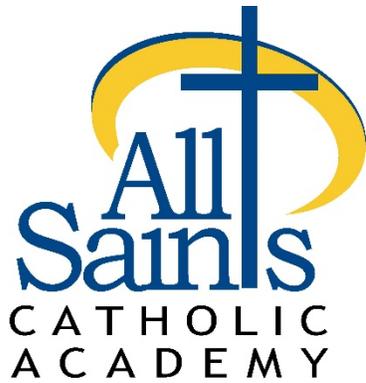




**Christ is the reason for this school.
He is the ever-present teacher in its classes.
He is the model of its faculty and the inspiration of its students.**

**2017-2018
PARENT-STUDENT HANDBOOK**



The mission of All Saints Catholic Academy is to develop future leaders who are formed by academic excellence, service to others and respect for all in a Christ-centered community.



We are a premier, regional school serving as a model for the future of Catholic education.



Premier- We strive to serve students with academic rigor in a friendly, supportive environment.

Regional- Our school gathers together our parish families and communities in a collaborative, supportive environment for the benefit of our children and students.

Model- Our school is more than a building. We are a collaborative partner with our parishes, our parents, our faculty and staff, our community, and our students.

Future of Catholic Education-We strive to be innovative and forward-thinking in our governance structure and day-to-day operations to serve as an example for generations to come in educating students within the Catholic tradition

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ALL SAINTS CATHOLIC ACADEMY SCHOOL BOARD

Anne-Marie Cronin
Christi Kluzak
Jennifer Nolan

Lauren Giroux
Shante Nolan
Matt Smilak

Chris Johanneson
Luis Rodea
Lori Steiner

Dana Menendez (President)

Rev. Paul Hottinger (Pastoral President)

SHPP PRESIDENT

Theresa Cunningham

Faculty and Room Assignments

Our faculty roster is as follows:

Grade Level	Room Number	Teacher
Preschool 3	105—HR	Susan Resetar
Preschool 4	103-HR	Jennifer Baker
Kindergarten	104-HR	Lori Hauser
Grade 1	102-HR	MaryAnn Porlier
Grade 2	205-HR	Margaret Bergquist
Grade 2	209-HR	Colleen Catalano
Grade 3	207-HR	Laurie Becker
Grade 3	208-HR	Kristin Lewis
Grade 4	202-HR	Gina Baumann
Grade 4	201-HR	Jane Kennedy
Grade 5	203--HR	Theresa Bartlett
Grade 5	212—HR	Marianne Foege
Grade 5	206--HR	Emily Morris
Grade 6 (History & Spanish)	130--6 th HR	Tony Gonzalez
Grade 6,7,8 (Mathematics)	230--6 th HR	Debbie Harrison
Grade 6 (Science & Special Ed)	270	Becca Kissel
Grade 6&8 (Religion)	300	Joe Moore
Grade 6 (Language Arts)	200—6 th HR	Jenna Selvick

Grade Level	Room Number	Teacher
Grade 7 (Advanced Language Arts)	220—7 th HR Shared	Megan Barnhart
Grade 7 (Language Arts)	250—7 th HR Shared	Mary Fodor
Grade 7&8 (Religion & Mathematics)	210—8 th HR	Kathy Moore
Grade 7&8 (Spanish)	290—7 th HR	Maria Kazlauskas
Grade 7&8 (History)	240—8 th HR	Rick Tuttle
Grade 7&8 (Science)	280—7 th HR	Kevin Wilson
Grade 8 (Language Arts)	260—8 th HR	Kate Galise
Grade 6,7,8 (Mathematics)	180	Sue Samonds
Art	170	Jane Wojcik
Music	150	Tom Sedlacek
Technology	Tech Center	Debbie Thomson
Physical Education	Gym	Justin Busche
Special Education Director	Resource 3	Julie Westphal
Reading/Math Resource	Resource Room	Marie Carden
Social Worker	Resource 2	Cindy Swanson
Campus Ministry	Campus Ministry	Patti Stock
Liturgical Music	Campus Ministry	Allen Stock
Librarian	Library	Allison Davis
Principal		Melissa Santos
Assistant Principal		Justin Busche
Director of Student Services		Patty Bajek
Business Manager		Diane Huber
Office Manager/Bookkeeper		Maryanne Higdon
Nurse		Tara Brophy, R.N
Welcome Desk Attendant		Ingrid Wilkin/Geri Everson
Facility Manager		Buck Services/ Bart Cortes/Abel Calderon

ALL SAINTS CATHOLIC ACADEMY SCHOOL BOARD

The ASCA School Board accepts and embraces its oversight of the school through:

The focus of the School Board Sub-committees (Finance, Facilities, Education, and Marketing) is to further the goals set forth in the Strategic Plan created in 2017.

The School Board and its sub-committees meet monthly.

GENERAL INFORMATION

The school day for full-day students begins at 8AM and ends at 3:30PM. Students assemble between 7:30AM and 7:50AM. We enter the building at 7:50AM. Students are expected to be in their seats for morning prayer and announcements by 8:00AM. Students entering the building from 8:00AM forward will be considered tardy.

The Academy structure is:

Early Childhood Academy	Preschool
Primary Academy	Kindergarten - Grade 2
Intermediate Academy	Grades 3 - 5
Junior High Academy	Grades 6 - 8

The school phone number is (630) 961-6125

The fax number is (630) 961-3771

The school address is 1155 Aurora Avenue Naperville IL 60540

The school website is www.ascacademy.org

Messages to your Child

We are striving to minimize interruptions with phone messages to the classroom. The best way for you to remind your child or let them know of a change is to email their teacher very early in the day. If it is later, please call the office BEFORE 2:30 PM. That way, we can call your child down with the afternoon announcements. We appreciate your help with this!
Thank you.

ABSENCE FROM SCHOOL

Upon direction from the Regional Office of the Superintendent, schools are advised to require a doctor's note for absences of 3 days or longer. As a school who receives our recognition from the State of Illinois, we follow this practice. Please send a doctor's note for illness related absences of 3 or more days.

For our attendance purposes, children are marked absent in the following manner:

8:01 AM – 9:00 AM = tardy
Missing 1 to 4 hours = ½ day absence
Missing 4 + hours = full day absence

Any child who is absent from school for reasons of health may not participate in any ASCA activity or event at ASCA on the day he/she did not attend school.

ABSENT WORK MAKEUP

When a child is absent, making up their missed schoolwork is always a concern for them. Our practice regarding making up work from absences is as follows:

- In grades 1 – 3, the appropriate focus is the classroom experience. Some of the work missed will be offered in the class as guided practice but will not be necessary as makeup work. We will not be sending any makeup work home until a child has been absent three days. If the absence is 3 days or longer, you may request makeup work by 11AM, and it will be sent to the school office ready for pick up at the end of the school day (3:30PM), or sent home with a sibling or another student. Please don't request the work if you are not sure that you can pick it up between 3:30 and 4:00PM. For students in grades 1 - 3, it is not normally a problem to make up the work after they return to school.
- For grades 4 – 8, the learning processes are more independent. Students may feel the need to try to keep up daily on assignments missed, and we are willing to prepare their absence work for make up from the first day of absence. Upon your request (made before 11AM), we will prepare assignments to be ready for you to pick up in the school office at the end of the school day (3:30PM), or you may identify a sibling or another student with whom you wish us to send the work. Please do not request the work for pick up if you are unsure that you can pick it up between 3:30 and 4:00PM.
- The ASCA policy for incomplete work due to absence allows the student two days to complete the work if he/she is absent one day. If the student is absent two or more days, it is our expectation that the student will complete the work on the weekend, to be turned in on the following Monday. It is the responsibility of the student to contact the teacher(s) regarding any assignments requiring in-school work or extensive explanation by the assigning teacher prior to completion.

- Although we recognize the importance of family vacations, we ask parents to avoid scheduling them during school time (especially at times when standardized tests are given). We try hard to plan our school calendar with conferences and holiday observances grouped together to offer you opportunities to travel without missing school time. If it is necessary to travel during school time, plan on assignments being given upon return to school. Please do not ask us to prepare the assignments ahead. If you feel you want your child working on something academic, they can use the travel time for reading. The assignments can be given upon your child's return to be completed and turned in to the teachers. When students miss classes that don't have assignments that are easily sent home without explanation or require in-school work, it is **the student's responsibility** to contact the teacher(s) to find out how to make up the work.

MANDATORY 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. Schools keep accurate and daily records of attendance and a summary of these records are kept permanently on file.

ADVANCED LEARNING

Advanced Learning

All Saints Catholic Academy strives to produce learners who are self-directed, complex learners who are independent thinkers, and who produce quality work while also contributing to the society around them. At ASCA we offer the following programs for the advanced learner:

Enrichment (Grades K-3)

Students who are identified by their Aimsweb Benchmark scores in both math and reading (Aimsweb is administered 3 times yearly) as being significantly above average meet weekly with a learning resource teacher. Students in the enrichment program work to stretch their abilities in math and reading by doing above grade level collaborative activities.

Gifted Program Criteria

All Saints offers a gifted program (better known as Tuttle Team) to students in grades 4-8. The gifted program works together once a week on problem solving and real world applications. They have been using the Thinking by Design approach and are working in collaboration with Mr. Carlos Briceno who is the editor of the magazine Christ is our Hope for the Diocese of Joliet.

Design thinking is a methodology made famous by Stanford University's Design School and is often used in the business world by those businesses who want to solve problems and be more innovative. The first step in the design thinking process involves empathy, which allows

innovators a greater understanding and insight into what problems people are experiencing, paving the way for the innovators to come up with outside-the-box solutions. By having a “toolkit” that helps them become more innovative, some students at ASCA are learning how to be social innovators/entrepreneurs by learning how to collaborate in teams, how to increase in creative confidence, and how to become better problem solvers/innovators for social good.

The criteria for becoming a member of the Gifted Program are listed below:

- CogAT standard age score (SAS) of at least 129 on Nonverbal Ability, Quantitative Ability, and Verbal Ability.
- IOWA Achievement stanines of 9 (one 8 is allowed—nothing below a stanine of 8 will be considered).
- Teacher Observation Inventory

Advanced Math Program

Advanced math is for students who demonstrate mathematical understanding, problem solving, and reasoning skills at a higher level than their same age peers. Students entering into higher levels of math must be organized and maintain a disciplined approach to all of their studies. This program begins in fourth grade and continues through grade eight. Advanced math students are able to demonstrate that they grasp concepts quickly, see patterns, and make connections across disciplines and among operations. Students’ thinking in mathematics is flexible. The critical objectives, aligned with the newly revised Diocesan Standards for Mathematics, allow students in the program to complete Algebra I during their seventh grade year and Geometry during their eighth grade year. An overview of the Honors Math curriculum is available at the school website.

The following information is considered for admittance into the advanced math program:

- The student’s total national percentile in math in the high 90’s
- Total Math Stanine of 8 or 9
- CogAT Quantitative Stanine of 8 or 9
- End of year math exam score-top 15%
- Teacher Observation Inventory

Advanced English Program

Criteria for JH 7th Grade LA Honors Placement

Students invited for placement testing must have:

- Verbal stanine of 8 or above on the CoGat
- ELA stanine of 8 or above on the Iowa test
- Consistent grades of “A” in reading and English
- Positive teacher recommendation
- If invited to take a placement test, a score of 80% or better

Students must maintain a “B” or better grade in this class to be invited back for 8th grade

Criteria for JH 8th Grade Honors LA Placement if not in the class in 7th grade

Students invited for placement testing must have:

- Verbal stanine of 8 or above on the CoGat
- ELA stanine of 8 or above on the Iowa test

BICYCLE POLICY

Students who ride bicycles are requested to walk their bicycles to the racks once they enter school property. Bicycle racks are located at the door 7 entrance. Bicycle locks are required for security. Students in 3rd grade and above may ride bicycles to school when parents feel they know all safety rules and law. Common sense safety rules for all bicycle riders must be followed.

BIRTHDAY CELEBRATION POLICY

Because of allergy concerns, food birthday treats are not allowed in school. Balloons are also not allowed in school for birthdays. One option would be to create a birthday bag that includes all the fixings for a birthday celebration - cake mix, candles, frosting, etc. for a less fortunate child that we will take to Loaves and Fishes Food Pantry for distribution. You might also choose to send pencils or non-food items for your child's classmates.

BOOK BAGS, ASSIGNMENT NOTEBOOKS & PENCIL CASES

Students may carry their books and materials to and from school in a book bag. This is to help them keep books and materials together, and to protect the books from the elements of the weather. Students (Grade 2-8) are required to have an ASCA assignment notebook and students (K – 8) a pencil case in school every day. These items are given to students at the start of the year and, if necessary, replacements purchased through the school office. These items are to be kept free of non-assignment writing or pictures. Replacements may be purchased in the school office for \$3.00.

BUS STUDENTS

Students residing in District 203 who live more than 1 ½ miles from the school are eligible for bus service. You must be registered with Dist 203 transportation to be eligible. These forms are available in the office. It is important that your child know whether they are riding the bus on a given day or not. Parents of bus students must inform us **IN WRITING** that a student will not ride the bus on any given day. If a child is to ride one way only or to use another means of transportation on any given day, please send a note, which includes the following:

- Child's Name
- Date
- Mode of Transportation (walking, going home with another parent, etc.)
- Parent Signature

We **cannot** accept a verbal message from a student that he or she will not be riding the bus. For the **safety of all**, please inform us in the proper way. Students may only ride the bus to which they have been routed. Students are to conduct themselves in a safe and orderly

manner at all times. Students are expected to remain seated while on the vehicle, and to obey the rules set down by District 203 and the driver. Violation of bus rules will result in a suspension of bus privileges. Because of insurance liability, students may not bring friends home with them on their bus. **No picture taking is allowed on the bus.**

CELL PHONES

Students are **not allowed** to have cell phones or other electronic devices on their person during the school day. All cell phones, etc. brought to school by students must be checked in and left at the Welcome Desk upon entering the building (7:50-8:00AM). They are to be picked up at dismissal (3:30PM). Any cell phone or other electronic device not approved by the principal found in a book bag, locker, or on the person of a student will be confiscated, and held by the principal. The cell phone/device will only be returned to a parent.

CHILD ABUSE REPORTING

When a school staff member has reasonable cause to suspect a student has suffered physical or sexual abuse or neglect, under Illinois law these suspicions must be reported to the Illinois Department of Children and Family Services Hot Line. The “reporter” of the suspect case is protected by law, and his/her anonymity and confidentiality is maintained by school staff and the Department of Children and Family Services. School Personnel are not obliged by law to inform parents when they report suspected child abuse or neglect.

CLASS PARTIES

Parties are included as a part of your SHPP fees. Parents work with SHPP to plan and coordinate the parties.

COMMUNICATIONS

Parent newsletters are sent electronically weekly, and contain calendar updates and pertinent school information. There is also a monthly calendar sent home at the start of each month. Principal newsletters are sent each Thursday via email. Each Monday a “Monday Reminder” is sent outlining important events for the week. Please look for these important communications each week. This information is also posted on the website.

Daily announcements are made to inform or remind students of important information. Students share in the responsibility of communicating this information to the parents. From time to time, messages from the principal or teacher are noted in the student's assignment notebook. It is the responsibility of the student to show the message to their parents. Parents should check the student notebooks daily. Be sure to look for these messages.

A booklet entitled **Focus** can be found at the school website, and has been designed to enhance our communications. It offers guidance on how and when to effectively seek help.

CONFERENCES

Parent conferences are scheduled in November after the first report card is issued. Parents may request a meeting with the teacher whenever they feel the need for communication. Meetings would take place during the teacher's preparation time on a school day or before or after school. Conferences can be arranged by calling the office during school hours (staff do not have voice mail; however, office personnel will take a message), or by sending a note to the teacher. The

staff may request a spring conference with parents where appropriate or necessary.

COUNSELING SERVICES

All Saints Catholic Academy is happy to help parents with referrals for counseling outside of the school. We do have a part-time social worker as part of our staff.

CURRICULUM EXPECTATIONS - DIOCESE OF JOLIET

Please consult the All Saints Catholic Academy Curriculum Guide at the school website. The Diocesan expectations are on the Diocesan website at www.dioceseofjoliet.org.

DAY CARE

All Saints Catholic Academy requires the following information regarding any child who attends a day care center either before or after school.

- Child's name
- Name of center, contact person, and location
- Phone number of center
- Authorization (signature) to release a child to a specific center
- Mode of transportation to/from the center

DESKS, COMPUTERS, LOCKERS & LOCKS, BACKPACKS

Desks, computers, and lockers (and locks) are the property of All Saints Catholic Academy, and can be inspected at any time. Under Illinois State Law, students should have no reasonable expectation of privacy in:

- Lockers
- Desks
- Parking lots
- Other school property or equipment owned or controlled by the school
- Their personal effects in any of the aforementioned areas

As such, school authorities are permitted to search and inspect those and similar places without prior notice or consent of students, and without a search warrant. Law enforcement officials and specially trained dogs may assist in the searches and inspections of these areas for illegal drugs, weapons, or other illegal or dangerous materials or substances, if the school requests it.

Outside of the situations mentioned above, the Illinois Supreme Court has held that teachers or other school officials may search students when they have a reasonable suspicion of past or future violation of the law or school rules. These searches must be done in a way reasonably related to their objectives. If a search produces [evidence](#) that a student has or is violating a law or school policy, the evidence may be retained, the school may take disciplinary action, and such evidence may be submitted to law enforcement authorities.

DISCIPLINE CODE

Parents are the first and primary educators of their children, thus self-discipline training begins long before a child is old enough for school. This training then continues in school and allows a proper environment for learning.

The code of student behavior at All Saints Catholic Academy is based on self-discipline. This then leads to respect for oneself and for others, as well as the acceptance of responsibility for one's own actions. Proper behavior, grounded on Christian principles, is expected of all students at All Saints Catholic Academy. Since students often represent All Saints Catholic Academy while off school grounds and outside of normal school hours (athletic events, field trips, parish youth ministry dances, the public library, musical performances, on the bus, etc.), they are expected to obey the same rules, regulations, and discipline that are required at school. In other words, all students are to conduct themselves in a gentlemanly and ladylike Christian manner at all times.

When self-discipline fails, school rules and regulations provide guidelines for individual behavior. Students are expected to know and obey these rules and regulations, which are made clear both in the classroom and through administrative direction.

Behaviors (see **Reference of Behaviors** included in this handbook) which are unbecoming a Catholic School student, and which will not be tolerated at All Saints Catholic Academy are:

- Disrespect for God, adults, or other children
- Endangering the safety and/or security of the school, staff, and/or students
- Cheating of any kind
- Cyberbullying
- Fighting or physical aggression
- Use of unacceptable verbal or written language
- Illegal actions
- Leaving school grounds at improper times without written permission
- Misbehavior on school bus or on field trips
- Misuse of technology
- Vandalism
- Theft
- Violation of uniform dress code

Students, who fail to exhibit self-discipline, respect for self and for others, and who do not accept responsibility will be subject to the school's disciplinary action of issuance of a **minor**. More serious infractions of the preceding and related offenses will be directed to the administration. Punishment will then be determined, and a penalty could result in placement anywhere on steps 1-9 depending on the severity of the problem. The principal may intervene at any time and, in all cases, the decision of the principal is final.

When discipline forms are sent home by the principal or teacher, they should be signed and returned to the school by 8:00AM the following school day. Signing only signifies that you are aware. If you have questions we are happy to address them but we still ask that you sign to verify that you have seen the form. ***Refusal to sign the infraction does NOT mean the infraction will not be recorded.***

Violation of the discipline policy is based on cumulative behavior from August - June each year. Each year, a student has a fresh start. The steps of the discipline code are:

- Step 1: 3 Minor Offenses: 1 Major Offense.
 - Step 2: 1st Major Offense: 1 day detention.
 - Step 3: 2nd Major Offense: 1 day detention and parent/teacher conference.
 - Step 4: 3rd Major Offense: 1 day detention and teacher/parent/principal conference.
 - Step 5: 4th Major Offense: 1 day in-school suspension, parent/teacher/principal conference, and probation letter regarding potential denial of field trips and/or school events.
 - Step 6: 5th Major Offense: 1 day external suspension, denial of above privilege(s).
 - Step 7: 6th Major Offense: 2 day external suspension, denial of above privilege(s), parent/teacher/principal/pastor conference.
 - Step 8: 7th Major Offense: 2 day external suspension, review by discipline committee, consisting of teachers involved, principal, pastor and school board president. The student's continued enrollment and/or readmission for the following year will be considered.
 - Step 9: 8th Major Offense: Expulsion or denial of readmission for following year.
- Please refer to "Suspension from Extra-Curricular Activities," as discipline issues can affect eligibility.

DETENTION

For all students in all grades, detention will be served on Tuesdays after school. Detentions will be served from 3:30-4:30. During this time, students will not be allowed to complete schoolwork. Based on the reason for their detention, students will complete a written reflection. Once they have completed the reflection they may sit in silence to pray and consider better choices in a journal. Students are to be picked up at the school office promptly at the conclusion of the detention period.

Failure of a student to serve a detention can result in a two-day external suspension, and the placement of the student on Step 6 of our discipline policy. Readmission of the student will be in jeopardy.

EXTERNAL SUSPENSION FROM SCHOOL

- Students will not be allowed on school property for duration of suspension.
- Homework and tests must be made up. Credit will be given at the discretion of the teacher/principal.
- Attendance at or participation in school-sponsored activities or organizations is forfeited for the time stated in Steps 5 – 9, or in the Athletic Guidelines.
- Students who are notified of a suspension on Friday will be suspended from school on the following Monday and will not be allowed to participate in any school activities during the intermittent weekend.

EXPULSION

The reason justifying expulsion from a Catholic school should be as serious as it is rare. As soon as it becomes evident that expulsion of a particular child might be necessary, the administrator should notify the pastor, parents of the child, and the school board. Expulsion may occur for the following reasons:

- When the moral, academic or physical well-being of the student body or staff is endangered.
- When there is a prolonged and open disregard for school authority.
- The use of alcohol, tobacco or dangerous drugs on school property.
- Dangerous illegal acts
- Repeated truancy.
- Willful and negligent damage to the school building.
- Threats of violence.

EXCLUSION

If a student is awaiting trial on a legal matter, we can require that they be home schooled at the parent's expense until the legal matter is resolved.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are defined as any activity that is sponsored by All Saints Catholic Academy like sports teams, Student Voices, student patrol, drama, cantors, altar servers, sacristans, and school sponsored extra-curricular events, etc. It does not include after-school classes like Young Rembrandts or Chess Scholars, etc that are physically in the school, but not school sponsored.

It is our philosophy that students attend our school primarily for the religious development, formation and the academic education we offer. It is our goal to instill a positive self-concept in each child. Occasionally students experience difficulties in the classroom, but are able to shine in extra-curricular endeavors. Consequently, we try to offer a wide range of activities for student involvement. However, student participation is a privilege, not a right. Students should remember that involvement in extra-curricular activities assumes that they can conform to school policy. As participants in such activities, they represent the student body, the school and the community. Violation of the rules indicates that the

student cannot exhibit the self-discipline and responsibility to be in such a position of leadership or representation.

MID-TERM GRADES, REPORTING AND ELIGIBILITY

Midterm grades are issued quarterly. A warning will be issued 1 week prior in grades 5-8 to give students a chance to bring their grades up. The initial midterm will be issued on a Monday. Any child who has an average grade below a "C-" in any class will not be eligible to participate in any extra-curricular activity, until grades improve. To ensure the parents are aware of the potential for a midterm, the midterm issuance date will be published. Parents of 5-6-7-8 grade students should monitor the grades online to ensure that their student is not in danger of grade ineligibility. Once the midpoint of the quarter has occurred, a student may also receive a midterm on *any Monday* if their grades drop below a "C-". It is important that students and parents continue to monitor SchoolSpeak.

The classroom teacher will inform the office when grades improve. Teachers are NOT expected to provide the student with extra opportunities to increase his/her grade. The teacher is expected to encourage the student in the normal day-to-day grading opportunities for assessment and participation.

For students in grades 6-7-8, grades are reported weekly on the online grading system, It is the responsibility of the students/parents to check grades to know if the student is having academic difficulty.

Junior high classroom teachers will have all current grades uploaded by Sunday evening, one week prior to midterm reports, so students will have the opportunity to improve their grades the week before midterm reports. The classroom teacher is NOT required to provide the student with extra opportunities to increase his/her grade. All that is expected of the teacher is the normal day-to-day grading opportunities.

If the midterm grade is below a "C-" average, then the student is ineligible for one week, starting Monday following issuance of the mid-term report. Once ineligible, a student needs to improve their class grade to a "C-" average or better to become eligible. Eligibility is reevaluated each Monday until the student improves their grades. If the grade drops again below a "C-", parents can expect that ineligibility will again be activated.

SUSPENSION FROM EXTRA-CURRICULAR ACTIVITIES

Academic

The academic success of each student is of primary importance. Upon the issuance of a midterm or report card, any child with an achievement grade of D or F in any subject will be suspended from all extra-curricular activities (practices as well) until the grade is improved. Ineligibility due to academic grades will begin Monday following the issuance of report card or midterm and will be a minimum of one week. Guidelines for reinstatement are on the midterm signed by the parent. If progress is not adequate, ineligibility will continue.

Behavioral

Suspension from all extra- curricular activities for issuance of a major will be handled as stated in the Discipline Policy. Participation in extracurricular activities will be curtailed as follows:

- 1st Minor (within a sports season) - No suspension from athletic events or practices
- 2nd Minor – Student may practice but may not participate in competitions for one week (Monday - Sunday)
- 3rd Minor - No practice or competitions for one week
- 4th Minor - No practice or games for two weeks
- 5th Minor - No practice or games for additional two weeks
- 6th Minor - Student is no longer allowed to participate in that sport season

If a member of Student Voices receives a 2nd major, he/she will be asked not to participate in Student Voices.

IN SUMMARY

Parental support regarding respect for authority, support for the enforcement of school rules, and appreciation for the efforts of the school staff are essential to create a proper learning environment. At All Saints Catholic Academy, we expect that the necessity for the issuance of discipline forms will rarely occur. The use of such forms communicates that students be responsible in their academic and behavioral actions.

STUDENT FEES

Student fees, which include Registration/Re-enrollment, Instructional, Technology, SHPP (School Home Parish Partnership) and Graduation fees are non-refundable. Any exception to the All Saints fee refund policy must be an extraordinary circumstance that will be evaluated on a case by case basis, and must be presented in writing to the School Principal and the Pastoral President.

STUDENT ACCOUNTS

Tuition and Fees are collected electronically via each family's FACTS Tuition Payment Agreement. All families are required to have a FACTS Tuition Payment Agreement. All Saints offers families three different payment plans. All Saints sets Payment Plan Terms with FACTS annually; and ASCA is unable to deviate from these established plans.

All plans begin in July. Families are offered the following payment options:

- a one payment plan (due in July),
- a quarterly tuition payment plan (payments due in July, October, January and April)
- a monthly tuition payment plan (11 payments from July through May).

Families are responsible for paying FACTS related charges which include the annual enrollment fee. For families who establish a FACTS account after July, the number of payments will be adjusted accordingly, and tuition will be prorated.

The ASCA Business Office will conduct semi-monthly and quarterly reviews of all FACTS accounts to assure that account payments are current. All FACTS accounts that are not current at the end of each school quarter will require continued enrollment review and determination by the ASCA Principal, School Board President, and Pastoral President.

Any request for a change in payment that is scheduled in FACTS will require a minimum of 72 hours' notice prior to the payment due date, and must be made in writing to the Business Office via an ASCA Change in Payment Request Form which will be available on ASCA's website. ASCA Administrative Fees will be applied to requests made to change scheduled payment dates from the original agreement schedule as follows: Request # 1 & #2: No Charge. Request #3 & #4 = \$25 Fee. Request #4 & #5 = \$50 Fee. Request #6 or more = \$100

The All Saints Catholic Academy School Board has made every effort to thoughtfully establish tuition rates with great stewardship towards providing an excellent academic and faith based education for your child(ren). There are budgetary, staffing and student allocation issues that are impacted when a student withdraws from school prior to the beginning of the school year. For that reason, the ASCA School Board has approved a tuition policy stating that all families who withdraw from ASCA between July 1 and the day prior to the 1st day of school will forfeit 1/11th of their total tuition due for the school year. The forfeiture of the 1/11th of total tuition due will be reflected in any refund that may be due for families who have paid their tuition in full, or in the adjustment that will be made to any FACTS agreement prior to the agreement's cancellation. Notice of withdrawal must be in writing.

Please note that student fees are non-refundable. Student fees include registration/re-enrollment, instructional, technology, SHPP and graduation fees. Any exception to the All Saints fee refund policy must be an extraordinary circumstance that will be evaluated on a case by case basis, and must be presented in writing to the School Principal and the Pastoral President.

This policy was communicated electronically to all school families via SchoolSpeak, All Saints Student Information Data Base. Your acknowledgement of that email, in conjunction with your review of this handbook indicates that you have read, accepted and agree to the ASCA Tuition and Fees Payment Policy.

EARLY DISMISSAL

For an early dismissal, a student must have a note signed by a parent/guardian stating the date, time and reason for the early dismissal. The note is presented to the classroom teacher who then sends it to the office for approval. Parents are to report to the Welcome Desk to sign the early dismissal sheet before taking the child from the building. The office will call the student from class to leave for the day when you sign them out. *****Please note your child will not be called down to leave until you have arrived to sign them out.***

If a child becomes ill during the school day, parents will be contacted by phone.

A child will not be released from school to anyone other than a parent or an authorized adult whose name appears on the child's emergency card. Other than the parent, the person picking up the student must have written parental permission, appropriate identification, and must report to the Welcome Desk before leaving with the child. Parents should send permission notes ahead of time. Your cooperation is greatly appreciated.

ELECTRONIC NETWORKS

Students and parents must review and sign the Diocesan Acceptable Use Policy to be allowed access to computers at All Saints Catholic Academy. This is the standard of respect and concern for privacy and individual rights that will be adhered to. Violations to the policy may result in the loss of electronic privileges.

EMERGENCY CARD FAMILY INFORMATION

Emergency cards are issued for each student and are kept on file in the school office. If any information changes throughout the school year, parents are to notify the office immediately so that the correct names, addresses and phone numbers (home and business) are available in case of an emergency. For your child's protection, at least one phone number other than a parent's should be noted on the emergency card. Parents who leave town should notify the school, identifying the person(s) in charge of the child while the parent is away.

EMERGENCY SCHOOL CLOSING

School closing information for All Saints Catholic Academy will be sent to parents through a robo-call system. It will also be found on TV and radio stations through the usual emergency closing postings. The information will also be posted on the ASCA website, and as an announcement on our school phone message. Realize that due to inclement weather, parts of this type of system (like our school phone) may not be in service.

EMERGENCY PROVISIONS

Regular fire and safety drills are required by state law and are conducted at All Saints Catholic Academy. Tornado, emergency lock-down and severe weather drills are also held. Safety and emergency exits are posted and explained to students.

FAMILY LIFE CURRICULUM

Parents are partners in this important dimension. Included in our Religion curriculum is the Family Life Series by Harcourt Publishing Company. The curriculum covers our family relationships, human sexuality, drug and alcohol abuse, and AIDS education. These are taught at developmentally appropriate ages. Our responsibility in a Catholic School is to go beyond biological education. Instruction on human sexuality must include the formation of conscience, as well as instruction on personal responsibility. Our aim is to assist you as parents in developing Christian values and attitudes in your children.

FORMATION

All Saints Catholic Academy is committed to a full Catholic formation for our students. We teach as Jesus taught through the use of the Gospel message and our Catechism of the Church.

The three primary components of the formation process are:

CATECHESIS - the promotion of a young persons' Catholic Christian faith through a learning environment that emphasizes understanding, reflection, and transformation toward being Christ-like.

EVANGELIZATION - faith experiences beyond the classroom that reach out to young people, encouraging involvement in the life of the community, and inviting them into a relationship with Christ and the Christian community. This involves proclaiming the Good News of Jesus through programs and inter-relational experiences.

SERVICE - guidance of young people in developing Christian and social consciousness and a commitment to a life of justice and peace through educational programs and service/action involvement activities.

FIELD TRIPS

Field trip forms will be sent via hard copy. Forms and payment should be returned to school by the deadline noted on the form. Students who do not return forms and payment by the deadline may be excluded from the event/activity.

GYM UNIFORMS

Gym uniforms are required for students in grades 6-8, and are available from Schoolbelles, All Saints Catholic Academy's uniform supplier. Kindergarten – grade 5 students do not wear gym uniforms.

HEALTH & SAFETY

Illinois law requires health physical examinations for all students immediately prior to or upon entrance into preschool, kindergarten and upon entrance into sixth grade. Physicals must be performed by an Illinois Physician. Dental examination forms are required for all kindergarteners, 2nd and 6th graders. Vision examination forms are required for all kindergartners, and students transferring to ASCA from outside the state. All physical, dental, and vision exams must be completed and sent to the school office no later than the first day of school. Health records should be transferred to All Saints Catholic Academy for all new students entering grades 1-8.

We follow the Emergency First Aid procedure as outlined in the "Recommended Emergency Care Procedures for Schools in DuPage County" and the "DuPage County Prevention and Control of Communicable Diseases" (guide for school administrators and personnel).

In case of an accident or serious illness, the school will contact the parent/guardian.

When recovering from an illness, children must be fever free for 24 hours before returning to school.

Our Crisis Plan can be reviewed at the school website.

HOMEWORK

Time allotted for homework varies by grade level and by subject area. Homework can include oral or written work, the completion of class assignments, reading assignments, or special long-term projects. The rule of thumb for student homework is the grade level times 10 minutes. Each student in grade 2 and up will use an assignment notebook for recording daily assignments. Weekend assignments are rarely given.

HONORS - ACADEMIC

Academic honors are calculated for students in grades 6- 8. The A Honor roll indicates a student has earned all A's in the quarter. The A-B Honor Roll indicates a student has earned all A's and B's in the quarter. The student will receive recognition from the principal for this honor.

LEGAL NOTICE OF COMPLIANCE

All Saints Catholic Academy does not wish to discriminate. All Saints Catholic Academy adopts wholly the Handbook of School Policies of the Diocese of Joliet as the school's own policies. These include:

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.*

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

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

WEAPONS IN SCHOOL

All Saints Catholic Academy may expel a student for a weapons violation. A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be subject to expulsion.

For purposes of this provision, a “weapon” is defined as: A gun, knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any weapon.

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

4005 EQUAL EMPLOYMENT OPPORTUNITY

The Diocese of Joliet guarantees equal employment opportunities in all its employment policies and practices. These policies and practices are administered without regard to race, color, national origin, age, gender, marital status, political affiliation, veteran status, genetic information, sexual orientation, mental or physical disabilities, or any other characteristic protected by law.

In providing equal opportunities in its employment practices, the Diocese of Joliet may consider any conduct (during working or non-working hours) of an applicant/employee that may be inconsistent with his/her position, or the philosophy, goals, objectives, rules and regulations of the Diocese of Joliet and/or the moral and religious teachings of the Roman Catholic Church, as determined by the Bishop of the Diocese or his designee.

In addition, there are certain "ministerial" positions in the Diocese of Joliet, and individuals filling those positions may need to strictly adhere to the foundational teachings of the Catholic faith. Those individuals may be selected according to certain criteria, such as being Catholic, male, unmarried, not part of a civil union, etc., and preference in hiring/retention shall be given to people who meet those criteria. Such preference is allowed under state and federal law, and does not constitute illegal discrimination.

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.

5313 BULLYING PREVENTION 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 media sites on any electronic device (private, public, or school owned), whether on or off the school campus, or during non-school hours.

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

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

Any reported bullying issue will be promptly brought to the attention of the appropriate party: the Pastor or the Principal or designee, and thereafter investigated.

Reference: *The Illinois School Code*, 105 ILCS, 5/27-23.7

LATE PICK UP

Students whose parents are late picking up will be returned to the school office with the after school car line supervisor and taken to after school care. This occurs approximately at 3:45PM. Parents will be subject to the aftercare drop-in charge. The current charge is \$5 per child from 3:45-4:00. After 4:00 the regular fee of \$20 will be applied even if it is just for a few minutes. Students who are being picked up after school must remain in the child safety zone, and not wait in other areas of the school campus or surrounding residential areas.

LITURGIES

K-8 students attend an all-school liturgy once a week. Preschool students attend mass approximately once a month. These Masses are prepared by the students, and involve them as lectors, commentators, psalmists, and gift presenters. This involvement paves the way for

future lay ministry. Parents, relatives and friends are invited to attend these liturgies, not only to support the work done by the students, but also to join the school community in worship and prayer.

Liturgies are scheduled at 8:15AM on Wednesdays or Holy Days of Obligation. Consult the monthly calendar for specific dates.

LUNCH

Children may bring their own lunch or order daily hot lunch. The lunchroom will include the following behaviors that all students should follow:

- All parent volunteers will be wearing name tags so that the student may address any request starting with the volunteer's name.
- Students will request help using "please" and "thank you".
- Each classroom will have their teacher assign two table captains whose responsibility it is to make sure their fellow students help clean up their lunch space prior to exiting the lunchroom.

As a reminder to parents, please note that the lunchroom is limited in its ability to hand out extra sporks, napkins, straws and wipes. Please provide these items in your child's lunchbox.

MEDICATION

The school is forbidden by Illinois State Law to administer medication without prior authority to do so. Students who are under a doctor's care must have a medical permission form and other required paperwork on file in the school office. The paperwork can be obtained in the school office, and must be signed by the doctor. The **doctor** and **parent** signatures must be on the appropriate paperwork before any medication is administered. All medications must to be brought to the school office in the original prescription bottle. **NO STUDENT IS PERMITTED TO RETAIN MEDICATION ON HIS/HER PERSON, OR IN HIS/HER LOCKER OR DESK** unless they have a stated request from a doctor to do so. Forms can be found at the school website. Please contact the school Nurse with any questions.

PHOTOGRAPHY AND VIDEOTAPING

If you do not wish for your child to be included in any photography or videotaping that may occur from time to time and may appear in the media, you must inform the school in writing **annually**. **Parents and students may not photograph anyone or anything in the school, on school grounds, or on the school bus without the express permission of the principal.**

PLAYGROUND CONDUCT

No rough play or misbehavior will be tolerated on the playground. Playground procedures are fully explained to the students. Only school equipment may be used on the playground. All staff, adult recess volunteers, and student patrol members should be respected at all times.

PLEDGE OF ALLEGIANCE

Each morning we will begin our day in prayer and with the Pledge of Allegiance.

RECEPTION OF THE SACRAMENTS

Students of All Saints Catholic Academy receive the Sacrament of the Holy Eucharist and the Sacrament of Reconciliation for the first time in the grade designated by their **home parish**.

The catechesis will occur at All Saints; but the reception of the sacrament will occur in the home parish. Parents help prepare their children for the reception of these sacraments, as well as attend the preparation meetings and any other requirements as requested by the home parish. Dates will be announced by the home parish well in advance of the reception of these sacraments. Parents must inform the home parish that they will be part of the sacramental group. This should be done at the start of the sacramental year.

REGULAR PROCEDURES

Daily AM Schedule: Kindergarten - Grade 8

7:30AM Students line up by class outside or enter the building in poor weather

7:50AM Students go to their locker and then to class

8:00AM School Starts - children not in their classroom are regarded as tardy

11:00-11:20 K, 1, 2 Lunch

11:20-11:40 3, 4 Lunch K, 1, 2, Recess

11:40-12:00 5, 6 Lunch 3, 4 and 7, 8 Recess (grades 7 and 8 will still have study hall and use of gym)

12:00-12:20 7, 8 Lunch 5, 6 Recess

** Jr. High will all have 20 minutes of math from 11:20-11:40

3:30PM Dismissal

Daily Schedule: Preschool - ASCA Main Campus

Students enter at Door 5 and exit the building at Door 1

3 year olds - 8:10AM to 11:15AM

4 year olds - 8:10AM to 12:30PM

Full Day Preschool dismisses at 3:15PM

RECESS

Our standard for outdoor recess is 20° or above wind-chill. When we have an indoor recess, we will be in the classrooms. Students wearing snow pants and boots will be allowed to play in the snow when we have outdoor recess. Students without the appropriate outerwear are asked to remain away from the snow. Students should always dress appropriately for the weather. Students may wish to add layers under their uniform (i.e. pants under skirts) during cold weather recess. Please make sure that all coats, hats, gloves, scarves, and boots are labeled with your student's name.

ROLLERBLADES AND SKATEBOARDS

For safety reasons, roller blades, skateboards or scooters are not to be brought to school.

SAFE TOUCH PROGRAM

There is safe touch education program for children in the Diocese of Joliet. The materials will be available for parents to view during Parent Conferences in November. This will be prior to scheduled instruction. Parents/guardians may choose to assume responsibility for this instruction. The process would be to send a letter to the principal requesting to opt-out of the school provided instruction. This is an annual requirement (an opt-out letter needs to be submitted each year).

SAFETY REGULATIONS

Parking Lot Safety - Drop-off and Pick-up Procedures

****PLEASE NOTE THE CHANGES FOR THIS YEAR**

There are Two Choices for Drop Off and pick up each day.

- **Drive Thru Drop Off will remain the same and drop off will take place outside the safety zone at Door 7**
- **Park and Walk Up Drop Off will be parking in the lot in front of Door 1 and escorting children to the safety zone between the cones in front of Door 1.**
 - **Please note : Students may NOT be dropped off in the parking lot and then told to walk to the safety zone without being accompanied by an adult.**
 - **There will be staff members in the parking lot to monitor.**

Door 1 is now the main entrance. Any student or parent wishing to enter the building must come through Door 1. The only exception will be the students who are dropped off by car in the drop off line. Door 7 will only be used for those students between 7:00-8:00. Any student being dropped off after 8:00 MUST come through Door 1 and be accompanied by a parent. Your child is tardy at this point and you must escort them in. You MAY NOT drive around to Door 7 after 8:00.

****Preschool will be using Door 5 (around the curve of the drop off line) to drop off their students between 8:00-8:15. NO OTHER CARS will be allowed to pass through at that time.**

AM DROP-OFF PROCEDURE

After 7:30 AM - NO EXCEPTIONS - ALL traffic enters the ASCA parking lot through the WEST ENTRANCE

1. Entering from the east is prohibited.
2. Teachers and volunteers who arrive after 7:30 must drive around the school and work their way around to the teacher/volunteer parking lot if they want to park there.
3. Those staying for mass on Wednesdays must also either drive around and then park in the main lot.

Parking is ONLY ALLOWED in the designated parking lot by Door 1

- Those choosing to park and walk their child(ren) **MUST** park in the designated parking lot and **NOT** in the eastern most lot and/or east of the traffic of the exiting car lane. **UNESCORTED CHILDREN walking to door 1 is still not allowed.** This is for two important reasons
 1. Safety
 2. Speed—pedestrian traffic slows the traffic for the drop off Lane

To facilitate more car volume--double up lanes for drop-off at posted sign (or by the volunteer).

- This will help accommodate those who still wish to park and walk their child(ren) to enter the parking lot and allow them to cross over the drop-off lane to access the parking lot.
- At the posted point (indicated by **NEW SIGNAGE**)—begin to merge. **Remember to be courteous!**
- Once traffic has returned to a single lane, resume the current drop-off protocol.
- **PULL FORWARD**—don't stop short and slow the line down for those behind you.
- Use the drop-off lane **ONLY** if your child(ren) can exit the car within a reasonable amount of time—i.e. if he or she has a large or heavy project that is too cumbersome to quickly exit the car you should park the car in the parking lot and walk them to door 1. Be considerate of others—keep the line moving.
- **THE LONE EXCEPTION** to the above rule is for those cars displaying the special handicap permit. In this instance, please pull past the orange cone to the designated area to ensure your child's /children's safety.

PM PICK-UP PROCEDURE

The pick-up procedure remains largely intact with the following exceptions:

1. No entrance through the east entrance—as posted already.
2. No parking in the east lot—exceptions for those who were already at school as a volunteer.
3. Parking is only allowed in the main lot by Door 1. **UNESCORTED CHILDREN walking from door 1 is still not allowed.**

REMINDERS:

- **No cell phone use on ASCA property—NO EXCEPTIONS. Holding a conversation while driving results in 'distracted driving', regardless if you are using a hands-free device.**
- No left turns from east exit before 3:45 PM
- **SLOW DOWN, PLEASE!**

Remember to be courteous and patient. Most important, for many, the procedure will be drastically different from your normal routine. **BE FLEXIBLE and ADAPT.**

Be more self-aware if going through the drop-off line.

- Be sure your child(ren) have the ability to exit your car quickly so as not to clog the flow of traffic
- Do not sit there and watch your child(ren) walk to the door—they do actually go to class
- Those who have a large class project and need more time to exit should park in the main lot and walk
- Pull as far forward as space and safety will allow—this will allow more cars to occupy the drop-off line, thus keep it as efficient as possible.
- Those with any physical disability should pull forward to the spot marked with a handicap sign. It is right across from door 9.
- No exit from the West side—all traffic must exit from the East. This will help avoid an oncoming crash, delays and obvious confusion.

It is important that we all follow this procedure. That is the only way it will work. **YOU** will set a bad example to your child(ren) if you show them that the rules do not apply to you. Remember, those little eyes see everything. You do not want to set a bad example.

The parking lot speed limit is 5 MPH. For the safety of our students, their families and school staff, cars reported as driving at an excessive speed will be reported to the Naperville Police Department. We require families to report all vehicle information (make, model, license) for family cars that will potentially enter the ASCA campus.

Thank you for putting the safety of our children first!

SCHOOL BOARD MEETINGS

The All Saints Catholic Academy School Board forms policy, which gives direction to the educational programs of the school in accordance with the guidelines and regulations established by the Joliet Diocesan Board and the Catholic Schools Office. Most meetings are open will be listed in each month's calendar. Meetings are typically the 3rd Tuesday of the month and begin at 7:00PM. Meetings are held in the Conference Room-190. For confidential matters, the Board may go into closed session.

SCHOOL HOME PARISH PARTNERSHIP - SHPP

The purpose of the Home School Parish Partnership is to unite all parents through volunteer efforts to enrich and enhance the Catholic education of all students.

Parents are welcome and encouraged to be involved in the many activities that SHPP plans and coordinates. While volunteering is not mandatory, the Home School Parish Partnership emphasizes the benefits that result from the personal involvement of all parents.

SECURITY

All parents and visitors must go directly to the Welcome Desk upon entering the building. All parents and visitors must enter and exit through **DOOR 1**. No one may go to any room without first registering their name and purpose at the Welcome Desk. The following Illinois School Code (Sec. 24-25) is to be observed for the safety and security of all.

All visitors are required to report directly to the Welcome Desk of the school to identify themselves and state their business. Any violators found in the building without permission are subject to prosecution as specified in the school code or by city ordinance.

SNACKS

Please provide a snack for nutrition and energy rather than empty calories. An approved snack list is included in this handbook. You **must follow the list** or your child will not be allowed to consume their snack in their classroom. **Peanuts, products containing peanuts, or products processed in a plant that is not peanut free** are NOT to be sent to school as a snack because of the potential of life threatening allergies, and because our classrooms **must be** 100% peanut free. Daily snacks and lunches should be healthy, low fat, and low sugar. You must select snacks from the Approved Snack List included in this handbook.

STANDARDIZED TESTS

Standardized tests are administered to grades 3-8, and results are sent home when available. The tests are ITBS and CogAT, which are administered in the Fall.

STUDENT ABSENCES/TARDINESS

The school office is to be notified of a student's absence no later than 8:30AM on the day of the absence. Parents may leave a message on the school answering machine (630-961-6125--X 121). Please send a note prior to planned absences. You may also email attendance@ascacademy.org **Please note that if you do not report your child's absence,**

we will call you or persons listed on your Emergency Contact list to confirm that your child is indeed absent.

Upon direction from the Regional Office of the Superintendent, schools are advised to require a doctor's note for absences of 3 days or longer. As a school who receives our recognition from the State of Illinois, we follow this practice. Please send a doctor's note for illness related absences of 3 or more days.

STUDENT REPORT CARDS

Report Cards are issued on a quarterly basis, and follow the Joliet Diocesan guidelines and format. Grade Kdg -3 is standards based (meets expectations, exceeds expectations, and needs improvement). Grade 4-8 is based on the following letter grade scale.

A	100- 93	OUTSTANDING
B	92 - 85	VERY GOOD
C	84 - 77	GOOD
D	76 - 70	IMPROVEMENT NEEDED
F	69 - 0	LITTLE OR NO PROGRESS

The Standards Based Evaluations are: Exceeds Expectations, Meets Expectations, Approaching Expectations, and Needs Improvement.

STUDENT RECORDS

The Family Educational Rights and Privacy Act and the Illinois Student Records Act are both followed by Diocese of Joliet Schools.

TARDINESS

Students are to be in their rooms and ready to begin instruction at 8:00AM. Punctuality is an important part of the child's development. Parents will be notified in the case of excessive tardiness. If you are aware your child will be late arriving at school, please notify the school office or send a note the previous day. Students tardy to school will receive a Respectful Reminder after the 3rd tardy. 3 Respectful Reminders will result in a Minor. 3 Minors will result in a detention.

TECHNOLOGY

The use of school-issued technology is a privilege and not a right of every student at ASCA. However, some teachers may require the use of technology either at school or home to complete certain assignments. There is an expectation that the use of school-issued technology (Chromebooks, class iPads, SmartBoards, etc...) should be done with the same care as if the technology was the student's personal property. Therefore, the following is a list of examples of previous year costs to fix or replace certain technological devices that were charged to individual students:

Replace/repair Chromebook carry case	\$25
Replace/repair Chromebook spine/hinges	\$35
Replace/repair Chromebook keys/keyboard	\$50
Replace/repair Chromebook screen	\$80

Parents are responsible for the payment to repair the student technology. If a student has had multiple occurrences of misuse of technology, they may also lose the privilege of using school-issued technology. This, however, will not exempt them from having to complete certain assignments. All decisions will be made by a combination of the teacher, director of technology, and the principal, and will be final.

TELEPHONE MESSAGES

We do not call children or teachers from their classroom during the school day to take phone calls. In our efforts to teach responsibility, students **WILL NOT be allowed to call** home for homework assignments, gym clothes, supplies, permission to visit a friend after school, etc. Students may call home for a forgotten lunch, but this must be approved by the Welcome Desk Assistant. Permission to use the phone requires a pass from the teacher. Parents who wish to communicate with teachers may leave a message for the teacher with the office or send an email.

TEXTBOOKS/CONSUMABLE MATERIALS

All textbooks are the property of All Saints Catholic Academy or the State of Illinois. Students are responsible for the condition of the books issued to them. Damaged books will be replaced or repaired at the student's expense. Students should not write, scribble or draw in any textbook or dictionary. Students also should not write in folders or workbooks except in accordance with the teacher's direction. Parents will be notified of the cost of lost or damaged books and materials.

UNIFORMS AND DRESS CODE

2017-2018 SCHOOL UNIFORM DRESS CODE

New for the 2017-2018 School Year

- Logos on polos, cardigan sweaters and sweater vests/pullovers
- New polo color introduced for both boys and girls – Grey
- Lands' End joins Schoolbelles as an approved uniform source for select uniform items that include polos, blouses, pants and shorts.
- Only students in Grades 6-8 will be required to change for gym.
- The navy blue sweater vest (or v-neck pullover sweater) for Grade 4-8 girls will **only be required to be worn on mass days from October through April**. They will be optional every other day.

Phasing in of New Uniform Requirements

We will allow non-logo polos and sweaters to be worn throughout the 2017-2018 school year. If you will be buying **new uniform items that have logo requirements**, please purchase polos or sweaters with the ASCA logo from Schoolbelles or Lands' End.

******All K-8 students will be expected to be in compliance with the school uniform dress code requirements by August, 2018.******

Definition of the 'Perfect Uniform'

The Perfect Uniform is required to be worn by K-8 students **on ALL MASS DAYS** as noted below:

- K-3 girls – jumper (no shorts or pants) with polo or blouse; dress shoes (no gym shoes)
- 4-8 girls – skirt (no shorts or pants) with polo or blouse; sweater vest or v-neck pullover sweater from October 1 through April 30 only; dress shoes (no gym shoes)
- K-8 boys – pants (no shorts) with polo; dress shoes (no gym shoes)
- ASCA Logo Sweatshirt may be worn over polo or blouse

Girls – Kindergarten through Grade 3

1. A choice of **two jumper styles** which **MUST BE PURCHASED FROM SCHOOLBELLES:**

- Round neck shift with front and back kick pleat or pleats
- Bib top jumper with all-around knife pleats

Leggings are not allowed to be worn underneath jumper. Bike shorts are allowed to be worn underneath jumper.

2. **Dress twill slacks** may be worn to school. Girl's slacks should be Navy Blue. Slacks **MUST BE PURCHASED FROM SCHOOLBELLES OR LANDS' END.**

- **Important Note:** Pants with back pockets are not allowed.

3. **Walking shorts** may be worn to school only during the months of August, September and May. Girl's shorts should be Navy Blue. Shorts **MUST BE PURCHASED FROM SCHOOLBELLES OR LANDS' END.**

4. Blouse/Polo Choices

- A white blouse with a Peter Pan collar. Sleeves may be long or short; however, there should be no lace or other decorations on the blouse.
- White knit polo with a *banded bottom* (which remains untucked). Polo is required to have the All Saints Logo and **MUST BE PURCHASED FROM SCHOOLBELLES OR LANDS' END.**
- White or Grey knit polo (long or short sleeved) that tucks in. Polo is required to have the All Saints Logo and **MUST BE PURCHASED FROM SCHOOLBELLES OR LANDS' END.**
- White knit polo with *Peter Pan collar*. Sleeves may be long or short. Polo is required to have the All Saints Logo and **MUST BE PURCHASED FROM LANDS' END.**

5. Cardigan Sweater (sweaters are optional for K-3)

- A round neck cardigan or v-neck pullover sweater may be worn. Sweaters should be Navy Blue. Sweater is required to have the All Saints Logo and **MUST BE PURCHASED FROM SCHOOLBELLES.**

Girls – Grades 4-8

1. A choice of **two plaid uniform skirts** which **MUST BE PURCHASED FROM SCHOOLBELLES:**

- Dior style (two kick pleats in front and back)
- Kilt style (wrap around with waistline closure)

2. **Dress twill slacks** may be worn to school. Girl's slacks should be Navy Blue. Slacks **MUST BE PURCHASED FROM SCHOOLBELLES OR LANDS' END.**

- **Important Note:** Pants with back pockets are not allowed.

3. **Walking shorts** may be worn to school only during the months of August, September and May. Girl's shorts should be Navy Blue. Shorts **MUST BE PURCHASED FROM SCHOOLBELLES OR LANDS' END.**

4. Blouse/Polo Choices

- A white oxford blouse with button down collar. Blouses may have long or short sleeves. Blouses may not have any decoration, trim or logos.
- White knit polo with a *banded bottom* (which remains untucked). Polo is required to have the All Saints Logo and **MUST BE PURCHASED FROM SCHOOLBELLES OR LANDS' END.**
- White or Grey knit polo (long or short sleeved) that tucks in. Polo is required to have the All Saints Logo and **MUST BE PURCHASED FROM SCHOOLBELLES OR LANDS' END.**

5. Uniform Sweater Choices

- A v-neck sleeveless sweater vest (most common choice) or v-neck pullover long sleeved sweater may be worn. Sweaters should be Navy Blue. Sweater is required to have the All Saints Logo and **MUST BE PURCHASED FROM SCHOOLBELLES.**

Important Note: Beginning this coming 2017-2018 school year, **the wearing of the sweater vest (or the v-neck long sleeved sweater) every day is optional for Grade 4-8 girls with one exception: sweater vests (or the v-neck long sleeved sweater) will be required to be worn on mass days from October 1 through April 30, where the Perfect Uniform is required.**

Boys – K-8

1. **Dress twill slacks** may be worn to school. Boy’s slacks should be Khaki colored. Slacks **MUST BE PURCHASED FROM SCHOOLBELLES OR LANDS’ END.**

- Belts must be worn if slacks have belt loops. Belts must be brown, black or blue (solid color only). Only K-1 students may wear pants without belts.
- Slacks must have straight legs, no cuffs, no side cargo pockets, and no baggy styles.

- **Important Note:** Pants with back pockets are not allowed.

2. **Walking shorts** may be worn to school only during the months of August, September and May. Boy’s shorts should be Khaki colored. Shorts **MUST BE PURCHASED FROM SCHOOLBELLES OR LANDS’ END.**

3. Polo Choices

- Navy Blue or Grey knit polo (long or short sleeved) that tucks in. Polo is required to have the All Saints Logo and **MUST BE PURCHASED FROM SCHOOLBELLES OR LANDS’ END.**

4. V-Neck Long Sleeved Sweater (optional)

- A v-neck long sleeved sweater may be worn. Sweaters should be Navy Blue. Sweater is required to have the All Saints Logo and **MUST BE PURCHASED FROM SCHOOLBELLES.**

Socks, Shoes, Sweatshirts and Gym Uniforms

Socks – K-8

- Crew socks, knee socks or tights that are solid navy blue, dark green or white may be worn.

- Footies or ankle socks in black or white are acceptable with tennis shoes.

Shoes – K-8

- All students should wear dress shoes to school each day from October through April, and in August, September and May on Mass Days.
- **Black, brown, or navy shoes are appropriate.** Color of shoes must be compatible with the uniform.
- Shoes **should not be** a boot style or a gym shoe style.
- The heel needs to be sensible and lower (not higher than 1 inch).
- Boys need a dress type shoe, not a black gym shoe type.
- **Gym shoes, play shoes, sandals, flip flops or boots are not proper classroom attire. Pastel, neon, patterned, gold, silver or other metallic or bright colored shoes are not acceptable.**

Concerning the **Sperry shoe brand**:

The styles below would be considered acceptable in accordance with the ASCA uniform policy – shoes should be basically one color in black, navy or brown.



The following shoe examples are not acceptable in accordance with the ASCA uniform policy -



Tennis shoes

- Boys and girls may wear tennis shoes daily in August, September and May (except on mass days). Shoes must be primarily black or white with one accent color—no neon please.

Tennis shoes that would be considered acceptable in accordance with the ASCA uniform policy



Tennis shoes that would not be considered acceptable in accordance with the ASCA uniform policy



Sweatshirt – K-8 (optional)

- Students may elect to wear the ASCA logo sweatshirt over their polo or blouse. This navy blue sweatshirt is required to have the ASCA Logo, and **MUST BE PURCHASED FROM SCHOOLBELLES.**

Gym Uniforms - Grade 6-8

Gym wear **MUST BE PURCHASED FROM SCHOOLBELLES.**

- **All students must wear gym shoes to gym class.** Each child needs a pair of gym shoes that must be left at school. These are used for gym and indoor recess.
- PE Uniforms are required in Grades 6 – 8.
- Students may change into their gym clothes in the boys/girls changing rooms in the gym.
- ASCA Gym T-Shirt (Gold with navy lettering) -required.
- ASCA Gym Shorts (Navy with gold lettering) -required.
- Gym clothes may be worn under the dress uniform.

Uniform FAQ's and Student Appearance

1. **Where do I purchase my student's uniform?** Uniforms may be purchased from Schoolbelles and/or Lands' End. Please note that some items can only be purchased from Schoolbelles, or only from Lands' End.
 - **Schoolbelles:** Orders can be placed by phone (1-888-637-3037, 1-708-598-8008 or 1-847-375-1394), via their company website (www.schoolbelles.com), or by shopping at a Schoolbelles retail store in Bridgeview or Des Plaines. **Schoolbelles will be at All Saints on Tuesday, May 9 from 3 – 5 pm** to personally fit your student for their school uniform. Unless purchased at a Schoolbelles retail location, all uniforms will be delivered directly to your home by Schoolbelles.
 - **Lands' End:** Please go to www.landsend.com/school to sign into or create your online account. ASCA's Preferred School Number is 900173949. Orders may also be placed by phone by calling 1-800-469-2222 (have our Preferred School Number handy).

Please be sure to select the school uniform option when ordering uniforms (spirit wear is also available for purchase at Lands' End, but these items may only be worn on Spirit Wear Friday).

Scrip may be used to purchase school uniforms.

2. **Does my preschooler have to wear a uniform?** No. Uniforms are optional for preschool students.
3. **What uniform options are acceptable on school mass days?** All students are required to be in **Perfect Uniform** on mass days.
 - Girls must wear jumpers or skirts (pants or shorts not allowed on mass days).
 - Boys must wear pants (no shorts allowed on mass days)
 - Dress shoes must be worn (tennis shoes are not allowed on mass days).
4. **Student Appearance Rules**
 - Students should always be well groomed, neat and clean.
 - Uniforms should be kept in good condition, and should be worn only with the approved socks and sweaters.
 - Care should be taken to see that blouses and polos are tucked in at all times. Good appearance enhances self-respect and self-worth.
 - Pin on buttons, jewelry, makeup and nail polish may **not** be worn, but girls with pierced ears may wear a single small post-type earring in each ear. No piercing, other than ear lobes is allowed. Pierced earrings for boys may not be worn to school.
 - Students may wear a traditional watch to school. Smart watches are not allowed to be worn to school. The school will not be responsible for the safe keeping, loss or damage of any watch or other jewelry.

- Hair should be kept neat and clean at all times, and extreme hairstyles are not permitted. Bangs must be out of the eyes. Students' hair must be their God-given color.
- Boys need to keep their hair trimmed to be above the collar line.
- Girls may not have their skirts shorter than 1" above their knee (based on the bend of the knee).
- All students are to be in complete uniform each day. If a student cannot be in uniform, a note from a parent/guardian explaining the reason is required. Students who are out of uniform without permission will receive a disciplinary report – 3 uniform violations equal 1 minor.
- The principal will make a determination on any questionable student appearance.

Please label all uniform items with your student's name. We can return lost/misplaced items that are labeled to students. A Lost and Found is maintained for all items that cannot be identified with a student.

VIOLENT INCIDENTS OR THREATS

The environment of a Catholic school should be one where respect for individuals prevails. If student behavior consists of acts of violence, threats, harassment and bullying, it should be reported to the school principal and all reports will be taken seriously. 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. Consultation is advised, however the principal and Pastor retain local decision-making responsibility for the remedy and its implementation. Every effort shall be made to provide help for both the person being mistreated and those alleged to be mistreating someone.

The Pastoral President (designated by the Board of Trustees) 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 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 and students, pastor and school board, 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 enter the 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 themselves or others. During the intervention process:

1. The pastor/school principal, with the CSO, has local decision authority.
2. The school principal has responsibility for overall coordination of services.
3. The principal, with CSO consultation, has responsibility for providing appropriate information to the staff, school board, Pastor, students, parents, school community, and, if deemed necessary, general public and press in a timely matter.

Counseling assistance to staff and students will be made available if the circumstances warrant.

WELLNESS POLICY

The annual ASCA Wellness Policy is available to all parents on the ASCA website under Facts and Forms/School Wellness Checklist.

We ask that **all school families** log onto (www.ascacademy.org) the ASCA website and review the following addendums, which can be found under Facts and Forms.

- A. Approved Snack List
- B. Calendar
- C. FOCUS Communication Plan
- D. Security and Crisis Management Plan
- E. Asbestos Management Plan
- F. Health, Dental and Vision Examination Forms
- G. Medication Order Form
- H. Pastoral Policy on Sexual Abuse of Minors
- I. Diocese of Joliet Student Agreement for Internet Access and Related Technology Use at School.
- J. Diocese of Joliet Acceptable Use Acknowledgement Form
- K. Diocese of Joliet Parent Guide: Understanding and Preventing Child Sexual Abuse

Diocese of Joliet Parent Guide: Understanding & Preventing Child Sexual Abuse

Dear Parents and Guardians,

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

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

Staff members at the Religious Education Office (815-221-6147) and at the Catholic Schools Office (815-838-2181) are available to help you. Please call them if you have any

questions about the material contained in this brochure or if you need more information.

SOME BACKGROUND INFORMATION

What Is Child Sexual Abuse?

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

Who Are the Offenders?

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

Who Is At Risk?

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

Why Don't Children Tell?

Some reasons children do not tell are:

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

Do Children Lie About Abuse?

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

PROTECTING YOUR CHILDREN

Here are some things you can do:

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

Safety with Babysitters

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

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

Guidelines for Single Parents

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

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

TEACHING PERSONAL SAFETY SKILLS

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

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

Teach Your Children These Rules

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

Types of Touches

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

- **Safe touches.** These are touches that keep children safe and are good for their bodies. Safe touches include hugging, holding hands, pats on the back, and an arm around the shoulder. Safe touches can also include touches that might hurt, such as removing a splinter.
- **Unsafe touches.** These are touches that hurt children's bodies, feelings, or spirits, for example, hitting, pushing, pinching, and kicking. This also includes the sexual touches described in the previous section. Teach children that these kinds of touches are not okay.
- **Unwanted touches.** These are touches that might be safe but a child doesn't want. These include the sexual touches discussed earlier. It is okay for a child to say *no* to an unwanted touch, even if it is from a familiar person.

For Young Children

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

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

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

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

Teach Assertiveness Skills

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

Safety on the Internet

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

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

For Teens or Pre-Teens

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

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

More Safety Tips for Teens

- Avoid drugs or alcohol, which reduce one's ability to think clearly and manage one's behavior.
- Always pour your own beverages at a party and keep them in sight. Date-rape drugs can be put in drinks and are often undetectable.
- Go to parties with a buddy and look after each other. Always have a safe way home.
- Meet a date in a public place or stay around others.
- Tell someone about the date, where it will take place, and what time it will end.
- Take a cell phone along if possible.

The Bottom Line

- *No* means *no* whenever a person feels pressured about anything and it should be respected!
- If a person says *no* and the other person continues to touch or to force touch it is abusive behavior.

- If a person forces another person to have sexual intercourse, it is rape, a criminal offense.

Safe Families

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

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

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

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

Family Fundraising Obligation (FFO)

Part of the tuition and fees structure at All Saints is the Family Fundraising Obligation (FFO). This is a per family fee set at \$500 for families with one or more students in kindergarten through 8th grade, and \$250 for families with one or more students only in preschool.

In the Diocese of Joliet, each school is required to offer families some fundraising opportunities as a part of the cost-to-educate plan. All Saints Catholic Academy works hard to keep fundraising at a minimum, and does not foster the concept of children making solicitations for their school. We offer each family an opportunity to meet their fundraising commitment in various ways. Please be advised that there will be, from time to time, other fundraisers at the school that **do not qualify for FFO credit**, but which may benefit other areas such as operating budget, classroom initiatives and various charitable activities.

It is our experience that families who systematically utilize a combination of the following approved programs will be most successful at meeting their FFO by the April due date.

Approved Fundraising Options for the Family Fundraising Obligation

1. Charleston Gift Wrap and Gift Sale

Each year we have a fall fund-raiser, selling wrapping paper and supplies and a selection of gift items as well as Christmas cards and magazines. This fundraiser begins with distribution of catalogs in late August, continues with orders placed in mid-September, and concludes with delivery of orders to the school or to buyers' homes in early November. By participating in this fundraiser, families will have the opportunity to earn a percentage of the total orders placed that will be credited toward their FFO balance.

2. Auction Item Donations

Our **Dinner Dance Auction (DDA)** is All Saints the biggest All Saints fundraiser. To receive credit toward their FFO commitment, families may donate their own auction items, or obtain item donations from businesses not presently solicited by the DDA Committee. The **winning bid amount** of the item(s) donated will be applied to their FFO.

The sale amount of auction items that can be applied to a family's fundraising commitment **will not exceed their \$500 or \$250 FFO for the school year**. There is no carryover or tuition credit on sale amounts in excess of a family's FFO commitment.

3. Scrip Cards and Certificates – Throughout the school year, we offer families the opportunity to purchase gift cards and certificates for grocery and department stores, gas stations, local restaurants, travel services and many other businesses. A percentage of the purchase offered by these retailers, etc. (typically 1 1/2% to 6%, but as much 10% or more) will be applied toward the fundraising commitment.

Families will receive credit for their fundraising obligation for all Scrip orders placed from March 1 through February 27 of the current school year. Orders received after February 27th will be credited towards next school year's fundraising obligation.

Please note that Scrip is the **last fundraising amount applied to your FFO calculation in March, after all other fundraising credits** (gift wrap, DDA donated item sales, etc.) have been applied. **Scrip is the only fundraiser that allows you to earn FFO credit for the current year, and possibly tuition credit for the next.** After all other fundraising credits are applied to your obligation, Scrip is then applied. Any remaining unused Scrip rebate will then be divided in half, with 50% of the remaining amount going to the family's tuition credit for the following year, and 50% of the remaining amount going to the school operating budget.

4. Direct Payment – Families who do not wish to fundraise may make a direct payment toward their FFO balance.

Unpaid Family Fundraising Balances

All Family Fundraising Obligation balances are due in full by 8 am on Monday, April 9, 2018. Balances unpaid after that date will convert to tuition by school policy; and loaded into and collected via each family's FACTS Tuition Payment Agreement in two payments scheduled on April 20 and May 21, 2018.