



**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.**

**2019-2020
PARENT-STUDENT HANDBOOK**

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 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.

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

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By enrolling your student at All Saints Catholic Academy you agree to be bound by the Parent / Student Handbook.

The education of your child is a partnership between you the primary educator and All Saints Catholic Academy. If in the opinion of the administration, that partnership is irretrievably broken, All Saints Catholic Academy reserves the right to require you to withdraw your child.

ALL SAINTS CATHOLIC ACADEMY SCHOOL BOARD

Kati Coglianesse
David Dieter
Marlon Lutfiyya

Anne-Marie Cronin
Gina Gilmore
Matt Smilak

Mike Devine
Christopher Johanneson
Megan Thies

**Christi Kluzak
(President)**

**Rev. Scott Huggins
(Pastoral President)**

ASPA—All Saints Parent Association

Run By Executive Committee – Courtney Devine, Tracy McFate, Jennifer Lester, Jennifer McMahon

FACULTY AND STAFF ROSTER - ROOM ASSIGNMENTS:

Grade Level/Position	Room Number	Teacher/Staff Member
Preschool 3	105-HR	Susan Resetar
Preschool 4	103-HR	Jennifer Baker
Preschool 4	106-HR	Jessica Jamrosz
Kindergarten	102-HR	Heather Birsinger
Kindergarten	101-HR	Maureen Netzley
Grade 1	108-HR	MaryAnn Porlier
Grade 1	212-HR	Michelle Labadessa
Grade 2	205-HR	Margaret Bergquist
Grade 2	209-HR	Colleen Catalano
Grade 3	207-HR	Karen Blaha
Grade 3	208-HR	Amanda Cash
Grade 4	202-HR	Gina Baumann
Grade 4	201-HR	Jane Kennedy
Grade 5	203--HR	Theresa Bartlett
Grade 5	206--HR	Bernadette Augustyn
Pre, Kdg-Grade 5	300	Juliana Hepburn
Grade 6 (History/Spanish & Grd 6 Tech)	130—6 th HR	Tony Gonzalez
Grade 6,7, 8 (Mathematics)	230—6 th HR	Debbie Harrison

Grade Level	Room Number	Teacher
Grade 6 (Language Arts)	250	Mary Fodor
Grade 6&8 (Religion)	220—7 th HR	Joe Moore
Grade 7& 8 (Language Arts)	260—7 th HR	Kate Galise
Grade 7&8 (Spanish)	200—7 th HR	Blanca Vidal
Grade 7&8 (Religion & Mathematics)	210—8 th HR	Kathy Moore
Grade 7&8 (Language Arts/Adv. LA)	290—8 th HR	Jenna Selvick
Grade 7&8 (History)	240—8 th HR	Rick Tuttle
Grade 6,7&8 (Science)	280	Michelle Hundt
Grade 6,7, (Mathematics)	180	Sue Samonds
Art	170	Paula Breunig
Music	150	Patricia Blackman
Technology Integration Spec.	Tech Center	Megan Barnhart
Physical Education/Health	Gym	Grant Lindgren
Special Education Coordinator	Resource 3	Julie Westphal
Reading/Math Resource	Resource Room	Marie Carden
Reading/Math Resource	Resource 2	Dawn Kujawa
Social Worker	Resource 2	Christina Magana
Teaching Assistant	Early Childhood	Sr. Maria Musto
Teaching Assistant	Early Childhood	Nicolette Vanderhyden
Librarian	Library	Allison Davis
Principal	School Office	Melissa Santos
Director of Student Services	School Office	Patty Bajek
Business Manager	School Office	Diane Huber
IT/Data Process Coordinator	School Office	Debbie Thomson
Office Manager/Bookkeeper	School Office	Maryanne Higdon
Nurse	Health Office	Susan Fuller, RN
Welcome Desk Attendant	Welcome Desk	Gerri Everson/Kathy Kokkinos
Facility Manager	School	Buck Services/Bart Cortes/Abel Calderon

ALL SAINTS CATHOLIC ACADEMY SCHOOL BOARD

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

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

The School Board and its sub-committees meet monthly/quarterly.

GENERAL INFORMATION

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

The Academy structure is:

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

The school phone number is (630) 961-6125

The fax number is (630) 961-3771

The school address is 1155 Aurora Avenue Naperville IL 60540

The school website is www.ascacademy.org

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

Messages to your Child

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

ABSENCE FROM SCHOOL

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

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

8:01AM – 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 makeup work home until a child has been absent three days. If the absence is 3 days or longer, you may request makeup work by 11:00AM, and it will be sent to the school office ready for pick up at the end of the school day (3:30PM), or sent home with a sibling or another student. Please don't request the work if you are not sure that you can pick it up between 3:30PM-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.

ADMISSION

5130 ADMISSION AGES

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

5140 ADMISSION OF TRANSFER STUDENT

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

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

5110 NON-DISCRIMINATION

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

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.

ADVANCED LEARNING

Advanced Learning

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

Enrichment (Grades K-3)

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

Gifted Program Criteria

All Saints offers a gifted program to students in grades 4-8. The gifted program works together once a week on problem solving and real world applications.

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

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

Advanced Math Program

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

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

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

Advanced English Program

Criteria for JH 7th Grade LA Honors Placement

Students invited for placement testing must have:

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

- Consistent grades of “A” in Reading and English
- Positive teacher recommendation
- If invited to take a placement test, a score of 80% or better

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

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

Students invited for placement testing must have:

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

BICYCLE POLICY

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

BIRTHDAY CELEBRATION POLICY

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

BOOK BAGS, ASSIGNMENT NOTEBOOKS & PENCIL CASES

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

BUS STUDENTS

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

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

We **cannot** accept a verbal message from a student that he or she will not be riding the bus. For the **safety of all**, please inform us in the proper way. Students may only ride the bus to which they have been routed. Students are to conduct themselves in a safe and orderly manner at all times. Students are expected to remain seated while on the vehicle, and to obey the rules set down by District 203 and

the driver. Violation of bus rules will result in a suspension of bus privileges. Because of insurance liability, students may not bring friends home with them on their bus. **No picture taking is allowed on the bus.**

CELL PHONES

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

CHILD ABUSE REPORTING

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.

CLASS PARTIES

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

COMMUNICATIONS

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

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

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

CONFERENCES

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

COUNSELING SERVICES

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

CURRICULUM EXPECTATIONS - DIOCESE OF JOLIET

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

DAY CARE

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

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

DESKS, COMPUTERS, LOCKERS & LOCKS, BACKPACKS

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

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

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

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

DISCIPLINE CODE

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

The code of student behavior at All Saints Catholic Academy is based on self-discipline. This then leads to respect for oneself and for others, as well as the acceptance of responsibility for one's own actions. Proper behavior, grounded on Christian principles, is expected of all students at All Saints Catholic Academy.

Since students often represent All Saints Catholic Academy while off school grounds and outside of normal school hours (athletic events, field trips, parish youth ministry dances, the public library, musical performances, on the bus, etc.), they are expected to obey the same rules, regulations, and discipline that are required at school. In other words, all students are to conduct themselves in a gentlemanly and ladylike Christian manner at all times.

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

Behaviors which are unbecoming a Catholic School student, and which will not be tolerated at All Saints Catholic Academy are:

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

Students, who fail to exhibit self-discipline, respect for self and for others, and who do not accept responsibility will be subject to the school's disciplinary action of issuance of a **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.

Copies of the above forms can be found in the addendum to this document along with a reference of behaviors.

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

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

Step 1: 3 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 3:30-4:30. During this time, students will not be allowed to complete schoolwork. Based on the reason for their detention, students will complete a written reflection. Once they have completed the reflection they may sit in silence to pray and consider better choices in a journal. Students are to be picked up at the school office promptly at the conclusion of the detention period.

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

EXTERNAL SUSPENSION FROM SCHOOL

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

EXPULSION

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

- When the moral, academic or physical well-being of the student body or staff is endangered.
- When there is a prolonged and open disregard for school authority.

- The use of alcohol, tobacco or dangerous drugs on school property.
- Dangerous illegal acts
- Repeated truancy.
- Willful and negligent damage to the school building.
- Threats of violence.

EXCLUSION

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

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

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

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

MID-TERM GRADES, REPORTING AND ELIGIBILITY

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

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.***

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

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

If the midterm grade is below a "C-" average, then the student is ineligible for one week, starting Monday following issuance of the mid-term report. Once ineligible, a student needs to improve their class grade to a "C-" average or better to become eligible. Eligibility is reevaluated each Monday until the student improves their grades. If the grade drops again below a "C-", parents can expect that ineligibility will again be activated. The principal will check grades on Monday morning and Friday morning and will then contact the athletic director to know about student athlete eligibility.

SUSPENSION FROM EXTRA-CURRICULAR ACTIVITIES

Academic

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

Behavioral

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

- 1st Major-Cannot play for 7 days but can practice
- 2nd Major-Cannot play or practice for 7 days--beginning the Monday after issuance
- 3rd Major-Cannot play or practice for 14 days—beginning the Monday after issuance
- 4th Major—cannot play or practice for the remainder of the extracurricular activity

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

IN SUMMARY

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

STUDENT FEES 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 beginning 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 assure that account payments are current. All FACTS accounts that are not current at the end of each school quarter will require continued enrollment review and determination by the ASCA Principal, School Board President, and Pastoral President.

Any 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 & #4 = \$25 Fee. Request #4 & #5 = \$50 Fee. Request #6 or more = \$100.**

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** 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.

Fees

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

Fees include the following:

- Registration/Re-enrollment Fees
- Instructional Fees
- Technology Fees
- SHPP Fees
- Graduation Fees
- Chromebook Lease 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 1st grade, and withdraws from ASCA in November (the 2nd 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.

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 4th grade. They are members of one of our sponsoring/supporting parishes, and their tuition obligation for the school year is \$5,900. They are relocating, and withdraw from ASCA on February 3. The amount of tuition that the ABC family is responsible for is: $7 * \$590 = \$4,130$. How was this calculation made? The total number of months from August – February total 7 months. \$590 was calculated by taking the total amount of tuition owed for the school year, or \$5,900, 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.

EARLY DISMISSAL

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

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

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

ELECTRONIC NETWORKS

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

EMERGENCY CARD FAMILY INFORMATION

Emergency cards are issued for each student and are kept on file in the school office. 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.

EMERGENCY SCHOOL CLOSING

School closing information for All Saints Catholic Academy will be sent to parents through a robo-call system as well as text and email notification through our Nixle notification system. 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.

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.

FORMATION

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

The three primary components of the formation process are:

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

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

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

FIELD TRIPS

Field trip forms will be sent via hard copy 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.

GYM UNIFORMS

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

HEALTH & SAFETY

5410 PHYSICAL EXAMINATIONS AND INNOCULATIONS

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

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

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 99.5 at school, will be sent home.

When recovering from an illness, children must be fever free for 24 hours (without the use of fever reducing medication) before returning to school.

6830 ALLERGIES

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

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

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

6840 ASTHMA

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

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

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

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

6850 DIABETES

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

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

Diabetes Care Plan Requirements:

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

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

Our Crisis Plan can be reviewed at the school website.

HOMEWORK

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

HONORS - ACADEMIC

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

LEGAL NOTICE OF COMPLIANCE

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 shall be subject to expulsion.

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

1460 REPORTING ATTACKS on SCHOOL PERSONNEL to AUTHORITIES

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

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

LATE PICK UP

Students whose parents are late picking up will be returned to the school office with the after school car line supervisor and taken to after school care. This occurs approximately at 3:45PM. Parents will be subject to the aftercare drop-in charge. The current charge is \$5 per child from 3:45-4:00. After 4:00 the regular 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.

LITURGIES

K-8 students attend an all-school liturgy once a week. Preschool students attend Mass approximately once a month. These Masses are prepared by the students, and involve them as lectors, commentators, psalmists, and gift presenters. This involvement paves the way for future lay ministry. Parents, relatives and friends are invited to attend these liturgies, not only to support the work done by the students, but also to join the school community in worship and prayer.

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

LUNCH

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

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

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

Please note: Soda pop will not be allowed in the lunchroom. Students may bring a drink from home or purchase a milk or water in the cafeteria.

MEDICATION

The school is forbidden by Illinois State Law to administer medication without prior authority to do so. Students who are under a doctor's care must have a medical permission form and other required paperwork on file in the school office. The paperwork can be obtained in the school office, and must be signed by the doctor. The **doctor** and **parent** signatures must be on the appropriate paperwork before any medication is administered. All medications must to be brought to the Health/Nurse's office in the original prescription bottle. **NO STUDENT IS PERMITTED TO RETAIN MEDICATION ON HIS/HER PERSON, OR IN HIS/HER LOCKER OR DESK** unless they have a stated request from a doctor to do so. Forms can be found at the school website. Please contact the school Nurse with any questions. Teachers and other school personnel **cannot** dispense medication to your child even if you call to give permission.

PHOTOGRAPHY AND VIDEOTAPING

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

PLAYGROUND CONDUCT

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

PLEDGE OF ALLEGIANCE

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

RECEPTION OF THE SACRAMENTS

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

The catechesis will occur at 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.

REGULAR SCHEDULES

Daily AM Schedule: Kindergarten - Grade 8

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

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

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

10:55-11:15 AM K, 1, 2 Lunch 3,4 Recess

11:15-11:35 AM 3, 4 Lunch K, 1, 2, Recess

11:35-11:55 AM 5, 6 Lunch 7, 8 Recess (grds 7,8 will have a choice of study hall or recess)

11:55-12:15 PM 7, 8 Lunch 5, 6 Recess

3:30 PM Dismissal

Daily Schedule: Preschool - ASCA Main Campus

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

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

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

Full Day Preschool dismisses at 3:00PM

RECESS

Our standard for outdoor recess is 20⁰ or above wind-chill. When we have an indoor recess, we will be in the classrooms. Students wearing snow pants and boots will be allowed to play in the snow when we have outdoor recess. Students without the appropriate outerwear are asked to remain away from the snow. Students should always dress appropriately for the weather. Students may wish to add layers under their uniform (i.e. pants under skirts) during cold weather recess. Please make sure that all coats, hats, gloves, scarves, and boots are labeled with your student's name.

ROLLERBLADES AND SKATEBOARDS

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

SAFE TOUCH PROGRAM

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

SAFETY REGULATIONS

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

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

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

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

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

AM DROP-OFF PROCEDURE

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

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

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

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

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

- This will help accommodate those who still wish to park and walk their child(ren) to enter the parking lot and allow them to cross over the drop-off lane to access the parking lot.

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

PM PICK-UP PROCEDURE

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

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

REMINDERS:

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

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

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

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

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

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

SCHOOL BOARD MEETINGS

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

SCHOOL HOME PARISH PARTNERSHIP now known as ALL SAINTS PARENT ASSOCIATION - ASPA

The purpose of the All Saints Parent Association (ASPA) is to unite all parents through volunteer efforts to enrich and enhance the Catholic education of all students.

Parents are welcome and encouraged to be involved in the many activities that ASPA plans and coordinates. While volunteering is not mandatory, the All Saints Parent Association emphasizes the benefits that result from the personal involvement of all parents.

SECURITY

Upon entering the school building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the school visitor management system **RAPTOR**. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the RAPTOR system. No one will be allowed past the Welcome Desk without presenting an approved ID.

When you have concluded your business in the school, you simply return to the Welcome Desk at Door 1 to retrieve your ID which will then serve as confirmation that you will be leaving the building. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item, pick up paperwork, nor if they are dropping off or picking up a student at the Welcome Desk.

SNACKS

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

6745 SOCIAL MEDIA

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

This Social Media Policy (the "policy") applies to all online or mobile-based tools for sharing content and discussing information, whether controlled by the diocese, local school or local parish or hosted on other platforms (such as Facebook), on which employees/ volunteers of the school /parish engage

in activities relating to the school, parish or diocese. The term “social media” refers to activities that integrate technology, telecommunications and social interaction through the use of words, images, video or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image- and video-sharing sites, live webcasting and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.

General Guidelines

- **Be selective** – due to the availability of a variety of digital tools, be selective in the type of medium for your message – a blog or social network might not be the right place for messages intended only for a small group.
- **Be responsible** – social media are individual interactions, not official diocesan/parish/school communications. All employees and volunteers at the parish/school are personally responsible for their posts. Official statements of policy may only be made by the Superintendent/ Pastor/ Principal or designee. A blog or community post is visible to the entire world. Remember that what you write will be public, and potentially for a long time. In the event you identify yourself as, (or is manifestly understood to be) an employee of the local school, parish or diocese on a personal blog (or other website with a similar purpose), to help reduce the potential for confusion, the employee is required to put the following notice in a reasonably prominent place on the site:

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

- **Identify yourself** – authenticity and transparency are driving forces behind social media. Use real identities to the greatest extent possible rather than anonymous posts and comments.
- **Honor the privacy of others** – do not publish the personal information of others without their permission or, in the case of minors, written permission of their parents. All guidelines for the Protection of Children as outlined in all agreements and policies are to be followed.
- **Be respectful** – if you disagree with others, do so with civility. Respect your audience, express your views with appropriate language, and be respectful of the Church and its teachings.
- **Comply to** – all guidelines of the Employee/Staff Acceptable Use Agreement and all aspects of the Safe Environment Policy of the Diocese of Joliet.

Specific Policies

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

2. Duties of Moderators. Moderators of official parish/school social media are responsible for ensuring compliance with this policy statement. If there is official parish/school social media, there will be an employee /volunteer of the parish/school designated as the moderator. All content, comment

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

3. Prudent Judgment.

- A. Personal Use – Possible Negative Impact.** Even when engaging in social media for personal use, the comments of employees or volunteers of the parish/school may be viewed as a reflection on diocese/parish/school. Users will use their best judgment when engaging in social media activities and should be on guard against actions and discussions that could harm children, the interests of the diocese/parish/school or be subject to question as inappropriate by parents or school/parish administration.
- B. Contact With Students** Employees and volunteers of the School may not engage with current and prospective students on social media sites unless the site is school-sanctioned. Also knowingly interacting with students on a third-party social media page (such as a fan page for a local sports team) is prohibited.

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

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

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

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

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

7. Enforcement. Any use of social media that does not comply with this policy should be brought to the attention of the appropriate party: the Pastor or the Principal or designee immediately. Failure

to follow the social medial policy may result in the loss of privileges and/or disciplinary action, up to and including termination, for an employee or removal from position, if a volunteer.

8. Social Networking Website Passwords: Illinois School Code 105 75/15. Illinois Public Act 098-0129 Students and their parents or guardians are advised that the Diocese of Joliet Catholic Schools may not request or require a student to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website. The school **may** conduct an investigation and if the school has **reasonable** cause to believe the content of a student’s social media account has violated a disciplinary rule or policy of the school, the law requires the student to provide social networking website passwords or other related account information to gain access to the student’s account or profile.

This policy may be updated and modified at any time at the sole discretion of the Diocese of Joliet Catholic Schools Office in light of changing circumstances and events.

STANDARDIZED TESTS

Standardized tests are administered to grades 2-8, and results are sent home when available. The tests are ITBS and CogAT, which are administered in the Fall.

STUDENT ABSENCES/TARDINESS

The school office is to be notified of a student’s absence no later than 8:30AM on the day of the absence. Parents may leave a message on the school answering service (630-961-6125--X 121). Please send a note prior to planned absences. You may also email attendance@ascacademy.org **Please note that if you do not report your child’s absence, we will call you or persons listed on your Emergency Contact list to confirm that your child is indeed absent.**

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

STUDENT REPORT CARDS

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

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

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

**** 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 Diocese of Joliet Schools.

TARDINESS

Students are to be in their rooms and ready to begin instruction at 8:00AM. Punctuality is an important part of the child's development. Parents will be notified in the case of excessive tardiness. If you are aware your child will be 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 3rd 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 doctors' note in order to be excused. All tardies without a doctors' note will be counted as unexcused.**

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 are needed. If the repair is not covered by the warranty, the costs below would apply. If a student were to lose the leased device, replacement costs provided by the leasing agreement would apply.

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, class iPads, SmartBoards, etc...) should be done with the same care as if the technology was the student's personal property. The following is a list of examples of previous year costs to fix or replace certain technological devices that were charged to individual students:

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

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

TELEPHONE MESSAGES

We do not call children or teachers from their classroom during the school day to take phone calls. In our efforts to teach responsibility, students **WILL NOT be allowed to call** home for homework assignments, Chromebooks, gym clothes, supplies, permission to visit a friend after school, etc. Students may call home for a forgotten lunch, but this must be approved by the Welcome Desk 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.

TEXTBOOKS/CONSUMABLE MATERIALS

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

UNIFORMS AND DRESS CODE

2019-2020 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 ALL MASS DAYS** as noted below:

- K-3 girls – jumper (no shorts or pants) with polo or blouse; dress shoes (no gym shoes)
- 4-8 girls – skirt (no shorts or pants) with polo or blouse; dress shoes (no gym shoes)
- K-8 boys – pants (no shorts) with polo; dress shoes (no gym shoes)
- ASCA Logo Sweatshirt//Sweater/Fleece/1/4 Zip may be worn over polo or blouse

Girls – Kindergarten through Grade 3

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

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

Leggings are not allowed to be worn underneath jumper (students may wear tights). Bike shorts are allowed to be worn underneath jumper.

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

- **Important Note:** Pants with back patch pockets are not allowed (dress uniform pants with back welt pockets are acceptable).

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

4. Blouse/Polo Choices

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

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

- A round neck cardigan or v-neck pullover sweater may be worn. Sweaters should be Navy Blue. Sweater is required to have the ASCA Logo.

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

4. Blouse/Polo Choices

- 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. 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 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.
 - **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 only during the months of August, September and May. Boy's shorts should be Khaki colored. Shorts **MUST BE PURCHASED FROM SCHOOLBELLES OR LANDS' END.**

3. Polo Choices

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

4. V-Neck Long Sleeved Sweater (Optional)

- A v-neck long sleeved sweater may be worn. Sweaters should be Navy Blue. Sweater is required to have the All Saints Logo.

Socks, Shoes, Sweatshirts and Gym Uniforms

Socks – K-8

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

Shoes – K-8

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

Concerning the **Sperry shoe brand:**

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



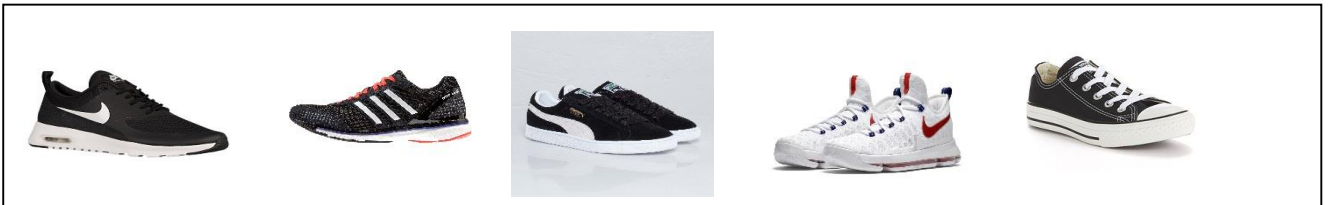
The shoe examples **directly below** are not acceptable in accordance with the ASCA uniform policy.

Tennis shoes



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

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



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



Sweatshirt – 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

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

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

Uniform FAQ's and Student Appearance

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

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

Scrip may be used to purchase school uniforms. 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. **What uniform options are acceptable on school Mass days?** All students are required to be in **Perfect Uniform** on Mass days.
 - Girls must wear jumpers or skirts (pants or shorts not allowed on Mass days).
 - Boys must wear pants (no shorts allowed on Mass days)
 - Dress shoes must be worn (tennis shoes are not allowed on Mass days).

4. Student Appearance Rules

- Students should always be well groomed, neat and clean.
- Uniforms should be kept in good condition, and should be worn only with the approved socks and sweaters.
- Care should be taken to see that blouses and polos are tucked in at all times. Good appearance enhances self-respect and self-worth.
- Pin on buttons, jewelry, makeup and nail polish may **not** be worn, but girls with pierced ears may

wear a single small post-type earring in each ear. No piercing, other than ear lobes is allowed. Pierced earrings for boys may not be worn to school.

- Students may wear a traditional watch to school. Smart watches/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.

5. Occasional Out of Uniform Days

- On out of uniform days, good sense should always be exhibited.
- Leggings or jeggings are not allowed for girls.
- 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 is maintained for all items that cannot be identified with a student.

VIOLENT INCIDENTS OR THREATS

The environment of a Catholic school should be one where respect for individuals prevails. If student behavior consists of acts of violence, threats, harassment and bullying, it should be reported to the school principal and all reports will be taken seriously. Any student, faculty member or administrator who becomes aware of an actual or perceived threat of harm by a student to themselves or another, shall report the incident to the school principal as soon as possible. The principal shall investigate the matter. This investigation will, at a minimum, include an interview of each person involved, the student making the alleged threat and the person(s) reporting it. Consultation is advised, however the principal and Pastor retain local decision-making responsibility for the remedy and its implementation. Every effort shall be made to provide help for both the person being mistreated and those alleged to be mistreating someone.

The Pastoral President (designated by the Board of Trustees) and the parents of students directly involved are to be informed, as appropriate, and as soon as circumstances allow. If the principal has questions or seeks consultation, he or she should contact the Joliet Diocese's Catholic Schools Office (CSO) to report all facts and circumstances surrounding the event. As soon as is practical, the CSO will confer with the principal to determine what course of action might need to be taken, and to develop a

possible specific plan to address the situation. Said plan, or any portion of the plan, may be developed and implemented either before or after consultation and conference with the law enforcement officials, parents and students, pastor and school board, depending on the circumstances of each case.

It is possible that the offending party will be removed from the school and/or be requested to obtain an evaluation by a certified therapist. If an evaluation is required, the offending party would not enter the school until it is determined, after consultation with the certified therapist, CSO, school principal and Pastor, that the offending party is not a danger to themselves or others. During the intervention process:

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

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

WELLNESS POLICY

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

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

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

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

Dear Parents and Guardians,

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

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

inform you about other ways to keep your children safe, and to provide you with tips for talking to your children.

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

SOME BACKGROUND INFORMATION

What Is Child Sexual Abuse?

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

Who Are the Offenders?

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

Who Is At Risk?

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

Why Don't Children Tell?

Some reasons children do not tell are:

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

Do Children Lie About Abuse?

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

PROTECTING YOUR CHILDREN

Here are some things you can do:

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

Safety with Babysitters

- Ask babysitters for references and check them.
- Interview babysitters in person. Ask how they discipline children. Ask *what if* questions to find out how they would cope with tricky situations.
- Inform them about your family safety rules, including touching safety rules.
- Set other rules for the sitter. (TV, phone use, and friends)
- Make surprise visits to check on them.

- Ask your children what happens when a babysitter is there and whether they like him or her. If they don't like the babysitter, ask for reasons.

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

Guidelines for Single Parents

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

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

TEACHING PERSONAL SAFETY SKILLS

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

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

Teach Your Children These Rules

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

Types of Touches

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

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

For Young Children

Young children remember better how to protect themselves from sexual abuse when they learn and practice a few simple steps so they don't have to wonder what to do, or have to stop and think.

Children can be taught to follow these three steps when someone breaks the touching rules.

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

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

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

Teach Assertiveness Skills

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

Safety on the Internet

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

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

For Teens or Pre-Teens

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

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

More Safety Tips for Teens

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

The Bottom Line

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

Safe Families

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

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

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

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

Family Fundraising Obligation (FFO)

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

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

It is our experience that families who systematically utilize a combination of the following approved programs will be most successful at meeting their FFO by the March of the current school year..

Here is a list and brief explanation of school fundraisers that will be offered this coming 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 7th Grade Class with funding for their 8th 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.

Please note that we are very excited to be offering **more choices and new ways** to meet your \$500/\$250 Family Fundraising Obligation (FFO) requirement, so please read through the following information carefully. More information will be sent home on all of these programs throughout the year.



ASCA Fundraising 2019 – 2020 School Year

Here is a list and brief explanation of fundraisers this year. All of our fundraisers are OPTIONAL. They are offered as options to meet your \$500 Family Fundraising Obligation (FFO), the Class of 2020-2021 fundraising, or as an important way to help support the school budget.

We are very excited to offer you more choices and ways to meet your \$500 FFO requirement. More information will be sent home on all of these programs throughout the year.



Shop with Scrip is a program that allows you to purchase gift cards and earn a rebate. Scrip shines when families use it for as much of their shopping as they can, and with over 700 retailers available on ShopWithScrip.com. Families can use scrip to pay for gas, groceries, restaurants, home improvement, clothing, and entertainment. This is available all year. Funds raised go directly towards your Family Fundraising Obligation (FFO). Goal \$21,000.



Out-of-Uniform – This is everyone’s favorite fundraiser. You can purchase out-of-uniform passes for your children. These passes can be used on predetermined days up to five times during the school year. An Out-of-Uniform order form will be sent home in September. Funds raised are used to fund to Class of 2020-2021 8th grade activities. Goal \$8,000.



Charleston Wrap – Charleston Wrap is our big fall fundraiser. It will take place in late August with delivery in September. Funds raised go directly towards your Family Fundraising Obligation (FFO). Goal \$10,000.

Fun Run – This Boosterthon is a fun end of year event. Students lap around a track. Families gather pledges from people they know. This event happens in October. Funds raised go directly to support the school budget. Goal \$27,500.

Poinsettia Sale – This is an online sale. Christmas poinsettias will be sold in November for December delivery. Funds raised go directly towards your Family Fundraising Obligation (FFO). Goal \$1,000.

Annual Appeal – The Annual Appeal is an important part of our school fundraising. It runs from November to January. Funds raised go directly to support the school budget. Goal \$52,500.

Dinner Dance Auction (DDA) – The Dinner Dance Auction is by far our largest and most important fundraiser. There are many ways to participate in supporting this event. DDA activities run from October to the DDA event. Funds raised go directly to support the school budget. Goal \$90,000.

***Dinner Dance Silent Auction (DDA)** – Families can donate items to the Live or Silent Auction. A portion of money raised can be used to offset Family Fundraising Obligation (FFO). Please talk to DDA chairs for more information as there are certain guidelines.

Fun Fair – Fun Fair is held at the end of Catholic Schools Week in January. It is a fun evening for the whole family to enjoy. Fun Fair will be held in January. Funds raised are used to fund to Class of 2020-2021 8th grade activities. Goal \$8,000.

No Cookin' in the Kitchen – We all love to go out to eat. Well now, ASCA earns money when you do. This is a once-a-month fundraiser that will run throughout the school year. Each month a restaurant (or two) will be featured. The restaurants will pay a rebate to the school for a portion of the receipts. **Funds raised go directly to support the school budget.** This is a great way to solve your dinner problem, to get social with other school families, and to support the school.

Elan Family Photo Days – Elan Photography, ASCA's official school photographer, offers beautiful outdoor fall family portraits. They donate their sitting fee back to ASCA, along with 10% of all photography orders. **Funds raised go directly to support the school budget.**

If you have any questions about fundraising, please send your inquiry to fundraising@ascacademy.org.

Unpaid Family Fundraising Balances

We encourage families to take advantage of as many FFO opportunities as they are able, and as you can see from the options offered to school families on page 49-50 of this year's handbook, that families are given a number of different ways to meet their FFO.

Families will be notified of the deadline for all fundraising that will count toward their 2019-2020 Family Fundraising Obligation (FFO), and when any remaining balance due can be paid. Unpaid balances by the payment due date will convert to tuition by school policy; divided into two payments, and loaded into and collected via each family's FACTS Tuition Payment Agreement. These payments will be collected in April and May, 2020.

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 4th grade instructional programs and intramurals. This information is required by law on the first day of school, with an extension time of October 1st for students who begin school on the first day. Any students entering school after the first day will be allowed 30 days from their entrance date to comply with this policy. Children can be excluded from school if they are not in compliance with the requirements.

6515 Concussion Management Policy

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

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

Concussion Signs and Symptoms

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

Signs Observed by Others	Symptoms Reported by Athlete
Appears dazed or stunned	Headache or "pressure in head"
Appears confused	Nausea
Forgets sports plays	Balance problems or dizziness

Is unsure of game, score, opponent	Sensitivity to light or noise
Moves clumsily	Double or fuzzy vision
Answers questions slowly	Feeling sluggish or slowed down
Loses consciousness (even briefly)	Feeling foggy or groggy
Shows behavior or personality changes	Does not "feel right"
Can't recall events prior to hit or fall	Concentration or memory problems
Can't recall events after hit or fall	Confusion

Removal and Return to Play

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

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

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

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

- the student has been evaluated by a treating physician (chosen by the student or the student's parent or guardian) or an athletic trainer working under the supervision of a physician;
- the student has successfully completed each requirement of the "return-to-play" and "return to learn" protocols established for the student to return to play;
- the treating physician or athletic trainer working under the supervision of a physician has provided a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn; and
- the student and the student's parent or guardian have acknowledged that the student has completed the requirements of the "return-to-play" and "return-to-learn" protocols necessary for the student to return to play; have provided the treating physician's or athletic trainer's written statement and have signed a consent form indicating that the person signing has been informed and consents to the student participating in returning to play in accordance with the "return-to-play" and "return-to-learn" protocols and understands the risks associated with the student returning to play and returning to learn and will comply with any ongoing requirements

in the "return-to-play" and "return-to-learn" protocols. A sample acknowledgement is found in the link below:

[http://www.ihsa.org/documents/forms/current/Post-concussion%20Consent%20Form%20\(RPT-RTL\).pdf](http://www.ihsa.org/documents/forms/current/Post-concussion%20Consent%20Form%20(RPT-RTL).pdf)

- A coach of an *interscholastic* athletics team may not authorize a student's return to play or return to learn.

Licensed Health Care Professional

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

Concussion Policy/Fact Sheet

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

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

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

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

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

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

Concussion Oversight Teams (COT)

Each school shall form a Concussion Oversight Team (COT). The COT's primary function will be to develop return-to-play and return-to-learn protocols for students believed to have experienced a concussion. The protocols should be based on peer-reviewed scientific evidence consistent with guidelines from the Center for Disease Control and Prevention. These teams can contain a range of individuals based on the resources available to the school in their community or neighborhood but must include one person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols.

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

Coaches Training

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

Emergency Action Plan

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

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

Guidelines

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

Compliance

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

Some Additional Resources

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

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

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

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

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

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