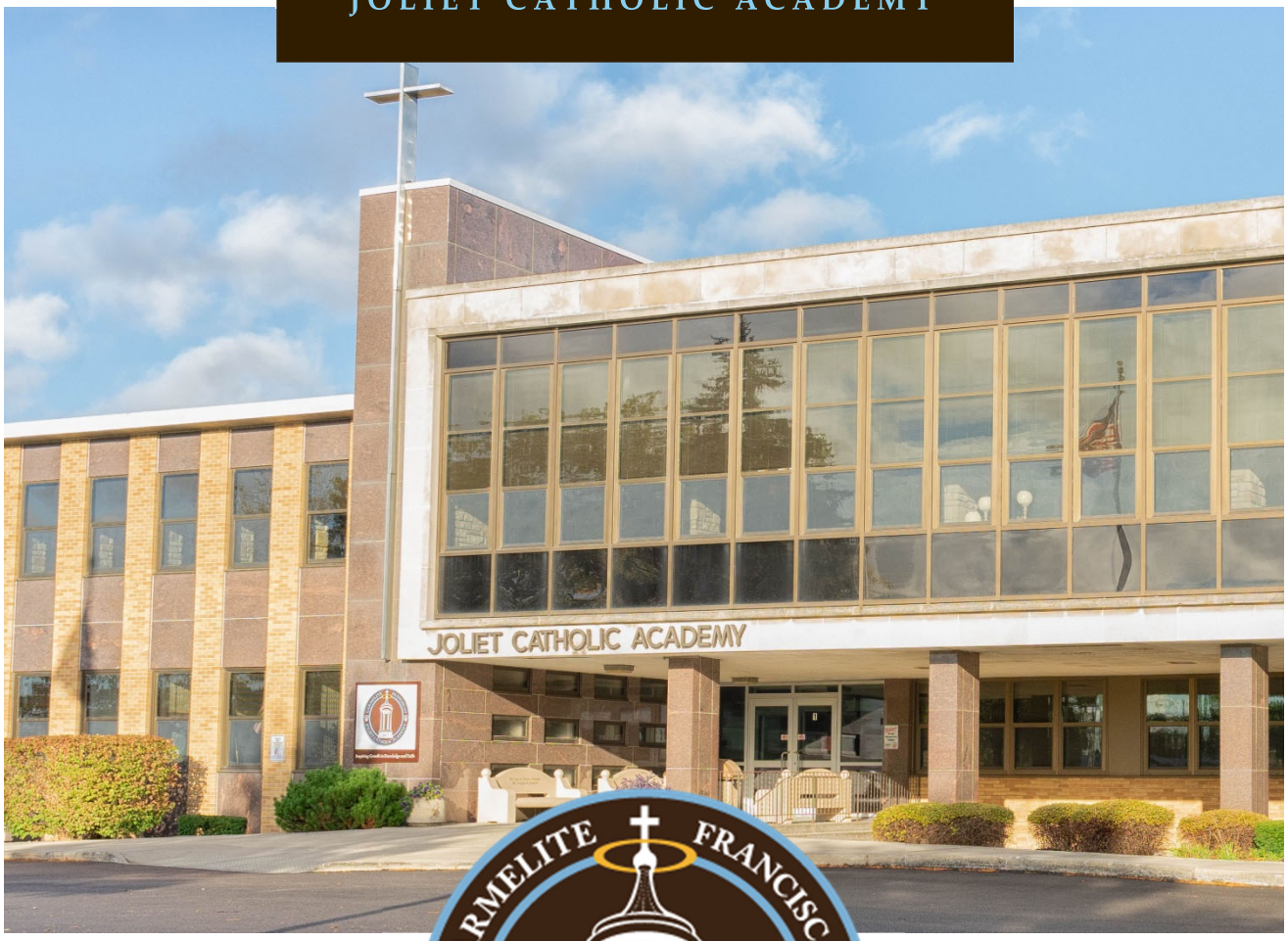
JOLIET CATHOLIC ACADEMY



Parent-Student Handbook

2026-2027

www.jolietcatholicacademy.org

A LETTER FROM THE PRESIDENT/PRINCIPAL

Dear Parents, Guardians and Students:

The 2026-2027 school year continues a period of positive change and growth at Joliet Catholic Academy. Everything we do at JCA as a faculty and staff revolves around helping to boost student achievement and academic performance. Over the past 37 years, we have not forgotten, nor will we ever forget, our roots as a college preparatory school.

While we are proud of the multiple state championships, we have won since just 2007 in football, girls volleyball, dance, wrestling, girls tennis, and baseball; we take great pride in our continued academic excellence. Last year, 100 percent of JCA graduates went on to attend the college/university, trade or vocation school of their choice, earning over $19.1 million in college scholarship offers! Whether graduates are college-bound or heading into the workforce, we pray they are prepared to live their lives with the sense of faith and family that being an Angel or Hilltopper provides.

This Parent-Student Handbook contains information on the daily operational capacity of our school and has been approved by the Administration, Board of Directors, and Board of Members for the purpose of guiding our young men and women through the entire school year. I would recommend parents and students alike take the time to read the handbook due to policy changes that happen every year.

Furthermore, I would like to take this opportunity to thank the students for attending JCA and the parents for their overwhelming support. It is due to your time and talent that we, as a school, can humbly accept the cheers we receive at athletic events and activities like our musicals and plays. As so many of our alumni point out, "You never leave JCA." We will always be your family.

Lastly, it is my profound wish that the 2026-2027 school year be the best ever in JCA's illustrious history. If you have any questions or concerns, please use this handbook as your guide for phone numbers and e-mail addresses, and more importantly, for the standard we expect from all.

Sincerely,

Jeffrey R. Budz

Dr. Jeffrey R. Budz
President/Principal

JOLIET CATHOLIC ACADEMY

A private Catholic educational community for young men and women incorporated under the direction of the Joliet Franciscan Sisters and the Carmelites of the Most Pure Heart of Mary.

- *Recognized by the Illinois State Board of Education*
- *Accredited by Cognia*
- *Member of the Chicago Catholic League*

Our Mission

Inspiring growth in knowledge and faith since 1869, the Joliet Catholic Academy family creates an environment that cultivates opportunities for academic excellence, meaningful service, Christian respect, and Catholic values in the traditions of the Carmelites and Franciscans.

Multicultural Engagement Statement

Inspired by our Catholic faith, JCA boldly embraces the challenge to create a culture of acceptance that celebrates differences and upholds justice for all.

The world we live in is consistently becoming more and more diverse each day. We all bring our own unique layers of our lives within interactions, and it is helpful to recognize and appreciate these arrangements within ourselves that shape how we feel, think, and act. Joliet Catholic Academy's approach to diversity and inclusion is not anchored in any political paradigm but flows from our Catholic faith and mission of our school, the Carmelites of the Most Pure Heart of Mary, and the Sisters of St. Francis of Mary Immaculate. JCA maintains a community culture that honors and embraces multicultural engagement using the school's Carmelite and Franciscan Catholic values and Catholic social teachings as its guideposts.

JCA, a Tradition.

Purpose of the Handbook

This handbook contains policies and procedures pertaining to student life effective at the time of publication. Neither this Parent-Student Handbook nor the Student Planner is a contract. Any subsequent modifications or additions to these policies and procedures will be announced by the administration.

The official, updated version of this handbook, containing all policy changes and additions, is kept in the offices of the Principal and Dean. The administration of Joliet Catholic Academy reserves the right to interpret, change, correct, or add to the contents of this handbook. Please see the amendments section of the handbook on page 91 for additions during the school year. Any student enrolled in Joliet Catholic Academy and his/her parent(s)/guardian(s) are bound to follow all JCA rules and regulations. Students, parents, and guardians who fail to familiarize themselves with this handbook are not thereby excused from adherence to its requirements. Information in this handbook, which applies to parents, applies equally to guardians. Joliet Catholic Academy does not discriminate on the basis of age, race, color, sex, national origin, or other prohibited basis.

Behavior

Joliet Catholic Academy students are expected to behave in a manner that reflects the pride of Angels and Hillmen in and out of school. If a student is in public violation of the law or morality outside of school, including areas when the name of the school community is jeopardized or associated, Joliet Catholic Academy reserves the right to take disciplinary action.

Our Philosophy

Joliet Catholic Academy, as an academic institution, is an important ministry of the Roman Catholic Church of Joliet. It provides an educational process that challenges every person in it to grow in knowledge, faith, understanding, and service.

We believe that God is present in people and through their interaction. Faculty, staff, and students, together with parents, friends, and alumni, cooperatively share values, knowledge, and skills so that all may continue to grow as persons and as members of the community, sensitive to others and enriched by our Catholic, American heritage.

We believe this educational process works best in an environment of respectful faith, high expectations, disciplined freedom, generous dedication, and hopeful challenge.

Our model is Mary, the Mother of God, Mother of the Church, who is the inspiration and patroness of both the Carmelites and Franciscans.

Joliet Catholic Academy agrees to comply with applicable State or federal laws and/or regulatory requirements.
Questions regarding a policy should be directed as follows:

- Academics – Associate Principal
- Admissions – Admissions Office
- Athletics – Athletic Director
- Student Life - Dean

To receive a policy in your native language, please contact the Communications Director.

Our Hallmarks

Open Communication

Educating the whole person involves a continuous dialogue between the student, parents, faculty, administrators, Board of Directors, and Board of Members.

Respect for All Individuals

All persons, created in God's image and likeness and called to become, as Saint Paul writes, "partakers of the divine nature," are worthy of the highest respect and dignity as unique individuals and bearers of God's presence in this world.

Warmth and Hospitality

The recognition of God's presence in all persons is revealed through warm acceptance and genuine hospitality.

Excellence in Education

True intellectual excellence is found in the education of the whole person — academic, spiritual, moral, emotional, physical, and social.

Trust that Our Work is God's Work

We have been called to share in the ongoing ministry of Jesus Christ in response to God's will.

JCA FIGHT SONG

JCA, we're here for you…
get in the battle,
win that fight!

JCA, we'll back you…
with your colors,
brown, blue, white.

FIGHT! FIGHT! FIGHT!

You're the kind of team
whose courage
we want our foes to see!

JCA, march onward
to VICTORY!

Our History

The past decades of educational ministry leading to the birth of Joliet Catholic Academy are indeed rich in history. While the school's official history began on July 1, 1990, its roots are planted in the long and proud heritage of Saint Francis Academy and Joliet Catholic High School, the schools to which Joliet Catholic Academy is heir.

Saint Francis Academy was the first to open its doors to young women in the Joliet region in 1869. Nearly 50 years later, De La Salle High School for boys was founded and operated by the Christian Brothers until 1933, when the Carmelites assumed leadership and renamed it Joliet Catholic High School. The grand histories surrounding the SFA and JCHS communities still continue to provide us with many memories. In recalling the past, one discovers that the traditions and values which helped to build Joliet Catholic Academy's foundation had existed long before our present day.

When it was officially announced that, in the late summer of 1990, a new coeducational Catholic high school would open at the corner of Joliet's Larkin and Ingalls Avenues (declared by the President of the Congregation of the Third Order of Saint Francis of Mary Immaculate, Joliet, and the Provincial of the Order of Carmelites of the Province of the Most Pure Heart of Mary), a new era began. Joliet Catholic Academy was born; a school destined to carry Catholic, Christian, social, and educational principles into the 21st Century.

Over the past thirty-six years, Joliet Catholic Academy has seen many changes, including the completion of a state-of-the-art Computer Center and a 25-acre mega-sports complex (the "Fields of Dreams"). We are very proud of our state championships in football, volleyball, baseball, wrestling, and dance and numerous record-breaking seasons from our athletic and academic teams, including soccer, tennis, track, golf, cross-country, math, scholastic bowl, etc. JCA reached a new level with the success of the first ever Capital Campaign "Directions of Excellence... Forging a New Frontier", bringing the Joliet and Will County community the reality of the Student Activity Center, plus several new classrooms, signifying a new chapter in the life of JCA. The latest Capital Campaign "Honoring our Past, Building our Future" has brought the iconic Victory Light back to campus as the center piece of Heritage Quad, a gathering place for students, family, and the entire JCA community. In 2019, thanks to the generous donation of LaVerne and Dorothy Brown, the JCA Chapel has been moved to the former library on campus. This beautiful renovation has paved the way for a renovation of JCA's current Technology Center and a transition of the old Chapel into a state-of-the-art Innovation Research Center as part of the "Onward Together" Strategic Plan. The Warning Family Innovation Research Center was made possible thanks to the largest single philanthropic donation in JCA's history. What has not changed, however, is Joliet Catholic Academy's commitment to its students and to academic excellence. Last year, 100% of JCA graduates went on to pursue higher education with $19.1 million in scholarships, grants, and awards earned.

Since 1990, JCA has produced 7 National Merit Scholars, 7 National Merit Corporate Scholarship Winners, 13 National Merit Finalists, 15 National Merit Semi-Finalists, 72 National Merit Commended Students, 3 National Merit Hispanic Finalists, 2 National Merit Hispanic Recognition Scholars, 17 School Recognition Award Recipients, 967 Illinois State Scholars, 40 AP Scholars with Distinction, 68 AP Scholars with Honors, and 122 AP Scholars. The achievements of these students, coupled with a solid, value-centered education, are JCA's proudest accomplishments.

The involvement and dedication of the many members of the Joliet Catholic Academy community has been, and will continue to be, important in the ongoing development of the school. With sustained assistance from individuals who support and believe in Catholic education, Joliet Catholic Academy will continue to thrive and prepare today's students to become tomorrow's leaders.

JOLIET CATHOLIC ACADEMY

1200 N. Larkin Avenue, Joliet, IL 60435
Phone: 815.741.0500
www.jolietcatholicacademy.org

Main Office Hours: 7:00 a.m. – 3:00 p.m.
Classes: 7:50 a.m. – 2:40 p.m.

PHONE NUMBERS & EXTENSIONS

MAIN OFFICE	815-741-0500
REPORT AN ABSENCE	815-741-0585
ADMISSIONS	214 / 274
ALUMNI RELATIONS	269
ASSOCIATE PRINCIPAL	213
ATHLETICS	270
BUSINESS OFFICE - ACCOUNTS PAYABLE	219
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CONTACT A STUDENT IN AN EMERGENCY	815-741-0585
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FAX NUMBERS

MAIN OFFICE	815-741-8825
ADMINISTRATION	815-773-0690
ALUMNI RELATIONS	815-741-5054
ATHLETICS	815-741-3830
BUSINESS OFFICE	815-773-0690
DEVELOPMENT	815-741-5054
HEALTH OFFICE	815-741-3015
INSTITUTIONAL ADVANCEMENT	815-741-5054

For a complete list of phone numbers and e-mail accounts, visit our website, www.jolietcatholicacademy.org.

SCHOOL CANCELLATIONS

When it is necessary for school to be cancelled, announcements will be made via School Messenger. Information is also available via the internet at www.jolietcatholicacademy.org or www.emergencyclosings.com.

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Directory

BOARD OF MEMBERS
Sr. Jeanne Bessette, OSF – *Chair*
Fr. Carl Markelz ('80), O. Carm.– Co-*Chair*
Sr. Susan Bruno, OSF
Fr. William Harry, O. Carm.
Sr. Peggy Quinn, OSF
Fr. Thomas Schrader, O. Carm.

BOARD OF DIRECTORS
Mark Karner ('83) – *Chair*
William Bayci ('74) – *Vice Chair*
Paul Buss ('59)
Hon. Vincent Cornelius ('82)
Scott Czerkies ('94)
Matthew Dollinger ('10)
Jack Ericksen
Br. Larry Fidelus
Stephen Gulden ('82)
Fr. Paul Henson
Janine Hicks
Mary (Will) Jaworski ('74)
Ken Mihelich ('83)
Nicole Murray
Fr. Jeffery Smialek, O. Carm.
Marguerite (Murer) Tortorello ('87)
Fr. Enrique Varela-Nungaray, O. Carm.
Sr. Phyllis Wilhelm, OSF
Max Ziesmer ('90)

Administration

PRESIDENT/PRINCIPAL
Dr. Jeffrey Budz, *President/Principal*
Suzanne Kairis, *Administration Assistant*

ASSOCIATE PRINCIPAL
Laura Pahl, *Associate Principal*

BUSINESS OFFICE
Charlotte Turturillo, *Business Manager/CFO*

Departments

ADMISSIONS
Jared Voss, *Admissions & Alumni Director*
Mary Ragusa, *Assistant Admissions Director*
Jake Jaworski, *Assistant Admissions & Advancement Director*

ALUMNI
Jared Voss, *Admissions & Alumni Director*

ATHLETICS
Jim O'Brien, *Athletic Director*
David Douglas, *Boys Athletic Coordinator*
Christina Kinsella, *Girls Athletic Coordinator*
Debbie Dispenza, *Athletics Administrative Assistant*

BUSINESS OFFICE
Paula Gorski, *Accounts Receivable Clerk/Tuition*
Diane Reichstadt, *Accounts Payable/Payroll Clerk*

CAMPUS MINISTRY
Melisa Ferro, *Campus Minister*
Dr. Robert Bailey, *Campus Minister*
Laura Pahl, *Christian Service Hours Director*

COMMUNICATIONS
Sarah Szambelan, *Communications Director*

COUNSELING
Kris Horn, *Department Chair & Fr./So. Counselor*
Kisha Cameron, *Multicultural Engagement Director / Fr. Counselor*
Annie Farnaus, *Counseling Administrative Assistant*
Jaclyn Pullara, *College & Career Counselor*
Kerri Voltz, *College & Career Counselor*

DEAN'S OFFICE
Suzi Arnett, *Dean*
Laura Borio, *Dean's Administrative Assistant*

DEVELOPMENT
Sue Hansen, *Development Coordinator*

FINANCIAL AID
Kris Horn, *Financial Aid Coordinator*
Mary Ragusa, *Financial Aid Coordinator*

HEALTH OFFICE
Andrea Vercelli, *Head Nurse*
Kelly Beck, *Nurse*
Kelli Puleo, *Nurse*
Ryan Spain, *Nurse*

INSTITUTIONAL ADVANCEMENT
Ryan Quigley, *Institutional Advancement Director*
Jake Jaworski, *Assistant Admissions & Advancement Director*

MULTICULTURAL ENGAGEMENT
Kisha Cameron, *Multicultural Engagement Director*

SPIRIT SHOP
Paula Gorski, *Spirit Shop Manager*

STUDENT RECORDS
Margaret Goolsby, *Student Records Coordinator*

TECHNOLOGY
Brian Jones, *Technology Director*
Kimberly Blackburn, *Help Desk Manager*
Jeffrey R. Budz, *Technology Infrastructure Specialist*
Aimee Schertz, *Technology Integration Specialist*

Faculty

DEPARTMENT CHAIRS
Florence Austrums, *World Language*
Tyler Eakle, *Math*
Cory McDermott, *Theology*
Jason Midlock, *Social Studies*
Matt Morrissette, *Science*
Christine Scheibe, *English*
Peg Stoiber, *Fine Arts and Physical Education/Health*

ACADEMIC RESOURCE CENTER
Aimee Batchelor, *Academic Resource Director*
Jackie Cherwin, *Academic Resource Coordinator*

COMPUTER SCIENCE
Brian Jones
Mary Ostrem

ENGLISH
Dr. Robert Bailey
Laura Borio
Jeffrey Budz
Jackie Cherwin
Dr. Maria Fischer
Sarah Musick
Christine Scheibe
Jennifer Szynal
Megan Williams

FINE ARTS
Peg Stoiber
Cory McDermott
Jennifer Szynal

MATHEMATICS
Dave Douglas
Tyler Eakle
Sarah Gedvilas
Jeremy Gregory
Anne Mihelich
Tina Osburn
Rachel Reyes
Dr. Barbara Will-Henn

PHYSICAL EDUCATION/HEALTH
Staci Gue
Breion Tucker

SCIENCE
Karlyn Budz
Andrea Lampasona
Matthew Morrissette
Dr. Barbara Will-Henn
Jake Ziesmer

SOCIAL STUDIES/BUSINESS
Mark Clarke
Tom Cranmer
Joseph Gura
Gretchen Jelinek
Tina Kinsella
Jason Midlock

THEOLOGY
Aimee Batchelor
Br. Neil Conlisk
Theresa Farias
Cory McDermott
Robert Passehl
Aimee Schertz

WORLD LANGUAGE
Florence Austrums
Jeremy Gregory
Sarah Harris
Alysse Urbaniak

Staff

JANITORIAL
Jose Lopez, *Supervisor*
Alex Herrera Barajas
Jose Herrera Campos
Manuel Santos

MAIN OFFICE
Sarina Gura, *Main Office Administrative Assistant*

MAINTENANCE & GROUNDS
Tom Wunderlich, Maintenance *Supervisor*
Santiago Gutierrez, *Maintenance Technician*
Joe Supergan, *Groundskeeper*

Parent Association

Dr. Jeffrey Budz, *President/Principal*
Carrie Heinen, *Co-President*
Theresa Watkins, *Co-President*
Kelly Pierce, *Co-Vice President*
Brandy Baltz, *Secretary*
Jennifer Nahorski, *Treasurer*
Annette Anastopoulos
Gina Carlson
Robyn Curbis
Sue Gruber
Amber Harting
Katie Holmolka
Keri Jaworski
Amy & Ken Mihelich
Dawne Mihelich
Ryan Spain

Campus Ministry and Religious Activities

Campus Ministry exists to foster the faith development of the JCA community. This comprehensive ministry involves the entire faith community - students, faculty, staff, parents, families, alumni, JCA boards, and all associated with the school. It involves celebrating the Lord's presence in our midst, service to those in need, and experiences which support the integration of faith with other realities of the world. Campus Ministry is rooted in the mission of the Catholic Church and Joliet Catholic Academy.

Campus Ministry aims to create an atmosphere of faith and concern within the school community. Faith is developed and shared through liturgy and service to others. Because JCA is not a parish, it does not offer the ministries of the Church. It does, however, concentrate on enhancing mature belief systems in the context of one's high school journey and prepares students for fuller participation in parish and family life. The Campus Ministry Office provides a variety of ministries and programs:

Retreat Experiences
Freshmen, sophomores and juniors are required to participate in annual days of renewal. Kairos will be offered to students during their senior year or second semester of their junior year. As a requirement for graduation, students must participate in one of the following:

1. Kairos Retreat
2. A retreat experience of at least one-day in length through a parish youth group or through the Diocese. Please note that permission for this option must be procured in advance from a Campus Minister and verified in writing by the agency conducting the retreat.

Liturgical Experiences
JCA opens its school year with a Eucharistic Liturgy. Liturgies are celebrated on holy days that fall on school days; special liturgies acknowledge important celebrations within our community, such as the Feasts of the Little Flower and Saint Francis, the school liturgy, etc. Regular celebrations of the Eucharist take place in the school chapel. Student-led prayer services are shared during the school year.

Liturgical Ministry
The Campus Ministry Office sponsors opportunities for students to be trained to prepare and lead in liturgical occasions. These young men and women will include those who serve as lectors, Eucharistic and music ministers.

Reconciliation
Students will be given the opportunity to receive the Sacrament of Reconciliation during the holy seasons of Advent and Lent. Students wishing to celebrate the sacrament at other times during the school year should contact the Campus Ministry Office. Reconciliation will also be offered as part of some retreat experiences.

Christian Service
Our experiences as a faith community bring us to view service to others as a critical thread of education, our Gospel witness, and our lives. All students are expected to fulfill the Christian Service Requirements.

Dialogue
Campus Ministers welcome the opportunity to reflect upon the Christian experience with students. Issues of relationships, faith responsibilities, family, the JCA community, friendships, and self may always be discussed with a Campus Minister.

Academics

Academic excellence is one of the hallmarks of Joliet Catholic Academy. Our curriculum contains courses which offer students far more than minimum college preparatory subjects. Exceptional students may also earn college credit for courses during his/her junior/senior year. Meeting the needs of the whole individual (academically, spiritually, emotionally, physically, and socially) is the task to which JCA is committed.

Graduation Requirements
Students must earn 25.00 credits to be eligible to receive a JCA diploma. Twenty-two credits must be earned by enrolling in required courses. The balance (3.00 credits) must be earned by completing elective courses. Seniors must include one core course (Math, Science, Social Studies, etc.) in their daily schedule in lieu of one elective course. Each student must also complete 60 hours of Christian Service during his/her four years and are required to attend either the Kairos retreat or a retreat experience as outlined in this Parent-Student Handbook. Students and parents should contact their assigned Counselor with questions regarding graduation requirements. The following minimum requirements must be met by all students wishing to graduate:

Honors Curriculum

4.00 Credits in Theology	1.00 Credit in Physical Education
4.00 Credits in English	0.50 Credit in Computer Applications
3.00 Credits in Mathematics	0.50 Credit in Health
3.00 Credits in Science	0.50 Credit in Visual Arts
3.00 Credits in Social Studies*	0.50 Credit in Performing Arts
2.00 Credits in the same World Language	3.00 Credits in Electives

Upper College Prep Curriculum

4.00 Credits in Theology	1.00 Credit in Physical Education
4.00 Credits in English	0.50 Credit in Computer Applications
3.00 Credits in Mathematics	0.50 Credit in Health
3.00 Credits in Science	0.50 Credit in Visual Arts
3.00 Credits in Social Studies*	0.50 Credit in Performing Arts
2.00 Credits in the same World Language	3.00 Credits in Electives

College Prep Curriculum

4.00 Credits in Theology	1.00 Credit in Physical Education
4.00 Credits in English	0.50 Credit in Visual Arts
3.00 Credits in Mathematics	0.50 Credit in Computer Applications
3.00 Credits in Science	0.50 Credit in Health
3.00 Credits in Social Studies*	0.50 Credit in Performing Arts
3.00 Credits in Electives	2.00 Credits in the same World Language or a two-year sequence in Reading or Fine Arts**

Students must receive credit for the following specific courses to be eligible for graduation: Economics; English I, II, III, IV; Health; Theology I, II, III, IV;
U.S. Government; and U.S. History.

* ***Passing grades on the Constitution exams are required.***

** ***Students electing the Fine Arts sequence are expected to earn 2.00 credits in Fine Arts, plus an additional .50 credit in Music and Art to meet graduation requirements.***

JCA Honors Program

The intent of the Honors Program is to challenge academically gifted and talented students, provide them with a rigorous program to meet their needs, and encourage them to reach their full academic potential. Enrollment in Honors courses and membership in the Honors Program is not synonymous. Membership in the Joliet Catholic Academy Honors Program is based on the following criteria:

1. Freshmen will be placed, based on their placement test scores, in an "Accelerated" curriculum for their first year at JCA. At the end of their freshman year, the student's performance will be evaluated. Upon the recommendation of their teachers, the Administration will "officially" invite the student to join the Honors Program during his/her sophomore year. The student must have completed at least the second semester of the designated Accelerated courses (English I, Biology I, World History and Algebra I or Geometry-H) with grades of no more than one C in any courses in one semester and no Ds or Fs.
2. With reference to mathematics and science: If a student was enrolled in Algebra I - Accelerated and Biology – Accelerated as an eighth grader and earned an A or B and was enrolled in Geometry -Honors and Chemistry – Honors as a freshman and received an A, B, or C, he/she would qualify for the Honors Program
3. With reference to mathematics: a) if a student was enrolled in Algebra I - Upper College as a freshman, earned an A, was enrolled in a second year Accelerated math course, and was enrolled in all of the other Accelerated courses, he/she would qualify for the Honors program; b) if a student was enrolled in Algebra I - Upper College and Biology - Upper College as a freshman, earned an A in each course, was enrolled in a second year Accelerated math course and second year Accelerated science course, and was enrolled in all of the other Accelerated courses, he/she would qualify for the program.
4. With reference to science: a) if a student was enrolled in Biology - Upper College as a freshman earned an A, was enrolled in a second year Accelerated science course, and was enrolled in all of the other Accelerated courses, he/she would qualify for the Honors Program; b) if a student was enrolled in Biology - Upper College and Algebra I - Upper College as a freshman, earned an A in each course, was enrolled in a second year Accelerated science course and second year Accelerated math course, and was enrolled in all of the other Accelerated courses, he/she would qualify for the program.
5. Credit earned by an eighth grader for Algebra I - Accelerated at JCA will count as one of the three required honors courses essential for meeting the mathematics requirements.
6. Credit earned by an eighth grader for Biology - Accelerated will count as one of the three required honors courses essential for meeting the science requirements.
7. Enrollment in and completion of the following Accelerated classes:
   a. Four years of English
   b. Three years of science, math, and social studies
   c. Four years of the same world language or three years of the same world language and a fourth year of a honors-level course, advanced placement-level course, dual credit course, or band.
   d. A fourth year Honors course in science, math, AP European History or AP Computer Science
8. Honors Program students are expected, but not required, to enroll in Advanced Placement level courses when available and are expected, but not required, to take the AP exams.
9. Students who complete the four-year program will receive an honors diploma.
10. The transcript, which will be forwarded to colleges, will indicate membership in and completion of the Honors Program.
11. Students receiving one or more grades of ***D*** or ***F*** or more than one *"**C**"* per semester in any course will not be eligible to continue in the Honors Program.

12. Membership in the Honors Program is only available to the JCA freshmen students who complete the above criteria. Upperclassmen and/or transfer students will be individually reviewed by the Administration.
13. Students must meet all of the above criteria to remain in the Honors Program.

Christian Service

All students are required to complete Christian Service hours for a person or group outside of their own families. Hours must be completed by the deadlines stated. Students will receive a pass/fail grade for "Christian Service." Transfer students will be issued Christian Service hour waivers by the Associate Principal.

1. The expectations are as follows: ***Students will complete 60 service hours cumulatively over their four years at JCA.***
2. These hours must meet the following criteria:
   - May be completed during the summer.
   - Cannot be completed in the student's own home or immediate family, such as grandparents, aunts, uncles, etc.
   - Must be without any form of monetary payment.
   - Must be supervised by an adult, other than a direct family member.
3. The service must allow for direct involvement in the lives of others. The Christian Service Hours Director is responsible for making the final determination of whether the student's reported service qualifies as "institution" or "people in need" hours.

Failure to meet these requirements and deadlines will result in a failing grade for Christian Service. An ***F*** grade will not be included in the calculation used to determine Academic Probation. No semester hour credit will be given for Christian Service. Therefore, the ***P*** grade will not yield any credit toward the credits needed for graduation. The Christian Service grade will only be posted on the report card at the conclusion of 2nd semester. This grade will appear on the student's transcript.

Any senior who fails to complete the service hours will not receive a diploma until the hours are completed and verified. In addition, seniors who do not meet the deadline will not be allowed to participate in any extracurricular activity until hours are completed and verified. Parents will be contacted when the student fails to meet the deadlines and be reminded in writing of the consequences of this failure. The Christian Service Hours Director will publish a list of approved and recommended agencies and work sites whereby a student may earn service hours jointly. This list will be made available to the students on their Christian Service Teams page.

Miscellaneous Academic Information

Academic Grievance Procedure

Periodically, students have grievances (complaints) that an academic procedure or a teacher's stated policies and expectations have not been followed, or that they have been treated unfairly (academically). Many of these grievances can be easily resolved if the student first confers with the teacher and/or his/her counselor. If an amicable resolution is not attained, the student may file a written grievance. Grievance forms are available in the Counseling Department and should be completed and submitted to the Vice Principal's Office. A written response will be made to the grieving party. The student may appeal the decision on the grievance by following the printed procedure.

Academic Honor Roll

JCA maintains two honor rolls. Requirements for inclusion are as follows:

- **A Honor Roll** - four ***A's*** and the remainder of grades ***B's***.
- **B Honor Roll** - all ***B's***, or a ***B*** average produced by ***B's*** and/or an equal number of ***A's*** and ***C's***.

Christian Service, summer school and/or extension course grades reported on the grade card following the completion of the course(s) will not be used to determine honor roll status.

*Please note that any student who receives a grade of "**WF**" for any class for any semester will not be eligible for either the **A** or **B** Honor Roll for that semester.*

Academic Integrity Policy

JCA's goal is to establish an atmosphere in each classroom that promotes academic integrity. JCA defines academic dishonesty as any action taken by a student that is intended to obtain credit for work which is not his/her own. No list of actions can be all-inclusive. The following are only a few of the actions that would violate this policy:

1. Submitting in whole or part, any type of another student's work as one's own.
2. Accepting or obtaining from any source, a copy of any assessment instrument or scoring key/devices.
3. Giving test questions or answers to a member of a later class or getting test questions or answers from a member of an earlier class.
4. Copying from another student's test, allowing another student to copy yours, permitting another student to copy, or writing another student's homework, project, report, paper, or test that should exhibit personal achievement.
5. Using any materials, notes, or "cheat sheets" which are not expressly permitted by the teacher during a test or quiz.
6. Plagiarizing, or presenting as one's own any amount of material that has been copied from a published source with no proper acknowledgment of its origin.
7. Disregarding the teacher's verbal and/or written directions for acceptable student behavior and actions during a testing period.
8. Copying, or having someone other than the student or an authorized agent prepare the student's homework, theme, project, laboratory report, presentation, take-home test, or that which is given academic credit and should exhibit personal achievement.
9. Unless the teacher gives directions to the contrary, all class and homework assignments and assessments are completed solely and exclusively by the student. If uncertain, it is the student's responsibility to ask for clarification.
10. Utilizing the photography technology of a cell telephone to copy/transmit a teacher's assessments.
11. Unless instructed by the teacher, students are not to share their homework in any manner with another student.
12. **Attempting to retrieve and pass off as one's original work the work of another student that appears on and/or has been saved to a computer hard drive or disk. Students have an obligation to exhibit honesty in completing their computer-generated assignments. A student may be found to have violated this code of COMPUTER ETHICS if he/she plagiarizes or cheats.**

Academic Integrity Policy Guidelines

1. If a teacher **suspects** a student of academic dishonesty, the teacher will have a conference with the student to determine the validity of the suspicions and the reason for these actions. The teacher may require the student to complete a similar assignment to demonstrate mastery of the material before a grade, full or partial credit, is given for the assignment. At the teacher's discretion, he/she may request the work be completed in his/her presence. In addition, the same consequences may be applied as listed in numbers 2 and 3.
2. If a teacher **observes** an act of academic dishonesty associated with the completion of **daily** assignments, homework, short quizzes, lab reports, etc:
    a. For a 1st offense - the teacher will discuss the incident with the student and assign a zero grade* for the project. The student's parents and Counselor will be notified in writing, using the appropriate form (a copy of which will be forwarded to the Associate Principal).
    b. For a 2nd offense in the same class - the teacher will discuss the incident with the student, a zero grade* will be assigned for the project and the quarter grade will be lowered by one letter grade (i.e. from ***A*** to ***B*** or from ***B-*** to ***C-***). In addition, the student's parents and assigned Counselor will be notified in writing, using the appropriate form (a copy of which will be forwarded to the Associate Principal). The Associate Principal will then notify the parents in writing via email and U.S. Postal Service of the incident. If the issue remains unresolved, the teacher will include the Department Chairperson and the Counselor in the adjudication process.
    c. For a 3rd offense in the same class - the teacher will discuss the incident with the student; a zero grade* will be assigned for the project, and the quarter grade will be lowered by one letter grade (or one additional grade). In addition, a conference will be established with the student, teacher, parents/guardians, Counselor and Associate Principal. If deemed appropriate by the Associate Principal, the student will be dropped from the class and a grade of ***F*** will be given for the semester.
3. If a teacher **observes** an act of academic dishonesty associated with a **major** project, exam, lab experiment, presentation, research paper, book exam, etc:
    a. For a 1st offense - the teacher will discuss the incident with the student, assign a zero grade* for the project and send a written report, using the appropriate form, to the Associate Principal. The Associate Principal will then notify the parents in writing via email and U.S. Postal Service of the incident.
    b. For a 2nd offense in any class - the student will be immediately dropped from the course in which the second offense occurred, and an ***F*** grade will be assigned for the semester. Parents/guardians will be notified, and the student will be assigned to study hall for the duration of the year.
    c. For a 3rd offense - student will be brought before the administration for further action.

A violation of the major project portion of the Academic Integrity Policy, followed by a violation of the minor portion of the policy and/or vice versa and/or a violation of the minor project portion in two separate classes during the same school year, will permit the Associate Principal to immediately drop the student from the course where the second offense occurred. A semester grade of ***F*** will be assigned. Parents/guardians will be notified, and the student will be assigned to study hall for the rest of the year.

***Even though the student received a zero grade, he/she will be required to complete the work for the sake of his/her own academic progress and to ensure that the individual successfully completes the background work for future projects**.

If, at any time, a student has in his/her unauthorized possession a teacher's edition textbook or workbook, grade book, or any other materials that could be used to alter grades, the student will be suspended from school immediately and be required to appear before the Faculty Discipline Board.

Dishonesty offenses will accumulate over the entire school year. The report will become part of the student's temporary record. Students should realize that, in addition to the aforementioned immediate consequences, a violation of the Academic Integrity Policy can have a significant impact on future awards and recognition for which they may be eligible.

Academic Jeopardy

Joliet Catholic Academy is an academic institution where students are prepared for college and life. Academic excellence is one of the hallmarks of Joliet Catholic Academy. Students are expected to perform at a level that will enable them to succeed in their endeavors for college admittance. Students who fail a class must make-up the class through credit recovery. On occasion, when a specific course cannot be made up during the summer, the course will be placed in the student's schedule for the forthcoming school year. Limited credit recovery will be accepted for purposes of meeting JCA's graduation requirements. Exceptions to this policy can be made at the discretion of the administration.

Academic Performance and Progress
The JCA administration and faculty reviews the academic progress of all students on a quarterly basis. Possible consequences associated with poor academic performance include:

Academic Probation ~ Academic Probation constitutes an official acknowledgment that the student's academic performance reflects a disregard for the educational aims of JCA. The following students will be placed on academic probation:

1. Students failing two or more courses at the conclusion of a semester.
2. Students who have failed to react responsibly to previous academic probation actions.

Academic Probation will be reviewed at the end of each semester. At that time, the student will remain on probation if they are still failing two or more courses. Students on academic probation must utilize the academic resources and support at JCA.

Students placed on Academic Probation for more than three consecutive semesters during their enrollment at Joliet Catholic Academy will be reviewed by administration. Without mitigating circumstances, as determined by the administration, any student who would be placed on Academic Probation for the fourth consecutive semester will be asked to terminate their enrollment at JCA. Individual students, in conjunction with their parents/ guardians, have the opportunity to initiate an appeal with the Associate Principal.

The Associate Principal may apply his/her prerogative to assign a transfer student or currently enrolled student to Academic Probation status when, in his/her opinion, there are prevailing academic-related circumstances. Similarly, the Associate Principal may suspend a student's Academic Probation status when, in his/her opinion, there are mitigating circumstances. The Associate Principal will prepare and distribute the official Academic Probation list at the end of each semester.

Academic Dismissal ~ The academic progress of students on Academic Probation is reviewed at the end of each semester. Students who fail to show substantial improvement may be asked to withdraw from JCA.

Athletics and Student Activities Eligibility ~ The effect of academic failures on athletic eligibility is determined by the Illinois High School Association rules. Athletic eligibility is reviewed for all student athletes weekly by the JCA Athletic Department. Eligibility for student activities is reviewed weekly by the associate principal's office.

Adaptive Physical Education
A serious effort is made to accommodate students enrolled in physical education who may sustain an illness or injury that would prevent them from active, daily participation. A medical excuse is required. If it is feasible, the teacher will establish an alternate, adaptive program.

Advanced Placement Courses
Junior and senior students, who have maintained a high level of academic achievement and have the approval of the instructor, may register for an Advanced Placement course. It is anticipated that all students who are registered for an A.P. course will take the Advanced Placement exam designated by the College Board, publisher of the exam. All costs associated with the administration of the exam are the sole responsibility of the student. The JCA administration reserves the right to add and/or delete A.P. courses to the curriculum. Advanced Placement courses offered at JCA include Biology, Calculus, Chemistry, English IV, European History, U.S. Government, and U.S. History.

Attendance and Academic Success
Students should realize there is a direct relationship between attendance and academic achievement. Students who have daily attendance usually achieve high grades, enjoy school more and are more employable after leaving school. A poor attendance record may contribute significantly to lower grades and impact a student's future employment opportunities as it is part of the student's permanent record. JCA's faculty has the right to include attendance and the compliance with their classroom rules as part of the criteria which they base the student's final grade.

Auditing
Students wishing to audit a class must express his/her interest with the Associate Principal and the teacher of the course on or prior to the first day of the semester. Requests will be evaluated on the student's needs and merits of the request. A student who audits a course will be expected to conform to classroom rules, regulations, and teacher expectations that are required of students enrolled for credit. The option to audit a course, rather than enroll for credit, must be determined within the first full week of class. Approval will be determined by the Associate Principal. Enrollment by students registered for credit will take precedence over audits. If class size increases to capacity with credit students, audit students may be required to withdraw. When a student audits a class, the student receives neither credit nor a grade. The student's permanent record will indicate that the class was audited.

Awarding of Credit
Course credit is awarded on the basis of the "Carnegie Unit," the amount of credit given for the successful completion of a course which meets a minimum of 40 minutes daily, 5 days a week, for at least 36 weeks. A one-semester course equals .50 units of credit. A full-year course equals 1.00 units of credit. JCA does not accept credit for proficiency exams, military experience, grade school courses, or life and/or non-formal experiences. Every semester's enrollment in a course entitles a student to .50 credits; a student may fail a course for one semester and still earn credit in the course for the other semester. If a student fails either semester of a required course, he/she must repeat and earn credit for the semester he/she failed.

Awards Ceremonies
The JCA faculty and administration present awards to qualified students in the spring. Medals of Honor and Certificates of Commendation will be awarded for all courses in the curriculum. Each faculty member is invited to participate in the nomination process for medals and commendations in their course areas and other special award categories. The awards committee, using faculty nominations, makes recommendations to the Principal for award recipients. The Department Chairpersons are responsible for the process of selecting the recipients of medals and commendations within their departments.

**** Parents of award recipients will receive a personal invitation to attend prior to the event. All seniors are required to attend the Senior Awards Ceremony. The Underclassmen Awards Ceremony will be held as a school assembly. All underclassmen receiving awards are required to attend the Underclassmen Awards Ceremony and must notify the Principal's Office if they are unable to do so.***

Computer Training for Transfer Students
To ensure that all students at JCA are familiar with the IRC and the software programs that the students are required to utilize for classroom assignments, all transfer students will be required to select one of the following options:

1. Students who have taken a comparable computer course at their previous high school will receive a course waiver from the Associate Principal.
2. Students who lack computer proficiency: enroll in the freshman level Computer Applications course, which is one semester in duration.
3. Student with some computer proficiency who haven't taken a high school level computer course: get approval from the Computer Education Teacher or Associate Principal to take computer Applications II or Media Design to fulfill the one-semester computer education requirement.

Contacting a Teacher
Parents may contact their child's teacher by e-mail via the JCA website (www.jca-online.org) or by calling the Main Office (815-741-0500) to leave a recorded message in the teacher's voice mailbox or to leave a message with the receptionist.

Course Expectations
Because of the varied nature of the high school curriculum, teachers are given some freedom in designing individual course expectations. Each teacher's individual policies concerning grading, homework, rules, materials, and make-ups are outlined in that teacher's course expectations handout.

It is the teacher's responsibility to provide his/her students with this document within the first week of class. It should be noted that administrative policies always supersede individual teacher's expectations.

Course Failures
Students who fail a course required for graduation must make up the course during summer school. Limited courses are available during summer term at area high schools. Rarely will students be able to take a foreign language, upper-level math, and/or chemistry or physics course in summer school (JCA does not offer summer school classes).

If a required course is unavailable during the summer and/or night school, the Counselor will establish an approved make-up program for the

student. Students and parents will be contacted by the Counseling Department concerning such failures. Students taking make-up courses must request authorization from their counselor or the Associate Principal for course credit to be accepted. To be eligible to return to JCA the following school year, the make-up courses or action plan for removing the course credit deficiencies must be completed by ***August 15th***.

Course Load/Student Day
The regular school day consists of eight 45-minute periods. A minimum course load for a full-time student for an academic year consists of courses totaling six credits. Early release programs are limited to seniors and to underclassmen with special needs, as determined and approved by the administration.

Course Offerings
Annually, the administration will determine the courses made available to the students for the forthcoming school term. Courses may be added at the discretion of the Administration. Courses without sufficient enrollment will be discontinued until the time that enrollment justifies reinstating the course.

Course Waivers
Students confronted with extenuating circumstances may petition the Associate Principal for a course waiver (which excuses a student from a specific course/academic requirement). All such requests will be evaluated and approved by the administration.

Course Withdrawal
Because students are responsible for their course selections, they are required to remain in the course unless written parental approval of a withdrawal is submitted to the counselor. If approved by the counselor, the request will be forwarded to the Associate Principal for final authorization.

THE TEACHER'S APPROVAL AND ALL EFFORTS ARE MADE TO HELP THE STUDENTS TO DO WELL BEFORE THESE STUDENTS WILL BE ALLOWED TO DROP A COURSE.

1. Courses dropped within the first five (5) days of a semester will be deleted from the student's transcript for that semester.
2. Courses dropped after the 5th day of the semester will be recorded as ***WF*** (Withdraw Failing) or ***WP*** (Withdraw Passing) on the student's transcript.
3. If a student drops a class after the 10th day of the semester, they will be placed into a study hall for the remainder of the semester. Students are not permitted to enter a new course after the 10th day of the semester.
4. Students cannot drop courses that will put them on track to earn less than six (6) credits for the year. If a student is scheduled for six (6) credits prior to dropping a course, they will either have to stay in that particular course for the remainder of that semester or add a new class for the following semester of the same school year.

*Please note that any student who receives a grade of "**WF**" for any class for any semester will not be eligible for either the **A** or **B** Honor Roll for that semester.*

UNDER NO CIRCUMSTANCE MAY A STUDENT DROP COURSES THAT PLACE THEM BELOW MINIMUM CREDIT REQUIREMENTS.

Commencement Exercises and Baccalaureate Liturgy
All seniors are required to participate in the spring commencement exercises and to adhere to all the established rules and regulations governing their special events. Students that have not fulfilled all their graduation requirements will be permitted to participate in the baccalaureate and commencement programs unless notified in advance to the contrary. Early graduation is not an option available to students enrolled at JCA.

Credit Differences
JCA does not offer summer school courses. Students who fail one or more semesters in a required course must make up those deficiencies ***prior to the beginning of the next school year,*** utilizing one of the following options:

Evening or Summer School
Courses are offered through the public high schools for students who need to make up courses due to failures. Prior approval to register is needed from either the Vice Principal or the student's assigned Counselor. Proof of completion must be submitted by the school attended to JCA's Student Records Coordinator no later than ***August 15th***.

Independent Study Courses
Correspondence courses are offered through JCA approved independent study programs. Prior approval from either the Associate Principal or the student's Counselor is needed for registration.

Note: To receive credit, the student must complete the correspondence course within 18 weeks if it is taken during the regular school year or 10 weeks if the course is taken during the summer.

Failures in First Semester Classes
If a student receives a failing grade for the first semester of a full-year course, but receives a grade of ***C*** or better in the second

semester, the first semester failing grade will be changed to a ***D-***, and credit will be issued for the entire year. Students who do not receive a second semester grade of ***C*** or higher must make up the first semester by enrolling in a summer school program.

Recording of Grades for Make-Up Courses

The grade for a summer school class taken to earn credit for a failed JCA course will appear on the student's grade card and transcript. The grade will be averaged in as "credits attempted" and "credits earned." The grade for the make-up course will also be used to calculate the student's GPA. However, the ***"F"*** grade for the failed JCA course will remain on the transcript because it has become part of the student's permanent record. It will be shown as an attempted credit and will be used in the calculation of the GPA. Seniors who fail the first semester of English IV and/or are dropped from the second semester class due to excessive tardies, will have the opportunity to make up the credit by completing a packet of material compiled by the English Department.

Curriculum Placement

JCA students will be enrolled in one of three available curriculums of study: Accelerated/Honors, Upper College Prep, or College Prep. Placement is determined by evidence of the student's prior academic performance (grades), standardized test scores, and teacher recommendations. Students are eligible to enroll in a course outside their designated curriculum based on academic needs, availability of courses needed to meet a graduation requirement, etc. Usually, by the completion of the sophomore year a student's academic level of aptitude and achievement has been established. Therefore, movement between the curriculums; Honors, Upper College Prep, and College Prep, will be limited.

Driver Education

Driver education classes are not available through JCA. This training is obtainable through each student's local public school district or a state licensed driving school, like Excel Driving School, which does hold classes after school hours on campus at JCA. More information on Excel Driving School can be found at www.exceldrivingschool.com. Driver's Education information received by JCA's Counseling Department will be share with the students. Questions about driver education are to be directed to the student's local public school district. No JCA credit or quality points will be awarded for the completion of a driver education course. However, completion of the public school course will be recorded under the "added academic information" section of the student's transcript. Students may obtain their official grade reports, which may be required by automobile insurance companies, from the office of the Student Records Coordinator.

Field Trips

Field trips are considered an extension of the curriculum and as a valuable supplement and reinforcement to a unit of study. Students participating in a school-sponsored field trip will be under the supervision of a JCA faculty member. The same general rules and disciplinary guidelines apply that are in force during school hours. Parents must sign a written notification/permission slip prior to the trip. Teachers may exclude selected students from participating in a field trip for academic and discipline reasons approved by the administration. Students may request to be excluded from a field trip experience for reasons approved by the teacher and/or administration.

Foreign Language

Once enrolled in the first year of a foreign language, students are required to complete the second year of the same language, unless there are mitigating circumstances, before requesting placement in a different foreign language.

Grade Point Average (GPA)

A student's GPA is a measure of average scholastic success in all school subjects (when credit and quality points are awarded) that are taken by a student during his/her matriculation at JCA. The GPA is obtained by dividing grade points by credits of coursework taken (the college minimum recommended GPA is 2.00 on a 4.00 scale). The cumulative GPA is used for Honor Society eligibility and is included on grade cards and transcripts. The GPA is based on semester grades only. ***WP*** and ***WF*** grades are not figured when computing grade point averages.

Note: JCA's grading structure is not based on a 4-point scale because all grades are weighted. Therefore, for college application purposes, the student's GPA must be manually converted to a 4-point scale. Students should see their counselor for assistance with this process.

Grades

The goals of education are accomplished by the pursuit of knowledge and understanding rather than the pursuit of grades. Grades are recognized at JCA as a necessary element for charting academic progress and because colleges/universities utilize grades in their equation for student admission. JCA assigns the following numeral point values to letter grades for the purpose of calculating the GPA:

SCALE	AP	HONORS	UCP	CP
A+ 97-100	5.75	5.25	4.75	4.25
A 93-96	5.50	5.00	4.50	4.00
A- 90-92	5.25	4.75	4.25	3.75
B+ 87-89	4.75	4.25	3.75	3.25
B 83-86	4.50	4.00	3.50	3.00
B- 80-82	4.25	3.75	3.25	2.75
C+ 77-79	3.75	3.25	2.75	2.25
C 73-76	3.50	3.00	2.50	2.00
C- 70-72	3.25	2.75	2.25	1.75
D+ 67-69	1.25	1.25	1.25	1.25
D 63-66	1.00	1.00	1.00	1.00
D- 60-62	0.75	0.75	0.75	0.75
F 59 or below	0.00	0.00	0.00	0.00

A = Superior Achievement
B = Above Average Achievement
C = Average Achievement
D = Passing
F = Failure

INC = Incomplete
WP = Withdraw Passing
WF = Withdraw Failing
S = Satisfactory
U = Unsatisfactory

Semester grades are determined by averaging the percentage of the two nine-week grading periods and the percentage for the semester exam. If no semester exam is required, the semester grade is determined by averaging the percentage (50%) of the two nine-week grades:

1st Quarter Grade	40%
2nd Quarter Grade	40%
Semester Exam Grade	20%
Final Grade	***100%***

Incomplete Grades

On occasion, it is necessary for a teacher to record an ***INC (Incomplete)*** on the grade card. The responsibility for "clearing up" incomplete grades rests solely with the student. Unless unusual circumstances exist and special arrangements have been made with the teacher, an incomplete grade should be cleared up within two weeks from the end of the grading period. An incomplete grade, which is not cleared up after thirty calendar days from the beginning of the next semester, will be changed to a grade of ***F***.

Grades in Progress

Students who transfer and/or withdraw from JCA are eligible to receive a report of their "grades in progress" at the time of their transfer/withdrawal. If sufficient classroom work has not been completed for a grade to be earned, such will be noted on the report. Grades in progress are not to be equated with the grades that may appear on the transcript.

Homebound/Hospital Instruction

There are times when a JCA student may become temporarily disabled due to an accident or injury and is unable to attend school for an anticipated amount of time. The parents, working in cooperation with the student's counselor, should establish a continuing education plan. This may include, but is not limited to, homework sent home by the respective JCA teachers, a tutor supplied by the family and/or instructional services offered by the student's temporary medical facility. For more information, contact the Counseling Office.

If it is determined that the student will not be physically able to return to full-time status, he/she may be requested to withdraw from JCA and enroll in his/her public high school where long-term instructional service may be available.

Homework Policy

Homework is viewed as an integral part of the learning process and is an extension of classroom work. Homework assignments serve to extend the available learning time in the classroom, provide for practice of what was taught in the daily lesson, encourages students to work independently, and gives parents an insight into the school's curriculum. The majority of teachers will use the accuracy and completion of homework assignments in the equation for calculating quarter grades. Teachers are not required to assign a grade to every homework assignment. Special event policies, with regards to homework are:

1. **Kairos**
   a. All long-range assignments and previously assigned homework due during Kairos must be turned in on or before the first day of Kairos. For work assigned during Kairos, students will have until the Friday of the return week to complete it.
   b. No candidate/leader will be required to take an exam or quiz on Monday of the return week.
   c. Make-up exams, however, must be completed by the Friday of the return week. Teachers should be flexible if a particular student is making up several tests.
   d. It is the student's responsibility to contact each teacher regarding assignments and make-up work on Monday morning.
2. **Days of Renewal, Class Trips, Sports Events, Musical Performances, etc.**
   a. Any homework due on the day of the event must be handed in the following day. Any long-range assignment must be turned in the day before the event.
   b. If a review for a test is held on the day of the event, the student will have an extra day to prepare for the exam.
   c. It is the student's responsibility to contact each teacher regarding missed assignments and make-up work.

Homeroom
Each JCA student is a member of a homeroom which meets daily. All regular school and classroom rules apply to the conduct and behavior of students during the homeroom period. During homeroom, Student Council and/or class organization matters will be transacted, and/or other special events will be conducted.

Instructor Assistance
Students experiencing academic difficulties are encouraged to meet with their instructors for help at a mutually agreed time. All instructors are available in the classroom 20 minutes prior to the beginning of the first period and, in most cases, 20 minutes after school.

Internet/Computer Usage
All JCA students are required to have on file a signed Internet User Agreement form before utilizing the internet and IRC. Failure to have the student's and his/her parents' signatures on file agreeing to the conditions contained within the policy printed below will result in the student being denied access to the IRC. Signatures are to be affixed to the Student Profile Form annually.

Internet Access and Use - *JCA Agreement and Authorization for Internet Access and Use*
The access to, and the use of computers, internet, and related technologies at Joliet Catholic Academy is offered as an additional educational opportunity and learning tool, but is not mandatory, and will be provided only to those individuals who sign this Agreement; and, if the user is a student, then both the student and his/her parents/guardians must sign this Agreement and Authorization. The signing of this Agreement, via the annual Student Profile Form, and thereby agreeing to the terms hereof, is part of the legal consideration supporting this document, and the signatures indicate the party who signed has read the terms and conditions, and voluntarily agrees to be bound by same, and understands their significance.

All uses of the Internet and related technology shall be for educational purposes only, and consistent with the Joliet Catholic Academy's goal of promoting educational excellence, as set forth in their respective mission and philosophy statements.

The failure of any user to follow the terms and conditions hereof may result in disciplinary action and/or the loss of privileges.

The term "network" as used herein shall consist of the Intranet, Internet, the Joliet Catholic Academy website, and the uses of electronic mail.

Terms and Conditions

1. Acceptable Use
Access and use of the Joliet Catholic Academy network must be only for the purpose of education or research, and then be consistent with the terms of this Agreement, as well as the educational and moral criteria and objectives of Joliet Catholic Academy.

2. Privilege Relegation
The use of the Joliet Catholic Academy network, and other related technology, is a privilege being offered for educational purposes, and any inappropriate use of any use inconsistent with this Agreement or inappropriate with the educational and moral objectives of Joliet Catholic Academy, will result in cancellation of the privilege. The Administration (Principal, Associate Principal) will make all decisions regarding whether or not the user has violated this Agreement and may deny, revoke, or suspend access at any time, and the decision of the administration is final.

3. Internet Code of Conduct
Users are expected to abide by the following rules:

- All users are to be polite and use appropriate language.
- The use of the network shall not be done in any way that would disrupt its use by others.

The personal address, phone number, or social security number of any student, staff, person, faculty members, and colleagues are not to be revealed when using the Internet or network.

- The network may not be used for personal business, financial gain, or the purchase of merchandise or services without prior written

authorization.

- No user shall be involved in, or participate in, "chat rooms."
- No student may install any software at any time, and no adult user may install any software without the prior written approval of the Director of Technology.
- No user may install any files obtained from another computer without the prior written approval of the system's administrator.

4. Electronic Mail

The use of electronic mail may only be used by adults for school-related purposes or business. The user does not have any right of privacy whatsoever in relation to his/her use of the network and/or e-mail. Consequently, all electronic and telephone communication systems and all communication and information transmitted by, received from, or stored in any manner are the property of Joliet Catholic Academy.

To ensure that the use of the network is consistent with the educational objectives and philosophy of Joliet Catholic Academy, authorized representatives may monitor the use of the network from time to time, which may include the printing and reading of all information stored, and all e-mails entering, leaving, or stored, and all files created and saved in the system. The system administrator may remove any material stored by the users, which violates the terms of this Agreement.

5. Vandalism

Vandalism is defined as any attempt to harm or destroy or the actual harm or destruction of data of another user, or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer "viruses", "worms", or other files or programs that damage, delete, or modify data or applications.

6. Indemnification

The user herby agrees to indemnify Joliet Catholic Academy for any losses, costs, or damages including reasonable attorney's fees, incurred by Joliet Catholic Academy in relation to or arising out of the breach of, or the enforcement of, this Agreement.

7. Financial Obligations

The student, parent, guardian, employee, (or volunteer) agrees to be responsible for any financial obligation incurred through the use of the network that is contrary to the terms of the Agreement.

8. No Warranty

Joliet Catholic Academy makes no warranties of any kind, whether expressed or implied, for the network service it is providing, and will not be responsible for any damages users suffer. This includes the loss of data resulting from delays, non-deliveries, mis-deliveries, or ser- vice interruptions. Joliet Catholic Academy further does not warrant, and has no responsibility, for the accuracy or quality of information obtained through the use of the network.

9. Social Media Policy

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

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

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

****Adapted from Agreement/Authorization for Internet Access and Use – Diocese of Joliet Catholic Schools Office***

Help Desk Loaner Device Policy

Loaner laptops and/or chargers will be available through the help desk for students who are periodically in need of one (e.g. forgetting device at home, failing to charge device, etc.). A form must be filled out and students must present their ID at the Help Desk to acquire a loaner laptop/charger. Unless other approval is issued, loaned items are used for the duration of the school day and returned no later than 3:00 p.m. Disciplinary action may be taken if the loaned item(s) is not returned in this timeframe.

Students will be allowed to check out a loaner laptop/charger a maximum of three (3) times over the course of a semester. If a loaner is requested four (4) or more times in one semester, the student will be refused a loaner item and will be considered unprepared for class, incurring the disciplinary action set forth by the teacher, including but not limited to detention, 0% on the assignment, work considered late, additional assignment, etc.

If a student's device is sent out by JCA for repair, under a warranty that is managed by the school, that student may use a loaner device until the student's repaired device is returned to the JCA Tech Department.

Replacing Broken Devices

If a device needs to be replaced because it is not covered under warranty, a new device must be turned into the technology department for imaging within two weeks. Chargers must also be replaced within two weeks. When purchasing a new device, be sure to meet the minimum specifications set forth for devices to be used at JCA. This information and suggested computer options can be requested at any time

by contacting Mr. Brian Jones at bjones@jca-online.org. Integration of laptops and technology into every class and subject is increasing each year. Being without a device for even one class period is a detriment to the learning process. It is the family's responsibility to be in touch with Mr. Jeffrey Budz, *Technology Infrastructure Specialist* at jrbudz@jca-online.org if there is an issue that keeps you from replacing a device in this two-week timeframe.

If a student requires a device and/or charger for classes or home use during the time between when a new device or charger is ordered and when it is ready to be used in school, a student can be issued a loaner, provided a confirmation is sent to Ms. Kimberly Blackburn at the Help Desk showing that the device/charger has been ordered. The student will not be issued a loaner device and/or charger for an extended period without proof of repair. This ensures that laptops are replaced in a timely manner and ensures that loaner devices are available for all students who may need them.

Innovation Research Center

Innovation Research Center privileges will be revoked for students caught violating the established rules and regulations, which include utilizing the equipment to play games and/or to print objectionable material. A signed computer usage form must be on file before a student is eligible to use JCA computer-owned equipment. A complete listing of IRC, Expectations and Guidelines is available online.

The purpose of Joliet Catholic Academy's Innovation Research Center is to provide students with a quiet environment for studying and materials for individual use. The following policies are to be observed:

1. The IRC is open from 7:00 a.m. to 3:00 p.m. on regular school days.
2. There is no food or drink permitted in the IRC at any time. Students may have a spillproof water bottle.
3. Silence is to be observed. The IRC must be quiet so that students are not disturbed.
4. Resources from the general collection may be checked out for two weeks. Reference may be checked out overnight if necessary.
5. Lost IRC materials are the student's responsibility. Students bear the replacement costs of all materials checked out.
6. Students who steal or deliberately destroy IRC materials must pay for the items and will receive a discipline referral.
7. A.V. and computer equipment is available upon request for student use.
8. All Computer Center rules regarding the usage of computers apply to the computers in the IRC.

Loan Textbooks

For selected courses, a loan textbook is available for student use. These books remain the property of the State of Illinois. When accepting the loan book, the student becomes financially responsible for the replacement costs if such property is lost or damaged beyond the usual annual-use factor. Grade cards and transcripts will not be issued if the student owes a state loan book obligation. Students must return the same book (as identified by its JCA number) he/she was given at the time of distribution. Failure to do so will result in the student being assessed the replacement cost of the book.

Student Digital Communication Guidelines

When possible, students should seek out answers to questions independently before reaching out to teachers. The best and preferred way to communicate with a teacher is face-to-face, especially if it is a topic that requires discussion or extended explanation. When face-to-face communication is not convenient, email and Teams chat through the student's JCA Microsoft account may be used. Communication with teachers via personal email or chat is not allowed.

Chats and emails containing questions will be replied to digitally or in person the next school day, provided the teacher is in attendance. Responses should not be expected after school hours or on weekends. Sending an email or chat does not excuse a student from homework, tests, or other commitments, regardless of the content of the communication.

Students must follow all guidelines in the Parent Student Handbook when communicating digitally with faculty, staff, and students.

Students are required to check JCA Outlook email and Teams chat daily and are responsible for responding to communication sent in email and chat as soon as possible, but no later than the next school day. Behavior Incident Reports may be completed if students fail to respond to emails and chats.

Students receive proper digital communication training in the Summer Computer Training Class, Computer Applications course, and in Advisory, and therefore students must adhere to the following guidelines.

Email is a more formal means of communication and should be used for questions that require a more detailed response.

Emails must include:

· Subject line filled out like a title for the email (2-6 words that give a clue as to what is in the email- Capitalize like a title)
· A salutation (Hello Ms. Smith, Dear Dr. Smith, etc.)
· Complete sentences, proper and formal English with no abbreviations (TY, FYI, RN, BTW, etc.)
· A closing (Thanks so much, Sincerely, Thanks, etc.)
· Student first and last name properly capitalized
· Name of class
· Class period

Teams chat is a less formal means of communication than email and should be used for quick points of clarification.

Teams chats must include:

· A salutation
· Complete sentences
· Proper and formal English with no abbreviations
· Class period

Make-up Work Associated with Excused Absences

1. Each student shall have the number of school attendance days absent plus one additional day in which to make-up work missed, unless special arrangements are made with the teacher to extend the time. (i.e. if a student misses three days of school, he/she will have four days in which to complete and turn in the make-up work.)
2. If a major exam or assignment was scheduled for the day the student was absent and **it had been previously announced**, verbally and/or in writing, the student should be prepared to take the exam and/or turn in the assignment on the day of return. The teacher may exercise the privilege to waive this expectation if conditions so warrant.
3. The responsibility rests entirely with the student to contact each teacher on the day of his/her return to obtain the missed assignments and make any necessary arrangements to complete the make-up work. Students are to make arrangements with their teachers during a time when both teacher and student can collaborate without disrupting the regular class period.
4. It may be necessary for a student to arrive before and/or stay after school to complete their make-up work, including tests, lab exercises, oral presentations, etc. Students will not be permitted to be absent from their regular classes, other than with the teacher's permission from the class for which they are completing the make-up work, to complete assignments missed due to an absence.
5. For major projects, such as a research paper, the teacher may set a firm date for completion. Regardless of the excuse, if the project is not turned in before or on the established date, the teacher may lower the score.

Make-up Work Associated with Unexcused Absences

1. Credit cannot be given (a zero will be assigned) for all assignments missed due to an unexcused absence and/or suspension.
2. It is the teacher's prerogative to require a student to make-up all of the assignments he/she missed for the time of the absence while on attendance probation or due to a suspension. The rationale is, the student should do this work for the sake of his/her own progress, as background for future assignments, and as a check on his/her understanding of the material.
3. A zero grade will be issued by the teacher for all assignments and tests that are due on the day the student is absent. If the teacher issues a daily participation and/or effort grade, the student will forfeit said grade as a result of the absence or suspension.

Math Center

The purpose of the Troha Family Math Center is to provide assistance, in the form of teachers and computer software and hardware, to students wanting help with their math assignments and/or to improve their understanding of math concepts and applications. Students may leave their homeroom, with math teacher authorization, to report to the Math Center for assistance.

Non-Custodial Parents' Access to Academic Records

JCA abides by the provisions of the Buckley Amendment which states: Non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating the non-custodial parent is denied access to such information.

Parent-Teacher Conferences

Communication is an essential component of the student's educational program. It is important for parents to routinely make contact with their son's/daughter's teachers concerning his/her academic progress. Formal conferences are scheduled after the completion of the first grading period (quarter). Additional conferences may be instituted by either the teacher or parents at any time during the school year. Conferences should be scheduled in advance to guarantee that the session will be mutually beneficial. The usual time for a conference includes: before school, after school, or during a teacher's planning period. Parents may telephone the school's Main Office (815-741-0500) to leave a call-back message with the receptionist or leave a voice message in the teacher's mailbox. Parents may also contact the teacher by e-mail via the internet (www.jca-online.org).

Progress Reports

Academic progress reports, another tool by which the school helps parents monitor a student's performance, are e-mailed home at the midpoint of each quarter to all parents.

Parents are encouraged to mark their home calendar as a reminder that progress reports will be e-mailed at the mid-term of each quarter. Parents may call the office of the Associate Principal to inquire when a progress report was e-mailed. ***After the receipt of the progress report, it becomes the responsibility of the parents to contact the teacher to discuss the report and/or to schedule a parent-teacher conference. The teacher is not required to follow up the mailing of the report with a telephone call to the parents.***

In the event a student was not in jeopardy of failing the course at the mid-term point, but later is deemed to be in danger of receiving a failing grade, the teacher will notify the parents of their son's/daughter's potential failure by telephone or by the mailing of a supplemental progress report. A record of this contact is placed in the student's file in the Associate Principal's Office. Progress reports are a communication tool and not the determining factor of a student's grades.

Report Cards
Report cards are processed using electronic equipment. Along with the grades, the report card will contain the student's grade point average and honor roll status. Report cards will be distributed after the first quarter (late October), after the first semester (mid-January), after the third quarter (mid-March), and after the second semester (early June). Parents should leave a call back message for the teacher if there is a question regarding the assigned grade. ***Report cards will not be available to parents of students with outstanding financial obligations.***

Schedule Changes
Due to the fact individual assistance is offered to both students and parents when registering for classes, schedule changes are rarely allowed. If a student has been academically misplaced by a member of the faculty and/or administration, a schedule change will be permitted at no charge. **However, for students initiating a schedule change, a $75 fee will be charged per change after the announced deadline.** Students will not be assessed a fee if his/her teacher initiates the request for a change or if a schedule change becomes necessary for the student to meet graduation requirements. Students are permitted a schedule change (to add or drop a course) within the guidelines of the **course withdrawal policy**. Parental written approval must be first submitted to the student's counselor. Final authorization will be issued by the Associate Principal. The **$75** fee must be paid before the new schedule will become effective. **All level changes must be signed and approved by the student, current teacher, and Counselor.** Schedule change forms are available in the office of the Associate Principal and Counseling Department.

Semester Examinations
It is the academic policy of JCA that semester examinations be given at the end of each semester. Due to the academic content associated with a few courses (music, art, P.E., etc.) a semester exam may not be administered. The purpose of semester exams is to assess the student's mastery of course objectives; in short, to measure what a student knows and is able to do with the course content (application). These examinations are a reflection and review of the ***entire semester's academic work***. The semester evaluation instrument may consist of a formal product and/or an oral examination, all of which will allow a student to demonstrate appropriate evidence of course mastery. An essay question is to be included as part of the semester exam. ***All semester examinations are weighted 1/5, or 20%, of a semester grade.*** Students have the right to review their performance on a semester examination when possible.

Examination Exemption Policy
1. No exemptions are permitted for any course at the end of the first semester.
2. Second semester exam exemptions are permitted at the discretion of the teacher. This privilege may be granted to those students who have a recorded grade of ***A+, A,*** or ***A-*** for the 1st semester, 3rd and 4th quarters.
3. No exemptions are permitted for any <u>one semester</u> course.
4. Teachers of A.P. courses have the option of excusing their students from taking the semester exam if they take their respective A.P. course exams.

Absences From Semester Examinations
Since semester examinations are considered school days, all students must be present for examinations. Changes in individual examination schedules are not permitted. ***Vacations are not to be scheduled during examination days***. Semester examinations missed due to illness must be made up on the designated examination make-up days. If a student is suspended from school during the regularly scheduled time for the administration of semester exams, he/she will be permitted to make up the exam for 50% of its total value.

Student Information/Publication Policy Disclaimer (Annual Student Profile Form)

In accordance with the U.S. Department of Education's No Child Left Behind Act, directory information may be released to the general public, military recruiters, and colleges and universities unless a parent requests otherwise. "Directory Information" shall be limited to:

1. Identification - name, address, gender, grade level, birth date and place, parents' names and addresses
2. Academic awards, degree, and honors
3. School sponsored activities, organizations
4. Length of school attendance

JCA's Marketing Department photographs co-curricular activities, social events, athletic competitions, academic activities, etc. JCA may use student names, likenesses, photographs, creative works, etc. in publications, press releases, newsletters, reports, brochures, the yearbook, on the school's website and social web sites, etc. JCA reserves all rights to the photographs, which are used for school and community relations purposes, without compensation to the individual(s) pictured. JCA students may be interviewed, photographed, videotaped, etc. by the news media or an agent of the school for the purpose of publicizing a school event, activity, program, etc.

Parents or guardians who do not wish their child's name, likeness, creative works, etc. to be used must make their objections known by *notifying the Communications Office in writing.*

Students of the Month

JCA designates three seniors each month as Students of the Month. These students are chosen by the administration, faculty, and staff of JCA and are honored weekly during the month as guests of the local Exchange, Kiwanis, Lions, and Rotary clubs. To be chosen, the senior students must have achieved a ***B*** average and seriously apply themselves to their studies. In addition, selection criteria includes the following:

- Demonstration of character and leadership qualities
- Participation in extracurricular activities sponsored by JCA
- Demonstration of a positive spirit in promoting JCA
- Volunteering for school projects and related needs
- Relating well to peers, faculty and staff

Study Hall

Students taking less than seven (7) credits per semester will be assigned to a study hall. The students who are assigned to a study hall are expected to know and observe the teacher's and school's rules and procedures. The study hall will be operated in the same manner as a regular classroom. Students are required to come to study hall with pencil, paper, books, and study materials. Students are to be prepared to study for the entire period. Sleeping is not considered a suitable activity. No academic credit is awarded for a study hall "class".
Seniors who are assigned an 8th period study hall are allowed to leave after 7th period, therefore 8th period study hall for seniors is considered an early dismissal. Although seniors are not required to attend the 8th period study hall, they have the option to do so if they choose.

Teacher Presence in Classroom

One student volunteer must report to the Main Office if the teacher or a substitute teacher is not present in the classroom at the beginning of a period. Students leaving an unattended classroom will be subject to the same rules as if they ditched a class.

Transcripts

Seniors may request their official transcript be sent to the institutions or organizations of choice through the College Counselor in the College/Career Center. **Only one (1) transcript is sent free of charge and that is the final transcript sent electronically or by mail at the completion of senior year**. **All other transcript requests must be paid for at the rate outlined in the Tuition and Fees section of the Parent-Student Handbook. Medical Record copies are available at an additional cost.** ***Tuition and fees must be current prior to the granting of transcript requests.*** Students should allow a minimum of two days for processing of transcripts. Only semester grades appear on the student's transcript.

Transcripts and Records of Adult Age Students

Transcripts and records of students that have reached their 18th birthday cannot be released to a third party without written approval of the student on record at JCA.

Transfer Students –Grades/Course Evaluation
Transfer courses, which are not offered at JCA, will be evaluated by the Associate Principal prior to being included in the student's JCA academic record.

Tutoring
The JCA Honor Society provides complimentary tutoring to all students according to a printed schedule. Students and/or parents interested in obtaining the services of a private tutor may call the Associate Principal's Office. Although no specific tutor will be recommended, the names of individuals who have indicated their willingness to tutor will be provided.

Associate Principal
The Associate Principal provides leadership in all areas of the curriculum and is responsible for planning, coordinating, supervising, evaluating, and interpreting all phases of the academic programs. Students and parents with questions about academic-related issues may call the office of their counselor or Associate Principal.

Withdrawal Policy
Parents must contact the Associate Principal's Office in order to officially withdraw their son/daughter from JCA. A withdrawal form must be completed and all financial obligations must be met before the student's records will be forwarded to another school, college, or agency.

Writing Center
The purpose of the D'Arcy Family Writing Center is to provide assistance, in the form of teachers and computer equipment, to students wishing to improve their writing skills across the curriculum. Assistance will also be provided to students who need help with a specific writing assignment. Students with a writing assignment may be directed by their teacher to the Writing Center, where the student's rough draft will be compared to their classroom teacher's scoring rubric. The student will receive guidance and assistance as to how their original work can be improved. The Writing Center will be staffed with JCA English teachers.

National Honor Society

Membership in the National Honor Society "is an honor bestowed upon a student." Selection for membership by a faculty council is based on outstanding scholarship, character, leadership, and service. Once elected, members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, service, and character." *(Membership, Section I of the National Honor Society Constitution.)* Two-year members will receive a NHS pin if they maintain their 3.5 GPA, complete their 12-hour NHS service requirement, and show support for their JCA National Honor Society Chapter by attending the induction ceremony for new inductees. Only if a senior member notifies the NHS sponsor two days prior to the ceremony and has a documented written excuse, will he/she be excused from the induction. If NHS members do not complete their 12-hour NHS service requirement, they will not be accorded NHS honors at graduation; and NHS membership will not appear on their official transcript.

The motto of the National Honor Society is Noblesse Oblige *(Nobility Obligates)*, the idea that one has an obligation to use one's talents, skills, and knowledge for the betterment of others. NHS members, working together and individually, are obligated to uphold this motto. Specifically, the NHS member must maintain the standards in scholarship, service, character, and leadership, attend NHS meetings regularly, and contribute to NHS projects.

To be considered for NHS membership, a student must:

1. Fill out the NHS Application as completely as possible and submit it to the NHS Adviser. Information must be correct and will be verified by the faculty council. This must be submitted on time with complete information so the faculty council can easily validate the information provided.
2. Be positively evaluated by the faculty who rates each student by leadership, service, and character.
3. Have a cumulative (juniors - 5 semesters, seniors - 7 semesters) grade point average of 3.50. Students with a GPA of 3.49 and lower cannot be considered.

Selection for National Honor Society Membership:

1. A faculty council, approved by the Student Activities Director, will evaluate each student according to the following guidelines: **Scholarship:** Cumulative grade point average of 3.50. Student with GPA of 3.49 and lower cannot be considered. **Service, Leadership, and Character:** Demonstrates excellence in these areas through a record of activities that is both current and continuous throughout the student's high school career, is verifiable, and is validated by faculty assessments.
2. Using a rubric, the faculty council will review the NHS Application and faculty recommendations of each student. Those students who **excel** in the areas of scholarship, leadership, service, and character will be invited to join NHS. The decision of the faculty council is final.
3. Students will be notified by a letter of acceptance. Parents will receive a formal invitation by mail/email to the induction ceremony.

Other Honor Societies

National English Honor Society

National English Honor Society is a premier honor society for students who are passionate about English language arts. Students become eligible to apply to be in NEHS during the spring semester of their junior year. Seniors not previously admitted may apply as well. To be admitted, students must maintain at least a 3.0 GPA in their English classes and a continuously well-respected academic standing with no academic misconduct.

Foreign Language Honor Societies - French, Latin, Spanish

Students first become eligible for admission to their respective foreign language honor society the second semester of their sophomore year, if they have met the eligibility criteria which follows: Maintain an "***A***" average for three semesters and a 3.5 GPA average.

International Thespian Troupe 1046

Membership in the International Thespian Society is an honor bestowed upon students who have excelled in theatre arts. Students earn the right to be inducted into the International Thespian Society by accumulating points for their theatre work and meeting other required criteria. Whether or not students pursue careers in the performing arts, the skills they learn through theatre are invaluable and ensure that future generations will appreciate and support the arts.

Mu Alpha Theta - Math National Honor Society

Students are notified in the spring of their junior year if they have met the eligibility criteria. To be inducted in the fall of their senior year, the student must be enrolled in a senior-level math course. Effective with the Class of 2019 and thereafter Honors Program students must have maintained a ***B*** average in mathematics, Upper College Prep students must not have received a grade of ***C***, ***D*** or ***F***, and College Level students must have maintained an ***A*** average in mathematics over six (6) semester hours of coursework.

National Art Honor Society

Normally, students will become eligible to be admitted to the National Art Honor Society during their junior or senior year. To be eligible for membership, the student must have been enrolled and successfully completed, one of the entry-level art classes, be enrolled with a grade of ***B*** or better in an intermediate-level art class and be earning a grade of ***B+*** or better in the class at the time of nomination.

Admissions Policies

In general, college preparatory potential must be demonstrated. All students are expected to follow the prescribed curriculum and to participate in the religious activities of the school community. Students, as well as their parents, must be willing to enter an educational process that calls for challenges and affirms each to grow in faith, knowledge, understanding, and service. JCA's admissions policies do not discriminate on the basis of age, race, color, sex, national, ethnic origin, or other prohibited basis.

Freshman Criteria

Eighth graders seeking admission to JCA must meet the following criteria:

1. They must demonstrate successful completion of eight years of elementary and junior high school education.
2. If they score at or below the national percentile (total score) of 38% on the JCA Placement Exam, or an equivalent standardized test, they may be accepted "conditionally." This condition may be waived if the student has an official IEP.
3. They must demonstrate the ability and desire to achieve academic success.
4. A non-refundable application fee of $30 is to be paid at the time of application, and a non-refundable registration fee of $300 is due at time of registration.
5. Students who are accepted "conditionally" must attend a three-week summer program in reading, math, and study skills to assess their potential success at JCA before admission status will be finalized.
6. Students with an active IEP may be required to attend JCA's summer program.

Transfer Selection Criteria

1. The parents of students interested in transferring to Joliet Catholic Academy make the initial contact with the JCA Admissions Office.
2. The transfer student/parent will be given or receive by mail an application packet or fill out the online application. The application form, checklist for transfer students, and an unofficial transcript must be returned to the office of the Associate Principal before an interview will be scheduled.
3. The potential student and his/her parent(s)/guardian(s) will be interviewed by the Associate Principal, one Dean, and a grade level Counselor (or the Counseling Department Chairperson, if the Counselor is not available).
4. During a time when a Dean and/or Counselor is not available (i.e.-during the summer months) the Associate Principal and Principal will conduct the interview.
5. Admission of the applicant will be based on, but is not limited to, the following:
    a. Evidence the student can earn the required credits so he/she can graduate with his/her respective class
    b. A verified satisfactory discipline, absence, and tardy record from the current and any former high school(s)
    c. Successful completion of the interview

6. If approved for admission, a transfer student who is currently expelled/suspended from his/her current high school will not be admitted to JCA until after the date the expulsion/suspension expires. JCA honors expulsions/dismissals from other high schools. JCA reserves the right to refuse admission to any student who has an unsatisfactory disciplinary record as determined by the JCA Administration.
7. It is recommended that transfer students enter at the beginning of a quarter or semester. Admission after the conclusion of the third quarter will be discouraged.
8. All transfer students will be admitted conditionally for the current school year. If their academic and discipline record is satisfactory at the conclusion of the year, they will receive notice of their change in enrollment status.
9. All recommendations are received by the Principal for final approval.

Additional Admissions Specifications

1. By policy, Joliet Catholic Academy usually does not accept senior students unless they are moving into the area.
2. Students or parents whose primary intention is merely to avoid racial integration or situations involving racial tensions will not be admitted.
3. Upon review by the Associate Principal, approved transfer credit will be accepted by JCA for all courses passed with a minimum grade of ***D-***.
4. When the GPA is recalculated on the JCA scale, weighted credit will be given only for the exact number of specific courses for which students at JCA had the opportunity to also earn weighted credit. All remaining transferred courses will be entered with an Upper College Prep or College Prep curriculum designation.
5. Because of JCA's religious nature, Catholics are given priority as long as there has been active involvement in their faith and religious education. Students who do not share the Catholic faith, but who demonstrate an active interest and religious development in their faith/church, are admitted.
6. Academic performance must indicate college preparatory potential. Borderline students may be accepted on a probationary status. Twenty-five credits are required for graduation as indicated in the Academic section of this handbook.
7. Transfer students may be required to pay full tuition at the time of registration.
8. Acceptance of new and/or transfer students will be based on the space available and the constraints on the entire physical plant.
9. Athletic eligibility: As a member of the IHSA, JCA abides by all rules concerning transfers of students.
10. Home School Transfers: JCA reserves the right to not accept high school credits for classes that did not come from an accredited program. Contact the JCA Admissions Office or your local public school district for a list of accredited online schools.

Student Life

Attendance Policy

Regular attendance is essential for academic success and is required in all classes. Students are expected to attend school daily, arrive on time, and remain in school for the full instructional day unless properly excused.

Once students arrive on campus, they must enter the building and remain there unless officially excused through the Dean's Office. Students may only leave during school hours with a passport issued by the Dean's Office. Students are responsible for attending all scheduled classes and for completing all missed work.

A student may accumulate ten (10) countable absences per class period during the school year. Absences beyond this limit will result in placement on Attendance Probation.

Reporting Absences

Attendance Line: (815) 741-0585

In the case of illness or necessary absence:

- A parent/guardian must call the Dean's Office on the morning of the absence **at (815) 741-0585**
- A parental phone call only verifies an absence; it does not excuse it.
- If no call is received, the Dean's Office will attempt to contact the parents.
    - If no contact is made, the absence may be recorded as truancy
- Three (3) consecutive days without contact will result in wellness check may be conducted by proper officials/ law enforcement
- The Health Office may contact parents/guardians as needed

Unexcused (Countable) Absences

These absences count toward the 10-day limit:

- Sick without a doctor's note
- Vacations
- Tardy to school greater than 30 minutes (period 1)
- Sent home from the Health Office (no doctor's visit)
- Called in absent

Excused (Non-Countable) Absence Days
The absences listed below will not count towards the 10-day attendance probation limit. To qualify, appropriate documentation must be submitted within **one week** of the absence date. Absences without timely documentation will be recorded as unexcused for attendance probation purposes.
Qualifying Absences

- Illness or Medical Appointments
  Must be verified by a written note or documentation from a licensed healthcare provider.
  - Notes must be signed by the provider
  - Notes must be submitted within one week of absence
  - The Dean's Office reserves the right to verify documentation
- Death in the Family
  A phone call from a parent/guardian is required.
- College Visits
  Limited to two visits per grade level per school year. A completed form from the Guidance Office must be submitted.
- School-Sponsored Activities
  Includes field trips, athletics, or other school-approved events. Documentation or notification must be provided by the supervising staff member (teacher, coach, or moderator).
- Chronic Medical Conditions
  Must be documented annually by a licensed healthcare provider and approved by the Dean's Office and Health Office at the start of each school year.
- Hospitalization
  Documentation from the hospital or healthcare provider is required.
- Court Appearances
  Official documentation must be provided.
- Extenuating Circumstances
  Determined at the discretion of the Dean's Office.
  Note: Family vacations are not considered extenuating circumstances.
- Mental Health Days
  Students may take up to two (2) mental health days per school year. See the Mental Health Day Policy for additional details.

Absence Probation Policy
Students who miss any **individual class period ten (10) times will be placed on attendance probation** specific to that class period only.

- Parents will receive a "warning" letter email from the Dean's Office when students reach their 5th –9th unexcused absence. The student will meet with the dean to review absences and the Attendance Probation Policy.
- The tenth (10th) absence will result in the student being placed on **Attendance Probation** for that class period.
- While on attendance probation, students will receive 6**0% credit** for any academic work (i.e., quizzes, tests, projects, homework, etc.) missed for each period of absence.
- Students on attendance probation can attend and/or participate in some school-sponsored activities such as field trips and retreats with approval from the dean.
- Students cannot participate in the Disney Trip or other out-of-school activities.
- Be advised that extended vacation days will turn into unexcused absences after 10 days, which will prevent credit for make-up work.
- UNEXCUSED ABSENCE even with a parent phone call prevents the student from earning full academic credit for that absence.
- Students on Attendance Probation ARE allowed to make up work for non-countable/excused absence days listed in the handbook. Verification must be turned into the Dean's Office. Teachers will be notified of a change.

Procrastination Clause
Absences resulting from failure to meet academic deadlines will be considered unexcused.

Absences Known in Advance
Prolonged absences from classroom instruction are detrimental to the education process. It is for this reason that we discourage the practice of taking students out of school while classes are in session, and that extended absences that are not excused by the Dean's Office count toward the total that determines attendance probation.
Unusual circumstances requests must be submitted in writing at least two (2) weeks prior to the absence to the Dean's Office

Truancy
An absence without a parent's phone call (within 24 hours) is considered truancy. Students are responsible
for verifying attendance for tardiness to each class period. Failure to do so on time will result in disciplinary action. If a student is absent from school for 3 consecutive school days, the proper authorities will be called to provide a wellness check.

Sign-Out Procedures
When appointments are unavoidable or if an emergency arises, the following procedures are to be followed. Students who fail to comply with these procedures will be issued detention.

1. Parent/Guardian should send a note or call the Dean's Office Attendance Line 815.741.0585 ASAP with the necessary information.
2. The student will be given a pass indicating the time the student is leaving class.
3. Prior to leaving JCA, students **must** sign-out in the Dean's Office.
   a. Students who do not sign out to school will be issued a disciplinary consequence.
4. If or when a student returns to school on the same day, he/she must sign back in through the Dean's Office and have his/her student planner signed by the Dean's Office personnel to return to class.

5. Any doctor or dentist appointment may be verified by the Dean's Office.

Tardiness Procedures

Joliet Catholic Academy students are expected to be punctual. **Classes begin at 7:50 a.m.**

- A student who arrives late for school must report to and sign in at the Dean's Office.
    - Students who do not sign in to school will be issued a disciplinary consequence.
- The Dean's Office may receive a parental phone call explaining the reason for the tardy.
- If a student misses more than thirty minutes of period one, it is counted as an absence.
- Penalties for tardiness to class periods 2nd-8th (B-H) are handled by individual classroom teachers. In the case of habitual tardiness, the Dean's Office will handle disciplinary procedures.

Tardy to School Policy –1st period tardy

The Dean's Office will track the tardies to school. Tardies will reset each semester.

- The student may have a parent/guardian call to the school to explain the reason for the student's late arrival. It is the Dean's decision whether the reason for tardiness is excused or unexcused.
- Consequences of being tardy for 1st period
    - 1st –4th Tardy – verbal warning at sign in -Students must check the number of tardies online.
    - 5th – 7th – After school detention (1 hour)and WILL be added to the No- Pass List.
    - 8th –9th – Meeting with Dean, Tardy to school contract and a Saturday Detention

Tardy to class

Tardies to 2-8th period will be recorded by the classroom teacher and reported to the Dean's Office. The consequences for being tardy will follow the individual teacher's tardy policy as outlined in their class syllabus.

Attendance & Extracurricular Activities

Students absent for 4 or more class periods in a day:

- May not participate in extracurricular activities that day
- Includes athletics, dances, events, retreats, and meetings

Exceptions require prior approval from the Dean's Office.

Students dismissed for disciplinary reasons may not attend any school functions or be on school property.

Infectious and Chronic Communicable Diseases

Any student having or suspected of having an infectious or a chronic communicable disease, as defined in the County Health Department Policy for the Prevention and Control of Communicable Diseases, shall be excluded from school for the period designated in the Illinois Department Public Health (IDPH) Policy – Will County. The right to privacy of students with infectious or chronic communicable diseases will be respected. Specific information regarding a student with an infectious or chronic communicable disease will be limited to those people with a direct need to know. Such people shall be advised of any precautions that may be appropriate to the situation. JCA will follow IDPH guidelines to provide the best educational opportunity for the students.

Mental Health

Students can take 2 excused mental health days without a doctor's note. If a third mental day is used, the student must meet with a school counselor to discuss the student's personal and academic status. The counselor will consult with the student's parents and advise if professional involvement is needed. The school counselor will contact the dean's office to approve any additional mental health days (5-day total limit).

When a student has been hospitalized and/or admitted to a day treatment program for mental health reasons, a meeting will be held with school personnel prior to the student's return to JCA. A doctor's release must be presented at the time of the meeting. Parents must sign a release of information form to allow the JCA Guidance Department to exchange information with the mental health provider. Included in this release should be a statement indicating if treatment will be ongoing and the medication, if any, the student will be taking and for what duration. The JCA administration may require the student to be reevaluated later and submit a report, and/or may require the student to maintain or enter a counseling program as a condition of continued enrollment.

Dress Code

Joliet Catholic Academy believes that adherence to an established dress code plays an important role in preparing students for future professional, academic, and faith-based environments. The dress code promotes a focused academic atmosphere and helps reduce social pressure related to fashion trends.

Parents and guardians are expected to support the school in enforcing this policy. Periodic school-wide uniform checks will occur throughout the year. The Dean of Students has final discretion in determining whether attire is appropriate.

Regular School Dress Code

Shirts

- Freshmen, Sophomores, Juniors:
    - Must wear a white, brown, or blue JCA-logo polo
- Seniors:
    - May wear any solid-color polo shirt

General Requirements

- All polo shirts must be always tucked in

- Undershirts:
    - May not display graphics or text that are offensive or reference drugs, alcohol, or tobacco

Sweaters, Sweatshirts, and Long-Sleeve Shirts

- Only JCA-approved, logoed items may be worn over a polo shirt:
  - ¾ zip pullovers
  - Hoodless sweatshirts
  - Long-sleeve shirts- no hood

Restrictions

- The following are not permitted:
  - Hooded sweatshirts (including those with the hood removed)
  - Warm-up jackets
  - Full-zip sweatshirts

Pants and Shorts

- Pants (trousers, chinos, slacks) and shorts must be solid khaki/tan, black, or navy.
- Seniors may also wear brown, dark green, maroon, or gray.

Fit and Style

- Pants and shorts must:
  - Be worn at the waist
  - Fit appropriately (not excessively tight or baggy)
  - Be free of rips, holes, or frayed hems

Restrictions

- The following are not permitted:
  - Cargo or utility-style pants/shorts (including on Spirit Days)
  - Joggers, sweatpants, or pants with elastic or fitted ankle cuffs on regular dress code days

Shorts Guidelines

- Shorts must have an inseam of at least 5 inches
- Shorts may be worn year-round
- Shorts may not be rolled to shorten length

Consequence: Students receiving a second Dress Code Detention for improper shorts length will lose the privilege of wearing shorts for the remainder of the school year.

Belts

- Belts are required when pants/shorts have belt loops

Shoes

- Must be:
  - Closed-toe and closed-heel
  - Fully covering the foot
  - Designed for indoor use
  - Equipped with laces (minimum of two eyelets)
- Acceptable materials:
  - Leather or canvas

Not Permitted (Any Day)

- Athletic shoes (on regular dress code days)
- Flip-flops
- Crocs or similar styles
- Sandals
- Slippers
- Backless shoes or half backless shoes (Uggs)
- Boots (including cowboy and hiking boots)

Socks

- Must be always worn with shoes

Hats and Headwear

- Hats, caps, stocking caps, bandanas, and similar headwear are not permitted inside the building between 7:40 a.m. and 2:40 p.m.

Jackets and Coats

- Jackets and coats may not be worn during class hours inside the building

Hair and Grooming

- Hair must be:
  - Clean
  - Neatly styled
  - Kept out of the face

Restrictions

- Hairstyles that are distracting or deemed inappropriate by the Dean are not permitted
- Hair may not be dyed in unnatural colors

Facial Hair

- Students must be clean-shaven

Jewelry, Piercings, and Body Art

- Jewelry should be:
  - Modest
  - Non-distracting
  - Appropriate for a Catholic school environment

Piercings

- Only earrings are permitted
- All other facial or body piercings, including nose piercings, are not allowed

Body Art/ Tattoos

- Visible tattoos or body art must be covered at all times

Additional Guidelines

- Sunglasses may not be worn inside the building without a documented medical reason

Dress-Up Days and Special Events Dress Code Days

Students are expected to dress modestly and appropriately for all JCA functions.

- Casual attire is not permitted, including jeans.
- Acceptable dress-up attire includes professional or semi-formal clothing appropriate for a school setting.

Dresses and Skirts

- During school events (e.g., Mass, Student of the Month recognition, alumni events, award ceremonies), dresses and skirts must be:
  - Knee-length, midi (mid-calf), or maxi length
- Dresses must be modest and appropriate for a school environment.

Spirit Day Dress Code

Students may participate in a relaxed dress code, referred to as Spirit Day, when announced in advance.

- Participation is optional
- Students who do not participate, or who cannot meet these expectations, must follow the regular dress code

Spirit Day Requirements

Tops

- Must include JCA apparel:
  - Shirt
  - Warm-up top
  - Sweatshirt

Bottoms

- Permitted:
  - Slacks
  - Jeans
  - Sweatpants
  - Shorts (minimum 5–6 inch inseam)
- Not permitted:
  - Boxer-style shorts
  - Pajama-style pants or shorts (even if they display a JCA logo)

Shoes

- Must:
  - Have full backs
  - Include shoelaces
- Slip-on shoes are not permitted

Clothing Prohibited on All Days

The following items are not permitted on regular dress code days, dress-up days, or Spirit Days:

- Cargo pants or shorts
- Torn, ripped, or cut-off jeans, shorts, or pants
- Stretch pants or stirrup pants
- Tank tops or exposed midriffs
- Low-cut or backless clothing
- Shorts that are inappropriately short- less than 5-inch inseam
- Flip-flops, sandals, slippers, Crocs, backless shoes, boots (including half-back UGG-style footwear)
- Clothing that is excessively tight or otherwise inappropriate

School Dances, Homecoming and Spring Fling Week and Special Dress Down Days

- Students should follow the school guidelines
- The Dean’s Office will answer any questions about dress code guidelines

BEHAVIOR CODE

The JCA school community is committed to fostering a respectful, safe, and productive learning environment. Students are expected to demonstrate responsible behavior that reflects the values and standards of the school.

Behaviors that do not meet these expectations are subject to disciplinary action. Violations are categorized by level of severity, with each classification representing the minimum consequence. Depending on the circumstances, the administration may assign more serious consequences. This code is not intended to be exhaustive. The administration reserves the right to interpret, modify, or expand these policies as necessary.

Fines

Certain violations may result in monetary fines in addition to other disciplinary consequences:

- **Parking violations:** $5 fine and a one-hour detention
- **Unauthorized cell phone use:** $10 fine, referral, and one-hour detention (see Cell Phone Policy)

CLASS I – DETENTION

Class I infractions result in a one-hour detention assigned by the Dean's Office.

Procedures

- The student will receive a notification of their scheduled detention.
- Teachers are encouraged to inform students of the infraction.
- Detentions must be served as scheduled unless prior approval is granted by the Dean's Office.
    - Requests must be submitted to the Dean's Office 24 hours prior to scheduled detention.
    - Detentions will not be rescheduled for athletic practices and events.
- Multiple detentions will be scheduled on consecutive dates if necessary.
- Detentions may be served at an earlier date without rescheduling.

Violations Include but not limited to

- Being in the hallway without a pass after the passing period
- Carrying book bags during the school day
- Disruptive behavior during class, Mass, assemblies, or in the cafeteria
- Dress code violations
- Failure to complete assigned disciplinary consequences
- Failure to comply with grooming standards (shaving)
- Failure to visibly display school ID and lanyard (must be worn around neck with ID)
- Possession of food, drinks, gum, or candy outside designated areas
- Parking violations
- Use of inappropriate or disruptive language (swearing)
- Other behaviors as determined by the Dean

Escalation

- Failure to serve an after-school detention will result in a Saturday detention
- Failure to attend a Saturday detention will result in an in-school suspension

Detention Grievance Process

If a student believes procedures were not followed or that they were treated unfairly, they may submit an appeal using a form available in the Dean's Office.

CLASS II – Referral

Class II violations result in a referral to the Dean's Office.

Procedures

- The student will meet with the Dean.
- Consequences may include conference, detention, Saturday detention, in-school suspension, or out-of-school suspension.
- Parents/guardians will be notified.
- Repeated referrals may result in disciplinary probation.

Violations Include

- Disrespectful, rude, or insubordinate behavior toward other students, teachers or staff
- Disrupting another classroom/ interrupting the learning environment
- Failure to attend assigned detention
- Failure to present student ID upon request by faculty or staff member
- Failure to shave (4th offense Saturday Detention)
- Gambling
- Inappropriate or insensitive comments or actions including; racial, ethnic, or sexual words or actions
- Misrepresentation (e.g., using or attempting to use another student's ID)
- Providing false information or signatures on school documents or communication from parents to school
- Refusal to comply with a teacher's request
- Roughhousing or play fighting
- Taking another person's property (hiding property or "joking around")
- Throwing food (first offense)
- Truancy (skipping class or required activities):

    - 1st offense: minimum one-hour detention per class missed placement on the No Pass List
    - 2nd offense: Saturday detention per class missed
- Unauthorized cell phone use (1-3 offenses)
- Other behaviors as determined by the Dean

CLASS III – SUSPENSION

Suspension may be **in-school** or **out-of-school**, depending on the severity of the behavior.

- A conference may be required before the student returns to class.

In-School Suspension (ISS)

General Procedures

- Parents/guardians will be notified.
- Student will report to the Dean's Office with all materials by 7:50am
- Students must bring a lunch
- Teachers will provide assignments. Completed work will count for full credit.
- Participation in extracurricular activities including athletics is not permitted

Out-of-School Suspension (OSS)

- Students may not be on school grounds during the suspension
- Academic work may be made up for partial credit (up to 60%)
- Participation in all school activities including athletics is prohibited

Violations that result in at least one (1) day of suspension and/or disciplinary probation.

- Creating, posting or sharing defamatory statements/pictures/ videos directed at individual JCA students, faculty, staff, or the school community
- The creation, sharing, or posting of AI-generated images or videos depicting other students, faculty, staff, and/or JCA community members in a disrespectful manner.
- Computer or network misuse
- Destruction or vandalism of property
- Disruptive actions that significantly impact the school environment
- Failure to serve a Saturday Detention
- Fighting or physical aggression
- Harassment
- Inappropriate sexual, racial, or ethnically inflammatory statements or actions
- Inappropriate unwelcomed, unwanted physical contact
- Leaving campus or school sponsored location without permission
- Possession or use of drugs or alcohol
- Possession or use of tobacco or vaping products
- Possession or use of fireworks
- Posting or sharing harmful or defamatory content
- Refusal to comply with an administrator's directive
- Repeated failure to meet grooming standards (5th offense)
- Repeated truancy (3rd–4th offenses)
- Social Media activity representing JCA contrary to the JCA hallmarks and philosophy
- Theft or attempted theft (including cafeteria items)
- Throwing food or objects
- Use of wearable or recording technology (e.g., smart glasses) during school or at school events
- Using another student's lunch account without permission
- Other behaviors as determined by the Dean

CLASS IV – DISCIPLINARY PROBATION

Students who demonstrate a pattern of misconduct or serious violations may be placed on disciplinary probation.

Conditions

- Parents/guardians will be notified
- Students may lose eligibility for extracurricular activities including athletics
- Additional violations may result in more serious disciplinary action, including a Board Hearing

CLASS V – BOARD HEARING AND/OR EXPULSION

Serious or repeated violations may result in referral to the Faculty Discipline Board. The Faculty Discipline Board, and its ensuing review of processes, is convened to conduct hearings that could result in serious sanctions, one of which may require separation or expulsion.

Procedures

- The student will be suspended from school and all activities pending the hearing
- Parents/guardians will receive notice of procedures
- The Board will review the case and recommend appropriate action to the administration

Violations resulting in a Board Hearing

- Accumulation of serious or repeated infractions
- The following offenses usually result in an automatic Board Hearing and/or removal of a student;
    - Distribution of drugs, alcohol, or controlled substances
    - Immoral conduct contrary to the hallmarks and philosophy of JCA
    - Gang related activity (including signs, symbols, or colors on personal possessions or school property)
    - Possession or use of weapons
    - Threatening words or actions directed at the person or property of any member of the administration, faculty, staff, or student
    - Unprovoked use of physical force against faculty, staff, or students
    - Other serious infractions as determined by the administration

STUDENT CONDUCT POLICIES AND ADDITIONAL INFORMATION

Actions which Disrupt the School Environment

Actions which substantially disrupt the school environment and/or threaten the safety or well-being of other students, including food fights, physical fights, inciting disturbances, threats, posting, creating or sharing inappropriate pictures or videos, pranks, actual violence, sit-ins, walkouts, rioting, or picketing during the period of disruption, will not be tolerated, and are subject to disciplinary actions determined by the administration.

AI Technology (nonacademic)

The use of **Meta or AI glasses** is prohibited during school and all school events and activities. Meta or AI Glasses are smart glasses equipped with augmented reality (AR) or artificial intelligence (AI) capabilities, which can display information, record audio/video, and connect to the internet. This ban aims to uphold the integrity of the educational environment, prevent distractions, and safeguard the privacy of students and staff. The use of AR and AI technologies in the classroom may distract students from their learning objectives and disrupt the flow of instruction. These devices could facilitate cheating or unauthorized access to information during assessments. The capability of these glasses to record and stream audio and video poses significant risks to the confidentiality of conversations and activities occurring in and out of the classroom.

The creation, sharing, or posting of AI-generated images or videos depicting other students, faculty, staff, and/or JCA community members in a disrespectful manner is strictly prohibited. This includes, but is not limited to, content that is derogatory, humiliating, or harmful.

Alcohol and Drug Policy

JCA is committed to promoting a safe, healthy, and drug-free environment for all students. The use, possession, distribution, or intent to use alcohol, illegal drugs, controlled substances, look-alike substances, or drug paraphernalia is prohibited on school property, at school-sponsored events, or on property being used by the school.

A student will be considered in possession of a prohibited substance if it is found:

- on the student's person,
- in the student's locker,
- in the student's vehicle,
- in any vehicle brought onto school property,
- at a school-sponsored activity or event, or
- on property being used by the school.

JCA may provide education, prevention programs, counseling resources, and intervention services to support students and families regarding substance abuse concerns.

If a student is unable to contact a parent/guardian, local law enforcement may be contacted when appropriate.

The following measures represent the minimum sanctions as outlined in JCA's Procedures: Possession, Use, or Intent to Use Alcohol, Illegal Drugs, Lookalike Drugs, Legal or Illegal Drug Paraphernalia or Controlled Substances:

First Offense

The following actions may occur:

- Parent/guardian notification
- Mandatory drug test within 48 hours at the family's expense
- Up to ten (10) consecutive school days of out-of-school suspension
- Suspension from extracurricular activities for up to thirty (30) calendar days Any reference to extracurricular activities is meant to include, but are not limited to, athletic contests and practices, club activities, field trips, contests, formal concerts/presentations, plays, religious retreats, and any other campus or off-campus school-sponsored activities.
- Placement on disciplinary probation (length of probationary period to be determined on a case-by-case basis)
- Required evaluation by an approved outside agency before readmission

A referral process will also be initiated, including:

- Information gathering by a school counselor
- A conference involving the student, parent/guardian, dean, and counselor
- Referral to an approved counseling or treatment agency
- Signed release permitting communication between outside providers and the school

Second Offense

The following actions may occur:

- Parent/guardian notification
- Immediate suspension pending a Faculty Discipline Board hearing
- Possible withdrawal request or expulsion

All disciplinary decisions are subject to administrative review.

Bullying and Cyberbullying
Bullying is prohibited at JCA. Bullying includes unwelcome verbal, written, physical, or electronic conduct that causes fear, intimidation, emotional harm, physical harm, or damage to personal property. Bullying that disrupts a student's educational experience or creates a hostile environment will not be tolerated. Possession of inappropriate photos of minors is considered child pornography and is illegal.
Usually, this behavior is practiced off campus and needs to be confronted by parents and/or the police. When a student is a victim of cyberbullying or bullying in any form, and these actions disrupt their educational process at JCA, the offender may be subject to appropriate intervention and/or discipline.

First Offense
- Behavior referral
- Parent/student conference with a dean and counselor
- Warning of disciplinary probation

Second Offense
- Out-of-school suspension
- Strict disciplinary probation
- Mandatory outside counseling

Third Offense
- Faculty Discipline Board hearing

Bus Misconduct
Students riding contracted JCA buses are expected to follow all school rules and expectations. School buses are considered extensions of the school environment.
Students and families must comply with the behavioral expectations established by both JCA and the transportation provider.
Continued misconduct may result in:
- disciplinary referrals,
- suspension from bus privileges,
- or permanent loss of transportation privileges.

Cell Phones/ Ear Buds/ Headphones
Cell phones, earbuds, and headphones should remain in student lockers during regular school hours unless permitted by a teacher for instructional purposes. Phones in the classroom must be stored in the designated storage pockets.
- Earbuds and headphones are not permitted in hallways, restrooms, or classrooms unless authorized.
- Cell phones may only be used for approved purposes.
- Students may check phones at lockers during passing periods only.
- Calls and video chats are not permitted in hallways, restrooms, or classrooms.

Unauthorized use will result in confiscation. If a student needs to contact a parent or use their cell phone, he/she should ask permission to go to the dean's office to make a phone call or go to the dean's office during a passing period.
Consequences
- 1st–2nd violation:
  - $10 fine
  - Referral
  - One-hour detention
- 3rd–4th violation:
  - Saturday detention
  - $10 fine
- 5th violation:
  - $10 fine
  - Phone stored in the dean's office during the school day for the remainder of the school year

Confiscated devices may be picked up at the end of the school day after parent/guardian notification.

Class Dismissal- Students who become unmanageable and impede the teacher's ability to continue classroom instruction can be dismissed from the classroom. A student continually impedes the educational process will be placed on Disciplinary Probation.
Process:
- The teacher contacts the Dean's Office
- The student reports immediately to the Dean's Office
- The student completes a Class Dismissal form
- The teacher documents the incident and notifies parents/guardians
- The Dean will meet with the student and determine the disciplinary consequences

Criminal Law Violations
A student who has been formally charged with a crime or who brings public embarrassment and/or discredit to the JCA school community or whose presence on the school property may endanger the welfare and/or safety of other students, faculty, or staff, or whose presence may cause substantial disruption to the school environment may be subject to automatic dismissal. Any determination to exclude a student from a criminal law violation will

be made by the administration on a case-by-case basis. Police will be notified in situations involving criminal law violations on school property or at school sponsored activities.

All police investigations supersede any school disciplinary action. While a police investigation is under way, JCA's disciplinary inquiry will immediately halt until the police investigation is resolved. This includes but is not limited to witness statements, video review, and collection of evidence. JCA disciplinary action will resume upon the police investigation's conclusion.

Discrimination
In compliance with the Illinois State Board of Education and the expectations and requirements set forth by the U.S. Department of Education Office of Civil Rights (OCR), Joliet Catholic Academy (JCA) is operated under the auspices of the Joliet Diocese. JCA fosters an educational environment that does not discriminate against any applicant or student based on their race, color, sex, and national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletics, and other school-administered programs.
Student complaints should immediately be reported to Kisha Cameron, Multicultural Engagement Director. (815) 741-0500, ext. 279 or email lcameron@jca-online.org.

Drug Testing Policy - Mandatory
All students will be randomly selected and tested for drug use at least once a year. After a student is tested, his/her name is returned to the collective pool for further future selections. After the entire student body has been tested, 25% of the student body will be randomly tested for a second time. Again, each time a student is tested, his/her name will be returned to the collective pool. The test involves using a small sample of hair, 1.5 inches long, and about the width of the tip of a shoelace. If a student test positive the family is contacted by a dean to schedule a conference that addresses the following:

- Explanation of test results.
- Counseling and intervention options will be discussed
- Retesting at the student's expense requires 100 days after a positive test result.

The consequences of a second positive test, any time within a student's time at JCA, may result in dismissal.
Decisions in all matters are subject to review by the JCA administration. For more on JCA's Drug Testing Policy, contact the Dean's Office. JCA also reserves the right to require testing when there is reasonable suspicion of substance use.

Extracurricular Leadership and Participation
Student officers of any class or school organization are expected to cooperate with JCA regulations and offer a good example by encouraging their observance. Officers who are suspended and/or placed on academic or disciplinary probation, or received a written academic integrity incident

Student leaders and participants in extracurricular activities are expected to uphold school rules and serve as positive role models.
Students will lose leadership positions or participation privileges and will be barred from nomination for any office in the following school year during the term of their probation if they are suspended, are placed on disciplinary or academic probation, receive academic integrity violations, or engage in conduct inconsistent with school expectations. This policy applies to athletics, clubs, music, retreats, Kairos, productions, and other school-sponsored activities.

Food Policy
Students are not allowed to have food delivered to school. If a student forgets his/her lunch, a parent may drop off a sack lunch. No FAST FOOD is allowed. Food or drink is not allowed outside the cafeteria, including gum and candy. Students eating or drinking outside of the cafeteria or without teacher permission will be issued a detention.

Hallway Movement- To maintain a safe, orderly, and academically focused environment, all students are expected to remain in their assigned classrooms during instructional time. Hallway movement is restricted to essential purposes only and must be authorized by a valid hall pass issued by faculty or staff.
Students are expected to: use Hall passes only, when necessary, travel directly to and from their destination without delay, follow all staff directions while outside the classroom and respect instructional time by minimizing disruptions. Failure to adhere to these expectations may result in disciplinary consequences and/or loss of hall pass privileges.

No Hall Pass List (Restricted Movement List) - The No Hall Pass List monitors and restricts student movement during class time.
Students may be placed on the No Hall Pass List for reasons including, but not limited to:

- Excessive unexcused absences or tardiness,
- Frequent or prolonged hall pass usage
- Skipping class or being out of assigned areas without permission
- Repeated classroom disruptions related to leaving class
- Violations of school behavior expectations

Students on the No Hall Pass List: Will not be permitted to leave class during instructional time except under approved circumstances and may be required to have escort-based movement when leaving the classroom. Students can always leave class for urgent health needs and approved health accommodation. Placement on the No Hall Pass List is temporary and typically lasts for a defined period.

Identification/Lanyard
Students are issued school ID cards and lanyards.

- ID/ Lanyard must be worn during school hours
- Students must show their IDs to faculty members upon request.

- Lost cards should be immediately reported to the Dean's Office. A replacement Id/lanyard must be purchased for $5 in the dean's office.
- ID cards are necessary for admission to extracurricular activities

Nicotine, Tobacco and Vaping Policy
JCA prohibits the possession (in lockers, in gym lockers, on person, in car or in bag) use, or distribution of tobacco, nicotine products (pouches), vaping devices, or look-alike products on school property or at any school-sponsored event on or off campus. The following measures represent the minimum sanctions.

First Offense
- Minimum one-day out-of-school suspension
- Disciplinary probation related to tobacco/vaping use
- Required meeting with school counselor and completion of effects of tobacco and nicotine assignment

Second Offense
- Three-day out-of-school suspension
- Enrollment in an approved cessation program
- Suspension from extracurricular activities including athletics for up to ten (10) school days

Third Offense
- Faculty Discipline Board hearing

Public Displays of Affection
Students are expected to maintain appropriate behavior while at school and during school-sponsored activities.
Public displays of affection are not permitted. Repeated violations may result in referral to the dean's office.

Senior Disney Trip Eligibility
Students participating in the Senior Disney Trip must remain in good academic, disciplinary, attendance, and financial standing throughout their senior year.
Students may lose eligibility for the trip if they:
- are suspended,
- are placed on academic, attendance, or disciplinary probation,
- receive an academic integrity violation,
- or have unpaid financial obligations.

Students removed from participation may forfeit any nonrefundable payments.
The administration reserves the right to remove students whose conduct is inconsistent with school expectations.

Sexual/Inflammatory Actions and Statements
Using profane, vulgar, obscene, inflammatory, racist, or sexist words or gestures; indecent exposure; possession of and/or distribution of profane, vulgar, or obscene materials/items. Includes any form of sexual harassment.

Social Web Sites
Students are not permitted to access social media websites during the school day or while on campus, unless expressly authorized for educational purposes.
Students should exercise caution when posting personal information online, including photographs, videos, and identifying details. Online behavior that negatively impacts the school community may be subject to school review and discipline.
If the school becomes aware of inappropriate online content involving students—including but not limited to harassment, bullying, or images depicting illegal or unsafe behavior—parents/guardians will be notified. Students found to be in violation of the JCA Behavior Code may be subject to disciplinary action.
In cases involving potential violations of law, the school may report the matter to appropriate authorities.

Student Threats of Violence
The safety and well-being of all members of the school community are of the highest priority. Any student who makes a threat of violence or exhibits behaviors indicating a potential for imminent harm toward any individual or school property will be addressed promptly and seriously. The following procedures will be implemented:

- **Immediate Removal from School**
  The student will be immediately removed from the school environment by the Dean's Office.
- **Law Enforcement Notification**
  Law enforcement will be contacted when deemed appropriate based on the nature and severity of the threat or behavior.
- **Psychological Evaluation Requirement**
  The student must complete a psychological evaluation conducted by a qualified mental health professional before consideration for return to school.
  The Dean and/or School Counselor will consult directly with the evaluator to discuss the results.
- **Required Documentation**
  Prior to any reinstatement decision, the school must receive:
  - A signed Release of Information form
  - A written report from the evaluator addressing the student's emotional and behavioral readiness to return to school

- **Administrative Review Process**
  The Principal, Dean, School Counselor, and other appropriate staff members will review all available information and determine whether the student may return to school and under what conditions.
- **Reentry Meeting**
  Before returning to school, the student and their parent/guardian must participate in a reentry meeting with school administration and any other relevant staff. Expectations for continued enrollment, including any support plans or behavioral conditions, will be clearly outlined.

Technology Misuse/ Computer/Software Tampering

Misuse of school technology or equipment is prohibited and may result in disciplinary action, including suspension and/or probation.
Prohibited actions include:

- Damaging school technology equipment
- Tampering with school-owned devices, software, or network systems
- Accessing another user's account without authorization
- Copying, altering, deleting, or distributing school or student files without permission
- Attempting to bypass security settings, internet filters, or network protections
- Any unauthorized or inappropriate use of school technology resources

School technology equipment includes, but is not limited to:

- computers,
- keyboards,
- projectors,
- cameras,
- printers,
- tablets,
- and related technology devices.

Additional disciplinary consequences and/or financial restitution may be required for intentional damage or misuse.

SCHOOL INFORMATION

Automobile Registration and Use

Registration:

- Students who drive to school must register their vehicle with the Dean's Office and purchase a parking permit.
- Hangtags should be hung from the rearview mirror.
- On a pre-arranged date, students will select a parking space on a first-come, first-served basis.

The campus speed limit is 5 m.p.h. unless conditions warrant going slower. It is extremely important that everyone adheres to these rules since they are designed to ensure the safety of JCA students.
Disciplinary action will be given to students who: illegally park, fail to display a parking permit, drive recklessly, and do not obey all yellow lines and signs.
Students who consistently fail to observe parking regulations may have their vehicles towed at the owner's expense.
Students are reminded to lock their cars and take their keys with them. The parking lot is part of the school campus, and all school rules apply. Since the parking lot is JCA's private property, the school reserves the right to search the contents of a car if or when the Dean's Office deems such action necessary to maintain the integrity of the school environment and/or to protect the property and/or rights of others.

Building and Campus Care

Students are expected to treat the campus with respect. Students may not deface/write on walls, desks, lockers, locker signs or bulletin boards, etc. Students must dispose of garbage properly in all areas of campus. Only masking tape or magnets may be used on walls and other surfaces. Items hung in the corridors must be approved by the Dean's Office prior to placement, and items must be removed once the event is completed. Any person who damages school or individual property, intentionally or accidentally, may be responsible for replacement and/or repair costs and face disciplinary consequences.

Dance Attendance

JCA holds formal and semi-formal dances each year. Non-JCA students may attend with a JCA student if the non-JCA student completes a guest form. The maximum age for a non-JCA student is 20 years old. The minimum age is a high
school student. The Dean's Office reserves the right to deny attendance to non-JCA students. JCA students can attend these dances without a date. Random alcohol breathalyzer tests may be administered at all dances.

Dean as Interpreter

The JCA administration reserves the right to interpret, change, correct, or add to the contents of this handbook. The right of interpretation further applies to searches of a student's locker, pockets, purse, book bag, or other concealed compartments when reasonable grounds exist to suspect that such a search will turn up evidence that a school rule is being violated. All the policies, rules, and regulations are authorized by the Administration and are to be interpreted by the Dean.

Drop-Offs and Pick-Ups

To eliminate traffic congestion before and after school, there is a choice of two locations for drop-off and pick-up of students; the far south Ingalls lot and the front driveway on Larkin Avenue.

Fire/Tornado Drill

The normal signal for a fire or tornado drill is the alarm ringing. Upon hearing the signal, the following actions should be undertaken:

1. Move as quickly as possible, in single file and in silence, so that any necessary directions may be heard
2. Charts for drill procedures are posted in each classroom.
3. The best route is the quickest route. The posted directions should be followed. If congestion occurs, teachers may use their discretion as to which route is the quickest.
4. Doors and windows should be closed.
5. In case of fire, move away from the building once the exit is made.

Health Office

The JCA Health Office is staffed daily from 8:00 a.m. to 2:30 p.m. Except in emergencies, students must have teacher permission, a signed planner pass, or teacher contact before reporting to the Health Office.

Asthma, Allergies, and Diabetes

Students are permitted and encouraged to carry medically necessary items such as:

- inhalers,
- EpiPens,
- and diabetic supplies.

Parents/guardians are encouraged to provide additional emergency medical supplies to the Health Office for students with severe allergies, asthma, or diabetes.

Pre-Existing Medical Conditions

Parents/guardians should notify the Health Office of any medical condition that may require attention during the school day. All medical information will be handled with appropriate privacy and confidentiality.

Relevant medical information should also be included on the student's annual Student Profile Sheet.

Medication at School

A completed Medication Authorization Form is required for any medication administered or stored at school, including both prescription and over-the-counter medications.

The authorization form must be signed by:

- the student's physician, advanced practice nurse (APN), or physician assistant (PA),
- and a parent/guardian.

All medication authorization forms will be maintained in the Health Office.

Students may not carry or store medication on their person or in lockers unless specifically authorized by the school for medical reasons. The sharing, transferring, or distribution of medication between students is strictly prohibited and is considered a Behavior Code violation.

Incoming Freshman and Transfer Student Health Records

In accordance with Illinois School Code requirements, all incoming freshmen and transfer students must submit required health records prior to the start of school. Students participating in a fall sport must submit all required documentation **by July 1.** Students who do not submit the required health forms and immunization records **by October 15 may be excluded from school until compliance is met, as required by Illinois law.** To meet this requirement, each student will need to provide the JCA Health Office, documented on the Certificate of Child Health Examination Form (available in the Health Office or the JCA website, www.jca-online.org)

Required documentation includes:

- A current physical examination completed within one year prior to entering high school
- A completed Illinois Certificate of Child Health Examination Form
- A complete immunization record
- Parent/guardian completion and signature of the Health History section
- Signatures from the student's healthcare provider verifying immunizations and examination information

Physical examinations may be completed by a:

- physician,
- advanced practice nurse (APN),
- or physician assistant (PA).

JCA also strongly recommends that students receive a dental examination.

The JCA Health Office is required to report student immunization compliance information to the Illinois State Board of Education annually.

Lockers

Student lockers are the property of JCA and are provided for student use during the school year. Students are responsible for maintaining their lockers in a secure, clean, and respectful manner.

Students are expected to:

- Keep lockers always locked using the school-issued lock
- Keep locker combinations private and not share them with others
- Maintain lockers free of graffiti, damage, or vandalism
- Avoid placing stickers or decorations on lockers that may cause damage or leave residue
- Use only their assigned locker

Students may access lockers between classes provided they arrive to class on time. Students should bring all necessary materials to class and should not request locker access during instructional time except in emergencies.

Any student found:

- tampering with another student's locker or lock,
- using an unassigned locker,
- or damaging locker property

may be referred to the Dean's Office for disciplinary action.

Because lockers are school property, JCA reserves the right to inspect or search lockers when administration determines it is necessary to maintain school safety, protect property, or uphold school policies.

Lost and Found
Students are encouraged not to bring valuables or large amounts of cash to school. JCA is not responsible for lost, damaged, or stolen personal property. Lost items should be turned in to the Dean's Office. Found computers or technology equipment should be taken directly to the Help Desk. Students may check the Lost and Found for missing items.

Parent Delivery of Forgotten Items During School Day
The delivery of forgotten school items by students is discouraged and should only be delivered on an emergency basis. This practice should not become a regular habit to ensure students develop accountability for their belongings. All items delivered must be labeled clearly with the student's full name. Students are responsible for picking up the item in the dean's
Students are expected to come to school prepared with all required materials. Delivery of forgotten items during the school day should occur only in emergency situations and should not become a regular practice.
All delivered items must:

- be clearly labeled with the student's full name,
- and dropped off at the Dean's Office.

Students are responsible for picking up their items from the office.
Fast food deliveries from parents, restaurants or delivery services, including Uber Eats and DoorDash, are not permitted.

Restricted Areas
Students may not enter or remain in restricted areas without permission and staff supervision.
Restricted areas include, but are not limited to:

- faculty or administrative offices,
- locker rooms,
- the Computer Center,
- gymnasium,
- weight room,
- faculty lounges,
- cafeteria,
- and classrooms.

Students are also prohibited from:

- Tampering with another student's locker or lock
- Being in the parking lot during school hours without permission from the Dean's Office
- Being in hallways or stairwells during class time without a pass
- Leaving the building or designated school areas without permission

Leaving approved areas without permission may be considered truancy and may result in disciplinary consequences.

Running
For safety reasons, running is not permitted in the building. Students who have been detained and corrected for running, and are tardy for class for this reason, will not be excused for this tardiness and will be expected to serve the appropriate consequences.

Shadow Visit Program
JCA welcomes prospective students through its Shadow Visit Program.
The following guidelines apply:

- Visits must be scheduled through the Admissions Office at least one week in advance.
- Guests must be junior high students.
- Guests must follow the school dress code and behavioral expectations.
- Both the host student and guest must check in through the Main Office on the day of the visit.
- Guests are required to remain with their host students throughout the school day.

The Admissions Office reserves the right to approve or deny shadow visit requests.
Shadow visits are available on Fridays only from September through April.
Guests are responsible for notifying their current school of absence and completing any missed coursework.

Snowballs
Throwing snowballs is prohibited on school grounds because of potential safety risks and injuries.

Telephone Messages
In the event of an emergency, parents/guardians should contact the Dean's Office. School personnel will ensure that important messages are delivered to students appropriately.

Counseling Department

Joliet Catholic Academy's Counseling Department delivers a comprehensive, developmental, results-based school counseling program that promotes and enhances student success. The Counseling Department consists of four school counselors, the Director of Diversity & Inclusion, and a counseling secretary. Our Director of Diversity and Inclusion works with our students to make sure each and every one of them feels valued at JCA. School counselors offer individual counseling and deliver a counseling curriculum focused on their students' growth in three domains: academic, personal/social development, and college/career. The college/career counselors design and provide resources and curriculum for college/career readiness, collaborate with the school counselors, and work with students and their families throughout the college search and application process. Students are assigned a college/career counselor at the beginning of their junior year.

Counseling Department Services

Individual Counseling

JCA school counselors offer individual counseling to oversee their students' growth in academic, personal/social, and college/career domains over the course of four years. School counselors meet with every student individually at least once each semester.

- ***Academic:*** Counselors receive academic progress reports and monitor student grades, consult with teachers as needed, and help students set goals and create four-year academic plans.
- ***Personal/Social:*** Counselors are responsible for responding to the immediate needs of students in crisis, whether due to medical, emotional or personal difficulty. While maintaining our professional obligation to confidentiality, counselors collaborate with parents, faculty, and outside clinicians to best support students during these times.
- ***College/Career:*** Counselors introduce long-term college and career planning with students during freshman and sophomore years; they collaborate with the college counselor, who works with students throughout the college search and application process. Students begin working with a college counselor during junior year.

Important Counseling Department Policies

1. Professional contact with students is maintained each semester by counselors.
2. A student may request an appointment with a counselor at any time, and it is recommended whenever a student has any concern. A request for an appointment is made with the Counseling Department secretary. Counselors respond to the student-initiated appointments at the earliest possible moment.
3. The Counseling Department will process all requests for official transcripts to be sent to colleges. Students are responsible for completing, signing, and submitting a transcript request form and the appropriate fee before transcripts will be sent. **All business accounts with JCA must be current before transcripts can be sent.**
4. College Admissions Representatives visit with junior and senior students at JCA in the College/Career Center in the Counseling Department. The schedule of visits is announced in advance at school and via Naviance Family Connection. Juniors and senior students may register for a maximum of five (5) meetings per year through their Naviance Family Connection account or with the Counseling Department Secretary.
5. Two (2) college visit days are permitted for junior and senior students only. After the student has scheduled a visit to a college, he/she must complete and submit a College Visit Day Request Form before the absence for the visit. Forms are located in the Counseling Department. Signatures from teachers, counselor, and parent/guardian are needed before this form can be submitted to the Dean's Office for attendance purposes. If this procedure is followed, no parent phone calls are necessary on the day of the college visit. No college visit days will be approved during the month of May for seniors.

Counseling Center Resources

College/Career Center
Naviance
College Admission Representative Visits
Community resources and referral
Local Scholarship Database

Tuition and Fees

The Board of Directors and Administration of Joliet Catholic Academy encourage parents and guardians to pay the true cost of the education of their children. Tuition does not cover the cost of educating a student. The ACTUAL COST to educate a student at JCA is $22,460.96.

Registration assumes the parent's or guardian's ability to meet the JCA tuition and costs payment schedule. Tuition and additional costs must be paid according to the FACTS detailed payment schedule list on the tuition portal. Fees are billed at various times throughout the year.

JCA requires all parents and guardians to make tuition and fee payments via an automated payment plan either through an ACH withdrawal or credit card payment on FACTS Tuition Management System to JCA. FACTS payments ensure that your account is current and allows your student to take semester exams in a timely manner. Students will be precluded from having their final exams graded and participating in extracurricular activities if tuition accounts are not current. A**ll payers are required to create a tuition payment account with "FACTS Tuition Management System" to pay tuition and fees through an ACH withdrawal or credit card payment, no exceptions.**

All students are required to have tuition current according to the payment plan their parent/guardian selected (Annual, Semi-Annual, Quarterly, and/or monthly). The dates for payment are outlined in the Tuition Rates/Payment Plan schedule. Monthly payors have payments due for the 10-month billing period July through April, net of financial aid awards and/or scholarships. Monthly payments must be made to stay current with the Business Office. Monthly tuition payors must have monthly payments made by the end of each month to remain current. Should the past due tuition approach forty-five (45) days late, parents will be contacted by email, phone and/or letter requesting an immediate conference with the Business Office. Please refer to "Delinquent Accounts" for necessary action taken when the account is past due. An account is "delinquent" or past due when a payment is missed at 30 days.

Tuition account balances carried past the last business day of the month are **past due**. They will incur a finance charge of 1.5% per month (18% annual rate). **Students carrying past due balances at the end of an academic quarter will not be allowed to begin a new quarter.** In addition, students will be excluded from taking semester exams, participating in extracurricular activities (including athletics), class schedules or report cards will not be issued, and access to online grades will be unavailable. No official transcripts will be sent, nor a diploma granted.

**** Payments not received by April 30, 2027 must be satisfied by cash, credit card, cashier's check, money order, or certified check. Personal checks will not be accepted.***

Delinquent Accounts

If a delinquent balance remains near the end of any semester, students will be excluded from classes, exams, athletics and or activities. Other consequences may apply as mentioned in this handbook. Additionally, students will not be allowed to return for the next quarter until all outstanding balances are brought current.

All financial responsibilities must be satisfied with the Business Office before the school releases official transcripts. This policy includes graduating seniors and students transferring from Joliet Catholic Academy. Payments are subject to holds for processing and clearing the bank. Payments made by Cashier's Checks are subject to a hold of 3 business days. Payments made by personal checks, credit or debit cards are subject to a hold of 15 business days. Should a balance be sent to an outside agency for collection action, in addition to the outstanding balance, you will be responsible for late fees, interest, collection fees, and attorney and court fees.

Accounts for ALL students must be current by the end of the third quarter. Any student whose account is not current at the end of the third quarter will be denied any year-end privileges granted to his/her class (i.e. Prom, end-of-year lunch, etc.). In addition, any JCA student with a past due balance may not participate in any school-sponsored trip until all current tuition and fees are paid in full. JCA, as a school, does not sponsor trips to foreign countries or areas of the United States. However, some teachers organize trips with JCA students.

Tuition assistance grants and brother/sister tuition discounts are credited to the tuition account in equal installments and prorated according to the payment plan chosen. Work service is credited at months' end as the student completes his/her work assignment(s).

Checks and ACH payments returned to JCA marked "NSF" will incur a ***$35 service charge***, with the amount of the check/ACH payment charged back to the tuition account and that amount considered past due. Parents, guardians and students may seek clarification concerning tuition policy from the Business Office.

When a student enrolls or transfers into JCA after a semester has already begun, that student's parent(s) and/or guardian(s) acknowledge and agree to payment of full tuition and fees, which are due for the semester in which they begin attending classes. By enrolling or transferring to JCA after a semester has already begun, the student's parent(s) and/or guardian(s) acknowledge that their student will receive a full semester's credit after satisfactory academic completion of their enrolled courses from Joliet Catholic Academy. ***Tuition and fees are not prorated for enrollees and transfer students who begin after a semester has already begun.***

Venue and Attorney Fees

By completing this form, the undersigned agree that this contract shall be considered entered into in Will County, Illinois and any legal action taken as a result of this contract will be litigated solely in Will County, Illinois. The undersigned also agree to pay the the reasonable Attorney Fees incurred by Joliet Catholic Academy, incurred in the collection of any monies due Joliet Catholic Academy, pursuant to this contract and to enforce any provisions of this contract.

Tuition Rates/Payment Plan

Annual $15,750.00 per school year: Full payment by July 2026
Semi-Annual ($7,912.50) due July and November 2026. Total due **$15,825.00**
Four installments ($3,975.00 each) due by July, September, November 2026 and January 2027. Total due **$15,900.00**
Monthly installments ($1,597.50 each) due each month July 2026 through April 2027. No monthly adjustments allowed. Total due **$15,975.00**

A **$350 non-refundable Annual Registration Deposit** will be required of all incoming freshmen, sophomores, juniors, and seniors. **This deposit is non-refundable**.

Brother/Sister Scholarships: Also available through the JCA Leveraged Financial Aid program. Irrespective of Financial Aid being filled out the following Brother/Sister Scholarships will be awarded:
2nd child tuition: $1,325 discount
3rd child tuition: $2,645 discount
4th child tuition: Full tuition discount
Please contact JCA Admissions at admissions@jca-online.org or 815.741.0500 for more information on multiple sibling need-based scholarships.

Additional Costs

$30 **Application/Transfer Fee**
A one-time fee upon entering JCA.

$200 **Athletic Participation** *(Families with student athletes only)*
The fee for athletic participation is per athlete, per athletic season *(October, January, April)*

$250 **Athletic Participation / Football Only** *(per season)*

$200 **Band**
Billed in September.

$50 **Broadcasting Class**

$1,300 **Busing**
$1,300 one-time *(September);* or two installments of $750 total $1,500 *(September & December)*

$125 **Computer Science Class**

$18 **Daily Planner**
Billed in July. (*Replacement Planner: $20 per replacement)*

$60 **Drug Testing Fee**
Billed in July.

$480 **Fundraising Obligation** *(Families with one student enrolled at JCA.)*
$700 **Fundraising Obligation** *(Families with more than one student enrolled at JCA.)*

JCA's mandatory fundraiser is the Spirit Raffle. The Spirit Raffle quota is $480/student or $700/family. ***Any student who does not sell their quota will have the balance of the unsold tickets added to their tuition account in November. Unsold raffle tickets must be paid for prior to first semester exams.*** Foreign exchange students will be charged the fundraising obligation upon registration. Any sales of Spirit Raffle tickets by foreign exchange students will be credited to the student's account.

$200 **Graduation** *(Seniors only)*
Cap and gown, announcements, invitations, and diploma. Billed in July.

$408	**Laptop Lease Fee** Billed in full in July.
$300	**Kairos** *(Juniors and Seniors only)* Billed in October.
$50	**One-to-One Technology** *(Freshman and Transfer students only)*
$10	**Parent Association Dues** *(per student)* Billed in July.
$200	**Parking Permit**
$50	**Retreat Fee** *(Freshman, Sophomores, Juniors only)* For facilities rental, transportation, supplies, etc. Billed in July.
$125	**Robotics and Engineering Class Fee.** Billed in September.
$75	**Schedule Changes** *(per change)*
$150	**Technology**
$15	**Transcripts** *(per copy)*

SPECIAL NOTE: Processing and Handling Fees

Processing and handling charge for payments made in the Business Office by credit card will be charged a 4% processing and handling charge. JCA accepts VISA, Mastercard, and Discover. Tuition and fees paid online currently do not incur this fee. JCA reserves the right to add a convenience fee to online tuition fee payments.

Withdrawal Tuition

Regardless of the payment plan selected, tuition is charged from the inception of the school year through the end of the quarter in which a student leaves Joliet Catholic Academy. Tuition charges are prorated on a quarterly basis and **not** a daily basis (subject to the payment plan selected). Students will not be charged for a quarter that they have not started. If a student begins a quarter and then leaves after the quarter begins, they will be charged tuition and fees for the entire quarter. When applicable, financial assistance received will also be prorated accordingly. **FEES AND THE ANNUAL REGISTRATION DEPOSIT ARE NOT REFUNDABLE.** Questions regarding tuition should be directed to the Business Office.

Tuition Assistance Programs

Except for the Work/Service Program, tuition assistance is prorated in accordance with the tuition payment plan selected. Summer Work/ Service will be credited by the August billing statement.

Parents are required to make monthly, timely tuition payments to receive financial aid when choosing the monthly payment plans. NO EXCEPTIONS. Tuition accounts must be current at all times. Late fees will be assessed each month and students will be in jeopardy of financial aid and/or scholarship awards being rescinded for non-payment of tuition balance. If tuition accounts are past due at the end of any month, students will be ineligible for classes for the first of the next quarter. Students will be ineligible for semester and final exams.

Brother/Sister Tuition Discount

Brother/Sister Tuition Discount only applies to families with more than one student currently attending JCA. $1,325 discount for the second student (applied to the oldest child); $2,645 for the third (applied to the second oldest child); and a 100% discount for the fourth and fifth students (applied to the tuition statement of the youngest child) currently in attendance for the 2023-2024 school year.

Diocesan Financial Aid Program for Needy Students

The Bishop's Tuition Grant Program Application, administered by the Diocese of Joliet, is made directly by JCA families. Financial need is determined by an independent processing agency hired by the Diocese. Forms are available online to parents in January of the preceding school year. All families are encouraged to apply online and need to reapply every year. Applications must be submitted to the FACTS processing agency by March 1st. ***To receive tuition assistance from any Joliet Catholic Academy resource, an application must be made to the Bishop's Tuition Grant Program.***

Joliet Catholic Academy Tuition Grant Program

Families who have demonstrated financial need are further considered for a JCA grant. Eligibility requires application to the Bishop's Tuition Grant Program (outlined above). Due to limited funding, the JCA Tuition Grants provide only a small portion of the cost of tuition and fees. The remaining portion is the responsibility of the family and/or student. All school tuition grants are conditional and a student receiving a

grant must demonstrate satisfactory academic performance and effort, maintain a discipline record in accordance with JCA's expectations, meet the annual Spirit Raffle student/family quota, and fulfill obligations in JCA's Work/Service Program.

Work/Service Program

The required work or service includes light chores and cleaning of classrooms and grounds. Most of the program is applied over the summer. However, assignments may also be available before or after school for one hour per day. Assignments made to a special project may involve more than one hour per day, but the number of days worked will be less. Length of a work/service assignment is in proportion to the amount of the grant.

Venue and Attorney Fees

By completing this form, the undersigned agree that this contract shall be considered entered into Will County, Illinois and any legal action taken as a result of this contract will be litigated solely in Will County, Illinois. The undersigned also agree to pay the reasonable Attorney Fees incurred by Joliet Catholic Academy, incurred in the collection of any monies due Joliet Catholic Academy, pursuant to this contract and to enforce any provisions of this contract.

Miscellaneous Information

Asbestos Management

JCA's Asbestos Management Plan, as required by law, is available for inspection during normal business hours by representatives of the U.S. Environmental Protection Agency and the State of Illinois, and the public - including faculty, other school personnel, representatives, and parents/guardians at 1200 N. Larkin Avenue, Joliet, Illinois 60435 within five working days after receipt of a written request for the most re-inspection report. The school may charge the reasonable cost of making any copies requested.

Crisis Plan

A crisis in school may be defined as an event that disrupts the usual routine and immobilizes or significantly impacts the organizational and support system within the school, requiring the school to take direct and immediate action to assess, stabilize, and restore the level of pre-crisis functioning of individuals as well as the organization.

The objectives of JCA's Crisis Response Plan are to specify roles, delineate responsibilities, assess needs, and prepare for contingencies for the orderly return to normality.

In a crisis situation, JCA will refer to its Crisis Plan and the Illinois State School Emergency and Crisis Response Plan (available in the President/Principal's Office).

Wellness Plan

The Joliet Catholic Academy administration, faculty and staff strives to educate the whole student: mind, body and, soul. The following are guidelines in each of those categories to address the needs of our students:

Goals Promoting Academic Health:

1. JCA will provide a challenging curriculum that provides opportunities for students to excel in all areas.
2. JCA will work to promote positive a classroom experience and learning atmosphere for each student.
3. We will work to promote positive relationships among students and an overall learning environment where students are comfortable in their educational surroundings.
4. JCA will provide an overall educational plan that meets and exceeds State and National Standards.

Goals Promoting Health and Nutrition:

1. Students will be offered a variety of food and beverage options that are consistent with Government Standards for nutrition.
2. JCA will offer a variety of fruits and vegetables.
3. JCA will Serve low-fat or fat free milk.
4. JCA will ensure that products containing whole grains are offered.
5. JCA will follow state and national guidelines in regard to vending machine standards.
6. JCA will ensure that we are striving to meet the nutrition requirements set forth by the National School Lunch Program.
7. JCA will try to make sure that all items sold outside the cafeteria (i.e. fundraisers, snack shops, etc.) meet state and national standards.
8. JCA will strive to schedule mealtimes that are appropriate for our students and give them an adequate amount of time to eat.
9. JCA will strive to make sure that students are eating in a clean and sanitary environment.
10. The JCA cafeteria and concession stand is evaluated by the Local Health Department.
11. JCA uses their own food service team, to which each member is licensed.
12. Only JCA food service personnel are to prepare food for our students.
13. JCA will never restrict lunch times as punishment.
14. JCA does not participate in the governmental free and reduced lunch program.

Goals Promoting Physical Activity

1. JCA provides opportunities and support for physical activity daily.
2. JCA offers extracurricular activities (i.e. intramurals, sports, clubs, etc.)
3. JCA will not withhold participation in physical education as a punishment.
4. JCA will provide reasonable accommodations for students with disabilities and / or other limitations.
5. JCA will strive to make sure that our facilities and equipment is safe for use.
6. JCA works to make sure that coaches and teachers are up to date with the latest information regarding physical fitness.

Goals Promoting Spirituality

1. JCA's curriculum offers Religion courses each year of a student's high school experience and mandates Religion class every day.
2. JCA offers spiritual opportunities outside the classroom such as retreats, mission trips, mass, etc.
3. JCA has a Campus Ministry Office that serves as a resource for students beyond the classroom.
4. JCA is sponsored by the Carmelites and Franciscans and uses them as a resource throughout our students' educational career. JCA has a Carmelite and Franciscan serving as our Campus Ministers.
5. Students are encouraged to strengthen their faith through many opportunities afforded to them throughout their educational career.

Student Accident Policy & Insurance

JCA assumes no liability related to medical costs incurred as a result of student accident or injury, whether the incident occurred in connection with a school-related activity or co-curricular athletic event or practice. Through an independent insurance carrier, JCA offers voluntary student accident insurance for a nominal fee. Multiple plans are available. The coverage provided in no way is meant to cover all medical expenses. Coverage is intended to supplement a family's medical health insurance program and cannot be used as the sole coverage for participation in athletics. Enrollment and purchase information is available on the school website. Students will not be allowed to tryout

or participate in a sport without insurance coverage through their family's primary health insurance carrier.

Student Permanent Records

A student's permanent record includes:

1. JCA Student Application
2. Student's Birth Certificate Copy
3. Academic Record ~ grade level achieved and standardized test scores
4. Attendance Record (on transcript)
5. Health Record
6. Honors & Awards (These records are kept for a minimum of 60 years after the student has left JCA.)

Student Temporary Records

Temporary records include accident report, teacher anecdotal notes, progress reports, academic integrity reports, and disciplinary and guidance reports. These records are confidential and discarded once the student has graduated or transferred from JCA.

Parent/Student Access to Records

JCA's policy on access to records is as follows:

1. Parents have the right to inspect and/or copy all permanent records.
2. Students have the right to inspect and/or copy their permanent records.
3. School professional personnel may be present to interpret record information.
4. All requests to inspect and/or copy school student records will be honored within 72 hours. The school charges a fee for each record copied.
5. These guidelines do not limit the confidentiality of communication, which are protected by law, or which are given in confidence to religious counselors or authorized school personnel by a student, parent, or any other party.

Release of Records

School records or information contained therein shall not be released or disclosed to unauthorized persons. They may be released:

1. To parents, guardians, students, or representatives designated in writing by the parents/guardians.
2. To the Catholic Schools Office.
3. To official representatives of a school to which the student is transferring on request of either the student or the school.
4. To persons for research purposes provided that no student or parent can be identified.
5. In response to a court order, provided that the parents/guardians are notified in writing and given a copy of the records released. (Parents/guardians may see the records before they are released.)
6. To any person as specifically required by law, provided that the person presents appropriate identification and a copy of the statute authorizing such access.
7. In cases of emergency to appropriate persons if the information is necessary to protect the health and/or safety of the student or other persons and provided that the parents/guardians are notified as soon as possible of such releases.
8. To any person with the dated written consent of the parent/guardian designating the person to whom records may be released. Written record of all releases are kept in the student's record and include consent forms, if any, the name and position of the person requesting information, and the purpose, the date, and the name of the person releasing the records.

Student Transportation
Joliet Catholic Academy, in a cooperative program with an independent bus company, offers student transportation. The bus routes for the school year will be evaluated based on the number of those interested. Generally, a minimum of five or six students will be required before adding a route is considered. Costs for these routes are determined based on the rates charged by the bus company. **No one-day or one-way fares are allowed.** Billing is sent directly to the parents by JCA. JCA subsidizes approximately 80% of the cost of busing; JCA families pay the remaining 20%.

When bus routes are determined in early August, the bus company will contact those families on the route who have completed our transportation survey form. Alternately, JCA is easily accessible via the Joliet Mass Transit District, as well as through family and student carpools.

Work Permits
Work Permits are available from the Student Records Coordinator during regular school office hours. To obtain a valid work permit the student must:

1. Bring in a valid copy of their birth certificate for proof of birth date.
2. Bring in a completed work permit application, available in the Main Office.
3. Appear in person to sign the official work permit.

Extracurricular Activities

Students at Joliet Catholic Academy are highly encouraged to participate in extracurricular activities, if possible. Listed below are some of the activities and organizations that afford this opportunity to students:

- Accepting Cultural Diversity Club (ACDC)
- Art & Literary Magazine
- Bass Fishing
- Big Buddies / Little Buddies
- Broadcasting Club
- Chess Club
- Cooking Club
- Drama Club
- Econ Club
- eHill Sports
- Fall Play
- French Club
- Future Teachers of America
- Gardening Club
- Habitat for Humanity Campus Chapter
- Hillzone
- History Club
- International Thespian Troupe 1046
- Intramural Sports
- Key Club
- Math Team
- Medical Science Club
- Music Ministry
- National Art Honor Society
- National English Honor Society
- National French Honor Society
- National Honor Society
- National Math Honor Society
- National Spanish Honor Society
- Open Mic Club
- Pickleball Club
- Psychology Club
- Robotics Club
- Scholastic Bowl
- Sewing Club
- Spanish Club
- Spring Musical
- Student Ambassadors
- Student Council
- Swimming and Diving
- Tech Club
- Tri-M Music National Honor Society
- Victory View / Newspaper Club
- Vocal Ensemble
- Women's Science Club
- Yearbook

Athletics

Joliet Catholic Academy, a member of the Illinois High School Association, Chicago Catholic League, and the Girls Catholic Athletic Conference, offers all students the chance to compete in interscholastic athletics. Currently, JCA offers the following sports:

BOYS:
- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Soccer
- Swimming
- Tennis
- Track and Field
- Volleyball
- Wrestling

GIRLS:
- Basketball
- Cheerleading
- Cross Country
- Dance Team
- Flag Football
- Golf
- Soccer
- Softball
- Swimming
- Tennis
- Track and Field
- Volleyball
- Wrestling

Various levels of competition are available in each sport including Varsity, Junior Varsity, Sophomore, Freshman-Sophomore, and Freshman. Fostering excellence in academics, promoting the dignity of the individual, and teaching good sportsmanship are among the many goals of the JCA Athletic Program. Student-athletes are expected to be responsible for these goals by maintaining a high degree of self-discipline at all times in the classroom, at practice, and at games. The opportunity to participate in athletics naturally demands more of the student-athlete (i.e. proper care of facility and equipment, punctuality in arriving and leaving practice, and presenting a positive image of JCA at all public sporting events). We look to the cooperation and encouragement of parents and guardians in helping student-athletes achieve the goals/requirements of the Athletic Program.

The student-athlete is responsible for maintaining athletic eligibility through satisfactory academic progress. IHSA mandates that every week each school monitors their student athletes' grades to determine athletic eligibility. Students must pass five (5) or more classes per week to remain eligible to play as per IHSA regulations. Weekly ineligibility extends from Monday to Sunday.

Students not passing (5) or more courses at the end of the first or second semester become ineligible for the next semester. Course failure at the end of the semester requires attending a recognized summer program. This is coordinated by the Associate Principal.

Joliet Catholic Academy allows student-athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values, or modesty preferences. Students wishing to modify their athletic or team uniform are required to contact the Athletic Director and Dean prior to making any modifications.

Athletic Day of Celebration
The Athletic Days of Celebration for Prospective Student-Athletes are held three times a year: November, February, and April. Criteria to partake in one of the Athletic Days of Celebration requires a student-athlete to receive an athletic scholarship in their particular sport from a Division I, Division II, or NAIA college/university. Division III is non-scholarship, so the student-athlete must receive a Celebratory Signing Form from the college/university.

In order for a Senior JCA student athlete to participate in one of the Athletic Days of Celebration:

- The Senior JCA student athlete must be listed on a current JCA varsity roster in one of the above-listed sports printed on their Letter of Intent or Celebratory Signing Form from the college/university they will be attending.
- A copy of the Letter of Intent or Celebratory Signing Form must be turned into the Athletic Office and the respective coach at least **2 days** before the signing day.

IHSA (Illinois High School Association)
2715 McGraw Drive, Bloomington, IL 61704 n (309) 663-6377

Office Hours: 8:00 a.m. to 4:15 p.m. during the school year and 8:00 a.m. to 4:15 p.m. Mon. - Thurs. during the summer.
Eligibility Rules: Available on the IHSA website: www.ihsa.org

NCAA (The National Collegiate Athletic Association)
700 W. Washington Street, P.O. Box 6222, Indianapolis, Indiana 46206-6222 n (317) 917-6222
Eligibility Rules: Available on the NCAA website: www.ncaa.org

NAIA (National Association of Intercollegiate Athletics)
120 W. 12th Street, Suite 700, Kansas City, MO 64105

Adult Organizations

JCA enthusiastically supports organizations open to parents, alumni, and friends. The purpose of these organizations is to involve adults in the JCA community. Most groups sponsor functions to bring people together and help enhance and share the caring community spirit which is a hallmark of Joliet Catholic Academy. Each organization contributes financially to the school, thereby helping to keep tuition low and accessible for most families in the Joliet region, while targeting areas of future expansion. **The JCA community owes a deep sense of gratitude to the adults who care enough to get involved in the education of the students at Joliet Catholic Academy.**

JCA Parent Association

The primary objective of the Parent Association, a service organization, is to build a community of spirit and involvement. This volunteer group also promotes communication between parents/guardians of JCA students and the JCA Administration. The Parent Association assists the school in general school support (mailings, data entry, etc.), fundraising activities, social events (chaperones at dances, hosts at school functions), and athletic happenings (program & ticket sales, hosting, etc.).

The Parent Association is an organization for all parents and guardians of JCA students. Annual dues are $10 per family, which is automatically billed in June. Group meetings are held on the first Tuesday evening of each month (except July) in the JCA Library/ Media Center.

Detailed information regarding the activities of the Parent Association can be found in the monthly Parent Pride newsletter, which is available online via the JCA website, www.jca-online.org.

For more information contact a member of the Parent Association; contact information is listed on the cover of the Parent Pride newsletter.

JCA Alumni Association

The JCA Alumni Association, a self-supporting organization, exists to build a sense of community and involvement among the alumni of St. Francis Academy, De La Salle, Joliet Catholic High School, and Joliet Catholic Academy. In addition, it promotes the interest and welfare of JCA through the support of worthy projects and activities of JCA students. The Alumni Association strives to foster the moral, spiritual, and intellectual ideals taught, inspired and endorsed by JCA.

The Alumni Association hosts several annual events. The Association also coordinates community service projects throughout the year. For more information contact JCA's Alumni Relations Office at (815) 741-0500 or alumni@jca-online.org.

Parent Guide
Understanding & Preventing Child Sexual Abuse

Diocese of Joliet
425 Summit Street, Joliet, IL 60435
www.dioceseofjoliet.org

The Diocese of Joliet is committed to promoting an environment that will help ensure the safety of children and young people. If you have participated in a Protecting God's Children session, you have already received much information. This brochure is the next step in our efforts to help keep children safe. You are the primary educators of your children, so it is important that you talk with them personally about their safety. The material in this brochure is designed to give you background information about sexual abuse, to inform you about other ways to keep your children safe, and to provide you with tips for talking to your children. Staff members at the Religious Education Office (815-727-6411) and at the Catholic Schools Office (815-838-2181) are available to help you. Please call them if you have any questions about the material contained in this brochure or if you need more information.

Content below is scripted from "Keeping Children Safe from Abuse: Tips for Parents and Caregivers" © 2004 Committee for Children www.cfchildren.org, with Permission from Committee for Children and from the Diocese of Springfield, IL, as provided by the Diocese of Joliet.

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

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

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

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

Do Children Lie About Abuse?
Children rarely lie about sexual abuse. More often, they are afraid to tell.

Protecting Your Children
Here are some things you can do:
- Educate yourself about sexual abuse.
- Learn and practice specific guidelines for protecting children from sexual abuse.
- Talk to your children about touching safety. (See Teaching Personal Safety Skills.)
- Teach your children personal safety rules before they reach school age.
- Allow your children to participate in personal safety instruction.

Safety with Babysitters

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

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

Guidelines for Single Parents ~ If you are a single parent and are dating, this brings unfamiliar adults into your home.

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

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

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

Teach Your Children These Rules

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

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

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

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

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

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

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

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

Safety on the Internet ~ It is important for parents to educate children on Internet risks and monitor use of the Internet some rules:

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

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

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

More Safety Tips for Teens

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

The Bottom Line

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

Safe Families ~ Being a parent is one of life's greatest challenges. However, if you have a strong relationship built on a foundation of trust, and your children have skills in self-management, relationship-building, and problem-solving, they are more likely to make safe choices and set personal safety boundaries. *For more tips for parents, please visit http://www.cfchildren.org*

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

Faith's Law

All children have the right to grow up in safe and healthy communities that have welcoming and nurturing schools. Your child's wellbeing and safety is paramount at Joliet Catholic Academy. To that end, and in accordance with Public Act 102-0676, 105 ILCS 5/2-3.188, you are receiving access to the Illinois State Board of Education's resource guide.

The Faith's Law Resource Guide was developed in Spring 2023 in consultation with relevant stakeholders across the state. It provides guidance for students, parents/guardians, and teachers about sexual abuse response and prevention resources available in their community.

Please note that this resource is in addition to the several resources JCA and the Diocese offers pertaining to safe environment.

JCA parents and guardians can review the resource guide, by clicking the following link which will take you to the document on JCA's website: https://resources.finalsite.net/images/v1767981496/jcaonlineorg/eng33botipejib3kzlfc/Faiths-Law-Resource-Guide_1.pdf

ILLINOIS STATE BOARD OF EDUCATION

ILLINOIS STATE BOARD OF EDUCATION POLICIES
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1430 Missing Person and His/Her School Record

Each school shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State police.

The procedure is as follows:
Upon notification by the Illinois State Police of a person's disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

1440 Reporting Drug Violations to Authorities

Each school shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127 which provides that the superintendent of the school or his or her designee shall report all instances of "drug violations" to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located.

a. A "drug violation" is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school related activity:

A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or

A person delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and or 407; or

A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or sub- stance containing any methamphetamine precursor in standard dosage form with the intent that it be used to man- ufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 et seq.

b. Reporting. Upon receiving any report from any school personnel regarding a verified incident involving drugs in a

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

1450 Reporting Firearms on School Property to the Authorities

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the superintendent or his or her designee shall report such firearm-related incident occur- ring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System ("SIRS"), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/27.1A, 5/34-8.05

1460 Reporting Attacks on School Personnel to the 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 enforce- ment authorities as well. 105 ILCS 5/10-21.7

4005 Equal Employment Opportunity

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

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

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

5110 Non-Discrimination

Schools operated under the auspices of the Diocese of Joliet admit students of any race, color, gender, national and eth- nic origin, and immigration status to all the rights, privileges, programs and activities generally available to students at the schools. The names of the elementary and secondary schools can be found in the OFFICIAL CATHOLIC DIRECTORY, published annually.

DIOCESE OF JOLIET

DIOCESE OF JOLIET POLICIES
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Public Act 102-894 (SB4056)
The new law includes changes to reporting of school district bullying policies to ISBE, reporting attacks on school personnel, and adds charter schools and special education cooperatives as subject to requirements of the School Safety Drill Act.

Bullying Policies

- School districts, charter schools, and non-public, non-sectarian elementary or secondary schools must now submit bullying policies to ISBE by September 30 of each year.

- In monitoring the implementation of the policies, the State Board of Education shall review each filed policy on bullying to ensure all policies meet the requirements in law, including ensuring that each policy meets the 12 criterion identified within the definition of "policy on bullying."

- If a school district, charter school, or non-public, non-sectarian elementary or secondary school fails to file a policy on bullying by September 30 of the subject year, the State Board of Education shall provide a written request for filing to the school district, charter school, or non-public, non-sectarian elementary or secondary school. If a school district, charter school, or non-public, non-sectarian elementary or secondary school fails to file a policy on bullying within 14 days of receipt of the aforementioned written request, the State Board of Education shall publish notice of the non-compliance on the State Board of Education's website.

Attacks on School Personnel

- Upon receipt of written complaint, requires the school (rather than the "superintendent, or other appropriate administrative officer for a private school") to report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack.

- Requires schools to report all of these incidents to the State Board of Education through existing school incident reporting systems as they occur during the year by no later than August 1 for the preceding school year.

- Requires ISBE to report data by school district, as collected from school districts, in an annual report of attacks on school personnel and make it available to the public via its website. Requires local law enforcement to report the required data from the previous year to the Illinois State Police's Illinois Uniform Crime Reporting Program, by March 1 of each year.

School Safety Drill Act

- Adds "charter schools authorized by the State Board of Education" and "special education cooperatives" to the definition of "schools" under the School Safety Drill Act and requires these entities to comply with the law.

Threat Assessment Procedures

- Requires charter schools to follow the threat assessment procedures implemented by its authorizing school district or must implement its own threat assessment procedure that complies with the law.

Public Act 102-895 (SB1975)
Requires each school district to disclose to the public, at the public hearing at which the district certifies its budget and levy for the taxable year, the cash reserve balance of all funds held by the district related to its operational levy and, if applicable, any obligations secured by those funds.

Extends inter-fund transfer ability for school districts through June 30, 2026.

Creates an alternative aggregate extension base and recapture for school districts that have a designation of recognition or review according to the State Board of Education's School District Financial Profile System as of the first day of the levy year for which the taxing district seeks to increase its aggregate extension.

Section 101. Governance and Policy-Making

Catholic Schools operate under the auspices of the Diocese of Joliet. Therefore, Catholic Schools in the Diocese adopt in whole all policies set forth in the Handbook of School Policies published by the Diocese of Joliet Catholic Schools Office. The school administrator, faculty and governance board are required to follow all policies of the Diocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those policies and procedures established by Diocese of Joliet. The names of the elementary and secondary schools can be found in the OFFICIAL CATHOLIC DIRECTORY, published annually.

1130 ACCESS TO SCHOOL PROCEDURES AND MANUALS
Copies of the Diocesan Handbooks as well as the local handbooks are available upon request for on-premise reading.

Section 102. Social Media 6740

TECHNOLOGY
The use of technology and Internet in education carries both great promise and great responsibility. Therefore:

- students have access to and practical experience with technology, including the Internet;
- technology is integrated into areas of the school curriculum;
- social justice implications of an increasingly technological society are taught; and
- moral and legal issues concerning Internet access and related technology use are taught to students and respected by each school community.

The Diocesan document Agreement and Authorization for Internet Access and Related Technology Use is used by each local school. Each student's parent(s)/guardian(s) and, if appropriate, each student signs the document each year. Students and their parents or guardians are advised that the Diocese of Joliet Catholic Schools may not request or require a student to provide a password or other related account information in order to gain access to a student's account or profile on a social networking website. The school principal may conduct an investigation if there is reasonable cause to believe the content of a student's social media account has violated a disciplinary rule or policy of the school. The law allows that in the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination.

6745 SOCIAL MEDIA
The Catholic Schools Office recognizes that the use of social media is being used in a variety of methods as an important evangelizing, educational and marketing tool to promote school and ministerial programs. However, those using the Internet should bear in mind that certain comments and information may have a harmful effect on the school, parish, the Diocese of Joliet, its reputation and its employees. In light of this possibility employees and volunteers are required to adhere to the following policy regarding the use of social media sites, networks and blogs.

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

Student Agreement for Internet Access and Related Technology Use

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

All uses of Technology Resources shall be for educational purposes only and will be consistent with the Diocesan and School's goal of promoting Catholic values and teaching, and academic excellence as defined in the respective mission and philosophy statements.

The Parents/Guardians of student users of Technology Resources must agree to and accept the Terms and Conditions below before their children will be granted access to the Technology Resources within the School.
Both the Parent/Guardian and Student user acknowledge that the Code of Conduct herein also applies to personal electron- ic devices, including, but not limited to cell phones and other handheld devices, laptops and notebooks/tablets ("Privately Owned Devices"} Students and their parents or guardians are advised that the Diocese of Joliet Catholic Schools may not request or require a student to provide a password or other related account information in order to gain access to a student's account or profile on a social networking website. The school may conduct an investigation and if the school has reasonable cause to believe the content of a student's social media account has violated a disciplinary rule or policy of the school, the law requires the student to provide social networking website passwords or other related account information to gain access to the student's account or profile. (IL School Code 105 75/15, Illinois Public Act 098-0129).

The failure of any user to follow the terms and conditions of this Agreement may result in the loss of privileges, disciplinary action and/or legal action.

TERMS AND CONDITIONS

Acceptable Use

The Diocese and Parish School will make reasonable efforts to ensure that technology is used in a responsible, moral and ethical manner consistent with the educational and moral objectives of the Diocese and School.

Responsibility

School administrators, teachers and staff work together to help students cultivate and manage their digital identity and reputation and online social interactions in ways that are positive, ethical, safe and legal.. However, there is an enormous range of material available on the Internet, some of which may not be fitting with the particular values of a students' family. It is not practically possible for the Diocese and School to monitor and enforce a wide array of social and religious values in student use of the Internet. Therefore, the Diocese and School recognize parents as primary educators of their children and the need for them to be involved in instructing their children as to what material is and is not acceptable for access and communication through the School network system and at home when in possession of a school owned device. The students, teachers and staff have the responsibility to respect and protect the rights of every other user in the School and on the Internet. The Principal or Pastor has the authority to determine what constitutes inappropriate use and his/her decision is final. Code of Conduct - Expectations for conduct Grades K-2, 3-5 and 6-8 are defined with the expectation for age appropriate behavior when using technology.

Safety

Reasonable efforts will be made to protect users of the network from harassment, unwanted and unsolicited communication. Any network users who receive threatening or unwelcome communication shall immediately bring this to the attention of a teacher or Principal.

Internet Filtering

The school will use technology protection measures in compliance with the Children's Internet Protection Act (CIPA) to pro- tect minors and all users against access to visual depictions that are violent, obscene, constitute child pornography, or are otherwise harmful to minors.

Privacy

The user does not have any right of privacy or ownership whatsoever in relation to his/her use of the School network and/or email. Consequently, all electronic and telephone communication systems and all communication and information transmitted by, received from, or stored in any manner are the property of the Parish, School or Diocese and are to be used for educational purposes only. To ensure that the use of the network is consistent with the educational objectives and philosophy of the School, Parish, and Diocese, authorized representatives may monitor the use of the network from time to time, which may include the printing and reading of all information stored, and all emails entering, leaving or stored and all files created and saved in the system. The system administrator (Principal or designee, Pastor) may remove any material stored by the users which violates the terms of this Agreement.

Consequences for Inappropriate Use

The School network user shall be responsible for damages to equipment, systems, and software resulting from deliberate and willful acts or installation of unapproved software and/or files. Illegal use of the School network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services will be reported to the appropriate authority and will be deemed a failure to follow the terms and conditions of this Agreement. If a user mistakenly accesses inappropriate information, the user shall immediately inform the teacher or adult supervisor.

Web Pages

The School may choose to publish Web pages for purposes of providing School or Parish information and teacher or class information. This may include the posting of meetings, agendas, student activities, projects and accomplishments, schedules and other information of interest to students, parents and the community. Classrooms may participate in the development of web pages as on-going educational projects. The posting of any material that may violate copyright law is expressly prohibited. Disclosure of student information on the School website will be limited to first name and last initial. Photographs or video of students may be posted on the school website; however, no photograph or video of any student will be cap- tioned with the student's name or identify the student by name in any other manner. No image of a student may be posted in such a way that the image of that student may be matched up with the student's name. The principal or his/her designee shall monitor school web publications.

Personal Electronic or Cellular Devices

Students may not carry Privately Owned Devices with them during School hours unless special permission is granted by the Principal or his/her designee. Privately Owned Devices otherwise stored in student lockers must be turned off. These items include, but are not limited to: cell phones, pagers, Mp3 players, IPods, cameras/video recorders, laptops, notebooks/tablets and all other handheld devices (which exception to those covered in #9 of this agreement).

Indemnification

The user's parent/guardian hereby agrees to indemnify the School/Parish/Diocese for any losses, costs, or damages, including attorney fees, incurred by the School, Parish, or Diocese relating to or arising out of the breach of, or the enforcement of this Agreement or the School/Parish/Diocese enforcement thereof.

Financial Obligations

The student, parent, guardian, agrees to be responsible for any financial obligation incurred through the use of the School network that is contrary to the terms of this Agreement.

Limitation of Liability

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

Section 103. Bullying

5313 ANTI-BULLYING POLICY (REVISED 2015)

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

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

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school."

105 ILCS 5/27-23.7 (b)

Bullying Conduct

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

Cyber Bullying

This policy prohibits bullying and intimidation of students through the use of internet and social media sites on any electronic device (private, public, or school owned), whether on or off the school campus, or during non-school hours.

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

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

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

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

Section 104. Student Attendance 5145

ATTENDANCE

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

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

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

5410 PHYSICAL EXAMINATIONS AND INOCULATIONS

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

All students are immunized according to Illinois School Code and the Department of Public Health regulations. Students are excluded from school (by October 15) for noncompliance with this law.

Section 105. Nondiscrimination

4005 EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

Questions and/or concerns regarding discrimination in employment should be directed to the pastor or parish administrator, the Superintendent of Catholic Schools and the Human Resources director for the Diocese of Joliet.

5110 NON-DISCRIMINATION

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

As per Illinois PA 102-0360, Schools in the Diocese of Joliet do 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.

Schools in the Diocese of Joliet allow student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values, or modesty preferences. 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.

Section 106. Student Records

1430 MISSING PERSON and HIS/HER SCHOOL RECORD

Each school shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State police.

The procedure is as follows:
Upon notification by the Illinois State Police of a person's disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

5130 ADMISSION AGES

A child entering first grade must be six years of age (kindergarten, five years; pre-school three or four years of age respectively) on or before September 1 of that year. The verification of age with a birth certificate is presented at application time. The school maintains copies of certified birth certificates for each student attending upon enrollment. These documents must be provided by parents/guardians within 30 days of enrolling the student.

5140 ADMISSION OF TRANSFER STUDENT

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 a Student Transfer Form must be completed. During the process of completing this form contact between the two principals is advisable. Such contact with the former principal of any school may be needed to clarify rea- son for student transfer, i.e. suspension/expulsion or unpaid tuition.

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

5190 TRANSFERS

When a student transfers to another school, the student's permanent record card is retained. Records are transferred according to the Illinois School Code.

In general, no official student records are transferred until all financial accounts with the school have been settled. Unofficial school records are transferred within ten days of request. Unofficial records are minimally defined as copies of the last report card. Health records are transferred along with unofficial records.

In the case of home schooling, if records are requested by the district office, they are sent. Otherwise records are released to parents/guardians according to the release of records act as sited in policy 5250.
Section 107. Firearms, Drugs, Battery & Student Information Reporting System

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

4040 WORKPLACE VIOLENCE

To ensure the well-being of all employees, vendors and visitors it is the policy of the School to expressly prohibit any acts or threats of violence by a School employee or former employee against any other employee, former employee, vendor or visitor in or about any School facilities or elsewhere at any time.

The School also will not condone any acts or threats of violence against School employees, vendors, or visitors on any School premises at any time or while they are engaged in business with or on behalf of the School on or off School premises.

In keeping with the spirit and intent of this policy, and to ensure that the School objectives in this regard are attained, it is the commitment of the School:

- To provide a safe and healthful work environment.
- To take prompt remedial action up to and including immediate termination, against any employee who engages in any threatening or intimidating behavior or acts of violence or who uses any obscene, abusive, or threatening gestures or language, including e-mail, graffiti, etc.
- To take appropriate action when dealing with employees, former employees, vendors or visitors to the School facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
- To prohibit employees, former employees, vendors and visitors from bringing unauthorized firearms or other weapons onto School premises.

Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that the School, in its sole discretion, deems offensive, threatening, dangerous, or inappropriate will be subject to disciplinary action, up to and including termination.

DUTY TO WARN: In furtherance of this policy, employees have a "duty to warn" their Principals, Pastors, or the Diocesan Director of Human Resources of any suspicious workplace activity or situations or incidents that they observe or that they are aware of that involve other employees, former employees, customers, or visitors and that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this policy will be held in confidence to the extent possible. The School will not condone or tolerate any form of retaliation against any employee for making a good faith report under this policy.

1450 REPORTING FIREARMS on SCHOOL PROPERTY to AUTHORITIES

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the superintendent or his or her designee shall report such firearm-related incident occur- ring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System ("SIRS"), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well.
105 ILCS 5/27.1A, 5/34-8.05 The school immediately notifies the parents or guardians of students in possession of firearms on property or within 48 hours of becoming aware of the incident if off property.

1440 REPORTING DRUG VIOLATIONS to AUTHORITIES

Each school shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127 which provides that the superintendent of the school or his or her designee shall report all instances of "drug violations" to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located.

a. A "drug violation" is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school related activity:

A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or

A person delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and or 407; or

A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substance containing any methamphetamine precursor in standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 et seq.

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

Section 108. Staff & Student Support 4120

TIMELINE FOR CONTRACT RENEWAL

Before February 15 of each year, the pastor is to evaluate the principal's performance according to the Diocesan Principal Appraisal Process. The pastor, as the hiring agent, may, at an executive session of the local school board, seek the school board's input regarding the contract renewal.

By February 25, the pastor is to communicate to the principal his intent to renew the principal's contract. If a decision is made to renew, the contract, with the pastor's signature, is to be presented to the principal.

The principal is to sign and return the contract to the pastor no later than three weeks after it is presented to the principal or seek an extension of time to resolve outstanding issues with the pastor. The extension must be filed locally and with the Catholic Schools Office. Extension is given only with the permission of the superintendent.

The signed copy of the approved contract is due back at the Catholic Schools Office by April 15th.

6720 COMMUNITY RESOURCES

The principal is cognizant of the services of social and cultural agencies in the local community. Through the Diocese of Joliet Teacher Assistance Teams process a collaborative effort is made by the principal and appropriate staff team members to assess the emotional needs of all students and recommend supportive resources to parents. This process includes documentation for the referral to and consultation with outside resources. Parental consent is obtained before referring students to appropriate agencies when needed services are unavailable in the school.

4280 EVALUATION

Evaluation of teachers is regulated by the Catholic Schools Office. The process is updated regularly and communicated to principals who share the general parameters of the process with their local school board and more specific parameters with their teachers.

Probationary Status of First- and Second-Year Teacher

First and second year teachers shall be considered probationary employees for their first and second years of employment in a Diocese of Joliet Catholic School. During the probationary period, a teacher may be discharged at the discretion of the Principal or Pastor without a formal remediation process as provided in the Teacher Evaluation System Manual.

Contract Renewal/Non-Renewal Forms
These forms are completed for each teacher before April 1st of each year. This form must be complete with observation date(s) listed. Each principal sends to the Teacher Personnel Department of the Catholic Schools Office a copy of this form for each part-time and full-time professional staff member. Both the principal and the teacher sign these forms as an indica- tion that they have received a copy. (See Teacher Evaluation System Manual for the Diocesan protocol that requires formal teaching observations by the principal on a specified schedule.)

Diocesan protocol requires formal teaching observations by the principal on a specified schedule. This schedule is based on the years of experience for both the principal and the teacher at a given school.

- Principals new to the building observe all teachers at least twice that year plus a final conference and Form E.
- After a principal completes their first year in a building this schedule for observation is used:
  - new teachers at the building (1-2) years are observed at least three times plus a final conference and Form E
  - third- and fourth-year teachers at the building are observed at least two times plus a final conference and Form E
  - veteran teachers (5 years +) at the building are observed at least once a year plus a final conference and Form E.

Section 109. Federal and State Meal Program
No policy addresses is program. If a School participates in either of these Programs evidence is school specific.

Section 110. Concussion and Sports

6860 Concussion Management
The purpose of this policy is to safeguard student athletes by (1) educating student athletes, school personnel and parents/ guardians about concussions, (2) requiring that a student athlete be removed from play when a concussion is suspected and requiring a licensed health care professional to provide clearance for the student athlete to return to play or practice, and (3) implementing the concussion management requirements specified by the Illinois High School Association and Illinois Elementary School Association.

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

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

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

Removal and Return to Play
Any player who exhibits signs, symptoms or behaviors consistent with a concussion shall be immediately removed from the game or practice and shall not return to play until cleared in writing by a licensed heath care professional. If a heath

care professional is not immediately available at the athletic event or practice and an injured student athlete has any of the described signs, symptoms or behaviors of a concussion, s/he shall be promptly taken to a facility for appropriate medical evaluation and care.

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

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

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

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

Licensed Health Care Professional

For purposes of this policy, licensed heath care professional means physicians licensed to practice medicine in all its branch- es in Illinois and certified athletic trainers.

Concussion Policy/Fact Sheet

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

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

Each school shall also use education materials provided by the Illinois High School Association, and Illinois Elementary School Association see links below, to educate coaches, student-athletes, and parents/guardians of student-athletes about

the nature and risk of concussions and head injuries, including continuing play after a concussion or head injury.
http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx
https://www.iesa.org/activities/concussion.asp

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

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

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

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

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

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

Section 111. Student Medical Rights

<u>6820 DISPENSATION OF MEDICINE</u>
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 local Catholic School either at the start of a new school year, upon enrollment, or immediately following diagnosis of such requirement. Both the parental permission and physician authorization will be held on file at the school site where the student attends.

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

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

6840 ASTHMA

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

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

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

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

6850 DIABETES

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

If a student has been diagnosed by a physician to have diabetes and to self-administer and to self-carry diabetes medication a signed parent permission notification and a signed physician diabetes care plan that would also carry a parent signature must be provided to the local Catholic School either at the start of a new school year, upon enrollment, or immediately fol-

lowing diagnosis of such requirement. Both the signed parent notification and the physician diabetes care plan will be held on file at the school site where the student attends.

Diabetes Care Plan Requirements:

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

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

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.

Section 112. Administration of Undesignated Medicine

(No policy addresses this item. We suggest schools do not have undesignated medicines.) Evidence is school specific.

Section 113. General School Compliance

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.

Section 201. Overall Instruction 6120

TIME ALLOTMENTS

Every school organizes its daily and weekly schedule on a pattern that is most appropriate for its educational program. The daily schedule ordinarily provides that students in grades 1 through 8 receive a minimum of five and one-half hours of instruction. When half days or early dismissals are scheduled the rule regarding 176 instructional days or 880 hours applies. (See policy 6110)

Time allotments are determined by the school to assure reasonable and desirable balance among the different areas of the curriculum.

6410 CURRICULUM RESPONSIBILITY

The superintendent approves the curriculum of the school in accordance with the standards specified by the Catholic Schools Office. The local principal implements the system's basic curriculum expectations. (See Basic Curriculum Expectations:

6420 CURRICULUM DESIGN

The instructional program reflects the philosophy of the school, responds to student abilities and needs, encourages teaching techniques consistent with the child as learner, and provides relevant and developmental content.

Each school has a published school philosophy that is identifiably Catholic and is the basis for formulating school goals and objectives.

Each teacher writes classroom objectives that reflect the broader school goals and objectives.

6430 CURRICULUM CONTENT

A. Academic Disciplines

The required subject areas are Fine Arts (Art, Drama, and Music), Health, Language Arts (English, Oral Presentation, Phonics/Word Analysis, Reading/Literature, Spelling/Vocabulary, and Writing), Mathematics, Physical Education, Reli- gion, Science, Social Science and Technology."

B. Religious Education (Faith Formation)

The curriculum developed by the Religious Education Office and the Catholic Schools Office is followed by all teachers of religion and integrated into other subjects when possible and appropriate. The General Directory for Catechesis, The Catechism of the Catholic Church and the National Directory for Catechesis serve as the basic sources for religion curric- ulum. Church teaching defines parents' role as primary educator of their children. The priority given to their own faith formation as parents as well as their direct involvement in the faith formation of their children is essential to making this role a reality.

Section 202. Civics & Patriotic Education

6310 THE AMERICAN FLAG

When the school is in session, the American Flag is on display outside the building, weather permitting. Each classroom also displays the American Flag. The Pledge of Allegiance is recited daily.

Section 203. Health Topics

No policy addresses this item. Evidence is school specific.

Section 301. Birth Certificates and Health Exam Records

5130 ADMISSION AGES

A child entering first grade must be six years of age (kindergarten, five years; pre-school three or four years of age respectively) on or before September 1 of that year. The verification of age with a birth certificate is presented at application time. The school maintains copies of certified birth certificates for each student attending upon enrollment. These documents must be provided within 30 days of enrolling the student.

5410 PHYSICAL EXAMINATIONS AND INOCULATIONS

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

All students are immunized according to Illinois School Code and the Department of Public Health regulations. Students are excluded from school (by October 15) for noncompliance with this law.

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.x

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 de- monstrably 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 assist in providing a healthy diet and daily physical activity for their children, which may include information to help the 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 foods 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.
• 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.

Nutrition Guidelines for All Foods and Beverages Available on School Campuses During the School Day

• 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;

o food and beverage choices in vending machines, snack bars, school stores;
o food and beverages sold as part of school-sponsored fundraising activities.

- Every effort shall 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.

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.

References:
Child Nutrition and WIC Reauthorization Act of 2004 [Public Law 108-265, Sec. 204]. http://thomas.loc.gov/bss
Dietary Guidelines for Americans 2005, Department of Health and Human Services and Department of Agriculture, 2005. www.health.gov/dietaryguidelines MyPyramid.gov, United States Department of Agriculture. www.mypyramid.gov
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
Minimum School Meals Requirements – subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779)

Section 302. Student Prescriptions

6830 ALLERGIES

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

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

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

6840 ASTHMA

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

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

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

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

6850 DIABETES

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

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

Diabetes Care Plan Requirements:

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

ment, 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.

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.

Section 303. Concussion and Sports

6860 Concussion Management

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

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

Concussion Signs and Symptoms

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

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

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

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

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

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

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

Licensed Health Care Professional
For purposes of this policy, licensed heath care professional means physicians licensed to practice medicine in all its branch- es in Illinois and certified athletic trainers.

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

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

Each school shall also use education materials provided by the Illinois High School Association, and Illinois Elementary School Association see links below, to educate coaches, student-athletes, and parents/guardians of student-athletes about the nature and risk of concussions and head injuries, including continuing play after a concussion or head injury.
http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx
https://www.iesa.org/activities/concussion.asp

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

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

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

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

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

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

6510 INTERSCHOLASTIC ATHLETICS
Interscholastic athletics are a part of the educational process, and are consistent with the philosophy and goals of the Diocese and local school. The athletic program is an outgrowth of a sound physical education program and emphasizes good sportsmanship, teamwork, and personal development.

Each local school provides interscholastic sports for boys and girls.

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

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

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

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

The superintendent, in collaboration with the principals, develops administrative regulations general to the interscholastic athletic program and specific to the various sports.

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

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

Section 401. Background Check & Mandated Reporting 4010

SAFE ENVIRONMENT FOR CHILDREN

All employees hired on or after July 1, 2007 must have a finger-print based criminal history records check conducted with documentation kept in their file. Criminal background checks are required for all school personnel, paid and volunteer, 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.

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.

5460 CHILD ABUSE

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

Section 402. Staff Health Records

A Diocese of Joliet Statement of Good Health is required for employment.

Section 403. Staff Qualifications and Licenses 4120

TIMELINE FOR CONTRACT RENEWAL

Before February 15 of each year, the pastor is to evaluate the principal's performance according to the Diocesan Principal Appraisal Process. The pastor, as the hiring agent, may, at an executive session of the local school board, seek the school board's input regarding the contract renewal.

By February 25, the pastor is to communicate to the principal his intent to renew the principal's contract. If a decision is made to renew, the contract, with the pastor's signature, is to be presented to the principal.

The principal is to sign and return the contract to the pastor no later than three weeks after it is presented to the principal or seek an extension of time to resolve outstanding issues with the pastor. The extension must be filed locally and with the Catholic Schools Office. Extension is given only with the permission of the superintendent.

The signed copy of the approved contract is due back at the Catholic Schools Office by April 15th.

4280 EVALUATION

Evaluation of teachers is regulated by the Catholic Schools Office. The process is updated regularly and communicated to principals who share the general parameters of the process with their local school board and more specific parameters with their teachers.

Probationary Status of First- and Second-Year Teacher

First and second year teachers shall be considered probationary employees for their first and second years of employment in a Diocese of Joliet Catholic School. During the probationary period, a teacher may be discharged at the discretion of the Principal or Pastor without a formal remediation process as provided in the Teacher Evaluation System Manual.

Contract Renewal/Non-Renewal Forms

These forms are completed for each teacher before April 1st of each year. This form must be complete with observation date(s) listed. Each principal sends to the Teacher Personnel Department of the Catholic Schools Office a copy of this form for each part-time and full-time professional staff member. Both the principal and the teacher sign these forms as an indica- tion that they have received a copy.
(See Teacher Evaluation System Manual for the Diocesan protocol that requires formal teaching observations by the principal on a specified schedule.)

Diocesan protocol requires formal teaching observations by the principal on a specified schedule. This schedule is based on the years of experience for both the principal and the teacher at a given school.

- Principals new to the building observe all teachers at least twice that year plus a final conference and Form E.
- After a principal completes their first year in a building this schedule for observation is used:

o new teachers at the building (1-2) years are observed at least three times plus a final conference and Form E
o third- and fourth-year teachers at the building are observed at least two times plus a final conference and Form E
o veteran teachers (5 years +) at the building are observed at least once a year plus a final conference and Form E.

4220 MINIMUM REQUIREMENTS FOR EMPLOYMENT OF TEACHERS

A. PROFESSIONAL REQUIREMENTS

All new teachers, full-time and part-time, must meet the following minimum requirements:

> hold a bachelor's degree from an accredited institution.
> hold a current State of Illinois Teaching Certificate or a valid out of state certificate from a state with which Illinois has reciprocity, which must be on file with the Teacher Personnel Department of the Catholic Schools Office.
> have submitted official transcripts to the Teacher Personnel

Department of the Catholic Schools Office for all work submitted for credit on the salary schedule.

A prospective teacher, or one who is transferring in from another school, is given a verification of salary form from the Catholic Schools Office specifying the salary to which s/he is entitled. No school employs a teacher without this verifica- tion.

B. PHYSICAL FITNESS REQUIREMENTS (revised 2018)

The Illinois School Code (105 ILCS 5/24-5) requires that new employees show evidence of physical fitness to perform duties assigned and freedom from communicable disease. This requirement is at the employee's expense. The docu- ment Physician's Statement of Good Health must be submitted by each new employee and kept in the local school file.

A TB test is also required by the Illinois Department of Public Health.

As requested by the pastor or principal, a teacher is required to submit verification of physical/mental fitness for duty.

Section 404. Staff Training

4410 SATISFYING CONTINUING EDUCATION REQUIREMENTS

Requirements for ongoing professional development are partially satisfied through participation in the in-service and institute days provided for by the system, Region and/or the local school. All in-service programs are designed to contribute to overall teacher effectiveness, the improvement of instruction and the instructional program. A minimum of 24 hours annually or 120 hours accumulated over five years is required.

A. ORIENTATION DAYS

Prior to the opening of the school year the principal conducts orientation days, exclusive of the required in-service and institute days, for all the professional and paraprofessional personnel. Such orientation includes a review of diocesan policies, personnel procedures, religious practices, curriculum, local trends, and Diocesan/school expectations.

B. INSERVICE AND INSTITUTE DAYS

Four (4) in-service (two-hour sessions) days and four (4) institute (five-hour sessions) days are indicated on the school calendar and designed to meet the professional learning needs of the faculty.

Pay for one (1) day of service is deducted from the salary of the teacher for each day of unexcused absence from any Orientation, In-service or Institute day.

C. MEETINGS

The superintendent calls meetings of principals and teachers as needed. Attendance is required. The

principal schedules faculty, departmental and area meetings.

Additional participation in workshops and meetings that contribute to teacher improvement is encouraged. The princi- pal determines attendance.

D. ORGANIZATIONS

Every school is strongly encouraged to hold institutional membership in the National Catholic Education Association (N.C.E.A.). Individual memberships in educational organizations are encouraged. Cost of individual membership may be the responsibility of the teacher.

E. PROFESSIONAL GROWTH RESPONSIBILITY

It is the responsibility of the teacher:

> To design her/his yearly continuing education program in collaboration with the principal;
> To keep a record of her/his continuing educational program.

It is the responsibility of the principal:

> To submit annually to the Catholic Schools Office an outline of planned local in-service and institute days;
> To supervise teachers and to recommend specific updating where appropriate.

F. MANDATORY UPDATING

Where circumstances warrant, the principal will require a teacher to update herself/himself in certain specified areas as a condition for salary increment or for continued employment.

4420 RELIGION COMPETENCY

All professional personnel must evidence knowledge of the basic truths and values of the Catholic faith. Particular attention is given to this in designing one's continuing education program. A minimum of six hours of in-service on some aspect of catechesis is required annually.

4755 CONTINUING EDUCATION REQUIREMENTS

The principal determines required attendance outside regular areas of assignments for instructional and non-instructional paraprofessionals such as: faculty and departmental meetings, in-services, institutes and staff development opportunities. If compensation is given for required attendance it will be at the normal hourly rate.

Where circumstances warrant, the principal may require an instructional paraprofessional to update herself or himself in certain specified areas as a condition for salary increase or for continued employment.

Coaches Training (per policy 6860 Concussion Management)

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. Train- ing 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. (from Policy 6860 Concussion Management)

Section 501. Building Inspection

No policy addresses this item. Evidence is school specific.

Section 502. Student Supplies Inspection

No policy addresses this item. Evidence is school specific.

Section 503. Safety Drill Records

6210 FIRE DRILLS

Local schools must comply with the directives regarding fire drills as stated in the Illinois School Code and other statutes, laws and regulations. Schools conduct at least the minimum number of fire drills required by local/state fire codes. The first recorded drill is held as soon as possible but no later than two weeks after school begins.

The date of drills and the amount of time necessary to evacuate the building is recorded on the approved Diocesan form and kept on file at the local school.

Age appropriate visual directions for emergency exits are posted in each classroom.

In order to assure no fire hazards are present in the building, the principal makes regular inspections of the premises. Fire alarm pull boxes, sprinkling systems, heat or smoke detectors, emergency lighting systems and fire extinguishers are checked regularly.

6220 EMERGENCY PROCEDURES

Cooperation is given to Civil Defense and Disaster Preparedness Programs of the local, state and federal government.

It is the principal's responsibility to develop a comprehensive plan for use in the event of tornadoes or other emergencies. This plan includes:

- A warning system different from the fire alarm.
- The designation of places to which children will be taken.
- The supervision of practice drills at frequent but irregular intervals as specified by Illinois School Code and other statutes, laws and regulations.

Tornado

Age appropriate procedures followed in the event of a tornado warning are prominently displayed in each classroom. Children are not sent home while a tornado warning is in effect. Tornado drills are conducted regularly and recorded on the same Diocesan form used for recording fire drills.

Crisis

If an emergency of any kind occurs, the school immediately implements its Crisis Management Plan.

ILLINOIS EDUCATOR CODE OF ETHICS

Introduction

The Illinois Educator Code of Ethics was developed by members of the Illinois Educator Code of Ethics Advisory Group. The advisory group was comprised of esteemed educators from across the state of Illinois whose charge included drafting a set of recommendations for the Illinois State Board of Education to be used as the basis for developing the Code of Ethics for Educators in Illinois. In preparing these recommendations, the advisory group:

- Researched, reviewed, and discussed the content in the Code of Ethics for Educators from other states, education agencies and associations;
- Researched, reviewed, and discussed various formats/frameworks to use in documenting the recommendations for the Illinois Educator Code of Ethics;
- Developed a matrix comparing the Code of Ethics from 10 education associations;
- Developed definitions for "Educator" and the "Illinois Educator Code of Ethics";
- Established a framework and descriptions for professional behavior and responsibilities, and promoted high standards of practice; and
- Considered existing state regulations in the development of the Illinois Educator Code of Ethics recommendations.

Part 22, Code of Ethics for Illinois Educators, was written in response to a need identified in the process of developing the Illinois Professional Teaching Standards, which are contained in Part 24 of agency rules. After researching and evaluating the content, format, and frameworks from codes of ethics for educators in numerous states, education agencies, and associations, the Illinois Educator Code of Ethics Advisory Group chose the Rhode Island Educator Code of Professional Responsibility as a model for developing the Code of Ethics for Illinois Educators. This code, which is founded on the premise that Illinois educators must meet the educational needs of each student, defines five core principles: (1) Responsibility to Students; (2) Responsibility to Self; (3) Responsibility to Colleagues and the Profession; (4) Responsibility to Parents, Families and Communities; and (5) Responsibility to the Illinois State Board of Education.

ILLINOIS EDUCATOR CODE OF ETHICS

Preamble

Educators fundamentally believe that meeting the educational needs of each student is critical to the profession. The Illinois Educators' Code of Ethics is a set of core principles, values, and responsibilities that sets expectations to guide practice and inspire professional excellence in relation to federal, state, and local policies, rules, regulations, and collective bargaining agreements. Illinois educators encourage the application of these core principles throughout the education community.

Definition of Educator

An educator is a person who holds or is applying for a certificate or approval, or is enrolled in an Illinois pre-service education preparation program.

Principles

The Illinois Educator Code of Ethics contains five core principles which provide a foundation for the responsibilities and commitments of Illinois Educators.

1. Responsibility to Students
2. Responsibility to Self
3. Responsibility to Colleagues and the Profession
4. Responsibility to Parents, Families and Communities

Responsibility to the Illinois State Board of Education

Illinois Educator Code of Ethics

PRINCIPLE 1: RESPONSIBILITY TO STUDENTS

The Illinois educator is committed to creating, promoting, and implementing a learning environment that is accessible to each student, enables students to achieve the highest academic potential, and maximizes their ability to succeed in academic and employment settings as a responsible member of society. Illinois educators:

- Embody the Standards for the School Service Personnel Certificate (23 Ill. Adm. Code 23), the Illinois Professional Teaching Standards (23 Ill. Adm. Code 24), and Standards for Administrative Certification (23 Ill. Adm. Code 29), as applicable to the educator, in the learning environment;

- Respect the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect and equal opportunity for each student, regardless of race, color, national origin, sex, sexual orientation, disability, religion, language or socio- economic status;

- Maintain a professional relationship with students at all times;

- Provide a curriculum based on high expectations for each student that addresses individual differences through the design, implementation, and adaptation of effective instruction; and

- Foster in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.

PRINCIPLE 2: RESPONSIBILITY TO SELF

The Illinois Educator is committed to establishing high professional standards for their practice and striving to meet these standards through their performance. Illinois Educators:

- Assume responsibility and accountability for their performance and continually strive to demonstrate proficiency and currency in both content knowledge and professional practice;

- Develop and implement personal and professional goals with attention to professional standards through a process of self assessment and professional development;

- Represent their professional credentials and qualifications accurately; and

- Demonstrate a high level of professional judgment.

PRINCIPLE 3: RESPONSIBILITY TO COLLEAGUES AND THE PROFESSION

The Illinois Educator is committed to collaborating with school and district colleagues and other professionals in the interest of student learning. Illinois Educators:

- Collaborate with colleagues in the local school and district to meet local and state educational standards;

- Work together to create a respectful, professional and supportive school climate that allows all educators to maintain their individual professional integrity;

- Seek out and engage in activities that contribute to the ongoing development of the profession;

- Promote participation in educational decision making processes;

- Encourage promising candidates to enter the education profession; and

- Support the preparation, induction, mentoring and professional development of educators.

PRINCIPLE 4: RESPONSIBILITY TO PARENTS, FAMILIES AND COMMUNITIES

The Illinois Educator will collaborate, build trust, and respect confidentiality with parents, families, and communities to create effective instruction and learning environments for each student. Illinois Educators:

- Aspire to understand and respect the values and traditions of the diversity represented in the community and in their learning environments;

- Encourage and advocate for fair and equal educational opportunities for each student;

- Develop and maintain professional relationships with parents, families, and communities;

- Promote collaboration and support student learning through regular and meaningful communication with parents, families, and communities; and

- Cooperate with community agencies that provide resources and services to enhance the learning environment.

Principle 5: Responsibility to the Illinois State Board of Education

The Illinois Educator is committed to supporting the Administrative and School Codes, state and federal laws and regulations, and the Illinois State Board of Education's standards for highly qualified educators. Illinois Educators:

- Provide accurate communication to the Illinois State Board of Education concerning all certification matters;

- Maintain appropriate certification for employment; and

- Comply with state and federal codes, laws, and regulations.

Notes

School Day Schedules

Daily Schedule

Period A	7:50 – 8:35
Period B	8:40 – 9:30
Period C	9:35 – 10:20
Period D1	10:25 – 10:48
Period D2	10:52 – 11:15
Period E1	11:20 – 11:43
Period E2	11:47 – 12:10
Period F	12:15 – 1:00
Period G	1:05 – 1:50
Period H	1:55 – 2:40

Half Day Schedule

Period A	7:50 – 8:20
Period B	8:25 – 8:57
Period C	9:02 – 9:34
Period D/E	9:39 – 10:11
Period F	10:16 – 10:48
Period G	10:53 – 11:24
Period H	11:29 – 12:00

Morning Assembly Schedule

Period A	7:50 – 8:25
Period B	8:30 – 9:05
Assembly	9:10 – 10:20
Period D1	10:25 – 10:48
Period D2	10:52 – 11:15
Period E1	11:20 – 11:43
Period E2	11:47 – 12:10
Period C	12:15 – 12:55
Period F	1:00 – 1:30
Period G	1:35 – 2:05
Period H	2:10 – 2:40

Pep Assembly Schedule

Period A	7:50 – 8:35
Period B	8:40 – 9:30
Period C	9:35 – 10:20
Period D1	10:25 – 10:48
Period D2	10:52 – 11:15
Period E1	11:20 – 11:43
Period E2	11:47 – 12:10
Period F	12:15 – 12:50
Period G	12:55 – 1:30
Period H	1:35 – 2:05
Assembly	2:10 – 2:40

Late Start Schedule

Period A	9:00 – 9:30
Period B	9:35 – 10:05
Period C	10:10 – 10:40
Period D1	10:45 – 11:08
Period D2	11:12 – 11:35
Period E1	11:40 – 12:03
Period E2	12:07 – 12:30
Period F	12:35 – 1:15
Period G	1:20 – 2:00
Period H	2:05 – 2:40

Early Dismissal/Professional Development Schedule

Period A	7:50 – 8:25
Period B	8:30 – 9:10
Period C	9:15 – 9:50
Period F	9:55 – 10:30
Period D1	10:35 – 10:58
Period D2	11:02 – 11:25
Period E1	11:30 – 11:53
Period E2	11:57 – 12:20
Period G	12:25 – 1:00
Period H	1:05 – 1:40

Amendments