if they are in a travel mug with a closed lid.**

Lockers – Every student is provided a locker which is accessible before and after school as well as passing periods. Students are responsible for securing the items within the locker by providing their own combination lock. It is highly recommended students do not share the combination with other students. They can provide the combination to the Front Office staff in case of an emergency or if they forget the combination. Josephinum Academy is not responsible for the loss and/or damage of student property.

Stairwells – The center stairwell is closed to students. They should use the Oakley Street or Bell Street stairwells to move throughout the building.



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How to Report a Conduct Violation

All allegations and incidents of prohibited activity should be reported to a school official (i.e., Dean of Students, Student Services Director, Student Services Counselor, Teacher, or Principal).

Investigating a Violation

Josephinum Academy will investigate all reported violations. If the violation reveals a safety and/or security threat, or suspicion of criminal intent and/or activity, school officials are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School officials may:

- Inspect and search school property and equipment owned or controlled by the school (such as lockers and desks), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.
- Request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted by specially trained dogs.
- Search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the School's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive considering the student's age and sex, and the nature of the infraction.
- Require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. During the investigation, the student may be required to share the content that is reported for the school to make a factual determination.
- Investigate or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school



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behavior rule or policy. During an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination

School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website (e.g., Facebook, Instagram, Twitter, TikTok, and Snapchat). This also applies to student vehicles parked on school property. When appropriate, such evidence may be transferred to law enforcement authorities.

Before a law enforcement officer or school official detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the school official will:

- Notify or attempt to notify the student's parent/guardian and document the time and manner in writing.
- Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, school counselor, or any other mental health professional) is present during questioning; and
- If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Discipline

Failure to adhere to these policies on student conduct will result in consequences that will be determined on a case-by-case basis and will take into consideration the nature, severity and/or history of offenses.

That said, Josephinum Academy 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. Therefore, when dealing with matters concerning student behavior, The School 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. Such practices



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value people over rules and aim to repair the harm that has been caused because of one's actions, rather than deliver harsh punishment for misbehavior.

However, as much as we will try to prioritize restorative practices, there may be circumstances when other disciplinary measures are needed. Below is a list of the various disciplinary measures that may be used.

- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Notifying parents/guardians
- Detention
- Disciplinary conference with parents/guardians
- Peer mediation/restorative conversations
- Social probation
- Behavior contract
- Withholding of privileges
- Temporary removal from the classroom
- Return of property or restitution for lost, stolen or damaged property
- In-school suspension
- Out-of-school suspension
- Expulsion



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Section 8 – Health & Wellness and Safety

Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

- a) Entering ninth grade.
- b) Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grade 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from Josephinum Academy until the required health forms are presented, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

Eye Examinations

All students entering Josephinum Academy for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examinations

All students entering ninth grade must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the student's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Student Medication

Taking medication during school hours or during school-related activities is prohibited 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



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school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school employee is allowed to 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 is allowed to 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 procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and 1) signed a School Medication Authorization Form, 2) a doctor's notification to possess the EpiPen, and 3) a document 504 Plan on file with Student Services.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school sponsored activities. Please contact the principal for additional information.

Reporting Suspected Child Abuse and/or Neglect

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

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



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Counselors

Josephinum Academy has two counselors who provide social/emotional support, academic advisement, community referrals. In addition, there is an advisor who offers college and career counseling.

Illness at School

A student who is ill during the day should report to Student Services. After understanding the student's ailment, a member of the Student Services team will determine if the student should remain at school with periodic check-ins, be sent home, or in a serious situation, be transported to the hospital.

If it is determined the student should be sent home, the parent/guardian or adult designated by the parent/guardian will be notified.

Refer to the Emergency Treatment section below for how an emergency illness will be addressed.

Emergency Treatment

In case of accident or illness, minor first aid will be administered by school personnel in accordance with the provisions on the Emergency Health Form. For minor issues, it is the responsibility of the parent/guardian to contact a doctor or take the child to the doctor's office or hospital.

If a student's condition requires immediate medical attention, paramedics will be called, and the parent/guardian will be informed immediately. The principal or a member of the Student Services team will accompany the student in the ambulance. They will take the student's emergency information form with the parent's/guardian's signature giving authorization to attend to the child. Parents are responsible for payment of medical, ambulance, and/or hospital fees.

Communicable Diseases

Josephinum Academy follows recommendations from the Illinois Department of Public Health and other federal, state, and county entities regarding communicable diseases.

With this in mind:

1. Parents/guardians are required to notify the school principal if they suspect their child has a communicable or infectious disease as well as keep their child home from school.
2. As appropriate, the school principal will notify the applicable county agency and follow any instructions for temporarily excluding a student from school.



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3. The principal will provide, as applicable, notices to school families or staff who may be affected.
4. Consistent with the Illinois Public Health Act, anyone suspected of being infected with a reportable infectious disease for which isolation is required, or people with diarrhea or vomiting believed to be infectious in nature, will be refused admittance to the school while symptoms are present.
5. If a student is diagnosed with a chronic or communicable disease, the parent/guardian must consult with a licensed physician who is allowed to practice in the State of Illinois for information on when the student may return to school as set forth by the rules under the Illinois Department of Public Health.

Food Allergy Management

State law requires schools to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations, and state rules.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the principal. Parents/guardians are asked to provide annually, the Allergy Anaphylaxis Emergency Care Plan for students with a diagnosed life-threatening allergy. This is the basis for students' emergency care plans for school. For those students whose Allergy Anaphylaxis Emergency Care Plan is not submitted, health alerts with student specific allergy information and emergency actions, are noted for teachers.

To reduce the risk of exposure, Josephinum Academy has put a number of measures in place which may include, but are not limited to, one or more of the following:

1. Staff are trained annually on signs and symptoms, avoidance strategies, cross-contamination, and treatment including epinephrine auto-injector practice. Appropriate staff will be trained in students' Individual Anaphylaxis Emergency Care Plan if submitted.



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2. Individual Anaphylaxis Emergency Care Plan and emergency medication(s) will accompany students on field trips.
3. School breakfast and lunch menus are available for parents and students to determine the most appropriate options.

Curriculum Related Food Events

A permission slip with food items and ingredients listed will be sent to parents/guardians at least 3 school days prior to the instructional activity. Instructional programs will be developed with sensitivity to specific classroom allergens.

School Safety

Hours

Josephinum Academy is open from 7:30 a.m. – 4:30 p.m. Monday – Friday. Extended hours may be granted for after-school activities such as sports practices, games, clubs, and theater productions.

Students who are not participating in after-school activities may remain in the cafeteria until 4:30 p.m. At 4:30, students will need to leave the building and make arrangements to be picked up at an offsite location. There are several nearby businesses such as Dunkin Donuts, Chipotle, and Starbucks to consider.

Closed Campus

Josephinum Academy is a closed campus meaning students may not leave campus from the time they arrive at school until their dismissal at 3:40 p.m. unless they have a reported early dismissal.

All students, regardless of age, must have a parent/guardian notify the Front Office of an early dismissal by emailing frontoffice@josephinum.org. (Phone calls are not acceptable.) Students who are under the age of 18 will only be released to the custody of their parent/guardian or emergency contact.

Except for student athletes, once a student has left campus, they are not allowed to return until the following school day.

Subject to the coach or Athletic Director (AD)'s approval, student athletes may be allowed to leave after the final bell to get food prior to the start of their sporting event (practice or game). However, due to the timing of the sporting event, they must bring the food back to the school and eat it in the cafeteria. Students who do not return in a timely manner and/or disregard the coach/AD's instructions will be subject to disciplinary action.



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Students, regardless of grade, are prohibited from leaving campus for lunch.

Video Surveillance

Video cameras are used in several common areas of the building for the primary purpose of reducing disciplinary problems, vandalism, and to provide a safe environment for students and staff. Disciplinary action may be taken with students based on video documentation.

Student Deliveries

Students nor parents/guardians may order food or non-perishable items (clothing, hair care, make-up, etc.) to be delivered to the school. Deliveries will be refused.

Visitors

All visitors, including parents, should make an appointment, including meeting with teachers, prior to arriving at the school. (This does not apply to picking students up due to illness or family emergency.)

Visitors are required to present a valid photo ID and sign in at the Front Office as well as sign out upon leaving.

If the visitor is at the school for a reason other than to pick up a student, they must wear a Visitor's Badge while in the building and will be escorted to and from their destination.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a student, employee, board member, sports official or coach, or any other person on the premises. Violate any Illinois law or municipal, local or county ordinance.
2. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
3. Damage or deface school property or threaten to damage or deface another's property.
4. Behave in an unsportsmanlike manner or use vulgar or obscene language.
5. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
6. Smoke or otherwise use tobacco products.
7. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
8. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.



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9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
10. Enter upon any portion of school premises at any time for purposes other than those that are lawful.
11. Violate other school policies or regulations, or a directive from an authorized employee.
12. Engage in any conduct that interferes with, disrupts, or adversely affects the school activity.

The Chicago Police Department will be notified if anyone refuses to comply with the Visitor Policy.

Emergency School Closings

On occasion, Josephinum Academy may opt to cancel scheduled classes and/or move to remote learning due to extreme weather conditions or unexpected reasons such as facility issues (e.g., plumbing) that may create unsafe conditions.

Notifications regarding school closure will be communicated via Remind, a text message application. (See Parent Expectations for details.) In addition, The School will report weather related closures to local news outlets.

Note: School closings apply to the scheduled school day as well as sporting events and extracurricular activities.

Fire, Weather, and Lock Down Drills

Josephinum Academy conducts multiples drills throughout the school year to help ensure students and employees know how best to respond in emergency situations. Fire and lock down drills are held in

In conjunction with the Chicago Fire Department and Chicago Police Department respectively. Officials are onsite to observe the drills, assess the effectiveness, and make recommendations for improvement. In addition, outside professionals are periodically brought in to provide recommendations.

Weather drills are conducted in the fall and spring in anticipation of severe conditions related to thunderstorms and tornados.

and effort to observe fire safety regulations and has established definite procedures for conducting fire, tornado, and school lock-down drills.

Any student found responsible for creating a false fire alarm will be subject to disciplinary action and based on circumstances, referred to law enforcement. Consequences may include financial restitution to the school and/or the City of Chicago.



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Section 9 – Communication

Josephinum Academy uses multiple ways to communicate with students and parents about academics and grades, tuition and fees, upcoming school events, and other school activities. Among them are:

- Weekly newsletter
- Monthly parent organization meetings (via videoconference)
- FACTS (See Tuition & Fees section for more details)
- PowerSchool
- Remind (text messaging system)
- Parent/Guardian/Teacher conferences

PowerSchool

Power School is an online learning, classroom management system used by the school to maintain class schedules, update grades, track attendance, post daily class assignments, communicate with teachers, and more.

It is also accessible to all students and parents/guardians. Students are automatically set up in PowerSchool while **parents/guardians need to submit an email address to frontoffice@josephinum.org to be set up.**

Remind (Text Messaging System)

Josephinum Academy uses the Remind platform to communicate with students and parents/guardians via phone, email, and text messaging. Notifications related to school closings, upcoming school events, fire, weather, and lock down drills and/or live events, due date reminders (e.g., field trip permission forms) are some of the communications that will be sent via this system.

Note: Josephinum Academy employees are NOT permitted to communicate with students or parents/guardians by exchanging personal cell phone numbers. For safety reasons, Remind is the official platform by which employees can contact students and/or parents/guardians by phone or text. Employees who directly request or use a student or parent/guardian phone number should be reported to the principal.



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Parent/Guardian/Teacher Conferences

Josephinum Academy hosts two Parent/Guardian/Teacher Conferences during the school year: one in each semester. The conferences are designed to give the parent/guardian an opportunity to meet with each of the student's teachers to discuss academic, behavioral, and/or social growth and progress. The conferences can be held in person or virtually. Notifications will be sent approximately one month in advance of the conference date with instructions on how to schedule the meeting.

Chain of Command

It is our desire to respond to all concerns and/or questions as quickly and effectively as possible. However, many issues are often best served by communicating directly with the affected staff members. For example, if an issue pertains to a specific student and/or class, it is advised that the parent contact the teacher directly.

With that in mind, Josephinum Academy has created a structure that provides a roadmap when reporting concerns or communicating with school staff members.

The goal is to communicate first with the staff member who is nearest to the situation. We recognize that each situation is different, however. Information on who to contact with a question or comment using the structure is listed below.

Issue	1 st Point of Contact	2 nd Point of Contact	3 rd Point of Contact
Athletics	Coach	Athletic Director	Principal
Cafeteria & Food	Food Service Coordinator	Principal	Chief Administrative Officer
Clubs & Activities	Club/Activity Advisor	Dean of Students	Principal
Curriculum & Testing	Teacher	Principal	President
Mental Health	Student Services Counselor	Director, Student Services	Principal
School Policies	Principal	Chief Administrative Officer	President
Special Education	Student Services Counselor	Director, Student Services	Principal
Student	Teacher	Dean of Students	Principal
Teacher or Staff Member	Teacher or Staff Member	Principal	Chief Administrative Officer
Technology Issues	Front Office Supervisor	Principal	Chief Administrative Officer



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Section 10 – Student Records and Privacy

A student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

Josephinum Academy complies with the Illinois School Student Records Act requirement that (1) temporary record be retained for at least 5 years after a student's transfer, withdrawal or graduation and (2) permanent records be retained for at least 60 years after a student's transfer, withdrawal or graduation.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access. Note: The records may not leave school property.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information.
6. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.
7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance or the securing by any individual of any information from a student's temporary record which such an individual may obtain through the exercise of any right secured under State law.



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8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605



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Section 11 – Extracurricular Activities, Dances & Athletics

Josephinum Academy offers various extracurricular activities for all students. Academic and behavior expectations must be met to participate.

Extracurricular Programs

Josephinum Academy offers a variety of extracurricular opportunities to enhance the social, emotional, physical, and intellectual experience of all students.

As a member of a team or activity the student represents Josephinum Academy in the classroom and in the community. As such, students are expected to follow the policies set forth in this handbook in order to participate all activities.

Dances

Josephinum Academy will sponsor, or co-sponsor dances each year. Dances are school-sponsored events, and as such, all school rules for behavior, participation, and prohibited activities apply to students and their guests, regardless of the location of the dance, and even if those guests are not students of Josephinum Academy.

To attend any dance, students must:

- be in good behavioral standing. If a student is under school suspension for any reason on the date of a dance, they will not be allowed to attend the event.
- be current in all tuition and fee payments/obligations.

Senior Prom is currently a “privilege” for senior students only.

Prom tickets must be purchased in advance while tickets for all other dances can be purchased in advance, or at the door. Once purchased, the cost of the ticket cannot be refunded under any circumstance including students who fail to attend or are removed for disciplinary reasons.

Students can bring one (1) guest to each dance if they meet the following requirements noting Josephinum Academy retains the right to refuse guests.

1. The guest is at least 14 years of age but no older than 20.
2. The Guest Request Form must be completely filled out and submitted to the Front Office prior to being able to purchase a guest ticket.
3. All guests provide a photo ID at the time of entry at the dance.



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Students need to demonstrate appropriate behavior and show respect for themselves, staff and peers, at all times. This includes showing respect for others' relative space and refraining from dangerous, provocative and inappropriate dancing. Students who do not abide by these standards may be asked to leave the dance without a warning and may be subject to disciplinary action.

Athletics

Josephinum Academy is a member of the Illinois High School Association (IHSA) and belongs to the Chicago Prep Conference. As such, we adhere to their rules and regulations.

Students are encouraged to actively participate in sports but must remain in good academic and behavioral standing. More information on the athletics program and expectations can be found in the Student Athletic Handbook.



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Section 12 – Transfer Guidelines

Incoming Transfer Requests

Josephinum Academy accepts transfer students within the first 2 weeks of each semester. An enrolled student must:

- Have submitted their previous school transcripts and discipline records to-date.
- Submit all necessary enrollment materials to the Admissions Department.
- Pay the enrollment fee and tuition per the guidelines of their enrollment contract.

Outgoing Transfer Requests

Parents/guardians requesting to transfer their student to another school should meet, in-person or virtually, with the Dean of Students and/or principal to discuss the reason(s) for the transfer as well as timing. Once the meeting has been held, the parent/guardian will need to complete a Student Withdrawal Form and submit it to the Head of Admissions.

The Head of Admissions will review the form for completeness then confirm that all financial obligations have been met in full. In addition, the school will cross-reference the student's name with the State of Illinois missing persons list.

Assuming all elements are in order, the transcript will be sent to the new school within ten (10) days from when the transfer request was received.

Should the student appear on the State of Illinois missing persons list, Josephinum Academy will notify the transfer school and applicable law enforcement agency.

On the student's last official day at Josephinum Academy all school issued devices (i.e., laptop), books, and other materials should be returned to the front office.



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Student & Parent/Guardian Handbook

The start of a new year brings with it change and new information to learn. The SY 25-26 Student & Parent/Guardian Handbook is your tool for understanding and navigating many topics from policies and procedures to grading, academics and extracurriculars. We want to make sure that you and your student(s) have all the tools necessary for success.

Please read through the handbook carefully with your student(s). As you are familiarizing yourself with the information, please let your Principal know if you have any questions.

Once you have reviewed the Student & Parent/Guardian Handbook with your child, please **sign below, remove this page, and return the signed page (for each child if you have more than one enrolled) to the Front Office within 10 days of receipt.**

By signing below, you indicate that you:

- 1) Have read, or have had explained to you, the SY 25-26 Student & Parent/Guardian Handbook which contains a summary of school rules regarding student behavior and other policies.
- 2) Agree that your student will follow these rules.
- 3) Understand that if my student violates the rules, my student can be subject to discipline.
- 4) Acknowledge that my student and I understand and agree to abide by policies and school rules contained in the Handbook.

Printed Name of Student

_____ Date: _____

Signature of Student

Printed Name of Parent/Guardian

_____ Date: _____

Signature of Parent/Guardian