



Saints Dennis and Joseph Catholic Academy

2024-2025 Family Handbook

South Campus (PS-3)

1201 S. Washington Street

Lockport, IL 6041

815-838-4494

North Campus (4-8)

529 Madison Street

Lockport, IL 60441

815-838-8173

www.sdjacademy.org

MISSION AND PHILOSOPHY

MISSION

The mission of Saints Dennis and Joseph Catholic Academy is to provide the environment, resources, structure and opportunities to educate children in the Catholic tradition in order to develop them as responsible, educated citizens and active members of the Catholic Church. SDJCA will strive to instill in each child the pillars of their *Faith*; the need for charity and *Service*; the importance of liturgy, prayer and sacraments: and a knowledge of their culture, history and technology in an environment of *Academic Excellence*.

PHILOSOPHY

Saints Dennis and Joseph Catholic Academy is a transformative change, creating a dual-campus academy, serving students preschool through third grade (South Campus) and fourth through eighth grade (North Campus).

Academics, service and faith are paramount at the Academy. At SDJCA, students are inspired to achieve their academic potential through a curriculum enriched with arts, music, technology and athletics, nurtured to build community and reach out to others with respect as disciples of Christ and taught to know, love and serve God in a community rich in Catholic values.

Saints Dennis and Joseph Catholic Academy maintains that Christ is present in every aspect of education and activities.

Fostering a close, family-oriented community building lifelong friendships will set the foundation for children to be educated in a safe, loving, and nurturing environment. Students at SDJCA will enjoy the many benefits of a small student-to-teacher ratio where prayer is infused throughout the day.

Accepted by the Saints Dennis and Joseph Catholic Academy Board of Directors 2023

Modified August 2024

Dear SDJCA Families and Students,

On behalf of all our dedicated stakeholders, we welcome you to Saints Dennis and Joseph Catholic Academy. In choosing our school, you have demonstrated your commitment to Catholic education. Thank you for entrusting our staff to care for your child. We believe that close cooperation between school and home is essential to ensuring that our students have rewarding, enriching and positive educational experiences while enhancing their Catholic identity. This handbook reflects the policies of Saints Dennis and Joseph Catholic Academy for the 2024-25 school year. Please read through the document carefully with your child and let me know if you have any questions or concerns. We look forward to working together as a learning community so our students can grow academically, socially, emotionally, and spiritually in the context of the Catholic Church teachings. Your support is essential for this to be achieved. We are looking forward to a successful school for all our students, staff, and families.

May God bless you and your family.

Mr. Thomas Newton

SDJCA

Principal

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HANDBOOK OF POLICIES IN COORDINATION WITH THE DIOCESE OF JOLIET

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

The Administration of Saints Dennis and Joseph Catholic Academy (SDJCA) retains the right to amend this handbook for just cause and to inform parents of those changes in a timely fashion.

1470 NON-PUBLIC STATE RECOGNITION OF DIOCESAN SCHOOLS

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

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

4005 EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

GENERAL INFORMATION

SCHOOL OFFICE HOURS - During the school year, office hours are from 7:30 a.m. until 3:30 p.m. Please leave a message on the school answering machine if we do not answer.

The messages are checked regularly.

Summer office hours are as follows:

Monday-Thursday 8-12 (June)

By appointment in July

Monday-Thursday 8-12 (August 1-4)

Monday-Friday 7:30-3:30 (Beginning August 7)

SCHOOL DAY START/END TIME -

	START	END
PRESCHOOL 3-4 (South Campus) FULL DAY	8:15 am	3:15 pm
Preschool AM (South Campus)	8:15 am	11:15 pm
Kindergarten (South Campus)	8:15 am	3:15 pm
Grades 1 – 3 (South Campus)	8:15 am	3:15 pm
Grades 4-8 (North Campus)	8:00 am	3:00 pm

Extended Care

Saints Dennis and Joseph Catholic Academy is pleased to offer extended care services at both the north and south campus for preschool through 8th grade students. This program is designed to provide a safe, supportive, spiritual and caring environment. All children enrolled will have the opportunity to participate in a variety of activities including outdoor recreation, games, time for homework and time to interact with other children. Extended care services are billed monthly.

The hours of the extended care program are listed below by campus. Before School Care attendees enter the building by the school office, ring the bell and the teacher will open the door for you. Children must be pre-registered for the program.

If your child is attending after school care, please do send a snack with your child. Extended Care rates are listed below. Parents will be billed on their FACTS account monthly.

Parents who wish to utilize the Before/After School Care program can obtain a registration/information packet with more detailed information from the school office.

Extended Care Hours: Monday-Friday

South Campus (Preschool-3rd Grade) Before School Hours: 6:45-8 a.m.

South Campus (Preschool-3rd Grade) After School Hours: 3:15-6 p.m.

North Campus (4th-8th Grades) Before School Hours: 6:45-7:45 a.m.

North Campus (4th-8th Grades) After School Hours: 3-6 p.m.

Extended Care Rates:

- \$8.50 per hour for the first child
- \$5 per hour for each additional child in the family

GENERAL PARKING AND TRAFFIC GUIDELINES– North and South Campus

- **ILLINOIS LAW PROHIBITS THE USE OF CELL PHONES IN AUTOMOBILES IN SCHOOL ZONES. LOCKPORT POLICE WILL TICKET VIOLATORS.**
- Parents/guardians must pay attention to the directions of the staff and Student Safety Patrol during arrival and dismissal.

- Please exercise patience during arrival/dismissal as it is a busy time, and we want to ensure the safety of all students and staff. Directions given by the staff are for the safety of all students.
- Please be aware of students/parents using the crosswalks in the parking lots or when crossing the street during arrival and dismissal.
- Do not park in the handicap parking spaces to drop off or pick up your children unless you have a handicap sticker on your car. The Lockport Police Department will ticket violators.
- Please keep all pets away from the entrance/dismissal doors and sidewalks out of consideration for our students and staff.
- Students are to cross streets only at designated crossing areas (crosswalks, intersections with school crossing guards, etc.)
- There is no vehicle traffic in the playground/recess areas while children are present.

NORTH CAMPUS ARRIVAL/DISMISSAL INFORMATION

ARRIVAL

- There will be a clockwise traffic flow around the North Campus of SDJCA during arrival. This is to help ensure the safety of our students and to maintain smooth traffic flow.
- All students at the North Campus (4th-8th) will be dropped off in the blacktop area between the Activity Center and Church along Fifth Street.
- Cars should pull into a single file lane when dropping off/picking up students.
- Please pull all the way in line when you are in the drop-off lane. **Do not drive around cars that are dropping students off.**
- Please be aware of the striped no parking lanes along Fifth Street. These areas are for quick drop-off only, no parking is allowed in these lanes.
- Students will enter the building through the gymnasium doors. Please use Door 1 after 8:00am.

- The parking lot at the intersection of Madison Street and Fifth Street is reserved for faculty.
- Exit by turning right onto Madison Street. There is no parking on Madison Street

DISMISSAL

- Students will exit the building through the doors between the Activity Center and Church (along Fifth Street).
- Students will stay with their teacher (homeroom teacher for grades 6th-8th) until a parent has picked them up during dismissal.
- The no parking lane between the Activity Center and church needs to remain open for students and parents to walk through.
- Parents may also use the church parking lot on the northside of Fifth Street.
- The parking lot at the intersection of Madison Street and Fifth Street is reserved for faculty.
- There is no parking on Madison Street.

SOUTH CAMPUS ARRIVAL/DISMISSAL INFORMATION

ARRIVAL

- Students in grades K-3 will be dropped off at the front of the building (Door 1) on Washington Street. Cars need to travel south on Washington Street to drop off students at the main entrance. There is an area for cars to pull to the right for easy drop-off.
- ELC students are to be dropped off at the ELC entrance (Door P) on 12th Street. Cars need to travel east on 12th Street to drop off students at the ELC entrance.
- ELC students are to be dropped off to the waiting staff members at the 12th Street entrance. Staff members will assist students exiting the vehicles and escort them to the building.
- Students should not be dropped off in any other location.

- Cars should pull into a single file lane when dropping off/picking up students. Please pull all the way up in the lane when you are in the drop-off line. Do not drive around cars that are dropping students off.
- Parents/guardians of ELC students with siblings should start in the ELC drop-off line and proceed around the corner to merge into the Washington Street drop-off zone.

DISMISSAL

- All students who attend the South Campus will be released to parents/guardians one at a time.
- Parents/guardians of students who attend the South Campus will be given a name card to be posted in the window of their automobile. Be sure to display this name card to help the dismissal line flow efficiently and smoothly. We are utilizing this process to ensure students' safety.
- Staff will call names on the radio and students will be sent out to their parents/guardians
- Students in grades K-3 will be picked up on Washington Street in front of the building. Cars need to travel south on Washington Street when picking up students in grades K-3. There is an area for cars to pull to the right for easy pick up.
- Pre-K students will be picked up at the ELC entrance on 12th Street. Staff members will escort students to the car during dismissal. Cars need to travel east on 12th Street when picking up students from the ELC.
- Students should not be picked up in any other locations.
- Parents/guardians of afternoon session ELC students will follow the same procedures for arrival and dismissal. For dismissal though, students will be escorted to their cars (facing east) on 12th Street.
- Parents/guardians of ELC students with siblings should start in the ELC pick-up line and proceed around the corner to merge into the Washington Street pick-up zone.

ADMISSIONS

Schools operated under the auspices of the Diocese of Joliet admit students of any race, color, sex, nationality and ethnic origin to all the rights, privileges, programs and activities generally available to students at the schools. Students preparing to enter Saints Dennis and Joseph Catholic Academy must meet all requirements of the State, Diocese, and Saints Dennis and Joseph Catholic Academy Policy. The determination for admission made by the pastors and principal is final.

Admission Priority

- Siblings of currently enrolled students at SDJCA whose parents/guardians are in accord with the expectations and guidelines of SDJCA.
- Children of active registered parishioners of St. Dennis or St. Joseph Parish as demonstrated by regular Sunday attendance, parish involvement, and contributions.
- Children of alumni
- Children transferring from other Catholic Schools.
- non-parishioners and transfers from public schools.

**If there is a waiting list for any grade, children of active parishioners will be considered first for placement. If openings remain after these placements, a lottery will be used for those extra openings. **

5130 ADMISSION REQUIREMENTS FOR STUDENTS

Preschool children who are entering the three-year-old program must be three years of age by September 1 and fully potty trained. Children entering the four-year-old preschool program must be four years old by September 1. Prospective kindergarten students must be five years of age by September 1, and prospective first grade students must be six years of age by September 1. All new students must present the original copy of their birth certificate and baptismal certificate (if baptized) at registration for copying and placement in the school files. The school will maintain certified copies of birth certificates for each student enrolled upon enrollment. The total number of students in each class, as well as the classroom placement, will be determined by the principal and assisted by the teachers for the grade level involved.

Registration

Registration for the following school year will begin in January for our current families. Registration materials will need to be returned to the school office before Catholic Schools Week begins. Open registration for new families will begin in mid-February. There is a \$200.00 non-refundable registration fee for every family. Your registration will not be official and complete until we receive all the necessary information. All families with new students will be notified during the month of March if their registration for the following year has been accepted.

5140 TRANSFER STUDENTS

When a student who is transferring from one Catholic school in the Joliet Diocese applies for admission to another Catholic school in the Joliet Diocese contact between the two principals is advisable. Such contact with the former principal of any school may be needed to clarify reasons for student transfer, i.e. suspension/expulsion or unpaid tuition.

Transfer students may be admitted following receipt from the transferring school of attendance records, health and academic records, etc. Until such records have been received and analyzed, the child's admission status is probationary. Certified copies of transfer students' records must be requested within 14 days (about 2 weeks) of enrollment.

Students who are transferring from another school must present academic records (report cards, testing, etc.) to the principal. The principal reserves the right to make these admissions on a probationary basis. In most cases, an interview with the principal will be conducted before the student is formally accepted into the school. Furthermore, the academic progress and behavior of each new student is subject to periodic review by the principal. Students not showing acceptable academic progress or appropriate conduct may be dismissed at the principal's discretion. Students entering the eighth grade will not be accepted as transfer students except under unusual circumstances. Admission of students at this level is subject to the approval of the principal.

CULTURAL HAIRSTYLE

As per IL PA 102-0360, SDJCA does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

MODIFICATION OF ATHLETIC/PE UNIFORMS

As per IL PA 102-0051, SDJCA allows a student athlete to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences provided such uniform modifications do not contradict or create confusion with Catholic social teaching. The modification of athletic or team uniforms may include, but is not limited to, the wearing of a hijab, an undershirt, or leggings. If a student chooses to modify his or her athletic or team 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.

UNIFORM POLICY

These items are the only acceptable uniform pieces;

Grades K – 5

Uniform Piece	Girls	Boys	All
Shirts	<ul style="list-style-type: none"> o PURPLE polo shirt (collared) short or long sleeved 	<ul style="list-style-type: none"> o PURPLE polo shirt, (collared) short or long sleeved 	<ul style="list-style-type: none"> o Tucked in at all times o White undershirts may be worn
Bottoms	<ul style="list-style-type: none"> o Plaid jumpers (Gr. K-3) Schoolbelles Style #1418 & #1421 o Plaid skirts (gr. 4 & 5) Schoolbelles style #1521, #1525 o Plaid skorts (gr.4-5) Schoolbelles style #1533 <p><i>Length just above knee</i></p>	<ul style="list-style-type: none"> o Black slacks 	<ul style="list-style-type: none"> o Black Slacks o Black shorts o Black or brown belt on pants with belt loops.

Grades 6 - 8

Uniform Piece	Girls	Boys	All
Shirts	<ul style="list-style-type: none"> o BLACK polo, short or long-sleeved knit, (collared) 	<ul style="list-style-type: none"> BLACK polo, short or long-sleeved knit, (collared) 	<ul style="list-style-type: none"> o Tucked in at all times o White undershirts may be worn

Bottoms	<ul style="list-style-type: none"> o Plaid uniform skirts <p style="text-align: center;"><i>Provided only by Schoolbelles</i></p> <p style="text-align: center;">#1521, #1525</p> <ul style="list-style-type: none"> o Plaid skorts Schoolbelles style #1533 	<ul style="list-style-type: none"> o Khaki dress pants 	<ul style="list-style-type: none"> o Black or brown belt on pants with belt loops o Khaki dress pants o Khaki shorts <p style="text-align: center;"><i>Khaki shorts: First day of school until 10/15; then 4/15 until last day</i></p>
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ALL Students (K-8)

Uniform Piece	Girls	Boys	All
Socks <i>ALL socks MUST cover the ankle completely</i>	<ul style="list-style-type: none"> o Black, white, or gray sock. Knee, ankle and crew are allowed o Plain white (<i>no logo</i>) crew, knee or ankle sock 	<ul style="list-style-type: none"> o Black, white, or gray knee sock. Knee, ankle and crew are allowed o Plain white (<i>no logo</i>) crew, knee or ankle sock 	<ul style="list-style-type: none"> o All socks MUST be clearly above the ankle o Socks are always mandatory for all students
Shoes	<ul style="list-style-type: none"> o Any combination or solid brown, tan, black leather shoes. o non-fabric 	<ul style="list-style-type: none"> o Any combination or solid brown, tan, black leather shoes. o non-fabric 	<ul style="list-style-type: none"> o Heel height no more than 1 ½ inches o Neat o Clean o Laced to top; laces match the shoe. o non-fabric

Hair	<ul style="list-style-type: none"> o Natural hair only o No extreme or unusual hairstyles o No non-natural color or highlights. 	<ul style="list-style-type: none"> o Natural hair only Above shirt collar o Above eyebrows and tops of ears o Clean-shaven 	<ul style="list-style-type: none"> o <i>Natural-born color only</i> o Neatly groomed at all times
Accessories	<ul style="list-style-type: none"> o Single, flat, inconspicuous post earrings (one pair, in lobe) o <i>Simple</i> barrettes, rubber bands and headbands 	<ul style="list-style-type: none"> o Single religious necklace, inside the shirt collar 	<ul style="list-style-type: none"> o GRAY fleece o Uniform sweatshirt ONLY on non-PE days

UNIFORM POLICY-Continued

PLEASE CLEARLY USE PERMANENT MARKER TO LABEL ALL UNIFORM PIECES WITH STUDENT'S LAST NAME!

All students are expected to be conscious of their personal appearance every day. This should include a daily bath/shower, brushed teeth, clean hair and clean clothes. The use of deodorant should be stressed.

Students are expected to be in full uniform as they leave their homes in the morning. Students not in uniform may be sent to the office; parents will be called and asked to bring the appropriate uniform pieces to school.

Please note: Devices such as (but not limited to) Apple © watches ARE Not ALLOWED at school.

Please refer to the personalized *Schoolbelles* Catalog for uniform items. *Sport Huddle* provides the gym uniform.

SPIRIT WEAR DAYS: Will be scheduled by administration throughout the year. A student must maintain 100% uniform compliance time prior to Spirit Wear Days to participate in this privilege. Students who are non-compliant must be in full uniform.

On Spirit Wear Days, only SJCA Spirit Wear may be worn (with appropriate uniform pants).

DRESS-UP DAYS: Students can dress UP on designated days scheduled by administration. JEANS are NOT ALLOWED on Dress-up days. Shirts must have a collar. Dress/skirt length must be just above the knee. For safety reasons, platform shoes, fashion boots, sandals or high heels are not allowed.

All other uniform policies are in effect on Out-of-Uniform/Dress-Up Days.

PHYSICAL EDUCATION UNIFORMS

The *school* uniform sweatshirt may not be worn during gym. The *gym* sweatshirt may not be worn in place of the school uniform sweatshirt on non-gym days.

Uniforms are required for all physical education classes for Grades K - 8. This consists of a purple uniform t-shirt, mesh shorts, and uniform sweats. You will be able to purchase these items at Sports Huddle in Lockport: 922 E 9th St. Lockport, IL 60441 [Phone: \(815\) 838-8522](tel:8158388522)

- Shirt: Purple t-shirt (sizing UP is recommended for good fit)
- Shoes: Non-skid black or white gym shoes, purple accent is allowed
- Shorts: Solid black
- Sweatshirt: Solid gray
- Sweatpants: Solid black

4010 SAFE ENVIRONMENT FOR CHILDREN

VIRTUS

All employees hired on or after July 1, 2007, must have a fingerprint based criminal history records check conducted with documentation kept in their file. Criminal background checks are required for all school personnel, paid and volunteers, who are involved with minors on a regular, recurring basis, and any volunteers involved with minors on an overnight basis, even though it may be a single occasion. Personnel are subject to a criminal background check at any time during their employment. Records are kept at the local level. All employees will normally complete required Educational In-service programs before their first day of employment. Proof of previous completion of the required programs will be accepted.

MANDATED REPORTER

Under Illinois law, certain personnel (including school personnel [administrators, certified and noncertified school employees, school board members], child care and recreational program personnel, and clergy) are considered mandated reporters and must report to the Illinois Department of Children and Family Services (DCFS) any situation in which they have

reasonable cause to suspect physical or sexual abuse of a minor. Reporting abuse of a vulnerable adult is made to the appropriate state agency. Failure to report may result in disciplinary actions.

ACTS OR THREATS OF VIOLENCE

Our Catholic faith calls on us to respect the human dignity of all. We teach and model this key tenet not only in religion class but throughout the day in our words and actions. Yet we can't insulate our students from other influences, such as social media, popular culture, and politics.

Today's children are increasingly exposed to real acts of violence, simulated acts of violence, and media versions of violence. The environment of a Catholic school should be one where respect for individuals prevails.

In our schools and communities, words matter. Whenever a student makes a comment that is even slightly tinged with potential violence against others or him/herself, it is imperative that each comment is taken very seriously. Diocesan protocol calls for school officials to immediately call the police, and then notify the superintendent of Catholic schools and the diocesan general counsel. The student making the threatening comment is removed from school and may only return with a letter from a licensed mental health professional stating the student is not a danger to others or him/herself.

If a student's behavior consists of acts of violence, threats, harassment and bullying, it should be reported to the classroom teacher and the school administration. *All* reports will be taken seriously. This may occur in every situation that involves threats to life, reference to weapons, possession of weapons, or physical acts, which imply, threaten, predict, or involve physical violence. Also included in this proactive policy is any situation in which an object, e.g. textbook, desk, or any object is used as a weapon. The method of said acts may be verbal, written, or actual. The school administration shall investigate the reported incident. This investigation will, at a minimum, include an interview with each person involved.

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

Saints Dennis and Joseph Catholic Academy Catholic School is a safe, nurturing environment free of all acts of violence or threats to life. This policy is separate from the policies cited in this

Handbook, which describe the normal activities of children in a school setting such as Saints Dennis and Joseph Catholic Academy Catholic School.

The offending party may be removed from school and/or requested to obtain an evaluation by a certified therapist. If an evaluation is required, the offending party would not re-enter the school until it is determined, after consultation with the certified therapist, Catholic Schools Office, pastor, and school administration, that the offending party is not a danger to themselves or others.

During the intervention process:

the school administration, in consultation with the CSO, has local decision-making authority.

The school administration has responsibility for overall coordination services.

The school administration, with CSO consultation, has responsibility for providing appropriate information to the staff, school board, students, parents, parish, community, and, if deemed necessary, public and press in a timely manner.

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

All employees are required to report immediately to their supervisor and the Diocesan Director of Human Resources any felony or misdemeanor charges which may be filed against the employee by Local, State or Federal Law Enforcement Authorities.

Regulations and procedures regarding criminal background checks are developed and published by the Chancery. School personnel follow Diocesan Policies regarding these policies, standards, regulations and procedures that are approved by the bishop and implemented as directed by the Chancery. Policies, standards, regulations and procedures in effect are found in Appendix 4 D.

BULLYING POLICY

Bullying Prevention Policy

All elementary and secondary schools in the Diocese of Joliet shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian and strictly prohibited.

For this policy, bullying is defined in conformity with Illinois Law as follows:

“Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- (1) Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;

- (2) Causing a substantially detrimental effect on the student's or students' physical or mental health;
- (3) Substantially interfering with the student's or students' academic performance; or
- (4) Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school."

105 ILCS 5/27-23.7 (b)

Bullying Conduct

Bullying conduct covered by this policy is conduct that occurs on school property or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events; while students are waiting at school bus stops; or cyber bullying as defined hereinafter.

Cyber Bullying

This policy prohibits bullying and intimidation of students through the use of the 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 disciplinary actions. This may include mandatory counseling.

Retaliatory behavior by a student accused of bullying will also have consequences. False accusations of bullying will result in disciplinary action taken against the accuser. Any reported bullying issue will be promptly brought to the attention of the appropriate party: The Pastor or the Principal or designee, and thereafter investigated.

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

1460 REPORTING ATTACKS on SCHOOL PERSONNEL to AUTHORITIES Upon receiving a written complaint from any school personnel, the superintendent or his or her designee shall report an incident of battery committed against a teacher, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the Illinois State Police's Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. Note that reporting through the Uniform Crime Reporting Program does not satisfy the requirement to report the incident to local law enforcement authorities as well 105 ILCS 5/10-21.7 5313 ANTI-BULLYING POLICY (REVISED 2015)

POLICY OF CHRISTIAN CONDUCT

Our Catholic schools are rooted in a vision and values:

The vision for the Diocese of Joliet Catholic Schools is an integrated network of vibrant schools that makes Catholic education available to all within a community of lifelong learners formed in faith, educated for excellence and sent to serve.

The values for the Diocese of Joliet Catholic Schools are incorporating faith into the classroom, balancing challenging courses with a nurturing environment, collaborating with families, holding each other to a higher standard, and looking ahead.

This vision and these values are based upon the Gospel and summarized by Jesus' command to "love the Lord your God, with all your heart, with all your soul, with all your mind, and with all your strength.... You shall love your neighbor as yourself." (Mk 12:30-31)

Considering our Gospel vision and values, all our parents and their guests at our schools are expected:

To display a truly Christian attitude in all activities and relationships with adults and other students.

Treat others how we want to be treated.

To be courteous and considerate of others.

To extend courtesy to guests and visitors of the school.

To treat the entire school community with dignity and respect.

Respect for ourselves and everyone who makes up our school community is an essential requirement for a Christian environment. Children first learn appropriate behavior demonstrated by their parents and other role models. As adults, it is our charge to help children accept responsibility for their actions and to understand the consequences.

Our whole child approach integrates Catholic doctrine, prayer, sacraments, and moral decision-making with academic achievement and physical health. This is accomplished in partnership with parents.

The ideal of discipline within Catholic education is to enable students to move from externally imposed discipline to self-discipline and finally toward adult discipleship.

As we teach, advocate, and model the virtues and values we wish to instill in our children, we, as adults, must also enforce rules related to our own behavior and accept responsibility and consequences.

Behaviors and Conduct

Parents are the first and primary educators of their children, thus self-discipline training begins long before a child is old enough for school. This training then continues in school and allows a proper environment for learning. The code of student behavior at Saints Dennis and Joseph Catholic Academy is based on self-discipline. This then leads to respect for oneself and others and the acceptance of responsibility for one's own actions. Proper behavior, grounded on Christian principles, is expected of all students at Saints Dennis and Joseph Catholic Academy. Since students represent Saints Dennis and Joseph Catholic Academy while off school grounds and outside of normal school hours (athletic events, field trips, parish youth ministry dances, the public library, musical performances, on the bus, etc.), they are expected to obey the same rules, regulations, and discipline that are required at school. In other words, all students are to always conduct themselves in a Christian manner. When self-discipline fails, school rules and regulations provide guidelines for individual behavior. Students are expected to know and obey these rules and regulations, which are made clear both in the classroom and through administrative direction. Behaviors which are unbecoming of a Catholic School student, and which are unacceptable at Saints Dennis and Joseph Catholic Academy are

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

- Vandalism
- Theft
- Violation of uniform dress code

Students who fail to exhibit self-discipline, respect for self and for others, and who do not accept responsibility will be subject to the school's disciplinary action of issuance of a Respectful Reminder, Minor, or Major (to be decided by teacher and administrator based on severity and frequency of behavior). Examples of behaviors that constitute a Respectful Reminder include being unprepared for class, disrupting class, and being off task. Examples of behaviors that constitute a Minor include disrespect to others, being in an unauthorized area without permission, talking excessively and not responding to teacher redirection, cell phone use, Technology violation, cheating on homework or classwork, using inappropriate language, refusing to follow school rules, and showing disrespect for school property or the property of others. Examples of behaviors that constitute a Major include cheating on a test, stealing, vandalism or intentional damage of school property or the property of others, physical aggression or fighting, and blatant disrespect of an adult or classmate. In all cases, the decision of the principal is final. Parents will be notified by the teacher or administrator of discipline matters via email, phone call, or form sent home. Violation of the discipline policy is based on cumulative behavior throughout the school year. Any acts of physical aggression such as fighting, and both students will be sent home for the remainder of the day while the incident is being investigated.

DETENTION

For all students in preschool-3rd grade, detention will be served during the lunch/recess period. For 4th-8th grade students, detention will be served after school on any day of the week from 3:00 – 4:00 pm. During this time, students will not be allowed to complete schoolwork. Based on the reason for their detention, students will complete a written reflection. Once they have completed the reflection, they may sit in silence to pray and consider better choices. Students are to be picked up promptly at the conclusion of the detention period. Failure of a student to serve a detention can result in an external suspension, and readmission of the student will be in jeopardy.

EXTERNAL SUSPENSION FROM SCHOOL

- Students will not be allowed on school property for the duration of suspension.
- Homework and tests must be made up. Credit will be given at the discretion of the teacher/principal.
- Attendance at or participation in school-sponsored activities or organizations is forfeited for the length of the suspension.

● Students who are notified of a suspension on Friday will be suspended from school on the following Monday and will not be allowed to participate in any school activities during the intermittent weekend. **EXPULSION** The reason justifying expulsion from a Catholic school should be as serious as it is rare. As soon as it becomes evident that expulsion of a particular child might be necessary, the administrator should notify the Superintendent of Catholic Schools and the parents of the child. Expulsion may occur for the following reasons:

- When the moral, academic or physical well-being of the student body or staff is endangered
- When there is a prolonged and open disregard for school authority
- The use of alcohol, tobacco or dangerous drugs on school property
- Dangerous illegal acts
- Repeated truancy
- Willful and negligent damage to the school building
- Threats of violence **EXCLUSION** If a student is awaiting trial on a legal matter, we can require that they be home schooled at the parent's expense until the legal matter is resolved.

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

PLAYGROUND CONDUCT No rough play or misbehavior will be tolerated on the playground. The playground procedures are fully explained to the students. Only school equipment may be used on the playground. All staff and recess volunteers should be respected.

6745 SOCIAL MEDIA: The Catholic Schools Office recognizes that social media is being used in a variety of methods as an important evangelizing, educational and marketing tool to promote school and ministerial programs. However, those using the Internet should remember that certain comments and information may be harmful to the school, parish, the Diocese of Joliet, its reputation and its employees. Considering 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 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 they are specifically mentioned in this policy.

VIOLENT INCIDENTS OR THREATS The environment of a Catholic school should be one where respect for individuals prevails. If student behavior consists of acts of violence, threats, harassment, and bullying, it should be reported to the school principal and all reports will be taken seriously. Any student, faculty member or administrator who becomes aware of an actual or perceived threat of harm by a student to themselves or another shall report the incident to the school principal as soon as possible. The principal shall investigate the matter. This investigation will, at a minimum, include an interview of each person involved, the student making the alleged threat and the person(s) reporting it. Consultation is advised; however, the principal and Superintendent of Catholic Schools retain local decision-making responsibility for the remedy and its implementation. Every effort shall be made to provide help for both the person being mistreated and those alleged to be mistreating someone. If the principal has questions or seeks consultation, he or she should contact the Joliet Diocese’s Catholic Schools Office (CSO) to report all facts and circumstances surrounding the event. As soon as it is practical, the CSO will confer with the principal to determine what course of action might need to be taken, and to develop a possible specific plan to address the situation. Said plan, or any portion of the plan, may be developed and implemented either before or after consultation and conference with the law enforcement officials, parents and students, and school board, depending on the circumstances of each case. The offending party may be removed from school and/or requested to obtain an evaluation by a certified therapist. If an evaluation is required, the offending party would not enter the school until it is determined, after consultation with the certified therapist, and CSO, school principal, that the offending party is not a danger to themselves or others. During the intervention process:

1. The school principal, with the CSO, has local decision authority.
2. The school principal has responsibility for overall coordination of services.
3. The principal, with CSO consultation, has responsibility for providing appropriate information to the staff, school board, students, parents, school community, and, if deemed necessary, to the public and press in a timely manner. Counseling assistance to staff and students will be made available if the circumstances warrant.

SCHOOL ATTENDANCE REQUIREMENTS

Truancy Policy

Saints Dennis and Joseph Catholic Academy requires students who are enrolled in grades kindergarten through grade eight to attend school daily throughout the school term. The school year will be at least 176 days.

In the event of any absence, the student's parent/guardian is required to call the school at (815) 838-4494 (South Campus) or (815) 838-8173 (North Campus) to explain the reason for the absence. **If a call to the school has not been made by 9:00 a.m. on the day of the absence, school personnel will call a parent/guardian to inquire as to why the student is not in attendance.** A signed note must be turned into the office, when the student returns to school, for the absence to be considered excused, even if the absence was phoned in by a parent. Excused and Unexcused absences are defined below.

Illinois Truancy Code Section 3 – Attendance and Truancy

The Illinois School Code requires compulsory school age daily attendance (105 ILCS 5/26-I.-15). Valid cause for student absence shall be illness, observance of religious holiday, death in immediate family and family emergency, and shall include such other situations beyond the control of the student as determined by administration. The Illinois School Code, Article 26-1, requires those who have custody or control of any child between the ages of 7 and 17 to cause such child to attend school the entire time it is in session during the regular school term. A school year will be at least 176 days of instruction.

Any absence due to illness which lasts for more than three consecutive days or longer must be verified by a medical note, which must be produced when the student returns for the absence to be considered excused. The student should have a note with them explaining their absence for the morning, whether from a parent/guardian or from a physician should the absence result from a medical appointment. Students are limited to nine days of absence per year. Any absences beyond the allotted amount will be considered an unexcused absence unless a medical statement by a physician is submitted to the school upon returning. Students who have used their allotted nine absences per year will be considered unexcused and therefore truant per class period missed.

Excused Absences

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

1. Medical appointment verified by a medical note.
2. Testing and assessment.

3. High school shadow day.
4. Illness confirmed by a medical note (after two days out of school before nine unexcused absences, one day after nine unexcused days).
5. Observance of a religious holiday.
6. Illness confirmed by a note from a parent/guardian (parent/guardian verified absences may not be excused if total absences are more than nine excused or unexcused absence days per year).
7. Court appearance demanded by official summons or subpoena verified by court.
8. Funeral (confirmed with a parent/guardian note).
9. School sponsored activities, i.e. field trips, athletic events or scholastic competitions.
10. Extenuating circumstances that have been approved by administration.

Unexcused Absences

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

1. Any absence that is not confirmed with a parental/guardian, medical staff, or within the two-day grace period.
2. Truancy (absence from school without verification from the parent).
3. An illness which lasts for more than three consecutive days that is not verified by a medical note.
4. Vacation days taken with family
5. Personal reasons or business.
6. Failure to attend because of transportation problems, unless transported by school bus.
7. Non-school sponsored sports activities or events.

Parents will be notified by the school after a student's 9th unexcused absence of the year. Parents will be informed by letter, and concerns will be shared about their student's attendance. The letter informs parents that, if the student misses any more school for the remainder of the year, a licensed physician's medical excuse will be required for the absence to be considered excused. Unless there are very unusual circumstances, missing more than nine days of school by the end of the second trimester is excessive. Students need to be in attendance to receive credit. With the exception of excused absences due to medical reasons, bereavement, shadow days, and religious holiday observance, both unexcused and excused absences count towards absence days which can result in loss of credit. Work that was due or completed in class on the day of an unexcused absence does not earn credit. Therefore, a student's grades may be affected by unexcused

absences. Teachers will extend deadlines for missed work due to an excused absence. Please remember there is a positive relationship between attendance and success in school.

Attendance and Extra Curricular Participation

Any student not in school at the start of the school day or leaves early will not participate in practice or any extra-curricular event that night. Students who leave school because of sickness, who are tardy for more than one class period or absent for any reason other than for medical appointments, or who miss school because of shadow days or funerals (all must be verified) will not be allowed to attend or participate in extracurricular activities or practice on the same day. This pertains to that day only. Daily attendance will be forwarded to the Athletic Director who will forward this information to coaches.

Homework Requests

As homework is meant to reinforce what is covered during the class day, the faculty and administration strongly advise that children be given time to rest and recover when they are ill, and therefore the due dates of assignments are extended for children who miss due to illness. For each day, a child is absent, he/she will receive a one-day extension. In the instance that you would like your child to receive his/her homework during an absence, please inform the school office by 9:00 a.m. Homework will be sent home to students who are absent for two or more consecutive days. Homework will not be sent home for students who were absent for one day.

ACADEMICS

American Patriotism

Per (05 ILCS 5/27-3, SDJCA students will participate in the study of American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag, shall be taught in all public schools and other educational institutions supported or maintained in whole or in part by public funds. No student shall receive a certificate of graduation without passing a satisfactory examination upon such subjects, which may be administered remotely.

Instruction shall be given in all such schools and institutions in the method of voting at elections and the method of the counting of votes for candidates.

The Pledge of Allegiance shall be recited each school day by pupils in elementary and secondary educational institutions supported or maintained in whole or in part by public funds.

Faith Liturgies

K-8 students attend an all-school liturgy once a week. Preschool students attend Mass occasionally. These Masses are prepared by the students, and involve them as lectors, commentators, psalmists, and gift presenters. This involvement paves the way for future lay ministry. Parents, relatives, and friends are invited to attend these liturgies, not only to support the work done by the students, but also to join the school community in worship and prayer. Liturgies are scheduled at 8:30 am on Tuesday (North campus) and 8:30 am on Wednesday (South campus) or Holy Days of Obligation. Consult the school calendar for specific dates.

Reception of the Sacraments - Students of SDJCA receive the Sacrament of the Holy Eucharist and the Sacrament of Reconciliation for the first time in the second grade. Parents help prepare their children for the reception of these sacraments by attending the preparation meetings and any other requirements as requested by the parish. Students in the 8th grade receive The Sacrament of Confirmation. Dates will be announced by the parish well in advance of the reception of these sacraments.

General Curriculum

The instructional program of Saints Dennis and Joseph Catholic Academy includes religion, reading/language arts, mathematics, the biological, physical, and social sciences, the fine arts and physical education and health. Core instruction is provided in the English Language.

Graduation Requirements

As a requirement for graduation, students are expected to achieve a passing grade on exams for the Constitutions of the United States and the State of Illinois. Additional graduation requirements include satisfactorily completing academic requirements, adhering to the school's code of conduct, returning all school materials, and meeting all financial obligations of fees and tuition.

Health Curriculum

As mandated by the State of Illinois, SDJCA provides health education in grades K-8 at age-appropriate levels.

The program addresses many aspects of wellness, human ecology, body systems, human sexuality, growth and development, personal hygiene habits, mental health and available help resources, information on communicable diseases, safety and substance abuse and information on HIV/AIDS.

Topics are introduced at age-appropriate levels and may be integrated into the Science, Physical Education, and/or other appropriate curriculum areas.

Parents/Guardians may choose to have their child(ren) excluded from some topics of Human Sexuality.

Report Cards

The report card is one of the ways to determine the progress a student has made. These grades and comments are an assessment of progress and of achievement and should be taken seriously as indicators of how well a student performs in that classroom or those classrooms. Report cards are issued each trimester and follow the Joliet Diocese guidelines and format.

Grading Scale for Kindergarten through Grade 3

Grades **Kindergarten through 3** are graded on a Standards-based scale.

4 Work Exceeds Expectations – Student exceeds standards/grade level expectations and is able to *independently* apply skills in all content areas. Completes tasks *without* teacher assistance.

3 Work Meets Expectations – Student regularly demonstrates proficient performance of standards/grade level expectations. Completes tasks with *little* teacher assistance.

2 Work Approaches Expectations – Student, with direct instruction, demonstrates basic performance on standards/grade level expectations. Completes tasks with *some* assistance (prompts, directions, reminders).

1 Work Needs Improvement – Student, with direct instruction, demonstrates a need for improvement on standards/grade level expectations. Requires *significant* teacher assistance (prompts, directions, reminders).

NG - Not Graded

Grading Scale for Grades 4 through 8

A	100-93	Excellent
B	92-85	Above Average
C	84-77	Good
D	76-70	Satisfactory
F	69 - 0	Unsatisfactory

100-93 A: EXCELLENT

- Is careful, thorough, and prompt in the preparation of all required work.
- Is quick and resourceful in utilizing suggestions for supplementary activities.
- Works independently and has sufficient interest and initiative to undertake original projects.
- Consistently uses good grammar.
- Is careful to express thoughts clearly and accurately.
- Shows leadership in classroom.

92-85 B: ABOVE AVERAGE

- Prepares all assignments carefully.
- Is conscientious and dependable in effort.
- Shows consistent interest.
- Makes some use of suggestions for supplementary work.
- Uses good study habits in carrying out routine assignments.
- Is dependable and helpful in class activities.

84-77 C: SATISFACTORY

- Does good work but requires considerable direction and attention.
- Is usually dependable and cooperative.
- Has good intentions, but interest is not always keen.
- Does not work beyond minimum requirements.

76-70 D: BELOW AVERAGE

- Does work barely passable, according to minimum requirements.
- Is minimally involved in oral class work.
- Is decidedly irregular in attention to and quality of written work.
- Has study habits that are poor and ineffective.

69 and Below F: UNSATISFACTORY

Has not mastered the minimum basic objectives of a given course of study.

Report cards are issued by trimester in Grades K - 8. Preschool Progress Reports are issued two times a year. Interim Reports are sent midway in each marking period. All students will receive Interim Reports during the First Trimester. During the Second and Third Trimesters of the year, Interim Reports are sent to students whose grades have dramatically fallen (two letter grades), to any student receiving a “D” or an “F” in a subject, and/or to any student who is exhibiting inappropriate behavior in the classroom.

The format used for both types of reports vary with the grade level of the child. **Formal parent-teacher conferences** are scheduled in the Fall, but parents are encouraged to confer with teachers whenever the need arises by emailing the teacher to make an appointment. Typically, these appointments will be made at times before or after school.

The teacher should always be the **FIRST POINT OF CONTACT**: many problems arise from simple misunderstandings and are often resolved when parents and teachers communicate directly. If parent/s feel that this first contact has not been effective, parents may confer with administration. Parents are asked to be reasonable in their demands regarding the time and the frequency of reports about a child.

ACADEMIC PROBATION/SUSPENSION

Students who do not work up to their potential capabilities may be placed on academic probation for a designated time period. Academic and athletic probation/suspension status will affect extracurricular privileges.

Athletics

Athletic Philosophy

The Saints Dennis and Joseph Catholic Academy athletic program is an extension of each student-athlete's spiritual, mental, and physical education and formation. In addition, the philosophy of the athletic program is an extension of the mission and philosophy of Saints Dennis and Joseph Catholic Academy.

The athletic program teaches the student respect for self, teammates, coaches, officials, opponents, and fans. Good sportsmanship and teamwork are always practiced. Each student learns to keep a commitment to athletics in proper balance, respectively with God, family, and academics.

Each sports program allows the student to actively participate and enjoy the sport without undue stress or fear of failure. Student athletes develop sports skills, physical abilities, and teamwork. They measure their achievement by their growth as well as success in contests.

Parents are encouraged to be involved in the athletic program as coaches, boosters, supporters, and spectators. Everyone involved should understand and emulate the Saints Dennis and Joseph Catholic Academy athletic program philosophy.

Sports Physicals

Per the Diocese of Joliet, all students in fifth through eighth grade who intend to play any sport offered by Saints Dennis and Joseph Catholic Academy (volleyball, cross-country, football, basketball, and track) will need to have a completed sports physical on file in the school office. A new sports physical is required every year. Students will not be allowed to practice or play any sport until the sports physicals are received by the school.

Academic Standards for Participation in Athletic Events

As part of the students' overall growth and achievement, the school acknowledges the immense value that extra-curricular activities, including competitive sports, have on its students. However, as an educational institution, the academic advancement of the student is of prime importance. Therefore, any student engaged in any extra-curricular activity sponsored by the school should be working to the best of his/her scholastic potential.

The following guidelines will be followed:

1. The school is required to establish academic guidelines for school athletic events under Diocesan Guidelines for Athletics.
2. A student who is scholastically capable but failing in any subject will be placed on academic probation.
3. In consultation with the parents, the administration may choose to suspend the student from extra-curricular activities until academic expectations are met. This decision will be transmitted to the Athletic Director.
4. Suspension will continue until the Athletic Director is notified otherwise.

Absence and Athletic Participation

Coaches should be contacted to excuse a student from practice or a game. Students absent from school on Friday will not be allowed to play in that Friday evening game. Parents are asked to make the best judgment concerning the student's eligibility to play in a Saturday or Sunday game. Coaches are asked not to allow an ill child to play. This is to be considered an excused absence. Students who are absent from school or who have missed one full class period or more on the day that their team is scheduled to practice are not to come to practice that evening. This is to be considered an excused absence from the practice, and the student should be allowed to play in the game that weekend; however, the coach must be contacted by the parent and advised of this.

Students who miss a scheduled practice without an excuse are not allowed to dress for the games that weekend. Students who miss a game without an excuse will not dress and play until meeting with the coach.

Concussion Management Policy

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

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

Concussion Signs and Symptoms

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

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

Removal and Return to Play

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

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

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

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

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

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

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

Licensed Healthcare Professional

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

Concussion Policy/Fact Sheet

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

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

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

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

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

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

Concussion Oversight Teams (COT)

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

Per the law, each concussion oversight team must include to the extent practicable at least one physician. If a school employs an athletic trainer, the athletic trainer must be a member of the school concussion oversight team to the extent practicable. If a school employs a nurse, the nurse must be a member of the school concussion oversight team to the extent practicable. At a minimum, a school shall appoint a person responsible for implementing and complying with the

return-to-play and return-to-learn protocols adopted by the concussion oversight team. A school may appoint other licensed healthcare professionals to serve on the concussion oversight team.

Coaches Training

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

Emergency Action Plan

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

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

Guidelines

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

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

SAFETY

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

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

As such, school authorities are permitted to search and inspect those and similar places without prior notice or consent of students, and without a search warrant. Law enforcement officials and specially trained dogs may assist in the searches and inspections of these areas for illegal drugs, weapons, or other illegal or dangerous materials or substances, if the school requests it. Outside of the situations mentioned above, the Illinois Supreme Court has held that teachers or other school officials may search students when they have a reasonable suspicion of past or future violation of the law or school rules. These searches must be done in a way reasonably related to their objectives. If a search produces evidence that a student has or is violating a law or school policy, the evidence may be retained, the school may take disciplinary action, and such evidence may be submitted to law enforcement authorities.

Emergency School Closing - School closing information will be sent to parents through FACTS via email notification. The information will also be posted on the school website, and as an announcement on our school phone message. I realize that due to inclement weather, parts of this type of system (like our school phone) may not be in service.

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

STUDENT RECORDS

Physical Examinations

Physical examinations are required by the State of Illinois for all three-year-old preschool students, all kindergarten students, all sixth-grade students, and all new students entering Saints Dennis and Joseph Catholic Academy. These physicals cannot be more than one year old. Physical examination forms must be on file in the school office on the first day of school. Failure to comply by October 15 will result in the suspension of the student until compliance is accomplished.

In addition, the county health department will conduct yearly vision and/or hearing tests for students. The county requires these tests, and they will advise parents if test results require further examination.

Dental Examinations

Dental examinations are required by the State of Illinois for all students entering kindergarten, second and sixth grades. These dental forms cannot be more than one year old. Dental examination forms must be on file in the school office on the first day of school. Failure to comply will result in the suspension of the student until compliance is accomplished.

Eye Examinations

Eye examinations administered by a physician, or a licensed optometrist are required for all students entering kindergarten and all students transferring into SDJCA.

Immunizations

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

Self-Administration of Medication - Diabetes, Asthma, Allergies, Cannabis

The school is forbidden by Illinois State Law to administer medication without prior authority to do so. Students who are under a doctor's care must have the correct medical permission form and parent authorization form both signed before any medication is administered.

1. Prior to administering any medications (long-term, short-term, prescribed, or over the counter) at school, the school medication permission form, both signed by the physician and parent, shall be completed, authorizing the school to administer the medication. Permission forms shall be renewed every year or whenever changes in medication or the health of the child 35 occurs. Forms are kept in the school office. Permission forms are available online and in the school office.
2. Medication shall be brought in an original labeled container clearly marked with student's name, prescription number, medication name/dosage, administration route, date and refill, licensed prescriber's name and pharmacy address and phone number. Over-the-counter medication shall be in the original container, unopened, with ingredients listed and the child's name affixed to the container.
3. A medication supply will be accepted one week prior to school, dropped off to the school secretary when the doctor and parent permission are received. Parents will be asked to pick up unused medication at the end of the school year or when medication is discontinued.
4. By Illinois law, the only medications a student may carry and self-administer are asthma rescue inhalers, epinephrine auto injectors for severe allergy, and insulin/diabetic supplies. St. Dennis and Joseph Catholic Academy, its employees and agents are to incur no liability because of any injury arising from self-administration of medication.
5. A student may carry pharmacy prescription-labeled rescue inhalers only when the parent signature is on the Authorization for Administration of Medicine form and if a copy of the rescue inhaler prescription label has been provided to the nurse. An asthma action plan is requested for the office file.

Re-admittance of Pupil Following Injuries, Hospitalization, Surgeries - Students are required to present a note from a physician or nurse practitioner stating the student can return to school, following discharge from a hospital admission, surgery, or an illness with absence from school for more than five days. Any temporary restrictions or accommodations needed after an injury or surgeries require written orders from a physician or nurse practitioner. Examples include PE restrictions/modifications and use of crutches/wheelchairs. Appropriate footwear, such as tennis shoes and other supportive shoes (no flip-flops) must be worn when using crutches for safety reasons. A physician note is required when the student may return to PE.

Following Contagious Illness - We ask parents to notify the Health Office as soon as possible if the student develops a potentially contagious illness, including but not limited to Covid-19, mumps, chicken pox, measles, whooping cough (pertussis), impetigo, strep throat, scarlet fever, Fifth's Disease, and conjunctivitis. Some illnesses may require a written back-to-school clearance signed by a physician. SDJCA follows the Illinois Department of Public Health's (IDPH) "Communicable Disease Guide" for determining the control of cases, including exclusion from school. Diseases are reported to the DuPage County Health Department as mandated by the IDPH. The determination of whether the student with a communicable and chronic infectious disease shall be permitted to attend school in a regular classroom setting or participate in school activities with other students shall be made on a case-by-case basis by the Communicable and Chronic Infectious Disease Review Team, the student's personal physician, and local health authorities.

Following Skin Rashes - Students with any type of rash, sore, or other skin conditions should not come to school until the condition has been evaluated and identified by a physician who provides a written release to return to school to the school health office. The release should include the diagnosis, treatment plan, and any information about precautions/restrictions to take at school. After a student has been released to return, any open wound or sore must be covered with a dressing taped on all four sides.

Following Pediculosis (Head Lice) - Saints Dennis and Joseph Catholic Academy's policy reflects standard practice as recommended by the Center for Disease Control, American Academy of Pediatrics, the National Association of School Nurses, and the Harvard School of Public Health. These organizations recommend that the management of pediculosis should not disrupt the educational process or create unnecessary absenteeism. When lice/nits are found on a child at school, that child's parent/guardian will be informed. The child will be picked up from school by the parent. Once the child is treated for lice, the child may return to school with proof of treatment. Proof of treatment may be in the form of a physician statement, receipt for the product used, or the box top from the product used. The child will then be readmitted to class. The child will typically be back in class the next morning.

6820 DISPENSATION OF MEDICINE - Ordinarily, local school personnel do not administer medication to students. The school allows the self-administration and/or self-carry of asthma/diabetes/seizure medication and epinephrine injectors upon receipt of the necessary documents. Schools notify parents and guardians in writing that the school/school personnel incur no liability for injuries occurring when administering any medication and parents sign a statement acknowledging this protection. Parents sign the parental consent form for student self-medication. Doctor authorization is attached to this parental consent form.

6830 ALLERGIES If a student has been diagnosed by a physician to have allergies and the necessity to self-administer and to self-carry an epinephrine auto-injector, a signed parent permission notification and a signed physician authorization must be provided to the school either at the start of a new school year, upon enrollment, or immediately following diagnosis of such requirement. Both the parental permission and physician authorization will be held on file at the school. Parents/guardians please be informed that the school and its employees and agents incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or the use of an epinephrine auto-injector by the student. Accommodation requests are initiated by a parent/guardian to the school and include a physician's report outlining the severity of the allergy and the recommended actions by the physician that are medically necessary to avoid any reaction. Administration explains to parents/guardians what reasonable accommodations they can make. Allergen free is not a reasonable accommodation that schools make, however, effective practices to reduce the chance of exposure to allergens may include, but are not limited to: designating a separate table/area for students with an allergy, allowing the allergic student to eat at his/her own desk, keeping the same desk year-round to reduce possible contaminants if there is no common lunchroom, limit/prohibit food in classrooms, remove food as a reward in classrooms or for celebrations, the regular cleaning of classrooms and lunchroom, educate school personnel on the management of students with allergies

6840 ASTHMA A school, whether public or nonpublic, must permit the self-administration of medication by a pupil with asthma or the use of an epinephrine auto-injector by a pupil, provided that: The parents/guardians of the pupil provide to the school written authorization for the student to self-administer medication or for use of an epinephrine auto-injector, written authorization from the pupil's physician, physician assistant, or advanced practice registered nurse, and 37 the parents/guardians of the pupil provide to the school: the prescription label, which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is administered

6850 DIABETES Students are allowed to self-manage their diabetes in the school setting if they are authorized to do so by their diabetes care plan. The diabetes care plan should specify the nature of the student's self-management and may include allowing students to check blood glucose levels when and wherever needed; self-administration of insulin; self-treatment of

hyperglycemia or hypoglycemia; and allowing the student to possess, at all times, supplies and equipment necessary for diabetes management including, but not limited to, syringes, food and drink. If a student has been diagnosed by a physician to have diabetes and to self-administer and to self-carry diabetes medication, a signed parent permission notification and a signed physician diabetes care plan that would also carry a parent signature must be provided to the school either at the start of a new school year, upon enrollment, or immediately following diagnosis of such requirement. Both the signed parent notification and the physician diabetes care plan will be held on file at the school site where the student attends.

Diabetes Care Plan Requirements:

- It is the responsibility of the student's parents or legal guardians to share health care provider instructions concerning the student's diabetes management during the school day.
- The diabetes care plan shall include the treating health care provider's instructions concerning the student's diabetes management during the school day, including the copy of the signed prescription and the methods of insulin administration.
- The services and accommodations specified in the diabetes care plan shall be reasonable, reflect the current standard of diabetes care, include appropriate safeguards to ensure that syringes and lancets are disposed of properly, and include requirements for diet, glucose testing, insulin administration, and treatment for hypoglycemia, hyperglycemia, and emergency situations.
- A diabetes care plan shall include a uniform record of glucometer readings and insulin administered by the school nurse or delegated care aide during the school day using a standardized format provided by the State Board of Education.
- A diabetes care plan shall include procedures regarding when a delegated care aide shall consult with the parent or legal guardian, school nurse, where available, or health care provider to confirm that an insulin dosage is appropriate.
- A diabetes care plan shall be submitted to the school at the beginning of the school year, upon enrollment, or immediately after a student's diagnosis, or when a student's care needs change during any given school year. Parents shall be responsible for informing the local Catholic School in a timely manner of any changes to the diabetes care plan and their emergency contact numbers. 105 ILCS 145 states (a) A school or a school employee is not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes. (b) A school employee shall not be subject to any disciplinary proceeding resulting from an action taken in compliance with this Act, unless the action constitutes willful or wanton misconduct.

38 6870 ADMINISTRATION OF MEDICAL CANNABIS 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. 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.

STUDENT WELLNESS POLICY

Belief Statement

The Diocese of Joliet is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

Intent

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004, including goals for nutrition education, physical activity at other school based activities designed to promote students wellness; nutrition guidelines for all foods available during the school day; a plan for measuring implementation including designating one or more persons charged with operational responsibility; and involving parents, students, school food service providers, the school board, school administrators, and the public in developing this policy.

Rationale

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk of the development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

Schools also have a responsibility to help students establish and maintain lifelong habits of being physically active. According to the U.S. Surgeon General, regular physical activity is one of the most important things people can do to maintain and improve their physical health, mental health, and overall well-being. Regular physical activity reduces the risk of premature death in general and of heart disease, high blood pressure, colon cancer, and diabetes.

Goals for Nutrition Education

- Students in preschool through grade 12 shall receive nutrition education. The program shall be designed to provide students with the knowledge and skills necessary to adopt healthy eating behaviors. Special emphasis should be placed on nutrition education in preschool through the primary grades as eating habits are established at a young age.
- The nutrition education program shall include enjoyable interactive activities such as contests, promotions, taste testing, field trips, school gardens, or other like activities.
- Schools shall work with parents to provide a healthy diet and daily physical activity for their children, which may include information to help them incorporate healthy eating and physical activity.

Goals for Physical Activity

- Students in preschool through grade 12 shall participate in regularly scheduled formal and informal physical activity programs. Special emphasis should be placed on promoting an active lifestyle in preschool through the primary grades as health habits are established at a young age. Reasonable accommodations shall be made for students with disabilities and/or other limitations.
- Elementary schools shall provide a daily, supervised recess period to students.

Students shall be provided opportunities for physical activities through a range of school programs such as intramurals, interscholastic athletics, physical activity clubs or other like activities.

Goals for other School-Based Activities Designed to Promote Student Wellness

Consistent School Activities and Environment – Healthy Eating

- It is recommended that food providers share information about the nutritional content of school meals and/or individually sold foods with students, family and school staff.
- School meals shall be served in clean, safe and pleasant settings with adequate time provided for students to eat.

- All food service personnel shall have adequate pre-service training and participate in activities or programs that provide strategies for providing tasty, appealing and healthy school meals; nutrition education strategies including coordination of classroom and cafeteria activities; and effective promotional techniques to encourage healthy eating habits.
- Students, parents, school staff and community members bringing food and beverages to school for parties/celebrations/meetings shall be encouraged to provide healthful options. (Attachment A provides suggestions.)
- Schools shall take efforts to promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System (MyPyramid) such as fruits, vegetables, low-fat dairy foods and whole grain products. [ii] [iii]
- All foods and beverages provided by the school shall comply with federal, state, and local food safety and sanitation regulations.
- Access to any area involved in storage, preparation or service of food on the school campus shall be limited to authorized personnel.

- Consistent School Activities and Environment – Physical Activity
- Schools are encouraged to limit extended periods of inactivity. When activities such as mandatory testing make it necessary for students to be inactive for long periods of time, it is recommended that schools give students periodic breaks during which they are encouraged to stand and be moderately active.
- Physical activity facilities and equipment on school grounds shall be safe.
- Schools are encouraged to work with the community to create a safe and supportive environment for students walking or biking to school.

- ***Food or Physical Activity as a Reward or Punishment***
- School personnel shall not withhold food or beverages from students as punishment.
- School personnel shall not withhold participation in physical education class as punishment.
- Food providers shall offer a variety of age-appropriate, appealing food and beverage choices and employ food preparation, purchasing and meal planning practices consistent with current Dietary Guidelines for Americans (e.g. provide a variety of fruits and vegetable choices; serve low-fat and fat-free dairy products; ensure that whole grain products are served). ii
- All foods and beverages sold individually (apart from the reimbursable school meal) shall be well-regulated and consistent with the nutritional goals of this policy. This includes:

- a la carte offerings in the food service program;
- food and beverage choices in vending machines, snack bars, school stores;
- food and beverages sold as part of school-sponsored fundraising activities.
- Every effort will be made to provide nutritious and appealing foods and beverages, such as fruits, vegetables, low-fat dairy foods and whole grain products, wherever and whenever food is sold or otherwise offered at school.

Guidelines for School Meals

- School meals served shall be consistent with the recommendations of the Dietary Guidelines for Americans and/or shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.ii [iv] [v]

Measuring Implementation & Community Involvement

- The diocesan superintendent or designee shall be charged with the operational responsibility for ensuring that each school meets the wellness policy requirements.
- The principal of each campus shall be responsible for implementation of the wellness policy.
- Individual schools shall involve parents, students, representatives of the school food authority, the school board (if applicable), school administrators, and the public to implement and continue development of the wellness policy. Their involvement shall include review of and listing on the individual school wellness checklist.
- The diocesan superintendent, based upon feedback from individual schools, may revise the wellness policy as appropriate.

i Child Nutrition and WIC Reauthorization Act of 2004 [Public Law 108-265, Sec. 204].

<http://thomas.loc.gov/bss>

ii Dietary Guidelines for Americans 2005, Department of Health and Human Services and Department of Agriculture, 2005. www.health.gov/dietaryguidelines

iii MyPyramid.gov, United States Department of Agriculture. www.mypyramid.gov

iv Minimum School Meals Requirements – section 9(f)(1), 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)o

v Minimum School Meals Requirements – subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779)

TECHNOLOGY USAGE

Students are responsible for proper behavior while using SDJCA technological devices. General school rules for behavior and communication apply.

The computer network is provided for students to conduct proper research and to communicate appropriately. Access to network services is given to students who agree to act in a considerate and responsible manner. *The signature of a parent/guardian and the student/s is required on the Diocesan Acceptable Use Agreement form before privileges are granted.* Access is a privilege, not a right.

Users of the school computer network are responsible for their behavior and communication over the network. It is presumed that users will comply with Christian and appropriate standards. Further, it is understood that beyond the clarification of such standards, the school is not responsible for restricting, monitoring or controlling the communications of individual students utilizing the network. Users should also not expect that files stored on the school server will always be private.

Students using technology in an inappropriate manner may lose these privileges, as well as be subjected to other disciplinary or legal actions.

Students should also have permission from a parent/guardian and use discretion when emailing a message to a teacher. Such emails may only be sent to the staff member's SDSJCA email address and must be limited to questions related to homework and assignments. Parents may communicate via email to the staff member's SDSJCA email address and should be limited to questions relating to student progress and other school concerns.

TELEPHONES/TELECOMMUNICATION DEVICES

Except in an emergency, the School Office telephone is a business phone and generally not to be used by students. We do, however, recognize the need for students to occasionally use the telephone to contact parents regarding school-related issues. Teachers will issue a pass allowing students to make phone calls during the school day. Students are asked to report to the office to make all calls. Calls for forgotten items are generally not allowed.

CELL PHONES AND RELATED DEVICES

To maintain a quiet and orderly learning environment, students are not allowed to use or have turned on any electronic signaling and/or cellular radio-telecommunication device during school hours. These devices must be turned off and must be secured in a backpack during school hours. No use of cellular phone photography is permitted anywhere on school property. SDJCA is not responsible for lost or stolen devices. Any student violating this policy may have his or her

device taken away and such device may be sent to the School Office. A parent/guardian will need to come to the School Office to retrieve the device. **Cell phone usage in autos in a school zone is prohibited by Illinois law.**

USE OF SCHOOL GROUNDS

As there is no supervision provided, students should not be present on school grounds outside of established school hours. The same policy applies to any school-sponsored event. Parents should make every effort to drop students off and to pick students up at the prescribed times. Students waiting for late parents or guardians will be sent to Extended Day. Parents or guardians are required to come to Extended Day to sign out these children. A fee may be charged for the supervision of the student/s after school hours.

VALUABLES

Common sense and consideration are the best guides in determining whether to bring personal possessions to school. The school administrators and staff cannot be responsible for valuables that students bring to school. It is recommended that students leave all valuables at home. This would include all toys, which are not allowed at school at any time.

VISITORS

All visitors are required by Illinois School Code Section 24-25 to report to the School Office upon entering the building. No visitors will be allowed who are without an appointment. Teachers may not be disturbed during school hours. Parents with appointments to see a staff member must first report to the School Office to be announced. Unauthorized visitors will be referred to the Lockport Police personnel. Parents' visits to administration need not be scheduled, however advance requests are greatly appreciated. *In serious or lengthy matters, appointments are required.*

WEBSITE

School families are encouraged to visit the school website www.sdjacademy.org for public information and volunteer sign-up links. Internal information for families will be found on FACTS.

CLOSING STATEMENT

We realize that this document contains a great many “do’s and don’ts” for our students and that there are many expectations for parents. However, we share the same high standards that call for rules and order. As Catholic educators, we take seriously the commitments contained in our Mission Statement. Please contact the School Office with any questions regarding these stated policies.