

Saint Andrew the Apostle Parish School



PARENT HANDBOOK

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Faith † Family † Education

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1. Mission of St. Andrew the Apostle School

At St. Andrew School, all students receive a quality education, in a Catholic environment, surrounded by caring people.

2. Philosophy of St. Andrew the Apostle School

St. Andrew the Apostle School is committed to the formation of our students as disciples of Christ through the goals of Catholic education: to proclaim the Gospel message, to build community among all shareholders of the school, to be involved in Catholic worship, and to serve others. We believe Jesus is the ever-present teacher in our classrooms and is the inspirational model for our parents/ guardians, students, faculty, and staff.

We recognize parents as the primary educators of their children, especially in moral and emotional development. We acknowledge and support parents/guardians as our partners in Catholic education. We are called to be a Catholic School which instills in its students the love of God, neighbor, and self. We promote the love of learning, and the realization that learning is a lifelong process.

St. Andrew the Apostle School is committed to offering its students the opportunity to develop their individual talents and abilities. We provide a peaceful and safe environment that respects religious and cultural diversity.

3. Prefatory Remarks

This book is a compilation of philosophies, practices, and policies of St. Andrew the Apostle School. The education of our students is a cooperative effort and a collective responsibility of everyone involved. Please read the Handbook carefully and keep it for reference during the school year. Its sole intention is to strengthen the bond between home and school. The principal reserves the right to amend any policy as necessary.

4. Affiliation

St. Andrew the Apostle School belongs to the Diocese of Joliet and follows the policies of the Catholic Schools Office and the Illinois Department of Education.

This *Handbook* consists of guidelines, which provide a framework for the day-to-day practices of the school. The administration reserves the discretion to vary these policies so that specific situations are treated on an individual basis. The policies are subject to amendment and/or discontinuation, as the needs of the school are met. The school will attempt to keep parents and students informed of any changes made to meet unforeseen circumstances.

5. Family Faith Formation

To prepare and receive a sacrament is a family celebration. St. Andrew the Apostle Parish

recognizes the parent or guardian as the first, most important and most influential instructor in a child's spiritual life and growth. Our Parish takes this responsibility deeply to heart. In partnership with our dedicated parish school teachers, faith formation catechists and parents we as a community participate fully in sacrament preparation, which takes place on a daily basis both at home and in the classroom. One of the many blessings in working alongside the St. Andrew the Apostle school; is the community life among families and the bridge between St. Andrew School and the Family Faith Formation program. Our hope and belief is that we are building a partnership between home and parish that will support the living out of Christian faith through prayer and moral living.

5.1. Sacraments

The two-year preparation requirements of St. Andrew the Apostle Parish and the Diocese of Joliet are:

- Family must be registered members of St. Andrew the Apostle Parish.
- Parents are fully and primarily responsible for fulfilling any and all Parish obligations to receive the sacraments.
- Families are to assist, with the aid of the classroom teacher, in the reflection, understanding and prayers pertaining to the Sacraments of our Catholic faith.
- Complete the Faith Formation registration form that includes a copy of the child's Baptismal certificate and payment of Sacrament fee: \$75 for 1st Communion and \$85 for Confirmation - St. Andrew the Apostle school families are exempt from the Faith Formation tuition but must pay the Sacrament fee.
- First year preparation (usually, but not always 1st and 7th grade): parents and children attend any four of the seven of *Family Catechesis* sessions .*
- Second year preparation attend all assigned sessions of Sacrament Preparation for the sacrament to be received. Parent involvement is specific to each Sacrament, please refer to your Sacrament-Prep calendar.
- Parent involvement is integral to the spiritual growth and faith formation of young people. We respect and honor the parent as the role model for our future generations. Attendance of parent(s) will be required at all *of the necessary* sessions as well as the sacramental preparation sessions and events.

*All families whose children attend St. Andrew the Apostle School are encouraged to attend all seven (7) sessions of *Family Catechesis*.

6. Admissions and Records

6.1. Non-Discrimination Policy

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

6.2. Admission Requirements

Successful completion of an interview with the principal is a prerequisite for admission. New students are on academic and behavior probation for forty-five (45) days, per Diocesan policy.

1. The ability to provide appropriate education, behavioral programs, and/or availability of space can be a factor in considering admission.
2. Provided all fees and deadlines are met, the following priorities are in effect:
 - a. Children currently enrolled in St. Andrew the Apostle School will be given first priority.
 - b. Families with children currently enrolled in St. Andrew the Apostle School will receive second priority.
 - c. Third priority will be given to families who are registered members of St. Andrew the Apostle Parish.
 - d. The principal and pastor will review readmission of former students (previously having transferred from St. Andrew the Apostle School) on an individual basis.
 - e. The principal and pastor may make any discretionary exceptions to the above policies when, in their judgment, it is in the best interest of St. Andrew the Apostle School.

6.3. Enrollment Requirements

- Registration forms and Family Contract must be completed by the parents for each child. These forms are available through the school office.
- The parents/guardians agree to the financial policy of the school.
- Preschool enrollment requires the child to be three years of age on or before September 1st of the year of enrollment.
- Kindergarten enrollment requires the child to be five years of age on or before September 1st of the year of enrollment.
- First grade enrollment requires the child to be six years of age on or before September 1st of the year of enrollment.
- A non-refundable Instructional/Student fee is assessed per child.
- An appropriate educational program and/or the availability of space can be factors in considering admission.

6.4. Registration

In order to reserve a place in the class, the registration fee for returning students is due at the time of re-registration. In the event that a class is filled, non-registered students or students whose registration fee is unpaid will not be guaranteed placement. Registration fees are not refundable. Registration is not complete until the fee is paid.

Each new student at St. Andrew the Apostle School must provide the following:

- Original copy of birth certificate
- Original copy of Baptismal certificate (where applicable)
- Completed registration and Family Contract
- Dental and physical examination and immunizations as required by Illinois State Law
- Appropriate transfer forms (where applicable)
- Court papers stating custodial rights of each parent (where applicable)
- Original academic records must be on file in the school office within thirty (30) days after admission. Students may be dismissed if this requirement is not met.

6.5. Student Transfers

All students entering St. Andrew the Apostle School (preschool through eighth grade) will be placed on probation for forty-five (45) days. St. Andrew the Apostle School reserves the right to extend this probationary status when deemed necessary.

6.5.1 Diocese of Joliet Catholic Schools Office Student Transfer Form

In accordance with diocesan policy, any student requesting admission as a transfer from a Catholic school will be provided with this form to establish the transfer protocol and verify that the student is in 'good standing.' In good standing means that the school has not disciplined the student with an out-of-school suspension or expulsion and the student is entitled to attend classes as of the date of this form. Furthermore, the diocesan transfer policy requires that the family has no outstanding tuition balance owed to the school. No diocesan Catholic school may admit a new student from another school unless they can produce this completed form.

Records are *never* released to parents for transfer. No official records will be sent to transferring school of students whose financial commitment is not in good standing.

6.6. Exit Interviews

When a family decides that St. Andrew the Apostle School cannot meet the needs of their child(ren)parents should schedule a meeting the principal and/or the pastor for an exit interview.

6.7. Official Records

Parents/Guardians are requested to notify the School Office, in writing, and make changes to their school speak profile, of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e- mail addresses, and/or phone numbers of emergency contacts.

6.8. Student Record Inspection

St. Andrew the Apostle School keeps a cumulative file for each student currently attending the school. The Buckley Pell Act, PL 93-358, provides parental access to

individual student records that are maintained by any educational institution.

All requests for student records must be in writing. Parents must state the specific records requested. Within fifteen days of the receipt of the request, an appointment will be made with one of the authorized school personnel and the principal to interpret the record with the parent.

7. Financial Obligations and Responsibilities

7.1. Tuition

Upon acceptance of a student by St. Andrew the Apostle School and execution of a tuition contract, the full year's tuition shall be considered payable and non-refundable. Tuition accounts must be current and active at all times. Failure to make payments when due will result in the denial of student admittance to class, exams, extracurricular activities, and other events and activities as determined by the principal.

7.1.1. FACTS

Registration in FACTS is required for all families, per contract. All tuition and fees will be assessed via FACTS. All payments to St. Andrew the Apostle School for tuition and fees will be made via FACTS. For more information on the program, contact FACTS at 855-412-4637.

7.1.2. Refund Policy

All tuition refunds are contingent upon St. Andrew the Apostle School receiving ten (10) days' notice, in writing, prior to the student's actual departure date.

If a student should leave St. Andrew the Apostle School for any reason during the school year, the principal, in consultation with the pastor, may, at their discretion, refund tuition based upon the following schedule:

Paid in Full (One time or semi-annually payments) Academic Year % of Tuition Refund

Prior to beginning of school year	100% (less non-refundable deposit)
1-30 calendar days	75%
31-60 calendar days	50% (45 day check-in for new students)
61-90 calendar days	25%
After 90 calendar days	0%

Monthly plan (monthly payments)

Academic Year	% of Tuition Refund
1 st through 10 th of the month	Full refund of the monthly payment
After the 10 th of the month	0% of the monthly payment

7.2. Extended Before and After Care

The extended before and after care program is available to all St. Andrew students. The morning session is from 7:00 a.m. to 7:40 a.m. Students arriving on the grounds before 7:40 a.m. will be sent to the program and charged for the full session. The afternoon session is from 2:40 p.m. to 6:00 p.m. The afternoon session closes promptly at 6:00 p.m. Any child that is picked up after 6:00 p.m. will be charged \$1.00 per minute per family in addition to the regular charge for the session. Students will not be permitted to attend the program if accounts are past due.

All billing goes through FACTS. Under no circumstances will a child be released to anyone other than a parent, guardian, or authorized adult.

The cost of the program, per day, will be as follows:

	Morning Session	Afternoon Session
First child	\$5.00	\$10.00
Second child	\$3.00	\$5.00
Third child	\$2.00	\$4.00

Parents of students who need to be sent to after school activities such as football practice, choir practice, etc. will need to have on file a permission slip allowing a coach/moderator to pick up the student from After Care. The responsibility for that student will then be with the coach or moderator.

7.3. Volunteer Support

7.3.1. Service Hours

All St. Andrew the Apostle School families are required to perform service hours during the school year. For further information regarding the parameters, refer to the School Contract signed at the time of registration.

7.3.2. Protecting God's Children

The Diocese of Joliet requires all volunteers and paid staff at St. Andrew the Apostle Church and School to participate in a Protecting God's Children training session. The three-hour session helps the staff and volunteers to recognize signs of such abuse. ONLY volunteers who have completed Protecting God's Children training will be permitted to work with children in any capacity. This includes, but is not limited to, chaperoning on school trips, room parents, coaching, working on class projects, and lunch helpers.

8. Academic Policies

8.1. Curriculum

The basic curriculum of St. Andrew the Apostle School emphasizes academic excellence through the following subjects: Religious Education,

Technology/Computers, Language Arts, Mathematics, Science, Social Studies, Physical Education, and Music, Art, and Rosetta Stone Languages (K through 8).

Classes in Religious Education are conducted daily and include weekly attendance at Mass. All students must participate in the religious instruction and are responsible for the materials covered. All school liturgies give students the opportunity to pray together and participate in the Eucharistic Sacrifice according to their age levels. Community service is encouraged throughout the program. Opportunities for community service are offered at all grade levels.

8.1.1. Physical Education

Instruction in physical education is offered at each grade level. A doctor or parent/guardian note is required for non-participation in physical education classes. A doctor's note is required after a second (2nd) day of non-participation. Students must have the correct gym uniform and gym shoes for each gym class. On physical education assigned days, students in grades Preschool through fifth grade will wear their gym uniform to school (see dress code).

8.1.2. Computer Technology

Under the direction of the Technology Teacher, all students use, and are provided an opportunity to develop basic familiarity, concepts, and skills relevant to, computers. Computer software is available to provide practice in mastering the skills of reading, writing, social studies, keyboarding, and math.

All students using the Internet must have an Internet usage agreement signed by the student and parent(s)/guardian(s) on file. Students must have permission to access the Internet and must have a supervisor present.

8.2. Home Practice

Home practice is defined as academically related work and assignments given to students by classroom teachers to be completed beyond regular classroom instruction time. The purpose of home practice is to provide students the opportunity for meaningful practice, application, and extension of acquired knowledge. Some of the types of assignments your child might be asked to work on at home include daily review such as math facts, studying vocabulary; independent reading of a textbook, article, or novel; completing work started in class, such as a science lab; long- or short-term projects; and studying for quizzes and tests. Regardless of its form, the administration and staff of St. Andrew the Apostle School feel home practice is an important part of the instructional program which warrants clear communication between home and school.

8.3. Report Card

The Report Card identifies specific standards and descriptors that align with Diocesan Standards/Curriculum. These standards and descriptors identify the knowledge and skills students need within each subject area. The report card evaluates student performance in terms of what the child knows and can do relative to our curriculum and standards.

These evaluation forms are designed to report student achievement and effort. The achievement grade is objective and based on the child's performance as measured against the standards. Effort and Behaviors that Support Learning are marked with symbols.

Note that academic grades will not be altered because of effort, behavior or attendance.

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

Report Card Codes for Kindergarten through Third Grade

The marks used to report progress are listed below with explanations.

- 4 – Work Exceeds Expectation.** Student demonstrates an in-depth understanding of grade level concepts, skills, and processes taught to date and exceeds the expectation of the curriculum. Student completes tasks *without* teacher assistance.
- 3 – Work Meets Expectation. Student consistently demonstrates an understanding of grade level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student completes tasks with little teacher assistance. (Most students will achieve in this range.)**
- 2 – Work Approaches Expectation.** Student's work demonstrates that he/she is approaching an understanding of grade level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student requires some teacher assistance: prompts, directions, and reminders.
- 1 – Needs to Improve.** Student has not yet demonstrated an understanding of grade level concepts, skill, and processes taught to date and needs consistent support. Student requires significant teacher assistance with prompts, directions, and reminders.
- NG – Not Graded.** Used when a particular subject is not taught.

Report Card Grading Codes for Grades 4 – 8

A+ = 100%	C+ = 84-83%
A = 99-96%	C = 82-79%
A- = 95-93%	C- = 78-77%
B+ = 92-91%	D+ = 76-75%
B = 90-88%	D = 74-72%

B- = 87-85% **D-** = 71-70%
F = 69-0%

8.4. Honor Roll

Students in grades 5 – 8 are eligible for the Honor Roll. Names of students achieving honor roll status are listed in the Weekly Newsletter at the end of each trimester.

8.4.1. Gold Honor Roll

Student receives an “A” in ALL seven core subjects and in each special class (Computers, Music, Physical Education, and Art).

8.4.2. Silver Honor Roll

Student receives a combination of “A’s and B’s” in ALL subjects, including special classes (Computers, Music, Physical Education, and Art).

8.5 Promotion/Acceleration/Retention

Students completing grade level curriculum are generally assigned to the next grade.

While double promotions are not encouraged, administrators and teachers have the responsibility to recognize students with exceptional abilities and to make provisions within the school's academic program to sufficiently challenge them.

To retain a child for another year the teacher must demonstrate that such retention is warranted and would be of benefit. When it is probable that a student will not be promoted, a conference with the parent(s)/guardian(s) is held no later than the beginning of the second semester to discuss this probability. A written summary of this conference is sent to the parents and kept on file. The conference and the summary should include a timeline for monitoring student progress regarding the retention decision. Ordinarily, this decision is made when final grades are calculated; however some decisions are dependant on attendance at and performance in summer school.

When parent(s)/guardian(s) refuse to have the child retained, the school may acquiesce. In such instances, however, the parent(s)/guardian(s) affix their signature(s) to the form describing the school's reasons for its recommendation and their reason for refusing to accept it.

The principal makes the final decision on all promotion, acceleration or retention matters.

8.6. Graduation

Students must meet all academic, financial, and state requirements in order to participate in eighth grade graduation activities and liturgy.

9. Communication

9.1. Attendance Policy

In order to ensure the safety of all children and prevent truancy, we require a parent to call the school office when a child will be absent. Phone calls are to be made between 7:00 a.m. and 10:00 a.m. Please give the office the name of the child, grade, and the reason for the absence.

It is the responsibility of the student to make up all work within a reasonable amount of time. The deadlines for “missing” or “late” work are determined by the student’s teacher.

At no time is a student allowed to leave the school grounds while school is in session without the approval of the administration. Students may not leave the school grounds at the end of school when they have continuing extracurricular activities (e.g., athletic events).

The school accepts no liability in cases of student absence or when students leave the school grounds in violation of this policy.

According to the School Law of Illinois, it is the parent’s responsibility to see that their child is in daily school attendance. According to the State Board of Education, excessive absenteeism is defined as those students who have missed 10% out of the last 180 school days. The law is specific that the parent has the obligation to see that the child is in school. The Will County Truancy Officer will be notified in the case of excessive absenteeism.

9.1.1. Vacations

Vacations during the school year are discouraged. Teachers cannot provide lesson plans or assignments ahead of time and are not required to do so. The final decisions regarding vacations are the responsibility of the parent/guardian.

9.2. Tardiness Policy

It is important that students be regular and punctual in attendance. When a student has five (5) unexcused tardies, a parent-teacher conference will be requested. Consistent tardiness is detrimental to the goals of Catholic education. If problems persist, the principal will contact the parents or legal guardians to correct the problem.

9.2.1. Excused Tardy

An excused tardy is defined as an illness, family emergency, unavoidable traffic delays, medical appointments, and an excuse note from office staff or another faculty member.

9.2.2. Unexcused Tardy

An unexcused tardy is defined to include oversleeping, no parent note, not hearing the bell, not being in class although on campus when the 7:50 a.m. bell

rings.

9.3. School Emergency Procedures/Cancellations

Snow, or other emergencies occurring during the night which necessitate the cancellation or delay of school, will be announced on the school website and the following media:

- Television Networks: ABC, NBC, WGN, and RPTV Channel 26
- Radio Stations: WGN (AM720) and WBBM (AM780)
- Internet: Emergencyclosings.com
- School Speak-Email/SMS message

Watch for the name of our school which is “St. Andrew the Apostle Romeoville.”

Every effort will be made to make the school closing announcement by 6:30 a.m. As a general rule, St. Andrew the Apostle School follows the same cancellation/delayed opening procedures as that of the Valley View Public School District. There may be times, however, that school closings or delays may be done at the discretion of the St. Andrew the Apostle School Principal. The purpose of this is to provide maximum safety for students, parents, and staff of St. Andrew the Apostle School. Please listen to the radio and watch our website for details. If St. Andrew the Apostle School is closed, the preschool, kindergarten, extended care program, athletic events, and after-school events are also cancelled.

In the event that snow, ice, or cold weather emergencies develop during the day, the bus companies may notify the school of an early release. Please note that the release times may vary, based upon the bus schedules. St. Andrew the Apostle School will announce an early release on the school website and on the above listed radio stations. If you see the weather deteriorating during the day, please listen to the radio or visit the school website for information.

Please Note: As a parent, you may decide that the weather is too severe to send your child to school. Your decision is respected and supported by the school.

9.4. Visitors

St. Andrew the Apostle School is a closed campus. Other than school personnel and authorized visitors, no one is allowed on the school campus at any time without the explicit permission of the principal. All visitors must report to the school office upon arrival, sign the visitor’s book, and wear a visitor’s badge at all times while on campus. Parents/guardians who have completed PGC and are working in the classroom, on the playground, or anywhere else on the school campus are considered visitors to the campus. Please be advised that Chapter 122, section 24-25 of the Illinois Revised Statutes makes it a crime for any person to refuse to tell a teacher or any school employee their name and their purpose for being on school property.

9.5. Telephone Calls

Students and parents are not to use the school phone for personal reasons. The school phone can only be used by school personnel for school business.

9.6. Messages and Deliveries

Parent and guardians **MUST** contact the office when they wish to give messages to their children. Under **NO** circumstances are parents/guardians allowed to enter a classroom without notifying the office first.

In the event of an emergency, students will be called to the office for brief messages.

Students are not allowed to use the school phone at any time during school hours.

Parents wishing to contact a teacher may call the teacher's extension and leave a message. Parents/Guardians wishing to contact the school office, please dial the school secretary at extension 420. If an individual conference is required with the principal, please call the school office to arrange an appointment.

Students are given advance notice when assignments are due and are expected to come to school fully prepared. Therefore, they are not allowed to call home for forgotten items such as gym clothes, homework, books, or lunches.

Students who forget their lunches will receive a substitute lunch with water. Lunches brought from home may not be refrigerated or warmed at school. **Fast Food lunches are not to be brought to school.**

9.7. Early Dismissal

In order to be dismissed early, students must present a note signed by a parent/guardian to the office that states the date, time, and reason for early dismissal as well as the name of the adult that is authorized to pick up the child. Under no circumstances will a child be released to anyone other than a parent, guardian, or authorized adult. This adult must report directly to the school. For the safety of the student, all adults are required to sign the student out. Parents are encouraged to make doctor and dentist appointments outside of school hours.

9.8. Parent-Teacher Conferences

Conferences are scheduled once a year for parents/guardians and the students. Teachers and/or parents/guardians may request a conference as needed. Any question regarding progress, effort, homework, teacher-pupil relations, classroom discipline, etc., should be discussed with the classroom teacher. If further consultation is desired after meeting with the teacher, parents are encouraged to contact the school office to make arrangements to meet with the principal. Conferences in the fall are mandatory. Conferences may be requested by a parent or a teacher at any time during the year.

9.9. Weekly Communication Folder

We are making efforts to reduce paper. Therefore, the principal's weekly newsletters will be sent electronically on Friday. Any forms that need to be filled out such as lunch menus, field trip forms, etc. may be sent home to parents/guardians from the school office.

The principal must approve any communication sent home from the school. The signature or initials of the principal, located in the lower right hand corner, indicates that the material has been approved.

9.10. Resolution of Disputes

One of the most important tasks for children is forming peer relationships. Through careful intervention between children and conflict situations, we facilitate the socialization process so that children learn the importance of our Gospel values-- sharing, compassion, and honesty--while they learn to recognize their feelings and verbalize them appropriately. Our staff is creative in finding solutions to problems. Please talk to your child's teacher if you have questions regarding socialization or dispute resolution.

10. Health and Safety

10.1. State of Illinois Health Requirements

The following table lists the health requirements for students in each grade level mandated by the State of Illinois for ALL students in grades PK through 8.

<u>Grade</u>	<u>Physical Exam</u>	<u>Immunization</u>	<u>Eye Exam with an optometrist</u>	<u>Dental Exam</u>	<u>Vision/Hearing Screening</u>
PK	As they enter school for the first time.	Hib, polio, DTP/DTaP/Td, measles, mumps, and rubella, varicella/chicken pox			Required
K	Required	Hib, polio, DTP/DTaP/Td, measles, mumps, and rubella, varicella/chicken pox	Required	Required	Required
1		Hib, polio, DTP/DTaP/Td, measles, mumps, and rubella, varicella/chicken pox			Hearing only required
2		Hib, polio, DTP/DTaP/Td, measles, mumps, and rubella, varicella/chicken pox		Required	Required
3		Hib, polio, DTP/DTaP/Td, measles, mumps, and rubella, varicella/chicken pox			Hearing Only Required
4		Hib, polio, DTP/DTaP/Td, measles, mumps, and rubella, varicella/chicken pox			
5		Hib, polio, DTP/DTaP/Td, measles, mumps, and rubella, varicella/chicken pox			
6	Required	Hib, polio, DTP/DTaP/Td, measles, mumps, and rubella, varicella/chicken pox		Required	
7		Hib, polio, DTP/DTaP/Td, measles, mumps, and rubella, varicella/chicken pox			
8		Hib, polio, DTP/DTaP/Td, measles, mumps, and rubella, varicella/chicken pox		Required	Vision Only

10.2. Maintaining a Healthy School

Although scholastic success is closely related to regular class attendance, a student who is ill should be kept at home for his/her own benefits and for the health of all the other students and staff members. A child does not need to have a temperature to be ill. Parents are encouraged to keep their children at home when they are sick. Please do not bring students to school when they exhibit illness or other unhealthy symptoms.

Parents are reminded that students must be fever-free for 24 hours before returning to school. If your child is sent home from school with a fever, he/she may not return the following day as they will not be fever-free for the required 24 hours.

10.3. Communicable Diseases/Conditions

Parents are required to report any contagious disease your child has to the office immediately so other parents can be notified to watch for symptoms. Some diseases and conditions which should be reported are: chicken pox, measles, German measles, mumps, strep infections, Hand/Foot and Mouth Disease, infestations by lice, mono, fifth disease, pink eye, or any disease the doctor indicates might be contagious. After the disease or condition has been treated, the school must be notified of this in writing by a physician before the student may be readmitted to school. In accordance with policy, some contagious illnesses are reported to the Public Department of Health.

10.4. Alcohol and Drug Policy

A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, or be under the influence of narcotics, drugs (illicit or over the counter), or alcohol. Students shall not possess paraphernalia (i.e., roach clip, rolling papers, coke spoon, etc.). The possession or inappropriate use of inhalants, aerosols, butane lighters, or other lighter fluids is not permitted. Materials described above will be confiscated and turned over to the police.

Students shall not possess any prescription drug or non-prescription medication. Students taking prescription medicines must do so according to school guidelines for medications.

This policy is in effect on school buses, in school buildings, or on school grounds at all times. This policy extends to all school-sponsored and related activities, as well as field trips, athletic, and music trips, whether held before or after school, on weekends, or during the evening.

Organizations sponsoring activities in the school's facilities outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so could result in the cancellation of that organization's privilege to use school facilities.

10.5. School Incidents and Illnesses

Occasionally a student is injured during supervised Physical Education classes,

classroom activities, recess, etc. The supervising adult files an incident report and the child is sent to the office immediately. The office staff will apply ice or a bandage. If found appropriate, the parent or guardian will be notified by phone and the parent or guardian will decide if further medical attention is needed.

A student who becomes ill during class will be dismissed after their parent or guardian has been notified and has made arrangements for the child to be taken home. In the best interest of the child, we encourage parents to arrange for the student to be picked up in a timely fashion. It is the parent's responsibility to make arrangements to remove the ill child so as not to place the school population at risk.

If a student has a temperature over 101 degrees, recurrent vomiting/diarrhea, or a communicable disease, the child must be excluded from all school and classroom activities.

The parent(s)/guardian(s) agree to inform St. Andrew the Apostle School within 24 hours, or the next business day, if their child or any other immediate household member has developed a [reportable communicable disease](#), as defined by the Illinois State Board of Education or the State Board of Health, except for life-threatening diseases which must be reported within 24 hours.

If a student has a disease that is contagious or communicable, parent(s)/guardian(s) must obtain a note of clearance from the doctor or physician. This note is mandatory to readmit a student, regardless of the amount of time away from school.

If a student is absent for three (3) or more days with a contagious or communicable disease, a physician note is required to return to school.

In the event of a life-threatening situation the Romeoville paramedics will be notified.

St. Andrew the Apostle School does not have a school nurse or nursing facilities available onsite. The services of the Will County Health Nurse are available to the school. A nurse will visit any family upon request.

10.6. Medication

It is against school policy for a student to bring medication of any kind to school without written permission from a physician and parent/guardian. This includes cough drops, Tylenol, aspirin, cough syrup, or prescriptions of any kind.

If a student is ill, he/she should remain at home. If your child requires medication during the school day, a parent or guardian must administer this medication. The school office may not administer medication. We advise parent(s)/guardian(s) to schedule medicine dosage at times when the child is at home.

Children requiring daily medication must have a medical form completed by the physician on file in the office. Daily medications are to be brought to the school in the pharmaceutical container clearly marked with the student's name and instructions.

Students MAY NOT keep any medication, including aspirin, Tylenol, medicated lip balm, or cough drops in their possession. Inhalers and epi-pens are allowed, with the appropriate form on file.

10.7. Dental Hygiene

Students who have been fitted for braces must present a doctor's note if/when there is a need to brush their teeth during school hours. Students will not be allowed to brush their teeth during school time without a note from their doctor.

10.8. Disaster Drills

Fire and tornado drills are conducted throughout the school year. In the event a student discovers a fire, they are instructed to inform the nearest teacher and are not to pull the fire alarm.

11. Transportation

11.1. Walkers

The city of Romeoville provides a crossing guard who students and parents are expected to obey at all times. No one is permitted to cross between buses.

11.2. Bicycle Riders

Bicycles are to be walked on school property (blacktopped area and the sidewalk in front of the school on Kingston). Bicycles are to be placed in bicycle rack and locked. Skateboards, rollerblades, skates, scooters, and any other form of self-transportation are NOT permitted. For safety, we request that bicycles not be ridden to school by children below grade three.

11.3. Car Riders

Parents/Guardians are expected to follow the traffic plan sent at the beginning of the year. One-way traffic keeps traffic flowing. Please drop students off in the designated drop-off areas for their protection.

11.4. Bus Service

Some students in grades Pre-K through eighth, living within the Valley View School District 365U, and living one and one-half miles away from the school qualify for free busing from the District. Valley View School District decides the mileage, eligible riders, and where the bus will pick up the students. Transportation forms must be filled out and returned to Valley View Transportation.

Students from St. Andrew the Apostle School are expected to conduct themselves in a safe and orderly manner at all times on the bus and at the bus stops. St. Andrew the Apostle School will adhere to the policies and disciplinary actions established by Valley View School District. Students not assigned to bus service will not be allowed to ride the bus. Misbehavior on the bus or at the pick up or drop off spots will result in the student(s) being removed from the bus transportation for a day or longer. Bus rules are distributed each year by the bus drivers.

If bus riders choose to walk or go home with a friend rather than ride the bus, they MUST present a note from their parents EACH time.

12. Discipline Policies

12.1. Code of Christian Conduct

The student's interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parent(s)/guardian(s) to withdraw their child.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus, which is consistent with the Catholic principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

12.1.1 Classroom Rules

Each teacher establishes age-appropriate classroom rules, policies, and procedures. Students are expected to know and adhere to those classroom policies and procedures.

12.1.2. Expectations for Students

Students are expected to show respect for all adults on campus. That includes substitute teachers, playground supervisors, volunteers, guests, and instructional aides, lunchroom workers, extended care workers, etc.

Teaching students to accept responsibility for their behavior is essential to their growth as disciples of Christ. All students are expected to be tolerant of other viewpoints and should not harass other students for any reason.

The reason for St. Andrew the Apostle School is Christ. He is our model and ever-present force in the classroom. Therefore we:

- Provide a classroom and campus environment conducive to promoting student achievement,
- Educate students to appreciate the importance of the Catholic faith,
- Expect students to demonstrate self-control, to mirror Catholic values, and to be responsible, and
- Surround students as a community of faith to watch them grow.

12.1.3. Consequences

Conduct, whether inside or outside the school (or program), which is detrimental to the reputation of the school may result in consequences. Students are expected to accept the consequences of their behavior peacefully and respectfully. When necessary, parents will be contacted either by the teacher or the principal depending on the severity of the incident.

12.2. Code of Conduct for Parents

All parents must register at the front office **BEFORE** going into the school. Parents are asked to refrain from using the side or Church doors to enter the building because doing so creates a safety violation.

Our Catholic schools are rooted in a **vision and values**:

- ❖ The **vision** for the Diocese of Joliet Catholic Schools is: an integrated network of vibrant schools that makes Catholic education available to all within a community of lifelong learners formed in faith, educated for excellence and sent to serve.
- ❖ The **values** for the Diocese of Joliet Catholic Schools are: incorporating faith into the classroom, balancing challenging courses with a nurturing environment, collaborating with families, holding each other to a higher standard, and looking ahead.

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

In light of our Gospel vision and values, all our parents and their guests at our schools are expected:

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

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

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

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

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

12.3. Search and Seizure

The possession, sale and/or use of drugs, weapons, contraband, and all unidentified foreign substances are strictly prohibited. The school retains the right to, and will, search for and seize these items when there are reasonable grounds to believe that they are present on the school premises. These items will be confiscated and parents/guardians, and/or legal authorities will be notified.

12.3.1 Reporting Drug Violations To Authorities -Diocesan Policy

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:
 - b. 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

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

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

12.3.2 Reporting Firearms On School Property To Authorities

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

12.3.3 Corporal Punishment

Corporal punishment is forbidden by all and should be reported immediately.

13. Communication of Issues

St. Andrew the Apostle School is committed to making communication between school and home possible on every level. As always, you can contact teachers at school via the school office, (815) 886-5953, to address your concerns or to set an appointment to meet personally with them. Please understand that teachers cannot immediately respond; in fact, we ask for twenty-four (24) hours to respond to voicemails/emails.

13.1. Procedures for addressing concerns

The School Advisory Council, the Administration, and the Faculty urge families to follow these guidelines in dealing with concerns.

13.1.1. Academics, Behavior, Lunchroom, Classroom Life, and Extended Care

1. Make an appointment with the teacher “in charge” to discuss the concern.
2. Make appropriate use of documentation (keep homeroom teacher up-to-date)
3. If the concern is not resolved, request a meeting with the principal, and bring your documentation. The principal may request that the teacher/staff member to be present.

13.1.2. School Sports Teams

1. Discuss the issue with the coach of the particular sports team.
2. If the issue is not resolved, request a meeting with the Athletic Director.
3. If the issue is still not resolved, request a meeting with the coach, the Athletic Director, and the principal.

13.1.3. Extracurricular Activities Not Including Sports

1. Make an appointment with the faculty advisor of the extracurricular activity.
2. If the issue is not resolved, request a meeting with the principal.

Diocesan policy dictates that parental concerns are best addressed when brought up immediately to the responsible person closest to the situation.

13.2. Grievances

13.2.1 Parent Grievance About or With a Teacher

If a parent has any grievance with a teacher, the parent is encouraged to first discuss the complaint with the teacher involved. Should the matter not be resolved to the satisfaction of the parent(s) or teacher, the principal and teacher or parent shall review and discuss the complaint at hand. A meeting shall then be scheduled between the parent(s), teacher, and principal to discuss the grievance. If there is a need to confer with the pastor on any unresolved issue, the principal shall notify the pastor and a meeting shall be scheduled between the parent(s), teacher, principal, and the pastor.

13.2.2. Parent Grievance about or with the Principal

If a parent has any grievance with or about the principal, the parent must first discuss the complaint with the principal. Should the matter not be

resolved to the satisfaction of the parent(s) or principal, the pastor and principal shall review and discuss the complaint at hand. A meeting may then be scheduled between the parent(s), principal, and pastor to discuss the grievance.

If there is a need to confer with the Superintendent on any unresolved issue, the pastor and/or principal shall notify the Superintendent for any possible intervention.

14. General Policies

14.1. Custodial Parent/Guardian

St. Andrew the Apostle School complies with the prevailing laws of the State of Illinois concerning the rights of custodial parents and/or legal guardians. At the time of initial enrollment, or at the time this matter proves to be relevant to any child enrolled, the parent or adult who has been awarded custodial or legal guardianship by the court must present written proof of custody to the school administrator.

14.2. Non-Custodial Parent/Guardian

St. Andrew the Apostle School abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent/guardian to provide the school with an official copy of the court order.

14.3 School Day Procedure

14.3.1. Daily Schedule

Before Care	7:00 a.m.
Students enter building	7:40 a.m.
Prayer Bell	7:50 a.m.
Half day Pre-School dismissal	11:15 a.m.
Early Dismissal	1:30 p.m.

Lunch/Recess	11:15 a.m. – 11:55 a.m.
Afternoon classes begin	12:00 p.m.
Dismissal	2:35 p.m.
After Care	2:40 p.m. – 6:00 p.m.

14.3.2. Arrival

We are not insensitive to working parents; however, it is not permissible for parents to drop their children any earlier than 7:40 a.m. unless they are attending the Extended Before and After Care program. Any student arriving on the school grounds before 7:40 a.m. will be placed in the program and parents will be billed accordingly.

Students may begin entering the building at 7:00 a.m. for the following reasons:

- Students who have made prior arrangements with a teacher for tutoring or extra help.
- Students attending the Extended Before Care Program.
- Principal discretion

14.3.3. Dismissal

Students are expected to take everything they need with them as they are dismissed each day. No student will be allowed to re-enter the building for forgotten lunches, books, homework, etc. Exceptions may be allowed for forgotten glasses, house keys, and/or medication with permission from the principal or classroom teacher.

14.3.4. Supervision

Students admitted to the building will be supervised at all times by a teacher or other school personnel. Any student staying after school for any reason must have written permission from the parent or guardian and necessary transportation in advance. Parents/Guardians will be notified by the teacher in advance if a student is to be kept after school.

14.4. Cell Phones

Effective January 1, 2010, Senate Bill 72 Vehicular Phone Use in School Zones:

“A person, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school speed zone.” There are exceptions for a person engaged in highway construction or maintenance, emergencies, and when the phone is in voice-activated mode. To read the text of the law, please read [Public Act 096-0131](#).

Students must check-in cellphones with their homeroom teacher upon arrival and will get the phone back at the end of the day. If a phone is confiscated during the day, it will be taken to the office and a parent /guardian will have to pick it up.

14.5. Electronics

No toys, cameras, or electronic devices of any kind may be brought to school. This includes, but is not limited to, electronic games, tape recorders, pagers, radios, walkmans, lasers, MP3s, and CD players. Items that are taken from students will be held in the office for parent or legal guardian pick-up. Tape recorders and any type of media device that records voices is expressly prohibited and may violate the law. Children are NEVER allowed to record class.

14.6. Personal Property

Articles of clothing, boots, tennis shoes, lunch boxes, etc., should be marked with the student's name and grade. Since all classrooms are used throughout the week by other Parish groups, no valuable items should be left in the student's desk or locker. We cannot be responsible for stolen, lost, or destroyed items. No toys of any kind, trading cards (including Yu-Gi-Oh cards or baseball cards) and/or any item the staff feels will create a distraction may be brought to school.

14.7. Uniform Dress Code

St. Andrew the Apostle School has a specific dress code to support the learning environment:

- All students must arrive and leave the school premises in complete uniform.
- Students are expected to wear the complete uniform daily unless you receive advance notice. We have high expectations for the appearance of our students at all times and at all functions held in the name of the school. This dress code and grooming is in effect from the first day of school until the end of the year.
- ALL students, including Pre-Kindergarten are required to wear uniforms.
- Navy blue and Khaki dress pants are acceptable with or without loops; however, belts must be worn when pants have loops.
- Girls' plaid skirts **must be knee length**.
- PK-3 all students may wear the khaki shirts with the St. Andrew logo. Girls may also wear the jumper from Schoolbells with a white blouse with a round collar underneath. All students in grades 4-8 may wear short or long sleeve blue with the logo. Boys' and/or girls' undershirts must be white.
- Socks must be black, white, or navy and be worn ankle length or higher. Footies or no show socks are NOT allowed. Girls may wear navy blue, black or white solid tights under their jumpers.
- In cold weather, girls may wear pants under skirts.
- Shoes must be worn at all times. They must be tied and completely enclosed. Sneakers which are basic solid colors (no lighted shoes) may be worn. Flip-flops, sandals, and heels are never permitted including "out-of- uniform" days, fashion boots are permitted.
- Preschool and kindergarten children are required to wear gym shoes at all times.
- Clothing with either school logo is appropriate and acceptable.

- No hairpieces are permitted.
- Boys' hair must be off the collar and over the ears and above the eyebrows, striving to always be neat and trim. Boys' hair may be no longer than two (2) inches in any direction.
- Boys' and girls' hairstyles may not be distracting in any way. Only natural hair color is acceptable.
- Boys must be clean-shaven.
- Students are not allowed to wear jewelry with the exception of small medals and crosses on small chains and watches. Small post earrings may be worn if ears are pierced.
- No makeup is to be worn at any time. Girls may wear clear nail polish only.
- Sweaters-navy, gray or white with the school logo-no hoodies except on dress down days
- Body piercing and tattoos (real or artificial) are not permitted.

Uniforms are available from Schoolbelles Uniform is located at 7763 S. Harlem Avenue, Bridgeview, Illinois. Their phone number is 708-598-8008. Their website address is: www.schoolbelles.com and the St. Andrew the Apostle School code is S1715.

14.8. Out of Uniform Guidelines

Students must remember that they are dressing for school, not play. If a student is dressed inappropriately, the parents will be notified via telephone and requested to bring appropriate attire to school. Failure to follow the dress code will result in disciplinary action. The school holds out of uniform days in high regard, and students are expected to recognize the privilege as such by dressing appropriately when not wearing the school uniform.

14.8.1. Acceptable Clothing and Attire for Dress down days.

Parents are expected to guide their students to wear neat, clean, and acceptable clothing such as: jeans, slacks (khaki or capri pants), denim of any color may be worn as long as it has no tears or patches, shorts, collared shirts and blouses, skirts and dresses that are not shorter than three inches above the knee, or t-shirts. School shoes and socks or nylons must be worn at all times.

14.8.2. Unacceptable Clothing and Attire

The following types of clothing are **never** acceptable for school: tight or revealing clothing; clothing suggestive of, or including, inappropriate slogans, pictures, symbols and/or language; faded or torn jeans, mini-skirts, spandex skirts/shorts/pants, short- shorts; sagging styles, oversized shirts or baggy pants; tank tops, spaghetti straps, spandex, crop tops, scarves, hats, or baseball caps.

In all instances, the principal reserves the right to regulate unbecoming fads or fashions that reflect negatively on the school or on God's love for each human being.

Students who do not participate in out-of-uniform days MUST wear the regular school uniform.

14.9. Physical Education Uniform

Pre-Kindergarten through grade 8 have the following physical education attire:

- Navy blue knee length gym shorts may be worn only during the months of August, September, May, and June. (Subject to change due to weather conditions.)
- Solid navy blue sweatpants may be worn from October through April.
- Stripes, buckles, snaps (break away), zippers or designs of any kind are NOT permitted on physical education sweatpants.
- St. Andrew the Apostle School physical education t-shirt/sweatshirt.
- Gym shoes and school uniform socks.

14.10. Technology

14.10.1. Internet

No student will be allowed to access the St. Andrew the Apostle Internet without a signed Acceptable Use Agreement. St. Andrew the Apostle School respects each family's right to govern their student's access to the Internet. The Diocesan Acceptable Use Policy can be found at the end of this handbook.

15. Diocese of Joliet Catholic Schools Office Anti-Bullying Policy

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

For the purpose of this policy, bullying is defined in conformity with Illinois Law as follows: "Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

from the services, activities, or privileges provided by a school.” 105 ILCS 5/17-23.7 (b)

15.1. 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.

15.2. Cyber Bullying

This policy prohibits bullying and intimidation of students through the use of internet and social internet sites (Blogs-MySpace-Facebook, etc.), on personal computers or personal electronic devices, 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 Compiled Statutes*, 105 ILCS, 5/27-23.7

16. Diocese of Joliet Catholic Schools Office Social Media Policy

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.

16.1. General Guidelines

16.1.1. Be Selective

Due to the availability of a variety of digital tools, be selective in the type of medium for your message—a blog or social network might not be the right place for messages intended only for a small group.

16.1.2. Be Responsible

Social media are individual interactions, not official diocesan/parish/school communications. All employees and volunteers at the parish/school are personally responsible for their posts. Official statements of policy may only be made by the Superintendent/Pastor/Principal or designee. A blog or community post is visible to the entire world. Remember that what you write will be public, and potentially for a long time. In the event you identify yourself as, (or is manifestly understood to be) an employee of the local school, parish or diocese on a personal blog (or other website with a similar purpose), to help reduce the potential for confusion, the employee is required to put the following notice in a reasonably prominent place on the site:
“The views expressed on this site are mine alone and do not necessarily reflect the views of my employer, or the Diocese of Joliet.”

16.1.3. Identify Yourself

Authenticity and transparency are driving forces behind social media. Use real identities to the greatest extent possible rather than anonymous posts and comments.

16.1.4. Honor the Privacy of Others

Do not publish the personal information of others without their permission or, in the case of minors, written permission of their parents. All guidelines for the Protection of Children as outlined in all agreements and policies are to be followed.

16.1.5. Be Respectful

If you disagree with others, do so with civility. Respect your audience, express your views with appropriate language, and be respectful of the Church and its teachings.

16.1.6. Comply

You must comply with all guidelines of the Employee/Staff Acceptable Use Agreement and all aspects of the Safe Environment Policy of the Diocese of Joliet.

16.2. Specific Policies

16.2.1 Use of Official Name and Logo

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

16.2.2. Duties of Moderators

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

16.3. Prudent Judgment

16.3.1. Personal Use

Possible Negative Impact. Even when engaging in social media for personal use, the comments of employees or volunteers of the parish/school may be viewed as a reflection on diocese/parish/school.

Users will use their best judgment when engaging in social media

activities and should be on guard against actions and discussions that could harm children, the interests of the diocese/parish/school or be subject to question as inappropriate by parents or school/parish administration.

16.3.2. Contact with Students

Employees and volunteers of the School cannot engage with current and prospective students on social media sites unless the site is school-sanctioned. Also knowingly interacting with students on a third-party social media page (such as a fan page for a local sports team) is prohibited.

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

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

16.3.3. Copyright Laws

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

16.3.4. Privacy

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

16.3.5. Minors

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

16.3.6. Enforcement

Any use of social media that does not comply with this policy should be brought to the attention of the appropriate party: the Pastor or the Principal or designee immediately. Failure to follow the social media policy may result in the loss of privileges and/or disciplinary action, up to and including termination, for an employee or removal from position, if a volunteer. This policy may be updated and modified at any time at the sole discretion of the Diocese of Joliet Catholic Schools Office in light of changing circumstances and events.

17. Diocese of Joliet Acceptable Use Agreement for Internet Access and Related Technology

17.1. Use

The Catholic Schools Office of the Diocese of Joliet and St. Andrew the Apostle Schools support the use of technology in the instructional program through individual computer workstations, lab networks, school-wide networks, school-owned hand-held devices, and the Internet as a means to facilitate learning and teaching through communication, access to information, research, and collaboration.

All uses of the Internet and related technologies, including hand-held devices, shall be for educational purposes only, and will be consistent with the Diocesan and St. Andrew the Apostle School goal of promoting academic excellence as defined in the mission and philosophy statements.

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

17.2 Terms and Conditions

17.2.1. Acceptable Use

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

17.2.2. Responsibility

School administrators, teachers, and staff work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels and to evaluate and use the information to meet their educational goals. 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 student's family. It is not practically possible for the Diocese and St. Andrew the Apostle School to monitor and enforce a wide array of social and religious values in student use of the Internet.

The Diocese and St. Andrew the Apostle 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.

The students and staff have the responsibility to respect and protect the right of every other user in the school and on the Internet.

The principal (pastor, superintendent) has the authority to determine what appropriate use is and his/her decision is final.

17.2.3. Code of Conduct

Students are expected to act in a responsible, ethical and moral manner, and use the accepted rules of network etiquette and follow federal and state law and the terms of this Agreement both at school and at home. Outside of school, it is expected that families bear the same responsibility for such guidance of their child and/or children. Administration reserves the right to intercede when students are adversely affected or when there is serious disruption to the school program. The terms of this Agreement include, but are not limited to, the following:

- All users are to be polite and use appropriate language.
- No inappropriate pictures or drawings are to be downloaded, displayed, printed, or communicated.
- NO offensive remarks or comments related to another student, teacher, administrator, employee or volunteer of the school/parish are to be placed on the Internet, personal websites, blogging sites, instant messaging or in email or on handheld devices by a student. Cyber bullying is not allowed and may also violate the Human Rights Act. If the student spreads hate, or discrimination based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status, or disability.
- No student will transmit any material that is derogatory or defamatory or which is intended to offend, annoy, harass or intimidate or has the effect of offending, annoying, harassing or intimidating another person or persons through any electronic device including, but not limited to, computers, cell phones, palms, handheld computers, blackberries,

flash drives, or other handheld devices.

- No student will upload, download, copy, forward, or transmit any copyrighted materials or any portion of such copyrighted materials, including, but not limited to, music, video, photographs, pictures, pamphlets, books, newspaper or magazine articles without the permission of the teacher.
- No offensive, derogatory or defamatory letters, essays, papers, e-mail, or other written documents are to be uploaded, downloaded, forwarded, copied, transmitted, displayed, printed, or communicated.
- The use of the network shall not disrupt the work of other users and this includes, but is not limited to, disrupting the system's performance, deleting or altering files, or destroying data by downloading or spreading viruses and/or worms.
- The personal address, phone number, or social security number of any student is not to be used in e-mail or on the Internet.
- The network may not be used for the purchase of any type of merchandise services, copying of copyrighted materials, or to send material communication likely objectionable to recipients.
- At school, no user shall be involved in, or participate in, chat rooms or discussion groups without expressed permission and/or supervision of the teacher/system administrator.
- No student will install any software, games, files, or other electronic media on school equipment or network, without the permission of the teacher/IT staff.

17.2.4. Safety

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

17.2.5. Electronic Mail

The user does not have any right of privacy or ownership whatsoever in relation to his/her use of the school 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 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 philosophies of the School, Parish, and the 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 e-mails entering, leaving, or stored, and all files created and saved in the system. The system administrator (principal or designees, pastor, superintendent) may remove any material stored by the users, which violates the terms of the Agreement.

17.2.6. Consequences for Inappropriate Use

The 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 network, intentional deletion or damage to files and/or data belonging to others, copyright violations or theft of services, will be reported to the appropriate authority and will result in the loss of privileges.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this agreement. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

If a user mistakenly accesses inappropriate information, the teacher or adult supervisor should be told immediately. *Publishing Web Pages*

The school publishes a Web Page for the purpose of providing school and parish information, teacher, and 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 ongoing educational projects.

The principal or the technology coordinator must approve all materials prior to publication on the Internet. Additionally, if any sites are linked to the classroom, teacher, student or school Web pages, they must be reviewed and approved by the principal or the technology coordinator. The posting of any material that may violate copyright law is prohibited.

Disclosure of student information on the school Web site will be limited to first name and last initial and no pictures of identifiable students.

17.2.7. Hand-held Devices (Visors, Palm Pilots, etc.)

The use of handheld devices approved by, or distributed by, the school. All rules of conduct shall apply. The beaming of information that is considered threatening, or unwelcome communication or inappropriate will be reported to the teacher or administrator immediately and may result in loss of use.

17.2.8. Indemnification

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

17.2.9. Financial Obligations

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

17.2.10. Limitation of Liability

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

18. Extracurricular Activities

18.1. Academic Guidelines

St. Andrew the Apostle School administration and staff has at its highest priority a focus on student academic achievement and learning in a faith-based environment. Academic competency is a prerequisite for participation in any extracurricular activity, sport, or other related event. Students are expected to maintain a "C" average or better throughout the duration of the extracurricular activity. A student will be ineligible, and will therefore not participate, if the average in a core class drops below the "C" level.

There is no probationary period. It is the responsibility of the student to maintain grades above a "C" level. The principal may use discretion and authority to permit students to play and participate with a 70% or higher.

For the purpose of this policy, extracurricular activities include, but are not limited to, sports, cheerleading, band, martial arts, and any other after school clubs.

18.2. Participation

Participation is herein defined as an active role in, a passive role in or with, or in an official capacity, including, but not limited to, practicing as part of a group, playing, officiating, or otherwise involved in an activity which is deemed an extracurricular activity. If the student is ineligible, extended day aftercare is available, at your expense, while at St. Andrew the Apostle School during normal

extended day aftercare hours.

18.3. Student Accident Insurance

It is the responsibility of the parents/guardians to obtain adequate student insurance for their children. All students who engage in athletics must be adequately covered by insurance. Student accident insurance is made available to parents of St. Andrew the Apostle School students. Call Catholic Mutual Insurance for more information at 815- 838-2142.

18.4. Educational Field Trips

Parents who chaperone on school-related field trips must have attended a three (3) hour Protecting God's Children training session.

Students participate in field trips, which supplement the curriculum. Trips are arranged at the discretion of the teacher, with the permission of the principal. Classroom parents generally chaperone to provide transportation and supervision. Field trips that are outside a 20-mile radius from the school require chartered transportation (e.g., bus, plane, etc.). Each student must have a permission slip signed by a parent or guardian, and must have paid any necessary field trip fees in order to attend a field trip. If students do not accompany the class on the field trip, they remain at school and complete assigned projects.

Participation in all school-sponsored field trips is a privilege, not a right. Participation is contingent on appropriate behavior. The administration or faculty may restrict a student's participation, especially if doing so is in the best interest of other students.

Teachers are entirely responsible for arranging and coordinating study trips and securing chaperones for the trip. Requests for study trips should be submitted to the principal one week in advance of the intended date for the trip. Teachers should avoid planning study trips on Mass days.

18.5. Parties and Dances

18.5.1. Birthdays

Your child's birthday is very important. The administration recommends that parents donate a book to our library to help celebrate. The school does not allow students to have bouquets of flowers, balloons, or other

gifts delivered to school (or for any other occasion).

In an attempt to prevent misunderstandings, all invitations must be distributed to the entire class or to all boys or girls in your child's class.

18.5.2. Classroom Parties

With permission from the principal, three (3) classroom parties may be held during the school day. Classroom parties are held during the last thirty (30) minutes of the day. The three approved dates are Halloween, Christmas, and St. Valentine's Day.

18.5.3. Dances and Mixed Parties

Dances are offered to students in grades 5, 6, 7, and 8. Some dances are open to the whole school. Parents are enlisted to help decorate and chaperone these dances. Students are expected to follow the school's Code of Conduct and Free Dress Guidelines at the dances. Students who have three (3) detentions in one marking period may be denied admittance to the dance.

Party invitations may not be handed out at school unless they include the whole class. Class parties must be planned in conjunction with the teacher. However, the school may sponsor or allow a well-planned party/dance on the school or parish premises for grades 5-8. Parents will help provide proper supervision.

18.6. PTO and School Advisory Council (SAC) Meetings

The administration welcomes public comment. The president of the PTO and the SAC are responsible for orderly conduct at all meetings. Parents and members of the community are asked to complete the sign-in sheet before meetings begin.

Time permitting, individual comments will be permitted after all other agenda items. Individual comments should be limited to a maximum of five (5) minutes. The principal may also deny such opportunity to a person who has previously addressed either the PTO or the SAC on the same issue.

The administration, the PTO president, and the SAC president will not immediately respond to public comments. To be put on the agenda, contact the president and/or principal. School Advisory Council meets the second Wednesday of every month and the PTO meets the first Wednesday of the month.

19. Other Diocesan Policies

19.1. 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.

19.2. 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