

Saint Andrew the Apostle Parish School



PARENT HANDBOOK

2020-2021

505 Kingston Drive
Romeoville, IL 60446
(815) 886-5953
www.andrewcc.org

Faith † Family † Education

Contents

1. Mission of St. Andrew School	8
2. Philosophy of St. Andrew the Apostle School	8
3. Prefatory Remarks	8
4. Affiliation/Non-Public State Recognition of Diocesan Schools	8-9
5. Faith Formation	9
5.1. Sacraments	9-10
6. Admissions and Records	10
6.1. Non-Discrimination Policy	10
6.2. Admission Requirements	10-11
6.3. Enrollment Requirements	11
6.4. Registration	11
6.5. Student Transfers	11-12
6.5.1 Diocese of Joliet Admission of Transfer Student	12
6.5.2 Diocese of Joliet Admission Ages	12
6.6. Exit Interviews	12
6.7. Official Records	12
6.8. Student Record Inspection	12-13
7. Financial Obligations and Responsibilities	13
7.1. Tuition	13
7.1.1. FACTS	13
7.1.2. Refund Policy	13
7.2. Extended Before and After Care	13-14
7.3. Volunteer Support	14
7.3.1. Service Hours	14
7.3.2. Protecting God's Children	14
8. Academic Policies	14
8.1. Curriculum	14
8.1.1. Physical Education	14-15

8.1.2. Computer Technology	15
8.2. Home Practice	15
8.3. Report Card	15-16
8.4. Honor Roll	16
8.4.1. Gold Honor Roll	16
8.4.2. Silver Honor Roll	16
8.5. Promotion/Retention	16-17
8.6. Graduation	17
9. Communication	17
9.1. Attendance Policy	17-18
9.1.1. Vacations	18
9.2. Tardiness Policy	18
9.2.1. Excused Tardy	18
9.2.2. Unexcused Tardy	18
9.3. School Emergency Procedures/Cancellations	18-19
9.4. Visitors	19
9.5. Telephone Calls	19
9.6. Messages and Deliveries	19
9.7. Early Dismissal	19-20
9.8. Parent-Teacher Conferences	20
9.9. School/Home Communication	20
9.10. Resolution of Disputes	20
10. Health and Safety	20
10.1. State of Illinois Health Requirements	20-21
10.2. Maintaining a Healthy School	21
10.3. Communicable Diseases/Conditions	22
10.4. Alcohol and Drug Policy	22
10.5. School Incidents and Illnesses	22-23

10.6. Medication	23-25
Allergies- Diocese of Joliet Policy <u>6830</u>	
Asthma- Diocese of Joliet Policy <u>6840</u>	
Diabetes- Diocese of Joliet Policy <u>6850</u>	
Sunscreen- Diocese of Joliet Policy <u>6825</u>	
10.7. Dental Hygiene	26
10.8. Disaster Drills & Emergency Procedures	26
11. Transportation	27
11.1. Walkers	27
11.2. Bicycle Riders	27
11.3. Car Riders	27
11.4. Bus Service	27
12. Discipline Policies	27
12.1. Code of Christian Conduct	27
12.1.1. Classroom Rules	28
12.1.2. Expectations for Students	28
12.1.3. Consequences	28-29
12.2. Code of Conduct for Parents	29
12.3. Search and Seizure	29
12.3.1. Reporting Drug Violations Diocese of Joliet Policy <u>1440</u>	30
12.3.2. Reporting Firearms Diocese of Joliet Policy <u>1450</u>	30-31
12.3.3. Corporal Punishment	31
13. Communication of Questions and Concerns	31
13.1. Procedures for addressing concerns	31
13.1.1. Academics, Behavior, Lunchroom, Classroom Life, and Extended Care	31
13.1.2. School Sports Teams	31
13.1.3. Extracurricular Activities Not Including Sports	31
13.2. Grievances	31
13.2.1. Parent Grievance About or With a Teacher	31

13.2.2. Parent Grievance about or with the Principal	32
14. General Policies	32
14.1. Custodial Parent/Guardian	32
14.2. Non-Custodial Parent/Guardian	32
14.3 School Day Procedure	32
14.3.1. Daily Schedule	32
14.3.2. Arrival	32-33
14.3.3. Dismissal	33
14.3.4. Supervision	33
14.4. Cell Phones	33
14.5. Electronics	33
14.6. Personal Property	34
14.7. Uniform Dress Code	34-35
14.8. Out of Uniform Guidelines	35
14.8.1. Acceptable Clothing and Attire	35
14.8.2. Unacceptable Clothing and Attire	35
14.9. Physical Education Uniform	36
14.10. Technology	36
14.10.1. Internet	36
14.10.2. Technology, Internet, and Social Media	
15. Diocese of Joliet Catholic Schools Office Anti-Bullying Policy	36
15.1. Bullying Conduct	37
15.2. Cyber Bullying	37
16. Diocese of Joliet Catholic Schools Office Social Media Policy	37
16.1. General Guidelines	38
16.1.1. Be Selective	38
16.1.2. Be Responsible	38
16.1.3. Identify Yourself	38
16.1.4. Honor the Privacy of Others	38
16.1.5. Be Respectful	38

16.1.6. Comply	38
16.2. Specific Policies	38
16.2.1 Use of Official Name and Logo	38-39
16.2.2. Duties of Moderators	39
16.3. Prudent Judgment	39
16.3.1. Personal Use	39
16.3.2. Contact with Students	39
16.3.3. Copyright Laws	40
16.3.4. Privacy	40
16.3.5. Minors	40
16.3.6. Enforcement	40
17. Diocese of Joliet Acceptable Use Agreement for Internet Access and Related Technology	
Sample of Student agreement for internet access and related technology use	40-41
17.1. Use	42
17.2 Terms and Conditions	42
17.2.1. Acceptable Use	42
17.2.2. Responsibility	42
17.2.3. Code of Conduct	42-43
17.2.4. Safety	43
17.2.5. Electronic Mail	43-44
17.2.6. Consequences for Inappropriate Use	44
17.2.7. Web Pages	44
17.2.8. Personal Electronic or Cellular Devices	44
17.2.9. Indemnification	45
17.2.10 Financial Obligations	45
17.2.11. Limitation of Liability	45
18. Extracurricular Activities	45
18.1. Diocese of Joliet- Interscholastic Athletics and Concussion Management Policy	45-50
18.2. Academic Guidelines	50

18.3. Participation	50
18.4. Student Accident Insurance	50
18.5. Educational Field Trips	50-51
18.6 Parties and Dances	51
18.6.1. Birthdays	51
18.6.2. Classroom Parties	51
18.6.3. Dances and Co-Ed Parties	51
18.7. PTO and School Board	52
19. Other Diocesan Policies	52
19.1. Missing Person and His/Her School Record 1430	52
19.2. Reporting Attacks on School Personnel to Authorities 1460	52
19.3 Reporting Child Abuse 5460	53
19.4 Parent Guide: Understanding & Preventing Child Sexual Abuse	53-56
19.5 Access To School Procedures And Manuals	57
19.6 Overall Instruction	58
19.6.1 Time Allotments	58
19.6.2 Curriculum Responsibility	58
19.6.3 Curriculum Design	58
19.6.4 Curriculum Content	58
19.7 Student Wellness Policy	59
19.7.1 Belief Statement	59
19.7.2 Intent	59
19.7.3 Rationale	59
19.7.4 Goals for Nutrition Education	59-60
19.7.5 Goals for Physical Activity	60
19.7.6 Goals for other School-Based Activities	60-61
19.7.7 Nutrition Guidelines for All Foods and Beverages Available	61-62
20. E-Learning Guidelines	62
21. Reopening Plan	63-

1. Mission of St. Andrew the Apostle School

The mission of the St. Andrew the Apostle School Community is to develop disciples of Christ by providing a Christian environment and excellence in education grounded in Catholic teachings and values.

2. Philosophy of St. Andrew the Apostle School

St. Andrew the Apostle School is committed to the formation of our students as disciples of Christ through the goals of Catholic education: to proclaim the Gospel message, to build community among all shareholders of the school, to be involved in Catholic worship, and to serve others. We believe Jesus is the ever-present teacher in our classrooms and is the inspirational model for our parents/ guardians, students, faculty, and staff.

We recognize parents as the primary educators of their children, especially in moral and emotional development. We acknowledge and support parents/guardians as our partners in Catholic education. We are called to be a Catholic School which instills in its students the love of God, neighbor, and self. We promote the love of learning, and the realization that learning is a lifelong process.

St. Andrew the Apostle School is committed to offering its students the opportunity to develop their individual talents and abilities. We provide a peaceful and safe environment that respects religious and cultural diversity. Through our Response to Intervention and Teacher Assistance Team we work to meet the diverse academic needs of all students through remediation and enrichment programs.

3. Prefatory Remarks

This book is a compilation of philosophies, practices, and policies of St. Andrew the Apostle School. The education of our students is a cooperative effort and a collective responsibility of everyone involved. Please read the Handbook carefully and keep it for reference during the school year. Its sole intention is to strengthen the bond between home and school. The principal reserves the right to amend any policy as necessary.

4. Affiliation

St. Andrew the Apostle School operates under the auspices of the Diocese of Joliet. Therefore, St. Andrew the Apostle School adopts in whole all policies set forth in the Handbook of School Policies published by the Diocese of Joliet Catholic Schools Office. The school administrator, faculty and governance board are required to follow all policies of the Diocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those policies and procedures established by the Diocese of Joliet.

This *Handbook* consists of guidelines, which provide a framework for the day-to-day practices of the school. The administration reserves the discretion to vary these policies so

that specific situations are treated on an individual basis. The policies are subject to amendment and/or discontinuation, as the needs of the school are met. The school will attempt to keep parents and students informed of any changes made to meet unforeseen circumstances. Copies of the Diocesan Handbooks as well as the local handbooks are available upon request for on-premise reading.

NON-PUBLIC STATE RECOGNITION OF DIOCESAN SCHOOLS

All elementary and secondary schools of the Catholic Diocese of Joliet shall be recognized by the Illinois State Board of Education. Schools must be registered with the State of Illinois and be recognized by the State Board of Education. To maintain ISBE recognition principals must annually comply with requirements which include meeting administrative deadlines as determined by ISBE thus ensuring compliance and recognition.

All elementary and secondary schools of the Catholic Diocese of Joliet adhere to all applicable sections of the Illinois School Code [105 ILCS 5] relevant case law including *Plyler v Doe*, 457 U.S. 202, 102 S Ct 2382(1982).

5. Family Faith Formation

To prepare and receive a sacrament is a family celebration. St. Andrew the Apostle Parish recognizes the parent or guardian as the first, most important and most influential instructor in a child's spiritual life and growth. Our Parish takes this responsibility deeply to heart. In partnership with our dedicated parish school teachers, faith formation catechists and parents, we as a community participate fully in sacrament preparation, which takes place on a daily basis both at home and in the classroom. One of the many blessings in working alongside the St. Andrew the Apostle school; is the community life among families and the bridge between St. Andrew School and the parish Family Faith Formation program. Our hope and belief is that we are building a partnership between home and parish that will support the living out of Christian faith through prayer and moral living.

5.1. Sacraments

The two-year preparation requirements of St. Andrew the Apostle Parish and the Diocese of Joliet are:

- Family must be registered members of St. Andrew the Apostle Parish.
- Parents are fully and primarily responsible for fulfilling any and all Parish obligations to receive the sacraments.
- Families are to assist, with the aid of the classroom teacher, in the reflection, understanding and prayers pertaining to the Sacraments of our Catholic faith.
- Complete the School Family Sacrament Preparation form (Second year families ONLY) which will assist the Faith Formation office in managing communications about all news/requirements related to receiving the Sacraments.
- First-year preparation (usually, but not always - 1st and 7th grade): children will receive faith instruction through their regular Religion classes. Certain family situations may require additional preparation with the parish Faith Formation program to assure age/grade appropriate understanding of the faith. This will be determined by the Principal and Director, alongside their regular Religion teacher.

- Second year preparation - attend all assigned sessions\retreats of Sacrament Preparation for the sacrament to be received. Parent involvement is specific to each Sacrament, see dates below and/or the Faith Formation annual calendar for these dates. [2019-2020 Season: Sacrament Families Meeting - Sunday, October 6th - 4-5:30 P.M.; First Reconciliation Retreat - Saturday, November 16 - (3 hour exact time TBA; Confirmation Service - Harvest Saturday, November 23 (all day); Confirmation Prep (Parent/Candidate/Sponsor) Meeting - Saturday, January 11, 2020 (3 hour) time TBA; First Holy Communion Retreat - Saturday, February 8 (3 hour) time TBA; Candidate ONLY Retreat - Saturday, April 25, 2020 - All Day]
- Parent involvement is integral to the spiritual growth and faith formation of young people. We respect and honor the parent as the role model for our future generations. Attendance of parent(s) will be required at all *of the necessary* sessions/retreats of sacramental preparation. Parent participation is encouraged at each of the Parent Formation sessions offered throughout the parish Faith Formation season (see the Faith Formation calendar for these three (3) dates).
- Sacraments will be received as a parish community - First Reconciliation Night - Thursday, January 30, 2020 6:30 P.M. until complete; First Holy Communion - Saturday, May 2, 2020 with one of two/three assigned Mass times. Confirmation date is assigned to our parish by the Bishop's office in the summer but the celebration usually takes place in September.

6. Admissions and Records

6.1. Non-Discrimination Policy

Schools operated under the auspices of the Diocese of Joliet admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally available to students at the schools. Questions and/or concerns regarding discrimination in admissions should be directed to the principal (if applicable) the pastor (or parish administrator) and the Superintendent of Schools in the Diocese of Joliet. The names of the elementary and secondary schools can be found in the OFFICIAL CATHOLIC DIRECTORY, published annually.

6.2. Admission Requirements

Successful completion of an interview with the principal is a prerequisite for admission. New students are on academic and behavior probation for forty-five (45) days, per Diocesan policy.

1. The ability to provide appropriate education, behavioral programs, and/or availability of space can be a factor in considering admission.
2. Provided all fees and deadlines are met, the following priorities are in effect:
 - a. Children currently enrolled in St. Andrew the Apostle School will be given first priority.
 - b. Families with children currently enrolled in St. Andrew the Apostle School will receive second priority.
 - c. Third priority will be given to families who are registered members of St.

Andrew the Apostle Parish.

- d. The principal and pastor will review the readmission of former students (previously having transferred from St. Andrew the Apostle School) on an individual basis.
- e. The principal and pastor may make any discretionary exceptions to the above policies when, in their judgment, it is in the best interest of St. Andrew the Apostle School.

6.3. Enrollment Requirements

- Registration forms and Family Contracts must be completed by the parents for each child. These forms are available through the school office.
- The parents/guardians agree to the financial policy of the school.
- Preschool enrollment requires the child to be three years of age on or before September 1st of the year of enrollment. The verification of age with a birth certificate is presented at application time. The school maintains certified copies of birth certificates for each student enrolled upon enrollment.
- Kindergarten enrollment requires the child to be five years of age on or before September 1st of the year of enrollment. The verification of age with a birth certificate is presented at application time. The school maintains certified copies of birth certificates for each student enrolled upon enrollment.
- First-grade enrollment requires the child to be six years of age on or before September 1st of the year of enrollment. The verification of age with a birth certificate is presented at application time. The school maintains certified copies of birth certificates for each student enrolled upon enrollment.
- A non-refundable Instructional/Student fee is assessed per child.
- An appropriate educational program and/or the availability of space can be factors in considering admission.

6.4. Registration

In order to reserve a place in the class, the registration fee for returning students is due at the time of re-registration. In the event that a class is filled, non-registered students or students whose registration fee is unpaid will not be guaranteed placement. Registration fees are not refundable. Registration is not complete until the fee is paid.

Each new student at St. Andrew the Apostle School must provide the following:

- Original copy of the birth certificate
- Original copy of Baptismal certificate (where applicable)
- Completed registration and Family Contract
- Dental and physical examination and immunizations as required by Illinois State Law
- Appropriate transfer forms (where applicable)
- Court papers stating custodial rights of each parent (where applicable)
- Original academic records must be on file in the school office within thirty (30) days after admission. Students may be dismissed if this requirement is not met.

6.5. Student Transfers

All students entering St. Andrew the Apostle School (preschool through eighth grade) will be placed on probation for forty-five (45) days. St. Andrew the Apostle School reserves the right to

extend this probationary status when deemed necessary.

6.5.1 Diocese of Joliet-5140 Admission of a Transfer Student

When a student who is transferring from one Catholic school in the Joliet Diocese applies for admission to another Catholic school in the Joliet Diocese a Student Transfer Form must be completed. During the process of completing this form contact between the two principals is advisable. Such contact with the former principal of any school may be needed to clarify the reason for student transfer, i.e. suspension/expulsion or unpaid tuition.

Transfer students may be admitted following receipt from the transferring school of attendance records, health and academic records, etc. Until such records have been received and analyzed, the child's admission status is probationary. Certified copies of transfer students' records must be requested within 14 days of enrollment.

6.5.2 Diocese of Joliet-5130 Admission Ages

A child entering first grade must be six years of age (kindergarten, five years; pre-school three or four years of age respectively) on or before September 1 of that year. The verification of age with a birth certificate is presented at application time. The school maintains certified copies of birth certificates for each student enrolled upon enrollment.

When a student transfers to another school, the student's permanent record card is retained. Records are transferred according to the Illinois School Code.

In general, no official student records are transferred until all financial accounts with the school have been settled. Unofficial school records are transferred within ten days of request. Unofficial records are minimally defined as copies of the last report card. Health records are transferred along with unofficial records.

In the case of homeschooling, if records are requested by the district office, they are sent. Otherwise records are released to parents/guardians according to the release of records act as cited 12 in policy 5250.

Records are *never* released to parents for transfer. No official records will be sent to transferring schools of students whose financial commitment is not in good standing.

6.6. Exit Interviews

When a family decides that St. Andrew the Apostle School cannot meet the needs of their child(ren)parents should schedule a meeting with the principal and/or the pastor for an exit interview.

6.7. Official Records

Parents/Guardians are requested to notify the School Office, in writing, and make changes to their Schoolspeak profile, of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e- mail addresses, and/or phone numbers of emergency contacts.

6.8. Student Record Inspection

St. Andrew the Apostle School keeps a cumulative file for each student currently attending the school. The Buckley Pell Act, PL 93-358, provides parental access to individual student records

that are maintained by any educational institution.

All requests for student records must be in writing. Parents must state the specific records requested. Within fifteen days of the receipt of the request, an appointment will be made with one of the authorized school personnel and the principal to interpret the record with the parent.

7. Financial Obligations and Responsibilities

7.1. Tuition

Upon acceptance of a student by St. Andrew the Apostle School and execution of a tuition contract, the full year's tuition shall be considered payable and non-refundable. Tuition accounts must be current and active at all times. Failure to make payments when due will result in the denial of student admittance to class, exams, extracurricular activities, and other events and activities as determined by the principal.

7.1.1. FACTS

Registration in FACTS is required for all families, per contract. All tuition and fees will be assessed via FACTS. All payments to St. Andrew the Apostle School for tuition and fees will be made via FACTS. For more information on the program, contact FACTS at 855-412-4637.

7.1.2. Refund Policy

All tuition refunds are contingent upon St. Andrew the Apostle School receiving ten (10) days' notice, in writing, prior to the student's actual departure date.

If a student should leave St. Andrew the Apostle School for any reason during the school year, the principal, in consultation with the pastor, may, at their discretion, refund tuition based upon the following schedule:

Paid in Full (One time or semi-annually payments) Academic Year % of Tuition Refund

Prior to beginning of school year	100% (less non-refundable deposit)
1-30 calendar days	75%
31-60 calendar days	50% (45-day check-in for new students)
61-90 calendar days	25%
After 90 calendar days	0%

Monthly plan (monthly payments)

Academic Year	% of Tuition Refund
1 st through 10 th of the month	Full refund of the monthly payment
After the 10 th of the month	0% of the monthly payment

7.2. Extended Before and After Care

The extended before and after care program is available to all St. Andrew students. The morning session is from 7:00 a.m. to 7:40 a.m. Students arriving on the grounds before 7:40 a.m. will be sent to the program and charged for the full session. The afternoon session is from 2:40 p.m. to 6:00 p.m. The afternoon session closes promptly at 6:00 p.m. Any child that is picked up after 6:00 p.m. will incur an additional charge. Students will not be permitted to attend the program if

accounts are past due.

All billing goes through FACTS. Under no circumstances will a child be released to anyone other than a parent, guardian, or authorized adult.

The cost of the program, per day, will be as follows:

	Morning Session	Afternoon Session
First child	\$5.00	\$12.00
Second child	\$3.00	\$5.00
Third child	\$2.00	\$4.00

Parents of students who need to be sent to after school activities such as football practice, choir practice, etc. will need to have on file a permission slip allowing a coach/moderator to pick up the student from After Care. The responsibility for that student will then be with the coach or moderator.

7.3. Volunteer Support

7.3.1. Service Hours

All St. Andrew the Apostle School families are required to perform service hours during the school year. For further information regarding the parameters, refer to the School Contract signed at the time of registration.

7.3.2. Protecting God's Children

The Diocese of Joliet requires all volunteers and paid staff at St. Andrew the Apostle Church and School to participate in a Protecting God's Children training session. The three-hour session helps the staff and volunteers to recognize signs of such abuse. ONLY volunteers who have completed Protecting God's Children training will be permitted to work with children in any capacity. This includes, but is not limited to, chaperoning on school trips, room parents, coaching, working on class projects, and lunch helpers.

8. Academic Policies

8.1. Curriculum

The basic curriculum of St. Andrew the Apostle School emphasizes academic excellence through the following subjects: Religious Education, Technology/Computers, Language Arts, Mathematics, Science, Social Studies, Physical Education, and Music, Art, and Rosetta Stone Languages (K through 8).

Classes in Religious Education are conducted daily and include weekly attendance at Mass. All students must participate in the religious instruction and are responsible for the materials covered. All school liturgies give students the opportunity to pray together and participate in the Eucharistic Sacrifice according to their age levels. Community service is encouraged throughout the program. Opportunities for community service are offered at all grade levels.

8.1.1. Physical Education

Instruction in physical education is offered at each grade level. A doctor or

parent/guardian note is required for non-participation in physical education classes. A doctor's note is required after a second (2nd) day of non-participation. Students must have the correct gym uniform and gym shoes for each gym class. On physical education assigned days, students in grades Preschool through eighth grade will wear their gym uniform to school (see dress code).

8.1.2. Computer Technology

Under the direction of the Technology Teacher, all students use, and are provided an opportunity to develop basic familiarity, concepts, and skills relevant to, computers. Computer software is available to provide practice in mastering the skills of reading, writing, social studies, keyboarding, and math.

All students using the Internet must have an Internet usage agreement signed by the student and parent(s)/guardian(s) on file. Students must have permission to access the Internet and must have a supervisor present.

8.2. Home Practice

Home practice is defined as academically related work and assignments given to students by classroom teachers to be completed beyond regular classroom instruction time. The purpose of home practice is to provide students the opportunity for meaningful practice, application, and extension of acquired knowledge. Some of the types of assignments your child might be asked to work on at home include daily review such as math facts, studying vocabulary; independent reading of a textbook, article, or novel; completing work started in class, such as a science lab; long- or short-term projects; and studying for quizzes and tests. Regardless of its form, the administration and staff of St. Andrew the Apostle School feel home practice is an important part of the instructional program which warrants clear communication between home and school.

8.3. Report Card

The Report Card identifies specific standards and descriptors that align with Diocesan Standards/Curriculum. These standards and descriptors identify the knowledge and skills students need within each subject area. The report card evaluates student performance in terms of what the child knows and can do relative to our curriculum and standards. These evaluation forms are designed to report student achievement and effort. The achievement grade is objective and based on the child's performance as measured against the standards. Effort and Behaviors that Support Learning are marked with symbols. **Note that academic grades will not be altered because of effort, behavior or attendance.**

The following is the code officially approved by the Catholic Schools Office of the Diocese of Joliet.

Report Card Codes for Kindergarten through Third Grade

The marks used to report progress are listed below with explanations.

4 – Work Exceeds Expectation. Student demonstrates an in-depth understanding of

grade-level concepts, skills, and processes taught to date and exceeds the expectation of the curriculum. Student completes tasks *without* teacher assistance.

3 – Work Meets Expectation. Student consistently demonstrates an understanding of grade level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student completes tasks with little teacher assistance. (Most students will achieve in this range.)

2 – Work Approaches Expectation. Student’s work demonstrates that he/she is approaching an understanding of grade-level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student requires some teacher assistance: prompts, directions, and reminders.

1 – Needs to Improve. Student has not yet demonstrated an understanding of grade-level concepts, skill, and processes taught to date and need consistent support. Student requires significant teacher assistance with prompts, directions, and reminders.

NG – Not Graded. Used when a particular subject is not taught.

Report Card Grading Codes for Grades 4 – 8

A+ = 100%	C+ = 84-83%
A = 99-96%	C = 82-79%
A- = 95-93%	C- = 78-77%
B+ = 92-91%	D+ = 76-75%
B = 90-88%	D = 74-72%
B- = 87-85%	D- = 71-70%
	F = 69-0%

8.4. Honor Roll

Students in grades 5 – 8 are eligible for the Honor Roll. Names of students achieving honor roll status are listed in the Weekly Newsletter at the end of each trimester.

8.4.1. Gold Honor Roll

Student receives an “A” in ALL seven core subjects and in each special class (Computers, Music, Physical Education, and Art).

8.4.2. Silver Honor Roll

Student receives a combination of “A’s and B’s” in ALL subjects, including special classes (Computers, Music, Physical Education, and Art).

Any student who receives an NI in any subject area will not be eligible for the Honor Roll.

Fourth grade is considered a transition year. Students will receive letter grades on their report card but will not be eligible for the Honor Roll until fifth grade.

8.5 Promotion/Acceleration/Retention

Students completing grade level curriculum are generally assigned to the next grade.

While double promotions are not encouraged, administrators and teachers have the responsibility to recognize students with exceptional abilities and to make provisions within the school's academic program to sufficiently challenge them.

To retain a child for another year the teacher must demonstrate that such retention is warranted and would be of benefit. When it is probable that a student will not be promoted, a conference with the parent(s)/guardian(s) is held no later than the beginning of the second semester to discuss this probability. A written summary of this conference is sent to the parents and kept on file. The conference and the summary should include a timeline for monitoring student progress regarding the retention decision. Ordinarily, this decision is made when final grades are calculated; however, some decisions are dependent on attendance and performance in summer school.

When parent(s)/guardian(s) refuse to have the child retained, the school may acquiesce. In such instances, however, the parent(s)/guardian(s) affix their signature(s) to the form describing the school's reasons for its recommendation and their reason for refusing to accept it.

The principal makes the final decision on all promotion, acceleration or retention matters.

8.6. Graduation

Students must meet all academic, financial, and state requirements in order to participate in eighth grade graduation activities and liturgy.

9. Communication

9.1. Attendance Policy

In order to ensure the safety of all children and prevent truancy, we require a parent to call the school office when a child will be absent. Phone calls are to be made between 7:00 a.m. and 10:00 a.m. Please give the office the name of the child, grade, and the reason for the absence. It is the responsibility of the student to make up all work within a reasonable amount of time. The deadlines for "missing" or "late" work are determined by the student's teacher.

At no time is a student allowed to leave the school grounds while school is in session without the approval of the administration. Students may not leave the school grounds at the end of school when they have continuing extracurricular activities (e.g., athletic events). The school accepts no liability in cases of student absence or when students leave the school grounds in violation of this policy.

According to the School Law of Illinois, it is the parent's responsibility to see that their child is in daily school attendance. The State of Illinois provides by law for compulsory attendance of all children between the ages of seven and sixteen years.

It is the duty of the principal and teachers to insist upon daily attendance. Principals have the obligation to see that the requirements of the law of the State of Illinois are met. The responsibility for compliance with the law and the diocesan policy belongs to the parent/guardian of each child.

Schools keep accurate and daily records of attendance which are placed in the student's permanent file each school year. A summary of these records is kept permanently on file.

According to the State Board of Education, excessive absenteeism is defined as those students who have missed 10% out of the last 180 school days. The law is specific that the parent has the obligation to see that the child is in school. The Will County Truancy Officer will be notified in the case of excessive absenteeism.

9.1.1. Vacations

Vacations during the school year are discouraged. Teachers cannot provide lesson plans or assignments ahead of time and are not required to do so. The final decisions regarding vacations are the responsibility of the parent/guardian.

9.2. Tardiness Policy

It is important that students be regular and punctual in attendance. When a student has five (5) unexcused tardies, a parent-teacher conference will be requested.

Consistent tardiness is detrimental to the goals of Catholic education. If problems persist, the principal will contact the parents or legal guardians to correct the problem.

9.2.1. Excused Tardy

An excused tardy is defined as an illness, family emergency, unavoidable traffic delays, medical appointments, and an excuse note from the office staff or another faculty member.

9.2.2. Unexcused Tardy

An unexcused tardy is defined to include oversleeping, no parent note, not hearing the bell, not being in class although on campus when the 7:50 a.m. bell rings.

9.3. School Emergency Procedures/Cancellations

Snow, or other emergencies occurring during the night which necessitate the cancellation or delay of school, will be announced on the school website, and the following media:

- Television Networks: ABC, NBC, WGN, and RPTV Channel 26
- Radio Stations: WGN (AM720) and WBBM (AM780)
- Internet: Emergencyclosings.com
- School Speak-Email/SMS message

Watch for the name of our school which is “*St. Andrew the Apostle Romeoville.*”

Every effort will be made to make the school closing announcement by 6:30 a.m.

As a general rule, St. Andrew the Apostle School follows the same cancellation/delayed opening procedures as that of the Valley View Public School District. There may be times, however, that school closings or delays may be done at the discretion of the St. Andrew the Apostle School Principal. The purpose of this is to provide maximum safety for students, parents, and staff of St. Andrew the Apostle School. Please listen to the radio and watch our website for details. If St. Andrew the Apostle School is closed, the preschool, kindergarten, extended care program, athletic events, and after-school events are also cancelled.

In the event that snow, ice, or cold weather emergencies develop during the day, the bus

companies may notify the school of an early release. Please note that the release times may vary, based upon the bus schedules. St. Andrew the Apostle School will announce an early release on the school website and on the above listed radio stations. If you see the weather deteriorating during the day, please listen to the radio or visit the school website for information.

Please Note: As a parent, you may decide that the weather is too severe to send your child to school. Your decision is respected and supported by the school.

9.4. Visitors

St. Andrew the Apostle School is a closed campus. Other than school personnel and authorized visitors, no one is allowed on the school campus at any time without the explicit permission of the principal. All visitors must report to the school office upon arrival, sign the visitor's book, and wear a visitor's badge at all times while on campus.

Parents/guardians who have completed PGC and are working in the classroom, on the playground, or anywhere else on the school campus are considered visitors to the campus. Please be advised that Chapter 122, section 24-25 of the Illinois Revised Statutes makes it a crime for any person to refuse to tell a teacher or any school employee their name and their purpose for being on school property.

9.5. Telephone Calls

Students and parents are not to use the school phone for personal reasons. The school phone can only be used by school personnel for school business.

9.6. Messages and Deliveries

Parents and guardians **MUST** contact the office when they wish to give messages to their children. Under **NO** circumstances are parents/guardians allowed to enter a classroom without notifying the office first.

In the event of an emergency, students will be called to the office for brief messages.

Students are not allowed to use the school phone at any time during school hours. Parents wishing to contact a teacher may call the teacher's extension and leave a message.

Parents/Guardians wishing to contact the school office, please dial the school secretary at extension 420. If an individual conference is required with the principal, please call the school office to arrange an appointment.

Students are given advance notice when assignments are due and are expected to come to school fully prepared. Therefore, they are not allowed to call home for forgotten items such as gym clothes, homework, books, or lunches.

Students who forget their lunches will receive a substitute lunch with water. Lunches brought from home may not be refrigerated or warmed at school. **Fast Food lunches are not to be brought to school.**

9.7. Early Dismissal

In order to be dismissed early, students must present a note signed by a parent/guardian to the office that states the date, time, and reason for early dismissal as well as the name of the adult

that is authorized to pick up the child. Under no circumstances will a child be released to anyone other than a parent, guardian, or authorized adult. This adult must report directly to the school. For the safety of the student, all adults are required to sign the student out. Parents are encouraged to make doctor and dentist appointments outside of school hours.

9.8. Parent-Teacher Conferences

Conferences are scheduled once a year for parents/guardians and the students. Teachers and/or parents/guardians may request a conference as needed. Any questions regarding progress, effort, homework, teacher-pupil relations, classroom discipline, etc., should be discussed with the classroom teacher. If further consultation is desired after meeting with the teacher, parents are encouraged to contact the school office to make arrangements to meet with the principal. Conferences in the fall are mandatory. Conferences may be requested by a parent or a teacher at any time during the year.

9.9. School/Home Communication

We are making efforts to reduce paper. Therefore, the principal's weekly newsletters will be sent electronically on Friday. Any forms that need to be filled out such as lunch menus, field trip forms, etc. may be sent home to parents/guardians from the school office and will be posted on Schoolspeak.

9.10. Resolution of Disputes

One of the most important tasks for children is forming peer relationships. Through careful intervention between children and conflict situations, we facilitate the socialization process so that children learn the importance of our Gospel values-- sharing, compassion, and honesty--while they learn to recognize their feelings and verbalize them appropriately. Our staff is creative in finding solutions to problems. Please talk to your child's teacher if you have questions regarding socialization or dispute resolution.

Social Work Services: The school has the services of a school social worker/counselor and can be referred by parents, teachers, and administration. The social worker works with individuals and groups of students on peer relationships, building a culture of compassion, individual and/or family issues, support for students in crisis and any other concern that are necessary.

10. Health and Safety

10.1. State of Illinois Health Requirements

Physical examinations as prescribed by the Department of Public Health are required of all students immediately prior to or upon entrance into pre-school, kindergarten, (or the first grade), the sixth and ninth grades. Physical examinations of students are required immediately prior to entrance into school if such student has not previously been examined according to Illinois law.

All students are immunized according to Illinois School Code. Students are excluded from school (by October 15) for noncompliance with this law. The law allows for medical and religious exemption.

The following table lists the health requirements for students in each grade level mandated by the State of Illinois for ALL students in grades PK through 8.

<u>Grade</u>	<u>Physical Exam</u>	<u>Immunization</u>	<u>Eye Exam with an optometrist</u>	<u>Dental Exam</u>	<u>Vision/Hearing Screening</u>
PK	As they enter school for the first time.	Hib, polio, DTP/DTaP/Td, measles, mumps, and rubella, varicella/chicken pox			Required
K	Required	Hib, polio, DTP/DTaP/Td, measles, mumps, and rubella, varicella/chicken pox	Required	Required	Required
1		Hib, polio, DTP/DTaP/Td, measles, mumps, and rubella, varicella/chicken pox			Hearing only required
2		Hib, polio, DTP/DTaP/Td, measles, mumps, and rubella, varicella/chicken pox		Required	Required
3		Hib, polio, DTP/DTaP/Td, measles, mumps, and rubella, varicella/chicken pox			Hearing Only Required
4		Hib, polio, DTP/DTaP/Td, measles, mumps, and rubella, varicella/chicken pox			
5		Hib, polio, DTP/DTaP/Td, measles, mumps, and rubella, varicella/chicken pox			
6	Required	Hib, polio, DTP/DTaP/Td, measles, mumps, and rubella, varicella/chicken pox		Required	
7		Hib, polio, DTP/DTaP/Td, measles, mumps, and rubella, varicella/chicken pox			
8		Hib, polio, DTP/DTaP/Td, measles, mumps, and rubella, varicella/chicken pox		Required	Vision Only

10.2. Maintaining a Healthy School

Although scholastic success is closely related to regular class attendance, a student who is ill should be kept at home for his/her own benefit and for the health of all the other students and staff members. A child does not need to have a temperature to be ill. Parents are encouraged to keep their children at home when they are sick. Please do not bring students to school when they exhibit illness or other unhealthy symptoms.

Parents are reminded that students must be fever-free for 24 hours before returning to school. If your child is sent home from school with a fever, he/she may not return the following day as they will not be fever-free for the required 24 hours.

10.3. Communicable Diseases/Conditions

Parents are required to report any contagious disease your child has to the office immediately so other parents can be notified to watch for symptoms. Some diseases and conditions which should be reported are: chickenpox, measles, German measles, mumps, strep infections, Hand/Foot and Mouth Disease, infestations by lice, mono, fifth disease, pink eye, or any disease the doctor indicates might be contagious. After the disease or condition has been treated, the school must be notified of this in writing by a physician before the student may be readmitted to school. In accordance with policy, some contagious illnesses are reported to the Public Department of Health.

10.4. Alcohol and Drug Policy

A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, or be under the influence of narcotics, drugs (illicit or over the counter), or alcohol. Students shall not possess paraphernalia (i.e., roach clips, rolling papers, coke spoon, etc.). The possession or inappropriate use of inhalants, aerosols, butane lighters, or other lighter fluids is not permitted. The materials described above will be confiscated and turned over to the police.

Students shall not possess any prescription drugs or non-prescription medication. Students taking prescription medicines must do so according to school guidelines for medications.

This policy is in effect on school buses, in school buildings, or on school grounds at all times. This policy extends to all school-sponsored and related activities, as well as field trips, athletic, and music trips, whether held before or after school, on weekends, or during the evening.

Any organizations sponsoring activities in the school's facilities outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so could result in the cancellation of that organization's privilege to use school facilities.

10.5. School Incidents and Illnesses

Occasionally a student is injured during supervised Physical Education classes, classroom activities, recess, etc. The supervising adult files an incident report and the child is sent to the office immediately. The office staff will apply ice or a bandage. If found appropriate, the parent or guardian will be notified by phone and the parent or guardian will decide if further medical attention is needed.

A student who becomes ill during class will be dismissed after their parent or guardian has been notified and has made arrangements for the child to be taken home. In the best interest of the child, we encourage parents to arrange for the student to be picked up in a timely fashion. It is the parent's responsibility to make arrangements to remove the ill child so as not to place the school population at risk.

If a student has a temperature over 101 degrees, recurrent vomiting/diarrhea, or a

communicable disease, the child must be excluded from all school and classroom activities.

The parent(s)/guardian(s) agree to inform St. Andrew the Apostle School within 24 hours, or the next business day, if their child or any other immediate household member has developed a [reportable communicable disease](#), as defined by the Illinois State Board of Education or the State Board of Health, except for life-threatening diseases which must be reported within 24 hours.

If a student has a disease that is contagious or communicable, parent(s)/guardian(s) must obtain a note of clearance from the doctor or physician. This note is mandatory to readmit a student, regardless of the amount of time away from school.

If a student is absent for three (3) or more days with a contagious or communicable disease, a physician's note is required to return to school.

In the event of a life-threatening situation, the Romeoville paramedics will be notified.

St. Andrew the Apostle School does not have a school nurse or nursing facilities available onsite. The services of the Will County Health Nurse are available to the school. A nurse will visit any family upon request.

10.6. Medication

It is against school policy for any student to bring medication of any kind to school without written permission from a physician and parent/guardian. This includes cough drops, Tylenol, aspirin, cough syrup, or prescriptions of any kind.

If a student is ill, he/she should remain at home. If your child requires medication during the school day, a parent or guardian must administer this medication. The school office may not administer medication. We advise parent(s)/guardian(s) to schedule medicine dosage at times when the child is at home.

Children requiring daily medication must have a medical form completed by the physician on file in the office. Daily medications are to be brought to the school in the pharmaceutical container clearly marked with the student's name and instructions.

Students MAY NOT keep any medication, including aspirin, Tylenol, medicated lip balm, or cough drops in their possession. Inhalers and epi-pens are allowed, with the appropriate form on file.

6830 ALLERGIES

If a student has been diagnosed by a physician to have allergies and the necessity to self-administer and self-carry an epinephrine auto-injector a signed parent permission notification and a signed physician authorization must be provided to the local Catholic School either at the start of a new school year, upon enrollment, or immediately following diagnosis of such requirement. Both the parental permission and physician authorization will be held on file at the school site where the student attends.

Accommodation requests are initiated by a parent/guardian to the local Catholic School and include a physician's report outlining the severity of the allergy and the recommended actions by the physician that are medically necessary to avoid any reaction. The administration explains to parents/guardians what reasonable accommodations they can make. Allergy-free is not a credible accommodation that schools make, however, effective practices to reduce the chance of exposure to allergens may include, but are not limited to:

- ❖ designating a separate table/area for students with an allergy,
- ❖ allowing the allergic student to eat at his/her own desk, keeping the same desk year-round to reduce possible contaminants if there is no common lunchroom,
- ❖ limit/prohibit food in classrooms,
- ❖ remove food as a reward in classrooms or for celebrations,
- ❖ the regular cleaning of classrooms and lunchroom,
- ❖ educate school personnel on the management of students with allergies

6840 ASTHMA

A school, whether public or nonpublic, must permit the self-administration of medication by a pupil with asthma or the use of an epinephrine auto-injector by a pupil, provided that:

- ❖ The parents/guardians of the pupil provide to the school written authorization for the student to self-administer medication or for use of an epinephrine auto-injector, written authorization from the pupil's physician, physician assistant, or advanced practice registered nurse, and
- ❖ the parents/guardians of the pupil provide to the school: the prescription label, which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is administered

If a student has been diagnosed by a physician to have asthma and is required due to this diagnosis to self-administer and self-carry asthma medication of any type, a signed parent permission notification and a copy of the prescription must be provided to the local Catholic School either at the start of a new school year, upon enrollment, or immediately following diagnosis of such requirement. Both the parent's permission and the copy of the prescription will be held on file at the school site where the student attends. Parents/guardians, please be informed that the school and its employees and agents incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or the use of an epinephrine auto-injector by the student.

A school or a school employee is not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes. (b) A school employee shall not be subject to any disciplinary proceeding resulting from an action taken in compliance with this Act unless the action constitutes willful or wanton misconduct.

6850 DIABETES

Students are allowed to self-manage their diabetes in the school setting if they are authorized to do so by their diabetes care plan. The diabetes care plan should specify the nature of the student's self-management and may include: allowing students to check blood glucose levels when and wherever needed; self-administration of insulin; self-treatment of hyperglycemia or hypoglycemia; and allowing the student to possess, at all times, supplies and equipment necessary for diabetes management including, but not limited to, syringes, food and drink.

If a student has been diagnosed by a physician to have diabetes and to self-administer and self-carry diabetes medication a signed parent permission notification and a signed physician diabetes care plan that would also carry a parent signature must be provided to the local Catholic School either at the start of a new school year, upon enrollment, or immediately following diagnosis of such requirement. Both the signed parent notification and the physician diabetes care plan will be held on file at the school site where the student attends.

Diabetes Care Plan Requirements:

- It is the responsibility of the student’s parents or legal guardians to share health care provider instructions concerning the student’s diabetes management during the school day.
- The diabetes care plan shall include the treating health care provider’s instructions concerning the student’s diabetes management during the school day, including a copy of the signed prescription and the methods of insulin administration.
- The services and accommodations specified in the diabetes care plan shall be reasonable, reflect the current standard of diabetes care, include appropriate safeguards to ensure that syringes and lancets are disposed of properly, and include requirements for diet, glucose testing, insulin administration, and treatment for hypoglycemia, hyperglycemia, and emergency situations.
- A diabetes care plan shall include a uniform record of glucometer readings and insulin administered by the school nurse or delegated care aide during the school day using a standardized format provided by the State Board of Education.
- A diabetes care plan shall include procedures regarding when a delegated care aide shall consult with the parent or legal guardian, school nurse, where available, or health care provider to confirm that an insulin dosage is appropriate.
- A diabetes care plan shall be submitted to the local Catholic School at the beginning of the school year, upon enrollment, or immediately after a student’s diagnosis, or when a student’s care needs change during any given school year. Parents shall be responsible for informing the local Catholic School in a timely manner of any changes to the diabetes care plan and their emergency contact numbers.

105 ILCS 145 states (a) A school or a school employee is not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes. (b) A school employee shall not be subject to any disciplinary proceeding resulting from an action taken in compliance with this Act, unless the action constitutes willful or wanton misconduct.

6825 SUNSCREEN EDUCATION

Students are to be instructed on the hazards that exist due to overexposure of the sun. Schools will allow a student to use articles of sun-protective clothing outdoors, including, but not limited to, hats. A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's prescription if the product is approved by the United States Food and Drug Administration for over-the-counter use for the purpose of limiting ultraviolet light-induced skin damage. Parents may send a note allowing their student to self-administer the sunscreen. Except for willful or wanton misconduct, school personnel may not be held liable in a criminal or civil action for application of a topical sunscreen product at the request of the parent.

10.7. Dental Hygiene

Students who have been fitted for braces must present a doctor's note if/when there is a need to brush their teeth during school hours. Students will not be allowed to brush their teeth during school time without a note from their doctor.

10.8. Disaster Drills

Fire and tornado drills are conducted throughout the school year. In the event a student discovers a fire, they are instructed to inform the nearest teacher and are not to pull the fire alarm.

Local schools must comply with the directives regarding fire drills as stated in the Illinois School Code and other statutes, laws and regulations. Schools conduct at least the minimum number of fire drills required by local/state fire codes. The first recorded drill is held as soon as possible but no later than two weeks after school begins.

The date of drills and the amount of time necessary to evacuate the building is recorded on the approved Diocesan form and kept on file at the local school.

Age appropriate visual directions for emergency exits are posted in each classroom.

In order to assure no fire hazards are present in the building, the principal makes regular inspections of the premises. Fire alarm pull boxes, sprinkling systems, heat or smoke detectors, emergency lighting systems and fire extinguishers are checked regularly.

EMERGENCY PROCEDURES

Cooperation is given to Civil Defense and Disaster Preparedness Programs of the local, state and federal government.

It is the principal's responsibility to develop a comprehensive plan for use in the event of tornadoes or other emergencies. This plan includes:

- A warning system different from the fire alarm.
- The designation of places to which children will be taken.
- The supervision of practice drills at frequent but irregular intervals as specified by Illinois School Code and other statutes, laws and regulations.

Tornado

Age appropriate procedures followed in the event of a tornado warning are prominently displayed in each classroom. Children are not sent home while a tornado warning is in effect. Tornado drills are conducted regularly and recorded on the same Diocesan form used for recording fire drills.

Crisis

If an emergency of any kind occurs, the school immediately implements its Crisis Management Plan.

11. Transportation

11.1. Walkers

The city of Romeoville provides a crossing guard who students and parents are expected to obey at all times. No one is permitted to cross between buses.

11.2. Bicycle Riders

Bicycles are to be walked on school property (blacktopped area and the sidewalk in front of the school on Kingston). Bicycles are to be placed in bicycle rack and locked. Skateboards, rollerblades, skates, scooters, and any other form of self-transportation are NOT permitted. For safety, we request that bicycles not be ridden to school by children below grade three.

11.3. Car Riders

Parents/Guardians are expected to follow the traffic plan sent at the beginning of the year. One-way traffic keeps traffic flowing. Please drop students off in the designated drop-off areas for their protection.

11.4. Bus Service

Some students in grades Pre-K through eighth, living within the Valley View School District 365U, and living one and one-half miles away from the school qualify for free busing from the District. Valley View School District decides the mileage, eligible riders, and where the bus will pick up the students. Transportation forms must be filled out and returned to Valley View Transportation.

Students from St. Andrew the Apostle School are expected to conduct themselves in a safe and orderly manner at all times on the bus and at the bus stops. St. Andrew the Apostle School will adhere to the policies and disciplinary actions established by Valley View School District. Students not assigned to bus service will not be allowed to ride the bus. Misbehavior on the bus or at the pick up or drop off spots will result in the student(s) being removed from the bus transportation for a day or longer. Bus rules are distributed each year by the bus drivers.

If bus riders choose to walk or go home with a friend rather than ride the bus, they MUST present a note from their parents EACH time.

12. Discipline Policies

12.1. Code of Christian Conduct

The student's interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parent(s)/guardian(s) to withdraw their child.

It shall be an express condition of enrollment that students behave in a manner, both on and off campus, which is consistent with the Catholic principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

12.1.1 Classroom Rules

Each teacher establishes age-appropriate classroom rules, policies, and procedures. Students are expected to know and adhere to those classroom policies and procedures.

12.1.2. Expectations for Students-Virtue of the Month Program

Students are expected to show respect for all adults as well as each other on campus. Each student is expected to be a positive influence on his/her peers in the classroom and school in general.

Teaching students to accept responsibility for their behavior is essential to their growth as disciples of Christ. All students are expected to be tolerant of other viewpoints and should not harass other students for any reason. Therefore, we have developed a Virtues Program that will support the virtues found on the Diocesan report card. This program will consist of the study and focus on one virtue per month. Teachers will prepare lessons regarding the virtue of the month and discuss ways students can model the virtue. Students who model the virtue of the month will receive a Disciple of Christ report and be recognized on the virtue bulletin board.

At the end of the month students will be recognized and receive a Christian Witness Certificate at an all school mass.

The reason for St. Andrew the Apostle School is Christ. He is our model and ever-present force in the classroom. Therefore we:

- Provide a classroom and campus environment conducive to promoting student achievement,
- Educate students to appreciate the importance of the Catholic faith,
- Expect students to demonstrate self-control, to mirror Catholic values, and to be responsible, and
- Surround students as a community of faith to watch them grow.

12.1.3. Consequences

Conduct, whether inside or outside the school (or program), which is contrary to the mission of the school may result in consequences. Students are expected to accept the consequences of their behavior peacefully and respectfully. Students may be issued a conduct report. Conduct reports will communicate the behavior exhibited and the consequence. Consequences may include a lunch time service opportunity, loss of privileges or if a more serious offense occurs an afterschool service opportunity may be given. When necessary, parents will be contacted either by the teacher or the principal depending on the severity of the incident. Students who receive two conduct reports in a trimester may be asked to participate in a service project after school. Parents may be asked to meet with the teacher and/or principal once the student has received three or more conduct

reports in one trimester.

12.2. Code of Conduct for Parents

All parents must register at the front office **BEFORE** going into the school. Parents are asked to refrain from using the side or Church doors to enter the building because doing so creates a safety violation.

Our Catholic schools are rooted in a **vision and values**:

- ❖ The **vision** for the Diocese of Joliet Catholic Schools is: an integrated network of vibrant schools that makes Catholic education available to all within a community of lifelong learners formed in faith, educated for excellence and sent to serve.
- ❖ The **values** for the Diocese of Joliet Catholic Schools are: incorporating faith into the classroom, balancing challenging courses with a nurturing environment, collaborating with families, holding each other to a higher standard, and looking ahead.

This vision and these values are based upon the Gospel and summarized by Jesus' command to "...love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength.... You shall love your neighbor as yourself." (Mk 12:30-31).

In light of our Gospel vision and values, all our parents and their guests at our schools are expected:

- ❖ To display a truly Christian attitude in all activities and relationships with adults and other students. Treat others how we want to be treated.
- ❖ To be courteous and considerate of others.
- ❖ To extend courtesy to guests and visitors of the school.
- ❖ To treat the entire school community with dignity and respect.

Respect for ourselves and everyone who makes up our school community is an essential requirement for a Christian environment. Children first learn appropriate behavior demonstrated by their parents and other role models. As adults, it is our charge to help children accept responsibility for their actions and to understand the consequences.

Our whole child approach integrates Catholic doctrine, prayer, sacraments, and moral decision-making with academic achievement and physical health. This is accomplished in partnership with parents.

The ideal of discipline within Catholic education is to enable students to move from externally imposed discipline to self-discipline and finally toward adult discipleship.

As we teach, advocate, and model the virtues and values we wish to instill in our children, we, as adults, must also enforce rules related to our own behavior, as well as accept responsibility and consequences.

12.3. Search and Seizure

The possession, sale and/or use of drugs, weapons, contraband, and all unidentified foreign substances are strictly prohibited. The school retains the right to, and will, search for and seize these items when there are reasonable grounds to believe that they are present on the school premises. These items will be confiscated and parents/guardians,

and/or legal authorities will be notified.

12.3.1 **1440 REPORTING DRUG VIOLATIONS to AUTHORITIES**

Each school shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127 which provides that the superintendent of the school or his or her designee shall report all instances of “drug violations” to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located.

- a. A “drug violation” is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school related activity:

A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or

A person delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and or 407; or

A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substance containing any methamphetamine precursor in standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 *et seq.*

- a. Reporting. Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the superintendent or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27.1B The school notifies the parents or guardians of students in possession of drug violations.

12.3.2 **1450 REPORTING FIREARMS on SCHOOL PROPERTY to**

(Updated by St. Andrew) Upon receiving any report from any school personnel regarding a verified incident involving a firearm in the school or on school owned or leased property the chief school administrator shall immediately notify a local law enforcement agency of firearm incidents on school grounds *and* to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well.

12.3.3 Corporal Punishment

Corporal punishment is forbidden by all and should be reported immediately.

13. Communication of Questions or Concerns

St. Andrew the Apostle School is committed to making communication between school and home possible on every level. As always, you can contact teachers at school via the school office, (815) 886-5953, to address your concerns or to set an appointment to meet personally with them. Please understand that teachers cannot immediately respond; in fact, we ask for twenty-four (24) hours to respond to voicemails/emails.

13.1. Procedures for addressing concerns

The St. Andrew School Board, the Administration, and the Faculty urge families to follow these guidelines in dealing with concerns.

13.1.1. Academics, Behavior, Lunchroom, Classroom Life, and Extended Care

1. Make an appointment with the teacher “in charge” to discuss the concern.
2. Make appropriate use of documentation (keep homeroom teacher up-to-date)
3. If the concern is not resolved, request a meeting with the principal, and bring your documentation. The principal may request that the teacher/staff member to be present.

13.1.2. School Sports Teams

1. Discuss the issue with the coach of the particular sports team.
2. If the issue is not resolved, request a meeting with the Athletic Director.
3. If the issue is still not resolved, request a meeting with the coach, the Athletic Director, and the principal.

13.1.3. Extracurricular Activities Not Including Sports

1. Make an appointment with the faculty advisor of the extracurricular activity.
2. If the issue is not resolved, request a meeting with the principal.

Diocesan policy dictates that parental concerns are best addressed when brought up immediately to the responsible person closest to the situation.

13.2. Grievances

13.2.1 Parent Grievance About or With a Teacher

If a parent has any grievance with a teacher, the parent is encouraged to first discuss the complaint with the teacher involved. Should the matter not be resolved to the satisfaction of the parent(s) or teacher, the principal and teacher or parent shall review and discuss the complaint at hand. A meeting shall then be scheduled between the parent(s), teacher, and principal to discuss the grievance. If there is a need to confer with the pastor on any unresolved issue, the principal shall notify the pastor and a meeting shall be scheduled between the parent(s), teacher, principal, and the pastor.

13.2.2. Parent Grievance about or with the Principal

If a parent has any grievance with or about the principal, the parent must first discuss the complaint with the principal. Should the matter not be resolved to the satisfaction of the parent(s) or principal, the pastor and principal shall review and discuss the complaint at hand. A meeting may then be scheduled between the parent(s), principal, and pastor to discuss the grievance.

If there is a need to confer with the Superintendent on any unresolved issue, the pastor and/or principal shall notify the Superintendent for any possible intervention.

14. General Policies

14.1. Custodial Parent/Guardian

St. Andrew the Apostle School complies with the prevailing laws of the State of Illinois concerning the rights of custodial parents and/or legal guardians. At the time of initial enrollment, or at the time this matter proves to be relevant to any child enrolled, the parent or adult who has been awarded custodial or legal guardianship by the court must present written proof of custody to the school administrator.

14.2. Non-Custodial Parent/Guardian

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

14.3 School Day Procedure

14.3.1. Daily Schedule

Before Care	7:00 a.m.
Students enter building	7:40 a.m.
Prayer Bell	7:50 a.m.
Half day Pre-School dismissal	11:15 a.m.
Early Dismissal	1:30 p.m.
Lunch/Recess	11:30 a.m. – 12:10 p.m.
Afternoon classes begin	12:10 p.m.
Dismissal	2:35 p.m.
After Care	2:40 p.m. – 6:00 p.m.

14.3.2. Arrival

We are not insensitive to working parents; however, it is not permissible for parents to drop their children any earlier than 7:40 a.m. unless they are attending the Extended Before and After Care program. Any student arriving on the

school grounds before 7:40 a.m. will be placed in the program and parents will be billed accordingly.

Students may begin entering the building at 7:00 a.m. for the following reasons:

- Students who have made prior arrangements with a teacher for tutoring or extra help.
- Students attending the Extended Before Care Program.
- Principal discretion

14.3.3. Dismissal

Students are expected to take everything they need with them as they are dismissed each day. No student will be allowed to re-enter the building for forgotten lunches, books, homework, etc. Exceptions may be allowed for forgotten glasses, house keys, and/or medication with permission from the principal or classroom teacher. On inclement weather days when dismissal is inside, parents and others picking up the students will be asked to remain in the foyer near the main office until the 2:35 bell rings. At that time they may proceed to the classrooms to pick up the students.

14.3.4. Supervision

Students admitted to the building will be supervised at all times by a teacher or other school personnel. Any student staying after school for any reason must have written permission from the parent or guardian and necessary transportation in advance. Parents/Guardians will be notified by the teacher in advance if a student is to be kept after school.

14.4. Cell Phones

Effective January 1, 2010, Senate Bill 72 Vehicular Phone Use in School Zones: *“A person, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school speed zone.”* There are exceptions for a person engaged in highway construction or maintenance, emergencies, and when the phone is in voice-activated mode. To read the text of the law, please read [Public Act 096-0131](#). This includes when entering and leaving the school parking lot at drop-off and pick-up.

Students must check-in cell phones with their homeroom teacher upon arrival and will get the phone back at the end of the day or the end of any extra-curricular activity in which they are involved. If a phone is confiscated during the day, it will be taken to the office and a parent /guardian will have to pick it up.

14.5. Electronics

No toys, cameras, or electronic devices of any kind may be brought to school. This includes, but is not limited to, electronic games, tape recorders, pagers, radios, walkmans, lasers, MP3s, and CD players. Items that are taken from students will be held in the office for parent or legal guardian pick-up. Tape recorders and any type of media device that records voices is expressly prohibited and may violate the law. Children are NEVER allowed to record class.

14.6. Personal Property

Articles of clothing, boots, tennis shoes, lunch boxes, etc., should be marked with the student's name and grade. Since all classrooms are used throughout the week by other Parish groups, no valuable items should be left in the student's desk or locker. We cannot be responsible for stolen, lost, or destroyed items. No toys of any kind, trading cards (including Yu-Gi-Oh cards or baseball cards) and/or any item the staff feels will create a distraction may be brought to school.

14.7. Uniform Dress Code

St. Andrew the Apostle School has a specific dress code to support the learning environment:

- All students must arrive and leave the school premises in complete uniform.
- Students are expected to wear the complete uniform daily unless you receive advance notice. We have high expectations for the appearance of our students at all times and at all functions held in the name of the school. This dress code and grooming is in effect from the first day of school until the end of the year.
- ALL students, including Pre-Kindergarten are required to wear uniforms.
- Navy blue and Khaki dress pants are acceptable with or without loops; however, belts must be worn when pants have loops.
- Uniform Shorts may be worn from May 1-October 1.
- Girls' plaid skirts **must be knee length.**
- PK-3 all students may wear the khaki shirts with the St. Andrew logo. Girls may also wear the jumper from Schoolbelles with a white blouse with a round collar underneath. Preschool girls may wear the drop waisted knit dress from school belles. All students in grades 4-8 may wear short or long sleeve blue with the logo. Boys' and/or girls' undershirts must be white.
- Socks must be black, white, or navy and be worn ankle length or higher. Socks must be worn at all times. Footies or no show socks are NOT allowed. Girls may wear navy blue, black or white solid tights under their jumpers.
- In cold weather, girls may wear pants under skirts.
- Shoes must be worn at all times. They must be tied and completely enclosed. Students may wear Sneakers or dress shoes which are basic solid colors (no lighted shoes) may be worn. Flip-flops, sandals, and heels are never permitted including "out-of-uniform" days. NO fashion boots are permitted except on dress down days.
- Preschool and kindergarten children are required to wear gym shoes at all times.
- Clothing with either school logo is appropriate and acceptable.
- No hairpieces are permitted.
- Boys' hair must be off the collar and over the ears and above the eyebrows, striving to always be neat and trim. Boys' hair may be no longer than two (2) inches in any direction.
- Boys' and girls' hairstyles may not be distracting in any way. Only natural hair color is acceptable.

- Boys must be clean-shaven.
- Students are not allowed to wear jewelry with the exception of small medals and crosses on small chains and watches. Small post earrings may be worn if ears are pierced. Ear piercings for boys are not permitted.
- No makeup is to be worn at any time. Girls may wear clear nail polish only.
- Sweaters-navy, gray or white with the school logo-no hoodies except on dress down days. Plain navy, gray, or white sweaters may be worn. Zip up sweatshirts may be worn on dress down days only.
- Body piercing and tattoos (real or artificial) are not permitted.
- Hair accessories may be either the school plaid or navy, gray, or white. Other hair accessories may be worn on your child's birthday or on dress down days but not on a regular basis.

Uniforms are available from Schoolbelles Uniform is located at 7763 S. Harlem Avenue, Bridgeview, Illinois. Their phone number is 708-598-8008. Their website address is: www.schoolbelles.com and the St. Andrew the Apostle School code is S1715.

14.8. Out of Uniform Guidelines

Students must remember that they are dressing for school, not play. If a student is dressed inappropriately, the parents will be notified via telephone and requested to bring appropriate attire to school. Failure to follow the dress code will result in disciplinary action. The school holds out of uniform days in high regard, and students are expected to recognize the privilege as such by dressing appropriately when not wearing the school uniform.

Birthday Celebration-Students may dress down for their birthday according to the guidelines below. Students who have a birthday on the weekend may choose to dress down the Friday before or the Monday after their birthday. Students who have a birthday during a school holiday may dress down on their half birthday. Students with summer birthdays may dress down on their half birthday.

14.8.1. Acceptable Clothing and Attire for Dress down days.

Parents are expected to guide their students to wear neat, clean, and acceptable clothing such as: jeans, slacks (khaki or capri pants), denim of any color may be worn as long as it has no tears or patches, shorts, collared shirts and blouses, skirts and dresses that are not shorter than three inches above the knee, or t-shirts. School shoes and socks or nylons must be worn at all times.

14.8.2. Unacceptable Clothing and Attire

The following types of clothing are **never** acceptable for school: tight or revealing clothing; clothing suggestive of, or including, inappropriate slogans, pictures, symbols and/or language; faded or torn jeans, mini-skirts, spandex skirts/shorts/pants, short- shorts; sagging styles, oversized shirts or baggy pants; tank tops, spaghetti straps, spandex, crop tops, scarves, hats, or baseball caps.

In all instances, the principal reserves the right to regulate unbecoming fads or fashions that reflect negatively on the school or on God's love for each human

being.

Students who do not participate in out-of-uniform days **MUST** wear the regular school uniform.

14.9. Physical Education Uniform

Pre-Kindergarten through grade 8 have the following physical education attire:

- Navy blue knee length gym shorts may be worn only during the months of August, September, May, and June. (Subject to change due to weather conditions.)
- Solid navy blue sweatpants may be worn from October through April.
- Stripes, buckles, snaps (break away), zippers or designs of any kind are **NOT** permitted on physical education sweatpants.
- St. Andrew the Apostle School physical education t-shirt/sweatshirt.
- Gym shoes and school uniform socks.

14.10. Technology

14.10.1. Internet

No student will be allowed to access the St. Andrew the Apostle Internet without a signed Acceptable Use Agreement. St. Andrew the Apostle School respects each family's right to govern their student's access to the Internet. The Diocesan Acceptable Use Policy can be found at the end of this handbook.

14.10.2 Technology, Internet, and Social Media Policy

The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a **social networking website**.

The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and,

The school may require the student to share content in the course of such an investigation.

15. Diocese of Joliet Catholic Schools Office Anti-Bullying Policy

All elementary and secondary schools in the Diocese of Joliet shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian and strictly prohibited.

For the purpose of this policy, bullying is defined in conformity with Illinois Law as follows:

“Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- (1) Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- (2) Causing a substantially detrimental effect on the student's or students' physical or mental health;
- (3) Substantially interfering with the student's or students' academic performance; or

- (4) Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.”
105 ILCS 5/27-23.7 (b)

15.1 Bullying Conduct

Bullying conduct covered by this policy is conduct that occurs on school property or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events; while students are waiting at school bus stops; or cyber bullying as defined hereinafter.

15.2 Cyber Bullying

This policy prohibits bullying and intimidation of students through the use of internet and social media sites on any electronic device (private, public, or school owned), whether on or off the school campus, or during non-school hours.

Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. Behavioral interventions may be included as a component of the disciplinary actions. This may include but is not limited to mandatory counseling.

Retaliatory behavior by a student accused of bullying will also incur consequences. False accusations of bullying will result in disciplinary action taken against the accuser.

Any reported bullying issue will be promptly brought to the attention of the appropriate party: the Pastor or the Principal or designee, and thereafter investigated. Reference: The Illinois School Code, 105 ILCS, 5/27-23.7

16. Diocese of Joliet Catholic Schools Office Social Media Policy

The Catholic Schools Office recognizes that the use of social media is being used in a variety of methods as an important evangelizing, educational and marketing tool to promote school and ministerial programs. However, those using the Internet should bear in mind that certain comments and information may have a harmful effect on the school, parish, the Diocese of Joliet, its reputation and its employees. In light of this possibility employees and volunteers are required to adhere to the following policy regarding the use of social media sites, networks and blogs.

This Social Media Policy (the “policy”) applies to all online or mobile-based tools for sharing content and discussing information, whether controlled by the diocese, local school or local parish or hosted on other platforms (such as Facebook), on which employees/ volunteers of the school /parish engage in activities relating to the school, parish or diocese. The term “social media” refers to activities that integrate technology, telecommunications and social interaction through the use of words, images, video or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image- and video-sharing sites, live webcasting and

real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.

16.1. General Guidelines

16.1.1. Be Selective

Due to the availability of a variety of digital tools, be selective in the type of medium for your message—a blog or social network might not be the right place for messages intended only for a small group.

16.1.2. Be Responsible

Social media are individual interactions, not official diocesan/parish/school communications. All employees and volunteers at the parish/school are personally responsible for their posts. Official statements of policy may only be made by the Superintendent/Pastor/Principal or designee. A blog or community post is visible to the entire world. Remember that what you write will be public, and potentially for a long time. In the event you identify yourself as, (or is manifestly understood to be) an employee of the local school, parish or diocese on a personal blog (or other websites with a similar purpose), to help reduce the potential for confusion, the employee is required to put the following notice in a reasonably prominent place on the site:

“The views expressed on this site are mine alone and do not necessarily reflect the views of my employer, or the Diocese of Joliet.”

16.1.3. Identify Yourself

Authenticity and transparency are driving forces behind social media. Use real identities to the greatest extent possible rather than anonymous posts and comments.

16.1.4. Honor the Privacy of Others

Do not publish the personal information of others without their permission or, in the case of minors, written permission of their parents. All guidelines for the Protection of Children as outlined in all agreements and policies are to be followed.

16.1.5. Be Respectful

If you disagree with others, do so with civility. Respect your audience, express your views with appropriate language, and be respectful of the Church and its teachings.

16.1.6. Comply

+You must comply with all guidelines of the Employee/Staff Acceptable Use Agreement and all aspects of the Safe Environment Policy of the Diocese of Joliet.

16.2. Specific Policies

16.2.1 Use of Official Name and Logo

Any use of the parish/school name or logo for branding or titling pages, blogs, or other similar elements of social media must be approved in writing prior to use. Requests for prior consent to use such names or logos will be made to the Pastor/Principal or designee. Any uses in existence at the time of adoption of this policy are not grandfathered and would be authorized pursuant to this policy. Permission to use the name or logo of the parish or school may be revoked at any time.

16.2.2. Duties of Moderators

Moderators of official parish/school social media are responsible for ensuring compliance with this policy statement. If there is official parish/school social media, there will be an employee/volunteer of the parish/school designated as the moderator. All content, comment and blog response areas must be moderated. Those responsible for such areas must review and approve comments prior to posting, and should not post any comments that do not meet our standards for civility, misrepresent the position of the Church or diocese/parish/school, or that include profanity, defamatory language or speech that is otherwise inappropriate or off-topic. Anonymous comments will not be permitted. All moderation functions reserve the right to ban repeat offenders. Moderators who permit users to post materials such as documents or photographs will make clear to users that the site will not archive those materials and will delete them after a published period of time (typically 12 months, except in cases where a project needs to be preserved for a longer period of time). Moderators must provide login access to social media to pastor/principal.

16.3. Prudent Judgment

16.3.1. Personal Use

Possible Negative Impact. Even when engaging in social media for personal use, the comments of employees or volunteers of the parish/school may be viewed as a reflection on diocese/parish/school.

Users will use their best judgment when engaging in social media activities and should be on guard against actions and discussions that could harm children, the interests of the diocese/parish/school or be subject to question as inappropriate by parents or school/parish administration.

16.3.2. Contact with Students

Employees and volunteers of the School cannot engage with current and prospective students on social media sites unless the site is school-sanctioned. Also knowingly interacting with students on a third-party social media page (such as a fan page for a local sports team) is prohibited.

Caution and prudence should be used if there are communications with students who are 18 and have graduated.

The School will strictly limit friendly engagement with parents to only school – sanctioned sites.

16.3.3. Copyright Laws

Anyone who submits content must comply fully with copyright law. Any posting of materials to official parish/school social media must adhere to all copyright laws. Images and other materials from the parish or school websites will not be copied and uploaded to other forums without the prior written consent of the Pastor/Principal or designee.

16.3.4. Privacy

All users of social media within parish and school communities will take care to safeguard the privacy interests of other community members. In particular, personally identifiable information (that is, information that can identify a particular person, including name, photo, phone number, address or email address) will not be disclosed without the prior written consent of the person identified. In cases where a user has consented to the publication of such information, appropriate privacy settings and levels will be utilized.

16.3.5. Minors

Public social media maintained by the parish/school are not intended for the use of children under the age of 13. Any site operated by parish/school that is oriented toward youth between the ages of 13 and 18 must require registration for all users and must be password-protected so that only registered users may access the site. Users of such a site may not post images of minors without the prior written consent of a parent or legal guardian of any minor depicted.

16.3.6. Enforcement

Any use of social media that does not comply with this policy should be brought to the attention of the appropriate party: the Pastor or the Principal or designee immediately. Failure to follow the social media policy may result in the loss of privileges and/or disciplinary action, up to and including termination, for an employee or removal from position, if a volunteer. This policy may be updated and modified at any time at the sole discretion of the Diocese of Joliet Catholic Schools Office in light of changing circumstances and events.

17. Diocese of Joliet Acceptable Use Agreement for Internet Access and Related Technology

Sample of Student Agreement for Internet Access and Related Technology Use

The Catholic Schools Office of the Diocese of Joliet and the School _____ (insert school name) support the use of technology in the instructional program through internet capable devices and digital equipment (sometimes collectively referred to as “Technology Resources”), as a means to facilitate learning and teaching in an interconnected digital world.

All uses of Technology Resources shall be for educational purposes only and will be consistent with the Diocesan and School’s goal of promoting Catholic values and teaching, and academic excellence as defined in the respective mission and philosophy statements.

The Parents/Guardians of student users of Technology Resources must agree to and accept the Terms and Conditions below before their children will be granted access to the Technology Resources within the School.

*Both the Parent/Guardian and Student user acknowledge that the Code of Conduct herein also applies to personal electronic devices, including, but not limited to cell phones and other handheld devices, laptops and notebooks/tablets (“Privately Owned Devices”) Students and their parents or guardians are advised that the Diocese of Joliet Catholic Schools may not request or require a student to provide a password or other related account information in order to gain access to a student’s account or profile on a social networking website. The school **may** conduct an investigation and if the school has **reasonable** cause to believe the content of a student’s social media account has violated a disciplinary rule or policy of the school, the law requires the student to provide social networking website passwords or other related account information to gain access to the student’s account or profile. (IL School Code 105 75/15, Illinois Public Act 098-0129)*

The failure of any user to follow the terms and conditions of this Agreement may result in the loss of privileges, disciplinary action and/or legal action.

17.1. Use

The Catholic Schools Office of the Diocese of Joliet and St. Andrew the Apostle Schools support the use of technology in the instructional program through individual computer workstations, lab networks, school-wide networks, school-owned hand-held devices, and the Internet as a means to facilitate learning and teaching through communication, access to information, research, and collaboration.

All uses of the Internet and related technologies, including hand-held devices, shall be

for educational purposes only, and will be consistent with the Diocesan and St. Andrew the Apostle School goal of promoting academic excellence as defined in the mission and philosophy statements.

The failure of any user to follow the terms and conditions of this agreement may result in the loss of privileges and/or disciplinary action.

17.2. Terms and Conditions

17.2.1. Acceptable Use

The Diocese and Parish School will make reasonable efforts to ensure that technology is used in a responsible, moral, and ethical manner consistent with the educational and moral objectives of the Diocese and School.

17.2.2. Responsibility

School administrators, teachers, and staff work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels and to evaluate and use the information to meet their educational goals. However, there is an enormous range of material available on the Internet, some of which may not be fitting with the particular values of a student's family. It is not practically possible for the Diocese and St. Andrew the Apostle School to monitor and enforce a wide array of social and religious values in student use of the Internet.

The Diocese and St. Andrew the Apostle School recognizes parents as primary educators of their children and the need for them to be involved in instructing their children as to what material is and is not acceptable for access and communication through the school network system.

The students and staff have a responsibility to respect and protect the right of every other user in the school and on the Internet.

The principal (pastor, superintendent) has the authority to determine what appropriate use is and his/her decision is final.

17.2.3. Code of Conduct

Students are expected to act in a responsible, ethical and moral manner, and use the accepted rules of network etiquette and follow federal and state law and the terms of this Agreement both at school and at home. Outside of school, it is expected that families bear the same responsibility for such guidance of their child and/or children. Administration reserves the right to intercede when students are adversely affected or when there is serious disruption to the school program. The terms of this agreement include, but are not limited to, the following:

- All users are to be polite and use appropriate language.

- No inappropriate pictures or drawings are to be downloaded, displayed, printed, or communicated.
- NO offensive remarks or comments related to another student, teacher, administrator, employee or volunteer of the school/parish are to be placed on the Internet, personal websites, blogging sites, instant messaging or in email or on handheld devices by a student. Cyber bullying is not allowed and may also violate the Human Rights Act. If the student spreads hate, or discrimination based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status, or disability.
- No student will transmit any material that is derogatory or defamatory or which is intended to offend, annoy, harass or intimidate or has the effect of offending, annoying, harassing or intimidating another person or persons through any electronic device including, but not limited to, computers, cell phones, palms, handheld computers, blackberries, flash drives, or other handheld devices.
- No student will upload, download, copy, forward, or transmit any copyrighted materials or any portion of such copyrighted materials, including, but not limited to, music, video, photographs, pictures, pamphlets, books, newspaper or magazine articles without the permission of the teacher.
- No offensive, derogatory or defamatory letters, essays, papers, e-mail, or other written documents are to be uploaded, downloaded, forwarded, copied, transmitted, displayed, printed, or communicated.
- The use of the network shall not disrupt the work of other users and this includes, but is not limited to, disrupting the system's performance, deleting or altering files, or destroying data by downloading or spreading viruses and/or worms.
- The personal address, phone number, or social security number of any student is not to be used in email or on the Internet.
- The network may not be used for the purchase of any type of merchandise services, copying of copyrighted materials, or to send material communication likely objectionable to recipients.
- At school, no user shall be involved in, or participate in chat rooms or discussion groups without expressed permission and/or supervision of the teacher/system administrator.
- No student will install any software, games, files, or other electronic media on school equipment or network, without the permission of the teacher/IT staff.

17.2.4. Safety

Reasonable efforts will be made to protect users of the network from harassment, unwanted and unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring this to the attention of a teacher or administrator.

17.2.5. Electronic Mail

The user does not have any right of privacy or ownership whatsoever in relation to his/her use of the school network and/or email. Consequently, all electronic and telephone communication systems and all communication and information transmitted by, received from, or stored in any manner are the property of the Parish, School, or Diocese and are to be used for educational purposes only.

To ensure that the use of the network is consistent with the educational objectives and philosophies of the School, Parish, and the Diocese, authorized representatives may monitor the use of the network from time to time, which may include the printing and reading of all information stored, and all emails entering, leaving, or stored, and all files created and saved in the system. The system administrator (principal or designees, pastor, superintendent) may remove any material stored by the users, which violates the terms of the Agreement.

17.2.6. Consequences for Inappropriate Use

The School network user shall be responsible for damages to equipment, systems, and software resulting from deliberate and willful acts or installation of unapproved software and/or files.

Illegal use of the School network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services will be reported to the appropriate authority and will be deemed a failure to follow the terms and conditions of this Agreement.

If a user mistakenly accesses inappropriate information, the user shall immediately inform the teacher or adult supervisor.

17.2.7 Web Pages

The School may choose to publish Web Pages for purposes of providing School or Parish information and teacher or class information. This may include the posting of meetings, agendas, student activities, projects and accomplishments, schedules and other information of interest to students, parents and the community. Classrooms may participate in the development of web pages as on-going educational projects. The posting of any material that may violate copyright law is expressly prohibited.

Disclosure of student information on the School website will be limited to first name and last initial. Photographs or video of students may be posted on the school website; however, no photograph or video of any student will be captioned with the student's name or identify the student by name in any other manner. No image of a student may be posted in such a way that the image of that student may be matched up with the student's name.

The principal or his/her designee shall monitor school web publications.

17.2.8. Personal Electronic or Cellular Devices

Students may not carry Privately Owned Devices with them during School hours unless special permission is granted by the Principal or his/her designee. Privately Owned Devices otherwise stored in student lockers must be turned off. These items include, but are not limited to: cell phones, pagers, Mp3 players, iPods, cameras/video recorders, laptops, notebooks/tablets and all other handheld devices (which exception to those covered in #9 of this agreement).

17.2.9. Indemnification

The user hereby agrees to indemnify the school/parish/Diocese for any losses, costs, or damages, including reasonable attorney fees, incurred by the School, Parish, or Diocese relating to, or arising out of, the breach of, or the enforcement of, this agreement.

17.2.10. Financial Obligations

The student/parent/guardian agrees to be responsible for any financial obligation incurred through the use of the network that is contrary to the terms of this Agreement.

17.2.11 Limitation of Liability

The School/Parish/Diocese makes no guarantee that functions and services provided by the School's computer system and network will be error-free or without any defect. The School/Parish/Diocese has no responsibility for the accuracy or quality of information obtained through the use of the School network or for any damages users suffer.

17.2-12 Internet Filtering

The school will use technology protection measures in compliance with the Children's Internet Protection Act(CIPA) to protect minors and all users against access to visual depictions that are violent, obscene, constitute child pornography or are otherwise harmful to minors.

17.2.13 Privacy

The user does not have any right of privacy or ownership whatsoever in relation to his/her use of the School network and/or email. Consequently, all electronic and telephone communication systems and all communication and information transmitted by, received from, or stored in any manner are the property of the Parish, School or Diocese and are to be used for educational purposes only.

To ensure that the use of the network is consistent with the educational objectives and philosophy of the School, Parish, and Diocese, authorized representatives may monitor the use of the network from time to time, which may include the printing and reading of all information stored, and all emails entering, leaving or stored and all files created and saved in the system.

The system administrator (Principal or designee, Pastor) may remove any material stored by the users which violates the terms of this Agreement.

18. Extracurricular Activities

18.1 Interscholastic Athletics

Interscholastic athletics are a part of the educational process, and are consistent with the philosophy and goals of the Diocese and local school. The athletic program is an outgrowth of a sound physical education program and emphasizes good sportsmanship, teamwork, and personal development.

Each local school provides interscholastic sports for boys and girls.

Competitive sports are not permitted below the fifth grade. Where training programs exist before fifth grade; they are not to include competition between schools.

Each local school develops its own specific athletic philosophy, rules, regulations and eligibility standards for interscholastic sports in accordance with direction provided by the Catholic Schools Office. This philosophy and its accompanying policies, rules, regulations are developed under the direction of the principal in collaboration with local school board and athletic personnel.

Eligibility standards are developed in accord with a school's athletic philosophy. When possible, regional consultation is sought before enacting such standards. Behavioral and academic criteria are considered in setting standards. Students who play on school teams should be students of the school, so that other eligibility standards can be maintained.

Every effort should be made to schedule athletic events so that they do not interfere with a family's attendance at liturgy. No games or practices are scheduled in a parish facility before the last Sunday morning or early afternoon liturgy has been completed.

The superintendent, in collaboration with the principals, develops administrative regulations general to the interscholastic athletic program and specific to the various sports. (See Appendix 6C and Athletics Handbook)

Schools comply with these regulations or discontinue sports programs which repeatedly do not comply.

All athletes in grades 5-8 must show proof of an annual sports physical. 6th-grade physicals, as well as sports physicals, are a state requirement. Our diocese requires annual physicals of all athletes in grades 5-8. without a physical, students will not participate in practices or games. Physicals are also required for 4th-grade instructional programs and intramurals.

This information is required by law on the first day of school, with an extension time of October 1st for students who begin school on the first day. Any students entering school after the first day will be allowed 30 days from their entrance date to comply with this policy. Children can be excluded from school if they are not in compliance with the requirements.

Concussion Management Policy

The purpose of this policy is to safeguard student-athletes by (1) educating student-athletes, school personnel and parents/guardians about concussions, (2) requiring that a student-athlete be removed from play when a concussion is suspected and requiring a licensed health care professional to provide clearance for the student-athlete to return to play or practice, and (3) implementing the concussion management requirements specified by the Illinois High School Association and Illinois Elementary School Association.

This policy applies to athletic play occurring in Diocese-sponsored sports programs provided by elementary, middle and high schools regardless of whether the sports program *is intramural, interscholastic, afterschool or provided during the summer (e.g. summer sports camp)*. This policy applies regardless of whether the sports activity or program is offered by or through a Diocese consultant, vendor or partner.

Concussion Signs and Symptoms

A concussion is a traumatic brain injury that interferes with normal brain function. A student athlete does not have to lose consciousness to have suffered a concussion. Signs and symptoms of a concussion include the following

Signs Observed by Others	Symptoms Reported by Athlete
Appears dazed or stunned	Headache or “pressure in head”
Appears confused	Nausea
Forgets sports plays	Balance problems or dizziness
Is unsure of game, score, opponent	Sensitivity to light or noise
Moves clumsily	Double or fuzzy vision
Answers questions slowly	Feeling sluggish or slowed down
Loses consciousness (even briefly)	Feeling foggy or groggy
Shows behavior or personality changes	Does not “feel right”
Can’t recall events prior to hit or fall	Concentration or memory problems
Can’t recall events after hit or fall	Confusion

Removal and Return to Play

Any player who exhibits signs, symptoms or behaviors consistent with a concussion shall be immediately removed from the game or practice and shall not return to play until cleared in writing by a licensed healthcare professional. If a healthcare professional is not immediately available at the athletic event or practice and an injured student athlete has any of the described signs, symptoms or behaviors of a concussion, s/he shall be promptly taken to a facility for appropriate medical evaluation and care.

A player must be removed from an *interscholastic* athletics practice or competition immediately if one of the following persons believes the player might have sustained a concussion during practice or competition:

- a coach;
- a physician;
- a game official;
- an athletic trainer;

- the student's parent or guardian or another person with legal authority to make medical decisions for the student;
- the student; or
- any other person deemed appropriate under the school's return-to-play protocol.
- A student removed from an *interscholastic* athletics practice or competition may not be permitted to practice or compete again following the force or impact believed to have caused the concussion until:
 - the student has been evaluated by a treating physician (chosen by the student or the student's parent or guardian) or an athletic trainer working under the supervision of a physician;
 - the student has successfully completed each requirement of the "return-to-play" and "return to learn" protocols established for the student to return to play;
 - the treating physician or athletic trainer working under the supervision of a physician has provided a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn; and
 - the student and the student's parent or guardian have acknowledged that the student has completed the requirements of the "return-to-play" and "return-to-learn" protocols necessary for the student to return to play; have provided the treating physician's or athletic trainer's written statement and have signed a consent form indicating that the person signing has been informed and consents to the student participating in returning to play in accordance with the "return-to-play" and "return-to-learn" protocols and understands the risks associated with the student returning to play and returning to learn and will comply with any ongoing requirements in the "return-to-play" and "return-to-learn" protocols. A sample acknowledgement is found in the link below:
- [http://www.ihsa.org/documents/forms/current/Post-concussion%20Consent%20Form%20\(RPT-RTL\).pdf](http://www.ihsa.org/documents/forms/current/Post-concussion%20Consent%20Form%20(RPT-RTL).pdf)
- A coach of an *interscholastic* athletics team may not authorize a student's return to play or return to learn.

Licensed Healthcare Professional

For purposes of this policy, licensed healthcare professional means physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

Concussion Policy/Fact Sheet

Information on the school's concussion and head injury policy must be a part of any agreement, contract, code, or other written instrument that a school requires a student-athlete and his/her parents or guardian to sign before participating in practice or *interscholastic* competition. The IHSA/IESA has provided a Concussion Information Sheet and Sign-Off Form that schools may use to notify athletes and their parents/guardian about the dangers of concussions and head injuries.

<http://www.iesa.org/documents/general/IESA-ConcussionSign-Off.pdf>

The parent/guardian of each student athlete and the student athlete shall receive annually a concussion information sheet and they shall submit written verification(s) that they have read the information. A student athlete may not participate in practice or competition prior to the school's receipt of this written verification.

Each school shall also use education materials provided by the Illinois High School Association, and Illinois Elementary School Association see links below, to educate coaches,

student-athletes, and parents/guardians of student-athletes about the nature and risk of concussions and head injuries, including continuing play after a concussion or head injury. <http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx>

<https://www.iesa.org/activities/concussion.asp>

Concussion Oversight Teams (COT)

Each school shall form a Concussion Oversight Team (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.

Per the law, each concussion oversight team must include to the extent practicable at least one physician. If a school employs an athletic trainer, the athletic trainer must be a member of the school concussion oversight team to the extent practicable. If a school employs a nurse, the nurse must be a member of the school concussion oversight team to the extent practicable. At a minimum, a school shall appoint a person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the concussion oversight team. A school may appoint other licensed healthcare professionals to serve on the concussion oversight team.

Coaches Training

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 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. Compliant courses are available on the IHSA and IESA websites. *IESA member schools may access the course through the IESA Member Center. It is recommended that all elementary schools with athletics join the IESA-\$75 dues-to allow access to these materials.*

Emergency Action Plan

Each school must also develop a school-specific emergency action plan for *interscholastic* athletic activities to address the serious injuries and acute medical conditions in which the condition of the student may deteriorate rapidly. There are certain provisions the plan must include and it must be reviewed by the COT before being approved by the school. The plan must be distributed to appropriate personnel, posted at the school, and reviewed annually. Links to sample information may be found below on the IESA website and on the IHSA website.

http://www.ihsa.org/documents/forms/current/Emergency_Action_Plan_Form.pdf

Guidelines

The Superintendent or designee is authorized to issue Guidelines for the effective implementation of the requirements of this Policy.

Compliance

Failure to abide by this Policy or Guidelines will subject employees to discipline up to and including dismissal.

Some Additional Resources

<http://www.ihsa.org/documents/sportsMedicine/Concussion%20Protocols.pdf>

<http://www.iesa.org/documents/general/IESA-ConcussionInfo.pdf>

http://www.cdc.gov/headsup/pdfs/schools/tbi_returning_to_school-a.pdf

http://www.cdc.gov/headsup/pdfs/policy/rtp_implementation-a.pdf

<http://www.ihsa.org/multimedia/articulate/2015-16/concussion/presentation.html>

<http://www.catholicmutual.org/Portals/0/Docs/Risk%20Mgmt/CARES/Healthcare/Concussion%20CARES.pdf>

18.2. Academic Guidelines for extra-curricular participation

St. Andrew the Apostle School administration and staff has at its highest priority a focus on student academic achievement and learning in a faith-based environment. Academic competency is a prerequisite for participation in any extracurricular activity, sport, or other related event. Students are expected to maintain a “C” average or better throughout the duration of the extracurricular activity. A student will be ineligible, and will therefore not participate, if the average in a core class drops below the “C” level.

There is no probationary period. It is the responsibility of the student to maintain grades above a “C” level. The principal may use discretion and authority to permit students to play and participate with a 70% or higher.

For the purpose of this policy, extracurricular activities include, but are not limited to, sports, cheerleading, band, martial arts, and any other after school clubs.

18.3. Participation

Participation is herein defined as an active role in, a passive role in or with, or in an official capacity, including, but not limited to, practicing as part of a group, playing, officiating, or otherwise involved in an activity which is deemed an extracurricular activity. If the student is ineligible, extended day aftercare is available, at your expense, while at St. Andrew the Apostle School during normal extended day aftercare hours.

18.4. Student Accident Insurance

It is the responsibility of the parents/guardians to obtain adequate student insurance for their children. All students who engage in athletics must be adequately covered by insurance. Student accident insurance is made available to parents of St. Andrew the Apostle School students. Call Catholic Mutual Insurance for more information at 815-838-2142.

18.5. Educational Field Trips

Parents who chaperone on school-related field trips must have attended a three (3) hour Protecting God's Children training session.

Students participate in field trips, which supplement the curriculum. Trips are arranged at the discretion of the teacher, with the permission of the principal. Classroom parents generally chaperone to provide transportation and supervision. Field trips that are outside a 20-mile radius from the school require chartered transportation (e.g., bus, plane, etc.). Each student must have a permission slip signed by a parent or guardian, and must have paid any necessary field trip fees in order to attend a field trip. If students do not accompany the class on the field trip, they remain at school and complete assigned projects.

Participation in all school-sponsored field trips is a privilege, not a right. Participation is contingent on appropriate behavior. The administration or faculty may restrict a student's participation, especially if doing so is in the best interest of other students.

Teachers are entirely responsible for arranging and coordinating study trips and securing chaperones for the trip. Requests for study trips should be submitted to the principal one week in advance of the intended date for the trip. Teachers should avoid planning study trips on Mass days.

18.6. Parties and Dances

18.6.1. Birthdays

Your child's birthday is very important. The administration recommends that parents donate a book to our library to help celebrate. The school does not allow students to have bouquets of flowers, balloons, or other gifts delivered to school (or for any other occasion).

In an attempt to prevent misunderstandings, all invitations must be distributed to the entire class or to all boys or girls in your child's class.

18.6.2. Classroom Parties

With permission from the principal, three (3) classroom parties may be held during the school day. Classroom parties are held during the last thirty (30) minutes of the day. The three approved dates are Halloween, Christmas, and St. Valentine's Day.

18.6.3. Dances and Co-Ed Parties

Dances are offered to students in grades 5, 6, 7, and 8. Some dances are open to the whole school. Parents are enlisted to help decorate and chaperone these dances. Students are expected to follow the school's Code of Conduct and Free Dress Guidelines at the dances. Students who have three (3) detentions in one marking period may be denied admittance to the dance.

Party invitations may not be handed out at school unless they include the whole class. Class parties must be planned in conjunction with the teacher. However, the school may sponsor or allow a well-planned party/dance on the school or parish premises for grades 5-8. Parents will help provide proper supervision.

18.6. PTO and School Board Meetings

The administration welcomes public comment. The president of the PTO and the SAC are responsible for orderly conduct at all meetings. Parents and members of the community are asked to complete the sign-in sheet before meetings begin.

Time permitting, individual comments will be permitted after all other agenda items. Individual comments should be limited to a maximum of five (5) minutes. The principal may also deny such opportunity to a person who has previously addressed either the PTO or the SAC on the same issue.

The administration, the PTO president, and the SAC president will not immediately respond to public comments. To be put on the agenda, contact the president and/or principal. School Advisory Council meets the second Wednesday of every month and the PTO meets the first Wednesday of the month.

19. Other Diocesan Policies

19.1. 1430 MISSING PERSON and HIS/HER SCHOOL RECORD

Each school shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State police.

The procedure is as follows:

Upon notification by the Illinois State Police of a person's disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

19.2 1460 REPORTING ATTACKS on SCHOOL PERSONNEL to AUTHORITIES

Upon receiving a written complaint from any school personnel, the superintendent or his or her designee shall report an incident of battery committed against a teacher, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack **and** to the Illinois State Police's Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. Note that reporting through the Uniform Crime Reporting Program does not satisfy the requirement to report the incident to local law enforcement authorities as well 105 ILCS 5/10-21.7

19.3 5460 CHILD ABUSE

According to the revised Abused and Neglected Child Reporting Act, school principals and teachers are mandated to report suspicion of abuse or neglect to the Department of Children and Family Services. According to Illinois School Code licenses/certificates may be suspended and/or revoked if there is proof that professional school personnel had knowledge of suspected child abuse and/or neglect and did not report it.

Diocese of Joliet

Parent Guide: Understanding & Preventing Child Sexual Abuse

Dear Parents and Guardians,

The Diocese of Joliet is committed to promoting an environment that will help ensure the safety of children and young people. If you have participated in a *Protecting God's Children* session, you have already received much information.

This brochure is the next step in our efforts to help keep children safe. You are the primary educators of your children, so it is important that you talk with them personally about their safety. The material in this brochure is designed to give you background information about sexual abuse, to inform you about other ways to keep your children safe, and to provide you with tips for talking to your children.

Staff members at the Catholic Schools Office (815-838-2181) and at the Office of Youth Formation (815-221-6147) are available to help you. Please call them if you have any questions about the material contained in this brochure or if you need more information.

Sincerely,

Dr. David Castronovo, JD JCD
Chancellor

SOME BACKGROUND INFORMATION

What Is Child Sexual Abuse?

Child sexual abuse is the use of a child for sexual purposes by an adult or an older, more powerful person, including an older child. *It is a crime in all 50 states.* Sexual abuse is called incest when it happens between family members.

Who Are the Offenders?

- Most sexual abuse is committed by a person the child knows and trusts.
- Offenders come from all walks of life and from all social and ethnic groups.
- Offenders actively work to develop trusting relationships with children.

Who Is At Risk?

- Sexual abuse happens to boys and girls from all social and ethnic groups from infancy to 18 years.
- Young children are especially at risk.

Why Don't Children Tell?

Some reasons children do not tell are:

- They have been taught to obey adults.
- They promised or have been bribed to keep the abuse secret.
- They have been threatened by the offender and are afraid to tell.
- They feel guilty because they believe that the abuse is their fault and are ashamed to tell.
- They are confused because the offender is someone whom they know and trust.
- They have been convinced that the abuse is normal or okay.
- They are too young to know the touching is not appropriate, especially if someone they know and trust does it.

- They don't know the words to tell about the abuse.

Do Children Lie About Abuse?

Children rarely lie about sexual abuse. More often, they are afraid to tell.

PROTECTING YOUR CHILDREN

Here are some things you can do:

- Educate yourself about sexual abuse.
- Learn and practice specific guidelines for protecting children from sexual abuse.
- Talk to your children about touching safety.
(See *Teaching Personal Safety Skills*.)
- Teach your children personal safety rules before they reach school age.
- Allow your children to participate in personal safety instruction.

Safety with Babysitters

- Ask babysitters for references and check them.
- Interview babysitters in person. Ask how they discipline children. Ask *what if* questions to find out how they would cope with tricky situations.
- Inform them about your family safety rules, including touching safety rules.
- Set other rules for the sitter. (TV, phone use, and friends)
- Make surprise visits to check on them.
- Ask your children what happens when a babysitter is there and whether they like him or her. If they don't like the babysitter, ask for reasons.

Follow these guidelines even if the babysitter is a family member.

Guidelines for Single Parents

If you are a single parent and are dating, this brings unfamiliar adults into your home.

- Let your new friend know your family's safety rules, especially about touching.
- Tell him or her that your children have been taught to tell if any of these rules are broken.
- Don't leave your children alone with a new friend until you know him or her well.
- Ask your children if they like the new person and why or why not.
- Watch your children's reactions for clues to how they feel.

TEACHING PERSONAL SAFETY SKILLS

Talking openly and honestly sets a tone that helps children feel safe and allows them to talk to you about anything. *Talk with them about touching and private body parts.* Here are some tips:

- Make touching safety a part of your family's safety rules.
- Take advantage of everyday teachable moments: bath time, physical play situations, when a child expresses curiosity about his body or sexuality, and before a child goes out without you.
- Read a book or view a video on touching safety together with your child.
- Revisit the conversation. Don't just talk about this important matter once!

Teach Your Children These Rules

- It is not okay for someone to touch your private body parts.
- It is not okay for someone to touch his or her own private body parts in front of you or to ask you to touch them.
- It is not okay for someone to ask you to take your clothes off or to take photos or videos of you with your clothes off.
- It is not okay for someone to show you photos or videos of people without their clothes on.

Types of Touches

Teach your children the names of their private body parts. Help them understand that they are the *boss* of their own body. Explain that there are three kinds of touches:

- **Safe touches.** These are touches that keep children safe and are good for their bodies. Safe touches include hugging, holding hands, pats on the back, and an arm around the shoulder. Safe touches can also include touches that might hurt, such as removing a splinter.

- **Unsafe touches.** These are touches that hurt children’s bodies, feelings, or spirits, for example, hitting, pushing, pinching, and kicking. This also includes the sexual touches described in the previous section. Teach children that these kinds of touches are not okay.
- **Unwanted touches.** These are touches that might be safe but a child doesn’t want. These include the sexual touches discussed earlier. It is okay for a child to say *no* to an unwanted touch, even if it is from a familiar person.

For Young Children

Young children remember better how to protect themselves from sexual abuse when they learn and practice a few simple steps so they don’t have to wonder what to do, or have to stop and think. Children can be taught to follow these three steps when someone breaks the touching rules.

- Say *no* or words that mean *no*.
- Get away.
- Tell a grown-up.

Expand your child’s understanding of the third step by teaching the following:

- Never keep secrets about touching.
- Always tell about a touching problem even if it has gone on for a long time.
- Keep telling until someone believes you.

Teach Assertiveness Skills

Children who are assertive are better able to use the safety steps effectively and resist unsafe situations. Assertive behavior includes standing up straight, looking directly at the person and using a strong, clear voice.

Safety on the Internet

It is important for parents to educate children about Internet risks and monitor use of the Internet. Some rules:

- Never give out personal information or use a credit card online without your parent’s permission.
- Never share passwords with anyone.
- Never arrange to meet someone in person you have met online unless parents go along with you.
- Never reply to uncomfortable messages. Always tell parents about them.

For Teens or Pre-Teens

Honest, open discussions about sexual values/limits, healthy relationships, and personal safety can make a difference. Teens should:

- Recall that human sexuality is a graced gift from God. Intimate touching and sexual intercourse are morally appropriate only within marriage.
- Know their own wishes, limits and values, and clearly communicate them to their dates. They should listen to their date’s limits and respect them.
- Notice if their date is not respecting their limits and wishes or if their date’s behavior doesn’t seem right.
- Trust their feelings and intuition. If they are feeling pressured into sex, they have the right to say *no*.
- Be assertive and act immediately if their limits are reached, even if it means making a scene.
- Understand that it is never too late to say *no* and never too late to hear *no*.

More Safety Tips for Teens

- Avoid drugs or alcohol, which reduce one’s ability to think clearly and manage one’s behavior.
- Always pour your own beverages at a party and keep them in sight. Date-rape drugs can be put in drinks and are often undetectable.
- Go to parties with a buddy and look after each other. Always have a safe way home.
- Meet a date in a public place or stay around others.

- Tell someone about the date, where it will take place, and what time it will end.
- Take a cell phone along if possible.

The Bottom Line

- *No* means *no* whenever a person feels pressured about anything and it should be respected!
- If a person says *no* and the other person continues to touch or to force touch it is abusive behavior.
- If a person forces another person to have sexual intercourse, it is rape, a criminal offense.

Safe Families

Being a parent is one of life’s greatest challenges. However, if you have a strong relationship built on a foundation of trust, and your children have skills in self-management, relationship-building, and problem-solving, they are more likely to make safe choices and set personal safety boundaries.

For more tips for parents, please visit <http://www.cfchildren.org/parents/parenttips/>

If someone has been abused, contact the Illinois Department of Children and Family Services at 1-800-25ABUSE (1-800-252-2873)

Content of this document is adapted from “**Keeping Children Safe from Abuse: Tips for Parents and Caregivers**” © 2004 Committee for Children www.cfchildren.org With permission from Committee for children and from the Diocese of Springfield, IL

19.5 1130 ACCESS TO SCHOOL PROCEDURES AND MANUALS

Copies of the Diocesan Handbooks as well as the local handbooks are available upon request for on-premise reading. This local handbook is posted electronically on an annual basis for parent review and signature.

19.6 Overall Instruction

19.6.1 6120 TIME ALLOTMENTS

Every school organizes its daily and weekly schedule on a pattern that is most appropriate for its educational program. The daily schedule ordinarily provides that students in grades 1 through 8 receive a minimum of five and one-half hours of instruction. When half days or early dismissals are scheduled the rule regarding 176 instructional days or 880 hours applies. (See policy 6110)

Time allotments are determined by the school to assure reasonable and desirable balance among the different areas of the curriculum. (See Suggested Weekly Time Allotments Appendix 6A.)

19.6.2 6410 CURRICULUM RESPONSIBILITY

The superintendent approves the curriculum of the school in accordance with the standards specified by the Catholic Schools Office. The local principal implements the system’s basic curriculum expectations. (See Basic Curriculum Expectations: Appendix 6B.)

19.6.3 6420 CURRICULUM DESIGN

The instructional program reflects the philosophy of the school, responds to student abilities and needs, encourages teaching techniques consistent with the child as learner, and provides relevant and developmental content.

Each school has a published school philosophy that is identifiably Catholic and is the basis for formulating school goals and objectives.

Each teacher writes classroom objectives that reflect the broader school goals and objectives.

19.6.4 6430 CURRICULUM CONTENT

A. Academic Disciplines

The required subject areas are Fine Arts (Art, Drama, and Music), Health, Language Arts (English, Oral Presentation, Phonics/Word Analysis, Reading/Literature, Spelling/Vocabulary, and Writing), Mathematics, Physical Education, Religion, Science, Social Science, and Technology.”

B. Religious Education (Faith Formation)

The curriculum developed by the Religious Education Office and the Catholic Schools Office is followed by all teachers of religion and integrated into other subjects when possible and appropriate. The General Directory for Catechesis, The Catechism of the Catholic Church and the National Directory for Catechesis serve as the basic sources for religion curriculum. Church teaching defines parents’ role as the primary educators of their children. The priority given to their own faith formation as parents as well as their direct involvement in the faith formation of their children is essential to making this role a reality.

19.7 STUDENT WELLNESS POLICY

19.7.1 Belief Statement

The Diocese of Joliet is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students’ beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

19.7.2 Intent

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004, including goals for nutrition education, physical activity at other school-based activities designed to promote students wellness; nutrition guidelines for all foods available during the school day; a plan for measuring implementation including designating one or more persons charged with operational responsibility; and involving parents, students, school food service providers, the school board, school administrators, and the public in developing this policy.[i]

19.7.3 Rationale

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is demonstrably linked to a reduced risk of the development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children’s health.

Schools also have a responsibility to help students establish and maintain lifelong habits of being physically active. According to the U.S. Surgeon General, regular physical activity is one of the most important things people can do to maintain and improve their physical health, mental health, and overall well-being. Regular physical activity reduces the risk of premature death in general and of heart disease,

high blood pressure, colon cancer, and diabetes.

19.7.4 Goals for Nutrition Education

- Students in preschool through grade 12 shall receive nutrition education. The program shall be designed to provide students with the knowledge and skills necessary to adopt healthy eating behaviors. Special emphasis should be placed on nutrition education in preschool through the primary grades as eating habits are established at a young age.
- The nutrition education program shall include enjoyable interactive activities such as contests, promotions, taste testing, field trips, school gardens, or other like activities
- Schools shall work with parents to assist in providing a healthy diet and daily physical activity for their children, which may include information to help them incorporate healthy eating and physical activity.

19.7.5 Goals for Physical Activity

- Students in preschool through grade 12 shall participate in regularly scheduled formal and informal physical activity programs. Special emphasis should be placed on promoting an active lifestyle in preschool through the primary grades as health habits are established at a young age. Reasonable accommodations shall be made for students with disabilities and/or other limitations.
- Elementary schools shall provide a daily, supervised recess period to students.
- Students shall be provided opportunities for physical activities through a range of school programs such as intramurals, interscholastic athletics, physical activity clubs or other like activities.

19.7.6 Goals for Other School-Based Activities Designed to Promote Student Wellness

Consistent School Activities and Environment – Healthy Eating

- It is recommended that food providers share information about the nutritional content of school meals and/or individually sold foods with students, family, and school staff.
- School meals shall be served in clean, safe and pleasant settings with adequate time provided for students to eat.
- All food service personnel shall have adequate pre-service training and participate in activities or programs that provide strategies for providing tasty, appealing and healthy school meals; nutrition education strategies including coordination of classroom and cafeteria activities; and effective promotional techniques to encourage healthy eating habits.
- Students, parents, school staff and community members bringing foods and beverages to school for parties/celebrations/meetings shall be encouraged to provide healthful options. (Attachment A provides suggestions.)
- Schools shall make efforts to promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System (MyPyramid) such as fruits, vegetables, low-fat dairy foods, and whole-grain products.[ii] [iii]
- All foods and beverages provided by the school shall comply with federal, state, and local food safety and sanitation regulations.
- Access to any area involved in storage, preparation or service of food on the school campus shall be limited to authorized personnel.

Consistent School Activities and Environment – Physical Activity

- Schools are encouraged to limit extended periods of inactivity. When activities such as mandatory testing make it necessary for students to be inactive for long periods of time, it is recommended that schools give students periodic breaks during which they are encouraged to stand and be moderately active.
- Physical activity facilities and equipment on school grounds shall be safe.
- Schools are encouraged to work with the community to create a safe and supportive environment for students walking or biking to school.

Food or Physical Activity as a Reward or Punishment

- School personnel shall not withhold food or beverages from students as punishment.
- School personnel shall not withhold participation in physical education class as punishment.

19.7.7 Nutrition Guidelines for All Foods and Beverages Available on School Campuses During the School Day

- Food providers shall offer a variety of age-appropriate, appealing food and beverage choices and employ food preparation, purchasing and meal planning practices consistent with current Dietary Guidelines for Americans (e.g. provide a variety of fruits and vegetable choices; serve low-fat and fat-free dairy products; ensure that whole-grain products are served).ii
- All foods and beverages sold individually (apart from the reimbursable school meal) shall be well-regulated and consistent with the nutritional goals of this policy. This includes:
 - o a la carte offerings in the foodservice program;
 - o food and beverage choices in vending machines, snack bars, school stores;
 - o food and beverages sold as part of school-sponsored fundraising activities.
- Every effort shall be made to provide nutritious and appealing foods and beverages, such as fruits, vegetables, low-fat dairy foods, and whole-grain products, wherever and whenever food is sold or otherwise offered at school.

Guidelines for School Meals

- School meals served shall be consistent with the recommendations of the Dietary Guidelines for Americans and/or shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.ii [iv] [v]

Measuring Implementation & Community Involvement

- The diocesan superintendent or designee shall be charged with the operational responsibility for ensuring that each school meets the wellness policy.
- The principal of each campus shall be responsible for the implementation of the wellness policy.
- Individual schools shall involve parents, students, representatives of the school food authority, the school board (if applicable), school administrators, and the public to implement and continue the development of the wellness policy. Their involvement shall include a review of and listing on the individual school wellness checklist.
- The diocesan superintendent, based upon feedback from individual schools, may revise the wellness policy as appropriate.

i Child Nutrition and WIC Reauthorization Act of 2004 [Public Law 108-265, Sec. 204].

<http://thomas.loc.gov/bss>

- ii Dietary Guidelines for Americans 2005, Department of Health and Human Services and Department of Agriculture, 2005. www.health.gov/dietaryguidelines
 - iii MyPyramid.gov, United States Department of Agriculture. www.mypyramid.gov
 - iv Minimum School Meals Requirements – section 9(f)(1), 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a))
 - v Minimum School Meals Requirements – subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 17)
-

22 E-LEARNING

Section 10-20.56 of the School Code [105 ILCS 5/10-20.56], school districts may, by adopted resolution, utilize “e-learning days” in lieu of emergency days. The number of e-learning days may not exceed the number of emergency days in the approved school calendar. The district’s e-learning program must be verified by the regional office of education or intermediate service center for the school district prior implementation.

- Ensure and verify at least 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an e-learning day
- Ensure access from home or other appropriate remote facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program
- Ensure that non-electronic materials are made available for students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology
- Ensure appropriate learning opportunities for students with special needs
- Monitor and verify each student's electronic participation
- Address the extent to which student participation is within the student's control as to the time, pace, and means of learning
- Provide effective notice to students and their parents or guardians of the use of particular days for e-learning
- Provide staff and students with adequate training for e-learning days' participation
- Ensure that all teachers and staff who may be involved in the provisions of e-learning have access to any and all hardware and software that may be required for the program