

# PARENT & STUDENT HANDBOOK

2019-2020

HOLY FAMILY SCHOOL  
600 BROOK FOREST AVENUE  
SHOREWOOD, ILLINOIS 60404

Rev. John Phan, Pastor

Rev. Nestor Sanchez, Parochial Vicar

Mr. Anthony G. Simone, Principal

Mr. Erick Passarelli, Assistant Principal

Office - (815) 725-8149

Fax - (815) 725-8649

[www.holyfamilyshorewood.org/school](http://www.holyfamilyshorewood.org/school)

**\*\*The handbook is not all conclusive. The administration has the authority to change, edit, and add policy at their discretion.\*\***

## **Mission Statement**

Holy Family is a Christ-centered school that values spirituality and our life with God. Holy Family School, along with our parish and community, fosters a lifelong educational journey through mercy, service, and our challenging faith-based curriculum.

## **Philosophy**

Holy Family School expresses its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Joliet.

1. To develop the total Catholic personality by instilling in the students a respect for life and reverence for Catholic living and worship.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and Service so that each child will grow and develop in the Catholic way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.

Holy Family School recognizes parents as the primary educators of their children, and as such, we encourage them to become active participants in the spiritual, academic, and character development of their children. Holy Family School teaches respect for the diversity of others. In realizing that Catholic education is of the utmost importance, we guide the children of today to become the Catholic citizens of tomorrow.

## **TABLE OF CONTENTS**

Mission Statement.....	2	Lunch Recess.....	32
Philosophy.....	2	Extended Day.....	33
Staff.....	3		
Parents as Partners in Education.....	4	Athletic Program.....	34
School Day.....	4-5	School Board.....	34-35
School Procedures.....	5-10	Home and School Organization.....	36
Health Requirements.....	10-12	Handbook Signature Page.....	37
Records.....	12	<b><u>APPENDIX - Diocesan Policies</u></b>	
Child Abuse.....	13	Student Agreement for Internet Access & Related Technology Use.....	1-4
Admission Policy.....	13-15	Videotaping and/or Photographing of Students Agreement.....	5-6
Financial Obligation.....	15-19	Anti-Bullying Guidelines.....	7-9
Dress Code.....	19-23	Anti-Bullying Policy.....	10
Curriculum.....	23	Social Media Policy.....	11-13
Academics.....	23-27	Missing Persons & Reporting Guidelines....	14-15
Sacramental Programs.....	27	Nondiscrimination.....	15
Field Trips.....	27	Christian Conduct.....	16-17
Discipline.....	28-30	Issues Regarding School Personnel.....	17
Alcohol/Drug Use Policy.....	30-31	Allergies & Asthma .....	18
Weapons Policy.....	31	Diabetes .....	19
Search and Seizure.....	31	Concussion Policies & Resources .....	20-23
Safety Drills.....	31		
Cell Phone Usage.....	31		
E-Reader.....	32		

Holy Family School operates under the auspices of the Diocese of Joliet. Therefore, Holy Family 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 administrators, 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 Diocese of Joliet.

The administration retains the right to amend the handbook for just cause. Teachers, parents and students will be given prompt notification if changes are made.

The administration and staff of Holy Family School are dedicated to providing your child with a quality education based upon the traditions of the Roman Catholic Church. Please feel free to contact us with any concerns. We share a common goal and the need for trust and honesty is evident for the success of the goal: **THE BEST FOR OUR CHILDREN!**

### **Staff**

Rev. John Phan	Pastor
Rev. Nestor Sanchez	Parochial Vicar
Mr. Anthony G. Simone	Principal
Ms. Jill Gillespie	School Office Manager
Mrs. Kris Bedenian	School Administrative Assistant
Mr. Tom Vertin	Business Manager
Mrs. Renee Wissel	Billing Clerk
Mrs. Jessica Bertino	Preschool Teacher (3-yr-old)
Mrs. Pam Gould	Preschool Paraprofessional
Mrs. Nicole Compton	Pre-K Teacher (4-yr-old)
Mrs. Kim Granata	Pre-K Paraprofessional
Miss Caitlin Finan	Kindergarten Teacher
Mrs. Heather Dzurney	Grade 1 Teacher
Mrs. Marilyn Burt	Grade 2 Teacher
Mrs. Laurie Cabay	Grade 3 Teacher
Mrs. Rachel Troyner	Grade 4 Teacher
Mrs. Rebecca Vella	Grade 5 Teacher
Mrs. Katie Calay	Primary Paraprofessional
Mrs. Barb Morris	Primary Paraprofessional
Mrs. Maureen Morissette	Primary Paraprofessional
Mrs. Diane McKillip	Primary Paraprofessional
Mrs. Michele Budin	Intermediate Paraprofessional
Mrs. Katie Shea	Intermediate Paraprofessional
Mrs. Joy Lewandowski	Grade 6 Homeroom, Science & Math
Mrs. Barb Delozier	Grade 7 Homeroom, Literature & Jr. High Spanish
Mr. Erick Passarelli	Grade 8 Homeroom, English & Assistant Principal
Mrs. Alex Quinn	Junior High Science & Math
Mrs. Amanda O'Sullivan	Junior High Religion & Social Studies
Mrs. Sarah Zemaitis	Reading Specialist
Mrs. Tricia Brennan	Learning Resource Teacher
Mrs. Edith Mihelich	Physical Education Teacher
Mrs. Gina Fleming	Music & Art Teacher
Mrs. Courtney Smith	Librarian & Jr. High Paraprofessional
Mrs. Kathy Kottman	Extended Day Program Supervisor
Mrs. Shanele Kirksey	Lunch Program Billing & Food Handler

## **Parents as Partners in Education**

We at Holy Family School consider it a privilege to work with parents in the education of children.

*“Children are the supreme gift of marriage and contribute greatly to the good of the parents themselves. The fruitfulness of conjugal love extends to the fruits of the moral, spiritual and supernatural life that parents hand on to their children by education. Parents are the principal and first educators of their children.”* (Catechism of the Catholic Church: 1653)

Therefore it is your right and your duty to become the primary role models for the development of your child’s life—spiritually, physically, and emotionally. Your choice of Holy Family School involves a commitment and exhibits a concern for helping your child recognize God as the greatest good in his/her life.

Your personal relationship with God and how you exude the fullness of the Catholic faith will affect the way your child relates to God and others. Catholic morals and principals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with Holy Family School, we trust you will be loyal to the “Faith and Financial Agreement” signed at the time of registration. During these formative years (Preschool – 8), your child needs constant support from both parents and faculty in order to develop his/her spiritual, intellectual, social, and physical endowment.

As partners in the educational process at Holy Family School, we ask that parents:

- Attend Mass on Sundays, Holy Days of Obligation and regularly receive Sacraments.
- Create a Christian home environment by instilling solid moral teachings, respect for one another and those in authority, and regard for appropriate discipline.
- Actively support the Parish by giving back through time, talent and treasure.
- Set rules, times and limits so that your child: gets to bed early on school nights, arrives at school on time, is dressed according to the school dress code, completes assignments and has a nutritional lunch every day.
- Treat the school, teachers and staff fairly and with respect, outside of school and on social media
- Actively participate in school activities.
- Meet all financial obligations to the school.
- Inform the school of any situation regarding the students’ well-being, safety and health.
- Read Flock Notes and Thursday communication emails.
- Support and cooperate with the discipline policy of the school.
- Fulfill 12 Christian Service Hours.

## **School Day**

### **Full Day Students**

**7:40-8:00AM** ~ Students arrive and go directly to their classroom. Students may line up outside in front of school as early as 7:40am.

**10:45** ~ Preschool and PreK Morning Dismissal

**10:45-11:00** ~ Preschool Recess

**11:00-11:20** ~ Preschool, K, and 1<sup>st</sup> Lunch and 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Recess

**11:20-11:40** ~ K and 1<sup>st</sup> Recess  
**11:30-11:50** ~ 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Lunch  
**11:55-12:35** ~ 5<sup>th</sup>-8<sup>th</sup> Lunch/Recess/Resource  
**2:45PM** ~ Dismissal for all Grades

## **School Procedures**

### **Arrival**

Enter the parking lot from Rt. 59. Parents/guardians are expected to pull up as far as possible (the end of the sidewalk parallel to the church). If you are walking your student into the school, park in the east parking lot and walk without crossing the car drop off line. **It is state law that there may be no cell phone use in any school zone.** Students may line up outside as early as 7:40am.

### **Dismissal**

The primary and intermediate grades use the front of the school as their dismissal route. Grades Pk3, PK4, K, 1 & 2 should be in the right lane, and grades 3, 4, & 5 should be in the left lane. Students in grades PK3, PK4, K, 1 & 2 will be in lines in front of the school doors and students in grades 3, 4 & 5 will be in lines in front of the church doors. Grades 6, 7 & 8 use the Black Rd entrance. Form one line and as you turn the corner by the playground, then split into two lines and come to a complete stop. Proceed when the teachers change the stop sign to “go” and merge back into one line to exit. Students will be lined up behind the cones in front of the grass area. Students are not allowed to leave the line parked by the side of the school or any school parking lot. Parents are not allowed to cross in front of the car lines (to and from the parking lot and school building) during pick-up. Students will not be allowed to go home with other students unless the school is notified. This includes Extended Day Care. **It is state law that there may be no cell phone use in any school zone.**

### **Indoor Dismissal**

We will have indoor dismissal at the end of the day for all grades. Teachers will go out to the cars and radio back into the school the names of families. Students will be inside and will be dismissed when their name is called. The junior high car lines and the elementary car lines will stay the same.

### **Emergency Closings**

If it is necessary to close school because of weather conditions or other emergencies, the announcement will be forwarded to your home via our School Messenger Communication Services, an e-mail sent to the e-mail address on file and announced on WJOL 1340 AM radio station. This also includes if it has been decided to have a late start to the school day.

### **Inclement Weather**

The health and safety of our school children is of utmost concern for our staff. During the school year, students will be going outside for recess. All students will go out and are expected to **dress appropriately**. Lunch/recess will be indoors when the weather is so inclement that a danger of harm exists for the children. It is the opinion of the administration that fresh air is essential to the well being of the students.

### **Visitors**

We are proud of Holy Family School, its atmosphere, and its academics. Visitors are always welcome to tour the school. All persons entering the school building are required by state law to provide, upon request by school employees, proper identification and state their reasons for being on school premises. Persons, upon entering the school building, must first sign in at the school office and will receive a visitor’s pass.

## **Volunteers**

The purpose of a volunteer in school is to aid the staff and/or students with instructional reinforcement and to assist the classroom teacher as needed. The Joliet Diocesan School Board has mandated the following policy to be in effect in all schools and parishes as of July 1, 1991. Holy Family School will abide by this policy.

## **Safe Environment Policy**

Prior to beginning employment/volunteer service, all persons involved with minors on a regular, recurring basis, or those who would have the opportunity to be alone with children during parish, school or religious education sponsored events are required to present the following:

- A certificate of attendance from a Protecting God's Children session.
- Results of a criminal background investigation (subject to the conditions of the Diocese of Joliet.)
- Written acknowledgement that the person has read and understood the *Pastoral Policy Regarding Sexual Abuse of Minors and the Standards of Behavior for Those Working with Minors*. (Both documents may be downloaded at [www.dioceseofjoliet.org/protecting](http://www.dioceseofjoliet.org/protecting).)

In addition, all parents must have written acknowledgement that he/she has read and understood the Pastoral Policy Regarding Sexual Abuse of Minors and the Standards of Behavior for Those Working with Minors. (Both documents may be downloaded at [www.dioceseofjoliet.org/protection](http://www.dioceseofjoliet.org/protection))

## **Communication**

Thursday Communication ~ Each week the school shall forward all communication to families through e-mail. Occasionally an envelope will be sent home with the oldest/only child. The envelope is to be signed and returned to school the very next day.

Teacher/Principal Meeting ~ Anyone wishing to speak to a teacher or the principal in person must schedule a meeting that would allow the best utilization of time.

## **Daily Attendance Policy**

### **Daily Attendance Statutes (105 ILCS 5/26-1 et seq.)**

Section 3-13 of the Illinois school Code gives the Regional Superintendent of Schools the authority to appoint a County Truant Officer.

The Will County Regional Office of Education assists local school districts with truancy violations, which requires warning letters, truancy hearings, and in some cases, going to Juvenile Court for final disposition. School districts can request assistance with truancy concerns by contacting the Will County Regional Office of Education. A student non-compliance form can be emailed or faxed to the office. A truant is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. A chronic truant is any student who misses 5 percent (9 days) or more of the previous 176 attendance days of school without a proper excuse.

## **Excused Absences**

An excused absence can be defined as, but not limited to:

1. Medical appointment verified by a medical note
2. Testing and assessment
3. High school shadow day (7<sup>th</sup> and 8<sup>th</sup> graders)

4. Illness confirmed by a medical note
5. Illness confirmed by a note from a parent/guardian (parent/guardian verified absences may not be excused if the total amount of absences are in excess of nine days per year)
6. Wake and/or funeral (confirmed by a parent/guardian)
7. School sponsored activities
8. Extenuating circumstances that have been approved by administration

## **Unexcused Absences**

An unexcused absence can be defined as, but not limited to:

1. Any absence that is not confirmed with a parent/guardian, medical staff, or within the two day grace period
2. Truancy (absence from school without verification from the parent/guardian)
3. An illness which lasts for more than two consecutive school days that is not verified by a medical note
4. Vacation days taken with family
5. Non-school sponsored sports activities or events

## **Truancy Policy**

After five absences, regardless if they are excused or unexcused, Holy Family will send a letter home making you aware of the amount of absences. After nine absences (5% of the school year), Holy Family School will send another letter to a parent/guardian and will schedule a meeting with the administration to create an action plan to address the truancy issue.

Students with a diagnosed medical condition that necessitates absence from school should send a medical report detailing the condition along with a letter from the doctor verifying the need for removal from school.

In the event of any absence, the student's parent/guardian is required to call the school at 815-725-8149 to explain the reason for the absence. If a call to the school is not made by 9:00am on the day of the absence, school personnel will call a parent/guardian to inquire as to why the student is not in attendance. A signed note must be turned into the office, within two days of the student's return to school, for the absence to be considered excused, even if the absence was phoned by a parent/guardian. Unless there are very unusual circumstances, missing more than 9 days total is considered truant by state law.

## **Tardy**

All research indicates that a student's academic achievement is directly related to the amount of time spent in school. It is imperative that every effort be made to have your child(ren) in school each day **on time**. A student is considered tardy at 8:01am. If a student is tardy, they must be walked into the school office with his/her parent and be signed into school. Students will not be admitted to class without a parent/guardian signature. When a student reaches 15 minutes or more of unexcused tardies in a month, he/she will have to make up the time owed to us after school on the 1<sup>st</sup> Thursday of each month.

## **Vacation**

Holy Family School reaffirms the need to provide continuous, uninterrupted education for all students. Although we recognize the rights of parents and guardians to make decisions on behalf of their children, every effort should be made to schedule extended absences that do not conflict with normal classroom

work. School families are required to send written notification to the classroom teacher and the school office at least five (5) school days before vacation is to begin.

Parents and guardians need to be aware of the fact that hands-on activities, classroom discussions and group work cannot be duplicated. All work missed during the vacation must be completed within the same number of days the student was on vacation. **Homework will not be given prior to vacation.**

### **Legal Documentation**

Any legal paperwork that involves custodial rights or an order of protection **must be on file in the school office.** The school will not be held liable in the absence of written documentation.

### **Student Transfer**

Parents **transferring or withdrawing** a child/ren from Holy Family School are asked to notify the school office immediately. Student records will be mailed when a release of records is received by the school office. All financial obligations must be met.

### **Classroom Parties**

Holiday parties will be prearranged through our Home and School Organization room moms. Preschool – 5<sup>th</sup> grade celebrate in their individual classrooms and 6<sup>th</sup> – 8<sup>th</sup> grade celebrate in the gym. Activities planned must be approved by the administration. Holy Family staff would ask that the parties be planned with attention to the classroom community where bonding, fun and spiritual festivities are the focus. We ask that room moms maintain simplicity and a regard to safety in their preparations.

### **Student Birthdays**

Children will be honored in a special way in their classrooms on their birthday. We like to maximize instructional time and minimize classroom interruptions. We ask that your birthday treat be individually wrapped, identical and store bought to avoid allergies. If you are planning a birthday party for your child and not all students are invited, we ask that you mail the invitations and not send them to school.

### **Illness**

1. The child should be kept at home if there is evidence of severe sore throat, fever, nausea, rash, swollen glands, abdominal pain, watery eyes, red eyes, diarrhea, etc. **Students must be fever free for 24 hours before returning to school.**
2. Parents will be notified if their child becomes ill during the school day and will be expected to make arrangements for an immediate pick up.
3. If a child contracts a communicable disease, notify the school office so this information can be forwarded to the County Board of Health.
4. A student must be called in every day they are out sick.
5. If a student is sick or to be excused from any regular school activity for more than 2 days a doctor's note is required.
6. Students are expected to make up all class work when they have been absent from school due to illness. It is wise to keep in contact with teachers and request that work be sent home, once children are well enough to work on assignments.

Students will have the same number of days to make up their work as they were absent.

7. Students who are absent or go home early due to illness, may not participate in any after-school activities.

### **Medication Administration**

No school personnel shall dispense any medication to any student unless the **Medical Provider Authorization Form** has been filed with the school. This form shall be completed by the student's parent or guardian and a licensed medical physician and shall be on file at the school prior to the dispensing of any medication to a student. The **Medical Provider Authorization Form** must be renewed **annually** at the beginning of each school year. Forms are available in the school office and can be found on the school website.

All medications given in school, including over the counter (i.e. Tylenol, Motrin, Eye Drops, Cough Drops,) must have a **Medical Provider Authorization Form** completed by a licensed medical physician and signed by the student's parent or guardian. Forms are available in the school office and can be found on the school website.

1. A written order for prescription and non-prescription medications must be obtained from the student's licensed medical physician. The order includes:
  - Student's Name
  - Date of Birth
  - Licensed Medical Physician Name, Signature and Date
  - Licensed Medical Physician Phone and Emergency Number(s)
  - Name of Medication
    - Dosage
    - Route of administration
    - Frequency and time of administration
  - Diagnosis Requiring Medication
  - Intended Effect of the Medication /Possible Side Effects
  - Other Medications Student is Receiving
  - Time Interval for Re-Evaluation
  - Approval for Self-Administration
  - Approval for students to carry their inhaler
2. Medication must be brought to the school in the original prescription bottle. All over the counter medication must be brought in the original container. It must be labeled appropriately by the pharmacist or licensed medical physician.  
Prescription and over-the-counter medication shall display:
  - Student's Name
  - Prescription Number
  - Medication Name and Dosage
  - Administration Route or Other Directions
  - Date and Refill
  - Licensed Medical Physician's Name
  - Pharmacy Name, Address and Phone Number
  - Name or Initials of Pharmacist

3. A **Medical Provider Authorization** Form must be signed by a licensed medical physician and signed by the student's parent or guardian verifying the necessity and student's ability to self-administer the inhaler appropriately. This form will be kept on file in the school office.
4. When the medication being stored is a controlled substance, a locked cabinet must be securely affixed to the wall.
5. At the end of the school year or the end of the treatment regime, the student's parent(s) or guardian is responsible for removing from the school any unused medication, otherwise all medication will be thrown away.
6. All students with an EpiPen need to have a **Food Allergy Action Plan** filled out and signed by both the student's parent or guardian and a licensed medical physician. Forms are available in the school office and can be found on the website.

### **Medical Emergencies**

If a child is seriously injured and a parent or guardian cannot be immediately contacted, 911 will be called and emergency medical aid will be dispatched.

It is of utmost importance that current emergency information be on file in the school office. It is the responsibility of the parent to ensure this is current at all times.

### **Emergency School Procedures**

Holy Family School has steps in place to address student and staff safety issues through the adoption of our A.L.I.C.E.-based Emergency Response Plan. The plan would be implemented in the event of a local disaster or school emergency. The Emergency Response Plan is a preparatory measure. Statistics show that schools are still among the safest places to be on a day-to-day basis, due to the strong commitment of educators, parents, and communities to their children. Nevertheless, disasters do happen and, because of that, no community can be complacent in its efforts to make its schools even safer. For this reason, we have implemented an Emergency Response Plan, so please do not be alarmed by this precautionary action.

### **Drills**

Although it is unlikely that the Emergency Response Plan will need to be fully activated at Holy Family, the possibility still exists. Therefore, to prepare all members of the school community, including your child, to act on a moment's notice, we will be conducting emergency practice drills at the school. These drills, which will occur on a periodic basis throughout the year, will cover a variety of circumstances. In addition to practicing the drills, we will also be discussing with the students the appropriate actions to take during a number of emergencies. These drills and accompanying discussions are designed to prepare your child to act quickly and to minimize your child's fear should an emergency occur.

### **Parent-Child Reunion Center**

The Emergency Response Plan also incorporates a systematic approach to reuniting children with their parents. The plan identifies two possible sites for the Parent-Child Reunion Center associated with your child's school. The first site is located on the school grounds, at Door 2, the parish office. The second site is located at our **Emergency Evacuation Center** – this location is activated only when the school premises must be evacuated. (In some cases it may be necessary to use an alternate location.) Due to the unpredictable nature of any emergency. In some situations, the reunification center will be moved for safety reasons. We will tell you where the Parent-Child Reunification Center is located at the time of the

emergency. Should it be necessary to activate either of these Parent-Child Reunification Centers, you will be notified of the location via the automated mass communication phone system.

### **Reuniting With Your Child**

In order to ensure your child's safety, it is necessary for us to establish some protocols related to picking up your child. Therefore, please be advised of the following guidelines when picking up your child from a Parent-Child Reunification Center:

Primary Relocation Center: Holy Family School, 600 Brook Forest Avenue, Shorewood, IL 60404

Phone: (815) 725-8149

Secondary Relocation Center: Troy Cronin Elementary School, 210 E Black Rd, Shorewood, IL 60404

Phone: (815) 577-7314

### **School Emergency Procedures**

- No student will be released unless you or an individual designated on the student's Emergency Information Card arrives to pick up that student. It is critical that the information and phone numbers on your child's Emergency Information Card is current. We will be using this information to contact you through our mass communication system with the evacuation process and location for picking up your child.
- You will be required to present valid identification. This step is required to protect your child from any unauthorized individuals attempting to pick up your child. The school may be receiving assistance from other schools or outside agencies and, therefore, may not know you.
- You will be required to sign for the release of your child. This is extremely important as it is our only means of ensuring that all students are accounted for at all times. Please do not just take your child from the center without signing for their release. **We recognize that you may be worried and want to be reunited with your child as quickly as possible.** However, this system has been established to ensure your child's safety. You may be jeopardizing your child's or another child's safety by not adhering to these procedures.
- Should our normal transportation system be unable to transport your child home, your child will be kept at the center until such time as you can arrange to pick them up.
- If you are unable to pick up your child, he/she will be kept at the Parent-Child Reunification Center until alternate arrangements can be made. Your child will be supervised at all times.

### **Keeping Informed During an Emergency**

During a real emergency, you probably will not be able to reach the school by phone, as staff will be busy responding to the emergency and the needs of the students. We will, however, make every effort to contact parents, either directly, or through our mass communication system. Additionally, we may utilize local radio and television station broadcasts to relay information. Please do not call the school and do not call your child's cell phone during an emergency. Phone lines need to be kept accessible at all times, and overloading the phone system may mean that the school will not be able to communicate with first responders.

### **Health Requirements**

All students entering Preschool for the first time, Kindergarten, 6th Grade and new students to the State of Illinois are required by the State of Illinois to have a current physical and be up-to-date on required immunizations. All forms are due to the school office by **October 15**. Holy Family School has the right, according the State regulations, to exclude a child from school after **October 15**, until such time as the child presents proof of having a health examination and/or current record of all required immunizations.

## Eye Exam

All Kindergarten and new students in the State of Illinois must receive an eye exam from a licensed optometrist. Proof of eye exams are due to the school office by **October 15**. Both forms are available on the school website.

## Dental Exam

All Kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> grade students must have an oral health examination performed by a licensed dentist or have a waiver signed by a parent or guardian by October 15<sup>th</sup>. The examination may be performed 18 months prior to **October 15 of the current school year**. Both forms are available on the school website.

## Immunization Requirements

### Preschool

- **DTP (Diphtheria, Pertussis, Tetanus)** Series of 4 doses.
- **Polio (Trivalent, oral or inactivated)** Series of 3 doses.
- **MMR (Measles, Mumps, Rubella)** one dose on or after the first birthday.
- **Hib (Haemophilus influenza type b)** per immunization schedule.
- **Varicella (Chicken Pox)** one dose on or after the first birthday.
- **Hepatitis B** Series of 3 doses, appropriately spaced.
- **Lead Screening for children under 6 yrs**

### Kindergarten- Grade 5

- **DTP (Diphtheria, Pertussis, Tetanus)** 4 or more doses with the last dose on or after the 4th birthday.
- **Polio (Trivalent, oral or inactivated)** 3 or more doses with the last dose on or after the 4th birthday.
- **MMR (Measles, Mumps, Rubella)** One dose on or after the first birthday with a Measles booster no less than 28 days later.
- **Varicella (Chicken Pox)** One dose on or after the first birthday for children entering Kindergarten fall 2002 and after.

### Grades 6 – 8

- **DTP (Diphtheria, Pertussis, Tetanus)** 3 or more doses with the last dose on or after the 4th birthday.
- **TDAP (Tetanus, Diphtheria, Pertussis)** Booster at 11 years old.
- **Polio (Trivalent, Oral or Inactivated)** 3 or more doses (same type of Polio vaccine) with the last dose on or after the 4th birthday.
- **MMR (Measles, Mumps, Rubella)** One dose on or after the first birthday with a Measles booster no less than 28 days later.
- **Hepatitis B** Series of 3 doses, appropriately spaced.

## **Records**

It is the responsibility of the school to maintain records on all students. Information included in these records may not be released without written parental consent. No exceptions will be made. Students who satisfactorily complete the subject requirements at his/her grade level will be promoted to the next grade.

To retain a child for another year, the teacher must demonstrate that such retention is warranted and would be of benefit to the child. When it is probable or certain that a student will not be promoted, the parent(s) or guardian(s) will be informed by the **end of January**. A written record of this notification will be placed in the student's file. If a parent or guardian refuses to have a student retained, the school may acquiesce. In such instances, the parent(s) or guardian(s) will be required to sign a form indicating the school's reasons for its recommendation and the school's reasons for refusing to accept it. A six-week probationary period will be effective to evaluate the student's placement in regard to both academic and behavior expectations.

## **Videotaping and/or Photographing of Students Agreement**

Holy Family School adheres to the Videotaping and/or Photographing Students Agreement set forth by the Catholic Schools Office of the Diocese of Joliet. Refer to APPENDIX (back of handbook) pages 5-6 for the full policy.

## **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.

## **Preschool and PreK Expectations**

The Holy Family Early Childhood Preschool and PreK classrooms are highly structured and academically focused programs. Due to the advanced curriculums, students are expected to engage in all aspects of classroom activities including whole group instruction, small group learning, specials and naptime.

All students will provide their own snacks daily (1 for morning students and 2 for full-day students).

Parents of full-day students will provide a travel size pillow and small blanket to be used during naptime (a re-usable shopping bag is suggested for transporting the blankets/pillows, which will be sent home to be washed every 2 weeks).

## **Bathroom**

All Preschoolers and PreK students are expected to be independent in all aspects of bathroom use. This includes pulling pants up and down, wiping, and changing clothes. Teachers can encourage and guide students verbally, but teachers cannot physically assist in the bathroom. Please encourage your child to practice independently at home before school starts and on the weekends to help your child become successful. In addition, pull ups or other training pants are not allowed. Students do nap each day and are expected to remain dry during that time. We understand that accidents do happen, especially as your child adjusts to school and the classroom environment. However, if accidents and other bathroom issues become consistent, the child will be asked to leave school and return when fully potty-trained. Parents will work with the teacher and administration on a case by case basis.

## **Behavior**

Preschoolers and PreK students are expected to abide by classroom rules and Holy Family School rules. This includes respecting all of the adults the child encounters throughout the day (teachers, paraprofessionals, office staff, lunch and recess monitors and before care/aftercare personnel). Biting, hitting, spitting, inappropriate language, evasion, etc. will not be tolerated. In order to keep all of the students and staff safe, incidents will be handled in the following manner:

1<sup>st</sup> offense – Teacher will give a verbal warning and will discuss the incident with the child and a note will be sent to the parents.

2<sup>nd</sup> offense – Teacher will discuss the incident with the child and will request to meet with the parents about the incident. The teacher and parents will together decide a plan of action to discourage future behavior.

3<sup>rd</sup> offense – Administration will contact the parent and request that the student be picked up from school.

4<sup>th</sup> offense – Student will be removed from school.

## **Admission Policy for Preschool-8<sup>th</sup> Grade**

“Schools operating under the auspices of the Diocese of Joliet admit students of any race, color, sex, national and ethnic origin to all rights, privileges, programs, and activities generally available to students at the schools” (Ref. Policy #5110).

1. Illinois State Law requires children entering first grade to be six years of age on or before September 1<sup>st</sup> of the school year. Preschool children must be three or four years of age by September 1<sup>st</sup> and children entering Kindergarten must be five years of age by September 1<sup>st</sup>.
2. Students entering Preschool, PreK-4, and Kindergarten have to be completely potty trained and function independently when using the restroom. Any new students entering any of these grades will be prescreened by the teacher in May. If the teacher feels the student is not ready for a particular grade, the student will be put on the waiting list for the next school year.
3. Before any new/transfer students are accepted in 1<sup>st</sup> grade-7<sup>th</sup> grade, the following policies are:
  - A review of records, test scores, report cards, behavior plans, & attendance records by administration
  - A phone call will be placed to an administrator at child’s current school
  - Interview with parents and potential student(s) by the administration and homeroom teacher
  - If at the end of this process, the administration feels it would be a good fit for the student(s) to enter Holy Family, then the admission of the student(s) will be accepted.
4. Baptismal and original county birth certificates must be presented at the time of registration and a copy of the most recent report card (if applicable).
5. All children entering preschool for the first time must present a current physical and current immunization form. All kindergarten and sixth grade students must have a physical and a current immunization form. Kindergarten, second, and sixth grade students must have a current dental examination form. All kindergarten students must have a current eye examination. These forms must be turned into the school Office.
6. All new students attend Holy Family School on an introductory basis for the first trimester of attendance. The introductory period of attendance is intended to give new students the opportunity to demonstrate their ability to achieve a satisfactory level of academic performance, behavior, and attitude

to determine whether the new school meets their expectations. The school uses this period to evaluate student capabilities, attitudes, attendance, and overall performance. After the first trimester of attendance, the school may end the relationship.

7. Unless there are extenuating circumstances, we do not accept 8<sup>th</sup> grade transfer students.

### **Acceptance Priorities**

**Please Note:** The Initial Point of Entry for Holy Family School is 3-year-old Preschool.

1. Current students enrolled advancing to the next grade level.

Entrance/Acceptance Priorities for New Students: The following priorities will be used for accepting new students into Holy Family School and also placement on waiting lists.

2. Active Parishioner Families [Registered Parishioner Family for at least one year.]
  - a. Children of parishioner families with children already enrolled in Holy Family School.
  - b. Those families with the longest history of registration and stewardship to Holy Family Parish.
3. Children of non-parishioner families with students already enrolled in Holy Family School.
4. Those families newly registered in the parish whose children attended Parochial School at a prior location.
5. Those families newly registered in the parish whose children are transferring from public schools.
6. Other families registered in parishes other than Holy Family.
7. Families who are not Catholic.

### **Financial Obligation**

Holy Family School is committed to serving our families and assisting in any way we can. Please, call if you have any questions or concerns. We can help with payment arrangements and schedules. We are here to serve our families. Please call the school office for assistance.

Holy Family School partners with FACTS Management Company for billing and payment options for all our families. All families are required to enroll with FACTS. With FACTS, our families benefit from:

- **AUTOPAY CONSOLIDATION FOR MANY RECURRING PAYMENTS**

Tuition and many Incidental Expenses will be consolidated and billed through FACTS thereby eliminating the need to write separate checks throughout the year.

\* Curriculum   \*Graduation   \*Sacramental   \*HSO   \*Aftercare   \*Lunch   \*Field Trips  
\*Fundraising   \*Christian Service Hours   \*Annual & Semi-Annual Tuition   \* Certain Athletics

- **CREDIT CARD OR BANK ACCOUNT PAYMENT OPTION FOR MANY PAYMENTS**

All billing through FACTS can be paid either by Banking Account or Credit Card, it's your choice!

- **24/7 ACCESS**

Your FACTS account offers 24 hour access to review or make payments when it is convenient for you. You can view different reports, statements, and past and future payments any time day or night.

- **PRE-ESTABLISHED CALENDAR OF PAYMENTS**

All payment draws will occur per the pre-established payment calendar, and with additional prior email notifications from FACTS, so you will have plenty of notifications and reminders.

- **STATEMENTS FOR TAX FILLINGS OR REIMBURSEMENT**

Families have access to their statements for annual state tax filing or care reimbursement.

The family’s FACTS account is a contract between the family and the FACTS Company. Holy Family is not a party to this contract. The FACTS fees are:

- For monthly tuition management (10 monthly payments) FACTS charges a \$46.
- For ANNUAL and SEMI-ANNUAL tuition payments, there is a \$20 charge to use FACTS.
- FACTS charges a small processing percentage to pay with Credit Card. Please refer to your contract with FACTS for any applicable charges.
- NSF fees are charged from FACTS on all returned payments.

**Tuition**

Families have three options to make tuition payments

- Option 1 – Payment in Full, through FACTS, by June 20<sup>th</sup>, 2019, and save \$75.00.
- Option 2 – Semi-Annual Payments, through FACTS, ½ is due by June 20<sup>th</sup>, 2019, and 2<sup>nd</sup> ½ is due by January 22<sup>nd</sup>, 2020.
- Option 3 – 10 monthly deductions from a family’s bank account on the 5<sup>th</sup> of each month beginning in August and ending in May through the FACTS Tuition Management Program.

Student(s) Attending Holy Family School	Tuition Cost	Approximate Monthly Tuition Payment
3-Year-Old Preschool Full Day (5 day)	\$4,250.00	\$425.00
3-Year-Old Preschool AM (5 day)	\$3,500.00	\$350.00
4-Year-Old Preschool Full Day (5 day)	\$4,250.00	\$425.00
4-Year-Old Preschool AM (5 day)	\$3,500.00	\$350.00
1 Child (K-8)	\$4,250.00	\$425.00
2 Children	\$6,540.00	\$654.00
3 Children	\$7,770.00	\$770.00
4 Children	\$9,065.00	\$906.50

\* **Non-parishioner rate is an additional \$1,000.00.**

**Additional Fees**

- \$25.00 Curriculum/Tech Fee (Per student in 3-yr-old Preschool)
- \$100.00 Curriculum/Tech Fee (Per student in 4-yr-old PreK – 8<sup>th</sup> Grade)
- \$240.00 One-to-One Junior High Technology Fee (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grades)
- \$50.00 2<sup>nd</sup> Grade Reconciliation and Communion Fee
- \$95.00 8<sup>th</sup> Grade Graduation Fee
- \$60.00 8<sup>th</sup> Grade Confirmation Fee

**Fundraising**

Each family has a fundraising obligation of \$700.00. Families can either buy out this obligation or take the opportunity to invite others to share in the Catholic education of their child(ren) and help offset the cost of tuition.

Football Tickets – \$400.00 obligation and ticket stubs due August 26<sup>th</sup>, 2019.

Fall Gala– \$100.00 obligation due September 27<sup>th</sup>, 2019.

March Madness – \$200.00 obligation and ticket stubs due February 24<sup>th</sup>, 2020.

### **Spread the Good News**

An incentive of \$100 is offered to current school families who recruit a new family to Holy Family School. The new family must complete one full school year, and register for the next school year, in order for the established family to receive the \$100 credit. A check will be issued at the end of the school year.

### **Christian Service Hours**

Each family is required to contribute their time and talents for the many activities that benefit the school community by completing 12 Christian Service Hours. Activities are chosen from a list of opportunities at Forms Day or prior to the start of school. The hours may be purchased at \$30 per hour for a total of \$360.00 instead of volunteering. Christian Service Hours need to be fulfilled by April 17<sup>th</sup>, 2020 or bought out by May 5<sup>th</sup>, 2020. If you are signed up to work Field Day or the 5K, it must be documented in order to receive credit. If you work the 5K, you may roll those hours towards the next school year.

### **Tuition Reduction Opportunity ~ SCRIP**

Families have the opportunity to decrease their tuition by using the SCRIP Program. Simply purchase gift cards for stores that you frequent or even buy as gifts for others! The website is [www.scripzone.com](http://www.scripzone.com)

The incredible discounts earned by your family will be applied to your child(ren)'s tuition in the form of a rebate at year end! The discounts are different for each gift card. The card's discount rate will be split 90% to the family, and 10% to the school to cover its administrative costs. From the family's 90% portion, a 1% holdback, calculated on the total order, will be taken by Manna to cover its S&H costs.

### **Hardship Assistance Policy**

At Holy Family School, we are sensitive to the fact that sudden and unforeseen circumstances can occur, resulting in a household's financial solvency changing abruptly. If such an event occurs, it is the obligation of the household to inform the Holy Family Hardship Assistance Committee (HAC) within seven (7) days of such an event, if it will impact the household's ability to meet the financial obligations to the Holy Family School Tuition, Fundraising, and/or Christian Service payment schedule, as outlined in the Holy Family School Delinquency Policy. This will allow the HAC to immediately assess a household's eligibility for receiving assistance and support during this event. The HAC liaison to contact and inform within seven (7) days of your hardship event is: Mr. Anthony Simone (Principal) - Ph# (815) 725-8149, ext. 3721.

Upon contact with the HAC liaison, the head(s) of household will be invited to meet with the HAC for a review. In the event that the HAC is not informed and/or assistance has not been provided, late payments for Tuition, Fundraising, and Christian Service Buyout will result in the Holy Family School Delinquency Policy being implemented. Please refer to the Holy Family School Delinquency Policy for further details.

### **Tuition Assistance Policy**

Holy Family School does have tuition assistance for families who do not fall under the hardship assistance policy. Please call the principal's office if you are in need of such help.

## **Delinquency Policy**

All families need to be current in their financial responsibilities, which include Tuition, Fundraising, Christian Service Hours, or any other financial obligation of the school. In the event that any of the financial obligations become delinquent, the following procedure will be followed:

- Ten (10) days past due date a reminder letter will be sent.
- Twenty (20) days past due date a phone call will be made attempting to resolve the delinquency.
- Thirty (30) days past due date, for amounts due of \$200.00 or more, the household will be called again and informed that enrollment at Holy Family School has been suspended.
- No one from the household will be allowed to attend school until all financial obligations are met.
- Fifteen (15) days after the suspension was effective, if payments are not brought up to date, the household's current and future (as applies) enrollment will be revoked.

**Please note:** All household contact information needs to be updated with the school and church office. The person who signed the Faith and Financial Agreement is the responsible party. When multiple parties contribute towards financial obligations, the school will not negotiate between those parties.

## **Prorating Policy**

The Prorating Policy provides the necessary tables for prorating the families' tuition, fundraising, and Christian Service Hours upon enrollment or departure from Holy Family School.

Prorating for families **enrolling** Holy Family: Determine which row under "TIME PERIOD" that represents the date enrolled. Under the columns "ENROLLED," this is the percentage of the full year Tuition & Fundraising and the number of Christian Service Hours that is due from the household.

Prorating for families **departing** Holy Family: Determine which row under "TIME PERIOD" that represents the date you departed. Under the columns "DEPARTED," this is the percentage of the full year Tuition & Fundraising and the number of Christian Service Hours that is due from the household. For families starting after the school year has begun, all dates will be considered reset and reflect the First Day of Attendance as the First day of School on the Chart. Please see the prorating chart on the next page.

## HOLY FAMILY SCHOOL PRORATION TABLE

TIME PERIOD	ENROLLED	ENROLLED	DEPARTED	DEPARTED
	Tuition & Fundraising	Christian Service Hours	Tuition & Fundraising	Christian Service Hours
First Day of School thru Aug 31	100%	12	10%	00
Sep 1 thru Sep 15	95%	12	15%	00
Sep 16 thru Sep 30	90%	11	20%	00
Oct 01 thru Oct 15	85%	11	25%	00
Oct 16 thru Oct 31	80%	10	30%	01
Nov 01 thru Nov 15	75%	10	35%	02
Nov 16 thru Nov 30	70%	09	40%	03
Dec 01 thru Dec 15	65%	09	45%	04
Dec 16 thru Dec 31	60%	08	50%	05
Jan 01 thru Jan 15	55%	07	55%	06
Jan 16 thru Jan 31	50%	06	60%	07
Feb 01 thru Feb 14	45%	05	65%	08
Feb 15 thru Feb 29	40%	04	70%	09
Mar 01 thru Mar 15	35%	03	75%	09
Mar 16 thru Mar 31	30%	02	80%	10
Apr 01 thru Apr 15	25%	01	85%	10
Apr 16 thru Apr 30	20%	00	90%	11
May 01 thru May 15	15%	00	95%	11
May 16 thru May 30	10%	00	100%	12
May 31st thru Last Day of School	5%	00	100%	12

### **Dress Code**

Holy Family School maintains that neatness in the clothing and appearance of the students should reflect personal dignity and respect for one's self. All students are expected to be conscious of their personal appearance every day. This should include a daily bath/shower, brushed teeth, clean hair and clean clothes. The use of deodorant should be stressed in the upper grades. We have established a uniform dress policy that will give our students a look which is neat, clean, age appropriate and befitting the image of a Catholic school.

### **Dress Code Violation Procedures (Non Out-of-Uniform Days)**

1<sup>st</sup> violation – student will be notified by a teacher of the violation.

2<sup>nd</sup> violation – parent is contacted by teacher to notify of the violation.

3<sup>rd</sup> violation – lunch detention, with one issued each day that the violation continues

If it is a continuous problem, then the parent will be contacted by the administration.

## Girls

### Jumpers – Grades K-3

Jumpers must be purchased from Dennis Uniforms. Length must be just above the knee or longer. As long as they do not show, shorts are acceptable under jumpers.

### Skirt – Grades 4-5

Plaid skirts must be purchased from Dennis Uniforms. Skirts are not to be rolled at the waist and the length must be just above the knee or longer. As long as they do not show, shorts are acceptable under skirts.

### White Blouse/Polo K-5

A white blouse with short or long sleeves with a round or pointed collar or the embroidered polo is allowed under the jumper. The embroidered polo from Dennis Uniforms must be worn with pants, shorts or skirt. Ruffles, lace, ties, trim and contrasting stitching are not permitted. The blouse or polo must be tucked in at all times. T-shirts worn under blouses and shirts must be plain white and not extend beyond the sleeve of the uniform shirt.

### Fleece or ¼ Zip

An embroidered fleece may be worn with the uniform. These items must be purchased from Dennis Uniforms.

### Navy Blue Pants K-5

Pants must be purchased through Dennis Uniforms. No cargo styles are allowed. Pants must fit at the waist and may not be tight. If a belt is worn to school, it must be navy blue, black or brown.

### Navy Blue Shorts K-5

Shorts must be purchased through Dennis Uniforms. No cargo styles are allowed. Pants and shorts must fit at the waist and the length must be at or just above the knee. Shorts are permitted during the months of August, September, April, May and June.

### Socks

White or black socks, knee socks or tights should be worn. Socks may have a black or white logo on them, i.e. Nike, Adidas, Underarmour. Ankle and no show socks are allowed from August to October 1<sup>st</sup> and then April 1<sup>st</sup> thru the end of the school year.

### Shoes

Students must wear mostly solid white or solid black gym shoes, or a combination of both (no color), or all black or all brown dress shoes with less than an inch heel. Gym shoes should be white or black, or a combination of both, with no markings of any color. No boat shoes, boots, or roller shoes allowed. Students may wear any appropriate shoes for Monday Spirit Days.

### Make-Up

Make-up, artificial nails, fingernail polish and colored lip-gloss may not be worn to school. Clear nail polish and clear lip-gloss are permitted. Girls will be required to remove visible make-up.

### Sprays

The use of aerosol/pump sprays by any student at any time on school property or at school-sponsored events is not allowed. Essential oil diffuser bracelets and/or lockets are prohibited.

### Jewelry

Girls may wear single, flat, inconspicuous post earrings. Multiple piercings are not allowed. Earrings may only be worn on the lobe of the ear. Body piercing is unacceptable. Students may wear a single, simple cross or holy medal necklace on a narrow metal chain. Watches with a beeping device must be disconnected during the school day. No Apple watches allowed. No other jewelry is allowed.

### Hair

Hair should be neatly groomed at all times. Extreme or fad hairstyles are not acceptable. This would include, but not be limited to, shaving, carving, hair extensions or tails. No form of hair coloring/dying is allowed. Students are not to wear artificial hairpieces of any kind. Barrettes, headbands, and any other hair accessory may not be ornate to the point where it is considered distracting to the learning environment. **All bows must be purchased through Dennis School Uniforms.** The sole discretion of whether or not hair is considered “extreme” is by the administration.

## Boys

### Light Blue Shirt K-5

Light blue embroidered polo from Dennis Uniforms must be worn. Shirts must be tucked in. T-shirts worn under shirts must be plain white and not visible.

### Fleece or ¼ Zip

A navy blue v-neck pullover sweater, embroidered fleece or ¼ zip from Dennis Uniforms with a uniform shirt underneath is acceptable.

### Navy Blue Pants K-5

Pants must be purchased through Dennis Uniforms. No cargo styles are allowed. Pants must fit at the waist. If a belt is worn to school, it must be black, navy blue, or brown.

### Navy Blue Shorts K-5

Shorts must be purchased through Dennis Uniforms. No cargo styles are allowed. Shorts must fit at the waist and length must be just above the knee. If a belt is worn to school, it must be black or brown. Shorts are permitted during the months of August, September, April, May and June.

### Socks

Black or white socks must be worn. Socks may have a black or white logo on them, i.e. Nike, Adidas, Underarmour. Ankle and no show socks are allowed from August to October 1st and then April 1st thru the end of the school year.

### Shoes

Students must wear mostly solid white or solid black gym shoes, or a combination of both (no color), or all black or all brown dress shoes. Gym shoes should be white or black, or a combination of both, with no markings of any color. No boat shoes, boots, or roller shoes allowed. Students may wear any appropriate shoes for Monday Spirit Days.

### Sprays

The use of any aerosol/pump sprays by any student, at any time, on school property or at school-sponsored events is not allowed. Essential oil diffuser bracelets and/or lockets are prohibited.

### Jewelry

Earrings and body piercing is unacceptable. A simple cross or religious medal may be worn. No Apple watches allowed

### Hair

Hair should be neatly groomed at all times. Extreme or fad hairstyles are not acceptable. This would include, but not limited to, shaving, carving, hair extensions or tails. No form of hair coloring/dying is allowed. Students are not to wear artificial hairpieces of any kind. Boys' hair may not touch the collar of their shirt. Hair from the top of the head must be above the eyebrows and cut above the ears. Boy's hair must not be bushy or unkempt. Students must be clean-shaven. No facial hair is allowed. Sideburns may not extend below the middle of the ear. The sole discretion of whether or not hair is considered "extreme" is by the administration.

## **ALL SIXTH, SEVENTH AND EIGHTH GRADE STUDENTS**

The above rules pertaining to boys and girls must be followed. The exceptions for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students are as follows:

### Shirts

Only navy blue polos with the embroidered Holy Family logo are permitted. Shirts must be purchased through Dennis Uniforms. Shirts must remain tucked in at all times.

### Pants /Shorts and Belts

Khaki pants and shorts are acceptable. These items must be purchased through Dennis Uniforms. No cargo styles are allowed. Pants and shorts must fit at the waist and cannot be tight fitting. The length must be just above the knee. A belt must be worn for all sixth, seventh, and eighth grade students. Belts can be navy blue, black, or brown.

## **P.E. Attire (Grades 2-8)**

- The school gym uniform consists of Holy Family School navy mesh shorts, Holy Family School light grey shirt and gym shoes.
- Gym clothes will be brought to school on gym days. Students (2-8) will change into and out of uniforms before and after class.
- Gym clothes must be taken home weekly to be laundered.
- It is strongly suggested that grades 4-8 bring deodorant to use after gym.
- Gym uniforms can be purchased through Eich's Sports or Dennis Uniforms.

### **Out of Uniform Days**

Prior to the event, classroom teachers will inform parents/students as to appropriate clothing for field trips and out of uniform days. The **only** shorts that can be worn for out-of-uniform days are the uniform shorts. The **only** pants that can be worn on out-of-uniform days are uniform pants, sweat pants, and/or jeans. Clothing that is always deemed inappropriate and is never allowed: pants that hang or are too baggy, short

shorts, tank tops, offensive language or pictures on shirts or pants, clothing that allows the stomach area to show, or clothes with holes, frays or tears. A phone call home to parents to bring a change of clothes will happen if the clothing is deemed “inappropriate” or not what was assigned to be worn.

### **Monday Dress Code**

As is a long time tradition at Holy Family, Mondays are our “school spirit” days. Students are allowed to wear their regular uniform, or a spirit wear t-shirt/sweatshirt with their uniform pants/shorts/skirt. Eighth grade may wear their eighth grade t-shirt with uniform pants/shorts. Students may wear any appropriate shoes for Monday Spirit Days. No boots, boat shoes, or roller shoes allowed.

## **Curriculum**

**Preschool & PreK-4** ~ Children begin their faith journey through bible stories, Catholic ABC’s, songs, and prayers. The program balances academics and socialization that foster kindergarten readiness.

### **Kindergarten - 8<sup>th</sup> Grade**

*Religion* ~ Students learn about our Catholic Faith through the Catechism, grade level specific topics, activities, Scripture, prayer, discussion and reflection. Second graders receive their First Reconciliation and First Communion. Students attend and participate in Mass weekly and have opportunities throughout the year for Reconciliation.

*Language Arts* ~ The language arts program includes reading, writing, speaking, listening, and the study of literature. Guided reading and novel studies are the foundation of our literacy instruction, along with the “Accelerated Reader” program.

*Mathematics* ~ Students acquire knowledge of mathematics and the ability to apply math skills to solve problems through the use of the textbook, extended activities and hands on experiences. Sadlier Oxford is the textbook used in K-8 along with Simple Solutions and ALEKS Math.

*Science* ~ Concrete hands-on experiences, written materials and visual aids are used to teach concepts of science in the physical and natural world. Students identify problems, formulate and test hypotheses and evaluate experimental results. Junior High students who qualify also participate in Regional and State Science Fairs.

*Social Studies* ~ Students will develop an awareness of communities, cultures, citizenship, geography, social justice, and U.S. history, through project activities, research and the textbook.

## **Academics**

### **Homework**

The faculty of Holy Family School intends to offer each student an instructional program designed to meet individual needs and abilities. Homework is an important factor in obtaining this goal. It is a link between home and school. Parents are requested to guide or help with assignments but not to do the actual work. The purpose for homework is to provide time for students to practice what they have learned in class, to prepare for new information or elaborate on information that has been introduced.

The goals of assigning homework are as follows:

1. To teach good study habits and study skills
2. To learn how to organize time and activities
3. To create a desire for self-improvement

4. To motivate the student to want to learn independently
5. To stimulate the student's curiosity and creativity
6. To teach responsibility and a sense of accomplishment

If a student is absent, the parent must call and request homework by 9am and may pick up homework at the end of the school day. If a child is going to be gone on vacation, teachers **will not** give assignments prior to the vacation.

### **Incomplete and/or Missing Homework Consequences (4<sup>th</sup>-8<sup>th</sup> Grade)**

- First day not handed in, 10% off
- Second day not handed in, 50% off
- After the third day a teacher may assign a grade of zero.

Parents are responsible for checking online for updated grades.

### **School Work**

Throughout the year, teachers will be sending home tests and/or important papers to be reviewed, signed and returned the next day. Any student not returning the paper on time will be given a verbal reminder. If the paper is not returned by the second day, disciplinary action will be taken at the discretion of the teacher. For students in Grades 4-8, grades are posted and published online every 2 weeks. It is the parent/guardian's responsibility to check these grades regularly.

### **Grading Scales**

#### ***Kindergarten thru 3<sup>rd</sup> Grade***

The Kindergarten through 3<sup>rd</sup> grade report cards reflect the following assessment of Illinois standards:

4- Work Exceeds Expectation

3- Work Meets Expectation

2- Work Approaches Expectation

1-Needs to Improve

Grades will not be calculated using a percentage scale, but will be based on a rubric point system and participation of students in all aspects of learning.

#### ***Grades 4 - 8***

A+	.....	100%
A	.....	99-96%
A-	.....	95-93%
B+	.....	92-91%
B	.....	90-88%
B-	.....	87-85%
C+	.....	84-83%

C	.....	82-79%
C-	.....	78-77%
D+	.....	76-75%
D	.....	74-72%
D-	.....	71-70%
F	.....	69-0%

The CR (credit earned) is available for use when requirements have been satisfied but which do not readily lend themselves to the conventional grading system. The NC (no credit earned) is available for use when requirements have not been satisfied which do not readily lend themselves to the conventional grading system. The NG (not graded) could be used where a certain subject area is not taught in a given trimester, but is dealt with in another time period. i.e. Spanish

Instruction in all subject areas, but especially the skill areas of reading and math, should be adjusted to meet the educational needs of each student. For this reason, instructional level is indicated on the form and should be used when appropriate.

### **Spanish**

Students in grades 6-8 are offered an Introduction to Spanish class two days per week. In this class, students learn the basic exchanges and greetings, unit vocabulary, verb conjugations, and other polite conversation. It is a foundation class for students taking foreign language in high school. Students are measured with a combination of in-class practice, teacher evaluation, worksheets, projects, tests, and online practice. All students scoring an average above a 70% receive CREDIT (CR) on their report cards. Any student scoring under a 70% receive NO CREDIT (NC) and will be ineligible for Honor Roll. Students may be exempted from Spanish to fulfill other academic needs at the teacher's and/or the administration's discretion.

### **Weekly/Progress Reports**

For students in Grades 4-8, grades are updated every two weeks and available through the School Speak system. For students in Kindergarten-Grade 8, progress reports will be sent home halfway through each trimester. Some of the reasons the student may receive an interim report might include:

1. Drop more than one grade in any subject
2. Receive any grade below a C
3. Fails to comply with classroom management programs
4. Work habits or discipline issues that need to be improved

Interim reports are to be signed and returned to the teacher who sent the report by the date indicated. Parents should be vigilant of their child's progress and they should not rely solely on interim reports.

### **Report Cards**

For children in Grades 4-8, the Diocese of Joliet Report Card form will be used. The report card for Grades K thru 3 is based upon Illinois Learning Standards, in conjunction with the Diocese of Joliet, and will reflect the child's progress in meeting these standards. Report cards will be sent home with the children at the end of the trimester on dates defined by the school calendar. It is the parents' responsibility to make sure the report card envelopes are signed and returned to school.

Preschool children will receive reports as indicated in the preschool handbook.

### **Troy School District Services**

If a student qualifies for special services from Troy 30c, we strongly encourage that the parent(s) and student(s) accept these services and work with Troy 30c on a plan of action.

### **Failure Policy**

All students are to complete and pass their core-curriculum subjects (English, Literature, Math, Science, Social Studies, and Religion). Failure to complete this requirement and earn academic credit in any of the core subjects may result in an academic remediation plan that must be followed and completed to earn the credit. Failure to complete the remediation plan and the academic requirements, as set by the teachers and administration, may result in retention at grade level and/or inability to graduate.

### **Honor Roll**

Honor roll recognizes students for their academic achievement at the end of the trimester. All students from Grades 6 through 8 may obtain **High Honor Roll** status by:

- Having no grade lower than an A- in each of the following subjects: Math, Science, Social Studies, Literature, Religion, and English .
- No grade lower than a B- in each of the following subjects: Gym, Music, Art, & Spanish.
- No unacceptable mark (x) for an effort grade in any subject.

All students in grades 6 through 8 may obtain **Honor Roll** status by:

- Having no grade lower than a B- in each of the following subjects: Math, Science, Social Studies, Reading, Religion, English and Spelling/Vocabulary.
- No grade lower than a C- in each of the following subjects: Gym, Music, Art & Spanish.
- No unacceptable mark (x) for an effort grade in any subject.

### **Accelerated Class Policy**

The following is a list of conditions that a student might be moved from an accelerated course to a regular course:

- Unable to maintain a B average or better in accelerated courses.
- Regular daily attendance is required.
- Difficulty showing higher level thinking and processing on homework.
- Difficulty meeting Accelerated Reader goals and ALEKS goals
- Inconsistent work quality.
- Difficulty showing higher level thinking skills in classroom discussion.
- Not prepared for class.
- Unable to keep up with accelerated pace.
- Unable to keep up with work in other classes.
- Teacher recommendation.

### **JCA Extended Math Requirements**

Eighth grade students will qualify for the JCA Math program by earning the following:

- 90% NPR or above on the IOWA testing
- 4.0 math average
- Teacher recommendation

## **JCA Extended Math and Science Requirements**

Eighth grade students will qualify for the JCA Math and Science program (must be enrolled in JCA math to qualify for science) by earning the following:

- 90% NPR or above in math, science, and English/literature on the IOWA test
- 3.5 overall GPA (or higher)
- Enrolled in accelerated English/Literature
- Teacher recommendation

## **Conferences**

In order to be personally informed of their child's progress, parents will be required to attend conferences at the end of the first trimester. This date is determined at the beginning of each school year. Conferences may also be held during the second or third trimester if requested by teacher or parent. Parents are encouraged to contact the teacher at any time if they feel the need to schedule an additional conference.

Parents of children in preschool will also participate in our conference program. Appointments must be made to speak with teachers other than at conference times, and can be made by calling the school office or by sending a note to the teacher.

## **Class Size**

PreK3 will be limited to 25 students. PreK4 will be limited to 30 students. Grades K-8 will be limited to 34 students. Exceptions to the limit will be at the discretion of the administration.

## **Sacramental Programs**

Holy Family School fully prepares its students to receive their sacraments. Sacraments allow us to grow in our Faith and our relationship with Jesus. Sacramental preparation is a partnership with the classroom teacher and with the Director of Religious Education.

Reconciliation – Children will prepare and receive First Reconciliation in second grade.

Holy Eucharist – Children will prepare and receive First Communion in second grade.

Confirmation – Children will prepare for Confirmation in eighth grade.

## **Field Trips**

- Field trips are an earned privilege, not an expectation.
- Each classroom teacher will choose chaperones at their own discretion and all chaperones must be Protecting God's Children certified.
- Field trips will be assessed on an individual basis taking into account the educational value of the trip, safety of the children, number of chaperones, and cost.
- The promoter of the trip (teacher) will do the planning of the trip, with all the specifications of the trip being approved by the administration. If a tour agency is being used, the company's credentials will be made available in writing to the administration for approval. This information will be available to the parents upon request.
- Administration, with the teaching staff, will decide whether a child will not be allowed to attend the field trip based upon the child's academic standing, behavior, or medical concerns.
- A permission slip must be signed and payment made by a date specified in order for that child to attend the field trip.
- Students not permitted to participate in the field trip are expected to be in attendance at school. An appropriate assignment will be required.

- For the safety and security of the students, no additional family members or friends may join field trips in progress.
- Parent-chaperones are expected to adhere to the Holy Family dress code policy.

## **Discipline Plan**

At Holy Family School we believe that all students have the right to learn and that teachers have the right to teach. Disruptive and inappropriate behaviors that interfere with learning in the classroom are dealt with through the School Discipline Plan. Parents, teachers, and students will work together to ensure the success of all children.

### **Expectations**

- Display Christian behavior towards others
- Behave in a manner that does not disrupt classroom learning or the operation of the school
- Complete assignments on time
- Work to full potential
- Make good choices
- Respect the rights of all the students and adults
- Tell the truth
- Use self-control
- Obey administrators, teachers, staff and others in authority
- Attend school faithfully

Holy Family School's Discipline Goal is to change inappropriate behavior to allow for a productive and safe learning environment for all students. Disruptive classroom behavior is not conducive to learning. No student has the right to take learning opportunities away from other students.

## **Shared Responsibility**

### **Students**

Throughout the year students will be expected to assume the following responsibilities:

- Be present and on time for school and classes each day.
- Treat all school personnel and fellow students with dignity and respect.
- Demonstrate respect for the school by taking care of school facilities, property and equipment, and the property of others.
- Be a positive representative of your school at all times. Comply fully with all school and classroom policies and procedures.

### **Parents**

Parents are expected:

- To read, to review, and to be supportive of the school discipline policy and uphold the decisions and consequences as determined by the administration and staff.
- To sign discipline notices and discuss ways to correct behavior with their student. Signed and unsigned discipline forms are valid and will remain on file in the office.

**Teachers/Staff:** A preventative approach to discipline communicates to students that the focus of the school discipline is to promote success. Infractions include, but are not limited to, behaviors observed in the classroom/school such as talking, extraneous noises, inappropriate comments, name calling, not following teacher directions, and breaking classroom rules. Teachers will communicate concerns to parents. Ensuring responsible behavior is a shared responsibility of all staff.

**Administration:** The administration has a shared responsibility for contributing to the maintenance of an educational environment conducive to teaching and learning. The Administration will support teacher expectations and uphold necessary consequences issued. This orderly learning environment with high expectations provide for the total growth, development, and maturation of all students spiritually, physically, mentally, emotionally, and socially.

### **Discipline Steps**

If a student receives a discipline form, it is an automatic lunch detention, which will be served on Thursdays, each week, during their lunch/recess time.

3 Lunch Detentions = Thursday after-school detention

3 After-School Detentions = Parent meeting with teachers and administration to discuss a formal behavior plan

The totals (lunch detentions and/or after school detentions) reset at the conclusion of each trimester and by teacher discretion.

**\*\*\*The administration reserves the right to assign and alter consequences at Holy Family School whenever necessary.\*\*\***

### **Detention**

Detentions are held each Thursday by rotating teachers and also during lunch/recess time. After-school detention begins at the end of the school day and lasts for one hour.

### **Suspension**

Out-of-school suspensions are a disciplinary punishment to be invoked at the discretion of the school administration for violations of more serious infractions of school rules. A student shall be suspended for no more than five consecutive school days. Aggravated grounds for suspension can become grounds for expulsion.

A student serving an out-of-school suspension is also responsible for the completion of all school assignments; however, these assignments will only be given an effort grade. Students will be required to complete all quizzes and tests for a grade at the convenience of the classroom teacher.

Parent(s) or guardian(s) are informed of student's suspension from school and of the loss of privileges for a definite period of time. Prior to reinstatement, a call to the school should be made by the parent(s) or guardian(s) to schedule a conference between the student, parent and the principal. Probation may be established during the conference.

## **Expulsion**

An expulsion is an extremely serious matter. As soon as it becomes evident that expulsion of a particular child is necessary, the administrator should notify the pastor of the parish and the parent(s) of the child. When a child has been expelled, the Office of the Superintendent of The Catholic Schools Office will be notified of said action immediately in detail and in writing.

## **Incidents or Threats of Violence**

Any student, faculty member or administrator who becomes aware of an actual or perceived threat of harm by a student to themselves or another shall report the incident to the school principal as soon as possible.

The principal shall investigate the matter. This investigation will, at a minimum, include an interview of each person involved, the student making the alleged threat and the person(s) reporting it.

The pastor of the parish and the parents of students directly involved are to be informed, as appropriate, and as soon as circumstances allow. If the principal has questions or seeks consultation, he or she should contact the Joliet Diocese's Catholic Schools Office (CSO) to report all facts and circumstances surrounding the event. As soon as it is practical, the CSO will confer with the principal to determine what course of action might need to be taken and to develop a possible specific plan to address the situation. Said plan, or any portion of the plan, may be developed and implemented either before or after consultation and conference with the law enforcement officials, parents, students and pastor, depending on the circumstances of each case.

It is possible that the offending party will be removed from the school and/or be requested to obtain an evaluation by a certified therapist. If an evaluation is required, the offending party would not be readmitted to school until it is determined, after consultation with the certified therapist, CSO, school principal and pastor, that the offending party is not a danger to him/herself or others.

During the intervention process:

- The pastor and school principal, in consultation with the CSO, has local decision-making authority.
- The school principal has responsibility for overall coordination of services.
- The principal, with CSO consultation, has the responsibility for providing appropriate information to the staff, school board, pastor, students, parents, parish community, and, if deemed necessary, general public and press in a timely manner.

## **Anti-Bullying Guidelines**

Holy Family School adheres to the Anti-Bullying Guidelines set forth by the Catholic Schools Office of the Diocese of Joliet. Refer to APPENDIX pages 7-9 (back of book) for the full policy.

## **Anti-Bullying Policy**

Holy Family School adheres to the Anti-Bullying Policy set forth by the Catholic Schools Office of the Diocese of Joliet. Refer to APPENDIX page 10 (back of book) for the full policy.

## **Alcohol/Drug Use Policy**

Students shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, or be under the influence of narcotics, drugs (illicit, over-the-counter, or look-alike) or alcohol. Students shall not possess paraphernalia or electronic signaling devices. The possession and inappropriate use of inhalants/aerosols/butane lighters, or other lighter fluids, is not permitted. The above materials will be

confiscated and turned over to the police, if necessary. Students found possessing alcohol/drugs will be referred to the police.

Students shall not possess prescription/non-prescription medication. Students taking prescriptions must do so according to school guidelines.

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 activities no matter when or where they occur.

In the case of student overdose from drugs/alcohol, emergency medical procedures are followed. Parents will be notified. If necessary, local paramedics will be called.

Any student suspected of alcohol or drug abuse, or in possession of alcohol, drugs or paraphernalia will meet with the principal and his/her parents/guardians to determine the appropriate course of action, which may include suspension or expulsion.

### **Weapons Policy**

Holy Family School will never tolerate the use, possession, control or transfer of any weapon on school grounds. A “weapon” refers to any gun, rifle, shotgun, knife or blade (any size or kind), brass knuckles, billy clubs, or “look alike” of any weapon. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and any pens may be considered weapons if used or attempted to be used to cause bodily harm. Each incident will be handled on an individual basis.

### **Search and Seizure**

At Holy Family, we recognize our responsibility to maintain order and security in the school. It is our goal to provide the safest environment for your children while they are in our care. Therefore, school authorities are authorized to conduct searches of students and their personal effects, as well as the property of Holy Family grounds. We may also ask for the aid of law enforcement officials for the purpose of conducting reasonable searches of school grounds.

- School authorities (certified employees and administrators) may search a student and/or student’s personal belongings when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating the law or school rules. These belongings include but are not limited to book bags, purses, wallets, lunch boxes, etc.
- School property such as classrooms, lockers and desks are likewise subject to search.
- If any illegal activity or possession of an illegal substance is found, law enforcement officials will be notified.

### **Safety Drills**

According to State Law, fire and tornado drills are held periodically. Directions for the building are posted in each classroom. It is the teacher's responsibility to acquaint children with the correct procedure for fire drills. Tornado drills are held throughout the school year. Directions for drills are posted in each classroom. Inappropriate behavior during drills will result in consequences. The school will conduct lock down drills with police officers on site. A bus evacuation drill is held during the school year.

### **Cell Phone Usage**

The administration and staff at Holy Family will not permit the use of cell phones by students while school is in session, unless permission is granted by administration. If you find it necessary for your child to have a cell phone, we ask that your child keep the phone in his/her backpack, turned off, at all times. If given permission to have a phone, your child may use it after exiting the school building for unforeseen

schedule changes or emergency situations. If a staff member sees or hears a cell phone during the school day, the phone will be collected and kept in the school office until a parent comes to the office to retrieve it. The second offense will result in a detention and a third offense will result in your child losing all cell phone privileges. Holy Family School is not responsible for lost or damaged cell phones.

### **E-Reader**

Holy Family School encourages reading for lifelong learning. We do allow e-readers as long as we have a signed waiver on file. Please reference the school website to obtain a waiver and return it to your child's teacher.

### **Social Media Policy**

Holy Family School adheres to the Social Media Policy set forth by the Catholic Schools Office of the Diocese of Joliet. Refer to APPENDIX pages 11-13 (back of book) for the full policy.

### **Student Agreement for Internet Access and Related Technology Use**

Holy Family School adheres to the Student Agreement for Internet Access and Related Technology Use set forth by the Catholic Schools Office of the Diocese of Joliet. Refer to APPENDIX pages 1-4 for the full policy.

### **Lunch/Recess**

#### **Hot/Cold Lunch Program**

Holy Family offers a hot/cold lunch program through a certified lunch vendor. The menu and order form can be found on the school website. Orders must be in by the due date listed on the order form. No late orders are accepted.

#### **Rules**

- Students are required to move to the gym in a quiet and orderly manner. At no time may they leave the line without permission.
- Children are never allowed in the kitchen area at any time or at any event. (State Law)
- Talk among neighbors at the table is allowed. NO screaming or yelling.
- Each child is responsible for his/her own area. If there is a spill, notify the lunch supervisor.
- Garbage should be disposed of in proper containers.
- Throwing or tossing food is not allowed.
- No food is allowed out of the gym.
- Obtain permission from lunch supervisor to leave lunchroom.
- Respect the property of others; no one else's lunch should be handled for any reason.
- Keep ones hands to oneself; no pushing, pulling or grabbing.
- Notify the lunch supervisor if there is a problem.
- All adults and students should be treated with respect.
- General school rules will be followed at all times.
- Lunchroom supervisors are authorized to carry out the discipline plan.
- Parents may not drop off fast food lunches during the day.
- Students are not allowed to bring carbonated drinks, energy drinks (caffeinated energy drinks like Red Bull), glass bottles, or cans for lunch.
- Plastic bottles, juice boxes and pouches are acceptable.
- Cold sub sandwiches brought to school with the student are allowed.

Lunchroom supervisors will review the rules with all students. Parental cooperation is essential in enforcing the lunchroom contract, as well as the general school rules.

### **Extended Day Program**

Holy Family School operates an extended care program. This program is open to all children attending Holy Family School. The children will be supervised by a qualified adult during the time they are in the building. Contact the school office for any additional information. Our Before School Care goes from 7:00am-7:40am and our After School Care goes from 2:45pm-5:45pm.

### **Expectations for Student Behavior in Extended Care**

The School's Parent/Student Handbook and all of the associated school guidelines and rules will apply during student attendance in Extended Care:

- Respect will be shown to one another and the adults supervising aftercare.
- Students will respect one another's property and the property of the school.
- Students are responsible for having in their possession all required personal property and school materials at the end of the school day. They are not allowed to return to classrooms for forgotten items unless their teacher is present or permission from the principal has been given. They must be escorted by an adult.
- Playground rules will apply: not throwing mulch, hanging upside down on the equipment, jumping from swings or equipment, or other unsafe behavior.
- No gum or candy is allowed. Snacks are provided at the designated snack time; personal snacks are discouraged unless required for special dietary needs.
- The students are required to acknowledge when their names are called, and remain quiet and respectful during attendance.
- Aftercare supervisors have the ability and responsibility to assess major and minor violations and detentions to students in accordance with the school's discipline policy.

Addressing aggressive behavior, we have implemented closer supervision, more supervisors, and smaller groups for free time. However, there continue to be behavior issues and incidents with fellow students, and we cannot compromise the safety and integrity of the program.

We handle these behaviors by giving verbal warnings, having one-on-one discussions and using timeouts from activities or privileges. More aggressive behavior, like biting, hitting, kicking, bullying, etc. will have firmer consequences.

We must keep the safety and well-being of all our participants in mind, and with approval of the administration, we will be implementing a stricter policy on these unacceptable behaviors:

1. Child/Children will be removed from the area, verbally counselled about the behavior, and given a timeout. Administration and parents will be notified of the incident.
2. Second incident will result in one-week suspension from the program.
3. Third incident will result in losing extended care privileges for the remainder of the school year.

Confidentiality of all children involved will be maintained.

Please discuss with your student these expectations. Hopefully with parental assistance, together we can help all children maintain self-control and acceptable behavior.

## **Athletic Program**

We believe that the Athletics Program should promote the development of the student in the areas of physical fitness, fundamentals of the sport, self-esteem, value of sportsmanship, respect for others, companionship, school spirit, loyalty, and enjoyment of the sport. This development will be achieved with the cooperation and involvement of the faculty, coaches, parents and most of all, the students.

The Athletic Board is comprised of interested school parents serving as volunteers.

### **Who Can Play**

Any Holy Family student 5<sup>th</sup> grade through 8<sup>th</sup> grade is eligible to participate in the organized sports in which Holy Family fields a team. Our Little Eagles program includes students from 1<sup>st</sup>-4<sup>th</sup> grades. Parents of all student-athletes are required to participate in and support athletic fundraisers and other responsibilities. 5<sup>th</sup>-8<sup>th</sup> grade athletes will not be eligible to participate until all athletic registration fees are paid and a sports physical is turned into the office. The Athletic Handbook contains specifics to academics, behavior, and appeal process. (See Athletic Handbook for details.)

### **Probation/Suspension Policy**

Participating in athletics at Holy Family is a privilege and grades must be kept up in order to participate. Probation is when a student drops to below a 75% in a class or performs poorly on an important project (test, science fair, constitution test, unit work, group project, etc). Once a student is put on probation, he/she will have one week to continue to participate in the sport or activity and rectify the low grade or missing work.

Ineligibility means the student did not rectify the low grade(s) and needs to refrain from participating until given clearance by the homeroom teacher that all work has been completed satisfactorily. Students who are ineligible will not be allowed to practice or participate until the grades have improved.

## **School Board**

The School Board is composed of nine lay members, the Pastor, the Principal and the faculty representative. School Board meetings will be published on the monthly school calendar. All regular board meetings are open to the public.

### **Role/Purpose of the School Board**

There is a considerable difference between a public school board and a parochial school board. A public school board is constituted as regulatory, one which enacts or uses existing rules and regulations to govern the operation of its institution. This type of board is considered administrative and differs significantly from the consultative board of a Catholic school.

A Catholic school board is a body whose members are discerned and/or elected to participate in decision-making in specific and designated areas of responsibility. A parish school is part of the educational mission of the parish for which the pastor is the canonical administrator. According to diocesan policy, he delegates administrative responsibilities to the school principal, who is accountable to him. In the Diocese of Joliet, school boards are consultative in nature. A consultative board operates in the policy-making process by formulating and adopting, but never enacting policy. This very general responsibility resolves into six distinct functions:

1. To participate in and encourage strategic planning by establishing a mission statement, goals, objectives, long-range and short-range plans for the school.

2. To develop and defend policy by formulating policies in accordance with diocesan policies which give general direction for administrative action.
3. To offer financial advice by developing plans/means to finance the educational programs including tuition, development and fundraising, allocating resources according to a budget and monitoring these plans.
4. To serve as a good public relations source.
5. To evaluate itself periodically determining its own effectiveness in light of its mission and its responsibilities as outlined by diocesan policy and by its own constitution.
6. To participate in the selection of the principal, who is the board's executive officer. The pastor hires the principal. At his discretion, he may invite board members to serve on the search committee when a principal needs to be hired.

### **What the School Board is not**

The parochial school board does not act as a grievance committee. It does not hire, evaluate, or terminate faculty members. The board does not administer the school. It does not tell the administration how to administer the school; rather it gives direction through policy. The board does not regulate the instructional program or involve itself in matters of curriculum.

### **Communication with the School Board**

Whenever anyone has a concern that falls within the scope of school board matters, he/she is welcome to come and address the board at any regularly scheduled meeting. During every school board meeting a time is allocated for visitors to address the board. Visitors are welcome to share their viewpoints during the agenda item labeled as "Visitor Comments."

### **School Board Meetings Visitor Policy**

1. Visitors are always welcome to attend school board meetings. Typically, they are held on the 1<sup>st</sup> Monday of every month, at 6:30 p.m. in the Family Room of the Rectory. Please consult the school calendar for changes to the schedule. Visitors are welcome to stay for the entire meeting and will be excused prior to any executive session.
2. There will be fifteen (15) minutes set aside at the beginning of every school board meeting to address any visitor issues.
3. Issues involving detailed matters that need more time should be submitted in writing to the principal. This issue will be considered for inclusion on the agenda for an upcoming meeting. The principal will respond within 10 business days. If placed on the agenda for an upcoming meeting, the individual who submits the issue will be notified one (1) week in advance of that meeting. If not put on an agenda, the individual will be notified in writing from the Principal as to why.
4. Issues brought to the school board must involve matters within the school board's jurisdiction. For example, while the school board does deal with policy development,

marketing, fund raising, tuition, etc.....it does not deal with personnel, curriculum, policy enforcement or administration of the school.

5. It is the intent of the School Board to conduct meetings based on a time-defined agenda. In support of the agenda, visitors are welcome to stay and observe the meeting provided their participation is limited those times designated specifically for visitor issues. Only school board members are allowed to openly discuss issues and participate in forming consensus.
6. We ask that all visitors refrain from private conversations with other visitors, or school board members, during the meeting.

### **Home and School Organization**

Parents and guardians of children currently attending Holy Family School as well as all clergy, teachers and administration are automatically members of the Home & School Organization.

The purpose of the organization is:

1. To promote communication and a sense of community between the organization and school parents.
2. To provide quality programs and speakers for the students and/or parents.
3. To provide fundraising opportunities to support educational opportunities as deemed instructional by the principal.
4. To support the students' total spiritual and social growth by providing celebrations for holidays and other special times.

# HOLY FAMILY SCHOOL

600 Brook Forest Ave  
Shorewood, Illinois 60404

The Parent-Student Handbook for the 2019-2020 school year has been issued to you. The contents of this handbook contain policies, guidelines, and procedures that will affect the school and your child/ren. It is important that the complete handbook be read and discussed by all family members attending Holy Family School.

As you read this handbook with your child/ren please be aware of the new policies and procedures affecting each of you.

It is understood by your signature that you have received a copy of this handbook and are responsible to share the information with all members of your family. All Holy Family students and their parents will be held accountable for all information contained herein.

Please understand that PGC (see page 8) is required for all volunteers and chaperones.

Thank you for your cooperation.

Mr. Anthony Simone  
Principal

---

## **PLEASE SIGN, DETACH, AND RETURN SIGNATURE PAGE TO SCHOOL OFFICE.**

The \_\_\_\_\_ family has read the 2019-2020 Parent-Student handbook.  
(PRINT)

It is understood by your signature that you have received a copy of this handbook and are responsible to share the information with all members of your family. All Holy Family students and their parents will be held accountable for all information contained herein.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

Date \_\_\_\_\_

## **APPENDIX**

### **Diocese of Joliet Catholic Schools Office Student Agreement for Internet Access and Related Technology Use**

The Catholic Schools Office of the Diocese of Joliet and Holy Family School support the use of technology in the instructional program through individual computer workstations, notebooks/tablets, lab networks, school-wide networks, school owned handheld devices, the Internet, including Web 2.0 tools (sometimes collectively referred to as “Technology Resources”), as a means to facilitate learning and teaching through communication, access to information, research and collaboration.

All uses of Technology Resources shall be for educational purposes only, and will be consistent with the Diocesan and School’s goal of promoting 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. Student users must also agree to and acknowledge the Terms and Conditions below. Both the Parent/Guardian and Student user acknowledge that the Code of Conduct herein also applies to privately owned electronic devices, including, but not limited to cell phones and other handheld devices, laptops or desktop computers and notebooks/tablets (“Privately Owned Devices”).

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.

#### **TERMS AND CONDITIONS**

##### **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.

##### **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 students’ family. It is not practically possible for the Diocese and School to monitor and enforce a wide array of social and religious values in student use of the Internet. Therefore, the Diocese and School recognize 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, teachers and staff have the responsibility to respect and protect the rights of every other user in the School and on the Internet.

The Principal or Pastor has the authority to determine what constitutes inappropriate use and his/her decision is final.

##### **2. Code of Conduct**

Students are expected to act in a responsible, ethical and moral manner, use the accepted rules of network etiquette and follow federal and state law as well as the terms of this Agreement. Outside of School, it is expected that families bear the same responsibility for such guidance of their child(ren).

The Principal has the right to intercede when the Parish, School, their employees, volunteers, Administration or students are affected by the inappropriate use of Technology Resources or

Privately Owned Devices which are governed by the terms of this agreement including, but not limited to the following:

a. All users are to be polite and use appropriate language. Students using blogs are expected to treat blog spaces as classroom spaces. Speech that is inappropriate for class is not appropriate for blogging. While we encourage students to engage in debate and conversation with other bloggers, we also expect that they will conduct themselves in a manner reflective of representatives of this School.

b. No inappropriate, obscene, or pornographic pictures or drawing are to be downloaded, displayed, printed, or communicated through any electronic or handheld device.

c. No School related picture, video, or other digital images of students, School employees, volunteers and/or School related activities are to be uploaded to any site on the Internet, including video sharing sites, such as You Tube, without the expressed permission of the Principal or Principal's designee.

d. No offensive, harassing or threatening remarks or comments related to another student, teacher, administrator, employee or volunteer of the School or Parish are to be placed on the Internet, personal websites, blogging sites, social networking sites, or sent via texting, instant messaging, email or on handheld devices.

e. Cyber bullying is not tolerated. No student shall participate in communication that spreads hate, or discrimination based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status or disability.

f. No students shall 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 Technology Resources or Privately Owned Devices.

g. No student shall upload, download, copy, forward or transmit any copyrighted material 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.

h. No offensive, derogatory or defamatory letters, essays, papers, email or other written documents are to be uploaded, downloaded, forwarded, copied, transmitted, displayed, printed or communicated.

i. The use of the School network shall not disrupt the work of other users and this includes, but not limited to disrupting the School network's performance, deleting or altering files or destroying data by downloading or spreading viruses and/or worms.

j. The personal address, phone number or social security number of any student, administrator, teacher, volunteer or staff member is not to be used in email or on the Internet.

k. The School network may not be used for the purchase of any type of merchandise, services, copying of copyrighted material or to send material or communication likely objectionable to the recipients.

l. At School, no user shall be involved in or participate in, chat rooms, blogs or discussion groups without the express permission and/or supervision of the teacher/system administrator.

m. No student shall post or send defamatory comments regarding the Diocese, School, administration, faculty, staff, or other students comments or materials that could damage the reputation of the Diocese, School administration, faculty, staff or other students.

- n. No student shall install any software, games, files or other electronic media on school equipment or network, without the permission of the teacher/IT administrator or IT staff.
- o. No student shall use or disclose someone else's code or password without authorization.

4. **Safety**

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

5. **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 through such computers to visual depictions that are violent, obscene, constitute child pornography, or are otherwise harmful to minors.

6. **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.

7. **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 the teacher or adult supervisor.

8. **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.

9. **Hand-held Devices**

The use of hand-held devices for educational purposes is limited solely to those devices approved by or distributed by the School. All rules of conduct shall apply. The beaming of information that is considered threatening, unwelcome or inappropriate shall be reported to the teacher or adult supervisor immediately.

**10. 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).

**11. Indemnification**

The user's parent/guardian hereby agrees to indemnify the School/Parish/Diocese for any losses, costs, or damages, including attorney fees, incurred by the School, Parish, or Diocese relating to or arising out of the breach of, or the enforcement of this Agreement or the School/Parish/Diocese enforcement thereof.

**12. Financial Obligations**

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

**13. 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 have no responsibility for the accuracy or quality of information obtained through the use of the School network or for any damages users suffer.

# DIOCESE OF JOLIET – CATHOLIC SCHOOLS VIDEOTAPING AND/OR PHOTOGRAPHING OF STUDENTS AGREEMENT

The Diocese and Schools of the Diocese allow positive publicity of students using videotapes, digital images, photographs and web publications within the context of this agreement. Videotaping and/or photographing may be used in and by the Diocese and Schools of the Diocese as a facet of instruction for enhancing learning, to share information, to promote the school, to assist in providing a safe and secure learning environment, and to monitor/record student activities. Such videotaping/photography may be announced or unannounced and will be conducted according to diocesan guidelines. **However, the Diocese and Schools of the Diocese do not approve of the display of any videotapes, digital images, photographs on social networking or video sharing sites, such as YouTube, without the expressed permission of the administrator and all parties involved.**

- I. Videotapes, photographs, digital images of students may be utilized by teachers, administrators, or their designee within the Diocese, School for classroom instructional purposes without advance consent of a student's parent/guardian. Such school diocesan staff shall maintain the confidentiality of these student records in accordance with state and federal laws and the established Diocesan student record procedures.
- II. Photographs or videos of students posted on the school website shall not 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.
- III. A student teacher under the supervision of a college/university, or other certified staff member may utilize videotapes, photographs, or digital images of students for his/her own professional use without the advance consent of a student's parent/guardian. Examples of educational videotapes/photographs include documenting science experiments, presentations, etc.
  - A release form is required from the parent/guardian when students participating in class activities with a student teacher are videotaped or photographed for purposes of assessment of teaching as part of the university class assignment and/or student teaching portfolio development.
- IV. Students with the supervision of the administrator/teacher or approved designee, may videotape, photograph students without the advance consent of a student's parent/guardian for educational purposes, to promote the school/school activities and to enhance learning. Examples: yearbook, school paper, sports games, etc.
- V. Forms of release for videotaping, photographing of students **are not required** from the parent/guardian when:
  1. A student has voluntarily chosen or been allowed by his/her parent/guardian to participate in, or be a spectator at, a school-related activity that is open to the public such as an athletic event, concert, theatrical presentation, dance, etc.

2. The student has chosen to be an officially designated school leader or role model, such as athlete, student council, and etc. for which there is potential for informal contact with news media.
3. Stock videotape footage or generic pictures. (I.e. yearbook individual and group pictures) are being obtained in public places. (i.e. hallways, gymnasiums, general classroom areas, playgrounds, athletic fields, etc.) by the Diocese and/or School.
4. Outside news media videotape or photograph students in areas that cannot be effectively shielded from the public, such as playgrounds, parking lots, athletic fields, etc.
5. Video cameras are in use to monitor public areas of a school/church facility or bus.

## ANTI-BULLYING GUIDELINES

*The Illinois School Code* (105 ILCS 5/27-23.7) Sec. 27-23.7. Bullying prevention.

(a) The General Assembly finds that a safe and civil school environment is necessary for students to learn and achieve and that bullying causes physical, psychological, and emotional harm to students and interferes with students' ability to learn and participate in school activities. The General Assembly further finds that bullying has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, skipping and dropping out of school, fighting, using drugs and alcohol, sexual harassment, and sexual violence. Because of the negative outcomes associated with bullying in schools, the General Assembly finds that school districts and non-public, non-sectarian elementary and secondary schools should educate students, parents, and school district or non-public, non-sectarian elementary or secondary school personnel about what behaviors constitute prohibited bullying.

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in all school districts and non-public, non-sectarian elementary and secondary schools. No student shall be subjected to bullying:

- 1) during any school-sponsored education program or activity;
- 2) while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; or
- 3) through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

(b) In this Section:

"Bullying" means 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.

Bullying, as defined in this subsection (b), may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

"School personnel" means persons employed by, on contract with, or who volunteer in a school district or non-public, non-sectarian elementary or secondary school, including

without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

(d) Each school district and non-public, non-sectarian elementary or secondary school shall create and maintain a policy on bullying, which policy must be filed with the State Board of Education. Each school district and non-public, non-sectarian elementary or secondary school must communicate its policy on bullying to its students and their parent or guardian on an annual basis. The policy must be updated every 2 years and filed with the State Board of Education after being updated. The State Board of Education shall monitor the implementation of policies created under this subsection (d).

(e) This Section shall not be interpreted to prevent a victim from seeking redress under any other available civil or criminal law. Nothing in this Section is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the United States Constitution or under Section 3 or 4 of Article 1 of the Illinois Constitution.

(Source: P.A. 95-198, eff. 1-1-08; 95-349, eff. 8-23-07; 95-876, eff. 8-21-08; 96-952, eff. 6-28-10.)

### **General Information**

Types of bullying:

1. *Relational*: This includes ostracizing another child, psychological manipulation, and systematic actions to isolate, shun, or exclude.
2. *Verbal*: This includes name calling, put downs, and/or the spreading of rumors.
3. *Physical*: This includes aggressive acts, such as: hitting, slapping, choking, kicking, spitting or pushing, as well as the destruction of property and the writing of offensive notes/graffiti.
4. *Cyber*: Actions associated with one or more types of bullying, utilizing e-mail, instant messaging, social networks, text message, or other means of electronic communication.

“Bullying Conduct” may include but is not limited to:

- Physical acts, such as inappropriate, unwanted, uninvited, or injurious physical contact with another; stalking; sexual assault; and destruction or damage to property of another;
- Written and electronic communication of any type that incorporates language or depictions that would constitute bullying, using any medium (including, but not limited to, cell phones, computers, websites, electronic networks, instant messages, text messages and emails);
- Verbal threats made to another, blackmail, or demands for protection money;
- Non-verbal threats or intimidation such as aggressive or menacing gestures;
- Direct or indirect, relationally aggressive behavior such as social isolation, rumor spreading, or damaging someone’s reputation;
- Any of the above conduct which occurs off school grounds when such conduct creates, or reasonably can be expected to create, a substantial disruption in the school setting and/or at school sponsored activities and events.

In addition to that conduct described above, *examples* of conduct that may constitute bullying include but are not limited to the following:

- Blocking access to school property or facilities;
- Stealing or hiding or otherwise defacing books, backpacks or other personal possessions;
- Repeated or pervasive taunting, name-calling, belittling, mocking putdowns, or demeaning humor relating to a student's race, color, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in the disruption of school activities or that results in a hostile educational environment for the student.

Conduct that would *not ordinarily* be considered bullying for purposes of this document includes:

- Mere teasing
- "Talking trash"
- Trading of insults
- The expression of ideas or beliefs (expressions protected by the First Amendment), so long as such expression is not lewd, profane, or intended to intimidate or harass another.

The examples set out are meant to be illustrative and are not exhaustive of conduct that may or may not be considered "Bullying." Nor are they intended to limit the exercise of discretion granted to school administrators.

The anti-bullying policy is communicated annually to staff, students, and parents and/or guardians.

## **DIOCESE OF JOLIET – CATHOLIC SCHOOLS OFFICE**

### **5313 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)

### **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.

### **Cyber Bullying**

This policy prohibits bullying and intimidation of students through the use of internet and social internet sites (Blogs-MySpace-Facebook, etc.), on personal computers or personal electronic devices, 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

# DIOCESE OF JOLIET – CATHOLIC SCHOOLS OFFICE

## 6745 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.

### **General Guidelines**

- **Be selective** –due to the availability of a variety 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.

- **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 website 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.”**

- **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.

- **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.

- **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.

-**Comply to-** all guidelines of the Employee/Staff Acceptable Use Agreement and all aspects of the Safe Environment Policy of the Diocese of Joliet.

## **Specific Policies**

### **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.

**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 e 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 in access to social media to pastor/principal.

### **3. Prudent Judgment.**

A. **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.

## **B. 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.

## **4. 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.

**5. 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.

**6. 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.

**7. 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.

**8. Class Pages.** If parents create a class page, for example, on Facebook, for their homeroom group, the administration must have access to that page.

### **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.

### **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.*

- b. 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

## **1450 REPORTING FIREARMS on SCHOOL PROPERTY to AUTHORITIES**

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the superintendent or his or her designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident **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 5/27.1A, 5/34-8.05

## **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

## **1470 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).

## **5110 NON-DISCRIMINATION**

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. The names of the elementary and secondary schools can be found in the OFFICIAL CATHOLIC DIRECTORY, published annually.

## **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 birth certificates for each student enrolled upon enrollment.

## **5140 ADMISSION OF 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 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.

## **5145 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.

## **5410 PHYSICAL EXAMINATIONS AND INNOCULATIONS**

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.

## **1140 COMMUNICATION WITH STUDENTS (CONFIDENTIALITY)**

Confidentiality generally refers to information given with the understanding it will not be revealed to another person. Illinois State Law regulates some confidentiality issues i.e. the Mental Health Act, the School Records Act, the Social Workers Act and the Abused and Neglected Child Reporting Act. Catholic schools follow these laws, regulations and guidelines as applicable.

Staff members inform students of ground rules regarding confidentiality before receiving confidences. Students are told that confidences will be respected except in cases of health, life and safety.

The above rules also apply to written communication. Teachers are expected to read what students write.

If a teacher cannot read the assignment, such assignments are not made. If students engage in journal writing, confidences will be respected except in cases of health, life and safety.

Confidentiality regarding information revealed during school retreats etc. follows the same rules. If student leaders are used they must understand about reporting confidences.

## **1220 POLICY OF CHRISTIAN CONDUCT**

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.

### **1310 ISSUES REGARDING SCHOOL PERSONNEL**

The administration and staff are committed to effective and appropriate communication. If an issue arises it is first addressed to the person(s) involved. If the issue is not resolved the supervisor of the school staff is contacted. At the local level, the principal supervises teacher/staff members and the pastor supervises the principal.

The Catholic Schools Office may be contacted for advice at any time during the process. Before the Catholic Schools Office acts to resolve the issue, all local recourse is to be exhausted.

If an issue about an individual employee is brought to a supervisor, the employee involved is advised of the nature of the issue. The employee is given opportunity for explanation, comment or presentation of the facts as he/she sees them.

If a personnel issue is expressed to the local school board as a whole or to a board member as an individual, it is referred to the person's supervisor for study and possible solutions. The employee is given an opportunity for explanation, comment or presentation to the supervisor of the facts as he/she sees them.

### **1380 PARENT SEX OFFENDERS**

When the parent or guardian of a student is on the sex offender list, it is necessary to clearly outline the parameters of that parent's or guardian's presence on school property. It is necessary to have these parameters formally written, reviewed and agreed upon by the parents, principal,

pastor and the Diocesan attorney. The signature of these parties is necessary before the child is accepted in the school. Failure to comply with the agreement may be cause for disenrollment of the child. (adopted 2010).

## **6830 ALLERGIES**

If a student has been diagnosed by a physician to have allergies and the necessity to self-administer and to 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. 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 to 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 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 to 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 the 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.

## **6510 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 sport 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 4<sup>th</sup> grade instructional programs and intramurals.

This information is required by law on the first day of school, with an extension time of October 1<sup>st</sup> 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.

## **6515 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 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 health care professional. If a health care 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 the 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 Health Care Professional

For purposes of this policy, licensed health care 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 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](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/schools/tbi_returning_to_school-a.pdf)

[http://www.cdc.gov/headsup/pdfs/policy/rtp\\_implementation-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>