



St. Scholastica Catholic School

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www.stscholasticaschool.org

Family Handbook 2024-2025

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2024-25 ADDENDUMS MARKED IN RED CAN ALSO BE FOUND IN FACTS SIS

ST. SCHOLASTICA CATHOLIC SCHOOL FAMILY HANDBOOK - 2024-2025

SCHOOL MISSION STATEMENT

"A Catholic elementary school that fosters the gospel message and provides a quality academic curriculum that focuses on the spiritual, emotional, physical, and social development of our children."

SCHOOL PHILOSOPHY

St. Scholastica Catholic School, as a member of the community of St. Scholastica Parish, welcomes families regardless of race, color, sex, national and ethnic origin, or physical disability. As a Catholic school, children in kindergarten through eighth grade are recognized as Children of God. Because it is an extension of the Body of Christ; the Church, it prepares its students to be witnesses to their Catholic faith, spreading Christ's message in all aspects of their lives.

The St. Scholastica faculty provides the inspiration and curriculum that encourages academic excellence in all areas of the students' performance. We recognize the whole child including each student's unique talents, gifts and needs. We encourage the students to work to their fullest potential complementing each other and the Catholic community. Promoting an appreciation for the means to attain lifelong learning skills, St. Scholastica provides students with an educational foundation on which they can build successful and meaningful futures. Responsible citizenship throughout the school, church and community is developed through worship, service, academics, and extracurricular activities.

St. Scholastica Catholic School recognizes that parents are the primary educators of their children and acts an extension of the families. Educating students is the shared partnership of parents and our school faculty.

ADMINISTRATION

STATEMENT OF AFFILIATION/DIOCESAN

St. Scholastica Catholic School operates under the auspices of the Diocese of Joliet. Therefore, St. Scholastica Catholic School adopts in whole all policies set forth in the Handbook of School Policies and Operational Handbook for Catholic School Administration 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. Copies of the Diocesan Handbooks as well as our school handbook are available upon request for on premises reading. The school principal and pastor are the direct administration at St. Scholastica Catholic School and have the authority to amend, revise or delete any section of this handbook during the course of the year as deemed necessary. The School Board serves in an advisory capacity to the school principal and pastor.

SCHOOL BOARD

The St. Scholastica Catholic School Board is an advisory board consisting of parents, the principal, and the pastor. The board may assist by making suggestions, in forming policies which give direction to the programs in the school within the guidelines established by the Joliet Diocesan Schools Office and the Joliet Diocesan School Board. School Board members serve a three-year staggered term which can be renewed once. Each school board member is responsible to serve on a sub-committee and report the progress of their committee to the school board each month. The School Board shall be comprised of 9 members. No less than 7 members must be practicing Catholics as well as active members of Saint Scholastica Catholic Parish. No more than 2 of the nine members may be non-parishioners, and each must have children currently attending Saint Scholastica Catholic School. Should a school parent wish to address the School Board, a written request must be submitted at least two weeks prior to the next meeting the understanding that a time-allotment will be given to each agenda item. The St. Scholastica School Board meets the first Tuesday of each month.

President: Mr. James Williams Parish

Finance Representative:

Alumni Outreach Representative: Michelle Barrera

Community Outreach: Michelle Barrera, Erin McMahon, Kim Starr

Interior Support/Safety: Rosalind Perry, Angela Riehle, Patrick Washington

Longevity/Sustainability member: Dan Castrejon, Allison Lausas, James Williams

ADMISSIONS

NON-DISCRIMINATION

St. Scholastica Catholic School admit students of any race, religion, sex, color, national/ethnic origin, citizenship status, physical or mental disability to all the rights, privileges, programs, and activities generally available to students at the school in accordance with applicable local, state, and federal anti-discrimination statutes to the extent that such antidiscrimination statutes do not conflict with the teachings of the Roman Catholic Church. No student will be discriminated against based on ethnic hairstyle as stated in the Jett Hawkins Law IL Public Act 102-0360. Questions or concerns regarding discrimination in admissions should be directed to the school principal or the pastor.

In keeping with the teachings of Jesus, to love and respect one another, the faculty and staff of St. Scholastica Catholic School will make every effort to accommodate student's individual needs as resources allow. As a result of "proportionate share" in Illinois, the outcome of limited resources is limited services. St. Scholastica Catholic School faculty and staff may not be able to meet every needed accommodation for every individual student. Our desire is that every student would have an opportunity to receive a Catholic education, however, the administration reserves the right to deny admission to students whose individual and specific needs cannot be met in our program. Registration for the upcoming school year begins each January.

AGE OF ADMISSION/BIRTH CERTIFICATES OR EQUIVALENTS

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 the time of application. The school maintains certified copies birth certificates for each student enrolled upon enrollment. All students must present a birth certificate and baptismal certificate (if applicable) at the time of registration. The school maintains copies of certified birth certificates for each student attending upon enrollment. These documents must be provided by parents/guardians within 30 days of enrolling the student. Students must also present health records indicating compliance with all local and State of Illinois health immunizations. A request for records will be sent to the student's previous school within 14 days of enrollment. School administration will determine the total number of students in each class, as well as classroom placement. In kindergarten, the student to adult ratio is no more than 18:1. The maximum number of students in kindergarten will not exceed 25 per class. The maximum number of students per class for 1st through 8th grades is 30 per Diocesan policy.

ALL NEW STUDENTS ARE ACCEPTED ON A PROBATIONARY BASIS FOR THEIR FIRST YEAR IN ATTENDANCE. In the event where parents are divorced, the entire divorce decree and any Court Order which outlines custodial rights, educational issues, or payment of tuition or school fees is to be delivered to St. Scholastica Catholic School by the parents and will be kept on file for reference.

Priority of Admission:

1. Children who have siblings currently enrolled at St. Scholastica Catholic School
2. Registered, contributing parishioners of St. Scholastica Catholic Parish
3. Registered, contributing parishioners of Christ the Servant Catholic Church, Woodridge,
4. All other children

STUDENT TRANSFER POLICY (WITHIN THE DIOCESE OF JOLIET)

The transfer of students from one diocesan grade school to another is governed by local school officials, the Catholic Schools Office and the Superintendent of Schools. Transfer from one diocesan school will not affect the financial aid assistance received from the Catholic Education Foundation.

Students seeking to transfer from one diocesan school to another must follow the procedures below:

1. The principal from the school receiving the request will contact the principal of the school where the student is currently enrolled to confirm Good Standing status.
2. Parents will receive a Joliet Diocese Student Transfer Form from the school where the student is currently enrolled.
3. The school receiving the transfer student will send the completed form to the Catholic Schools Office to obtain the signature of the Superintendent of Schools.
4. Transfer students must be in "Good Academic and Behavioral Standing".
5. Transfer students must be in "Good Financial Standing"; all tuition and fees must be paid prior to the transfer.
6. Transfer students may be admitted following receipt from the transferring school of attendance records, health, and academic records, Good Standing status, etc.

7. **All new students are accepted on a probationary basis for their first year in attendance at St. Scholastica Catholic School.** At any time during the probation year, a student who does not achieve acceptable academic or behavioral standards may be asked to withdraw from the school. The final decision is made by the school principal/administration.
8. When a student transfers to another school, the student's permanent record card is retained. Records are transferred according to the Illinois School Code. In general, no official student records are transferred until all financial accounts with the school have been settled. Unofficial school records are transferred within ten days of request. Unofficial records are minimally defined as copies of the last report card. Health records are transferred along with unofficial records. In the case of homeschooling, if records are requested by the district office, they are sent. Otherwise, records are released to parents/guardians according to the release of records act as cited in policy 5250.

HEALTH/PHYSICAL EXAMINATIONS/IMMUNIZATIONS/EXCLUSION

Illinois law requires health and physical examinations for all students immediately prior to or upon entrance into kindergarten, 6th grade, and those new to the state of Illinois. Should any parent claim a religious exemption, documentation from the medical professional must be submitted to the school office.

- Physical examinations and immunization forms are required for all kindergartners, 6th graders, and those new to the state of Illinois. The forms are due at the time of registration.
- All students must be immunized according to Illinois School Code. Students who do not meet the requirements of Illinois School Code requiring physical examinations and immunizations will be **excluded from school on October 15th**.
- Dental examination forms are required for all kindergartners, 2nd graders, 6th graders and those enrolling in an Illinois school for the first time. Dental exams are **due before May 15th**. Schools shall remind parents/guardians of this requirement at least sixty (60) days before May 15 of each school year. If a student in 2nd or 6th grade fails to present proof of a dental exam by May 15, the school may hold the child's report card until the student presents proof of the School Dental Examination form or a Dental Examination Waiver Form. School dental examinations must have been completed within the eighteen (18) months prior to May 15 of the grade 2 or grade 6 school year.
- Vision examinations are required for all kindergartners and those enrolling in an Illinois school for the first time. Vision exams are **due before October 15th**. Examinations are to be done within one year prior to the first day of school. Proof by a physician licensed to practice medicine in all its branches or a licensed optometrist shall be submitted to the school. Report cards may be held if the student is not in compliance with this regulation. This requirement may be waived for those families who show an undue burden or a lack of access to a physician licensed to practice medicine or to a licensed optometrist (at the discretion of the principal).
- Should there be a health concern outbreak, non-immunized students will be excluded from school until the outbreak has been cleared.

MEDICAL AND RELIGIOUS EXEMPTIONS

Parents/guardians are able to exempt their child from state-required medical examinations in two ways: through either a medical or a religious exemption. Medical immunization Exemption Guidelines can be found at the Illinois Department of Public Health website. If the physical condition of the child is such that any immunization should not be administered, the examining physician, advanced practice registered nurse or physicians' assistant responsible for performing the health examination shall endorse this fact on the student's Certificate of Health Examination form. Religious objections to immunizations shall be provided to the school from the parent/guardian in writing and must set forth the specific religious belief which conflicts with each immunization. The parent's statement of religious objection should be attached to the student's Certificate of Health Examination form. The principal shall determine whether to accept or deny the immunization exemption request. As required by Illinois state law, parents/guardians must be informed by the local school authority of a measles outbreak control exclusion procedure with the Illinois Department of Public Health Guidance and Control of Communicable Diseases at the time such an objection is presented.

TUITION

TUITION ASSISTANCE/DELINQUENCY POLICY

All families are expected to remain "in Good Standing" and be current in their financial responsibilities. Financial responsibilities include school tuition, fundraising, Volunteer Parent Participation fees, and any other financial obligation of the school. St. Scholastica Catholic School is pleased to partner with our families and the FACTS Tuition Management Program for billing and payments. All families are required to maintain an up-to-date FACTS account. The Diocese of Joliet and its schools, including St. Scholastica Catholic School are under contract with FACTS School Information System and FACTS Tuition Company. School families will receive an invoice from FACTS annually, each

July. All families are asked to pay their school tuition through FACTS, choosing from the options of a one-time payment in full, two times per year in two equal payments, or from the options of nine, ten or twelve-month budgeted payment plans. Families are asked to select their payment plan by August 1st. Any family who is unable to make the necessary payments must contact the business office immediately to make other payment arrangements. The Business Manager will consult the school principal and they will advise the school pastor. Financial information may be requested for further review. Tuition assistance programs may be available to make Catholic education accessible to families who otherwise may not be able to meet their total tuition obligations. Tuition assistance funds are supported by parishioners at large, community members, and the Catholic Education Foundation (CEF) of the Diocese of Joliet www.cefjoliet.org. Please see the parish business manager for additional information regarding tuition assistance. Please note that a FACTS Grant and Aid form must be completed online by any family requesting tuition assistance.

In the event that school financial obligations become delinquent, the following procedure will be followed. The school reserves the right to assess a late fee for delinquent accounts.

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

The person who electronically signs the registration form is the responsible party. When multiple parties contribute towards financial obligations, the school will not negotiate between those parties.

In addition to the tuition and registration fee, the following fees may be applicable:

- Graduation Fee: (*per 8th grade student) -- \$100.00
- Sacrament Fee: (*per 2nd/8th grade student) -- \$50.00
- Milk Fee: (optional *per child) -- \$75.00 Both white and chocolate milk are offered
- Fundraising Fee: (*per family) - \$500.00
- Curriculum Fee: (books/classroom activities/planners -per child) -- \$125.00
- Technology Fee: (*per child) -- \$200.00

TUITION REFUND/PRORATING POLICY

The Prorating Policy provides prorating of school tuition upon enrollment or withdraw from St. Scholastica Catholic School.

- Prorating for families ENROLLING: a percentage of the full year tuition will be assessed based on the enrollment date. All fees and fundraising costs will **NOT** be prorated
- Prorating for families WITHDRAWING: A percentage of the full year tuition will be assessed based on the last date the student(s) is enrolled. All fees and fundraising costs will **NOT** be prorated.

	One Student	Two Students	Three Students	Four Students
Tuition	\$5,328	\$9,590	\$13,586	Request
Registration (Non-Refundable)	\$100	\$100	\$100	\$100
Curriculum/Book Fee (Per Student)	\$125	\$250	\$375	\$400
Technology Fee (Per Student)	\$200	\$400	\$600	\$800
Fundraising Fee (Per Family)	\$500	\$500	\$500	\$500

Sacrament Fee (2nd Grade One-Time Fee)	\$50	\$100	\$150	\$200
Sacrament Fee (8th Grade One-Time Fee)	\$50	\$100	\$150	\$200
Graduation Fee (8th Grade One-Time Fee)	\$100	\$200	\$300	\$400

NON-PAYMENT OF TUITION AND FEES

The school may elect to hold report cards if tuition is not paid at the end of each term. Families who have not paid all tuition and fees up to the last day of school will have registration privileges revoked, and school records (with the exception of health and test scores) will be held until all accounts have been reconciled and the family is in "Good-standing". Additionally, if there is an outstanding tuition balance at the end of the school year, the school may not be able to continue enrollment for the next school year.

VOLUNTEER PARENT PARTICIPATION POINTS (PPP)

The Parent Participation Points Program, is an opportunity for building community, creating a positive school environment, and enriching the learning experiences of children. Every family with children in grades Kindergarten through 8th grade is required to participate in the CPO (Crusader Parent Organization) and the school PPP program.

Parents must commit to a minimum of **15 points of service** (not necessarily 15 hours) per school year. Parents may select to choose the "buy-out" option and pay the **\$300** (\$20 per point) fee in place of volunteer hours. The "buy out" fee is assessed each May. Please note, families who do not meet their PPP obligation for the school year **will be accessed a fee of \$20 per point in May.**

The 15 points required for each family may be earned in a variety of ways, including the annual Auction "Sustaining the Spirit". Volunteer PPP will be available throughout the school year. Families log their own hours/points.

PARENT/FAMILY ROLE IN EDUCATION

Educating children is a shared responsibility and partnership between parents and school staff.

The parent's role in Catholic education is vitally important and includes:

- Parents demonstrate a positive attitude towards Catholic education and an example of Catholic values including Mass attendance.
- Parents demonstrate a positive attitude towards teachers and school staff and support the rules, policies, and procedures of the teachers and staff.
- Parents demonstrate a positive attitude towards Saint Scholastica School and accept and support the rules, policies, and procedures of the school.
- Parents accept the requirements of the St. Scholastica Catholic School Family Commitment Contract, including the support of school activities, events, and fundraising activities.
- Parents instruct their children and demonstrate an example of respect for the rights and property of others.

RELIGIOUS EDUCATION/FAITH FORMATION

RELIGIOUS EDUCATION

The curriculum developed by the Religious Education Office and the Catholic Schools Office is followed by all teachers of religion and integrated into other subjects whenever possible and appropriate. The General Directory for Catechesis, The Catechism of the Catholic Church, and the National Directory for Catechesis serves as the basic sources for religion curriculum (*Additional resources are used to support the Religion curriculum including the Benziger Family Life series*). Religious Education is enhanced by weekly attendance at School Mass. Church teaching defines the parents' role as a primary educator of their children. The priority given to their own faith, as well as their direct involvement in the faith formation of their children is essential to making this role a reality.

LITURGICAL CELEBRATIONS/PARISH SUPPORT

School Masses are celebrated on Wednesday mornings during the school year. Students are given the opportunity to participate in the planning of School Mass on a rotational basis. Parents/guardians and family of enrolled students are welcome to attend Mass and sit with their student(s).

Students in grades 3-8 will participate in the sacrament of Reconciliation during Advent and Lent. Students in grade 2 will participate in the sacrament of Reconciliation during Lent.

Preparation for the sacraments is a special time for the whole family, specifically developing a deeper love and understanding of the sacraments. We stress the importance of parental/family involvement in the sacramental preparation. Continued participation in the sacraments is the privilege and responsibility of the parent/guardian.

St. Scholastica Catholic School families are expected to make regular church attendance a priority in their family life. There are times throughout the school year when students and families are asked and expected to attend a special weekend mass at St. Scholastica Parish including but not limited to a special Bishop's Mass, "Backpack Blessing", "Catholic Schools Week Mass", etc. We are grateful for the generous subsidy we receive from the St. Scholastica Parish community. All school families are encouraged to attend Mass regularly and are expected to support our parish through stewardship and the contribution of their time, talent, and treasure. Lack of school family support of our parish directly impacts school tuition.

SAFE ENVIRONMENT PROGRAM

The Diocese of Joliet and St. Scholastica Catholic School offer a "Safe Environment" program. This program gives children and youth the tools they need to help us keep them safe by educating them regarding boundaries, safe and unsafe behaviors, and healthy relationships. Research shows that child sexual abuse prevention is most effective when there is a partnership between parents and Lesson Leaders such as teachers, when material is reiterated in a school setting, and when the training is interactive and activity-based. Research based and evidence informed, the Empowering God's Children® is an age-appropriate comprehensive program through which Lesson Leaders and parents/guardians partner to give children and youth the tools they need to protect themselves and know what to do if someone tries to violate their boundaries. All materials are available in English and Spanish. Each year, the program provides a theme that introduces and builds on the basic concepts of the Teaching Boundaries and Safety Guide. The material is developmentally appropriate for each age group and includes content and activities to reinforce the message. Within each lesson plan is the ability to tailor the activities and messaging to meet the diverse needs of the children and youth at all levels. Information about the "Safe Environment" program can be found on the Diocese of Joliet's website, <https://protect.diojoliet.org/virtus-protecting-gods-children>. Each year parents/guardians may choose to "opt out" their student of this instruction.

CURRICULUM

St. Scholastica Catholic School curriculum is aligned with the Diocese of Joliet Catholic Learning Standards and the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools. St. Scholastica Catholic School is recognized by the Illinois State Board of Education and registered with the State of Illinois. The school annually complies with requirements which include meeting administrative deadlines as determined by ISBE thus ensuring compliance and recognition. All schools of the Catholic Diocese of Joliet adhere to all applicable sections of the Illinois School Code [105 ILCS 5] and relevant case law including Plyler v Doe, 457 U.S. 202, 102 S Ct 2382 (1982). St. Scholastica Catholic School follows the course of study and time allotments prescribed by the Catholic Schools Office of the Diocese of Joliet.

CURRICULUM CONTENT/ ACADEMIC DISCIPLINES

Students at St. Scholastica Catholic School are taught in the English language and in the required subject areas of Fine Arts (Art, Drama, and Music), Health, Language Arts (English, Oral Presentation, Phonics/Word Analysis, Reading/Literature, Spelling/Vocabulary, and Writing), Mathematics, Physical Education, Religion, Science (biological and physical), Social Science and Technology. St. Scholastica students also benefit from the instruction of Health curriculum topics and a STEAM Lab (science, tech, engineering, art, math).

American Patriotism: St. Scholastica Catholic School will provide instruction in the history of the United States and includes the history of Illinois and other topics. Students participate in the recitation of the Pledge of Allegiance each school day.

TEXTBOOKS/CONSUMABLES

All textbooks are the property of St. Scholastica Catholic School and/or the State of Illinois. Students and their parents/guardians are responsible for the condition of the books issued to them. Damaged books will be replaced or repaired at the family's expense. Students will not write, scribble, draw in or deface any textbook or text that is the property of the school.

STUDENT PLANNERS

St. Scholastica Catholic School will provide an approved student planner to each student in grades K-8. Students will receive their planner at the beginning of the school year. If the student planner is lost or becomes messy, or tattered, a student may be required to purchase a new one from the school office.

FIELDTRIPS

A fieldtrip is a first-hand experience that supplements classroom instruction and learning objectives, and enriches the student's classroom curriculum in an educational, cultural, and/or social experience. It is an observational experience having definite educational objectives. Field trips are an extension of Saint Scholastica's educational program and students are expected to attend. Fieldtrips may be taken only with the approval of the principal, who in cooperation with the classroom teacher will define the educational benefits of the experience.

- Fieldtrips are an academic/educational experience; therefore, school behavioral policies and expectations remain the same.
- A permission slip, signed by the parent/guardian, is required for a student to be permitted to participate in a fieldtrip.
- Phone calls and/or text messages to the classroom teacher or school office will not be accepted as a substitute for the required signed permission slip.
- Transportation and admission fees may be required.
- Students who are absent on the day of field trip will not be given a refund as all field trips are paid for in advance.
- Absent students will be recorded as absent from school.

CHAPERONES

Parents/guardians who wish to chaperone, attend, or participate in a school approved field trip must have an updated Virtus account and must provide proof of completion of (PGC) Protecting God's Children to the school office. Parents who are PGC compliant may submit their names to the classroom teacher or school office by September 1 for consideration of field trip chaperone. Parent/guardian chaperones are selected to attend field trips at the discretion of the teacher and school principal. Photos taken at a school field trip may not be posted to a personal social media account without parental consent. Parent/guardians who are not selected to attend a field trip as a chaperone are not eligible to attend.

GRADING/ASSESSMENTS

REPORT CARDS/STANDARDS BASED GRADING & ASSESSMENTS/ WEIGHTING PERCENTAGES

The student report card identifies key standards and grade level descriptors that align with Diocesan Curriculum/Standards. These standards and descriptors identify the knowledge and skills students need within each subject area. The report card evaluates student performance in terms of what the child knows and can do relative to the diocesan learning standards. Assessment is defined as vehicles for gathering information about a student's achievement. Thus, assessment should take many different forms. Formative, Summative, and Project-based assessment types are used. The evaluation forms are designed to report student achievement. The achievement grade is objective and based on the child's performance as measured against the standards. Effort and Behaviors that Support Learning are marked with symbols and are not included in the achievement grade.

REPORT CARD GRADING CODES FOR KINDERGARTEN – 3RD GRADE:

All work that is assessed should reflect the same code as the report card.

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

4 – Work Exceeds Expectations ~ Student demonstrates an in-depth understanding of concepts, skills, and processes that exceeds the grade level expectation of the curriculum.

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

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

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

CR – Credit Earned ~ Used when requirements have been satisfied but circumstances do not readily lend themselves to conventional grading

Effort - Used for subjects that do not follow the traditional grading scale. Effort grades are subjective and are determined by the teacher's assessment of effort, work habits, attitude, exertion, discipline, and accomplishments (how hard the student works based on his/her potential).

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

* – **Not Offered** ~ Used for subjects not offered at the school grade level.

REPORT CARD GRADING CODES FOR 4TH - 8TH GRADES:

All work that is assessed should reflect the same code as the report card.

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

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

CR – Credit Earned ~ Used when requirements have been satisfied but circumstances do not readily lend themselves to conventional grading

Effort - Used for subjects that do not follow the traditional grading scale. Effort grades are subjective and are determined by the teacher's assessment of effort, work habits, attitude, exertion, discipline, and accomplishments (how hard the student works based on his/her potential).

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

* – **Not Offered** ~ Used for subjects not offered at the school grade level.

Diocesan schools in grades K-8 are required to utilize the FACTS Student Information System (SIS) for the purposes of reporting student progress and communicating student progress to parents/guardians. Parents should familiarize themselves with the school SIS (FACTS) to monitor their student's grades, missing assignments, interim reports, etc.

HOMWORK

Homework is an important factor in the learning process and overall student success. The purpose is to support curriculum and instruction and provide opportunities for practice and mastery of skills. Homework may be in the form of reading, writing, study guides, reciting or sharing. The amount of homework varies based on grade level, subject, projects, etc.

Student Expectations:

- complete all homework assignments
- follow directions, procedures, and due dates
- give your best effort

Parent/Guardian Expectations:

- Supervise your child – both effort and work completion
- Support your child – offer encouragement and explanations, talk it through
- Provide an adequate homework space free from distraction and with enough time

STANDARDIZED TESTING *(Addendum, 2024)*

The Diocese of Joliet administers the IReady diagnostic assessment (3) three times throughout the school year. Assessments will be analyzed by faculty and administration and shared with student's parent/guardian. The purpose is to show individual growth and achievement. Additionally, standardized tests may be administered to students in grades 3 through 8. Schools in the Diocese of Joliet may administer the Iowa Test of Cognitive Abilities Test (CogAT).

ACADEMIC HONOR ROLL

Honor Roll is calculated for students in grades **4 through 8**. St. Scholastica Catholic School recognizes two (2) levels of Honor Roll; Honor Roll and High Honor Roll status. In addition to the academic requirements, effort and conduct are factored as well.

To receive **Second Honors (Honor Roll) status**, a student must obtain a trimester GPA of 3.0 or higher in six core classes (Religion, Reading/Literature, English/Written Language, Mathematics, Social Studies, Science). A student may not receive a D or F in **any** subject including "specials". A student may not receive a negative mark in study

habits and/or attitudes anywhere on their report card. Furthermore, any student who receives an X in effort **does not qualify** for the Honor Roll, even if the GPA was at or above the required number.

To receive **First Honors (High Honor Roll) status**, a student must obtain a trimester GPA of 3.75 or higher in six core classes (Religion, Reading/Literature, English/Written Language, Mathematics, Social Studies, Science) and may not receive a C, D or F in **any** subject including "specials". A student may not receive a negative mark in study habits and/or attitudes anywhere on their report card. Furthermore, any student who receives an X in effort **does not qualify** for the Honor Roll, even if the GPA was at or above the required number.

Honor Roll is calculated using a **4 point system**. Pluses and minuses are not calculated into the GPA. A=4 pts., B=3 pts., C=2 pts., D=1 pt., F=0 pts.

First and Second Honors will be published on our school's SIS and our school social media page. Any parent/guardian that does not want his/her student's name released for such publication must inform the school in writing, by **the last day of September for each school year**.

RETENTION

In order to retain a student at the same grade level for another year, the teacher must demonstrate that such retention is not only warranted but would be the most beneficial to the child. This decision will be made only after following the MTSS (Multi-Tiered System of Supports) approach with supporting data. Furthermore, this may occur only after a Student Retention Team consisting of classroom teacher, parent(s)/guardian(s), school Principal and Pastor deems retention is necessary and beneficial.

GRADUATION REQUIREMENTS & CONSTITUTION

Students in schools are promoted to the next grade in accordance with the stated policies and curriculum of the school. Promotion relates to students matriculating to their second (or third) year of preschool or advancing to kindergarten through 8th grade.

Graduation relates to students who are advancing beyond 8th grade. Students may not be promoted or graduate unless they have successfully completed the curricular and behavioral expectations of the school. **STUDENTS MAY NOT GRADUATE WITHOUT A PASSING SCORE ON THE CONSTITUTION TEST.** St. Scholastica Catholic School students must pass every subject course with a grade average of at least 70% (D-), this includes the passing or effort grade associated with "specials" courses. Students who do not meet the standards may be allowed by local high schools to matriculate into 9th grade with a "certificate of attendance" not a diploma. No graduation or other exercise that signifies the termination of school sessions may take place earlier than a week before the closing date of the school year.

PARENT/TEACHER CONFERENCES

- **8th Grade** - Parent/Guardian and student attendance at Conferences **IS REQUIRED.**
- **K – 7th Grade** - Parent/Guardian attendance at Conferences is **STONGLY ENCOURAGED.**
- **K – 7th Grade** - Student attendance at Conferences **IS ENCOURAGED.**

Parent/Teacher Conferences are held in November. The purpose of the conference is to discuss the student progress regarding academics, behavior, social-emotional, etc. Parents and teachers may request additional conferences throughout the school year as needed. Questions, concerns, etc. should always follow the appropriate "chain of command" beginning be with the child's teacher before involving the school principal. Teachers work closely with your child in the school environment and aware of the day-to-day routine. If further consultation is needed after speaking with a teacher, it is then appropriate to arrange for an appointment with the school principal.

DAILY SCHEDULE

TIME OF THE SCHOOL DAY/ARRIVAL AND DISMISSAL

- 7:30-7:47am- Student drop-off in designated Carpool area
- 7:50am- School Day begins (prayer, pledge of allegiance, announcements)
- Students arriving before 7:30am must report to EDC. Parents will be assessed the fee
- **STUDENTS ARE TARDY IF THEY ARRIVE AFTER 7:50am**
- Early Dismissal days – students dismiss at 11:00am
- 2:25pm- Afternoon prayer and announcements
- 2:30pm – Student dismiss for the day
- Students who are not picked up by 2:40pm must report to EDC (After Care Program). Parents will be assessed a fee for extended care services.

EXTENDED DAY CARE SERVICES (EDC)

EDC - Morning Care

St. Scholastica Catholic School offers a morning care program for students who need to arrive to school before the arrival time of 7:30am. Morning care is available from 6:30am-7:30am. Morning care is not available on days that school is not in session. Students will enter through main school office door

EDC - After Care (Children's Choice)

The After-school EDC program runs from 2:30 – 6:00 pm. The program operates according to the St. Scholastica Catholic School calendar. Afternoon EDC is **not** available on early dismissal days. Families may register for After-care with Children's Choice After Care Company by using the following link:

<https://schools.procareconnect.com/register/e1c0cb22-1c4e-43db-b3a7-1c0b9dd3fedd>

After-care begins on the first FULL day of the school year. Children's Choice requires a one-time per school year \$25.00 non-refundable deposit and all payments are made directly to them.

SCHOOL DROP-OFF (Morning)

Cars will enter the St. Scholastica upper parking lot by 7:30am and park in their assigned number spot. After student busing has dropped off children and exited the lead car will begin the route to the "carpool lane". Staff members are stationed outside to assist and direct cars.

Please follow the morning drop-off safety rules:

- Continue pulling vehicle forward in the carpool lane
- Children must exit their car on the side closest to the building
- Drivers must display caution while driving through the lot, specifically reduced speeds
- Cars must stay off the yellow area in front of the school as this is the 'safe zone' for students
- Drivers/adults may NOT get out of their car to open doors.
- **State of Illinois law prohibits cell phone use while picking up children in the carpool line and in school zones.**

SCHOOL PICK-UP (Afternoon)

Cars will enter the St. Scholastica upper parking lot by 2:30pm and park in their assigned number spot. The parking lot will be closed after 2:30pm to ensure student safety as they dismiss from the school building. Teachers and staff members are assigned to lead students to the upper lot and direct them to their vehicle. Once staff determine all students are inside a vehicle and the lot is clear they will direct the lead vehicle to begin exiting the lot. Student not picked up by 2:40pm will be sent to EDC After-care.

Please follow the school pick-up safety rules:

- Park in you assigned number spot in the upper lot
- Drivers/adults must stay in their car as children come to cars
- Wait for direction from Teacher/Staff member on duty
- Do not drive through the upper lot until directed
- Stay in single file as vehicles exit the lot
- Late arrivals park in lower lot only and wait in the lower lot until all cars in the carpool line have cleared to pick up their children.

LUNCH/SNACK/DRINKS

Students may choose to participate in a daily hot lunch program or may send a lunch from home. At the start of each month the monthly menu and order forms are posted in FACTS. Families must submit a hot lunch order for each child on or before the month due date. Menu substitutions may be necessary. Students may bring a lunch from home. Families are asked to provide a healthy lunch for their child.

Please see Lunch Guidelines below:

- Fast food and/or restaurant food is **never** permitted during school hours with the exception of a school scheduled "Fun Lunch".
- Milk is available for purchase through the school.
- Water bottles and other liquids are not allowed in the library/technology lab.
- Water bottles are acceptable in the classroom (**teacher discretion**), during lunchtime, and snack time.

- Saint Scholastica Catholic School adheres to a healthy food choice and food allergy awareness plan. Lunches, drinks, and snacks that are high in sugar and caffeine, or high “energy drinks” including, but not limited to soda pop, Mountain Dew, Red Bull, Monster, etc. are not permitted during school or EDC hours.
- Home lunches may not include soda pop or caffeinated beverages.
- Students may not share food with a classmate during lunch or snack times per school allergy policy.
- Designated peanut-free tables will be provided as needed per school allergy policy.
- Glass containers are not allowed as part of the school safety plan.
- Students are expected to clean up their lunch area and show respect for their space.
- Students will treat all school and parish staff, classmates, and visitors with respect.
- Students may not leave their lunch seat or use the washroom without permission.
- Teachers and staff are not responsible for lost or misplaced water bottles.

FORGOTTEN LUNCH, SNACK, DRINKS

Parent/guardians are welcome to bring their child’s forgotten lunch, snack, water bottle to school.

- Leave items clearly marked with student’s name on the cart in the school entrance hallway.
- Students will be sent to pick up their item at a time conducive to their learning schedule.

RECESS

All students will participate in recess, both indoors and outdoors.

- Students must have a doctor’s note to be excused from recess.
- Recess is an important part of a student’s physical, social, and mental health.
- Recess minutes are mandated in the state of IL for grades Kindergarten through 5th. St. Scholastica students will attend recess outside expect in the case of bad weather, extreme temperatures, or other hazardous conditions (rain, lightening, feels like temperature below 20 degrees, heat index above 95 degrees).

Please be sure your child/children are dressed appropriately for weather conditions. All students should wear or bring a coat, hat, and gloves during the cold months.

SCHOOL ATTENDANCE

REQUIRED DAILY SCHOOL ATTENDANCE/ABSENTEEISM & TRUANCY

Daily attendance is necessary for your child(ren) to achieve the maximum benefit from instruction. Most topics are taught in sequence, requiring the understanding of each concept. Classroom discussion also contributes to the learning environment and cannot be made up when a child is not present in the classroom.

The Catholic Schools Office requires that parents/guardians ensure the regular attendance of their children, consistent with Illinois School Code, and inform the school of any absences and the causes of such absences. A telephone call by the parent or guardian is **required** on the first day and each subsequent day of absence or tardiness. A written excuse signed by the parent/guardian may also be required upon the child’s return to school.

COMPULSORY ATTENDANCE

A daily student attendance record is kept in each school for every student. Attendance in class is an essential aspect of our educational program. Illinois law requires that whoever has custody or control of any child between the ages of six (6) and nineteen (19) (and in high school) must ensure that the child attends school the entire time school is in session during the regular school term, except as otherwise provided by law. Parents and/or guardians having legal custody of school-age children are responsible for ensuring the regular attendance of their children in school.

ABSENTEEISM

The Diocese of Joliet Catholic Schools Office and Saint Scholastica Catholic School require students who are enrolled to attend school daily during the entire regular school term unless noted on the school calendar. Please **call the school office at 630-985-2515 before 8:00 am to report absences**. All non-reported absences will be called by the school office staff. An email to the homeroom teacher and the school office, or a written note should be submitted in the event of a partial day absence. **A student who is absent is prohibited from any/all activities related to the school on the day which they are absent.**

The school principal is responsible for maintaining an effective system for recording student absences and for encouraging students to be prompt and to attend class on a regular basis. The attendance record is placed in the student’s permanent file each school year.

Absences are categorized as excused or unexcused.

Valid causes of absenteeism (excused), as listed in Illinois School Code (105 ILCS 26-2a) are:

- Illness (including mental or behavioral health of the student).
- Observance of a religious holiday.
- Death in the immediate family.
- Family emergency.
- Circumstances that cause reasonable concern to the parent or guardian for the student's mental, emotional, or physical health or safety.
- High school visits/High school Shadow Days (not listed in Illinois School Code)
- Other situations beyond the control of the student as determined by the principal and pastor.

Additionally, a student will be excused for up to five (5) days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.

All other absences will be considered unexcused. Pre-arranged excused absences must be approved by the school principal.

EARLY DISMISSAL (Leaving for part of a school day)

An email to the homeroom teacher and the school office, or a written note should be submitted in the event of an early dismissal. All students are to remain on school property during the school day. Parents/guardians **must** come into the school building to pick up their student. Parents/guardians must report to the school office to sign the student out before the student may leave the building. If a student returns to school during the school day, the parent/guardian **must** bring the child into the building, report to the school office and sign the student in indicating the time of return. St. Scholastica Catholic School students will **only** be released from school to the child's parent/guardian or an authorized adult whose name appears on the child's emergency paperwork. If the person picking the child up is someone different than the parent/guardian permission must be given to the school office in advance.

ILLNESSES

A doctor's release is required for any absence of five consecutive days or more. Students who have been ill throughout the night/morning, vomited during the day/or night, or who have a temperature of 99.0 or above in the morning are expected to remain at home for 24 hours. Students must be fever free (99.0) without fever-reducing medication for at least 24 hours before returning to school. Please do not send your child to school if he/she is not feeling well. **Sick students will be sent home.**

P.E. CLASS - All students **must** have a parent note to be excused from gym class for 1 or 2 days. **Students who will miss MORE than 2 days of class must have a medical excuse from a medical doctor.**

COMMUNICABLE DISEASES

A doctor's release is required for absence due to a communicable disease. If a child has a communicable disease, parents must notify the school office immediately.

MAKE UP WORK

A student will have the same number of days as they were absent to turn in their work and make up any missed assessments. Example: If your child is absent for two days, their work and assessments are due two days after the return to school.

VACATIONS

The instructional framework of daily lessons cannot be recreated outside of school. Therefore, parents are strongly discouraged from taking students out of school for vacations. Families who choose to take vacations during the school year must fill out a "Vacation Form". The form is available on FACTS .

Please note:

- Teachers will NOT give absent work ahead of time.
- Teachers will NOT be expected to provide additional instruction when a student returns.
- Students are expected to turn in ALL missing work within absentee time frame (the same number of days as they were absent, to turn in their work and make up any missed assessments)

DIAGNOSTIC PROCEDURES FOR IDENTIFYING STUDENT ABSENCES AND SUPPORT SERVICES TO TRUANT OR CHRONICALLY TRUANT STUDENTS

State law requires every nonpublic school that receives public funds to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. Furthermore, State law provides that schools are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The CSO considers absenteeism excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development. Excessive absenteeism includes excessive tardiness.

The school will use diagnostic procedures for identifying the causes of unexcused student absences, such as interviews with the student, his or her parent/guardian, any school officials or others who may have information about the reasons for the student absences.

To reduce or prevent excessive absenteeism, the school maintains a procedure to:

- Track and provide early identification of potentially harmful attendance practices.
- Provide a progressive, multi-level plan toward remediation of the problem.
- Provide supportive services to truant or chronically truant students including parent conferences, student counseling, family counseling and information about existing community services.

TARDINESS

School classes begins at 7:50am. At this time, all students should be in their classrooms ready to begin the school day. If a student is not in their classroom at 7:50am, they are considered tardy. Students who arrive to school after 7:50am must enter through the front main office door. Per our safety procedures, **students MUST be accompanied by a parent or guardian who will sign them in.** Please, do not drop your child off at the door and leave. If a tardy student enters alone the parent/guardian will be called immediately to return to school and sign them in.

Valid causes for an excused tardy include:

- Medical/dental appointments
- Attendance at a funeral
- Other extenuating family circumstances

After a student is tardy to school three (3) times, the parent/guardian will be contacted. The accumulation of four **(4) tardy marks** will result in a parent meeting with the principal.

Timely arrival at school is just one of the necessary learned behaviors that ensure a good day at school for your child. Timeliness is important to developing good habits, teaching responsibility and respect, and improving overall academic success.

Tardiness is a habit that comes with many negative consequences. It has been proven to have dramatic results on a student's education. Students who are regularly late are more likely to accept that absence in general is tolerated **leading to chronic absenteeism and truancy**, and therefore additional negative effects on academic success.

There is much data to support a direct connection between being on time and school success, while data also shows students who are regularly late for school have lower GPA's (grade point average), lower test and assessment scores, and lower overall report card scores.

When students are late for school it **causes a disruption** to their morning routine and to their day. Additionally, a late arrival disrupts the teacher and the classroom as a whole, distracting other students and impeding learning. When the morning routine is disrupted, class projects are put on hold, and assessments are disrupted, learning is interfered with. Repeated tardiness may lead to a disconnect between tardy students and their peers as they often miss out and may feel as if they are not included.

Being on time for school is an important habit that begins in the home.

Below are a few tips:

- Family participation and accountability is a group effort, and you need everyone in.
- Establish and keep a schedule; children thrive on routine.
- Establish a consistent bedtime ensuring children go to bed early and wake up early.
- Prepare for your morning the night before – lay out uniforms, pack lunches and pack backpacks.
- Prepare for traffic, construction, and congested highways – leave early to avoid these issues.
- Consider setting up a carpool with other families.

Please remember, students who are consistently on time create good habits and have more opportunities to achieve academically, develop good character traits, and make stronger social connections.

TRUANCY

The Catholic Schools Office considers a student who is subject to compulsory school attendance truant if he/she is absent for the school day or a portion of the school day or a portion of the school day without an excused absence. A student is considered a chronic or habitual truant if he/she is absent for 10% or more of regular attendance days without proper permission. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

RESOURCES AND SUPPORTIVE SERVICES

The following resources and supportive services, as determined appropriate, are available to truants and chronic or habitual truants with unexcused absences and their parents/guardians:

- Conferences with the teacher or principal
- Special education assessment and placement (TAT/RTI)
- Referral to the local Regional Office of Education

CHRONIC TRUANT MINOR

The Catholic Schools Office, in accordance with the Illinois School Code, considers a truant minor to be a chronic truant when the above resources and supportive services have been provided and have failed to result in the remediation of chronic truancy or have been offered and refused by the parent/guardian and/or student.

REFERRAL OF CHRONIC TRUANTS

The respective school principal will initiate the first action to handle the problem of truancy by notifying the parents/guardians. The school principal will also initiate proper counseling and actions to secure resources to find a solution to the problem.

If the truancy continues, the principal will notify the superintendent or his/her designee. The local truancy officer will also be notified.

PUNITIVE ACTION

If chronic truancy persists after support services and other resources are made available, the school and CSO may take further action, including:

- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

Pursuant to the Illinois School Code (105 ILCS 5/26-12), schools will take no punitive action, including out-of-school suspensions, alternatives to suspension, expulsion or court action, against chronic truants for such truancy unless the above resources and supportive services have been provided to the student and parents/guardians.

This policy is effective 8/14/2024 as per 105 ILCS 5/22-92(b).

OFFICIAL RECORDING OF ATTENDANCE

For reporting purposes, to be counted as being present for a ½ day of attendance, a student must be in school for a minimum of 150 minutes, or 2 ½ hours, of instructional time. Please note that any child who intends to participate in a St. Scholastica Catholic School activity or event must be in school at least a half day on the day of the event.

SCHOOL DRESS CODE

There is a distinct relationship between dress and attitude. Students who take pride in their appearance take pride in their behavior. A good attitude and good behavior are prerequisites for successful learning. This positive behavior is expected during the school day, and at all functions in which a student is dressed in any St. Scholastica school attire and representing St. Scholastica Catholic School.

All students at St. Scholastica Catholic School are required to follow the uniform policy. The **principal's decision is final** when making a determination on any questionable student appearance. Students will call home for a change of clothing if determined that the attire worn is inappropriate. All uniform violations will be addressed per the Discipline Policy.

Regulation and school logo uniform pieces may be purchased from the following:

- Approved School Uniforms - School Belles – schoolbelles.com
Bridgeview Court Plaza, 79th & Harlem, Bridgeview, IL 60455 / 708-598-8008
- Approved School Uniforms – Lands' End uniform pieces; Amazon.com
https://www.amazon.com/gp/product/B09HGKLSG1/ref=ppx_yo_dt_b_search_asin_title?ie=UTF8&psc=1
or Landsend.com <https://www.landsend.com/shop/clothing-school-uniform/S-xez-ytp>
- Approved PE Uniforms and Spirit wear - Dynamac Sports Gear <https://dynamacsportsgear.com/sts/>
- Approved Spirit wear – 1st Place Spirit Wear
<https://1stplacespiritwear.com/schools/IL/Woodridge/St.%20Scholastica%20School>
- Uniform Exchange Program (Free at school)

GIRLS DRESS CODE

GIRLS BOTTOMS

K-5- Regulation plaid jumpers

K-8- Regulation plaid skirts

K-8- Regulation navy blue skirts (polyester or polyester/twill)

K-8- Regulation plaid skort

K-8- Regulation navy-blue uniform pants, twill "Dockers" style

K-8- Regulation navy-blue uniform shorts, twill "Dockers" style (first day of school through Oct. 31, and April 1st through last day of school)

LENGTH

The length of jumper, skirt, skort, and shorts must be no shorter than two inches above the knee. Shorts **must** be worn under skirts and jumpers. Shorts may not be visible.

BELTS

K-8- Black, brown, or navy-blue belts must be worn with all pants or shorts that have belt loops. Elastic waist uniform pants and shorts without belt loops do not require a belt.

NOTE: Cargo pants, jeggings, leggings, and yoga pants are not allowed as part of the regulation school uniform. Leggings may be worn **ONLY** under a jumper or skirt and must be navy blue, black, or white.

GIRLS TOPS

K-5- Regulation white Peter Pan collared blouse with school logo (worn with jumper option)

K-5- Regulation white turtleneck long sleeved cotton shirt (worn with jumper option **ONLY**)

K-8- Regulation light blue uniform polo with school logo

K-8- Regulation navy blue sweaters and cardigans with school logo

K-8- Regulation crewneck sweatshirt (NO HOODIES)

K-8- Regulation $\frac{3}{4}$ zip sweatshirt

K-8- Regulation fleece full zip (NO HOODS)

8th ONLY- Approved 8th grade t-shirt and approved 8th grade $\frac{3}{4}$ zip sweatshirt

NOTE: The solid light blue uniform polo or white Peter Pan collared blouse is required under school sweatshirt, sweater, and fleece. Other hoodies, sweatshirts, pullovers, etc. may **ONLY** be worn on approved Spirit Wear or Out of Uniform days.

All shirts must be tucked in. Navy V-neck cardigan sweater and navy V-neck vest have been removed from the regulation uniform list. Students who already have these items may continue to wear them as part of

the approved school uniform for the 2024-25 school year. They will not be on the approved list for the 2025-26 year.

SOCKS, TIGHTS, OR LEGGINGS - Must be worn to school

K-8- Knee-high, crew, ankle, or no-show socks solid navy-blue, royal blue, lt-blue, black, or white

K-8- Tights in solid navy-blue, royal-blue black or white (worn with jumper or skirt)

K-8- Leggings in solid navy-blue, black, or white (worn with jumper or skirt)

SHOES

K-8- Dress shoes and loafers in solid colors: navy-blue, black, white, gray, or brown

K-8- Athletic shoes in solid colors: navy-blue, black, white, or gray. **NO LIGHTS OR WHEELS.**

Shoelaces must match the color of the shoe. Shoes must fasten securely by laces or Velcro.

Shoes with a logo must follow color code (ex: Nike swoosh must be navy-blue, royal blue, lt-blue, black, white, or gray)

Fashion boots, sandals, backless shoes, any shoe with a heel or large sole are **NOT** allowed as they pose a safety hazard, especially in the event of an evacuation of the building. Snow boots may be worn in winter, but students **must** change into school shoes upon arrival.

HAIR

No student will be discriminated against based on ethnic hairstyle as stated in Jett Hawkins Law IL Public Act 102-0360. See STUDENT CULTURAL HAIRSTYLES. St. Scholastica Catholic School does require students to keep their hair and themselves neat and clean.

- Student's hair must be neat, clean, and well-groomed
- Student's hair/hairstyle may not cover their eyes
- Students must have only natural hair colors. Natural-colored highlights and lowlights are allowed. **NO unnatural hair colors** including permanent, semi-permanent, temporary, paint, or chalk are allowed - including but not limited to red, orange, yellow, green, blue, purple, mermaid, etc.
- Hair color in ombre, streaks, chunks, under sections, paint design etc. is **NOT** allowed
- Extreme hairstyles are not allowed including, but not limited to, unnatural hair colors including permanent, semi-permanent, temporary, paint, or chalk, full mohawks, shaved designs, painted designs, etc.

Students who are non-compliant with hair dress code must have hair corrected **within three (3) school days** following a verbal or written warning.

HAIR ACCESSORIES

Including but not limited to bows, headbands, clips, and scrunchies must be navy-blue, royal-blue, light-blue, black, white, gray, yellow/gold, or uniform plaid to match the approved school uniform.

STUDENT CULTURAL HAIRSTYLES

Illinois Public Act 102-0360, known as the Jett Hawkins Law, prevents school boards, local school councils, charter schools, and non-public elementary and secondary schools from prohibiting or discriminating against hairstyles that are "historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists".

JEWELRY/WATCHES

- Religious jewelry **only** may be worn to school on non-gym days (ex: cross, crucifix, saint, mustard seed, etc.)
- Girls with pierced ears may wear one pair of earrings to school **only**. No piercings other than one in the lower earlobe is allowed.
- Smart watches including but not limited to Apple watch, Android, Gabb, JrTack, etc. are **NOT** allowed in school. A simple watch with **time function only** may be worn.
- Jewelry may not be worn in P.E. class

GENERAL STUDENT APPEARANCE AND HYGIENE

- Makeup, nail polish, and artificial nails may **NOT** be worn to school. If nail polish or makeup is worn to school, the student will be required to remove it.
- Hats and sunglasses may not be worn in school except on designated celebration days.

- Temporary or permanent tattoos are not allowed.
- The use of deodorant is encouraged in the upper grades.
- Hair and self are to be kept clean and groomed.
- All uniform pieces should be labeled with the student's first initial and last name.
- Visible undergarments are **NEVER** acceptable.
- All clothing (uniform, Spirit wear, out of uniform clothes) **MUST** be free of holes and/or tears.

BOYS DRESS CODE

BOYS BOTTOMS

K-8- Regulation navy-blue uniform pants, twill "Dockers" style

K-8- Regulation navy-blue uniform shorts, twill "Dockers" style (first day of school through Oct. 31, and April 1st through last day of school)

BELTS

K-8- Black, brown, or navy-blue belts must be worn with all pants or shorts that have belt loops. Elastic waist uniform pants and shorts without belt loops do not require a belt.

BOYS TOPS

K-8- Regulation light blue uniform polo with school logo

K-8- Regulation navy blue sweaters with school logo

K-8- Regulation crewneck sweatshirt (NO HOODIES)

K-8- Regulation $\frac{3}{4}$ zip sweatshirt

K-8- Regulation fleece full zip (NO HOODS)

8th ONLY- Approved 8th grade t-shirt and approved 8th grade $\frac{3}{4}$ zip sweatshirt

NOTE: The solid light blue uniform polo is required under school sweatshirt, sweater, and fleece. Other hoodies, sweatshirts, pullovers, etc. may **ONLY** be worn on approved Spirit Wear or Out of Uniform days.

All shirts must be tucked in. Navy V-neck cardigan sweater and navy V-neck vest have been removed from the regulation uniform list. Students who already have these items may continue to wear them as part of the approved school uniform for the 2024-25 school year. They will not be on the approved list for the 2025-26 year.

SOCKS

K-8- Crew, ankle, or no-show socks in solid navy-blue, royal blue, lt-blue, black or white must be worn.

SHOES

K-8- Dress shoes and loafers in solid colors: navy-blue, black, white, gray, or brown **K-8-** Athletic shoes in solid colors: navy-blue, black, white, or gray. NO lights or wheels.

Shoelaces should match the color of the shoe. Shoes must fasten securely by laces or Velcro.

Shoes with a logo must follow color code (ex: Nike swoosh must be navy-blue, royal blue, lt-blue, black, white, or gray)

HAIR/FACIAL HAIR

No student will be discriminated against based on ethnic hairstyle as stated in Jett Hawkins Law IL Public Act 102-0360. See STUDENT CULTURAL HAIRSTYLES. St. Scholastica Catholic School does require students to keep their hair and themselves neat and clean.

- Student's hair must be neat, clean, and well-groomed
- Student's hair/hairstyle may not cover their eyes
- Students must have only natural hair colors. **NO unnatural hair colors** including permanent, semi-permanent, temporary, paint, or chalk are allowed - including but not limited to red, orange, yellow, green, blue, purple, mermaid, etc.
- Hair color in ombre, streaks, chunks, under sections, paint design etc. is **NOT** allowed
- Extreme hairstyles are not allowed including, but not limited to, unnatural hair colors including permanent, semi-permanent, temporary, paint, or chalk, full mohawks, shaved designs, painted designs, etc.
- Boys must be clean shaven – **NO facial hair allowed**, including but not limited to sideburns, goatee, mustache, beard

Students who are non-compliant with hair dress code must have hair corrected **within three (3) school days** following a verbal or written warning.

STUDENT CULTURAL HAIRSTYLES

Illinois Public Act 102-0360, known as the Jett Hawkins Law, prevents school boards, local school councils, charter schools, and non-public elementary and secondary schools from prohibiting or discriminating against hairstyles that are “historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists”.

JEWELRY/WATCHES

- Religious jewelry **only** may be worn to school on non-gym days (ex: cross, crucifix, saint medal, mustard seed, etc.)
- Boys may not have pierced ears or any other piercings
- Smart watches including but not limited to Apple watch, Android, Gabb, JrTack, etc. are **NOT** allowed during school. A simple watch with **time function only** may be worn
- Jewelry may not be worn in P.E. class

GENERAL STUDENT APPEARANCE/GROOMING/HYGIENE

- Makeup, nail polish, and artificial nails may **NOT** be worn to school. If nail polish or makeup is worn to school, the student will be required to remove it.
- Hats and sunglasses may not be worn in school except on designated celebration days.
- Temporary or permanent tattoos are not allowed.
- The use of deodorant is encouraged in the upper grades.
- Hair and self are to be kept clean and groomed.
- All uniform pieces should be labeled with the student’s first initial and last name.
- Visible undergarments are **NEVER** acceptable.
- All clothing (uniform, Spirit wear, out of uniform clothes) **must** be free of holes and/or tears.

PHYSICAL EDUCATION UNIFORMS

On scheduled PE days, all students in **K-8** will wear the **approved P.E. school uniform to school**.

P.E. uniform pieces may be purchased through Dynamac Sports Gear online <https://dynamacsportsgear.com/sts/> or from our St. Scholastica School Uniform Exchange Program, free at the school.

No student will change into or out of a P.E. uniform at school. Students will wear the regulation P.E. shirt and regulation P.E. shorts and/or sweatpants with the school logo. Students may also wear the regulation crew neck school sweatshirt with logo. **Spirit wear may NOT be worn for PE class.**

No hoodies of any kind, and no other sweatshirts are allowed as part of the PE uniform. Girls with long hair must pull/tie hair back during class for safety reasons.

Gym shoes must have tie-laces or Velcro closures. Slip-on shoes and shoes with no back are **NOT** allowed for P.E. classes. Shorts and sweatpants must fit at the waist and be the appropriate size.

P.E. sweatpants and/or shorts may be worn in gym classes all year. Students who choose to wear shorts in P.E. class must wear the P.E. sweatpants over their shorts for the remainder of the school day in winter months.

On P.E. days that may also fall on an “out-of-uniform” day or Spirit wear day, students **must wear or bring gym shoes for P.E. class.**

MODIFICATION OF ATHLETIC/TEAM/PE UNIFORMS

St. Scholastica Catholic School allows a student athlete to modify his/her athletic/team/PE uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student’s religion, cultural values, or modesty preferences provided such uniform modifications do not contradict or create confusion with Catholic social teaching. The modification of athletic/team/PE uniforms may include, but is not limited to, the wearing of a hijab, an undershirt, or leggings. If a student chooses to modify his/her athletic/team/PE uniform, the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modification.

ALTAR SERVERS/UNIFORM

All Altar Servers must wear school shoes (NO gym or athletic shoes) and uniform pants when serving school liturgies, and funerals. Altar Servers are required to bring their shoes and uniform pants to school if they will be serving a mass on a gym day.

SPIRIT WEAR DAYS/OUT OF UNIFORM DAYS/PICTURE DAYS/BIRTHDAYS/ SPECIAL EVENTS

Students will have scheduled Spirit Wear days including the **FIRST FRIDAY** of every month. Spirit Wear attire will include St. Scholastica Catholic School Spirit Wear **ONLY**. No other Catholic school wear is allowed unless a special scheduled day is designated, such as during Catholic Schools Week. On Spirit wear days, students may wear St. Scholastica Catholic School Spirit Wear bottoms, sweatpants, leggings, jeans, khakis, uniform bottoms, or shorts (shorts from August through October 31st and again April 1 through year-end.) Students may dress "out of uniform" on their birthday. If a birthday falls on a weekend or holiday break the teacher will determine the day. Students with summer birthdays may dress "out of uniform" on their half birthday!

SPIRIT WEAR DAYS / OUT OF UNIFORM DAYS / PICTURE DAYS / BIRTHDAYS

- All bottoms must be fitted at the waist and may **NOT** "sag" or fall beneath the waist.
- Clothing may **NOT** have any holes or tears.
- All clothing must be **neat and clean**.
- Bottoms with writing across the behind are **NOT** allowed.
- Hats are **NOT** allowed (except on designated celebration days).
- Students may **NOT** wear extreme styles of clothing on special days
- Students may **NOT** wear clothing with political writing, artwork, or designs
- Students may **NOT** wear sleeveless tops, tank tops, spaghetti straps, strapless or backless tops or dresses. Tops that expose the stomach are **NOT** allowed.
- Dresses and shorts must be no less than 2 inches above the knee in length.
- Make-up, nail polish may **NOT** be worn on special days
- Make up for school dances is discouraged but is a parent/guardian decision.
- Clothing with any questionable or inappropriate writing, artwork, or design on them may **NOT** be worn. Words or designs contrary to our Christian values are **NEVER** permitted.

Students will receive the following consequences if the spirit wear days/out of uniform days/picture days/birthday guidelines are not followed:

***FIRST OFFENSE:** A verbal warning will be given, and the student will be required to call home for a change of clothes.

***SECOND OFFENSE:** The student will miss the next Spirit Wear or Out of Uniform day, will receive written disciplinary action, and will be required to call home for a change of clothes.

***THIRD OFFENSE:** Detention will be issued and a parent meeting with the school principal will be scheduled. The student will be required to call home for a change of clothes. In the event a change of clothes cannot be brought to the school, the student may choose clothes from the school uniform exchange options available at school

NOTE:

- Each school uniform piece should be labeled with the student's first initial and last name.
- Visible undergarments are **NEVER** acceptable.
- **St. Scholastica Catholic School is not responsible for lost or damaged items including but not limited to jewelry, watches, phones, electronic devices, etc.**

STUDENT BEHAVIOR POLICY – DISCIPLINE & CONSEQUENCES

AFTER-SCHOOL DETENTION HELD EACH WEDNESDAY OF EACH WEEK FROM 2:30-3:30PM

CHRISTIAN CONDUCT

Catholic schools are rooted in a vision and values:

The vision for the Diocese of Joliet Catholic Schools is an integrated network of vibrant schools that makes Catholic education available to all within a community of life-long learners formed in faith, educated for excellence, and sent to serve. The values for the Diocese of Joliet Catholic Schools include incorporating faith into the classroom, balancing challenging courses with a nurturing environment, collaborating with families, holding each other to a higher standard, and looking ahead. This vision and these values are based upon the Gospel and summarized by Jesus' command to "...love the Lord your God, with all your heart, with all your soul, with all your mind, and with all your strength... You should love your neighbor as yourself." (Mark 12:30-31)

PARENT/GUARDIAN & GUEST CONDUCT: In light of our Gospel vision and values, all parents and their guests visiting our schools are expected to:

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

Respect for ourselves and everyone who makes up our school community is an essential requirement for a Christian environment. Children first learn appropriate behavior demonstrated by their parents and other role models. As adults, it is our charge to help children accept responsibility for their actions and to understand that there are consequences to their actions. The St. Scholastica whole child approach integrates Catholic doctrine, prayer, sacraments, and moral decision-making with academic achievement and physical health. This is accomplished in partnership with parents.

The ideal of discipline within Catholic education is to enable students to move from externally imposed discipline to self-discipline, and finally toward adult discipleship. As we teach, advocate, and model the virtues and values we wish to instill in our children, we, as adults, must also enforce rules related to our own behavior, as well as accept responsibility and consequences.

DISCIPLINE CODE

Students at St. Scholastica Catholic School will proudly show that “We are Christian” “We are respectful” “We are responsible” and “We are safe” through the choices we make every day. Good behavior will be modeled in all areas of the community including in church, in the lunchroom, outside at recess, the hallways, in the stairwells, gymnasium, etc. Good behavior and self-discipline are necessary for learning to take place. Students are **expected** to demonstrate Christian conduct on a consistent basis. They are to show respect and cooperative behavior towards adults and other students, and they are always expected to respect the rights of others. At St. Scholastica Catholic School we believe that all students have the right to learn and that teachers have the right to teach. The discipline process at St. Scholastica Catholic School is aimed at helping students make appropriate choices and meet behavior standards to allow for a productive and safe learning environment for all students. When a student’s behavior hinders learning or is hurtful to others, we give that student the opportunity to resolve the conflict and make amends for their mistake. Every effort is made to preserve the dignity of the student during the disciplinary process. Any consequences that are issued are deemed appropriate for the misbehavior in question. Situations do vary and the school staff makes efforts to use the discipline process and possible consequences that will help the student learn from his or her experience.

SHARED RESPONSIBILITIES & EXPECTATIONS

Students -

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

Parents/Guardians -

- Read, review, and support the school discipline policy and uphold the decisions and consequences as determined by the administration and staff.
- Follow the Chain of Command: Communicate initial concerns to the classroom teacher before contacting the school principal.
- Sign Demerit-Conduct Notices (on FACTS) and discuss ways to help student(s) improve his/her choices. Both signed and unsigned Demerit-Conduct Notices are valid.

Teachers/Staff -

- Use a preventative approach to discipline and act with fairness, consistency, and respect
- Use appropriate and consistent classroom management strategies
- Communicate the focus of school discipline is to promote successful behavior choices
- Communicate concerns to students

- Communicate concerns to parent/guardian in a timely manner
- Communicate concerns and discuss problem solving strategies with the school principal

INFRACTIONS & CONSEQUENCES

KINDERGARTEN – 3rd GRADE

Classroom management and student discipline in Kindergarten – 3rd grade is primarily the responsibility of the classroom teacher. Classroom teachers establish rules and expectations that provide a clear understanding for students and parents/guardians. Teachers will communicate behavior concerns to parents/guardians using email, phone calls and/or scheduling conferences. The school principal may select to intervene when student behavior continues to be a concern and/or after classroom interventions and parent communications have not resulted in a positive change. The school principal may also intervene when behavior incidents occur outside of the classroom setting, become aggressive, or include any act of physical aggression. Corporal Punishment is forbidden in the Diocese of Joliet Catholic schools.

MINORS -

MINOR INFRACTIONS – include, but are not limited to:

- Not following directions or classroom rules, policies, procedures
- Dress code/uniform violation
- Talking out of turn
- Extraneous noises that disrupt the learning environment
- Name calling
- Treating classmates unkindly

Consequences for Minor Infractions - discretion of the teacher, may include, but are not limited to:

- A demerit which will be communicated to parent/guardian through SIS, email, or phone call
- Removal from the classroom
- "Time-out" break in the school office
- Limited "time-out" break during recess
- Loss of classroom privilege
- Conference with student, parent(s), teacher, and school principal

MAJORS -

MAJOR INFRACTIONS – include, but are not limited to:

- Repeated minor infractions with little or no improvement in behavior
- Showing disrespect to a classmate
- Showing disrespect to a teacher, staff member, or adult
- Use of inappropriate language or profanity (verbal, written, or displayed)
- Defacing or disrespecting school property
- Hitting, shoving, pushing or any act of physical aggression
- Misbehavior in the lunchroom (throwing food, causing disruption)
- Disrespectful behavior at Mass/Church
- Violation of the Acceptable Use of Technology policy

Consequences for Major Infractions - A demerit will be issued to the student at the teacher's discretion which will be communicated to parent/guardian through SIS, email, or phone call. Consequences include, but are not limited to:

- Parent contact and possible conference with student, teacher, parent, and principal
- Loss of classroom privilege
- After school detention and completion of a behavior reflection sheet.

INFRACTIONS & CONSEQUENCES

INTERMEDIATE/JUNIOR HIGH (GRADES 4-8)

The intermediate/junior high teachers will work together to establish classroom policies and expectations. While the teachers have the autonomy to determine classroom rewards and consequences, expectations and consequences are consistent. Corporal Punishment is forbidden in the Diocese of Joliet Catholic schools.

MINORS -

MINOR INFRACTIONS – include, but are not limited to:

- Not following directions
- Dress code/uniform violation
- **Use of cell phones** during school hours without a teacher or staff member's permission.
- Talking out of turn/interrupting or disrupting teacher
- Extraneous noises that disrupt the classroom learning environment
- Name calling/treating peers unkindly
- Breaking classroom/school rules, policies
- Consistently being unprepared for class

Consequences for Minor Infractions – A Demerit will be issued to the student at the teacher's discretion. The Demerit Slip is to be signed by a parent/guardian. Signed and unsigned Demerits are valid and will remain on file in the office.

MAJORS -

MAJOR INFRACTIONS – Include but are not limited to:

Accumulation of three **(3)** demerits.

Consequences are issued for each group of three (3) Demerit Slips that are earned

- Showing disrespect to a classmate
- Showing disrespect to a teacher, staff member, or adult
- Use of inappropriate language or profanity (verbal, written, or displayed)
- Defacing or disrespecting school property
- Fighting, hitting, shoving, pushing or any act of physical aggression
- Misbehavior in the lunchroom (throwing food, causing disruption)
- Disrespectful behavior at Mass/Church
- Violation of the Acceptable Use of Technology policy including, misuse of social media, inappropriate emails, text message, social media messaging or posts, etc.
- Forgery and/or lying
- Cheating and/or plagiarism
- Possession of any weapon, firearms, ammunition, drugs, alcohol while at school or in attendance at any school event
- Being under the influence of any drugs or alcohol while at or in attendance at any school event

Consequences for Major Infractions – Include, but are not limited to:

- After school detention and completion of a behavior reflection form
- Parent/guardian meeting with school principal
- In-school suspension
- Out of school suspension

Consequences for any accumulation of major infraction consequences such as detention or suspension will be determined by the school principal. Situations not covered by the discipline code will be dealt with on an individual basis by the staff and administration, consistent with school philosophy of respect and care for all.

CHEATING AND PLAGIARISM

Cheating of any type will not be tolerated. Students who choose to cheat or plagiarize face a failing grade (score of 0 on the assignment) detention, and disciplinary consequences as determined by the school principal

DETENTIONS

Afterschool detentions will be held on each **WEDNESDAY** of the week and will end at 3:30pm. The student will complete a behavior reflection form while the detention is being served. Failure to serve a detention will result in further disciplinary action as determined by the school principal.

IN-SCHOOL SUSPENSION

An in-school suspension will be issued after a student has been issued **3 detentions**. Suspension may also be given at the discretion of the administration. The student is isolated from class and school activities during the school day. Teachers will provide work, including class assignments, tests, or quizzes, for the student to complete during the day.

Full credit will be issued. Participation in extracurricular activities (clubs, athletics, field trips, etc.) is at the discretion of the administration.

OUT OF SCHOOL SUSPENSION

An out of school suspension will be issued at the discretion of the administration. The student will remain at home for the length of the suspension. Teachers will provide schoolwork and homework for the student to complete and full credit will be issued. Completed work will be returned to school on the next day of attendance. The student will be allowed to make up tests and/or quizzes when he/she returns from the suspension. Student who are suspended out of school, may **NOT** participate in, or attend any school sports, school sponsored activities or events during the full duration of the suspension. Students who are notified of a suspension on Friday will be suspended from school beginning on the following Monday and will not be allowed to participate in any school activities during the intermittent weekend.

EXPULSION

Expulsion is never taken lightly. A parent meeting with the school principal and pastor will be initiated. Every effort will be made to enlist the cooperation of the parents/guardians in the discipline process in order to avoid this extreme consequence.

ANTI-BULLYING POLICY

St. Scholastica Catholic School 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:

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

HARASSMENT

Harassment of any type is not tolerated. The principal investigates **all** complaints of harassment, demeaning behavior, name-calling, or threatening comments, either written or verbal. Students involved in harassing behavior face consequences that may include after school detention, in-school suspension, out of school suspension or even expulsion.

SEXUAL HARASSMENT of any type is not tolerated and is defined as verbal, physical, or written conduct of any sexual nature with the purpose or result of such conduct creates an intimidating, hostile or offensive environment.

1. Physical harassment may include any sexually oriented physical act.

2. Verbal sexual harassment includes but is not limited to offensive words or comments, spoken privately to a person, in front of others, on social media, or in text messaging.
3. Nonverbal sexual harassment includes but is not limited to staring or pointing at a person's body or body parts; making obscene gestures; displaying obscene sexual content or placing it on school property, in someone's locker, desk, on someone's computer or among someone's personal effects; writing a person's name along with sexual remarks, suggestions, or drawings in public places.

PHYSICAL HARASSMENT

1. May include any physical aggression, violence, threats, or other acts that are unwelcome. It can be detrimental regardless of severity, and in some cases, it can be considered assault. Physical harassment includes but is not limited to, **Touching**: unwanted, uninvited, or inappropriate touching, such as hugging, kissing, patting, or massaging someone without their consent; **Violence**: punching, hitting, pushing, slapping, kicking, biting, tripping, or throwing objects; **Threats**: threats of aggression, violence or blackmail; **Damage**: damaging someone's personal property; **Gestures**: making intimidating or obscene gestures.

VERBAL HARASSMENT/DISCRIMINATION

St. Scholastica Catholic School is committed to providing a safe, comfortable, and supportive academic environment free from all forms of discrimination and harassment.

1. St. Scholastica Catholic School prohibits discrimination based on sex, ethnic group identification or race, national origin, religion, color, mental or physical disability.
2. Any individual who is accused and found to have violated this policy against intentional physical or verbal harassment, abuse or discrimination of another person based on their sex, ethnic group identification or race, national origin, religion, color, mental or physical disability with the purpose or effect of creating an intimidating, hostile or offensive academic or social environment will be subject to appropriate disciplinary action. Disciplinary consequences include but are not limited to, after-school detention, in-school or out of school suspension, or expulsion.
3. The schools established procedures for responding to complaints of discrimination and harassment based on race, color, national origin comply with requirements set forth in Public 105 ILCS 5/22-95 (c) and include meeting with school administration, pastor, and Catholic Schools Office administration.

THREATS AND/OR ACTS OF VIOLENCE

The principal takes every threat and/or act of violence, including violence toward **self or others**, seriously. In the case of a threat the school and/or principal will not attempt to assess the credibility. The incident will be immediately reported to local police and the pastor.

Students who make threats or engage in a violent act towards self or others **will be removed from school and will be required to receive a psychological assessment**. The student is immediately suspended from school and is to remain at home until an assessment is completed and states, in writing, the child is not a threat to themselves or others. Written recommendation by a certified medical doctor, psychologist or psychiatrist is a requirement for re-admittance to school. Parents/Guardians of the offending child are informed in writing that further offense may result in expulsion. The Catholic Schools Office and the Pastor are informed of the incident. When a school board is informed of such an incident it is done so only in an executive session so that strict confidentiality is maintained. The board is given enough information to assure them that the situation is being handled appropriately by the school administration. The information shared may include specific facts regarding the situation, who is being consulted, and procedures being followed in attempt to remedy. Information shared with parents is of a less detailed nature. Care is taken to protect the privacy of those involved. Information shared may include general facts regarding the situation, consultation procedures and precautions taken to ensure the safety of their children. If the media becomes involved, special care is taken to protect the privacy of all those involved.

ATTACKS ON SCHOOL PERSONNEL

Upon receipt of a written complaint from any school personnel, the school is required to report all incidents of battery committed against any school employee (e.g., principals, teachers, aides, secretaries, custodians) 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. 105 ILCS 5/10-21.7. Additionally, all incidents of battery should be reported to the superintendent or his or her designee. In such an instance, a Diocesan incident form must be completed and sent to the Catholic Schools Office.

POSSESSION OF FIREARMS

Upon receiving any report from any school personnel regarding a known or suspected incident involving a firearm on school grounds, the principal shall immediately notify the superintendent or his or her designee and local law enforcement authorities. The firearm shall be confiscated and secured by school personnel and placed in an isolated area. The custody of the firearm will then be given to the police who will subsequently transport the firearm for any appropriate testing. The firearm-related incident will be reported no later than 24 hours after the occurrence of the incident to the Illinois State Police through SIRS. 105 ILCS 5/27. 1A, 5/34-8.05. The school will immediately notify the parents/guardians of students in possession of firearms on school grounds or within 48 hours of becoming aware of the incident if off property. School grounds for this purpose is defined as the real property comprising any school, any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity, or on a public way within 1,000 feet of a school. In such an instance, a Diocesan incident form will be completed and sent to the Catholic Schools Office. Expulsion proceedings shall be initiated.

POSSESSION OF WEAPONS OTHER THAN FIREARMS

When a determination is made that a student has a weapon other than a firearm on school grounds, the following procedure will be followed:

- The weapon shall be confiscated and secured by personnel and placed in an isolated area, and the Woodridge Police Department and State of IL police shall be notified.
- The parents or guardians of the involved student shall be notified.
- Appropriate disciplinary measures including, but not limited to, suspension and/or expulsion shall be initiated.
- It is required that if a student has any knowledge of another student having any weapon, they report this to the office. Failure to do so will result in disciplinary action up to and including expulsion.
- A reporting student's desire for confidentiality will be honored.
- **Look-alike firearms or weapons (including toys and costume pieces) are not allowed on school property.** Disciplinary action will be taken if a student brings any lookalike firearm or weapon to school. Pranks, jokes, or the use of scare tactics will not be tolerated. Woodridge Police Department will be notified for any type of violent threat, bomb threat or threat that a firearm is hidden in the school.

SEARCH AND SEIZURE

In the interests of the health and safety of our school community, St. Scholastica School reserves the right to inspect all school property and to conduct searches in all areas of its property and in objects that are brought onto its premises.

The right to **conduct inspections** includes, but is not limited to the following:

- Lockers/coat hooks/cubbies
- Desks
- Bags, purses, backpacks, briefcases, or other carrying devices brought onto school property
- Any vehicles located on school property
- Any items or property brought onto the school's premises by a student or others

DRUG VIOLATIONS

Each school in the Diocese of Joliet shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127, which provides that the superintendent, principal of the school or their 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. In such an instance, a Diocesan incident form must be completed and sent to the Catholic Schools Office.

- 1. VIOLATION:** 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.** 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
 - b.** 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

- c. 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
2. **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.

TECHNOLOGY

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

All uses of Technology Resources shall be for educational purposes only and will be consistent with the Diocesan and School's goal of promoting Catholic values and teaching, and academic excellence as defined in the respective mission and philosophy statements. Access to the Internet must be related to the user's responsibilities, for the purpose of education or research, and be consistent with the educational objectives of the Diocese of Joliet and St. Scholastica Catholic School.

Students are responsible for good behavior on the school computer network, just as they are in the classrooms. Communications on the network are often public in nature. General school rules for behavior and communication apply. The network is provided for students to conduct research and communication with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility.

The following will not be permitted by anyone with access to the school computer network and the internet:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another person's password
- Trespassing in another person's folders, work, or files

The Parents/Guardians of student users of Technology Resources must agree to and accept the Terms and Conditions below and listed in the "Student Agreement for Internet Access and Related Technology Use" found in the school SIS before their child(ren) will be granted access to the Technology Resources within the school.

Both the Parent/Guardian and Student user acknowledge that the Code of Conduct herein also applies to personal electronic devices, including, but not limited to cell phones and other handheld devices, laptops and notebooks/tablets ("Privately Owned Devices") Students and their parents or guardians are advised that the Diocese of Joliet Catholic Schools may not request or require a student to provide a password or other related account information in order to gain access to a student's account or profile on a social networking website. The school principal **may** conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to believe the content of a student's social media account has violated a disciplinary rule or policy of the school. The law allows that in the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination (IL School Code 105 75/15, Illinois Public Act 098-0129) The failure of any user to follow the terms and conditions of this Agreement may result in the loss of privileges, disciplinary action and/or legal action.

TERMS AND CONDITIONS

1. **Acceptable Use** - The Diocese and Parish School will make reasonable efforts to ensure that technology is used in a responsible, moral, and ethical manner consistent with the educational and moral objectives of the Diocese and School.
 - **Responsibility**
School administrators, teachers and staff work together to help students cultivate and manage their digital identity and reputation and online social interactions in ways that are positive, ethical, safe, and legal. However, there is an enormous range of material available on the Internet, some of which may not be fitting with the particular values of a students' family. It is not practically possible for the Diocese and School to monitor and enforce a wide array of social and religious values in student use of the Internet. Therefore, the Diocese and School recognize parents as primary educators of their children and the need for them to be involved in instructing their children as to what material is and is not acceptable for access and communication through the school network system and at home when in possession of a school owned device. The students, teachers and staff have the responsibility to respect and protect the rights of every other user in the school and on the internet. The Principal or Pastor has the authority to determine what constitutes inappropriate use and his/her decision is final.
2. **Code of Conduct** - Expectations for conduct Grades K-2, 3-5 and 6-8 are defined with the expectation for age-appropriate behavior when using technology.
3. **Safety** - Reasonable efforts will be made to protect users of the network from harassment, unwanted and unsolicited communication. Any network users who receive threatening or unwelcome communication shall immediately bring this to the attention of a teacher or Principal.
4. **Internet Filtering** - The school will use technology protection measures in compliance with the **Children's Internet Protection Act (CIPA)** to protect minors and all users against access to visual depictions that are violent, obscene, constitute child pornography, or are otherwise harmful to minors.
5. **Privacy** - The user does not have any right of privacy or ownership whatsoever in relation to his/her use of the school network and/or email. Consequently, all electronic and telephone communication systems and all communication and information transmitted by, received from, or stored in any manner are the property of the Parish, School or Diocese and are to be used for educational purposes only. To ensure that the use of the network is consistent with the educational objectives and philosophy of the School, Parish, and Diocese, authorized representatives may monitor the use of the network from time to time, which may include the printing and reading of all information stored, and all emails entering, leaving, or stored and all files created and saved in the system. The system administrator (Principal or designee, Pastor) may remove any material stored by the users which violates the terms of this Agreement.
6. **Consequences for Inappropriate Use** - The school network user shall be responsible for damages to equipment, systems, and software resulting from deliberate and willful acts or installation of unapproved software and/or files. Illegal use of the school network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services will be reported to the appropriate authority and will be deemed a failure to follow the terms and conditions of this Agreement. If a user mistakenly accesses inappropriate information, the user shall immediately inform the teacher or adult supervisor.
7. **Web Pages** - The school may choose to publish Web Pages for purposes of providing school or parish information and teacher or class information. This may include the posting of meetings, agendas, student activities, projects and accomplishments, schedules, and other information of interest to students, parents, and the community. Classrooms may participate in the development of web pages as on-going educational projects. The posting of any material that may violate copyright law is expressly prohibited. Disclosure of student information on the school website will be limited to first name and last initial. Photographs or video of students may be posted on the school website; however, no photograph or video of any student will be captioned with the student's name or identify the student by name in any other manner. No image of a student may be posted in such a way that the image of that student may be matched up with the student's name. The principal or his/her designee shall monitor school web publications.
8. **Personal Electronic or Cellular Devices** - Students may not carry Privately Owned Devices with them during school hours unless special permission is granted by the principal or his/her designee. Privately Owned Devices otherwise stored in student lockers must be turned off. These items include, but are not limited to: cell phones, Chromebooks, iPads, cameras/video recorders, laptops, notebooks/tablets and all other electronic devices.
9. **Indemnification** - The user's parent/guardian hereby agrees to indemnify the School/Parish/Diocese for any losses, costs, or damages, including attorney fees, incurred by the School, Parish, or Diocese relating to or arising out of the breach of, or the enforcement of this Agreement or the School/Parish/Diocese enforcement thereof.
10. **Financial Obligations** - The student, parent, and/or guardian, agrees to be responsible for any financial obligation incurred through the use of the school network that is contrary to the terms of this Agreement.

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

SOCIAL MEDIA

St. Scholastica Catholic School, in conjunction with the Catholic Schools Office of the Diocese of Joliet, 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.

PLEASE NOTE THE FOLLOWING SOCIAL MEDIA POLICIES:

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 involves individual interactions, not official diocesan, parish, or school communications. All employees, volunteers, and students of the parish and school are personally responsible for their posts. Official statements of policy may only be made by the Superintendent/Pastor/Principal/or designees. 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 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 St. Scholastica Catholic School 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 from their parents. All guidelines for the Protection of Children are 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, all aspects of the Safe Environment Policy and the Technology Acceptable Use Agreement 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 them after a published period of time (typically 12 months, except in cases where

a project needs to be preserved for a longer period of time). Moderators must provide login access to social media to the pastor and 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 the 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/guardians or school administration. (B) Contact with Students. Volunteers and employees of the school cannot engage with current and prospective students on social media sites unless the site is school-sanctioned. Also knowingly interacting with students on a third-party social media page (such as a fan page for a local sports team) is prohibited. Caution and prudence should be used if there are communications with students who are 18 and have graduated. The school will strictly limit friendly/engagement with parents/guardians to only school-sanctioned sites.
4. Copyright Laws- Anyone who submits content must comply fully with copyright law. Any posting of materials to official school/parish social media must adhere to all copyright laws. Images and other materials from the school or parish websites will not be copied or uploaded to other forums without the prior written consent of the Pastor/Principal or designee.
5. Privacy- All users of social media within the 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, the Principal or designee immediately. Failure to follow the social media policy may result in the loss of privileges and/or disciplinary action, up to and including termination, for an employee or removal from a position, if a volunteer.
8. Social Networking Website Passwords- Illinois School Code 105 75/15. Illinois Public Act 0980129 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 principal **may** conduct an investigation 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 allows that in the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination.

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.

LIBRARY SERVICES/TECH LAB

St. Scholastica Catholic School supports a full computer lab with 1:1 Chromebooks in all grades. Chromebooks which are owned by the school are shared by all students. Additionally, St. Scholastica School has several class sets of iPad minis for use in classrooms as well.

- Computers are used in collaboration with curriculum and instruction and support review and enrichment in a variety of subject areas.
- Technology disciplines include the instruction of keyboarding, word processing, and use of database and spreadsheets at the middle school levels.
- Damage to any device by a student requires repair costs to be paid by the family (parent or guardian).
- Students who bring water bottles to school will be directed to leave their water at a safe distance from the computers.
- The library is available to all students and is open weekdays from 7:50 AM to 2:30 PM. Parent and family support is appreciated in teaching our students the joy and responsibility of checking out, taking care of, and returning books to the library.

PLEASE NOTE THE FOLLOWING LIBRARY POLICIES:

- **Book Check-out:** Books may be checked out during library hours on school days. They are due in one week but may be renewed for another week. Only two books may be borrowed at a given time. Until these are returned, no others may be checked out.
- **Kindergarten Students:** Kindergarteners are scheduled to visit the library one day each week and may check out one book.
- **Overdue books:** If a student is absent because of illness or unforeseen reasons, the student should inform the librarian when the books are returned. No fine is charged. If a student has a book overdue for one month, a letter will be sent to the parents informing them of the situation.
Damaged or lost books: Students are held responsible for the cleanliness and good condition of library materials. If a book is lost, or irreparably damaged, the student is expected to pay for it within two months. However, if a page is torn, or some such accident occurs, the student should report this to the librarian and pay a small imposed fine. Do not try to repair books at home.

PHOTOGRAPHY AND VIDEOTAPING

Parents and/or guardians must inform the school in the enrollment packet on the school SIS if they do not wish their child to be included in photography or videotaping for marketing or other purposes.

CELL PHONES AND ELECTRONIC DEVICES

All electronic devices including but not limited to cell phones, Apple watches, various smart watches, Fitbits, iPads, tablets, cameras, video recorders, laptops, etc. must be silent and stored in student's backpack or teacher device containers (if available) during the school day.

- Students may have a cellphone during non-school hours for safety and parent communication
- All electronic devices must be stored in the student's backpack, in the **off position**
- All cellphones and electronic devices are never to be on the student's person, in a pocket, sleeve, a pencil case, a desk, etc.
- Smart watches are **NOT allowed** to be worn to school.
- Any electronic devices that are visible at inappropriate times or found in inappropriate areas will be confiscated and consequences may result.
- A parent/guardian will be required to come to the school office to pick up any confiscated device
- While on school property during dismissal, students may not turn on / use electronic devices unless given permission from the staff member on duty.
- Students who bring any device to school, do so at their own risk. St. Scholastica Catholic School Staff, Teachers, Principal, and volunteers are **NOT RESPONSIBLE** for lost, stolen, or broken devices.

TELEPHONE MESSAGES/CELL PHONE/RECORDING & ELECTRONIC DEVICES/CAMERAS

- **ALL** phone calls will be received and handled through the office. Teachers and students may not be called to the phone. Parents should do their best to send messages in the morning with a note or in the student planner. Should a message need to be sent, we ask that parents contact the school prior to 1:00pm. Messages will be delivered **ONLY** at the end of the day.
- Per Illinois State Law, and in an effort to keep our community safe, parents are asked not to use their cell phones while driving on school grounds (especially during drop-off and pick-up times).
- All "emergencies" will be handled with the school office. Non-emergencies including forgotten medication, glasses, lunches, library books, homework, etc. must be called into the school office.
 - Students may not use recording and electronic devices including cameras unless permission is granted by the teacher. Students found with technology are subject to discipline including, but not limited to, referral, detention, and loss of privilege.

FAMILY COMMUNICATION

- **FACTS/SIS System:** Important information, dates, permission slips, and important documents can be found on FACTS -Be sure to check FACTS on a regular basis
- **Family Folder:** School news and notices will be sent home on Wednesday through the Family Folder and/or electronically. Please remind your child(ren) to bring home these important bulletins. Empty family folders are to be returned to school on Thursday.
- **"Crusader Corner":** Important dates and information will be sent weekly through the "Crusader Corner" Newsletter

CHAIN OF COMMAND - COMMUNICATING WITH SCHOOL PERSONNEL

When contacting the school regarding a concern, question, issue, occurrence, etc., parents/guardians are asked to follow the school's Chain of Command. The first point of contact should always be the classroom teacher or in the case of athletics, the coach. Should the concern need to be further addressed it is then appropriate to contact the school principal, or in the case of athletics, the A.D.

HEALTH AND SAFETY

HEARING AND VISION SCREENINGS

Hearing and Vision screenings are administered annually at the school. These screenings do not replace a visit to a professional doctor. Students in Preschool, Kindergarten, and grade 2 will take both the hearing and vision test (without an eye exam report). Students in grades 1st and 3rd grade will take the hearing test. Students in 8th grade will take the vision test.

ACCIDENTS/INJURIES/ILLNESS

The physical health and safety of students is of prime importance to the staff and faculty of St. Scholastica Catholic School. It is recommended that for the best performance in school, a child should have adequate amount of rest and healthy food habits.

Every effort is made to prevent accidents; however, should an accident occur at school the following procedure will be regarded:

- First aid is given.
- If the injury requires medical attention beyond routine care (a band-aid or an ice pack), the proper emergency personnel will be called.
- The parent/guardian is notified if the accident warrants their immediate attention.
- If the accident or incident requires first aid beyond routine care (a band-aid or an ice pack), an accident report is completed and kept on file in the school office.
- A parent/guardian phone call will made for any impact or injury to the head

Sometimes accidents/injuries occur that a student may not report. The school does not assume responsibility if students fail to inform playground/lunchroom supervisors, school faculty members, the school office, the principal, coaches, the athletic director, or the coordinator/supervisor of the event occurring at the time of the injury. It is the responsibility of the staff member or parent volunteer supervising/coaching/coordinating the event at the time of the reported incident to follow the prescribed procedure. From time-to-time students may come to the school office because they are not feeling well. The staff of St. Scholastica Catholic School does their best to attend to each child's concerns. If a child has a temperature of 100.4 degrees or higher, a parent/guardian, or listed emergency contact will be called to pick up the student.

EMERGENCY OR ILLNESS

If a child becomes ill in school or has an accident, parents will be notified and must make arrangements for the child to be taken home. The school requires two emergency numbers of reliable neighbors or relatives who can be contacted if the parents are not available during school hours. Students who have a contagious illness including, but not limited to stomach bug, fever, etc. are not to return to school until they are symptom free for 24 hours.

DISPENSATION OF MEDICATION *(Addendum, 2024)*

Students should not be permitted to possess or take prescription medication on school grounds or at any school-sponsored activities. If it is medically necessary for a student to ingest non-prescription or prescription medication during the school day or at any school-sponsored activities in the opinion of his/her authorized/treating physician, the student may be permitted to do so at the discretion of the principal. The parents/guardians must request that the school dispense the medication to the child and follow the procedures for dispensing medication.

- Parents/guardians shall complete the medical provider authorization form found on the school FACTS system or in the school office.
- Parents/guardians shall provide documentation from a licensed medical practitioner on the type, dosage and frequency of the prescription or treatment, and emergency action plan, if required.
- Parent/guardian and medical doctor signatures must be on all forms.
- All prescription medication must be sent to the school in the original prescription bottle which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is administered.

- Prescriptions will be kept in a secure, central area of the school (rather than retained by the individual student or their teacher).
- Students will be permitted to retain medication on his/her person, or in his/her locker, desk, or backpack with a written prescription and stated request from a doctor to do so.
- All over-the-counter medication (Tylenol, Advil, etc.) must be in the original box/bottle and requires a written authorization form from a health care provider.
- The principal shall ensure that appropriate, approved school personnel are properly trained in administering the prescription or medical treatment. This policy should not prohibit any school employee from providing emergency assistance to students.

The school does not allow the administration of undesignated epinephrine injectors, asthma inhalers, opioid antagonists, or glucagon.

ALLERGIES (*Addendum, 2024*)

If a student has been diagnosed by a physician to have allergies and the necessity to self-administer medication and/or to self-carry/use an epinephrine auto-injector the procedures below will be followed:

- The parents/guardians of the student must provide written authorization to the school for the student to self-administer medication or for use of an epinephrine auto-injector, written authorization from the student's physician, physician assistant, or advanced practice registered nurse, and
- the parents/guardians of the student must 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
- the parents/guardians of the student must provide to the school an action plan on how to manage a reaction.

All forms must be provided to St. Scholastica Catholic School office at the start of a new school year, upon enrollment, or immediately following the diagnosis of such requirement. Forms can be found in the school SIS or the school office. The medical provider authorization-prescription medication form and action plan will be kept on file at the school. Parents/guardians please be informed that the school and its employees and agents incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or the use of an epinephrine auto-injector by the student. For serious allergies, the principal or his or her designee shall meet with the parent/guardian to develop a written set of procedures, as well as an allergy emergency action plan, to ensure a safe environment for the child. School personnel may administer epinephrine auto-injectors ("epi-pens") with the approval of the parent/guardian, and with proper authorization from the principal and training.

Accommodation requests are initiated by a parent/guardian to the school and include a physician's report outlining the severity of the allergy and the recommended actions by the physician that are medically necessary to avoid any reaction. Administration explains to parents/guardians what reasonable accommodations they can make. 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.
- Limiting/prohibiting food in classrooms.
- Removing food as a reward in classrooms or for celebrations.
- Regular cleaning of classrooms and lunchroom.
- Educating school personnel on the management of students with allergies.

ASTHMA

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

- The parents/guardians of the student and the student's physician, physician assistant, or advanced practice registered nurse provide to the school written authorization for the student to self-administer medication or for use of an epinephrine auto-injector.
- An asthma action plan which includes the treating health care provider's instructions concerning the student's asthma management during the school day, and

- The parents/guardians of the student 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.

The above information must be written on the medical provider authorization-prescription medication form. This form along with an asthma action plan, signed by a physician and parent/guardian, must be provided to St. Scholastica Catholic School either at the start of a new school year, upon enrollment, or immediately following diagnosis. Forms can be found in the school SIS or the school office. The medical provider authorization-prescription medication form and asthma action plan will be kept on file at the school. Parents/guardians please be informed that the school and its employees and agents incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or the use of an epinephrine auto-injector by the student.

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
- 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, to self-administer and self-carry diabetes medication, a signed parent permission notification and a signed physician diabetes care plan must be provided to the local Catholic school either at the start of a new school year, upon enrollment or immediately following diagnosis. Both the signed parent notification and the physician diabetes care plan will be held on file at the school where the student attends.

DIABETES CARE PLAN REQUIREMENTS

- It is the responsibility of the parent/guardian to share health care provider instructions concerning the student's diabetes management during the school day.
- The diabetes care plan shall include the treating health care provider's instructions concerning the student's diabetes management during the school day, including a copy of the signed prescription and the methods of insulin administration.
- The services and accommodations specified in the diabetes care plan shall be reasonable, reflect the current standard of diabetes care, include appropriate safeguards to ensure that syringes and lancets are disposed of properly, and include requirements for diet, glucose testing, insulin administration, and treatment for hypoglycemia, hyperglycemia, and emergency situations.
- A diabetes care plan shall include a uniform record of glucometer readings and insulin administered by the school nurse or delegated care aide during the school day using a standardized format. The Illinois State Board of Education Nursing Division has several resources regarding diabetes care on a school campus.
- 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, 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.

SEIZURES

Students are allowed to self-manage their seizures in the school setting if they are authorized to do so by their seizure care plan. If a student has been diagnosed by a physician to have seizures and to self-administer and/or to self-carry seizure medication, a medical provider authorization-prescription medication form must be signed by the parent/guardian and physician. This form along a signed physician seizure care plan, that would also carry a

parent/guardian signature, must be provided to St. Scholastica Catholic School either at the start of a new school year, upon enrollment, or immediately following diagnosis. Both the medical provider authorization-prescription medication form and the physician seizure care plan will be held on file at the school where the student attends. Forms can be found in the school SIS or the school office.

SEIZURE 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 seizures during the school day.
- The seizure care plan shall include the treating health care provider's instructions concerning the student's seizure management during the school day, including the copy of the signed prescription and the methods of administration.
- Parents/guardians shall be responsible for informing the school in a timely manner of any changes to the seizure care plan and their emergency contact numbers.

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 by the student.

OPIOID ANTAGONIST (NARCAN)

In compliance with Illinois law, anti-overdose medication will be available in the main office at our school. Illinois House Bill 3428 requires all schools to have opioid antagonists that can be used in the event of an overdose. The law went into effect on January 1, 2024.

Our school will have naloxone (Narcan) available. It is liquid in a small bottle that can be sprayed in a person's nostril if you believe they are having an overdose. Naloxone can temporarily reverse the effects of an overdose until medical help arrives. Administering naloxone to a person who has not taken an opioid medication will not injure or harm the person.

MEDICAL CANNABIS

Students are not to be permitted to use or possess medical cannabis infused products in our schools except in accordance with the law and school policy. In conformance with the updated Public Act 1010370, entitled Ashley's Law, the Diocese of Joliet implements this policy on the administration of medical cannabis which is effective January 1, 2020. Under circumstances set forth in this policy, the administration of medical cannabis to a student is permitted while on school premises, while at a school sponsored activity, or before or after normal school activities, including while the student is in before school or after-school care on school-operated property or while the student is being transported on a school bus.

POLICY:

The only medical cannabis that is permitted to be administered on the premises of the school or on a school bus are cannabis-infused products limited to foods, oils, ointments or other products containing usable cannabis that is not smoked (non-smoking/non-vaping form). The school may not deny a student attendance solely because he or she requires administration of medical cannabis during school hours. A school or the Diocese may prohibit the administration of medical cannabis if the school or the Diocese determines that doing so would create a disruption to the school environment or would cause exposure of the product to other students. A school or the Diocese may prohibit the administration of medical cannabis if the school or the Diocese would lose federal funding as the result of the implementation of this Policy.

ADMINISTRATION BY A PARENT/GUARDIAN/DESIGNATED CAREGIVER

- A Catholic School in the Diocese of Joliet shall authorize a parent/guardian or any other individual who has been registered with the Department of Public Health as a designated caregiver of a student who has been registered as a qualifying patient to administer to that student a medical cannabis-infused product, on school premises, while at a school-sponsored activity, or before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus. No employee or volunteer of the school shall be required to administer a medical cannabis-infused product to a student.
- After the parent/guardian/other individual administers the medical cannabis infused product to the student, the parent/guardian/other individual shall promptly remove the product from the school premises or the school bus, as the case may be.

PROCEDURES:

1. Before allowing the administration of a medical cannabis infused product by a parent/guardian or designated care giver, the student's parent or legal guardian must provide written authorization for its use, along with a copy of the registry identification card of the student (as a registered qualifying patient) and the parent/guardian (as a registered designated caregiver). The written authorization must specify the times where or the special circumstances under which the medical cannabis infused product must be administered.
2. The parent/guardian must provide at the start of a new school year, upon enrollment, or immediately following written authorization all of the items listed above in (1).
3. The written authorization and a copy of the registry identification cards must be kept on file in the office of the school where other medical files are kept.

BUS SAFETY

The driver of the school bus is in complete charge on the bus, and his/her orders and instructions **MUST BE OBEYED AND RESPECTED** for the safety of the children.

1. Students are to be **on time** at the designated bus stop.
2. Students must currently live within bus route boundaries to use the school bus. Riders may **not** access to the bus from an address other than they address where they currently reside.
3. All riders are to remain seated while the bus is in motion.
4. Students are to keep hands and head inside the bus at all times.
5. Fighting, vandalism and profanity are **NOT** allowed by students.
6. Nothing is to be thrown around the bus or out the window.
7. All riders are to be courteous to fellow students and the bus drivers. Volume is at a talking level.
8. Per bus company policy, students may **NOT** ride a bus other than the one to which he/she is assigned. Notes from parents will **not** be accepted.
9. Any damage to the bus observed by students must be reported to the bus driver immediately.
10. Per bus company policy, no extra occasional riders are permitted on the bus. Notes from parents will not be accepted.
11. The bus driver is authorized to assign seats.
12. No food or drink is allowed on the bus.

A student report by the bus driver of serious or continued misbehavior will result in suspension of bus privileges for two weeks by the school principal for the first offense. A second offense will result in loss of bus privileges for the **remainder of the semester**. Parents will be notified of the misbehavior.

SUNSCREEN

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

VISITORS

ALL VISITORS ARE REQUIRED TO REPORT TO THE SCHOOL OFFICE. ALL visitors working or visiting briefly are required to sign in at the school office and provide a valid driver's license or state ID. Visitors will be given a visitor's badge to wear during the duration of their time on campus.

VOLUNTEERING

Parents/guardians are required to complete volunteer hours. 15 Parent Participation Points/Hours are required per school year/per family. Parent volunteering is a vital part of our school program and provide the staff with invaluable assistance.

For the safety of our students and to protect the privacy of the students and staff, the following guidelines are required:

- Protecting God's Children (PGC) – The Diocese of Joliet and St. Scholastica Catholic School require that all adults volunteering and working with children in ANY capacity **MUST** complete the

Protecting God's Children Workshop. PGC includes a background check. NO EXCEPTIONS WILL BE MADE TO THIS POLICY. PGC workshop can be accessed at www.virtusonline.com All volunteers must be "compliant" through PGC before any volunteer hours.

- All volunteers must sign in at the office and provide a valid driver's license or state ID. Office staff will notify staff when a volunteer arrives. For safety reasons, volunteers must wait at the school office/reception area until authorized personnel direct the volunteer of where to go. In the event of an emergency, ID and/or driver's licenses help ensure and accurate count of who is in the school building.
- All volunteers are expected to follow privacy/confidentiality policies concerning information regarding students, staff or other volunteers that may be obtained while performing volunteer services for the school.
- If confidentiality regarding students or staff is broken the volunteer will no longer be permitted to volunteer at school. Any remaining volunteer points/hours not completed will be charged to the parent/guardian's account.
- Should a problem, conflict or issue arise while volunteering, a serious problem exists, the school principal or staff person involved should be informed immediately and discreetly.

PROTECTING GOD'S CHILDREN

As mandated by the Diocese of Joliet, St. Scholastica Catholic School staff members, volunteers, and parents who work with children in any capacity must participate in the Protecting God's Children (PGC) Program. Opportunities for the PGC class schedules are located at www.virtus.org. Anyone who participate in the program will need to activate an account on virtus.org and select "St. Scholastica School" under the primary location.

PGC is a three-part program that requires a workshop for all who work with children under the age of 18 under the auspices of the school and parish.

- The first part is to create an account on www.virtus.org
- The second part is to register for the PGC workshop. The workshop will be approximately three hours in length, and participation is necessary to keep our parish in compliance with the Diocese of Joliet policies. This program is applied to all employees and volunteers.
- The final part of the program requires a background screening. The screening process will be handled in a most confidential manner. As parents who would like to volunteer for the school, the participation in the website, instructional program and background screening is required. Once volunteers have been approved, the school office will be informed. The background screening is valid for 5 years. More information about the PGC program may be found on the diocesan website at protect.diojoliet.org.

STUDENT COUNSELING SERVICES

St. Scholastica Catholic School employs a school counselor/social worker three days per week. The counselor will work with individual students and groups of students on peer relationships, building a culture of compassion, individual student issues, support for students in crisis, and other concerns that are necessary. There are instances when the counselor will work with groups of students, groups of parents, classrooms, and staff members. The counselor will also work with school staff to identify students who would benefit from counseling services. If a situation arises during the school day, the counselor may pull students from class to process through and discuss. Parents/guardians who would like their child to meet with counselor/social worker on a regular basis may request this service and will need to sign a permission slip.

FAMILY/STUDENT CRISIS - Communication

Please notify the school principal, your child's teacher, and if you choose the school counselor/social worker of a death in the family, a divorce or parent separation, or any occurrence that might affect your child emotionally. We will work with you to provide as much support as possible.

TEACHER ASSISTANCE TEAM (TAT)/RESPONSE TO INTERVENTION (RTI)

A Teacher Assistance Team (TAT) is a collaborative group of professionals who meet formally and systematically to support teachers as they develop interventions using an early intervention approach, to support students. The team is comprised of the school principal, teachers, and staff members. Teacher Assistance Teams were established as a way to assist teachers to better meet the learning and/or behavior needs of all students and to support our Response to Intervention plans. This approach uses instruction that is structured, planned, and research based. St. Scholastica Catholic School strives to meet the individual needs of each and every student. Teachers rely on parent/guardian support and the St. Scholastica Catholic School RTI process when academic progress is a concern. Changes in work habits, study habits, and extra support often rectify the situation. When these avenues are not sufficient, or do not bring about the desired results, school staff will suggest an academic evaluation done by the public school district. If a child meets the criteria required to receive services set forth by the public school district, it is the parents' decision if they will move forward with the services. Students who qualify for special services and choose to remain enrolled at St. Scholastica Catholic School are provided with supportive interventions and resources, including modifications or

accommodations based on the public district recommendation. Students may receive accommodations or modifications within their classroom, from school support staff. St. Scholastica Catholic School faculty and staff are committed to educating the whole child. We strive to ensure that every child receives the best and most appropriate instruction we can provide within the Catholic school setting.

CRISIS MANAGEMENT & EMERGENCY PLANS

While we hope that disasters never interrupt our school day, it is important that we are always prepared in the best way possible. St. Scholastica Catholic School has a comprehensive Crisis Management Plan/Emergency Plan in place that aligns with the City of Woodridge's response plan. St. Scholastica Catholic School is blessed to have a positive relationship with our municipal agencies who are familiar with our school, staff, the campus facility, and our students. Collaborating with these municipal agencies and participating in staff EBRS training helps ensure we are prepared in the event of any emergency or unsafe situation. Crisis Management/Emergency Drills including, fire, tornado, bus evacuation, lockdown, EBRS, and emergency evacuation will take place periodically throughout the school year with our students. Drills are age-appropriate and are never intended to scare students. Drills are intended to help prepare students for a possible emergency situation. The Crisis Management Plan/Emergency Plan is reviewed and updated annually by school administration, and school staff.

Tornado

Age-appropriate procedures followed in the event of a tornado warning are prominently displayed in each classroom. Tornado drills are conducted regularly and recorded. In the event of a tornado warning, all students and staff will take cover in designated areas for the duration of the warning. Students will **not** be dismissed to anyone until the tornado warning is cleared by the weather service, no matter what time of the day. If the warning should occur close to dismissal time, parents will be notified through the school SIS and text system. Parents /guardians in the vicinity of the school are invited to enter through the front door of the school to take cover in the building until the warning is lifted.

Fire & Evacuation Drills

Local schools must comply with the directives regarding fire drills as stated in Illinois School Code and other statutes, laws, and regulations. At least three Evacuation Drills shall be conducted each school year, in compliance with the School Safety Drill Act (105 ILCS 128). The first recorded drill is held as soon as possible after school begins. The date of drills and the amount of time necessary to evacuate the building is recorded on the Approved Diocesan Form and kept on file at the local school.

EMERGENCY CLOSING PLAN

When an emergency school closing is deemed necessary school families will be notified via email, FACTS Text system, and school Facebook page. Additionally, emergency closings will be reported to the Emergency School Closing System that you see on our local morning newscasts. **In the event that Woodridge District 68 public school is closed for severe weather, Saint Scholastica Catholic School will also close.**

In the event an emergency alert/alarm is sounded just before dismissal, all students will remain in their assigned place until the school receives an all-clear signal from the local weather, law enforcement, etc. The school will **NOT** dismiss until the all-clear signal has been received.

E-LEARNING DAYS

The health and safety of students and staff is a primary concern for every school principal. Occasionally conditions beyond the control of the principal that pose a hazardous threat to the health and safety of students and staff, including adverse weather such as snow, ice, extreme heat or extreme cold, etc. may result in a school closure. If schools are able to provide e-learning instruction for students, then that day WILL count as a day of instruction and does NOT need to be made up. In accordance with the Illinois State Board of Education, the Catholic Schools Office allows up to five (5) e-learning days to be used per school year. Remote learning is instructed by classroom teachers from approximately 8:00 am until 11:00 am. Students will receive instructions from homeroom teachers and may be expected to sign into a class with a device and with video/screen on.

CHILD ABUSE/EMPLOYEE MANDATED REPORTING

According to the revised Abused and Neglected Child Reporting Act, school principals, teachers, coaches, and support staff are mandated reporters. This means when one of the afore mentioned people has reasonable cause to suspect a student has suffered physical or sexual abuse or neglect, under Illinois law, these suspicions must be reported to the Department of Children and Family Services. The "reporter" of the suspect case is protected by law and his/her anonymity and confidentiality is maintained by school administration and DCFS.

School personnel are not obligated by law to inform parents and/or guardians when they report suspected child abuse or neglect. 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.

FAITH'S LAW

Faith's Law was passed by the 102nd General Assembly as two separate pieces of legislation that addressed sexual abuse response and prevention. The first legislation, Public Act 102-0676, took effect on December 3, 2021, and, for the first time, established the definition of sexual misconduct within the School Code. The criminal definition of grooming is expanded beyond electronic communications to include written communications and acts committed in person or by conduct through a third party. The law also makes it clear that mandated reporters must report suspected grooming to DCFS under the Abused and Neglected Child Reporting Act. In addition to expanding the criminal definition of grooming, Faith's Law includes several new requirements for schools and educators intended to prevent sexual abuse and misconduct in schools.

The second legislation, Public Act 102-0702, took effect on July 1, 2023. It focuses on the prevention of "sexual misconduct" as defined in the first part of the legislation (Public Act 102-0676) by school employees, substitute employees, and employees of contractors. The ultimate goals of Public Act 102-0702 are to give parents/guardians notice regarding allegations of sexual misconduct that involve their student; equip schools across Illinois with better information regarding the employment history of an applicant or employee of a contractor; give schools the resources necessary to make well-informed decisions about who they are employing/contracting with; and protect students from acts of sexual misconduct by school employees, substitute employees, and employees of contractors. It also states that any violation of the employee code of professional conduct or failure to report a violation may subject an employee to discipline, up to and including dismissal from employment. As part of this law, a copy of the Sexual Abuse Response and Prevention Resource Guide is available in the school office, in the school SIS and on the website, www.stscholasticaschool.org, to support you and your family should you need it.

Professional Expectations of Conduct for Employees

All employees of St. Scholastica Catholic School are expected to maintain high professional standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain appropriate relationships with students, parents/guardians, employees, and others. This document describes the expectations for employees regarding maintaining a professional relationship with students, including but not limited to, expectations for employee-student boundaries, and recognizing the age and developmental level of students served.

- All employees subject to these expectations are expected to adhere to the core principles, values, and responsibilities applicable to Illinois educators outlined in the Code of Ethics for Illinois Educators, 23 Ill. Adm. Part 22. The expectations contained in this document are in addition to all applicable federal and state law and regulations and applicable Diocesan policies and procedures.
- All employees are explicitly prohibited from engaging in grooming behaviors or sexual misconduct with students. Sexual misconduct is any act, including, but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee of the school with direct contact with a student that is directed toward or with a student to establish a romantic or sexual relationship with the student. Such an act includes, but is not limited to, any of the following:
 - A sexual or romantic invitation.
 - Dating or soliciting a date.
 - Engaging in sexualized or romantic dialog.
 - Making sexually suggestive comments that are directed toward or with a student.
 - Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
 - A sexual, indecent, romantic, or erotic contact with the student. This definition and standard will apply to employees of St. Scholastica School. However, all other applicable laws, regulations, Diocesan policies, procedures, practices, or requirements also continue to apply.

Photos/Videos of Students

- Employees are not permitted to take a photo or video of a student for their personal use. Photos and images of students for school sponsored activities used to further the school and/or Diocese are permitted as follows:
 - All photos/video images of students shall be used in accordance with the authorization provided by parents/guardians to the school in the enrollment packet.

See Video/Photo Policy in school SIS.

- A photo or video of a student is a FERPA-protected education record when the photo or video is (a) directly related to a student, and (b) maintained by a school/educational agency or a party acting for the school/educational agency. These images may reveal personally identifiable information about students. A photo or video taken by an employee in their professional capacity is entitled to protections as any other FERPA-protected student record. These images may not be disclosed without consent or as otherwise permitted by law. These types of images should not be posted to an employee's personal social media accounts for any reason.
- A photo or video would not be considered "directly related to a student" if a student's image is incidental or captured as part of a background, or a student is shown participating in school activities open to the public without a specific focus on any individual.
- A photo or video of students taken by employees who are also the parent/guardians may not be used for school/Diocesan purposes without appropriate consent.

Transporting Students

- If transportation is provided to students, employees should be accompanied by another employee when transporting the student.
- Employees should not transport students in their privately-owned vehicle unless the employee has obtained prior permission from the school principal or pastor.
- When transporting a student in a privately-owned vehicle, permission from the parent/guardian should be obtained and documented in writing. If it is not feasible to obtain advance permission or notify a parent/guardian prior to transporting the student (such as an emergency situation in which the parent/guardian cannot be contacted), employees should take all reasonable precautions to ensure the safety of the student; within a reasonable period of time following the transportation of a student, employees should document what actions were taken and notify both the school principal and the parent/guardian in a follow-up communication.

Contacting Students Outside the Employee's Professional Role

- Employees are generally not permitted to meet with a student or contact a student as an employee outside of that individual's professional role.
- Employees are strictly prohibited from using any form of communication with students (including, but not limited to emails, letters, notes, text messages, phone calls, social media, conversations) that includes any subject matter that would be deemed unprofessional and inappropriate between the employee and a student.
- It is understood that employees live and work in our dynamic communities and may encounter students in the context of the employee's personal relationships outside of the school. All employees are expected to avoid crossing a line that results in an actual or perceived inappropriate relationship.

Any violations of these expectations or failure to report a violation of these expectations may subject an employee to discipline, up to and including termination of employment with the school and Diocese. Other individuals, such as student-teachers, volunteers, contractors, and guests of the school may be subject to corrective action or other appropriate consequences in accordance with applicable standards.

Faith's Law Resources: [Diocesan Standards of Behavior for Church Personnel](#) Illinois State Board of Education publications:

[Sexual Abuse Response and Prevention Resource Guide](#)

[Faith's Law Guidance and FAQ](#)

Illinois Law:

[Illinois Public Act 102-0676](#)

[Illinois Public Act 102-0702](#)

PARENT SEX OFFENDERS

When the parent or guardian of a student is on the sex offender registry, it is necessary to clearly outline the parameters of that parent's or guardian's presence on school property. It is necessary to have the parameters formally written, reviewed, and agreed upon by the school principal, pastor, and Diocesan attorney. The signature of these parties, combined with the parent/guardian, is necessary before the child is accepted in the school. Failure to comply with the arrangement may be cause for disenrollment of the child. (Policy adopted 2010)

ASBESTOS MANAGEMENT PLAN

Please be advised that the Asbestos Management Plan for St. Scholastica Catholic School required by 40 CFR 763.93 and the Illinois Asbestos Abatement Act is available for inspection during normal business hours by representatives of

the U. S. Environmental Protection Agency and the State of Illinois, the public, including teachers, other school personnel, and their representatives, and parents at the following location: 7720 Janes Ave. Woodridge, IL. Every three years, St. Scholastica Catholic School undergoes the required asbestos re-inspection process. The results of that are included in a document available from the school office. If our school conducted an asbestos removal project, that information is also contained in the asbestos management plan. If you would like a copy of the asbestos management plan or other asbestos management documentation, please contact St. Scholastica Catholic School at 7720 Janes Ave. Woodridge, IL. We will provide a copy within 5 working days after receipt of a request for inspection. The school may charge the reasonable cost of making any copies requested. If you have any questions about the school asbestos management plan or its contents, please contact the principal Kelly Kramerich at 630-985-2515 or Elena Cabral, the Diocese of Joliet asbestos designated person at 815-221-6195.

LOITERING/CAUSING DISTURBANCE

Any person who is not a member of the school staff or student body and who loiters on or about any school building or campus grounds without expressed permission or who causes a disturbance may be guilty of loitering. Loiterers may be prosecuted according to the law. In such cases, the principal determines if and when law enforcement personnel are contacted. Signs will be posted as necessary.

VANDALISM

Students and their parent(s)/guardian(s) are responsible for damage, financial or otherwise, to any school equipment, devices, and/or property both on and off-site during school hours or any school related events.

SMOKE FREE ENVIRONMENT

In accordance with the Smoke-Free Illinois Act enacted on January 1, 2008, St. Scholastica Catholic Parish and School is a smoke free environment. Smoking is not allowed anywhere on our campus.

STUDENT RECORDS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Saint Scholastica School abides by the provisions of the Buckley Amendment. With regard to noncustodial parents, in the absence of a court order to the contrary, the school will provide the noncustodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's educational records. These rights are:

- 1.** The right to inspect and review the student's education records within 45 days of the day the school receives a written request for access. Parents or eligible students should submit to the principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2.** The right to request the amendment of the student's education records that the parent believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents who wish to ask the school to amend a record should write the principal, clearly identify the part of the record they want changed and specify why it should be changed. If the principal does not amend the record as requested by the parent, the school will notify the parent of the decision.
- 3.** The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school or the Roman Catholic Diocese of Joliet as an administrator, supervisor, employee, instructor, or support staff member (including health or medical staff); a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as attorney, auditor, medical consultant, or therapist); A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of school districts in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
- 4.** The right to file a complaint concerning alleged failures by the school to comply with the requirements of FERPA.

MISSING CHILDREN RECORDS ACT

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 record 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 child's disappearance, a school in which the child is currently (or was previously enrolled) shall flag the record of that child by placing it in an orange file folder so that whenever a copy of or information regarding the record is requested, the school or other entity shall be alerted to the fact that the record is that of a missing child. The school or other entity 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 child has been recovered, the school or other entity shall remove the flag from the child's record.

STUDENT PERMANENT RECORDS

Student records are kept on file in the school office for each child attending the school. The Family Educational Rights and Privacy Act and the Illinois Student Records Act are both followed by Diocese of Joliet schools. It is important that school families are aware of the process for retention of student records at our school. Process is as follows:

- Health cards and immunization records are kept in the student's permanent record.
- Diocesan permanent record cards are kept permanently in the school.
- Sacramental records are kept in the student's permanent record to document the sacraments of Baptism, First Holy Communion, First Reconciliation, and Confirmation. Dates are also kept at the parish office.
- Attendance records are kept. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
- Disciplinary records are kept in the office while the student is an active student at the school. They are destroyed after the student is no longer registered at St. Scholastica Catholic School.
- Transfer of records is made at the time of an authorized request by the receiving school. Unofficial school records are transferred within 10 days of request. Unofficial records are minimally defined as copies of the last report card and health records. All records are mailed, faxed, or emailed.
- In the case of home schooling, if records are requested by the district office, they are mailed. Otherwise, records are released to parents/guardians according to the release of records act as cited in Diocesan policy 5250.
- Unlike public schools, parochial schools do have the right to withhold official records such as: credits, official transcripts, diplomas, etc., upon transfer of a student to another school when the student has outstanding debts (Not in Good-standing).
- Upon withdrawal or graduation from the school, student records are forwarded to the future school with the approval of the parent. A permanent record card will be retained at the school as a part of the school history. St. Scholastica Catholic School reserves the right to withhold sending official transcripts if there is an outstanding tuition balance at the time of the request (Not in Good-standing).

WITHDRAWAL OF STUDENT

When a student transfers to another school, the student's permanent record card is retained. Records are transferred according to Illinois School Code. Parents/guardians should be made aware of any financial obligations to the school prior to a transfer or withdrawal. In general, no **official** student records are transferred until all financial accounts with the school have been settled. Unofficial school records are transferred within ten (10) days of request. Unofficial records are minimally defined as copies of the last report card. Health records are transferred along with unofficial records.

EMERGENCY FAMILY CONTACT INFORMATION

All families must provide the school office with an emergency contact through the school FACTS system. If any information changes throughout the school year, parents must notify the school office immediately. For your child's protection, **at least one** phone number other than a parent or guardians should be noted on the emergency form. Parents who will not be in town should notify the school and identify the person in charge of the child while the parent/guardian is away.

BIRTHDAY CELEBRATIONS

CLASSROOM: Due to the concern for distraction within the classroom learning environment, decorating of student desks to celebrate birthdays is not allowed. **Birthday treats, per the Diocesan Food Policy, may only be non-edible treats, for example, pencils, stickers, books, etc...**

DRESSDOWN: Students may celebrate their birthday (or ½ birthday for those students with summer birthdays) with an out-of-uniform day. Please make sure your student follows the dress code. If your child's birthday is on a

weekend or a holiday break, check in with your homeroom teacher to determine if they will dress down on the Friday or Monday.

BIRTHDAY INVITATIONS

Birthday Invitations may be passed out at school **ONLY** if every child in the entire class is invited.

In order to be sensitive to the feelings of others, students may **NOT** distribute party invitations at school to only select students.

CRUSADER PARENT ORGANIZATION (CPO)

All parents are a vital part of the school community. Our CPO provides engaging and fun activities and events for our students and school families with the purpose of providing financial and physical support to academic, spiritual, cultural, and athletic programs. All parents are invited and encouraged to attend the monthly CPO meetings. This year's CPO President is Mrs. Kim Johnson

- The decisions of the organization are to be approved by the school principal and pastor.
- Finances of the CPO are overseen by the Parish Business Manager.
- CPO funds shall be used to provide programs and activities that supplement and enrich the educational opportunities provided through the school operating budget.
- The Saint Scholastica Crusader Parent Organization does not act as a grievance committee on school issues. It does not have the authority to make recommendations to the principal or pastor regarding how to administer the school.

ROOM PARENTS

Room parents primarily assist the school in coordinating classroom parties/celebrations, school picnic, and providing classroom treats. Specific guidelines are provided for all activities.

HALLOWEEN

St. Scholastica Catholic School will participate in celebrating Halloween as a children's holiday. Students will participate in classroom parties or celebrations in all grades. Students in grades Kinder. – 4th grades may wear their Halloween costumes to school (see costume rules). Students in 5th, 6th, 7th, and 8th grades may dress down in Orange and Black following the dress down policy.

COSTUME POLICY:

ALL costumes must be age appropriate and may **NOT** be in contradiction with our Christian values. **NO devils, NO weapons, NO blood, and NO costumes representing evil or violence.** Students who do not comply with the costume policy will be asked to call home for a change of clothes.

ATHLETICS/EXTRA-CURRICULAR ACTIVITIES

INTERSCHOLASTIC ATHLETICS

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

All athletes in grades 4-8 have an opportunity to participate in the school's athletic program. Games and practices are held outside of school hours and are supervised by volunteer coaches and sponsored by the Athletic board. Each student participating must show proof of an annual sport physical. 6th grade physicals, as well as sports physicals, are a state requirement. Students will not participate in practices or games if the physical requirement has not been met. 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 may be excluded from school if they are not in compliance with the requirements. Sports physicals must be updated on an annual basis and are valid for 395 days. The parent/guardian of each student athlete and the student athlete must read and submit written verification that they have read the concussion information form. This is a yearly requirement and must be done before participating in practices or games. The form can be found in the school SIS (FACTS).

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

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 OVERSIGHT TEAM (COT)

Each school shall form a Concussion Oversight Team (COT). The COT's primary function is to develop, implement, and ensure compliance with "return-to-play" and "return-to-learn" protocols for students believed to have experienced a concussion. The protocols are based on peer-reviewed scientific evidence consistent with guidelines from the Center for Disease Control and Prevention. These protocols can be found on the school SIS.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are defined as any activity that is hosted by St. Scholastica Catholic School. It is our philosophy that students attend St. Scholastica Catholic School for religious formation, academic excellence, and the family atmosphere 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 extracurricular endeavors. Consequently, we try to offer a wide range of activities for student involvement. Students should remember that involvement in extra-curricular activities assumes that they conform to school policy. As participants in such activities, they represent the student body, the school, the parish, and the community. A violation of school rules or a drop in academic standing can lead to the temporary or complete suspension from extra-curricular activities. A student must be in school for a minimum of a half-day on the day of an activity, practice, etc. to participate in an evening activity or practice. To be counted as being present for a ½ day of attendance, a student must be in school for a minimum of 150 minutes, or 2 ½ hours, of instructional time. A student is academically ineligible from extra-curricular activities if he/she is failing any subject, or has more than one D. The official Academic Eligibility Policy is also available on our FACTS system. All students in attendance at co-curricular or athletic events must remain in the gymnasium or their otherwise assigned location. At no time are students allowed to loiter in other areas of the building or the parking lot.

ACADEMIC ELIGIBILITY POLICY:

- 5th-8th grade homeroom teachers will monitor eligibility weekly and report any ineligible students to the school principal by end of day each Friday.
- The principal or representative will contact the family and coach through email to notify them of the ineligibility status.
- Eligibility will run from Monday through Saturday students may go back to play on SUNDAY only if they are eligible. Students who remain ineligible will continue with ineligibility requirements. In the event of a holiday break ineligibility will begin the following Monday.
- Teachers will begin calculating eligibility 2 weeks into each new trimester (the second Friday).
- All ineligible students are required to attend after school Homework Club

Progressive Ineligibility:

- Week 1 – Parent may choose to have student attend practices or games. Students may NOT wear team uniform and may NOT participate. Principal recommendation is that ineligible students do not attend practices or games during their ineligible status.
- Week 2 consecutive – Student may NOT attend any practices or games
- Week 2 non-concurrent - Student may NOT attend any practices or games/ Principal and teacher will meet to determine roster status
- Week 3 consecutive - Student will be removed from the team and roster
- Week 3 non-concurrent - Principal and teacher will meet to determine roster status

ATHLETIC EARLY DISMISSAL

Student athletes may not dismiss early from school for a game, practice, meet, etc. **without prior approval of the principal.** A coach requesting an early dismissal for a game or event will contact the school office with the roster of students to be dismissed once permission has been obtained.

ADDENDUMS FOUND IN SCHOOL SIS (FACTS)