

# *Holy Childhood of Jesus* **Catholic School**



## **2016-2017** **Parent – Student Handbook**

Telephone: 618/566-2922

FAX: 618/566-2720

E-Mail: [hcs@holychildhoodschool.com](mailto:hcs@holychildhoodschool.com)

Website: [www.holychildhoodschool.com](http://www.holychildhoodschool.com)

**HOLY CHILDHOOD OF JESUS CATHOLIC SCHOOL**

**215 North John Street**

**Mascoutah, Illinois 62258**

**2016 - 2017**

OFFICE: (618) 566-2922

CAFETERIA: (618) 566-2880

FAX: (618) 566-2720

E-MAIL: [hcs@holychildhoodschool.com](mailto:hcs@holychildhoodschool.com)

WEBSITE: [www.holychildhoodschool.com](http://www.holychildhoodschool.com)

PASTOR: Father Paul Wienhoff

PRINCIPAL: Mrs. Claudia Dougherty

**HOLY CHILDHOOD OF JESUS SCHOOL BOARD OF EDUCATION:**

Mr. Vincent Pagano, Chair  
Mr. Brian Rongey, Vice Chair  
Mrs. Heather Bridegroom, Secretary  
Mr. Tom Buehrle  
Mr. Tom Furby  
Mr. Steve Harris  
Mr. Brian Hart

**Holy Childhood of Jesus School holds a Certificate of Illinois State Recognition.**

All Holy Childhood teachers are State certified teachers.

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## **Our Mission Statement**

**Holy Childhood of Jesus Catholic School welcomes all students from preschool to eighth grade who seek growth within the Catholic faith. Our mission continues what you have started at home, and we strive to develop the spiritual, academic and social aspects of your child in a safe environment. Our school serves students from Mascoutah, Scott Air Force Base, and the surrounding communities. We inspire, challenge, and nurture the mind, body, and spirit of our students within the framework of the Gospel of Jesus and the tradition of the Catholic Church. Holy Childhood of Jesus Catholic School provides a rich opportunity to grow in the faith that emphasizes academic excellence, personal responsibility, and service within the community.**

### **Our Philosophy:**

**Challenge students to achieve academic success according to their potential.**

**Teach and give witness to the beliefs and values of Catholicism.**

**Involve parents as primary educators, along with the pastor and patrons, in the programs of the school.**

**Respect the dignity of all persons, without discrimination on the basis of race, sex, religion, or economic status.**

**We welcome you to our family! Act now to place your child in the hands of faith at Holy Childhood of Jesus Catholic School.**

## **VISION STATEMENT**

The vision of Holy Childhood School is to continue to educate, inspire, and challenge our students to become life-long learners and strong, faith-filled individuals. We strive to provide our students with the necessary knowledge and skills needed to be effective citizens and leaders in our future world. Our goal includes developing an environment where students, teachers, staff, parishioners, and school families work together toward the ultimate goal of knowing, loving, and serving God and others today and into the future.

## **PARENTAL COOPERATION**

We believe school and parent cooperation is essential to the emotional and academic development of children. It is in this spirit that we at Holy Childhood of Jesus Catholic School have adopted the following policy: *Holy Childhood of Jesus Catholic School expects parental cooperation and support regarding all school policies and procedures as the criteria for your child's continued enrollment.* We want you to be a part of the school – You are a valuable addition to our staff.

## **PRINCIPAL'S/PASTOR'S RIGHT TO AMEND THE HANDBOOK**

This Parent/Student Handbook contains established policies and procedures for the 2016-2017 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

## **LINE OF AUTHORITY AND APPEAL**

Experience has shown that, occasionally, a small disagreement can sometimes develop between people even with the best of intentions. If not properly addressed, small differences can grow into a larger problem. We have found success when both sides make every attempt to solve small problems at the lowest level of concern, i.e. by the persons most directly involved. However, if that process just is not working, Holy Childhood of Jesus Catholic School has a line of authority and appeal in the case of a grievance which will resolve the problem at the lowest level.

You can appeal to higher authorities in the following order:

- The teacher, or appropriate staff person
- The Principal
- The Superintendent of Holy Childhood Parish (Pastor)

## **CONFLICT MANAGEMENT**

Managing conflict between parents, staff and teachers involves building personal and collegial relationships rather than harming them. Collaboration, through teamwork and cooperation, will help everyone achieve their goals while maintaining positive

relationships. When conflict arises, both sides should make every attempt to solve problems at the lowest level of concern, i.e. by the person most directly involved. However, if that process just is not working, Holy Childhood School has a line of authority and appeal in the case of a grievance which will resolve the problem at the lowest level.

You may appeal to higher authorities in the following order:

- The teacher, or appropriate staff person
- The Principal
- The Superintendent of Holy Childhood Parish (Pastor)

## **ADMISSION POLICIES**

### **NON-DISCRIMINATION**

Holy Childhood of Jesus Catholic School admits students of any religion, gender, race, color, or national ethnic origin to enjoy all the rights, privileges, programs, and activities accorded to or made available to students at the school. The School does not discriminate against students on the basis of religion, gender, race, color, or national ethnic origin in the administration of its educational policies, scholarship, local programs, and athletic and other school-administered programs.

### **ADMISSION**

A student must be 5 years of age by September 1st to enter Kindergarten. Students must be 6 years of age by September 1<sup>st</sup>, or have successfully completed an accredited Kindergarten program to enter first grade.

### **PRIORITY LIST FOR ACCEPTANCE**

Holy Childhood of Jesus Catholic School has established a priority system to accept new students in preschool and the higher grades. School officials will use this priority system if there are more applicants than available classroom space. We will add students on a wait list in the order we receive the application for enrollment and payment of registration fees.

Preschool (Final decisions made on May 15<sup>th</sup>)

- 1st Priority: Those families with children presently enrolled in Grades K-8 or in the four- or three-year-old preschool program at Holy Childhood of Jesus Catholic School.
- 2nd Priority: Those who are registered parishioners of Holy Childhood of Jesus Catholic Church or St. Joseph Catholic Church in Lebanon and

cooperating parishes.

3rd Priority: Those who are registered Catholics from other Catholic parishes.

4th Priority: Dated submission of application plus paid registration fees.

### **ADMISSION TESTING**

Pupils entering kindergarten for the first time are usually given a reliable readiness test. All transfer students may be tested, if needed, to assure appropriate placement.

### **CLASS SIZE**

Holy Childhood of Jesus Catholic School will use the following guidelines regarding class size:

Preschool 3 year old: 16 students per class (with teacher assistant);

Preschool 4 year old: 18 students per class (with teacher assistant);

Kindergarten and Grade 1: 24 students per class;

Grades 2 and 3: 26 students per class;

Grades 4-8: 30 students per class.

Provisions are in place if the above numbers are exceeded.

### **ATTENDANCE**

We expect each student to be present every day school is in session. You should know that daily attendance is a key to quality education. You should also understand this policy helps guarantee the safety of children attending Holy Childhood of Jesus Catholic School by alerting the staff that both you and the school staff are aware that your student will be absent for a known length of time on a specific date.

Regular attendance is important to the success of classroom work and pupil development. A student who is frequently absent or late for the start of school is not receiving all the advantages our school has to offer. As a result, persistent absences and tardies can result in the following:

Conference with the principal

Referral to the truant officer

Dismissal from school.

**AFTER 5 ABSENCES PER QUARTER, THE PRINCIPAL  
MAY REQUEST A PARENT/GUARDIAN CONFERENCE  
TO ADDRESS THE SITUATION.**

### **Absence Procedure**

If your child will be absent from school, you must call a school staff member in the office (566-2922) by 8:00 a.m., or leave a message on our answering machine at any time. A parent is required by law to telephone or send a note to school before 8:00 a.m. on the day of the absence.

We expect the absent child to make up work he or she has missed during the period of absence. Any written work or test not completed is counted as a failure grade. When you call the school office to tell a staff member your child will be late or absent, please advise your child's teacher sufficiently early to arrange for makeup homework. You may obtain makeup homework at 3:00 or request that it be sent home with another child.

If a student becomes ill and must leave the campus after the start of the school day or misses the entire day, he/she may not attend after-school or evening functions.

Perfect attendance awards are given to children who are neither absent nor tardy throughout the year.

### **TARDY AND ABSENCE**

Policy 5113

It is the policy of the Diocese of Belleville that the following guidelines be used when a student is tardy or absent:

1. When a student arrives at school late but within 30 minutes of the beginning of the school day, the student will be considered tardy.
2. When a student arrives at school after 30 minutes of the start of the school day, the student will be considered as 1/2 day absent.
3. If a student arrives at school within an hour or leaves to go to the doctor or other appointment and returns within one hour, the student will not be considered as absent. If the student is gone for more than one hour, the student will be considered as 1/2 day absent. If a student leaves school within one hour of normal dismissal, the student will not be considered as absent.

When a student is tardy (after 8:00 a.m.), excluding those riding on a bus, they must be signed in at the office by a parent/guardian.

After three unexcused tardies, a yellow slip will be given.

Adopted: May 27, 1998  
Revised: March 16, 2010  
Diocesan Office of Education  
Diocese of Belleville

## **TRUANCY**

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.

Policy 4116.1

## **HOLY CHILDHOOD OF JESUS CATHOLIC SCHOOL** **2016-2017 TUITION POLICY**

### **TUITION PAYMENT:**

All families must choose one of the following tuition payment options:

1. Full payment (discount of 5% if paid in full by June 30)
2. Twelve monthly payments (due in the school office by the 15th of each month). The first monthly payment for students enrolled in the 2016-2017 school year is due by June 15, 2016. Families choosing this monthly payment option will be given payment books upon request.
3. Tuition Assistance is available and application forms are available in the school office.

### **LATE PAYMENT:**

Families are expected to make tuition payments in a timely manner. Tuition not paid in full by the end of any given quarter (August 15, November 15, February 15, and April 15) can result in report cards being withheld, dismissal from HCS or being submitted to a collection agency. Any exceptions must be approved by the Tuition Committee. Final report cards and release of records (excluding medical records) will be held until all financial payments are made in full. This includes tuition, book bill, lunch, and library and textbook fines.

No student will be re-enrolled for the coming school year until all fees are paid in full from the previous year.

### **TUITION FOR EIGHTH GRADE STUDENTS:**

Tuition and fees for the present eighth grade students must be paid in full by the graduation date. Eighth grade students whose tuition and fees are not paid in full will not receive their diploma until all fees are paid.

**TUITION PAYMENTS** for June, July, and August may be paid in the following ways:

1. Mail to the school at 215 North John Street, Mascoutah, IL 62258
2. Drop off at the school office.
3. Put payment in an envelope marked "School Tuition" and place in the collection plate at Holy Childhood Church.

Adopted: May 19, 2005

Holy Childhood Board of Education  
Diocese of Belleville

**FEES:**

Registration fee is due at the time of registration.  
Technology fee is due by August 1<sup>st</sup>.

**Tuition Assistance and Scholarships**

**Tuition Assistance** – Tuition assistance is available to those families who request aid. Please request an application form from a staff member in the office. The Smart Tuition Aid form must be completed on-line to be considered for tuition assistance. For more information on Smart Tuition assistance, please visit [www.smarttuitionaid.com](http://www.smarttuitionaid.com).

**Tuition Scholarships** – Two scholarships are offered each school year through the Miller-Hirl Scholarship Fund. The amount of the scholarship funds each year is determined by the investments of the scholarship fund. To qualify, a family has to complete and submit the Smart Tuition Aid form.

**Holy Childhood Recruitment Finder Fee**

Any currently enrolled family who refers a family and that family has at least one child who registers and attends any grade Kindergarten through Grade 8 at Holy Childhood of Jesus Catholic School, the referring party will receive a \$100.00 deduction from their tuition and fees bill.

Adopted: May 15, 2008  
Holy Childhood Board of Education  
Diocese of Belleville

**TUITION RATES 2016-2017**

In Parish HC & Feeder Parishes	<u>Monthly Payments</u>							OR	<u>5% Discount on Tuition if Paid by 6/30/16</u>					Total Due by 6/30/16	
	Regis- tration		Tech. Fee		Tuition	=	Total		12 Monthly Payments	Regis- tration		Tech Fee			Discounted Tuition
1 Child	\$150	+	\$50	+	\$3,659	=	\$3,859	\$304.92	\$150	+	\$50	+	\$3,476	=	\$3,676
2 Children	\$175	+	\$75	+	\$4,831	=	\$5,081	\$402.58	\$175	+	\$75	+	\$4,589	=	\$4,839
3 Children or more	\$200	+	\$75	+	\$5,788	=	\$6,063	\$482.33	\$200	+	\$75	+	\$5,499	=	\$5,774

Non-

<u>Parishioner</u>																
1 Child	\$150	+	\$50	+	\$4,286	=	\$4,486	\$357.17		\$150	+	\$50	+	\$4,072	=	\$4,272
2 Children	\$175	+	\$75	+	\$5,658	=	\$5,908	\$471.50		\$175	+	\$75	+	\$5,375	=	\$5,625
3 Children or more	\$200	+	\$75	+	\$6,853	=	\$7,128	\$571.08		\$200	+	\$75	+	\$6,510	=	\$6,785

***First Tuition Payment is due on June 15, 2016***

### **TRANSFERRING OR LATE REGISTRATION**

Student(s) transferring to or registering to Holy Childhood of Jesus Catholic School between July 15th and August 15th will pay monthly the total amount of tuition due per year divided by 11 months. Student(s) transferring between July 16th and the first day of school will pay monthly the total amount of tuition due per year divided by 10 months.

Students who transfer after the first day of school will pay the total amount of tuition due per year divided by the total number of school days in the year multiplied by the number of days remaining in the school year.

### **TUITION REFUND**

Families relocating during the school year will be given a refund of tuition that has been prorated for the number of school days left in the current year. Registration and other fees are not prorated, and are non-refundable.

### **ACADEMIC POLICIES**

#### **ACADEMIC NEEDS**

Holy Childhood of Jesus Catholic School will meet the academic needs of our students. Continued enrollment at Holy Childhood of Jesus Catholic School depends on the school's ability to provide for the academic needs of each student. When the school believes that it cannot adequately provide for the academic needs of the student, the principal will provide recommendations in an academic setting that best fits the needs of the child.

#### **GRADING SYSTEM**

A+ = 100-99	C- = 78
A = 98-94	D+ = 77
A- = 93	D = 76-71
B+ = 92	D- = 70
B = 91-87	F = 69↓

B- = 86  
C+ = 85  
C = 84-79

S = Satisfactory  
U = Unsatisfactory

**Grades K-1:** Due to the nature of primary learning, primary teachers may use a different grading system. If you are in doubt about the grading system used in your child's class, please contact your child's teacher.

**Grades 2 – 8:** Students will receive letter grades (A-F) in Religion, Reading, Math, Science, Social Studies, English, Spelling, and Phonics (Gr. 2, 3 & 4).

**Religion:** Religion is taught every day in all grades. As our mission statement explains, the spiritual development of a child is an integral component in the education at Holy Childhood of Jesus Catholic School. When a teacher awards a letter grade in the Religion class, the grade is the evaluation of the student's literacy in the Catholic faith. It does not reflect the student's inner spirituality.

**Report Cards:** Report cards may be viewed quarterly on Fast Direct. Grades are available to parents and students via Fast Direct.

**Honor Roll:** Students in Grades 5-8 who obtain a 3.4 GPA or better will be placed on the quarterly honor roll. High honor roll is 4.0.

**Jr. Beta Club:** Students in Grades 6-8 who obtain a 3.4 GPA for two consecutive quarters are eligible to join Jr. Beta.

**Mid-Quarter Reports:** Halfway through each quarter the school will send a mid-quarter letter home to all students. We invite you to contact your child's teacher for ways to help your child improve. Teachers will contact parents whenever they feel a child is having difficulty.

**Planners:** Students in Grades 1-8 will be required to use a school planner as an organizational tool. One planner is given to each student at the beginning of the school year. Please check your child's planner daily for homework assignments, comments by teachers, and key codes. There will be a replacement cost of \$5.00 for lost planners.

Policy 6154

## **HOMEWORK**

The purpose of assigning homework for pupils in our Catholic schools shall be to re-enforce what has already been taught in the classrooms. Homework shall not be used

to introduce new material to the students, nor shall it ever be used merely to keep the students busy. Homework shall never be assigned as a punishment.

It is recommended that student class work that is to be done at home be reasonably assigned within the following timeline for the average student:

Primary Grades	30 minutes
Intermediate Grades	45 minutes
Upper Grades	90 minutes

**Approved: May 9, 1996**

**Revised: May 16, 2006**

**Diocesan Board of Education  
Diocese of Belleville**

### **Homework**

Homework is another key to quality education and a great opportunity to learn. Ordinarily students may have homework each weeknight. Students are responsible for completing homework assignments and submitting the work on time. Students will be given one warning for missed homework per quarter per subject (5-8). ***If a student fails a second time to submit homework, the teacher will award no credit for the work.***

When a parent/guardian is concerned about a child's progress, she/he is encouraged to contact the child's teacher.

Any missing or incomplete (50% or more incomplete) homework after the warning will result in no credit given and homework must be completed and a W.I.N. slip will be sent home for the parents' signature.

Primary grades (K-4) will be given one warning per quarter per semester.

Repeated missing or incomplete homework will result in a problem-solving meeting with the teacher, parents, student and principal.

If a student misses class for any reason, the work missed will be assigned as homework. This work must be completed and returned to school as designated by the classroom teacher.

Homework for absent students should be picked up at the end of the day **no earlier than 3:00 p.m.** in the school office. Since teachers are teaching full time and assignments may change, it is very difficult to get homework ready before this time.

### **VACATION**

We generally discourage vacation during school; yet, if it happens, all homework and tests must be completed in a timely fashion.

## **PROMOTION**

Students are eligible for promotion following completion and mastering of grade level curriculum.

### **Policy 5123**

## **STUDENTS**

### **Retention/Acceleration**

Schools shall follow the proper procedures as determined by the Office of Education when retaining or accelerating a student.

**Adopted: July 10, 1995**  
**Revised: November 23, 2005**  
**Diocesan Board of Education**  
**Diocese of Belleville**  
**The Most Revered Edward K. Braxton**  
**Bishop of Belleville**

## **STUDENTS**

### **Regulation 5123**

### **Retention/Acceleration**

When a teacher and/or parent believes that retaining or accelerating a student would be in the student's best interest, the following procedures must be adhered to:

1. The teacher shall inform the principal when he/she is considering retention or acceleration of a student. The teacher should give reasons for this consideration. If the request for retention or acceleration of a student comes from the parent, the teacher shall inform the principal of the parent's request and the reasons for this request.
2. The teacher and parent shall meet during the school year to discuss the student's attitude, behavior, and academic progress. Discussion of student's progress should take place every four weeks, with a written account of meetings kept on file.

The teacher shall inform the principal of the times and dates of these meetings prior to the meeting. The principal may find it advisable to attend these meetings.

3. The principal shall see that the student is evaluated through adequate testing to discover a student's academic and emotional needs and abilities, strengths and weaknesses.

4. The level of the student's physical, social, and psychological growth must also be taken into consideration and evaluated.

5. The decision to retain or accelerate a student should be a cooperative one of parent, student, teacher and principal, with the final responsibility for a student's retention resting with the principal.

6. Before a final decision is made to retain or accelerate a student, the case must be reviewed by the Office of Education.

7. Parents must be informed at least 9 weeks before a final decision is made to retain a student.

The decision to retain a student can only be made if the school has an instructional program which ensures that the student will not simply be repeating the same material in the same manner for another year. This instructional program should be designed to meet the specific needs of the individual student and must be approved by the principal.

Generally, retaining a student in a grade for a second year or accelerating a student into an advanced grade is not advisable. However, in specific cases repetition of the grade or acceleration by a particular student may be beneficial because of the special circumstances that are clearly evident through the thorough evaluation process stated above.

**Revised: February 1, 2007**  
**Diocesan Board of Education**  
**Diocese of Belleville**

**Diocesan Board of Education**  
**Diocese of Belleville**

**Policy 5125**

**STUDENTS**  
**Student Records**

Catholic elementary schools in the Diocese of Belleville are required to keep a written record of each student who is currently attending or has attended the school. During the time a student is officially in attendance, the record is considered to be active and is to be kept in the local school file. There are two parts to each record: a permanent record and a temporary record.

All student records are to be kept according to federal, state and Diocesan guidelines and procedures. Release of information from a student's record to someone other than the student is to be done only according to federal and state guidelines.

**Adopted:** August 9, 1993  
**Revised:** January 26, 2006  
**Diocesan Board of Education**  
**Diocese of Belleville**  
**The Most Reverend Edward K. Braxton**  
**Bishop of Belleville**

## **Regulation 5125**

### **Parental and Student Access**

1. Parents or representative designated by parents and students have the right to inspect and copy all permanent records.
2. Requests to inspect and/or copy school records must be granted within a reasonable time. (Schools may charge a reasonable fee for copying records.)

**Buckley Amendment:** Holy Childhood of Jesus Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, school 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 to provide the school with an official copy of the court order.

## **Policy 5119**

### **STUDENTS** **Student Transfers**

Schools shall follow proper procedures as determined by the Office of Education when transferring and maintaining all school records.

**Adopted:** January 13, 1991  
**Revised:** November 26, 2002  
**Diocesan Board of Education**  
**Diocese of Belleville**

## **Regulation 5119**

### **STUDENTS** **Student Transfers**

#### **Information Release Form**

Written permission from a parent or guardian must be given before information can be sent to another school regarding a student. It is recommended that at the beginning of the school year the *Information*

*Release Form* should be used by all parents or guardians for the necessary transactions of confidential materials. These materials include the permanent record, the attendance record, and the health record, or any other records confidentially placed in the student's file. These forms should be kept on file during the school year.

#### *Record of Transferred Student*

A *Record of Transferred Student* form must be filled out and retained whenever a student transfers to another Catholic or public school. This form is to be kept on file permanently in the school from where the student transfers.

The *Record of Transferred Student* form shall be placed in the appropriate class file and is moved with the other permanent records of that class each year until graduation. At graduation, the *Record of Transferred Student* form is sent to the Office of Education for microfilming/scanning, along with the other permanent records.

#### *Transferring Student Records When There is an Outstanding Balance*

When a student transfers from your school to another Catholic or public school and has an outstanding balance an unofficial record of student grades must be sent to the requesting school. An “Unofficial Record of Student Grades” means written information relative to the grade levels and subjects in which a student was enrolled and the record of academic grades achieved by that student prior to transfer. Such records shall also include the name and address of the school, the name of the student to whom the records pertain, the name and title of the school official transmitting the records, and the date of transmittal.

#### *Student Transfers*

If a student transfers from one Catholic elementary school in the diocese to another, the following records are sent to the school where the child will be attending:

- 1) Permanent Record
- 2) Attendance Record
- 3) Health Record

If a child is transferred to a public school or parochial school outside the diocese **COPIES** of the following records are sent to the school where the child will be attending:

- 1) Permanent Record
- 2) Attendance Record

The **original** health record should be forwarded to the new school and a copy retained in the school along with the *Record of Transferred Student* form.

#### *Graduate Transfer*

The *Graduate Transfer* form is completed for each student entering high school the following academic year. This transfer form, if desired or requested, is sent to the Catholic or public high school where the student will transfer. This should be done immediately following the January grading period.

**Approved:      December 20, 2010**  
**Office of Education**

**TESTING POLICY**

**Annual Academic Testing Program:**

Teachers of Grades 2 through 8 will administer the Iowa Assessments standardized test to students in each class. Testing is scheduled from September 26 – 30, 2016. The results of this test will be sent to parents.

**Yearly Assessment of Catholic Religious Educational Testing:**

In order to insure an effective evaluation of the religious education programs in the Diocesan schools and parish religious education programs, the Office of Education will ask each student to take the NCEA IFG ACRE evaluation.

Students in Grades 5 and 8 are given a religious inventory test every other year.

2016-2017	Grade 8
2017-2018	Grade 5

This test is used to assess our religious program and religious education needs. The school does not receive individual student results. We receive a profile report as a school. For more information on ACRE, please visit the National Catholic Educational Association web page at [www.ncea.org/index.asp](http://www.ncea.org/index.asp), then click to select the full color brochure. The brochure is also available in the Spanish language.

**Policy 6162.5**

**INSTRUCTION**

**Testing**

**Admission Testing**

Pupils entering kindergarten for the first time are usually given a reliable readiness test. All transfer students may be tested, if needed, to assure appropriate placement.

**Annual Academic Testing Program**

All students in grades two through eight shall participate in the Diocesan standardized testing program to be administered during the fall. This program is optional for grade one.

**Yearly Assessment of Catholic Religious Educational Testing**

In order to insure an effective evaluation of the religious education programs in the Diocesan schools and parish religious education programs an evaluation instrument will be administered yearly as determined by the Office of Education.

**Adopted: February 15, 1996**

**Revised: March 18, 2008**

**The Most Reverend Edward K. Braxton  
Bishop of Belleville**

## **GRADUATION**

Students are eligible for graduation following completion and mastering of grade level curriculum.

## **STUDENT OPPORTUNITIES**

### **Curricular Programs:**

Mathematics, Science, Reading, Social Studies, Religion, English, Spelling, Phonics, Family Life, Band, Music, Choir, Concerts, Science Fair, Computers, P.E., Art

### **Enrichment Activities:**

Munchkin Basketball, Jr. Beta Honor Society (Grades 6-8), Student Ambassadors (Grades 7 & 8), private music lessons, Variety Show, Yearbook, Mad Science, Christmas Program, Spring Concert, Presidential Physical Fitness, District & State Music Contests, Pizza Hut Book-It, Six Flags Read to Succeed, Raging Rivers Raging Readers Program, Gateway Grizzlie's Reading Program, and Scholastic Reading Counts.

### **Faith Building:**

Liturgy preparation, Retreats, Rosary, Altar servers/lectors, Youth choir, Stations of the Cross, Edge, Blue Knights, Little Flowers, World Youth Day, Luke 18, Confirmation Retreat, First Holy Communion Retreat, and service projects to nursing homes, the needy, hospitals and prisons.

## **COMMUNICATION**

### **Parent Conferences:**

There is one formal parent conference scheduled per year. Parents and teachers are encouraged to schedule other conferences throughout the school year to discuss their concerns. Parents wishing to schedule a telephone conference or a face-to-face conference with a teacher may call the school to leave a message for that teacher. Teachers are expected to respond with available conference times in a prompt manner. As a professional courtesy, please schedule conference at a mutually agreeable time and location outside classroom instruction time.

### **Administration:**

Parents wishing to schedule a conference with the principal may call the school to leave a message for the principal.

### **Thursday News & Notes:**

A school newsletter is posted on the website and Fast Direct or sent home at the request of a parent every Thursday or the last school day of the week. The newsletter includes news and upcoming events. Parents should also check the Fast Direct bulletin board of their child's teacher.

### **HCS Newsletter:**

This is a newsletter that is mailed, periodically, to parents. We also want to include grandparents and alumni in our mailing. If you know of someone who is not on the list, please inform the school office.

### **Sunday Bulletin:**

School news is printed weekly in the Sunday Bulletin.

### **Open House:**

We will schedule an information "Back to School" night at the beginning of the year.

### **Website:**

Information about the school and the school's calendar of activities is available on our website:

[www.holychildhoodschool.com](http://www.holychildhoodschool.com)

To access a teacher website, click on **Current Student/Family** and then click on **Classroom Information**.

### **Fast Direct:**

Information about the school, calendar of activities, student academic information and parent financial information is available to parents on Fast Direct information portal at [www.fastdir.com/holychildhoodschool/](http://www.fastdir.com/holychildhoodschool/)

**Classroom Visits:**

All visitors must sign in with the school office personnel. The visitor will then be directed to the classroom/teacher to be visited.

**Policy 5124**

**STUDENTS**

**Reporting to Parents**

Teachers' reports to parents shall consist of a printed quarterly Progress Report Card and/or electronic copy or electronic notification and, parent/teacher conferences. Mid-quarter Progress Reports shall also be issued in the same manner.

Parent/teacher conferences shall be scheduled at the discretion of the principal, at least once a year and whenever parents, teachers, or principals deem necessary.

Printed Report of Pupil Progress forms (report cards) can be obtained from the Office of Education. If a different form of report is used in a school, a copy of that form should be forwarded to the Office of Education for approval.

**Approved: October 21, 1976**

**Revised: May 12, 2015**

**Diocesan Board of Education**

**Diocese of Belleville**

**The Most Reverend Edward K. Braxton**

**Bishop of Belleville**

**HOLY CHILDHOOD OF JESUS CATHOLIC SCHOOL DISCIPLINE**

**Policy 5144**

**STUDENTS**

**Discipline Code**

The local board of education shall establish a policy on school discipline. The school administrator, with the faculty, shall be responsible for developing a Discipline Code according to the procedures outlines in Regulation 5144.

**Adopted: September 18, 1984**

**Revised: January 22, 2013**  
**Diocesan Board of Education**  
**Diocese of Belleville**  
**The Most Reverend Edward K. Braxton**  
**Bishop of Belleville**

## **ADULTS' & STUDENTS' SHARED LIST OF EXPECTATIONS**

Students and adults are expected to be polite, courteous, considerate, and set a good Catholic example at all times.

Students and adults are expected to use language appropriate for a Catholic school.

Students and adults must be quiet in the hallways.

It is the student's responsibility to come prepared for school. Example: bring books, paper, pencils, homework, charged Chrome Book (Grades 6-8), and band instruments, etc.

Students and adults are expected to be polite to everyone. Address adults by title and last name. Say thank you and please. Greet people.

We expect students and adults to display proper respect for themselves and each other.

### **Policy 5131**

#### **STUDENTS**

##### **Conduct**

##### **Code of Catholic/Christian Conduct Covering Students**

Attendance at Catholic elementary and secondary schools in the Diocese of Belleville is at the will and discretion of the particular school. As such, attendance and enrollment may be terminated at any time when the school determines that continued enrollment would not be in the best interests of the students, the school, or the educational purposes of the school.

All students who attend any Catholic elementary or secondary school in the Diocese of Belleville are expected, as a condition of continued enrollment, to conduct themselves in a manner consistent with the policies and principles of the school. These principles are set out in the student handbook and in the mission and purpose of the Catholic school, as determined by the school.

Conduct by a student that the school determines is contrary to, or inconsistent with, the Catholic/Christian principles of the school, is grounds for terminating the student's enrollment in the school. These principles and expectations apply to students both on campus and off campus during school (e.g., extended care, athletics, field trips, etc.) and non-school sponsored programs and events. These principles and expectations apply during and after school hours, and during times when school is in session and when school is out of session.

The school, in its discretion, may determine how to deal with any particular conduct or pattern of conduct depending upon the nature and severity of the problem, surrounding circumstances, and prior record. In some instances, the conduct may be of such a nature that immediate withdrawal may be determined to be appropriate even if it is the first such instance. In cases where the conduct is not as severe or serious, problems may be dealt with using other forms of corrective action, including but not limited to a written warning, suspension from the school, and not participating in or attending parish/school activities, volunteer work, etc. The school's procedures for appeal shall be available to students and parents when this policy is implemented.

The students' interest in receiving a quality, morally-based education can best be served when students, teachers and school officials all work together and set a proper example. Normally, differences between these individuals should be resolved as quickly as possible. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child/children when the situation is warranted.

**Approved: May 27, 2003**  
**Revised: May 15, 2012**  
**Diocesan Board of Education**  
**Diocese of Belleville**

## **Policy 5131.1**

### **STUDENTS**

#### **Conduct**

#### **Code of Conduct/Off-Campus Misconduct**

The disciplinary code of the school and all penalties shall apply to conduct off-school grounds that is contrary to Christian principles and may endanger the health and safety of students enrolled in schools within the Diocese. This also includes engaging in behavior that may adversely affect the educative process. Students may be subject to the full range of disciplinary procedures for off-campus misconduct. These may include, but are not limited to, suspensions, expulsions, removal from participation in extracurricular activities as determined by the principal. Examples of off-campus misconduct subject to this policy, but are not limited to the following:

- Alcohol use
- Arson
- Burglary
- Drug possession or inappropriate sharing/sales
- Illegal drug and substance use
- Inappropriate/illegal sharing of prescription medicine
- Fighting
- Illegal firearm possession

- Hazing
- Illegal activity
- Inappropriate internet usage on/off campus
- Physical or sexual harassment
- Psychological or emotional harassment
- Robbery
- Sexual assaults
- Threats of violence
- Violent offenses

**Approved: January 16, 2007**  
**The Most Reverend Edward K. Braxton**  
**Bishop of Belleville**

### **GENERAL/CLASSROOM/PLAYGROUND RULES**

Each teacher will establish his or her classroom rules. These rules will include school rules listed in the school handbook. The meaning of the rules will be discussed during the first week of school so all students will understand what is expected. Rules, consequences, and rewards will be displayed in each classroom.

### **GENERAL CLASSROOM RULES**

Students will follow all school handbook rules at all times.

Students must bring ALL materials to class; including homework assignments for that day.

Students must follow ALL teachers' verbal instructions at all times.

Students must maintain a respectful attitude and behavior towards everybody and everything.

### **ADDITIONAL RULES**

No swearing, put-downs, profanity, name calling or other derogative statements or gestures allowed.

No running in the building except during recess or PE activities.

Students will not chew gum during the school day. Students who chew gum at extra-curricular activities must properly dispose of the gum when done.

No eating or drinking in classrooms during class periods and on school grounds, except with teacher's approval. Food and drink must be nutritious (no candy, soda or non-water beverages will be allowed).

Student phone calls must be approved by the teacher for emergencies, not things forgotten.

No food may be taken out of the cafeteria.

No food may be thrown in the cafeteria.

After your class has left for church, you may not come into the school building. Go directly to church.

All students are to obey any adult in charge.

Students are to ride assigned buses only.

Students waiting for after school transportation may not leave the playground and must wait in assigned area only.

Students who are waiting inside for late buses must wait in the assigned area and may leave only with the permission of the supervisor.

Students will be responsible for playground equipment.

Students are responsible for library books. A lost book will result in a fine to cover the cost of the book replacement.

Students are to take care of their textbooks. All textbooks are to have covers. (No tape may be used in the book.) A lost book will result in a fine to cover the replacement cost of the book. Writing in a book or damaging the book will result in a book fine. Final grades will be withheld until payment is received.

Students who damage property belonging to someone else will be expected to make restitution to the owner.

No electronic devices can be used in the school or on school grounds. This includes, but not limited to, CD players, video games, telephones, iPods and laser pointers.

### **PLAYGROUND RULES**

Students should stay off the grass areas.

No one can sit on south end steps.

Students should not walk up the slide or climb on top of the playground equipment.

Only one student should be on each swing and others should stay on the outside of the swing area.

Grades 7 and 8 cannot use the play area.

Students should use playground equipment for what it is intended for.

Playground supervisors decide whether playground can or cannot be used.

Students must check with teacher on duty before going to the bathroom.

Check with supervisor to cross street.

Students should not argue, talk back to playground monitors or use foul language.

Students should not push, fight, or be disrespectful to other students. The consequences will be:

- a. Verbal warning
- b. Removal from recess
- c. Sent to office & yellow slip, first consequence
- d. Suspension
- e. Expulsion.

For disputes that cannot be resolved, "Rock, Scissors and Paper" will be used.

Misuse of equipment will result in loss of use of said equipment.

All balls, jump ropes, etc. should be taken in at the end of recess.

## **BEHAVIOR POLICY**

It is important to note that any discipline code at a Catholic school must be interpreted in light of a number of foundational principles:

- Confidence in teacher/staff judgments
- Basic common sense
- "What would Jesus do?"

Please keep those principles in mind as our behavior code is presented.

In addition to the academic/classroom aspect of education, certain behaviors are also expected of our students as we strive to be a community that lives by Gospel values:

### A. Christian Community

- Respect other students and adults as sons/daughters of God
- Respect authority of Pastor/teachers/adult leaders
- Treat all people with kindness and care
- Never use bad language, rude behavior, or physical force on another person ('harassment')
- Never threaten or bully another person
- Never engage in inappropriate social behavior
- Never make comments that convey a racial or sexual connotation

## B. Regulations to Follow

- Respect for school, others and personal property
- Observe uniform rules
- Observe school safety standards
- Observe library, playground, cafeteria and recess guidelines
- Never engage in activity that threatens the safety (physical, emotional, psychological) of the community.

## **BEHAVIOR POLICIES**

Responsible self-discipline in students is another key to quality education. Students are expected to practice Christian behavioral techniques and attitudes. Misbehavior, physically harming another person, disrupting the learning environment, lying, cheating, sarcasm toward school staff, or the use of inappropriate language will be dealt with firmly.

Each classroom at Holy Childhood is organized in such a way that positive behavior is reinforced, in order to ensure responsible self-discipline in the students.

### **W.I.N. (Will Improve Now) FORMS**

Whenever a student acts inappropriately, a staff member will issue a W.I.N. (Will Improve Now) form to that student. This form describes the student's inappropriate behavior and requires the signatures of the student, teacher and parent/guardian. Your signature indicates that the child's behavior has been discussed at home.

**The W.I.N. form must be returned to the homeroom teacher.**

The following list highlights examples for which a student may receive a W.I.N. slip.

### **A. Yellow W.I.N. Slips**

- a. Chewing gum or eating without permission
- b. Bringing stuffed animals, toys, gadgets, CD's, CD players, tapes, radios, electronic devices at any time except on teacher-designated occasions.
- c. Violating the dress code
- d. Play fighting
- e. Missing or incomplete homework
- f. Disrupting the learning environment of students
- g. Inappropriate language

**The yellow W.I.N. slip is a communication tool.** While you may or may not agree with the contents, we expect you to return the slip to acknowledge the communication from the teacher to you.

Three yellow slips in homework, uniform violation or behavior will result in an orange W.I.N. slip. The orange W.I.N. slip will be issued on a quarterly basis.

Orange W.I.N. slip consequences could result in:

- Conference with parents
- Loss of privileges
- Suspension
- Expulsion

Students not returning a signed W.I.N. slip:

- 2<sup>nd</sup> day, call to parent
- 3<sup>rd</sup> day, lunch and recess in the office until signed slip and original missing work is returned.

Frequent W.I.N. slips may warrant a conference with parent/guardian, teacher, principal, and student.

## **B. Orange W.I.N. Slips**

- a. Lying
- b. Cheating
- c. Stealing
- d. Disrespecting self or others in word or action including threats
- e. Using inappropriate words or actions towards others (sexual harassment)
- f. Endangering self or another
- g. Fighting or hitting
- h. Disrespecting the belongings or property of self or others
- i. Vandalism

**THESE GUIDELINES ARE APPLICABLE IN THE SCHOOL AND CHURCH VICINITY, FIELD TRIPS, AND AT ALL SCHOOL FUNCTIONS.**

## **EXPECTATIONS FOR EXCELLENCE**

### **RESPECT FOR SELF**

- a. Be on time for all classes
- b. Follow school dress code

- c. Be honest and trustworthy
- d. Use respectful language
- e. Be prepared for class
- f. Complete homework

### **RESPECT FOR OTHERS**

- a. Cooperate with staff, students and others
- b. Play without hitting or fighting
- c. Speak respectfully with staff, students and others
- d. Be respectful and courteous to others
- e. Walk quietly at all times inside school buildings
- f. Keep hands and feet and other objects to self
- g. Follow the direct requests of staff
- h. Allow others to learn
- i. Demonstrate good manners to others

### **RESPECT FOR PROPERTY**

- a. Keep school property clean and safe
- b. Respect the property and belongings of self and others

### **SEVERE CLAUSE**

Any action deemed severe by a teacher or adult in charge may result in immediate contact with the principal and parents. Severe behaviors include cursing, fighting, and causing physical harm to others.

### **STUDENTS**

#### **Student Conduct and Safety -- Policy 5142**

A safe, respectful, and pleasant environment that is conducive to prayer, faith formation and learning is the highest priority for all schools in the Diocese of Belleville.

#### ***Possession of Weapon***

Students who engage in serious violent behavior and/or in possession of a weapon are subject to a variety of penalties. The principal of the school will take immediate action upon learning that a serious act of violence or a possession of a weapon has occurred. This action includes, but is not limited to, immediate suspension of the student into the custody of parent/guardian. When a student is suspended, a satisfactory psychological evaluation by a licensed mental health professional must be completed prior to the student being allowed to return to school. These penalties may

include not only a multiple-day suspension of, up to and including, ten days but also expulsion. The principal shall determine whether the results of the psychological evaluation would allow for an acceptable re-entry of the student to the school.

The ban on possession of any type of weapon should be stated in the student/parent handbook. Weapons include firearms, ammunition, sling shots, stun guns, any type of knife (including pocket knives), mace, pepper mace, explosive devices or any other object or device that serves no educational purpose and which the principal determines may cause physical harm or disrupt school activity. Students should clearly understand that such things as a pocketknife may not be carried to school, even if there is no intent to use it in a harmful manner. Expulsion or suspension, will be levied on any student who is found to be in possession of a weapon to, from, or within the school; or to, from, or at any school activity. Any student determined to be in possession of a weapon, or who committed a crime against any person/s will be reported to the police.

Each school may elect to formulate its own policy and procedures permitting their students to possess small canisters of pepper spray of the type legally permissible for the general public to purchase and carry for personal security. In general, such canisters shall have a capacity of less than two ounces and contain no more than 5 percent pepper substances.

***Harassment, Threats, Theft, Arson, Assault and Battery***

Students who engage in acts of harassment, threats, theft, arson, assault and battery are also subject to a variety of disciplinary measures. These measures may include, but are not limited to, warnings, probation, and multiple-day in or out of school suspensions, expulsion and restitution.

The principal shall determine when an act of harassment, threats, theft, arson, and assault and battery (fighting) reaches a level of seriousness that would engage the disciplinary response mentioned above. Each local school board shall establish, in consultation with the principal, a local policy stating the criteria regarding levels and types of severity. These determinations would include: cost, damage, level of injury, types of theft.

Further, it shall be the policy of the Diocesan Board of Education that the school shall recover damages from the parents or guardians of any minor, or from any person who has initiated or taken part in such acts.

**Adopted: February 21, 1995**  
**Revised: October 6, 2005**  
**Diocesan Board of Education**  
**Diocese of Belleville**

**PERSONNEL/STUDENTS  
PERSONNEL**

**Responsibilities, Duties, Code of Ethics – Racial Harassment**

Any employee or student who believes he or she has been subjected to racial or sexual harassment, or has witnessed such misconduct must report the incident to the appropriate supervisory individual and appropriate action will be taken.

Each school/parish school of religion program shall have written grievance procedures available for use by any individual wishing to present a racial harassment complaint. This grievance procedure shall include the following steps:

1. A written complaint must be submitted by the person who reported the incident.
2. A thorough investigation must take place.
3. Any person who is found to have engaged in racial harassment will be subject to appropriate, corrective action, depending upon the circumstances, up to and including, termination or expulsion.
4. The person who reported the incident will be advised of the findings and action taken.

**Approved: April 8, 1998**  
**Revised: November 25, 2009**  
**Diocesan Board of Education**  
**Diocese of Belleville**

**Policy 5115**

**SEARCH AND SEIZURE**

**Investigative Procedures**

The administration of the School is free to enter a student's locker, desk and school bag any time to search for questionable items. Students shall not have any expectation of privacy as it relates to school lockers, school bags or desks. The school is owner of all lockers and desks and shall retain full control of their use and content. Therefore the school reserves the right to search them at any time without notice. Searches may also be selective and carried out even if there are no reports of wrongdoing. If illegal or improper items are found in a student's locker, desk or school bag (e.g. non-prescription drugs, weapons, stolen property), they will be turned over to law enforcement authorities. Any items (personal possessions) that violate school rules will be kept by school administration and returned to the parents.

The school also reserves the right to search a student's vehicle when it is on school grounds and/or when attending a school sponsored function off school grounds.

However, when a situation arises that requires a search of a student; a student will be asked to empty his/her pockets or purse. If a student voluntarily empties his/her pockets and/or purse, this will not be considered an invasion of the person. Body searches will not take place. If a student does not voluntarily comply with the administrator's request, the student's parent will be called and expected to come to the school and conduct the search in the presence of a school administrator. A parents' refusal to comply with the request is grounds for immediate expulsion.

**Adopted: November 27, 2012**  
**Diocesan Board of Education**  
**Diocese of Belleville**  
**The Most Reverend Edward K. Braxton**  
**Bishop of Belleville**

**Diocesan Board of Education**  
**Diocese of Belleville**

**Policy 5114**

**STUDENTS**  
**Suspension and Expulsion**

The expulsion of a child from a Catholic school in the Diocese of Belleville is a serious action. It shall be invoked only after due consideration of all other possible solutions.

The principal shall use every means available to discover the cause of the problem and shall exhaust all appropriate remedies, such as, consultation with the parent(s) or guardian(s) and possible referral to appropriate counseling or medical assistance, prior to an expulsion.

All expulsion situations and reasons shall be documented. An expulsion shall be the result of a student seriously violating moral principles, civil laws, or seriously endangering the safety and welfare of other student(s), school personnel, and be known to the student and student's parent(s) or guardian(s).

A written record shall show that there were previous incidents which took place prior to the expulsion, and that a number of documented conferences were held with the parent(s) or guardian(s) to discuss the problems and infractions of the student. Accurate records of the time, place and substance of the material discussed shall be kept by the principal. The record shall show whether the student has been placed on probation or has been suspended, so that the student is fully aware of the consequences of subsequent misconduct.

It is generally not expected that expulsion will be the first action invoked against a student. There may be cases in which the one incident is serious enough to warrant immediate suspension followed by expulsion. The Director of Education for the diocese and the pastor, in cases of elementary schools, shall be notified and involved in all deliberations and shall approve the principal's recommendation for action.

### ***Suspension From School***

A student may be suspended by the principal for gross disobedience and misconduct. Each individual suspension of a student shall not exceed ten school days. Any suspension shall be reported immediately to the student's parent(s) or guardian(s) and to the pastor along with a full written statement of the reasons for the suspension. No student will be sent home on suspension unless the parents have been reached and expect the child home early. At the elementary level, a conference between the parents, principal and pastor will precede the student's return to class. At the high school level, a conference between the parents and principal should precede the student's return to class.

Any academic ramification of suspension shall be determined by the principal at both the elementary and high school level.

### ***Expulsion From School***

When all other means have failed and expulsion is being considered, the following procedure shall be followed:

- 1) The student will be suspended for a period not to exceed ten school days.
- 2) The parent(s) or guardian(s) shall be immediately informed in writing of the suspension, and that expulsion is being considered.
- 3) The principal shall meet with the pastor to review the merits of the expulsion.
- 4) When a decision for expulsion has been determined, the principal shall review the decision with the Diocesan Director of Education, along with the pastor, before an expulsion can be implemented.
- 5) Parents who are dissatisfied with the action taken by the principal shall have recourse to the local board of education, education committee and/or parish council as determined by local board policy. Decisions can only be overturned when local and diocesan policies and regulations were not appropriately followed.
- 6) In the event of an expulsion, the principal will cooperate with the parents in attempting to make arrangements for the future education of the pupil in another school.

### ***Confidentiality***

All parties involved in determining a suspension or expulsion of a student shall keep all information confidential.

**Adopted: May 20, 1976**

**Revised: April 5, 2004**

## **SERIOUS DISCIPLINE SITUATIONS**

Sometimes a student's inappropriate behavior is so serious that it warrants a suspension, expulsion, or police notification. If a student is found to be in violation of the law, i.e. possession of illegal drugs, weapons, etc., the incident will be reported to local law enforcement authority. If law enforcement officials make a request to speak with a student or students, the administration will follow the procedures set by the Diocese.

### **SUSPENSION**

The following may be causes for suspension from Holy Childhood of Jesus Catholic School:

- Deliberate fighting (verbal, non-verbal, or physical)
- Leaving school grounds without permission
- Endangering the health or safety of a student or teacher
- Repeatedly disrupting class so that other students cannot learn
- Repeatedly using inappropriate language or actions (sexual harassment)
- Verbal and/or written threats to anyone
- Smoking, possession of drugs or alcoholic beverages

The length of time a student will be suspended depends on the seriousness and frequency of the violation.

The process for the handling of suspension is:

Suspensions can be in school or at home depending on situation.

The student must make up all school work missed while suspended and will receive a "0" on their work.

A student-parent/guardian-principal conference may be held before the student may return to school or class.

After the second suspension, the student will be placed on probation.

After the third suspension, the student faces expulsion.

### **EXPULSION**

Expelling a student is extremely serious. If a student is expelled, she/he will not be allowed to re-enroll in Holy Childhood of Jesus Catholic School.

Incurring 3 suspensions may be cause for expulsion.

The following are causes for immediate expulsion from school:

Carrying weapons or any item that appears to be a weapon.

Carrying, handling, using, or selling drugs or alcohol.

Verbal and/or written threats to anyone.

### **Student Conduct and Safety – Threats of Violence – Policy 5142.1**

The safety and welfare of students enrolled in a Catholic school in the Diocese of Belleville is of the highest priority. For this reason, a student's written or verbal threat of violence toward other students and/or persons within the school will be taken seriously. For the purpose of this procedure, a threat of violence will be interpreted as a verbal or written threat of action that may cause physical harm to others.

The principal of the school will take immediate action upon learning that a threat occurred. This action includes non-disciplinary suspension of the student into the custody of parent or guardian until a satisfactory psychological evaluation by a licensed mental health professional is completed and the principal agrees that the student may return to school.

The local police will be promptly notified of the threat.

**Adopted: May 20, 2001**  
**Diocesan Board of Education**  
**Diocese of Belleville**

### **BULLYING**

1. Bullying is repeated harassment and attacks on others; when someone tries to take power over another.
2. This is done by individuals or groups.
3. Three components of bullying behavior:
  - a) Punitive – aimed at hurting or punishing targeted individuals
  - b) Power imbalance – when someone takes power over someone else

- √ Physical imbalance – a stronger, more physically dominant individual usurps authority over a smaller, less strong individual.
  - √ Psychological imbalance – intellect or social status determines dominance.
- c) Repetitive – a repeated even systematic act over time.

4. Bullying includes:

- Physical violence and attacks.
- Verbal taunts, name-calling and put-downs.
- Repeated negative behavior from one or more individuals.
- Threats and intimidation.
- Extortion or stealing of money or possessions.
- Exclusion from a peer group.
- Racially or ethnically-based verbal abuse and gender-based putdowns are also found in the bullying situation.
- Cyber-bullying – *“Cyber-bullies are using [technology] to spread rumors, threaten people and generally make life miserable for their victims at will, and throughout the day and night”* (Glenn Stutzky).

5. Three types of bullying behavior:

- Physical bullying – harm to another person’s body or property.
- Emotional bullying – harm to another’s self-worth.
- Social bullying – harm to another’s group acceptance.

Reports of student misbehavior will be documented and appropriate action will be taken.

## **CONSEQUENCE PLAN**

### ***Staff Responses to Bullying Behavior:***

**First Incident:** Intervene. Identify the behavior as bullying. State your expectation that the student will not engage in bullying behavior. Get a verbal promise that the student agrees to refrain from bullying.

**Second Incident:** Intervene. Identify the behavior as bullying. State your expectation that the student will not engage in bullying behavior. Restrict the student’s activities in the location in which the incident occurred or an appropriate consequence (e.g. student must not use the restroom with other students, and must sit out recess for two days).

File a report with the program director. It will be recorded in a behavior log and present a yellow slip to the student.

**Third Incident:** Intervene. Identify the behavior as bullying. State your expectation that the student will not engage in bullying behavior. In conjunction with the administrative office, contact the student's family. Arrange a meeting with the principal and classroom teacher. Assign the student the "Think About It" worksheet and present a yellow slip to the student.

**Fourth Incident:** Intervene. Identify the behavior as bullying. State your expectation that the student will not engage in bullying behavior. File a report and send the student to the administrator. The student will receive an orange slip.

### ***Administrative Responses to Bullying:***

**First Administrative Referral:** Arrange a face-to-face conference with the student's family. Clarify expectations for student behavior. Assign possible detention (an educational support group for bullies is optional, but recommended).

**Second Administrative Referral:** Arrange a face-to-face conference with the student's family. Arrange a possible one to three-day suspension (an educational support group for bullies is optional, but recommended).

**Third Administrative Referral:** Arrange a face-to-face conference with the student's family. Arrange a possible three to five-day suspension (an educational support group for bullies is optional, but recommended).

**Fourth Administrative Referral:** Arrange a face-to-face conference with the student's family. Arrange a possible five to ten-day suspension. Possible expulsion.

## BULLYING BEHAVIOR MODEL

		<b>PHYSICAL</b> Harm to another's body or property		<b>EMOTIONAL</b> Harm to another's self-worth		<b>SOCIAL</b> Harm to another's group acceptance	
<b>LEVEL 1</b>	<b><u>VERBAL</u></b>	<b><u>NONVERBAL</u></b>	<b><u>VERBAL</u></b>	<b><u>NONVERBAL</u></b>	<b><u>VERBAL</u></b>	<b><u>NONVERBAL</u></b>	
	Taunting	Making threatening gestures	Insulting remarks	Giving dirty looks	Gossiping	Passively not including in group	
	Expressing a physical superiority	Defacing Property Pushing/Shoving Taking small items from others	Calling names Teasing about possessions, clothes, appearance, or mocking, etc.	Holding nose or other insulting gestures	Starting/spreading rumors Teasing about clothes, looks, etc.	Playing mean tricks	
<b>LEVEL 2</b>	Threatening physical harm	Damaging property	Insulting family	Defacing schoolwork	Insulting race, gender, ethnicity	Making someone look foolish	
	Blaming targeted students	Stealing	Harassing with phone calls, text messaging or computer messaging	Falsifying schoolwork	Increasing gossip/rumors	Excluding from the group	
		Initiating fights Scratching Tripping/causing a fall	Insulting intelligence, athletic ability, etc.	Defacing personal property, clothes, etc.	Undermining other relationships		
<b>LEVEL 3</b>	Making repeated or graphic threats	Assaulting	Threatening with phone calls, text messaging or computer messaging	Ostracizing	Threatening total group exclusion	Public humiliation	
	Extortion	Destroying property	Challenging in public	Destroying personal property or clothing		Total group rejection/ostracizing	
	Making threats to secure silence, "If you tell, I will ..."	Setting fires Biting Physical cruelty Making repeated, violent threatening gestures Assaulting with a weapon					

**Diocesan Board of Education  
Diocese of Belleville**

**Policy 5114.1**

**STUDENTS**

**Suspension and Expulsion**

**Alcohol Use/Drug Abuse by Students**

The use, possession, distribution or sale of mood altering chemicals, including alcohol, by students is prohibited on school property or at school-sponsored activities or events. Disciplinary action will be taken in instances of violation of this policy. This includes the misuse of medications prescribed by the student's physician.

The Diocesan Board of Education recognizes the complexity of problems which may be associated with alcohol and drug abuse. The primary concern is for the well-being and best interests of the students. At the same time the Board recognizes their obligation to the parents or guardians and to the community. As a part of this obligation, it is, at times, necessary that suspension and/or expulsion be recommended in a case of alcohol or drug abuse.

A student who is suspended or expelled under this policy may seek readmission. No such student will be readmitted, however, unless there is written evidence from a certified psychologist or psychiatrist to show that the student is engaged in a counseling program designed to rid self of the abusive behavior.

**Adopted: January 24, 2000**

**Revised: March 16, 2010**

**The Most Reverend Edward K. Braxton  
Bishop of Belleville**

**SMOKING**

The use or possession of tobacco in any form, whether smokeless or otherwise, by students on school property or at a school function is prohibited. Violation of this rule may result in a suspension.

**DRUGS**

Use or possession of an illegal drug or any other controlled substance at Holy Childhood of Jesus Catholic School is strictly prohibited. A student in violation of this rule may be expelled.

**ALCOHOL**

Use or possession of alcohol in any form at the school is strictly prohibited. A student in violation of this rule may be suspended or expelled.

**HEALTH POLICIES**  
**PHYSICAL, DENTAL AND VISION EXAMS**

**Physical Examinations:**

The State of Illinois requires by law all students to have a physical examination on file at school. Students must complete a physical examination upon entering Grades K, 6 and 9, and all new students enrolling from out-of-state. Each student's health records must meet the standards set by the Illinois Department of Public Health, and be complete and on file by October 1<sup>st</sup>. The health history must include a complete immunization history. Any student in violation will be excluded from school until the state health requirement is satisfied.

**Dental Examinations:**

Illinois law mandates students entering Grades K, 2 and 6 to have a dental examination. The child is to present proof of having been examined by a dentist by May 15<sup>th</sup> of that school year. If no proof is presented, the school may hold the report card until proof of exam is given, or proof of a scheduled exam to take place within 60 days after May 15<sup>th</sup>.

**Vision Examinations:**

Illinois law requires that all children enrolling in Kindergarten in a public, private or parochial school and any student enrolling for the first time in a public, private or parochial school shall have an eye examination. Each child is to present proof of having been examined by a physician licensed to practice medicine in all of its branches or a licensed optometrist within the previous year before October 15 of the school year. If no proof is presented by October 15, the school may hold the child's report card until either (a) the child presents proof of the completed eye exam, or (b) the child presents proof that an eye exam will take place within 60 days after October 15.

**Diocesan Board of Education  
Diocese of Belleville**

**Policy 5141.3**

**STUDENTS**

**Physical Exams/Immunizations**

All Catholic schools in the Diocese of Belleville shall follow the Illinois Department of Public Health Rules for School Health Exams and Immunizations, Illinois Department of Public Health Rules, and the Control of Communicable Diseases. The only exception to this policy is in the case of a medical exemption.

**Adopted: January 27, 1993**  
**Revised: January 17, 2006**  
**Diocesan Board of Education**

**Diocese of Belleville  
The Most Reverend Edward K. Braxton  
Bishop of Belleville**

**Regulation 5141.3**

**STUDENTS**

**Physical Exams/Immunizations**

All students attending a Catholic school in the Diocese of Belleville are required to be in compliance with the law of the State of Illinois (105 ILCS 5/27-8.1) in regard to health examinations and immunizations.

Exemptions from the immunizations and health examinations on religious grounds are not accepted for students in a Catholic school in the diocese because the Catholic Church holds no position in opposition to immunizations. Therefore, all students who attend the Catholic school must be immunized regardless of religious affiliation.

An exemption may be granted on the basis of medical reasons if verified by a Medical Doctor (M.D.) or Doctor of Osteopathy (D.O.) in written documentation. This is to be sent to the Office of Education for approval prior to the full acceptance of the student in the school.

**Approved: January 27, 1993**  
**Revised: January 17, 2006**  
**Office of Education**  
**Diocese of Belleville**

**COMMUNICABLE DISEASE**

Schools share the responsibility for communicable disease prevention and control with parents and community health officials. When the school administrator becomes aware of a child with a chronic communicable disease such as, but not limited to herpes, AIDS, hepatitis, the administrator will follow procedures set by the Diocese of Belleville. Faculty and parents will be informed of any occurrence; however, individual health privacy will be maintained. All HIPAA Laws will be strictly enforced. Additional information may be found in the Diocese of Belleville Principal Handbook, pages J1-1 through J1-10.

## **MEDICINE**

Acutely ill students will be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists. Students may not have drugs of any kind in their possession on the school grounds. With the exception listed below, medications will not be administered at school.

Special health conditions may arise that can be expected to last for several days. When such a condition exists, the school will follow this policy:

### **A. PRESCRIPTION MEDICATION**

To assure school attendance for students who must use medication in the treatment of chronic disabilities or illness:

1. Written orders (must be on the Diocesan form) from a physician detailing the name of the drug, the dosage, and time interval the medication is to be administered.
2. Written request (must be on the Diocesan form) from the parent or guardian of the student that the school comply with the physician's orders, and a statement of permission that the school allow the student to receive the medication.
3. A parent must bring medication to school in a container appropriately labeled by the pharmacy or physician.
4. A staff member in the office will record every medication brought to school and administered to a student on a medication log which will include the date, time, dosage and signature of staff member who gives the student the prescribed dose of medication.
5. Only the principal or designated person shall be allowed to supervise a student taking prescription medication. At no time shall the principal or designated person administer medicine to a student. The student will consume or administer the medication provided by the staff member in the presence of the staff member.

The use of intramuscular or intravenous medication must be prescribed by a physician and administered by a registered nurse (not provided by the school).

### **B. NON-PRESCRIPTION MEDICATION**

1. No non-prescription medication will be dispensed in our school. Non-prescription medication includes aspirin, Tylenol, antacids, antihistamines, and any other medications.
2. Cough drops are permitted with written permission of parents.
3. No topical application of alcohol, peroxide, calamine lotion, or any other medication will be administered at school.

4. If injury to a student occurs, a staff member will use soap and water to cleanse the injured area. If the child requires additional treatment or must be sent home, then a staff member will inform the parent.

5. If your child requires medication while at school, a staff member will call you and ask that you bring the medication to the school office or take your child home.

### **PREGNANCY**

Catholic school Principals and Pastors, in consultation with the Office of Education, shall make the final judgments as to whether pregnant students should be enrolled or retained in school. They shall take every precaution to avert consideration of abortion as an option by the pregnant student. In the light of compassion, mercy and justice, they shall consider each person's case individually, consult with the parents of the student, recommend appropriate counseling resources, and insure confidentiality.

Pregnancy shall not be a reason for expulsion. If the boy is enrolled in Holy Childhood of Jesus Catholic School, the school counselor and a staff member selected by the principal shall meet with his parents and recommend appropriate counseling resources. The results of the meeting shall be confidential. The Principal and Pastor will inform the School Board that they are handling a pregnancy case.

### **MARRIAGE**

The Principal of Holy Childhood of Jesus Catholic School shall inform the Pastor immediately upon knowledge of a married student. The Pastor and Principal, in consultation with the Diocesan Office of Education, shall make final judgments as to whether or not a married student should be enrolled or continue enrollment in the school.

### **LICE**

The school can schedule and conduct regular checks for head lice during the school year. Should a student be found with head lice, the staff will contact the student's parents/guardians to request the parent(s) make prompt arrangements to pick up the student. The parent(s) must show proof of proper treatment for the infestation before the student may return to school. Such proof may include a doctor's note stating the problem has been remedied; store receipts for medicine purchased, and empty containers of medication. The staff will conduct another check for head lice seven days after the initial discovery.

### **INSURANCE**

Parents are responsible for providing accident and/or health insurance for their children.

### **STUDENT SUPPORT SERVICES**

A student in need of support services (counseling, social work, educational testing) will be evaluated by the school staff who teach the student, the school principal and parents. A plan will be created and appropriate steps will be outlined to enable the student to receive needed services.

### **PARENT VOLUNTEERS**

We encourage each parent to volunteer his or her services at Holy Childhood of Jesus Catholic School. Your help is essential as we work together to provide the best education and scholastic opportunities for our children. Please note, we must request preschool-aged children not accompany you when you volunteer for a school activity.

We need your help in the following areas:

- **Classroom:** Field trips, Room parents, Classroom volunteers
- **On-Site:** Playground, Cafeteria, Library, Picnic
- **Student Activities:** Student projects, Junior Beta, Reading Counts
- **Maintenance:** Landscaping, Building repair, Carpentry, Event cleanup
- **Committees:** Athletic Committee, H.O.P.E., Annual Fund, Newsletter, School Board

Please note, before you can volunteer to help, you MUST complete these prerequisites:

#### **CHILD PROTECTON REQUIREMENTS:**

1. Attend an *Initial Child Protection Training* class. These classes are presented throughout the school year at various locations in the Belleville Diocese.
2. Complete the *Child Protection Training Refresher Course* each year that you plan to volunteer.
3. Complete the *Illinois Department of Children & Family Services Authorization for Background Check (CANTS)* form.
4. Complete the *Application for Volunteer Service* form.
5. A *criminal background check* is required for any volunteers in leadership positions, or those who have lived in Illinois for less than 5 years.

Also, updates to the initial requirements are required. The intervals for updates are:

1. Refresher course – each year.

2. CANTS Form – every other year.
3. Criminal background check form – every 5 years.

**You may call the school office for additional information, location details, or forms.**

### **HOLY CHILDHOOD ORGANIZATION OF PARENTS & EDUCATORS (H.O.P.E.)**

H.O.P.E. (Holy Childhood Organization of Parents & Educators) is an active committee of parents and staff who work together to improve our school. H.O.P.E. promotes the spiritual enrichment of its members and their families; fosters a closer union between the home and the school; promotes the physical welfare of the children in our school; and supports and gives the necessary material aid for the maintenance and improvement of the school so that it may better carry out the purpose of educating our children. Please join us at a H.O.P.E. meeting on the first Thursday of the month at 7:00 p.m. We meet in the school cafeteria.

### **CHILD ABUSE**

Holy Childhood School will abide by the policies and procedures of the Diocese of Belleville explained in Policy 5141.4

Policy 5141.4

### **STUDENTS**

#### **Mandated Reporter/Abuse and Neglected Child Reporting**

The Abuse and Neglected Child Reporting Act (1982) mandates that suspicion of child abuse or neglect be reported to the Department of Children and Family Services (DCFS). The law covers all children up to age 18.

According to the Illinois Department of Children and Family Services Manual for mandated reporters, mandated reporters can be classified in seven categories: medical, school, social service/mental health, law enforcement, coroner/medical examiner, child care personnel, and members of the clergy. The Manual provides that mandated reporters are persons who work in one of the preceding seven categories and who may work with children in the course of their duties. Neither the Act nor its regulations state that the work must be paid.

All parish and school personnel, including but not limited to, teachers, PSR catechists, catechists, youth leaders and youth volunteers, coaches, and administrative staff,

principals and DRE's, CRE's, directors and staff assistants of day care centers and nursery schools, child care workers and aides, foster parents, agency homemakers, registered psychologists and volunteers who work with children to report in the same manner as mandated reporters.

All mandated reporters are required by law to report suspected child abuse or neglect to DCFS hotline immediately. In addition a written confirmation must also be mailed to DCFS and sent on special forms available from a local DCFS office or by a confirmation letter stating the essential facts within 48 hours of the Hotline call.

The DCFS may ask that licenses/certificates be suspended and/or revoked if it has proof that professional personnel had knowledge of child abuse and/or neglect and did not report same. When a suspected case is reported to the DCFS, the person reporting the case should inform his/her appropriate authority.

By law, information cannot be withheld on grounds preserving confidentiality. All persons who are mandated to report suspected abuse and neglect are presumed to be acting in good faith. Thus, they are immune from legal liability as a result of a report.

It should be noted that the protection of children is the responsibility of the entire community and that the law provides that anyone may make a report to the Hotline. Therefore, our Diocesan Child Protection Policy requires all parties involved with youth are to follow this policy.

**Adopted: March 2, 1989**

**Revised: November 27, 2012**

**Diocesan Board of Education**

**Diocese of Belleville**

**The Most Reverend Edward K. Braxton**

**Bishop of Belleville**

### **Who is a Mandated Reporter?**

The *Illinois Abused and Neglected Child Reporting Act*, requires or mandates the members of several professions to report child abuse. These include:

1. Physicians, surgeons, registered and practical nurses, hospital administrators and other staff involved in the examination or treatment of patients,
2. Dentists, osteopaths, psychologists, Christian Science practitioners, coroners, medical examiners, chiropractors and podiatrists,
3. **All parish and school personnel, including but not limited to, teachers, PSR teachers, youth leaders and youth volunteers, coaches, and administrative staff, principals and DRE's, CRE's, directors and staff assistants of day care centers and nursery schools, child care workers and aides, foster parents, agency**

**homemakers, registered psychologists and volunteers who work with children.**

4. Truant officers, probation officers, law enforcement officers, social workers and social service administrators and,
5. All field personnel of the state departments of Children and Family Services, Public Health, Public Aid, Corrections and Mental Health and Developmental Disabilities.

## **INTERNAL REPORTING PROCEDURE FOR ABUSE AND NEGLECT**

Please report any suspect of child abuse or neglect to the Principal or Pastor of Holy Childhood School/Parish. All guidelines mandated by DCFS and the State of Illinois will be followed.

### **DRESS CODE**

**Jewelry:** Students may wear specified jewelry as long as it is not a safety concern or a classroom distraction. Specified jewelry is defined as only pierced earring posts, watches and rings, as well as non-modified religious jewelry such as scapulars, crosses, or medals.

**Make Up:** Make up is strongly discouraged, as is nail polish and fake nails.

**Hair:** All hair should be clean cut and not lower than eyebrows in front.

Boys: Hair should not touch the shirt collar.

Girls: Hair should be kept back from the eyes.

**Tattoos:** Permanent or temporary tattoos or body art are not allowed unless it is part of an approved school activity.

The principal and/or teacher has the right to determine if jewelry, make up, hair color and/or hair style is appropriate for a Catholic school.

### **DRESS CODE – GIRLS PreK-8**

#### **Jumpers and Skirts:**

PreK - Grade 4: Girls must wear a uniform jumper. Jumpers must be navy/green plaid (Dennis Plaid) or solid navy blue.

Grades 5-8: Girls must wear a full-pleated skirt, kick pleated skirt or uniform jumper. Skirts must be navy/green plaid (Dennis Plaid), navy blue or khaki.

- *Jumpers and skirts must be knee length.*
- *Shorts must be worn underneath jumpers and skirts. No long pants, leggings or sweat pants may be worn under uniforms in the classroom.*

#### **Shirts:**

Girls must wear collared long or short-sleeved shirts, knit shirts or turtlenecks.  
Shirt colors: White, light blue, navy blue

Turtlenecks: White

- *Shirts may have HCS embroidered on them.*
- *Shirts must be tucked in at all times.*
- *Only plain white undershirts/t-shirts can be worn under uniform shirts.*

### **Shorts and Skorts:**

#### ***August, September and May only:***

PreK – Grade 4: Girls may wear navy blue skorts or shorts (Becky Thatcher style). Preschoolers may wear elastic waist shorts.

5-8: Girls may wear navy blue or khaki skorts or shorts (Becky Thatcher style)

- *Shorts or skorts must be knee length.*
- *The principal may extend this wearing period.*

### **Slacks:**

PreK – Grade 4: Navy blue or black uniform slacks.

Grades 5-8: Navy blue, black or khaki uniform slacks.

- *No jeans, knit, low-rise or cargo slacks are permitted.*
- *Pants must be worn at waist level (belly button).*
- *Preschool, Kindergarten and 1<sup>st</sup> Grade students may wear elastic waist slacks without belts*

### **Sweaters:**

Girls may wear navy blue, red or white sweaters. Pullover, cardigan or a sweater vest may be worn in crew or V-neck styles.

- *A collared white shirt or turtleneck must be worn under the sweaters.*
- *HCS initials may be embroidered on the sweater.*

### **Sweatshirts:**

Students in all grades will be allowed to wear approved type sweatshirts.

Sweatshirts approved to be worn include:

HCS Sweatshirts

Fleece pullover sweatshirts with the HCS logo

HCS Spiritwear sweatshirts

HCS Warm-up jackets

Religious sweatshirts

Solid colored white, navy blue or red sweatshirts without logos

- *Zippered sweat jackets or fleece jackets are not allowed in the classroom.*
- *A uniform shirt with collar must be worn with all sweatshirts.*
- *Hoodie sweatshirts are not allowed in the classroom.*

### **Socks & Shoes:**

Girls must wear solid white, navy blue or black socks. Tights in white or navy blue are permitted.

**All students must wear tennis shoes in school.**

### **DRESS CODE – BOYS PreK-8**

#### **Shirts:**

Boys must wear collared long or short-sleeved shirts or turtlenecks.

Shirt colors: White, light blue, navy blue

Turtlenecks: White

- Small emblems like the IZOD or J.C. Penney dragon are permitted.
- All shirts must be tucked in at all times.
- Only plain white undershirts/t-shirts can be worn under uniform shirts.

#### **Pants:**

PreK – Grade 4: Navy blue or black uniform pants.

Grade 5-8: Navy blue, black or khaki uniform pants.

- *No jeans, knit, low-rise or cargo pants are permitted.*
- *Pants with tags, leg zippers or ornamentation are not permitted.*
- *Pants must be worn at waist level (belly button).*
- *Preschool, Kindergarten and 1<sup>st</sup> Grade students may wear elastic waist slacks without belts*

#### **Shorts:**

***August, September and May only:***

PreK – Grade 4: Boys may wear navy blue shorts (Tom Sawyer style)

5-8: Boys may wear navy blue or khaki shorts (Tom Sawyer style)

- *Shorts may not be more than 5 inches above the knee.*
- *The principal may extend this wearing period.*
- *Preschool, Kindergarten and 1<sup>st</sup> Grade students may wear elastic waist shorts without belts*

#### **Sweaters:**

Boys may wear navy blue, red or white sweaters. Pullover, cardigan or a sweater vest may be worn in crew or V-neck styles.

- *A collared white shirt or turtleneck must be worn under the sweaters.*
- *HCS initials may be embroidered on the sweater.*

#### **Sweatshirts:**

Students in all grades will be allowed to wear approved type sweatshirts.

Sweatshirts approved to be worn include:

HCS Sweatshirts

Fleece pullover sweatshirts with the HCS logo

HCS Spiritwear sweatshirts  
HCS Warm-up jackets  
Religious sweatshirts  
Solid colored white, navy blue or red sweatshirts without logos

- *Zippered sweat jackets or fleece jackets are not allowed in the classroom.*
- *A uniform shirt with collar must be worn with all sweatshirts.*
- *Hoodie sweatshirts are not allowed in the classroom.*

**Socks & Shoes:**

Boys must wear solid white, navy blue or black socks.

**Tennis shoes are the only shoes permitted to be worn in school.**

**Belts:**

Belts are encouraged for Grades 5-8.

**GYM UNIFORM**

All students must wear athletic shoes when attending gym class.

Students in Grades 5-8 must have separate P.E. attire, this includes non-uniform days. Shorts should be finger-tip length and scoop-neck tops are not permitted.

Students in K-4 wear school uniforms and tennis shoes.

**UNIFORM COMPANY**

Just Me Apparel, 232 Old Sulphur Spring Road, Manchester, MO 63021  
1-636-391-3551 or 1-877-797-7344  
[www.justmeapparel.com](http://www.justmeapparel.com)

**UNIFORM EXCHANGE**

H.O.P.E. provides a uniform exchange. It continues throughout the year in the school cafeteria. If you have uniforms that don't fit, send them to the school office. All uniforms at the exchange are free.

**NON-UNIFORM DAY**

On special occasions, the dress code may be waived by the school principal. However, on these days, we still expect students to dress appropriately. On designated non-uniform days, the following rules apply:

- Jeans without rips are acceptable.
- Athletic pants in good condition are acceptable.
- Capris are acceptable.
- Attire must be appropriate for a Catholic school.
- Students may wear only walking length shorts.
- Shirts must have sleeves (i.e. no spaghetti straps).
- Shirts must be long enough to be tucked in but do not need to be tucked in.
- Students must wear socks, and shoes must be of closed toe and heel style.
- Under no circumstances will cargo (outside pockets) or low-rise shorts, pants or slacks be acceptable.

### ARRIVAL

School officially begins at 8:00 a.m. Students should not arrive before 7:30 a.m. **No students are allowed in the school classrooms or hallways before 7:50 a.m.** The lobby doors will open at 7:30 a.m. and students are to go to the cafeteria where a teacher will supervise their activities. **The school is not responsible for students who arrive on the school grounds before 7:30 a.m.**

Cars dropping students off or picking them up should enter the parking lot through the south entrances (across from the rectory) and exit at the northwest exit (adjacent to the playground) of the lot.

### DISMISSAL

Grades K-8 are dismissed at 3:00 p.m. The school will supervise students until the final bus pick up (at approximately 3:05 p.m.) **Please Note: The School is not responsible for students left at school after 3:00 p.m.**

A parent must provide a note to the office to advise the staff if a student is to go home with another party.

Students who normally ride the bus should notify the teacher on duty if he or she will not be riding the bus. Only the teacher on duty can excuse a student to leave the line. A parent should give the student a note to advise the staff if there is a change in the student's normal transportation.

Please do not park in the front row of the parking lot when picking up children.

## **ACM NOTIFICATION**

The U.S. Environmental Protection Agency (U.S.E.P.A.) requires all schools to conduct surveys to identify the presence of friable (e.g. crumbly, easily reduced to tiny particles) and non-friable asbestos in their buildings and implement appropriate response actions, as necessary.

An inspection was performed at Holy Childhood of Jesus Catholic School in compliance with these regulations. Furthermore, school administration developed a site specific asbestos management plan that was approved by the Illinois Department of Public Health. This plan describes in great detail how any asbestos exposure will be minimized.

You, as parents, teachers, or others are invited to review the inspection and management plan. The plan is available Monday through Friday from 8:00 a.m. until 3:00 p.m. on the pupil attendance days at the school's administrative office.

**Policy 2502**

## **ADMINISTRATION**

### **Pest Control and Lawn Care Management Program**

In schools pests can best be controlled through a comprehensive pest management program that combines preventive techniques, nonchemical pest control methods, and the appropriate use of pesticides with preference for products that are the least harmful to human health and the environment. Integrated pest management is a good practice in the management of pest populations, and it is prudent to employ pest control strategies that are the least hazardous to human health and the environment.

Pest Control usage means and includes the use of any device or the application of any substance to prevent, repel, mitigate, curb, control, or eradicate any structural pest in, on, under, or around a structure, or within a part of, or materials used in building, a structure; the use of any pesticide, including insecticides, fungicides and other wood treatment products, attractants, repellents, controlling, eradicating, identifying, mitigating, diminishing, or curbing insects, vermin, rats, mice, or other pests in, on, under, or around a structure, or within a part of, or materials used within and around a school building.

It is recommended that written or telephonic notification must be given to the parent/guardian before application of pesticide and should identify the intended time of the application of the pesticide, the areas to receive the treatment, and the name and telephone contact number for the school personnel responsible for the pesticide application program that the parent or student may contact for additional information.

**Approved:**

**Office of Education  
Diocese of Belleville**

*Under normal circumstances, all pest control is addressed during vacations – Thanksgiving, Christmas, Easter and summer. If application of a pesticide needs to be applied outside of these times, parents will be notified.*

**BAND (Grades 4-8)**

As you may know, the band practices as a group. Dr. Gibson offers weekly lessons to teach students to play the instruments. There is a \$15.00 fee per month per child, a price that has not changed in a number of years. The fee for the eight months September through April is \$15.00 a month or \$120.00 total. If you would like to pay it in advance, the fee is discounted to \$100.00. ***Please complete the form on the last page of the Handbook.***

**BICYCLES**

Students may ride bicycles to school. It is the responsibility of the student to make sure that the bike is properly cared for and secured. Holy Childhood of Jesus Catholic School will not be responsible for any bicycle brought to school.

**BIRTHDAY/TREATS**

We invite you to bring a treat on your child's birthday. Please make arrangements with the teacher first.

You may distribute party invitations during school hours or school functions, including athletics, **only** if all children (or all same gender) in the classroom receive an invitation.

Please do not make (or arrange for) deliveries, such as flowers, balloons, food, stuffed animals, etc., to students at school.

## **BUS TRANSPORTATION**

Students attending Holy Childhood of Jesus Catholic School who reside in Mascoutah District #19 are permitted to ride the District #19 school buses. Holy Childhood students are expected to follow District #19 bus rules.

Students who break these rules are given a Bus Misconduct Report by the driver. A student may suffer the loss of bus transportation based on a Bus Misconduct Report. The first report is usually a warning, but serious violations may result in immediate loss of bus privileges.

### **School Bus Rules**

1. Students are not to put their hands, arms, or other objects out of bus windows.
2. No materials are to be thrown from bus windows or at other passengers inside the bus.
3. Whenever the bus is in motion, all students must be seated.
4. No pushing, wrestling or fighting will be tolerated.
5. Normal conversation is permitted. Do not become loud or use language that could be considered profane or indecent to other riders.
6. All students will face toward the front of the bus after they have taken their seats. This is a well-established safety measure. Also, stay the specified distance away from the emergency exits.
7. Any student has the privilege of occupying any unoccupied space in a bus seat, at the rate of three (3) riders per bus seat. No seat is to be saved for someone else. In bus lines formed by those waiting for a bus, no places may be saved. A student must actually be in line to hold his place.
8. If students wish to bring pets to school for some special occasion, such as science class, arrangements other than bus transportation must be made.
9. There is to be no eating, drinking or smoking on buses at any time.
10. The bus driver has the right to assign students to such seats as he/she may feel are best suited to them.
11. Bus drivers are employed through the school district and the authority of the school over pupils extends from the time they step onto the bus until they leave the bus on the way home.
12. Students are to ride only those buses to which they are assigned. This will help prevent the overloading of buses.
13. Students are permitted to ride to and from school and to established stops. No special stops will be made to on-load or off-load a student. A student may get off at a regular stop other than his/her own by bringing a note from his/her parents to the effect that such a change is necessary. The note is to be approved by the school principal.
14. Students are liable for intentional or careless damage done to school buses.

## **CELL PHONES/ELECTRONIC DEVICES**

Students may bring a cell phone or personal electronic device to school, but the device must be turned off and kept in their backpack. If a student misuses an electronic device, the staff can confiscate the device and a parent must pick it up in the office from the principal or his/her designee.

## **EMERGENCY PREPAREDNESS**

To assure the safety of each student in the event of fire, tornado, earthquake, or other potentially hazardous situations, drills are held periodically during the school year to familiarize students and teachers with emergency procedures. Exiting procedures are posted in each classroom and areas throughout the school building.

## **SCHOOL FIELD TRIPS**

Field trips are only allowed when they have an educational purpose as determined by the Principal. Students who fail to submit the school's permission form prior to the field trip shall not be allowed to participate in the field trip. Parent telephone calls will not be accepted in place of a signed form.

Field trips are privileges afforded to students. Students can be denied participation in field trips if they fail to meet behavioral requirements established by the school.

Students who use the transportation organized by the school must return to the school using the same transportation.

No cell phones or electronic devices are allowed on single day field trips.

***All chaperones and volunteers must have completed the appropriate forms and training according to Child Protection Policy. (See a staff member in the school office for more details.)***

Each volunteer/chaperone shall stay with his or her assigned group. Please note supervision is both mental and physical; a chaperone's attention is always on the young people you have been assigned to supervise. For this reason, no chaperone is allowed to bring other children with them regardless of age or relationship.

**Policy 6153**

## **INSTRUCTION**

### **Instructional Services - Field Trips**

Field trips by the parish catechetical program or school field trips shall be allowed only when they have an educational purpose as determined by the responsible parish minister or school official. Students shall submit the appropriate request/permission form prior to the field trip. Students who fail to submit the appropriate request/permission form shall not be allowed to participate in the field trip. Parent telephone calls will not be accepted in place of the signed form.

Field trips are privileges afforded to students. Students can be denied participation in field trips if they fail to meet behavioral requirements established by the parish catechetical program/school.

**Adopted: March 28, 1994**  
**Revised: January 17, 2006**  
**Diocesan Board of Education**  
**Diocese of Belleville**  
**The Most Reverend Edward K. Braxton**  
**Bishop of Belleville**

Additional information may be found in Regulation 6153 in Diocese of Belleville School Policies Manual located in the office of the Principal.

**HOLY CHILDHOOD SCHOOL**  
**FIELD TRIP PARTICIPATION FORM**

Dear Parent or Legal Guardian:

Your son/daughter/guardianship is eligible to participate in a school-sponsored activity that requires transportation to a location away from the school site. This activity will take place under the guidance and supervision of employees from Holy Childhood School. A brief description of the activity follows:

Curriculum Goal: \_\_\_\_\_

Destination: \_\_\_\_\_

Designated Supervisor of Activity: \_\_\_\_\_

Date and Time of Departure: \_\_\_\_\_

Date and Anticipated Time of Return: \_\_\_\_\_

Method of Transportation: \_\_\_\_\_

Student Cost: \_\_\_\_\_ Dress: \_\_\_\_\_

If you would like your child to participate in this event, please complete, sign and return the following statement of consent and release of liability. As parent, or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student. No student may participate in a field trip without a signed participation form. Telephone calls by the parent/s or guardian may **not** substitute for a signed participation form.



I hereby request participation by my child, \_\_\_\_\_, in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

I further understand and agree that I assume full responsibility for any loss or damage to property, or for bodily injury to others, caused by the above named child, whether by accident or intent.

In the event that my child requires medical care while participating in the activity, I assume responsibility for payment of all expenses associated with such care.

I have read the above form; I fully understand and consent to its terms.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Emergency Phone Number

Date of field trip: \_\_\_\_\_

Class: \_\_\_\_\_

Destination: \_\_\_\_\_

Curriculum Goal: \_\_\_\_\_

Return bottom portion of form by: \_\_\_\_\_

### **HOT LUNCH**

Holy Childhood of Jesus Catholic School offers a daily hot lunch program. Parents of students who meet state requirements may apply for a free or reduced price lunch in the school office. Records of those who apply are kept strictly confidential.

Students may buy lunches a day at a time, week at a time, or pay by the month. Lunch is \$3.25 per day. Milk is 60 cents per serving. An extra entrée is \$1.75. Parents can view student lunch account balances on the Fast Direct website [www.fastdir.com/holychildhoodschool/](http://www.fastdir.com/holychildhoodschool/). Students should submit lunch money in a sealed envelope with his or her name, grade, and the amount enclosed written on the outside. If a student has selected the pay by the month option and he or she does not eat a lunch meal, the school will give that student a meal credit for that day.

If the lunch bill for a student is one month delinquent, the school will send the parents a letter advising them the delinquent bill must be paid within five school days. A school lunch bill is considered delinquent when it reaches twenty unpaid days. If the lunch bill is not paid within five days, the child must bring his/her lunch until the bill is paid.

There is no refrigeration provided for student lunches, but the school offers a microwave oven that a student may use to heat his or her food.

Students may **NOT** bring fast food, soda or energy drinks for lunch.

A student who arrives after 10:00 a.m. and requests a school lunch will receive a peanut butter and jelly sandwich.

Holy Childhood of Jesus Catholic School has a closed lunch campus. We expect our students to eat in the school cafeteria. We also expect our students to follow the cafeteria rules:

1. Respect the people around you and their things.
2. No running.
3. No climbing on tables or chairs.
4. Push your chair in.
5. Pick up your trash.
6. Pour left-over milk into bucket.
7. One at a time, each student should dump their tray in the trash can.
8. Put tray gently in the window (not on the ledge) and criss-cross trays or hand it to the person at the window.

## **INCLEMENT WEATHER**

**Policy 6112**

### **INSTRUCTION School Cancellation/Early Dismissal**

1. Generally, Holy Childhood School will follow Mascoutah District #19 in school cancellation, late start, or early dismissal due to inclement weather.
2. The administration has six snow days prescheduled for the academic year.
3. The decision to cancel Holy Childhood School or dismiss early due to inclement weather or other emergency is made by the Holy Childhood principal or designee.
4. The decision to close or dismiss early will be made on a daily basis.
5. When school is cancelled, the school will contact TV stations. The stations are:  

TV Channel 4, 5
6. When school is dismissed early, the TV stations will be contacted and attempts will be made to inform parents so that they can provide necessary

arrangements for the care of their children.

**Adopted: March 20, 2008**  
**Holy Childhood Board of Education**  
**Diocese of Belleville**  
**Revised: December 20, 2012**

***Families will receive a text message and an e-mail to announce a school closing or late start.***

## **STUDENTS**

**Policy 1341**

### **COMMUNITY RELATIONS** **Authorization for Internet Access**

In order to access and use the school's Internet and other related technologies (the "Network"), each person ("User") must sign this *Authorization* and the *Internet Code of Conduct*. If the User is a student, both the student and his or her parent(s)/guardian(s) must sign this *Authorization*. Please read this document carefully before signing.

All use of the Network shall be consistent with the school/parish/diocese's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This *Authorization* does not attempt to state all required or prescribed behavior by Users. However, some specific examples are provided. *The failure of any User to follow the terms of this Authorization for Internet Access or the Internet Code of Conduct will result in the loss of privileges, disciplinary action, and/or appropriate legal action.* The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

## Terms and Conditions

1. Acceptable Use. Access to the school/parish/diocese's Network must be for the purpose of education or research, and be consistent with the *Internet Code of Conduct* and the educational objectives of the Diocese of Belleville (the "Diocese").
2. Unacceptable Use. You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are, but not limited to, the following:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or clean of viruses;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private, financial or commercial gain;
  - e. Wastefully using resources, such as file space, printing supplies, etc.;
  - f. Gaining unauthorized access to resources or entities;
  - g. Invading the privacy of individuals;
  - h. Using another user's account or password;
  - i. Posting material authored or created by another without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.
3. Privilege. The use of the school/parish/diocese's Network is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. User will participate in a discussion with an assigned staff person(s) concerning the proper use of the Network. A faculty member, staff person or parent/guardian may request the System Administrator to deny, revoke, or suspend a student User's access to the network due to unacceptable use. The System Administrator will make all decisions regarding whether or not a User has violated this *Authorization* and may deny, revoke or suspend access at any time.
4. Network Etiquette. Users of the network and of any e-mail services are expected to abide by the generally accepted rules of Network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in your messages to others.

- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal the personal address or telephone numbers of students, staff persons, faculty members and colleagues.
- d. Do not use the Network in any way that would disrupt its use by other Users.
- e. Consider all communications and information accessible via the Network to be private property.

5. E-Mail. All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in the Network are the property of the Diocese and as such are to be used solely for educational purposes. The use of any software and/or the Network for private or commercial purposes is strictly prohibited. Users using the network do so at their own risk. Further, Users are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from the System Administrator. All pass codes are the property of the Diocese. No User may use a pass code that has not been issued to that User or that is unknown to the Diocese. To ensure that the use of the Network is consistent with the educational objectives of the Diocese, authorized representatives of the Diocese may monitor the use of the Network from time to time. Such monitoring may include printing up and reading all E-mail entering, leaving, or stored in these systems. Messages relating to, or in support of, illegal activities may be reported to the authorities. Therefore, anything you say, receive, or use on the Internet is not private, and you should not have any expectation that any messages to or by you or activities by you are private or confidential.

6. No Warranties. The Diocese 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 loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Network is at the User's own risk. The Diocese specifically denies any responsibility for the accuracy or quality of information obtained through the system.

7. Financial Obligations. The student or parent/guardian will be responsible for any financial obligation incurred through the use of the Network that is not previously approved by the school. Unauthorized charges or fees include, but are not limited to telephone charges, long distance charges, per-minute surcharges, and/or equipment or line costs.

8. Indemnification. The User shall indemnify the school/parish/diocese's for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to or arising out of, any breach of this *Authorization*.

9. Security. Network security is a high priority. When you identify a security problem on the Network, you must notify the System Administrator or principal ***immediately***. Do not demonstrate the problem to other Users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Network as a System Administrator will result in cancellation of User privileges. Any User identified as a security risk may be denied access to the Network.
10. Vandalism. Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another User, the Network, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Students, adult students, parent(s)/guardian(s), and teachers need only sign this *Authorization for Network Access* once while enrolled or employed by the school/parish.

**Acknowledgment and Agreement**

I understand, agree to, and will abide by the above *Authorization for Internet Access* and I warrant that I have signed, understand and will abide by the *Internet Code of Conduct*. I further understand and agree that should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken, and I will be responsible (and promise to pay) for any costs or damages associated with or resulting from any such breach or violation. In consideration for using the school's Network connection and having access to other networks, I hereby release the school/parish/diocese and its board members, employees, and agents from any claims and damages arising from my use, or inability to use, the Network.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(User Signature)

\_\_\_\_\_  
(Parent/Guardian Signature)

**Adopted: April 11, 1997**  
**Revised: March 28, 2002**  
**Diocesan Board of Education**  
**Diocese of Belleville**

**COMMUNITY RELATIONS**  
**Internet Code of Conduct**

The Diocese of Belleville (the "Diocese") and schools/parishes affiliated with the Diocese want to promote and encourage use of the Internet for educational purposes in a manner consistent with the religious and educational objectives of the Diocese and such schools/parishes. In an effort to further those objectives and maintain the integrity and reputation of the Diocese and those schools, the following *Code of Conduct* has been developed for persons who access the Internet through the Diocese or a school/parish affiliated with the Diocese. Access is conditioned upon the User's agreement to and continued compliance with this *Code of Conduct*.

1. The User shall only use the Internet and related technologies (the "Network") in support of education and research and consistent with the educational objectives of the Diocese of Belleville, and to promote educational excellence by facilitating resource sharing, innovation and communication. All use of such technology is intended to promote the proclamation of the Gospel, to teach the doctrinal traditions and moral standards of the Church and faith formation.
2. The User shall comply with the rules of other organizations, networks, or computing resources when using other networks.
3. The User is responsible for his or her actions and activities involving the Network.
4. The User shall not, without authorization:
  - a. Use the Network for illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any United States or state regulation, including, but not limited to, copyrighted material.
  - b. Download or transmit software, without authorization, regardless of whether it is copyrighted or devirused.
  - c. Use the Network to engage in vandalism. Vandalism is defined as any attempt to harm or destroy data of another User or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses.
  - d. Download copyrighted material for other than personal use.
  - e. Download or transmit material protected by trade secrets.
  - f. Use the network for private financial or commercial gain.

- g. Use resources wastefully, such as file space.
  - h. Gain or seek unauthorized access to resources or entities.
  - i. Use another user's account or password.
  - k. Post material authored or created by another without his/her consent.
  - l. Post anonymous messages.
  - m. Use the Network for commercial or private advertising.
  - n. Use the Network to play games, engage in unauthorized chat, chain letter communication, or flame letters.
  - o. Access, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, violent, racially offensive, harassing, illegal material or information on bombs, or weapons.
- any other
- p. Use the Network while access privileges are suspended or revoked.
  - q. Reveal the personal address or telephone numbers of students, staff persons, faculty members and colleagues.
  - r. Use the Network for any purpose other than those consistent with the educational objectives of the school/parish/Diocese of Belleville.

**Approved: April 11, 1997**  
**Revised: November 11, 2009**  
**Diocesan Board of Education**  
**Diocese of Belleville**



**Holy Childhood School**  
**Chromebook & School Google Account**  
**Digital Citizenship Guidelines & Expectations**

*Think before you act because your virtual actions are real and permanent!*

<b>Guidelines &amp; Expectations</b>		<b>Student Initials</b>	<b>Parent Initials</b>
1	It is my responsibility to come to class each day with my Chromebook charged and ready for class. I understand that there are consequences for absent/uncharged Chromebooks per school handbook.		
2	I understand that it is the classroom teacher's decision regarding when and how I may use my Chromebook in class		
3	I understand that the Chromebook I received is intended for my use only. I agree to not misrepresent myself by using someone else's		

	Chromebook/username or lending my Chromebook to others.		
4	I will do my own work! I understand there are consequences in place for plagiarism/cheating. I will not use other people's intellectual property without their permission. I am aware that it is a violation of copyright law to copy and paste other's thoughts. It is required that I cite all sources (text, image, video, etc.)		
5	I understand that I am responsible for the content of my searches: both text and images. All searches should be school appropriate. I will report any inappropriate content immediately.		
6	I will be aware of what I post online. Website and social media venues are very public. What I contribute leaves a digital footprint for all to see. Inappropriate text, video, images, etc. I post while using school resources are subject to school and legal consequences.		
7	I will follow the school's code of conduct when writing online. It is acceptable to disagree with others' opinions; however, I will do it in a respectful way. I will make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online		
8	I will be safe online. I will not give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. I will not share my password with anyone other than my parents or school administrators if requested.		
9	I understand that the school can request password/account information at any time. I am aware that school personnel can view my Chromebook activity and school Google account activity at any time.		
10	I understand that HCS retains sole right of the possession of the Chromebook. I understand the school may recall my Chromebook or place restrictions on it at any time for my improper use. Chromebook is for HCS educational purposes only.		

**Holy Childhood School  
Chromebook & School Google Account Care & Use**

1. Always close the lid before moving your Chromebook device.
2. Use the school provided carrying case to transport your Chromebook.
3. Shut down the device before placing it in the school issued carrying case
4. Place your Chromebook on flat, solid surfaces only.
5. Be gentle with the screen. It is easily damaged by excessive pressure or sharp objects. Do not pick up the Chromebook by holding the screen.
6. Clean the screen with dry anti-static cloths or lens cleaners only.
7. Charge your Chromebook every night at home. Leave your device charger at home.
8. Keep your Chromebook in your possession or in your desk at all times at school.

9. Use of your Chromebook in the cafeteria/bus is not recommended. Damage outside of normal wear and tear is your responsibility. Please be careful with your Chromebook.
10. Report any damage or problems to your homeroom teacher or Dr. Gibson.
11. Return any unattended Chromebooks immediately to the main office.

- 
1. Do not sit on your Chromebook or place heavy objects on top of it.
  2. Do not “decorate” your device in any way (stickers, markers, paint, etc.)
  3. Do not disassemble, modify or repair your Chromebook, operating system, installed software or filters.
  4. Do not alter or remove the HCS tags attached to the bag, or the Chromebook itself.
  5. Do not leave your Chromebook unattended. You are responsible if it is lost.
  6. Do not leave your Chromebook in an unlocked vehicle, or in a hot vehicle.
  7. Do not use your Chromebook near water.

**Any damage or loss due to your negligence is YOUR RESPONSIBILITY. Damage and repairs not covered under the “normal wear and tear” warranty and/or “accidental damage” warranty will be reimbursable by the parent/guardian.**

Print Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **LOST AND FOUND**

There is a table in the cafeteria for lost and found items. Any items not claimed at the end of the school year will be donated or discarded.

### **MASS**

Kindergarten – 8<sup>th</sup> grade will attend Mass on Tuesday and Friday. Mass is an important part of our school day, and we expect students to attend. Any student arriving after 8:00 a.m. will be counted tardy, with the exception of those students riding school buses, and should go directly to church.

### **MONEY SENT TO SCHOOL**

All money sent to school should be in a sealed envelope with the student's name, grade, amount and purpose of the money written on the envelope. Money collected from students or teachers for any purpose must first be cleared through the office.

### **PETS**

Pets may be brought to school to share as a treasure during "show and tell" period, for a science project, etc., provided the student gives the teacher advance notice and the teacher grants permission. The parent must bring the pet to school and take it home when the activity is complete.

If a student is bitten or scratched by a pet, a staff member will notify the child's parents at once. It may be necessary for the child to receive medical treatment.

### **RECESS**

All grades have an after-lunch recess. For the safety of the children, all automobile drivers should park on the street during school hours, especially when there are school field trips.

### **PUBLIC ACT 94-004: Sex Offender Registration**

The legislation requires that principals and/or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at the following web site: [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor).

### **TELEPHONE**

Students are allowed to use the office phone only for emergencies. Homework, forgotten books, lunches, and other items do not constitute emergencies. Parents may call and leave messages for their children, but should not expect a student to leave class to answer the phone.

### **TEXTBOOKS**

Students are responsible for the non-consumable books issued to them by the school staff. Consequently, students must pay the replacement cost for a damaged or lost book. The School will withhold the student's report card until any loss is paid.

### **VISITORS**

All entrances to Holy Childhood of Jesus Catholic School are locked during school hours. Visitors are admitted to the school through the West school entrance. To be admitted, the visitor must press the button on the intercom/microphone box at the West entrance and someone in the office will release the door lock. The visitor must proceed directly to the school office. Visitors will be asked to sign in and state the reason for the visit. All visitors must wear a visitor sticker if moving about the building or volunteering.

### **EXTRA CURRICULAR ACTIVITIES**

**Athletics** – teams are offered for students and parishioners in grades 4-8. Sports opportunities are:

For males: baseball, basketball, volleyball and track

For females: soccer, basketball, volleyball and track

Females in grades 3-5 also have the opportunity to participate in Girls on the Run

**Band** – students in grades 4-8 may participate in the band program

**Blue Knights** – male students and parishioners in grades kindergarten through 4<sup>th</sup> grade

**Choir** – students in grades 5-8 may participate in choir

**Edge** – male and female students and parishioners in grades 5-8

**Girls on the Run** – female students in grades 3-5 may participate

**Jr. Beta** – students in grades 6-8. All students are required to maintain Honor Roll requirements before and following acceptance

**Little Flowers** – female students and parishioners in grades kindergarten through 4<sup>th</sup> grade

### **SCHOOL ATHLETIC PROGRAM**

We at Holy Childhood of Jesus Catholic School believe athletics provides a positive experience that enables our students to learn the basic values of commitment, teamwork, and good sportsmanship. Through athletics, our students show active school spirit and take pride in their school.

The following is a list of the forms that we ask you to complete and sign for your student-athlete to participate in school sports program. Your student-athlete shall not participate in any sport before you complete and submit the parent signature page, the physical examination forms, and pay the athletic fees. All forms and fees are for the full 2016-2017 athletic year.

- Parent Signature Page (found in the Sports Guide Handbook)
- Sport Participation Fee (\$35 per sport, \$100 per athlete if paid by August 31, 2016, maximum of \$200 per family)
- Student-Athlete's Physical Examination Form (completed and signed by a physician)
- Season Pass Check (\$65.00) (**Optional**)

**PLEASE NOTE: WE WILL ACCEPT ONLY CHECKS TO PAY THE ATHLETIC FEES. ABSOLUTELY NO CASH.** Please make your checks payable to the Holy Childhood School Athletic Program. Thank you.

*You will find further information in the Sports Guide Handbook.*

**The Holy Childhood of Jesus Catholic School colors are blue and gold. The school's nickname is Holy Childhood Apaches.**

**Sports Offered:**

Holy Childhood of Jesus Catholic School offers these sports during the academic year:

August 1:	Girls Soccer	5-8
August 1:	Boys Baseball	6-8
October 3:	Boys Basketball*	5-8
October 3:	Girls Basketball*	5-8
January 3:	Girls Volleyball*	5-8
January 17:	Boys Volleyball*	5-8
March 20:	Boys Track	5-8
March 27:	Girls Track	5-8

\* Fourth grade students may be invited to participate in basketball and volleyball at the discretion of the Athletic Committee and coaches.

**SCHOOL ATHLETIC COMMITTEE**

The Holy Childhood of Jesus Catholic School Athletic Committee supports the school athletic programs for our students. The committee pays the salaries of the coaches, and other needs of the sports program. School athletic contact: Mr. Nic Liefer, (teacher Gr. 7), 566-2922 or [nicholas.liefer@holychildhoodschool.com](mailto:nicholas.liefer@holychildhoodschool.com).

**Diocesan Board of Education  
Diocese of Belleville**

**Policy 6145.2**

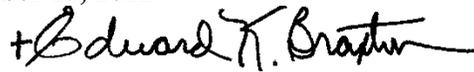
**INSTRUCTION**

**Interscholastic Athletics - Elementary Level School Athletic Programs**

Elementary level school sponsored athletic programs should exist for the full participation and enjoyment of all students. School athletics should be enriching and foster Christian values in keeping with Christian principles of faith development. School athletic programs should be well organized, teach the skills of the games, foster healthy exercise and teach fair play. The non-discriminatory policy of the Diocese, Policy 5111.1 applies to all elementary level interscholastic athletics. All school sponsored athletic programs are to follow Diocesan athletic regulations which are updated yearly.

**Adopted: March 20, 1984**

**Revised: November 15, 2011**



**The Most Reverend Edward K. Braxton  
Bishop of Belleville**

**Philosophy and Purpose  
Of  
Catholic School Athletic Programs  
In the  
Diocese of Belleville**

The Catholic school athletic programs exist in the Diocese of Belleville to enhance the relationship between faith, religious practice, and the activities of daily living. Sports programs are an integral part of the Catholic educational and catechetical mission.

All activities within the Catholic school environment are designed to assist this mission by helping young people develop a strong moral character\* based in faith. The educational experience is meant to bring the entire person (mind, body, and spirit) closer to his or her realization that every child is made in the image of God. This character development must underlie the total daily school experience.

Every aspect of the school experience must contribute to this endeavor from the quality and thoroughness of academic work, to how the students behave and treat one another, and to how they play on the playground. Formal athletic programs offer a unique opportunity for adults to supervise youth in the application of Christian principles learned in the school environment to the often highly emotional past time of sports. Athletics is one of the most effective ways to teach Applied Christianity.

For instance, school athletic programs present ideal opportunities for teaching youth important life lessons: setting and meeting goals, controlling impulses, overcoming challenges and obstacles, and learning to sacrifice for the good of others. Playing sports can teach youth self-discipline, respect, responsibility and perseverance, and generate moments of pride, satisfaction and joy, regardless of the wins and losses a team may experience.

All of these virtues and social and emotional abilities are at the core of the Gospel message. Making connections between such virtues and abilities and the person and teachings of Christ is one of the challenges of making a sports program a truly Catholic experience, which is the challenge facing every Catholic school.

It is imperative that school leaders and coaching staffs work closely together to ensure that the athletic mission contributes to the school's overall spiritual mission. The school's academic and athletic programs, as well as all school activities, must contribute to the spreading of the Gospel. Teaching and coaching philosophies within the school must be frequently evaluated to make sure they are reflecting the values of Jesus.

\*A strong character is formed and maintained when an active and well-formed conscience becomes a consistent moral guide, and such virtues as patience, generosity, honesty, obedience, compassion, understanding, respect, tolerance and prudence become habits of thought and action.

**Revisions made June 3, 2013**

**Regulation 6145.2**

## **INSTRUCTION**

### **Inter-Scholastic Athletics**

#### **Elementary Level School Athletic Programs**

1. As Diocesan Policy 2211.2 states, the ultimate aim of principalship is to provide Catholic educational leadership in the total school community. This leadership and responsibility extends to school athletic programs for

elementary age students. All elementary athletic programs, athletic directors, coaches, and athletic associations or boards are under the direct supervision of the principal.

- A. It is recommended that all school athletic programs have an athletic director or a person designated who is responsible for coordinating the athletic program.
- B. The athletic director is accountable to the principal.
- C. The athletic director and all coaches are to be approved by the principal each year.
- D. School athletic associations/committees/councils are accountable to the principal. (The principal and/or athletic director will keep the school board of education informed of the athletic committee's activities.)
- E. The principal and pastor are to receive a semi-annual financial statement from the athletic committee.
- F. The athletic director should give a written evaluation of each coach to the principal at the end of each season along with the recommendation on whether the coach should continue coaching or not. Evaluation forms are available on the Office of Education Portal at [www.diobelle.net](http://www.diobelle.net).
- G. The principal should fill out an evaluation form on their Athletic Director every year.
- H. *This policy should be distributed to every parent/guardian at the mandatory parent's meeting and IF POSSIBLE, POST ON YOUR SCHOOL WEB SITE.*
- I. **There should be a mandatory parent's meeting prior to every athletic season. Both parents must sign off on the Parent Code of Conduct.**

There shall be NO PRACTICES OR GAMES on the following dates: January 1, August 15, November 1, December 8 or December 25, Ash Wednesday, Holy Thursday, and Good Friday.

## 2. Athletic Activities Per Week

- A. Students of grades 5 thru 8 should have no more than four athletic/sports activities per week, including practices and games. Sunday to Saturday shall constitute a week. When a student must participate in two games on a given day, it shall be considered one activity. For basketball, a student playing in two games can only participate in six quarters for the two games.
- B. A student may only participate in one sport per season. For example: A student cannot participate on a soccer and baseball/softball team at the same time.
- C. No regular games or practices/open gyms are allowed on Sundays. The exception to this rule is diocesan tournaments and local high school feeder tournaments.
- D. When school is cancelled due to inclement weather, no practices, games or local tournaments are to be held.

- E. Students who are absent from school may not practice or participate in games unless there are special circumstances approved by the principal such as a funeral or doctor appointment. Exceptions to this must be approved by the Office of Education.

3. Practice

- A. Practice time for grades 1 thru 4 should not exceed one hour. Practice time for grades 5 thru 8 should not exceed two hours.

- B. Practice time should be limited during semester exam week and during holiday vacation periods and holidays, as determined by the school board of education.

- § No practices shall be held on Sunday.

- § When school is canceled due to inclement weather, no practices, games or local tournaments are to be held.

- § Practices should be scheduled with consideration for the family meal time and safety of children returning home, as determined by the school board of education.

- C. Open Gyms

Open gyms on Sunday are not allowed.

Open gyms during the season constitute a practice. In the off season, open gyms must follow the following rules:

- § An adult supervisor (21 years of age) must always be present during an open gym.

- § All students may participate in an open gym. (The supervisor is responsible for selecting the appropriate activities during the open gym time.)

- § A supervisor or coach may not organize competitive play or offer critical judgments during open gym time.

- D. Any practice with another team outside the school will count as a game.

4. Starting and Ending dates for Belleville Diocesan Sports **2016-2017**.

Note to Principals and Athletic Directors; please remember that the length and time of a particular sport season may be changed or altered due to local conditions or league requirements. Any alteration or change in these dates must be approved by the Principal. If there are any questions please call the Education Office.

- A. Soccer

- § Practices shall begin on **August 1, 2016.**
- § The season should be no longer than 12 weeks in duration.
- § All games and playoffs should be completed by **October 2, 2016.**
- § Exceptions: make-up games due to weather conditions.
- § The maximum number of games that may be played is **15.**

**B. Fall Baseball**

- § Practices shall begin on **August 1, 2016.**
- § Games and playoffs should be completed by **October 2, 2016.**  
Exceptions: make-up games due to weather.
- § Maximum number of games is 21. Tournaments can be scheduled as long as the total number of games is no more than 21.

**C. Volleyball - Boys/Girls**

GIRLS - Practices shall begin on **January 3, 2017.** Girls' games and playoffs are to be completed by **March 11, 2017.**  
**THE USE OF LIBERO IS ALLOWED AT ALL LEVELS.**

BOYS - Practices shall begin on **January 17, 2017** for Boys. The Diocesan Tournament should be completed by **March 18, 2017.** Exception: make up games due to weather conditions.  
**THE USE OF LIBERO IS ALLOWED AT ALL LEVELS.**

- § **Maximum number of matches for the year in 7<sup>th</sup> and 8<sup>th</sup> is 35 excluding the Diocesan Tournament.**
- § **Maximum number of matches for the year in 5<sup>th</sup> and 6<sup>th</sup> is 21.**
- § Under no circumstances may games be started after **8:30 p.m.** prior to a school day. Note: This rule is especially for those schools having local tournaments during the season.

#### D. Boys' Basketball

- Practices for boys' basketball shall begin on **October 3, 2016**. Games and Diocesan Tournaments should be completed by **January 8, 2017** for Junior and Parochial Boys.
- The Junior & Parochial Diocesan Tournament will be held **January 13, 14, and 15, 2017**.
- § Exception: make up games due to weather conditions.
- § Parish schools in the Diocese that are not members of Diocesan controlled leagues may adjust their schedules accordingly.
- § Grade 5 and 6 may play no more than **21 games** including no more than 2 tournaments.
- § Grades 7 and 8 may play a maximum of 25 games in a season excluding the Diocesan Tournament. A team can include up to three tournaments per season excluding the diocesan tournament, as long as the total number of games played does not exceed 25. If a school wishes to play in more than three (3) tournaments, they must submit, in writing, to the Office of Education a request for approval. They may NOT exceed the total limits for games on the Parochial Level.
- § A player, if participating in A and B games in one day, shall play no more than six quarters.
- § No games may start after 8:30 p.m. prior to a school day.

#### E. Girls' Basketball

- § Practices shall begin on **October 3, 2016**.
- § The Diocesan Tournament will be held on **December 9, 10, 11, 2016**.
- § Exceptions: make up games due to weather conditions.
- § Parish schools in the Diocese that are not members of Diocesan controlled leagues may adjust their schedules accordingly.
- § Grades 5 and 6 may play no more than **21 games** including no more than 2 tournaments.
- § Grades 7 and 8 may play a maximum of 25 games in a season excluding the Diocesan Tournament. A team can include up to 3 tournaments per season, excluding the Diocesan Tournament, as long as the total number of games played does not exceed 25. If a school wishes to play in more than three (3)

tournaments, they must submit, in writing, to the Director of Education a request for approval. They may NOT exceed the total limits for games on the Parochial Level.

§ A player, if participating in A and B games in one day, shall play no more than six quarters.

§ No games may start after 8:30 p.m. prior to a school day.

F. Track

§ Practice shall begin after Boys Diocesan Volleyball and Girls Diocesan Volleyball.

§ Track season should be completed by **May 16, 2017**, with Diocesan Track Meet.

§ Exception: make up meets due to weather conditions.

§ Maximum of 10 track meets.

G. Special Note:

§ Students should not leave school early to attend an athletic event. An exception must be given by the principal and only given rarely.

5. Coaches

A. The coach must be approved by the principal and athletic director prior to each season. All coaches must attend mandatory coaches' meetings. The method and time of these meetings will be announced by the director of sports.

B. Each coach and AD must obtain *Win the Prize* certification from the Office of Education. Effective in the fall of 2000 all new coaches, assistant coaches, and anyone having direct contact with children must follow the child protection policy which includes a criminal background check – fingerprinting for coaches that receive compensation, Cants, and the Initial Child Protection Policy Training. Forms are available on the Diocesan Office of Education Portal at [www.diobelle.net](http://www.diobelle.net).

C. Each athletic director is to be evaluated at the end of the season by the principal. Each coach is to be evaluated at the end of each season by the athletic director and principal, especially on the following code of conduct: (Forms are available from the Office of Education). Athletic Director Evaluations will be kept on file in the Office of Education.

All Athletic Directors are required to evaluate all coaches at the end of the sports year. These evaluations should be kept on file in the particular schools= office

- D. Each coach must be 21 years of age. A coach under the age of 21 should be the "assistant coach" and be under the guidance and supervision of the adult (21) coach.

5.1 Code of Conduct

- A. No abusive language or actions.
- B. Coaches shall make a concentrated effort to keep scores in any contest such that the Opposing teams will not be embarrassed.
- C. Coaches' actions shall be such that they promote good sportsmanship among everyone present.
- D. Coaches shall always remember that their actions reflect on the reputation and good name of his/her school.
- E. Coaches shall treat all officials with respect.
- F. It is strongly suggested that coaches know the rules of the game and do not dispute judgment calls.
- G. Coaches shall treat their players with respect at all times.
- H. Under no condition shall champagne or any other alcoholic beverage be part of any team celebrations.
- I. It is strongly recommended that each player be given an adequate opportunity to participate.

5.2. The coach is also responsible to see that:

- A. Players do not use abusive language.
- B. An athlete's actions shall be such that they promote good sportsmanship among everyone present.
- C. An athlete shall always remember that his/her actions reflect on the reputation and good name of the school.
- D. Athletes shall treat all officials with respect.
- E. Under no circumstances (in speech or actions) shall a player or cheerleader question an official's calls.
- F. The coach or supervisor shall arrive at the game with the team and be present in the dressing room before and after a game.

5.3. Code of Conduct for Coaches, Players, Parents, and Spectators:

Each school may make such additions as seem necessary to promote good sportsmanship. Each school shall set a code of behavior for their fans which promotes good sportsmanship and takes into account the level of competition. The coach and athletic director shall be responsible for enforcing the code of behavior for fans.

Any official, coach, principal, parent, etc., has the right and is encouraged to inform the Office of Education when anyone violates these codes. A letter shall be sent to the Office of Education and a copy to the principal of the school in question. The Office of Education will rule on these matters.

Therefore, the coach, along with the school athletic director, is responsible to see that:

- A. Parents/fans and supporters of the school athletic program do not use abusive language directed at the referees, players and coaches from other teams. Parents must attend mandatory parent meetings prior to their child's participation in sports. Each school's Athletic Director and Principal will devise their own method of arranging these meetings. No child can compete in diocesan sports unless the parents attend this meeting. Each parent is to receive a copy of the diocesan sports policy.
- B. Parents/fans and supporters of the school athletic team treat all officials with respect and refrain from criticizing officials during and after games.
- C. Parents and fans are reminded that their actions reflect on the reputation and good name of the school. IT IS RECOMMENDED THAT PARENTS REFRAIN FROM MAKING EXTREME NOISES DURING ANY ATHLETIC CONTEST, e.g. BANGING ON BLEACHERS, OR LOUD NOISES DURING FREE THROW ATTEMPTS, SERVES IN VOLLEYBALL, ETC.
- D. The actions of parents and fans promote good sportsmanship among everyone present.

NOTE: Starting in 2000 the above statements are optional and do not necessarily need to be read before the start of any diocesan controlled events. Each school should have the parents sign the *Win the Prize* parents' pledge card. It is further suggested that each school hold a parents' meeting prior to the start of each sport or one large meeting to cover good sportsmanship practices that would support the *Win the Prize* program and cover the Diocesan Sports Policies and Regulations.

- E. Any Coach, Player, Parent, or Spectator ejected from a game will receive a one game suspension, and may not attend the next contest. This suspension includes any game for the rest of that day and the next scheduled game.

Two ejections of a coach, player, parent, or spectator will result in an automatic suspension for the remainder of the school year for all athletic activities.

Starting in 2000, each school should submit an Incident Report form to the Diocesan Office of Education in the event of any unsportsmanlike conduct by coaches, players,

parents, and fans. These reports should be submitted within 24 hours and should not be based on the calls of officials or referees. A copy of any Incident Report will be sent to the principal of the offending school.

F. An incident report should also be filed if a school does not provide for adequate certified officials and does not do everything possible to be a responsible and gracious host.

5.4. A. Any parent or fan disregarding these guidelines shall be asked to leave the gym or playing field. If the parent or fan disregards the request to vacate the area, the game shall not continue until the person(s) leaves and could result in forfeiture of the game. The coaches of both teams shall see that these regulations are enforced. Any parent or fan that consistently violates these regulations shall not be allowed to attend games until determined by the principal or parish athletic director. **ANY COACH REFUSING TO ENFORCE THESE REGULATIONS SHALL BE SUSPENDED TEMPORARILY OR PERMANENTLY AS DETERMINED BY THE PRINCIPAL OR SCHOOL ATHLETIC DIRECTOR.**

B. **WHEN THE PRINCIPAL OR ATHLETIC DIRECTOR IS NOT PRESENT AT AN ATHLETIC EVENT, IT IS THE RESPONSIBILITY OF THE COACH TO INSURE PROPER FAN BEHAVIOR.**

5.5 When School teams stay at hotels, motels, etc., each school must provide a designated supervisor to oversee the behavior of both parents and students.

#### 6. Salary/Stipend Guidelines for Coaches & Athletic Directors

A. It is encouraged that school athletic directors receive a stipend depending on the financial condition of the school and athletic program.

B. It is encouraged that a stipend be offered to each person coaching a school team, and that a stipend be offered for each team coached, depending on the financial condition of the school and Athletic program.

#### 7. Team Size/Cutting of Players/Team Composition

G. Schools may determine the size and composition of each team. When team rosters exceed the recommended team roster limit the school shall add additional teams as needed. These additional teams may be based on player ability. Availability of facilities for practices and games, and the availability of other teams to play may necessitate varied opportunities for practices and games among school teams.

H. When a school does not have a sufficient number of students to participate in a certain sport, the principal and athletic director shall contact the Office of Education to seek available roster spots. When a neighboring cluster school does have roster spots the two principals must agree with the registering of the student(s) for the team. The principals shall work with their school's AD's to place the student(s) with a school team, when both schools agree. This will be done on a sport-to-sport basis but must be done prior to the beginning of that sport season. When the two principals agree, a written request or e-mail must be submitted to the Office of Education. If a school takes players from

another school, they must take ALL AVAILABLE players from that school. The combining of schools cannot take place until written permission is given from the Office of Education. If a school does not cluster with any other schools or there are no roster spots within the cluster available, the Executive Committee for Athletics will suggest a list of schools within the Diocese that may be contacted regarding possible roster spots.

# Only students officially enrolled in a Catholic school in the Diocese of Belleville can compete in school and Diocesan sports activities. Home-schooled and Parish School of Religion (PSR) students are not eligible. When a Catholic school is unable to meet the academic needs of a student/s, student/s will be eligible to participate in the school's athletic program. The student/s must be enrolled in the Parish School of Religion. Any exceptions to this rule must be submitted in writing or e-mailed to the Diocesan Office of Education and must be approved by the Executive Committee for Athletics.

# When schools combine with other schools for a particular sport it could elevate them from small school classification to large school status for Volleyball, Basketball and Track according to total enrollment numbers.

**\*When sending in rosters please note if student is from another school.**

7.1. Team Size/Team Composition

- A. Written justification is required for any student moving up two grade levels to play. Permission must be obtained from the parents, athletic director, coach, principal, and by the Office of Education.
- B. A 5th or 6th grade student may play on a "B" or 7th grade team with the permission of the parent, athletic director and coach, and principal.
- C. Permission to play on both a Junior and Parochial team for any diocesan tournament must be received by the Office of Education before the start of a tournament. For this to occur, the principal's permission is needed.
- D. Team rosters shall be submitted to the Office of Education no later than two weeks into the season of that particular sport. Rosters must be received from all schools whether you play in diocesan tournaments or play in your area. ONLY those on that roster will be allowed to participate in the diocesan tournament or event. The roster must include all players and all coaches.

Note: Any exceptions must be approved by the principal and the Office of Education.

F. 4th Grade Organized Sports

While activities may be organized to provide introductory 4<sup>th</sup> grade athletic experiences, no school may conduct a long-term competitive season at this level. Teams shall engage in a maximum of (4) scrimmage activities. These activities are subject to Diocesan regulations. (This does not apply to soccer.)

8. Playing Time

- A. Playing time and selection of starters in grades seven and eight will be up to the discretion of the coaches and will be dependent upon a coach's evaluation of an individual student's ability, attendance, attitude and behavior at practices and games.
- B. The emphasis of the athletic program in grades five and six shall be learning fundamental skills and gaining self-confidence. Coaches shall give each student as much playing time as possible (**this does not mean equal playing time**) as well as a chance to start some games; however student's attendance, attitude, and behavior at practices and games also will determine the amount of playing time. All rostered players shall have played by the end of the game in all diocesan controlled sporting events.
  - **Minimal playing time for time sports at the junior level for rostered players should be no less than one minute.**
  - **All players in junior volleyball must play before the end of the second match.**
- C. Students and parents who have questions, concerns, or complaints should first consult with the coach after 24 hours have elapsed from the time of concern. In the best interests of the children, both the parents and the coaches should make every effort to keep the lines of communication open. Whenever an issue is not able to be resolved, the parent, student or coach should approach the athletic director and then the principal.
- D. It is required that all parents be informed and given a copy of the Diocesan Sports policy at the beginning of each sports season of the school's policy and guidelines regarding team composition, playing time, and player eligibility, as well as, parent and coach behavior at games.
- E. School athletic programs are encouraged to develop their own criteria in addition to that stated above for playing time at each grade level.

9. Cheerleading and Pom Pon Squads.

- A. A school may have one cheerleading or pom pon squad. This squad should be composed of eighth grade students. Only seventh grade students may be on the squad if there are not enough eighth grade students for the squad. This must be approved by the principal, pastor and School Board of Education before a seventh grade student can participate.
- B. A student shall participate in only one team sport or athletic activity at a time. The four activities per week rule, #2A, apply for cheerleading.
- C. There may be no more than 8 members of the squad on the floor at all times. This rule does not pertain to half time dance routines.
- D. A squad shall cheer for one "A" game each day. Under no circumstances may any squad for a school perform at fifth, sixth, or seventh grade games.
- E. The awarding of trophies for cheerleading squads at basketball tournaments or games shall be eliminated.
- F. The cheerleading squad should have an appropriate time and place to practice with proper supervision. Attendance at games and practices must be properly supervised and must follow the same guidelines established regarding the boys' basketball teams.

F. Cheerleading moderators must be certified and approved by the Office of Education

and be approved by the principal and athletic director. The cheerleading moderator is under the direction of the athletic director and must be 21 years of age or older. An adult moderator or supervisor must always be present at games and practices. All drills, movements, and routines shall be approved by the cheerleading sponsor, athletic director, and principal prior to implementation. Under no circumstances shall what is considered "acrobatic" activities be included in a cheerleading routine. The following activities are not allowed:

1. standing, sitting, kneeling on backs and shoulders;
2. flips, round-offs, back hand springs – either with or without hands touching the floor;
3. propping oneself off the floor on another's legs;
4. Pyramids of any sort.

This policy also includes public school teams utilizing a Catholic school facility.

**\* Failure to follow this regulation may result in total ban of cheerleading and/or forfeiture of games the cheerleaders performed at.**

10. Team Behavior

- a. Grade school years are a time for the development of friendships. Placing students in an intense competition with each other in school-sponsored extra-curricular activities is not conducive to the formation of friendships and often results in unnecessary stratification. Therefore, any athletic team or cheerleading squad that is judged to be a disruptive element in the school by the principal and/or athletic director may be immediately disbanded for the duration of the season.

11. Player Eligibility

- A. A player may be suspended or dropped from the school team only for major violation of school or parish policy. This can include repeated violation of published policies set forth by the athletic program. These policies should include statements on student attitude and conduct.
- B. A student placed on probation or suspended from school is ineligible to participate in school sports activities until the probation or suspension is lifted.

11.1 Each school board of education and athletic committee shall develop a fair and just policy and procedure with appropriate guidelines that could allow all the youth of the school the opportunity to use the athletic facilities of the school.

11.2 All students participating in the sports' program must have a physical exam each year, and have a copy of the report on file.

- A. A request permission form must be on file with the principal for each student participating in the athletic program; it should be signed by a parent or guardian. An emergency form for each student should also be on file.
- B. It is recommended that the coach also be given a copy of these forms.
- C. The permission form should also include information about the type of health insurance the student has.

11.3 Student classroom behavior and academic progress.

- A. A student's classroom behavior and academic progress is best handled by the teacher and principal and, therefore, should remain a school and parental concern not usually connected with the school athletic program.
- B. A student may not be excluded from participating in sports activities because of low grades or unfinished homework. However, if it is determined that a student's extra-curricular activities interfere with the student's academic progress or classroom behavior the student may be excused for a time. These situations shall be thoroughly investigated by the teacher and principal before any disciplinary action is taken regarding athletic sports participation.
- C. Any disciplinary action connected with the school athletic program should be **discussed** with joint participation by the student, teacher, parent, principal, coach and/or athletic director. **THE FINAL DECISION WILL BE DETERMINED BY THE PRINCIPAL.**
- D. Keeping in mind that the total welfare of the student is the primary concern, there are often many other effective and positive methods available that can help motivate a student's academic progress or behavior than excluding a student from playing sports.

11.4 Age Requirements

§ Parochial - (7th & 8th Grade) under 15 before September 1 of the current school year.

§ Junior - (5th & 6th Grade) under 13 before September 1 of the current school year.

Exceptions: Granted in writing by the Office of Education.

- 12. A. For all athletic events, schools must use I.H.S.A. certified referees or other state or diocesan certified officials.
- B. When uncertified or insufficient numbers of officials occur a school has the following options:
  - 1. The home team forfeits and there is no game.
  - 2. The home team forfeits and the game is played.

3. Both teams play the game with the signed agreement of both coaches and results count in league standings.

For all athletic contests, timers and score keepers must be at least 16 years of age. If not, rules 12A and 12B apply.

For those schools involved with soccer: All referees must be certified by the Illinois Youth Soccer Association or the Illinois High School Association (Starting Fall 2004).

13. Each local Board of Education should develop a philosophy statement on the purpose of elementary level athletic activities. The philosophy statement should be designed so that elementary athletic programs have their proper place in the lives of the students. School athletic activities should be enriching and enjoyable, and foster Christian charity. Excessive emphasis on winning and competition is not consistent with this approach and is, therefore, to be avoided.
14. Only Catholic elementary schools are eligible for participation in Diocesan sponsored elementary school tournaments.
15. Enforcement
  - A. After a thorough investigation, any school athletic program found to be in willful violation of these published policies, will be given a warning or placed on suspension. Notice of a probation or warning will be sent to the principal, School Board of Education and the athletic director.
    - § The length and degree of probation is to be determined by the Diocesan Executive Council for Athletics and/or the Director of Education for the Diocese.
    - § If a school program on probation does not correct the violations, the program will be placed on suspension and all other Diocesan school athletic programs will not be able to schedule the suspended school in any athletic activity until violations are rectified.
    - § A school athletic program may appeal the Executive Council's decision to the Diocesan Board of Education.
    - § Any school or individual that repeatedly violates Diocesan sports policies will be evaluated by the Director of the Office of Education. If the situations warrant it, they or their school may be suspended from diocesan school athletics.
  - A Diocesan Tournament Supervisor will be assigned to attend each Diocesan Junior and Parochial Tournaments. The Supervisor will have the authority to enforce Diocesan policies with appropriate sanctions. Sanctions can include forfeit of game and dismissal of parents, players, or coaches from the premises on game day. There will be a written report given to the Coach, the Office of Education, and the school principal at the end of each game.

16. Executive Council

A. The Diocesan Executive Council for Athletics will be convened by the Office of Education. The procedure for changing Sports regulations is as follows:

1. The Athletic Director should meet with the Principal of their school.
2. Recommended changes should be discussed at the area principals meetings.
3. Recommended changes should be discussed at the executive committee of the AEP.
4. These changes will be discussed at the Executive Council of Athletics meeting.

5. SCHOOL RESPONSIBILITIES IN HOSTING ATHLETIC EVENTS.

A. A PERSON SHALL BE DESIGNATED TO OVERSEE, SUPERVISE, AND COORDINATE EACH ATHLETIC EVENT HELD AT A SCHOOL.

B. THE PERSON SUPERVISING THE ATHLETIC EVENT MUST BE SOMEONE OTHER THAN THE COACH WHO IS PARTICIPATING IN A GAME.

18. EVERY SCHOOL IS TO ADOPT AND FOLLOW A “24 HOUR” COOLING OFF PERIOD **ON ANY CURRENT COMPLAINT OR FROM A PRIOR GAME** TO DIFFUSE POTENTIAL PROBLEMS BETWEEN PARENTS, SPECTATORS, OFFICIALS AND COACHES.

19. IF A SCHOOL DOES NOT SHOW UP FOR A DIOCESAN TOURNAMENT GAME THEY WILL BE FINED \$250.00. IF THEY CANCEL 24 HRS. BEFORE THE TOURNAMENT THEN THEY WILL BE FINED \$150.00. THE HOST SCHOOL IS TO NOTIFY MARY SCHILLING AT THE OFFICE OF EDUCATION. AN INVOICE WILL BE SENT BY THE OFFICE OF EDUCATION TO THE SCHOOL BEING FINED WITH PAYMENT TO BE MADE TO THE DIOCESE OF BELLEVILLE. ONCE THE CHECK IS RECEIVED MARY SCHILLING WILL REQUEST THAT A CHECK BE SENT FROM THE FINANCE OFFICE TO THE HOST SCHOOL.

**Approved: March 20, 1984**  
**Revised: April 16, 2013**  
**Office of Education**  
**Diocese of Belleville**

# Holy Childhood School Band Program 2016-2017 Grades 4 - 8

Dear Parents,

As we begin the year, we want to be sure that you are aware of our Band Program. Dr. Gibson is looking forward to the 2016-2017 season.

As you may know, while they do practice as a group, Dr. Gibson gives lessons to learn the instruments. This happens each week. There is a \$15.00 fee per month per child. This is very reasonable and has not changed in a number of years.

The fee for September through April is 8 months @ \$15.00 a month or \$120.00. If you would like to pay it in advance, there is a reduction in fees. This fee is \$100.00. Please note below which option you will be taking.

Sincerely,

**Mrs. Dougherty**  
Principal

**Dr. Gibson**  
Band Director



**Please return by September 15, 2016**

Yes, I will send \$15.00 per month. Please send the payment envelopes.

I prefer to pay the total fee at this time. I have enclosed \$100.00.

**Please make all checks payable to Holy Childhood School – Band.**

Student's Name \_\_\_\_\_



Dear Students and Parents,

Welcome to Holy Childhood of Jesus Catholic School! The staff is looking forward to your friendship and contributions as a member of our school family.

Teachers and parents are to discuss the rules contained within this handbook with the children. Some interpretations will need to be made and related to the lives of each age level in the light of their understanding.

We hope this handbook will serve as a source of information concerning our school. Please read it carefully and keep it for future reference.

Mrs. Claudia Dougherty, Principal

I have read the entire Parent-Student Handbook. I understand all of the information presented in the Handbook. I will follow each of the rules and regulations, and I will see that my child/children, as students, will also follow the rules and regulations contained in the Handbook.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**PLEASE RETURN TO SCHOOL OFFICE BY AUGUST 31, 2016.**