



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.

2021-2022  
PARENT-STUDENT HANDBOOK

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# GENERAL INFORMATION AND MISSION STATEMENT

## OUR MISSION

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.

## OUR VISION

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

## OUR VISION ELEMENTS

**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.

## DIOCESAN POLICIES

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

## ISBE RECOGNITION AND COMPLIANCE WITH ILLINOIS SCHOOL CODE

### **1470 NON-PUBLIC STATE RECOGNITION OF DIOCESAN SCHOOLS**

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

## **GENERAL INFORMATION**

The school day for full-day students (K-8) begins at 8:00AM and ends at 3:30PM. Students enter the school building and proceed to classrooms beginning at 7:45AM. 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](http://www.ascacademy.org)

School Office Hours are 7:30AM – 4:00PM

# ADMISSION, REGISTRATION, AND TUITION

**5110 NON-DISCRIMINATION** Schools operated under the auspices of the Diocese of Joliet admit students of any race, color, sex, national/ethnic origin to all the rights, privileges, programs and activities generally available to students at the schools. Questions and/or concerns regarding discrimination in admissions should be directed to the principal (if applicable) and the Superintendent of Schools in the Diocese of Joliet. The names of the elementary and secondary schools can be found in the OFFICIAL CATHOLIC DIRECTORY, published annually.

## **STUDENT FEES and STUDENT ACCOUNTS**

### **ASCA Tuition and Fees Payment Policy**

**All Saints Catholic Academy (ASCA)** plans and commits to tuition rates and fees, faculty and staff levels, and various other overhead, plant maintenance, and expenses based on projected school enrollment. In order to maintain these services over the entire year, and ensure that income from tuition and fees is assured, ASCA has established a tuition and fees payment policy.

**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. ASCA offers families three different payment plans, and all plans begin in July.

### **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 all FACTS related charges, which include the annual enrollment fee, and any late payment fees. For families who enroll and establish a FACTS account after July, the number of payments will be adjusted accordingly.

The ASCA Business Office will conduct semi-monthly and quarterly reviews of all FACTS accounts to ensure 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 and School Board President.

Any requests for a change to a 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 via email to the Business Office. 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 = \$25 Fee. Request #4 & #5 = \$50 Fee. Request #6 or more = \$100 Fee.**

If a family does not pay a charge by the payment due date, they will be assessed a late fee by FACTS. **Late fees cannot be waived.**

### **Refund Policy**

The **All Saints Catholic Academy School Board of Directors** has made every effort to thoughtfully establish tuition rates with great stewardship towards providing an excellent academic and faith based education for our students and school families. There are budgetary, staffing and student allocation issues that are impacted when a student withdraws from school. Our refund policy recognizes that there are revenue and cost considerations associated with a withdrawal prior to the end of the school year.

## **Tuition**

- Students who withdraw prior to August 1 will receive a refund of 100% of tuition paid at time of withdrawal.
- Tuition will be required for **all months from August through May in which a student has been enrolled**, regardless of the number of days of attendance in the month of withdrawal.
- School families must notify the school of withdrawal in writing, noting the last date of attendance for their student(s).

For example, the ABC family has a student in 4<sup>th</sup> grade. They are members of one of our sponsoring/supporting parishes, and their tuition obligation for the school year is \$6,100. They are relocating, and withdraw from ASCA on February 3. The amount of tuition that the ABC family is responsible for is:  $7 * \$610 = \$4,270$ . How was this calculation made? The total number of months from August – February total 7 months. \$610 was calculated by taking the total amount of tuition owed for the school year, or \$6,100, and dividing that by 10 (10 is the total number of months from August through May).

**Due to families having different FACTS tuition payment plans and payment dates, please note that there will be no refund of monies collected in excess of the tuition amount due; and payment will be required for any additional tuition that may be due at the time of withdrawal.**

Student records cannot be transferred for families who leave the school with unpaid tuition, fees, FFO, or other obligations, and final report cards may be held. Families with unpaid monies owed to the school will be referred to a collection agency.

## **Fees**

Please note that **all fees are non-refundable**.

Fees include the following:

- Registration/Re-enrollment Fees
- Instructional Fees
- Technology Fees
- ASPA Fees
- Graduation Fees

## **Family Fundraising Obligation**

The Family Fundraising Obligation (FFO) is \$250 per family for families who have only preschool students and \$500 per family for families who have K-8 students. Families are given a number of options throughout the school year to earn toward their FFO.

The FFO is assessed by the number of quarters enrolled for families who withdraw prior to the end of the school year. Payment will be required for any amount that is due at time of withdrawal. **There will be no refund of FFO monies earned beyond the amount that is due** at the time of withdrawal.

For example, the XYZ family has a student in 1<sup>st</sup> grade, and withdraws from ASCA in November (the 2<sup>nd</sup> quarter of the school year). They are responsible for ½ of their \$500 FFO, or \$250. They have earned \$55 from purchases of Charleston Wrap. They owe ASCA \$195, which is the difference of \$250 (½ of FFO owed) and the \$55 that they earned from the wrapping paper purchases.

### Family Fundraising Obligation (FFO)

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 March of the current school year.

**Please note that all fundraising opportunities are OPTIONAL.** Fundraising is offered with different purposes to satisfy the following goals:

1. Assist school families in meeting their \$500 (K-8 families) / \$250 (PK only families) Family Fundraising Obligation (FFO).
2. Assist the ASCA 7<sup>th</sup> Grade Class with funding for their 8<sup>th</sup> grade class trip and other activities.
3. Assist the school in support of the school budget.
4. Assist students with grade level philanthropic fundraising and other targeted fundraising projects.

### ASCA Fundraising Snapshot

Fundraiser	When	Fundraiser Supports	FFO Dedicated	Goal \$
Annual Appeal	Nov. to Jan.	School Budget	No	52,500.00
Charleston Wrap	Fall	FFO	Yes	10,000.00
DDA (SSVC)	Spring	School Budget/FFO	Yes/No	90,000.00
Elan Family Photo Days	Fall	School Budget	No	
Fun Fair	January	Next Year's Graduating Class	No	8,000.00
Fun Run	Fall	School Budget	No	27,500.00
No Cookin' in the Kitchen	Once a month	School Budget	No	
Out-of-Uniform	All Year	Graduating Class Activities	No	8,000.00
Poinsettia Sale	December	FFO	Yes	1,000.00
Shop With Scrip	All Year	FFO	Yes	21,000.00

Considering that fundraisers vary from one year to another, below is a list with explanations from previous years. They are offered as options to meet your Family Fundraising Obligation, the graduating Class fundraising or as an important way to help support the school budget. ALL of our fundraisers are OPTIONAL.

### **Annual Appeal**

The Annual Appeal is a very important part of our fundraising and extends out to many beyond our present school community. Letters are sent out in November to school families, alumni, past donors, faculty and staff.

### **Charleston Wrap**

Charleston Wrap takes place in August with the delivery in September.

### **Dinner Dance Auction - DDA (SSVC)**

The Dinner Dance Auction is by far our largest and most important fundraiser. DDA (SSVC) activities run from October to the event date, usually late February to early March. There are many ways to participate in supporting this event which include volunteering, attending and/or donating. Families can donate items to the Live or Silent Auction and a portion of money raised can be used to offset your FFO. Please discuss with the DDA (SSVC) chairs for more information as there are certain guidelines.

### **Elan Photo Days**

Elan is ASCA's official photographer and offers beautiful outdoor fall family portraits. They also donate their Sitting Fee and 10% of all photography orders to ASCA.

### **Fun Fair**

The Fun Fair is a fun evening for the whole family and is held at the end of Catholic Schools Week.

### **Fun Run**

This yearly event, held in October, is a lot of fun for students running laps around a track. Families gather pledges from people they know.

### **No Cookin' in the Kitchen**

This is a once-a-month fundraiser that runs throughout the school year. Each month a restaurant is featured and they pay a rebate to ASCA for a portion of the receipts. This is a great way to solve your dinner problems, get social with other school families and support the school.

### **Out of Uniform**

Out of Uniform Passes may be purchased in September and can be used on predetermined days during the school year.



**Poinsettia Sale**

Christmas poinsettias are ordered online in November and delivered in December.

**Shop With Scrip**

Shop With Scrip is a program that allows you to purchase gift cards from more than 700 retailers and earn a rebate. Families can use Scrip to pay for gas, groceries, restaurants, home improvements, clothing, and entertainment.

**Family Fundraising Obligation Calculation**

The Family Fundraising Obligation calculation has a specific order that the credits are applied to your balance, the calculation is explained below:

**Fall of each year**

Family Fundraising Obligation of \$500 or \$250 loaded into each family’s FACTS account

**At the end of each Quarter**

All applicable Fundraising Activity Credits (except SCRIP) are entered to each family’s FACTS account

**After the Dinner Dance Auction**

Credits for the DDA are entered to each family’s FACTS account

**SCRIP**

SCRIP credits are the last to be applied to each family’s FFO account balance.

If after all the credits are applied to a family’s FACTS FFO account, including SCRIP, results in a credit balance in that FFO account, then half of that amount will be applied to the family’s next year’s tuition.

**Example:**

Family Fundraising Obligation \$500.00

**Credits Applied**

Charleston Wrap..... \$240.30

Poinsettia ..... \$10.00

DDA ..... \$240.00

FFO Balance prior to SCRIP credits..... \$9.70

SCRIP..... \$200.00

SCRIP applied - results in a credit balance.... \$(190.30)

**Amount applied to the family’s next year tuition account \$ (95.15)**

**Remaining Family Fundraising Balances**

Remaining Family Fundraising balances will be processed through the FACTS system on May 1st.

**EMERGENCY CARD FAMILY INFORMATION**

Emergency cards are issued for each student and are kept on file in the school office. These cards are generated from your child's School Speak account. If any information changes throughout the school year, parents are to make the changes in School Speak or 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.

# **ACADEMIC POLICIES**

## **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 Benchmark scores in both math and reading 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.

### **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 7<sup>th</sup> 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 8<sup>th</sup> grade

#### **Criteria for JH 8<sup>th</sup> Grade Honors LA Placement if not in the class in 7<sup>th</sup> 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

## **FAMILY LIFE CURRICULUM**

Parents are partners in this important dimension. Included in our Religion curriculum is the Family Life Series by Benzinger Publishing. 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.

## **FIELD TRIPS**

Field trip forms will be sent via hard copy and then will be available on the school website for download should you need another. 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.

## **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 As in the quarter. The A-B Honor Roll indicates a student has earned all As and Bs in the quarter. The student will receive recognition from the principal for this honor.

## **MID-TERM GRADES, REPORTING AND ELIGIBILITY**

Midterm grades are issued quarterly. 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 are raised to a minimum of a C-. Parents of 5-6-7-8 grade students should monitor the grades online through SchoolSpeak on a weekly basis to ensure that their student is not in danger of grade ineligibility. 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. ***Parents are NOT to contact teachers to ask them to grade assignments in order for a student to become eligible.***

Junior high classroom teachers will try to publish grades on a weekly basis so that students and parents can stay informed of the progress being made.

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. The principal will check grades on Monday morning and Friday morning and will then contact the athletic director about student athlete eligibility.

### **SAFE TOUCH PROGRAM**

There is a 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).

### **STANDARDIZED TESTS**

Standardized tests are administered to grades 2-8, and results are sent home when available. The tests are IOWA and CogAT.

### **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.

**\*\* Please note that Jr. High students must achieve 4 points in a year in order for a specific class to be considered passed. An A=4 points, B=3 points, C=2 points, D=1 point, F=0 points. Any combination of the above for 4 quarters totaling 4 or more points is acceptable.**

### **STUDENT RECORDS**

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

# ATTENDANCE

## **ATTENDANCE**

### **5145 ATTENDANCE**

The State of Illinois provides by law for compulsory attendance of all children between the ages of seven and sixteen years.

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

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

## **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:

8:01AM – 9:00AM = 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 make-up work home until a child has been absent three days. If the absence is 3 days or longer, you may request make-up work by 11:00AM, and it will be sent to the Welcome Desk 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 3:30PM- 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 3:30PM-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.

*Absences due to illness or quarantine related to the COVID-19 pandemic will be addressed on a case-by-case basis. The classroom teacher and school administration will work with families during this process to provide work as needed and prevent students from falling behind.*

### **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 service (630-961-6125--X 121). Please send a note prior to planned absences. You may also email [attendance@ascacademy.org](mailto: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.**

### **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 arriving late to school, please notify the school office or send a note the previous day. Students tardy to school will receive a Respectful Reminder after the 3<sup>rd</sup> tardy. 3 Respectful Reminders will result in a Minor. 3 Minors will result in a detention. **\*\* Please note that students who are tardy for a medical reason MUST provide a doctor's note in order to be excused. All tardies without a doctor's note will be counted as unexcused.**

### **EARLY DISMISSAL**

For an early dismissal, a student must have a note or email 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.

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 and appropriate identification.

## **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 3:35PM. Parents will be subject to the aftercare drop-in charge. After 4:00 the regular fees 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.

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

### **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 7:30AM must drive around the school and work their way around to the teacher/volunteer parking lot if they want to park there.

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

- 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.
- **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.

### **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 and use the **passenger side of car only**
- Pull as far forward as space and safety will allow—this will allow more cars to occupy the drop-off line, thus keeping 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.

**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!**



# COMMUNICATIONS

## **COMMUNICATIONS**

Parent newsletters are sent electronically weekly, and contain calendar updates and pertinent school information. Principal newsletters are sent each Thursday via email. Each Sunday a “Weekly 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.

## **CONFERENCES**

Parent-Teacher 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 voicemail; however, office personnel will take a message), or by sending an email to the teacher. The staff may request a spring conference with parents where appropriate or necessary.

## **MESSAGES TO YOUR CHILD**

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 2:30PM. That way, we can notify your child before dismissal. We appreciate your help with this! Thank you.

## **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, Chromebooks, 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 Attendant. 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.

# BEHAVIORS AND CONDUCT

<b>DISCIPLINE CODE</b>
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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 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 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 which are unbecoming of a Catholic School student, and which will not be tolerated at All Saints Catholic Academy are:

- Disrespect for God, adults, or other children
- Racially Insensitive or Divisive Actions
- 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 **Respectful Reminder or a Minor** (to be decided by teacher and administrator based on severity and frequency of behavior). More serious infractions of the preceding and related offenses will be directed to the administration (where a **Major** may be issued). 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.

Parents will be notified of discipline matters via email, phone call, or form sent home.

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 Respectful Reminders: 1 Minor
- Step 2: 3 Minor Offenses: 1 Major Offense
- Step 3: 1st Major Offense: 1 day detention.
- Step 4: 2nd Major Offense: 1 day detention and parent/teacher conference.
- Step 5: 3rd Major Offense: 1 day detention and teacher/parent/principal conference.
- Step 6: 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 7: 5th Major Offense: 1 day external suspension, denial of above privilege(s).
- Step 8: 6th Major Offense: 2 day external suspension, denial of above privilege(s), parent/teacher/principal/pastor conference.
- Step 9: 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 10: 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 3:30-4:15. 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 the 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 Superintendent of Catholic Schools and the parents of the child. 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.

### **CELL PHONES**

Students are **not allowed** to have cell phones or other electronic devices on their person during the school day. All cell phones brought to school by students must be turned off and left in the child's backpack for the duration of the school day. Any cell phone or other electronic device on the person of a student or making noise during the school day will be confiscated and held by the principal. The cell phone/device will only be returned to a parent.

### **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.

### **6745 SOCIAL MEDIA**

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

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

## **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 Superintendent of Catholic Schools 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.

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, 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, and CSO, school principal, that the offending party is not a danger to themselves or others. During the intervention process:

1. The 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, students, parents, school community, and, if deemed necessary, to the general public and press in a timely manner.

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

# **TECHNOLOGY**

## **TECHNOLOGY**

All Technology devices used at All Saints Catholic Academy must be school issued.

Students who are leasing their devices will have a warranty to cover most repairs that may be needed. If the repair is not covered, or if the device does not have a warranty, the actual cost of the repair/replacement will be communicated to the parent.

The use of school-issued technology is a privilege and not a right of every student at ASCA. There is an expectation that the use of school-issued technology (Chromebooks, iPads, SmartBoards, etc...) should be done with the same care as if the technology was the student's personal property. All students and parents are required to read and sign the Technology usage agreement on SchoolSpeak before any device will be issued.

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.

# UNIFORMS AND DRESS CODE

## 2021-2022 SCHOOL UNIFORM DRESS CODE

Logos **are required** on the outermost uniform item worn, which includes all polos, sweaters, and sweatshirts. Logos are not required on uniform blouses worn beneath jumpers, on uniform jumpers or skirts, or on uniform pants or shorts.

### Definition of the 'Perfect Uniform'

The **Perfect Uniform** is required to be worn by K-8 students **on Mass days** as noted below:

- **K-3 girls** - jumper or pants with ASCA polo, blouse, uniform sweater or uniform sweatshirt; dress shoes (no gym shoes or shorts)
- **4-8 girls** - skirt or pants with ASCA polo, blouse, uniform sweater or uniform sweatshirt; dress shoes (no gym shoes or shorts)
- **K-8 boys** - pants with ASCA polo, uniform sweater or uniform sweatshirt; dress shoes (no gym shoes or shorts).

### 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 jumpers.** Students may wear footed tights. Bike shorts are allowed to be worn underneath jumpers.

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 patch pockets or cargo pockets are not allowed. Only back welt pockets, which Lands' End and Schoolbelles pants have, are allowed.
3. **Uniform Walking shorts** may be worn to school before October 1 and after April 15. 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. **Uniform Cardigan Sweater (optional)**

- A round neck cardigan or v-neck pullover sweater may be worn. Sweaters should be Navy Blue. Sweater is required to have the ASCA Logo, and must be purchased from **SCHOOLBELLES OR LANDS' END**.

### 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 patch pockets or cargo pockets are not allowed. Only back welt pockets, which Lands' End and Schoolbelles pants have, are allowed.
3. **Walking shorts** may be worn to school before October 1 and after April 15. Girl's shorts should be Navy Blue. Shorts **MUST BE PURCHASED FROM SCHOOLBELLES OR LANDS' END**.
4. **Blouse/Polo Choices**
  - 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 (Optional)**
  - A v-neck sleeveless sweater vest (most common choice) or v-neck pullover long sleeved sweater may be worn, and are optional. Sweaters should be Navy Blue. Sweater is required to have the All Saints Logo.
6. **Hosiery**  
Girls in Junior High – Grades 6 – 8 – are required to wear tights from November through March. Tights may be Navy, White, Black, Grey, or Dark Green.

### 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.
    - o **Important Note:** Pants with back patch pockets or cargo pockets are not allowed. **Only back welt pockets**, which Lands' End and Schoolbelles pants have, **are allowed**.
2. **Walking shorts** may be worn to school before October 1 and after April 15. 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, and is optional. Sweaters should be Navy Blue. Sweater is required to have the All Saints Logo.

**Socks, Shoes, Sweatshirts and Gym Uniforms**

**Socks – K-8**

- Crew socks, knee socks or tights that are solid navy blue, grey, black, dark green or white may be worn.
- Footies or ankle socks in black or white are acceptable with tennis shoes.
- No show socks are not acceptable.

**Shoes – K-8**

- All students should wear dress shoes to school each day from October through April 15, 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 **directly below** would be considered acceptable in accordance with the ASCA uniform policy – shoes should be basically one color in black, navy or brown. **Dress uniform shoes should not have the teacher white rubber bottom, as these would be considered a gym shoe.**



The shoe examples **directly below** are not acceptable in accordance with the ASCA uniform policy.



**Tennis shoes**

- Boys and girls may wear tennis shoes with their uniform daily before October 1 and after April 15 (**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 – Fleece Jacket – ¼ Zip Sweatshirt – K-8 (optional)**

- Students may elect to wear these ASCA logo choices over their polo / jumper.

**Gym Uniforms - Grade 6-8**

At this time, **the requirement for the purchase of gym uniforms has been suspended, and will not be required for the 2021-2022 school year.**

**Uniform FAQs 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](http://www.schoolbelles.com)), or by shopping at a Schoolbelles retail store in Bridgeview or Des Plaines. 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](http://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. Lands' End sales do apply to uniform purchases.

2. **Does my preschooler have to wear a uniform?** No. Uniforms are optional for preschool students.

### 3. 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, 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 necklaces of a religious nature and a traditional watch to school. Smart watches/Apple 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 while maintaining that bangs are kept out of the eyes.
- Boys who are shaving facial hair must remain clean shaven each day.
- 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.**

### 4. Occasional Out of Uniform Days

- On out of uniform days, conservative dress is what is acceptable.
- Leggings or jeggings are **not allowed** unless accompanied by a tunic length shirt.
- Shorts must be long enough. For girls, they should not be higher than the ends of their fingertips when their arms are at their sides.
- No spaghetti straps or strapless tops.
- No flip flops or open toe sandals.

**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 table is located at Door 1 for all items that cannot be identified with a student.**

# FAITH

## **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 Fridays or Holy Days of Obligation. Consult the monthly calendar for specific dates.

## **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 ASCA, 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.

# HEALTH AND WELLNESS

## HEALTH & SAFETY

### ACCIDENT & ILLNESS

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. **Please Note:** Any student who presents with a fever above 100.4 at school will be sent home.

#### In case of accident or illness at school this procedure will be followed:

1. First aid is administered
2. If serious, parents are contacted. Paramedics will be called for potentially life-threatening situations or for serious injuries.
3. If the parents cannot be reached, the local emergency contact provided by the parents will be called. Please be certain that we have at least two emergency numbers to call in case we can't reach either parent.

Please do not give a person's name and number as emergency contact who is gone during the same hours you are away from home. Please keep these numbers up-to-date when people move or change jobs. Also, the person(s) given as emergency contacts should consent to be listed. They should be informed they may be asked to come to pick up a sick child. Emergency cards are used in case of illness or accident and for demographic information.

If the parents or emergency numbers cannot be reached, emergency medical services may need to be utilized, or a local doctor may be contacted.

All accidents, no matter how minor, are to be reported to the teacher in charge, who will refer to the health office if necessary. Accidents occurring on the way to school should be reported to the nurse immediately upon reaching the school building. If the nurse is not in the building, accidents should be reported to the school office.

### Physical Examination

A physical examination completed by a licensed physician or nurse practitioner is required for entrance into Preschool, Kindergarten, sixth grade, ninth grade, and/or when transferring into State of Illinois schools for the first time. These forms should be turned into the school by the first day of school, but no later than October 15th of the year of the required examination.

Exam reports for out-of-state students must be turned in by October 15 or within 30 days of enrollment, whichever comes first. Exam forms are also available at your health care provider's office.

The health history portion of the physical examination form must be completed and signed by the parent for the physical to be considered valid by the state of Illinois.

The exam must be dated within one year prior to the date the student enters school.

### **Dental Examination**

The state of Illinois requires that all students in Kindergarten, second and sixth grades have an oral health examination performed by a licensed dentist. Following your child's exam, please have your dentist fill out the form required by the state of Illinois and return it to the health office no later than May 15 of the year of the required exam. The exam must have been performed any time within an 18-month period prior to this due date. Exam forms are also available at your dentist's office.

### **Vision Examination**

The State of Illinois requires that all students entering Kindergarten or entering school for the first time from out of state shall have an eye examination from an eye doctor before October 15 of the year of the required exam or within 30 days of enrollment for new students from out of state. Eye exam forms are also at your eye doctor's office.

When recovering from an illness, children must be fever free and no longer throwing up for at least 24 hours (without the use of any type of medication) before returning to school.

### **WELLNESS POLICY**

The annual ASCA Wellness Policy is available to all parents on the ASCA website.

### **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.

### **SNACKS**

Please provide a snack for nutrition and energy rather than empty calories. **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.

### **Snacks and Food in School**

It is difficult to keep up with the **ever changing variety of snack products that are on the market** which would include new product offerings (or changes to existing products), ingredient/recipe changes, and changes in manufacturing facilities. You may wish to visit the website [snacksafely.com](https://snacksafely.com) for more information on allergy friendly snacks; or view their **Safe Snack Guide** at <https://snacksafely.com/safe-snack-guide/> which is updated periodically throughout the year.

We highly recommend that you **always read the product label for all snacks before purchasing a product because manufacturers may change their ingredients and processes at any time.**

We realize there are many other students with other allergies as well such as wheat or dairy among other

items. These allergies are typically present when a food has been ingested. For this reason we ask that NO students share food with another student.

## **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.

## **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 the correct medical permission form and parent authorization form both signed before any medication is administered.

1. Prior to administering any medications (long-term, short-term, prescribed, or over-the-counter) at school, the school medication permission form, both signed by the physician and parent, shall be completed, authorizing the school to administer the medication. Permission forms shall be renewed every year or whenever changes in medication or the health of the child occurs. Forms are kept in the health office. Permission forms are available online and in the school office.
2. Medication shall be brought in an original labeled container clearly marked with student's name, prescription number, medication name/dosage, administration route, date and refill, licensed prescriber's name and pharmacy address and phone number. Over-the-counter medication shall be in the original container, unopened, with ingredients listed and child's name affixed to the container.
3. A medication supply will be accepted one week prior to school, dropped off to the nurse when the doctor and parent permission are received. Parents will be asked to pick up unused medication at the end of the school year or when medication is discontinued.
4. By Illinois law, the only medications a student may carry and self-administer are asthma rescue inhalers, epinephrine auto injectors for severe allergy, and insulin/diabetic supplies. All Saints Catholic Academy, its employees and agents are to incur no liability as a result of any injury arising from self-administration of medication.
5. A student may carry pharmacy prescription-labeled rescue inhalers only when the parent signature is on the Authorization for Administration of Medicine form and if a copy of the rescue inhaler prescription label has been provided to the nurse. An asthma action plan is requested for the nurse's file.

### **Re-admittance of Pupil Following Injuries, Hospitalization, Surgeries**

Students are required to present a note from a physician or nurse practitioner stating the student can return to school, following discharge from a hospital admission, surgery, or an illness with absence from school for more than five days.

Any temporary restrictions or accommodations needed after an injury or surgeries require written orders from a physician or nurse practitioner. Examples include PE restrictions/modifications and use of crutches/wheelchairs. Appropriate footwear, such as tennis shoes and other supportive shoes (no flip-flops) must be worn when using crutches for safety reasons. A physician note is required when the student may return to PE.

### **Following Contagious Illness**

We ask parents to notify the Health Office as soon as possible if the student develops a potentially contagious

illness, including but not limited to Covid-19, mumps, chicken pox, measles, whooping cough (pertussis), impetigo, strep throat, scarlet fever, Fifth's Disease, and conjunctivitis.

Some illnesses may require a written back-to-school clearance signed by a physician. All Saints Catholic Academy follows the Illinois Department of Public Health's (IDPH) "Communicable Disease Guide" for determining the control of cases, including exclusion from school. Diseases are reported to the DuPage County Health Department as mandated by the IDPH.

The determination of whether the student with a communicable and chronic infectious disease shall be permitted to attend school in a regular classroom setting or participate in school activities with other students shall be made on a case by case basis by the Communicable and Chronic Infectious Disease Review Team, the student's personal physician, and local health authorities.

### **Following Skin Rashes**

Students with any type of rash, sore, or other skin conditions should not come to school until the condition has been evaluated and identified by a physician who provides a written release to return to school to the school health office. The release should include the diagnosis, treatment plan, and any information about precautions/restrictions to take at school.

After a student has been released to return, any open wound or sore must be covered with a dressing taped on all four sides.

### **Following Pediculosis (Head Lice)**

All Saints Catholic Academy's policy reflects standard practice as recommended by the Center for Disease Control, American Academy of Pediatrics, the National Association of School Nurses, and the Harvard School of Public Health. These organizations recommend that the management of pediculosis should not disrupt the educational process or create unnecessary absenteeism.

When lice/nits are found on a child at school, that child's parent/guardian will be informed. The child will be picked up from school by the parent. Once the child is treated for lice, the child may return to school with proof of treatment. Proof of treatment may be in the form of a physician statement, receipt for the product used, or the box top from the product used. The child will then be readmitted to class. The child will typically be back in class the next morning.

### **6830 ALLERGIES**

If a student has been diagnosed by a physician to have allergies and the necessity to self-administer and to self-carry an epinephrine auto-injector, a signed parent permission notification and a signed physician authorization must be provided to the school either at the start of a new school year, upon enrollment, or immediately following diagnosis of such requirement. Both the parental permission and physician authorization will be held on file at the school. Parents/guardians please be informed that the school and its employees and agents incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or the use of an epinephrine auto-injector by the student.

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



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

#### **6840 ASTHMA**

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

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

#### **6850 DIABETES**

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

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

#### **Diabetes Care Plan Requirements:**

- It is the responsibility of the student's parents or legal guardians to share health care provider instructions concerning the student's diabetes management during the school day.
- The diabetes care plan shall include the treating health care provider's instructions concerning the student's diabetes management during the school day, including the copy of the signed prescription and the methods of insulin administration.
- The services and accommodations specified in the diabetes care plan shall be reasonable, reflect the current standard of diabetes care, include appropriate safeguards to ensure that syringes and lancets are disposed of properly, and include requirements for diet, glucose testing, insulin administration, and treatment for hypoglycemia, hyperglycemia, and emergency situations.
- A diabetes care plan shall include a uniform record of glucometer readings and insulin administered by the school nurse or delegated care aide during the school day using a standardized format provided by the State Board of Education.
- A diabetes care plan shall include procedures regarding when a delegated care aide shall consult with the parent or legal guardian, school nurse, where available, or health care provider to confirm that an insulin dosage is appropriate.

- A diabetes care plan shall be submitted to the school at the beginning of the school year, upon enrollment, or immediately after a student's diagnosis, or when a student's care needs change during any given school year. Parents shall be responsible for informing the local Catholic School in a timely manner of any changes to the diabetes care plan and their emergency contact numbers.

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

## LUNCH AND RECESS

### **LUNCH**

Children may bring their own lunch or order a daily hot lunch. Respectful behavior is expected in the lunchroom.

- 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.

***Please note: Soda pop will not be allowed at lunch. Students may bring a drink from home or purchase milk or water.***

### **RECESS**

Our standard for outdoor recess is 20<sup>0</sup> 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.

# **ATHLETICS**

Please see the Athletic Handbook through the school website.

## **6510 INTERSCHOLASTIC ATHLETICS**

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

Each local school provides interscholastic sports for boys and girls.

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

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

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

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

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

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

All athletes in grades 5-8 must show proof of an annual sport physical. 6th grade physicals as well as sports physicals are a state requirement. Our diocese requires annual physicals of all athletes in grades 5-8. Without a physical, students will not participate in practices or games. Physicals are also required for 4<sup>th</sup> grade instructional programs and intramurals. This information is required by law on the first day of school, with an extension time of October 1<sup>st</sup> for students who begin school on the first day. Any students entering school after the first day will be allowed 30 days from their entrance date to comply with this policy. Children can be excluded from school if they are not in compliance with the requirements.

## **6515 Concussion Management Policy**

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

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

**Concussion Signs and Symptoms**

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

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

**Removal and Return to Play**

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

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

- a coach;
- a physician;
- a game official;
- an athletic trainer;
- the student's parent or guardian or another person with legal authority to make medical decisions for the student;
- the student; or any other person deemed appropriate under the school's return-to-play protocol.

A student removed from an *interscholastic* athletics practice or competition may not be permitted to practice or compete again following the force or impact believed to have caused the concussion until:

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

### **Licensed Health Care Professional**

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

### **Concussion Policy/Fact Sheet**

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

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

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

Each school shall also use education materials provided by the Illinois High School Association, and Illinois Elementary School Association see links below, to educate coaches, student-athletes, and parents/guardians of student-athletes about the nature and risk of concussions and head injuries, including continuing play after a concussion or head injury.

<http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx>

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

### **Concussion Oversight Teams (COT)**

Each school shall form a Concussion Oversight Team (COT). The COT's primary function will be to develop return-to-play and return-to-learn protocols for students believed to have experienced a concussion. The protocols should be based on peer-reviewed scientific evidence consistent with guidelines from the Center for Disease Control and Prevention. These teams can contain a range of individuals based on the resources

available to the school in their community or neighborhood but must include one person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols.

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

### **Coaches Training**

All *interscholastic* coaches and licensed officials will need to complete a training program of at least two hours on concussions. Coaches, nurses, and game officials must provide the school with proof of successful completion of the training. Training must be completed every two years. Head coaches and assistant coaches must complete the required training. Compliant courses are available on the IHSA and IESA websites. *IESA member schools may access the course through the IESA Member Center. It is recommended all elementary schools with athletics join the IESA-\$75 dues-to allow access to these materials.*

### **Emergency Action Plan**

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

[http://www.ihsa.org/documents/forms/current/Emergency\\_Action\\_Plan\\_Form.pdf](http://www.ihsa.org/documents/forms/current/Emergency_Action_Plan_Form.pdf)

### **Guidelines**

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

### **Compliance**

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

### **Some Additional Resources**

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

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

[http://www.cdc.gov/headsup/pdfs/schools/tbi\\_returning\\_to\\_school-a.pdf](http://www.cdc.gov/headsup/pdfs/schools/tbi_returning_to_school-a.pdf)

[http://www.cdc.gov/headsup/pdfs/policy/rtp\\_implementation-a.pdf](http://www.cdc.gov/headsup/pdfs/policy/rtp_implementation-a.pdf)

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

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

## Return-to-Learn Framework:

- To initiate the Return-to-Learn protocol - the student must be evaluated by a licensed healthcare professional and documentation provided to the school outlining cognitive and physical restrictions.
- The protocol should emphasize allowing the student to participate in the school day in a modified fashion so as not to worsen symptoms. Determining “how much is too much” may be a trial and error process.
- The student should be granted adequate time to complete missed academic work following recovery
- The student should report to their case manager or school liaison daily in order to monitor symptoms and assess how the student is tolerating specific school accommodations (a symptom checklist is recommended), as well as assess how teachers and staff are implementing the modified learning plan.
- **Example of a Symptom Checklist**  
<https://www.luriechildrens.org/en-us/care-services/specialties-services/institute-for-sports-medicine/concussionprogram/Documents/head-injury-symptom-scale.pdf>
- Following a concussion, students may not be ready to complete all required assignments. Educators can utilize a “mastery learning” approach emphasizing key concepts taught in brief units for each subject. Educators should assign work that promotes mastery of these concepts but should still limit non-essential assignments. Prioritizing essential course work helps students learn important subject matter while alleviating anxiety about making up missed assignments.



# TRANSPORTATION

## **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 District 203 transportation to be eligible. These forms are available in the office. It is important that your children 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.**

## **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 3<sup>rd</sup> 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.

## **ROLLERBLADES AND SKATEBOARDS**

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

# SAFETY

## **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.

## **EMERGENCY SCHOOL CLOSING**

School closing information for All Saints Catholic Academy will be sent to parents through SchoolSpeak via email notification. Closing information can 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.

## **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.**

## **CHILD ABUSE REPORTING**

### **5460 CHILD ABUSE**

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

## **LEGAL NOTICE OF COMPLIANCE**

### **Illegal Substances**

Any student found in possession of tobacco, vaping materials, alcohol or illegal drugs will be subject to suspension or immediate expulsion.

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 "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.*

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

#### **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 The school immediately notifies the parents or guardians of students in possession of firearms on property or within 48 hours of becoming aware of the incident if off property.

#### **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 may 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 "lookalikes" 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

#### **5313 ANTI-BULLYING POLICY** (REVISED 2015)

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