



**HOLY  
CHILDHOOD  
OF JESUS  
SCHOOL**

**Student-Parent Handbook  
2021-2022**

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

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### **School Administration**

Pastor: Father Paul Wienhoff, E-Mail: [paul.wienhoff@holychildhoodchurch.com](mailto:paul.wienhoff@holychildhoodchurch.com)

Principal: Mrs. Laura Yarber E-Mail: [lmymarber@holychildhoodschool.com](mailto:lmymarber@holychildhoodschool.com)

### **Board of Education**

Board Chair-Mr. Eliot Deters, [Eliot@TheMailBoxStore.net](mailto:Eliot@TheMailBoxStore.net)

Board Vice Chair-Mr. Steve Harris, [APInc001@aol.com](mailto:APInc001@aol.com)

Secretary-Mrs. Jamie Moll, [timjamiemoll@gmail.com](mailto:timjamiemoll@gmail.com)

Mr. Michael Klein, [maldbklein@gmail.com](mailto:maldbklein@gmail.com)

Mr. Bill Robinson, [Robinsondmi@yahoo.com](mailto:Robinsondmi@yahoo.com)

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Mrs. Breanna Gober, [goberb@msd19.org](mailto:goberb@msd19.org)



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

All Holy Childhood teachers are State certified teachers.

The handbook includes Diocese of Belleville and Holy Childhood guidelines and policies.

### **Vision Statement**

The vision of Holy Childhood of Jesus 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.

## **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.

### **Statement of Agreement**

By signing below, I agree that I have read the rules and policies as printed in this 2021-2022 Parent/Student Handbook and will abide by those policies.

Student(s) Name/Signature(s): \_\_\_\_\_

Parent(s) Name/Signature(s): \_\_\_\_\_

PUBLICITY CONSENT

YES

NO

The school would like permission to use and publish the likeness of your student(s). Holy Childhood of Jesus School may use such media electronically on its website, over the Internet, in newsletters, directories, promotional materials, press releases and similar publications without limitation or compensation to the parents/guardians or the student. The parents/guardians would release and discharge the school from all claims that could arise from or in connection with the use of such media, including claims of libel and invasion of privacy.

INTERNET ACCESS/AUTHORIZATION

By signing this form, you acknowledge that the student(s) are aware of the Internet Code of Conduct and will abide by it.

RESERVATION OF RIGHTS

This Handbook is intended for the guidance of the students and parents of Holy Childhood of Jesus School. The Handbook generally sets forth the manner in which the school intends to proceed with respect to the matters addressed within. The school reserves the right to depart from the terms of this Handbook for good cause or when it proves to be in the best interest of the School or the student, as determined by the Pastor and Principal. This version of the Parent/Student Handbook supersedes all previous editions. All students and parents must sign this, check off yes or no on publicity consent, and then return this page to the office by Sept 1.

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## **INTRODUCTION**

### ***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 2021-2022 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 of Holy Childhood of Jesus Catholic School
- The Pastor of Holy Childhood Parish
- The Superintendent of Schools / Director of Education with Belleville Diocese

### ***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 of Jesus 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 of Holy Childhood of Jesus Catholic School
- The Pastor of Holy Childhood Parish
- The Superintendent of Schools / Director of Education with Belleville Diocese

## ***Administrative Organization***

### **Bishop and Diocese of Belleville**

Holy Childhood of Jesus School is a Roman Catholic School under the auspices of the Bishop of the Diocese of Belleville. The Director of Elementary Education has the responsibility of implementing Diocesan Policy, once approved by the Bishop.

### **Pastor/Administrator**

The Pastor is the primary spiritual leader of the parish and has the responsibility of fostering, guiding, and coordinating the educational ministry of the parish. This includes those matters within the school, which affect worship, the Ministry of the Word, and the spiritual welfare of the students. Furthermore, all policies set forth by the School Board are subject to his approval.

### **Principal**

The Principal is the administrator of the school and is responsible for implementing policies established and/or approved by the Diocesan Board, the Pastor and Holy Childhood of Jesus School Board. The Principal is responsible for implementation of educational policies established by the Diocese of Belleville and the State of Illinois.

### **Faculty and Staff**

All faculty and staff members report directly to the Principal.

### **Board of Education**

The Holy Childhood of Jesus School Board of Education is intrinsically by nature of The Code of Canon Law, an advisory board to the Principal and Pastor. The primary role of the Board shall be to help formulate policies for Catholic education in the parish in adherence to Diocesan School policies. Since Catholic education is the legitimate exercise of the Church's right to teach, the Board shall be subject to the authority of the Church represented within the Diocese by the Ordinary and within the parish by the Pastor. The Board shall work in concert with the canonically mandated Financial and Parish Councils.

The Board of Education Duties and Functions:

1. Meet regularly each month except July.
2. Implement policies of the Bishop and Diocesan Board of Education.
3. Act as a liaison body with local and state school officials.
4. Create better understanding and support of Catholic Education.
5. Coordinate parochial educational activities.
6. Establish committees on a standing or ad hoc basis according to need.

Anyone who wishes to address the Board of Education must be placed on the Board agenda. Notice must be given two weeks in advance to be able to address the Board.

## Holy Childhood of Jesus School Faculty and Staff

Fr. Paul Wienhoff	Pastor
Mrs. Laura Yarber	Principal
Mrs. Judy Schneider	4 Year Old Preschool
Mrs. Ronda Beck	4 Year Old Preschool
Mrs. Jody Cozzi	3 Year Old Preschool
Mrs. Debbie Francis	Kindergarten
Mrs. Maria Paquin	1 <sup>st</sup> Grade
Mrs. Amber Olson	2 <sup>nd</sup> Grade
Mrs. Christy Barttelbort	3 <sup>rd</sup> Grade
Ms. Jerilyn Amann	4 <sup>th</sup> Grade
Mrs. Kathy Renth	5 <sup>th</sup> Grade Home Room, Reading and Religion
	5 <sup>th</sup> - 8 <sup>th</sup> Grade Social Studies
Mrs. Mary Kay Smith	6 <sup>th</sup> Grade Home Room and Religion
	5 <sup>th</sup> – 8 <sup>th</sup> Grade Science & 5 <sup>th</sup> Grade Language Arts
Mrs. Nancy Raben	7 <sup>th</sup> Grade Home Room
	5 <sup>th</sup> -8 <sup>th</sup> Grade Math & 8 <sup>th</sup> Grade Religion
Mrs. Catherine Cease-Flores	8 <sup>th</sup> Grade Home Room
	6 <sup>th</sup> – 8 <sup>th</sup> Grade English and Language Arts
Mr. Pat Cook	Physical Education
Mrs. Micky Bradley	Kindergarten – 4 <sup>th</sup> Grade Technology
Mr. Joshua Patriquin	5 <sup>th</sup> – 8 <sup>th</sup> Grade Technology
	Music, Band & Choirs
	Custodian
	School Secretary
	Bookkeeper
	Head Cook (618-566-2880)
	Cafeteria Assistant
	Cafeteria Assistant
	Aftercare Director
	AIDS
	Technology Director
	School Nurse
	Athletic Director
	Art
	Librarian

***Moral and Spiritual Development***-To teach a program of Catholic doctrine, the tradition of the Church, scripture, liturgy, Christian morality and to provide the students with experience in Christian living in order to help them develop reverence for God and respect for God’s creation and a recognition of the basic goodness of themselves and others.

***Social Responsibility***-To instill discipline which is positive and self-directed, evolving from an initial self-respect and an awareness of the rights and the needs of others and emphasizing the concept of charity as well as social justice.



**Emotional Growth-** To stimulate emotional growth and stability by creating an atmosphere of freedom of expression with students accepting ultimate responsibility for their actions. Our acknowledgment that God is our creator makes us aware of the dignity of every human being. We strive to instill self-esteem within each child and to show by example that each child is loved and is a loving person with dignity and worth.

**Academic Excellence-** To achieve the academic potential of each student by encouraging intellectual development through logical and investigative thinking. To increase the enthusiasm for learning and the development of each student's individual gifts and talents.

**Physical Fitness-** To encourage physical fitness through programs emphasizing healthful living, exercise for physical development and an opportunity to participate in interscholastic activities.

**Technology Skills-** To prepare students for the jobs of tomorrow by offering opportunity for students to access and use the latest technology software applications.

**Extracurricular Activities-** To enrich the core curriculum with opportunities to participate in activities which develop leadership skills, teamwork and the ability to work with people of different backgrounds, ages, and abilities.

As it prepares students and faculty by maintaining standards of excellence and as it develops to keep abreast of current educational needs of the society, Holy Childhood of Jesus School will thus be an asset to the Catholic Ideals of Education and the people it seeks to serve.

### **Overall School Objectives**

- To contribute to the total development of each student.
- To further spiritual and moral growth.
- To provide adequate opportunities for the individual needs of students at a given level in order to prepare them for their place in life.
- To provide opportunities to develop the potentialities for creative thinking, for learning to accept responsibilities, and for developing alert, active, and articulate leadership.
- To provide for its student body a curriculum that has basic skills as a basis upon which all curricula is built and computer technology is integrated.
- Create instruction so it will allow for student input, discussion, expansion and exploration.
- Encourage students to be active and participate in extra-curricular activities so they have opportunities to build responsibility and leadership.
- Create an educational environment in which students feel safe, secure, and protected.

## **GUIDELINES**

### **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** Diocesan Policy #5111.1

A child who is five years of age or who will reach the age of five by September 1st may enter Kindergarten in August. Exceptions allowed under the Illinois School Code must be approved by the Principal, Pastor,

and Superintendent of Schools. Students must be six years of age by September 1<sup>st</sup> or have successfully completed an accredited Kindergarten program to enter first grade. Children baptized outside the parish and entering Kindergarten at Holy Childhood of Jesus School will need to present a baptismal certificate. Students who are active members in other parishes need to have a form signed by the Pastor. Active Parishioners of Holy Childhood of Jesus School Parish and feeder parishes will be given preference for admission if a class or the school is at full capacity.

The Illinois State School Code requires that every child have a physical examination prior to or upon his/her entrance into kindergarten and 6<sup>TH</sup> GRADE. Consequently, your child must be examined by your family physician if he/she:

- Enters Kindergarten
- Enters 6th grade
- Enters from out of state
- Or has no record of a physical examination.

Medical forms are distributed at the end of the school year. These forms must be returned to school on the first day of school. Dental exams are required for students in Kindergarten, Grade 2, and Grade 6. Kindergarten students are also required to have an eye exam on file from an optometrist.

### ***Priority of 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 15th)

- 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.

### ***Non-Catholic Students***

Holy Childhood of Jesus School is a Catholic School with a Catholic Philosophy of Education. Our curriculum is taught within the framework of this Catholic Philosophy. The acceptance of non-Catholic students within the school will be based upon the following guidelines:

- The reason for the transfer to a Parochial School System.
- Previous education experience of the child.

## ***Tuition***

### **Tuition Schedule Options:**

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

- Full payment (discount of 5% if paid in full by June 30)
- Twelve monthly payments (due in the school office by the 15th of each month). The first monthly payment for students enrolled in the 2021-2022 school year is due by June 15, 2021. Families choosing this monthly payment option will be given payment books upon request.
- Tuition Assistance is available and application forms are available in the school office.

### ***How to Pay:***

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.

### ***Late Payments:***

Families are expected to make tuition payments in a timely manner. Tuition not paid in full by the end of any given quarter (October, December, March, May) can result in access to grades and 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 resolved.

### ***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.

### ***Fees:***

Registration fee is due at the time of registration.

- 1 Child-\$200
- 2 Children-\$225
- 3 Children-\$250
- 4 Children or More -\$275

Technology fee is due by August 1<sup>st</sup>

- 1 Child-\$50
- 2 Children-\$100
- 3 Children-\$150
- 4 Children or More -\$200

### ***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.

*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.

## **Tuition Rates**

***First Tuition Payment Begins June 15, 2021***

### **Holy Childhood Parish and Feeder Church Parishioners**

<b>Number of Children</b>	<b>Tuition</b>	<b>12-Monthly Payments</b>	<b>Discounted Tuition Due June 30th 2020</b>
1 Child	\$4,240	\$353.33	\$4,028
2 Children	\$5,693	\$474.42	\$5,408
3 Children or more	\$6,870	\$572.50	\$6,527
<b>Non Holy Childhood Parish and Feeder Church Parishioners</b>			
1 Child	\$4,933	\$411.08	\$4,686
2 Children	\$6,629	\$552.42	\$6,298
3 Children or more	\$8,096	\$674.67	\$7,691

***These rates do not include: Technology Fee, Registration Fees***

### ***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.

### ***Vacations***

When school is in session, parents are discouraged from taking their children out of class for extended vacations. However, if it cannot be avoided, families taking vacation during school days are expected to notify the teacher at least two weeks in advance. A student will be expected to complete all assignments given while he/she is out of class. Assignments are due upon return to school. Upon return, tests will be taken as scheduled.

### ***Arrival to and From School***

School officially begins at 7:50 a.m. Students should not arrive before 7:00 a.m. No students are allowed in the school classrooms or hallways before 7:45 a.m. The lobby doors will open at 7:00 a.m. and students are to go to the gym where a teacher will supervise their activities. The school is not responsible for students who arrive on the school grounds before 7:00 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.

Grades K-8 are dismissed at 2:00 p.m. The school will supervise students until the final bus pick up (at approximately 2:05 p.m.) Please Note: The School is not responsible for students left at school after 2:00 p.m. unless enrolled in the Aftercare program.

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.

**\*ALL STUDENTS MUST HAVE WRITTEN PARENTAL PERMISSION PRIOR TO CHANGING HIS/HER METHOD OR ROUTE TO HIS/HER DESIGNATED DESTINATION.**

To ensure the safety of all students, afternoon transportation arrangements must be made clear to your child prior to his/her arrival at school. When routine transportation is not available, written notice must be given to the teacher, except in cases of extreme emergency.

### ***Bus Riders***

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**

- Masks must be worn at all times on the bus
- Students are not to put their hands, arms, or other objects out of bus windows.
- No materials are to be thrown from bus windows or at other passengers inside the bus.
- Whenever the bus is in motion, all students must be seated.
- No pushing, wrestling or fighting will be tolerated.
- Normal conversation is permitted. Do not become loud or use language that could be considered profane or indecent to other riders.
- 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.
- 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.
- If students wish to bring pets to school for some special occasion, such as science class, arrangements other than bus transportation must be made.
- There is to be no eating, drinking or smoking on buses at any time.
- The bus driver has the right to assign students to such seats as he/she may feel are best suited to them.
- 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.

- Students are to ride only those buses to which they are assigned. This will help prevent the overloading of buses.
- 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.
- Students are liable for intentional or careless damage done to school buses.

### ***Calendar***

The school calendar is created by the school Principal and the School Board. It is annually approved by the Diocesan School Office and the State of Illinois. A copy of the calendar is provided to the parents and should be checked regularly.

### ***School Cancellations***

If possible remote learning will be instituted on any inclement weather days, following the student's regular schedule. If we need to cancel in person learning:

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

### ***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 tardiness 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.**

### ***Truancy*** Diocesan Policy 4116.1

Holy Childhood of Jesus School will seek the assistance of the Regional Office of Education when a student is exhibiting truancy patterns. A student who is absent (without an excused absence) 5% or more of the 176 regular attendance days or about 9 days is in violation of this policy (Illinois School Code 105 ILSC 5/26-21). Unexcused absences could result in a student not being permitted to advance to the next grade. 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.

### **Absences**

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 Policy** *Diocesan Policy 5113*

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

- When a student arrives at school late but within 30 minutes of the beginning of the school day, the student will be considered tardy.
- When a student arrives at school after 30 minutes of the start of the school day, the student will be considered as ½ day absent.
- If a student arrives at school within an hour or leaves to go to the doctor or other appointment and returns within one (1) hour, the student will not be considered as absent. If a student is gone for more than one (1) hour, the student will be considered ½ day absent. If a student leaves school within one (1) 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.

### **Mass**

Kindergarten – 8th 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.

## ***Parent Teacher Conferences***

There is one formal parent conference scheduled each 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.

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

## ***Parent Teacher Organization (HOPE)***

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 6:30 p.m. We meet in the school cafeteria. Babysitting is provided.

## ***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. Due to COVID-19, we are limiting volunteers in the building.

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 Protection Requirements:***

1. Complete the Adult Education Initial Training Course: Protecting Children in the 21st Century. To complete training, follow the steps on the following website: <https://safeandsacred-diobelle.org>
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 all volunteers.
6. Also, updates to the initial requirements are required. The intervals for updates are:
  - a. Refresher course – each year.



- b. CANTS Form – every other year.
- c. Criminal background check form – every 4 years.
- d. You may call the school office for additional information or forms.

### ***Dress Code (K-8)***

**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 are fake nails.

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

- Boys: Hair should not touch the shirt collar and be kept back from the eyes.
- Girls: Hair should be kept back from the eyes.

**Tattoos:** Permanent 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 Pre K-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.
  - Only shorts or tights may be worn under uniforms in the classroom. Yoga pants, leggings or sweat pants are not to be worn at any time.

**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: (As parents see fit)**

- 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.

**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 1st 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 or Hoodies:

- Students in all grades will be allowed to wear approved type sweatshirts or hoodies.
- Sweatshirts or hoodies approved to be worn include:
  - All HCS Sweatshirts or hoodies
  - Fleece pullover sweatshirts with the HCS logo
  - HCS Spiritwear sweatshirts or hoodies
  - HCS Warm-up jackets
  - Religious sweatshirts or hoodies
  - 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.

#### Socks & Shoes:

- Girls are encouraged to wear solid white, navy blue or black or HCS socks. Socks should not be distraction to the learning environment.
- Tights in white or navy blue are permitted.
- All students must wear tennis shoes in school.

#### ***Dress Code – Boys Pre K-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 1st Grade students may wear elastic waist slacks without belts

##### Shorts: (As parents see fit):

- 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.
- Preschool, Kindergarten and 1st 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 or Hoodies:

- Students in all grades will be allowed to wear approved type sweatshirts or hoodies.
- Sweatshirts or hoodies approved to be worn include:
  - All HCS Sweatshirts or hoodies
  - Fleece pullover sweatshirts with the HCS logo
  - HCS Spiritwear sweatshirts or hoodies
  - HCS Warm-up jackets
  - Religious sweatshirts or hoodies
  - 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.

### Socks & Shoes:

- Boys are encouraged to wear solid white, navy blue or black or HCS socks. Socks should not be distraction to the learning environment.
- Tennis shoes are the only shoes permitted to be worn in school.

### Belts:

- Belts are encouraged for Grades 5-8.

**THE PRINCIPAL SHALL MAKE THE FINAL DETERMINATION REGARDING THE APPROPRIATENESS OF A STUDENT'S ATTIRE. ALL DECISIONS CONCERNING ANY DRESS CODE ISSUES WHICH ARE ADDRESSED OR INFERRED IN THIS POLICY IS ULTIMATELY AT THE DISCRETION OF THE PRINCIPAL.**

### ***Gym Uniform***

All students must wear athletic shoes when attending gym class.

Due to COVID-19 restrictions, students in Grades 5-8 will not change clothes for P.E. Class. Girls may remove their skirts and play in their shorts. Boys may remove their uniform shirt and play in their undershirt.

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.

### ***Reporting Child Abuse***

Illinois law has made it mandatory for building Principals, faculty and staff to report suspected cases of child abuse or neglect to the Department of Child and Family Services. The staff at Holy Childhood of Jesus School will comply with and follow the procedures outlined by this law. All school employees are mandated reporters. Staff should notify the Principal when calling DCFS of the situation.

### ***Abuse and Neglected Child Reporting Act***

#### ***Child Abuse and Sexual Abuse***

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 six categories: medical, school, social service/mental health, law enforcement, coroner/medical examiner, and childcare personnel. The Manual provides that mandated reporters are persons who work in one of the preceding six categories and who may work with children in the course of their duties. Neither the Act nor its regulations state that the worker must be paid.

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, childcare workers and aides, foster parents, agency homemakers, registered psychologists and volunteers who work with children are mandated reporters.

All mandated reporters are required by law to report suspected child abuse or neglect to the appropriate DCFS field office within 48 hours. 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.

The DCFS may ask that licenses/certificates be suspended and/or revoked if it has proof that professional school 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.

#### ***When to Call DCFS***

The law states that a mandated reporter should call the child abuse hotline [1-800-25-ABUSE] when he/she has reasonable cause to believe that a child has been abused or neglected. Some examples of when to call are:

- When a mandated reporter sees someone hitting a child with an object.
- When a mandated reporter sees marks on a child's body, which look like they were not sustained accidentally.

- When a child tells you someone has harmed the child.
- When a child appears to be undernourished, is dressed inappropriately for the weather, or is young and has been left alone.

These are only a few examples of situations when a mandated reporter should report.

***What to Include in an Oral or Written Report*** *Diocesan Policy and Regulation 5141.4*

According to Section 7.9 of the *Illinois Abused and Neglected Child Reporting Act* reports of child abuse or neglect should contain the following information to the extent known by the reporter:

- The names and addresses of the child and his parents or other persons responsible for his welfare.
- The name and address of the school that the child attends (or the school the child last attended, if the report is written during the summer when school is not in session), and the name of the school district in which the school is located, if possible.
- The child's age, sex, and race.
- The nature and extent of the child's abuse or neglect, including any evidence of prior injuries, abuse, or neglect of the child or his siblings.
- The names of the persons apparently responsible for the abuse or neglect.
- Family composition, including names, ages, sexes, and races of other children in the home.
- The name of the person making the report, his occupation, and where he can be reached.
- The actions taken by the reporting source, including the taking of photographs and x-rays, placing the child in temporary protective custody, or notifying the medical examiner or coroner; and
- Any other information the person making the report believes may be helpful in the furtherance of the purposes of this Act.

***Class 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.

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.

Please complete the field trip form found in the Appendix.

### ***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.

### ***Classroom Birthday Parties***

We invite you to bring a treat on your child's birthday. Please make arrangements with the teacher first. All birthday treats must be individually wrapped and store bought.

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.

### ***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.

### ***Communication***

When contacting the school the best place to begin is with the person directly involved. The teacher should be contacted when a student related problem is involved or the Principal when a school regulation or practice is your concern. The teachers are on duty between 7:50 a.m. and 3:00 p.m. Teacher conference periods will be 30-minute time frame either before 8:00 a.m. or after 3:00 p.m. Conferences will be comprised of the teacher(s)/coach (es)/parent (guardian), and often times, with the student present too. If a teacher or parent/guardian requests in advance, the Principal will sit on the discussion. When a situation cannot be resolved with the staff directly involved, then it should be taken to the next level in the line of authority further outlined on page 20.

### ***Curriculum***

The curriculum at Holy Childhood of Jesus School consists of: Religion, Language Arts, Mathematics, Science, Reading, Social Studies, English, Spelling, Phonics, Family Life, Band, Music, Choir, Concerts, STEM Night, Computers, P.E., Art These may differ depending upon the grade level.

Holy Childhood of Jesus School works in conjunction with the Mascoutah School district for Speech and Special Educational Services.

### ***Enrichment Activities***

Extra-curricular activities include: Munchkin Basketball, Jr. Beta Honor Society (Grades 6-8), Student Ambassadors (Grades 7 & 8), Variety Show, Yearbook, Christmas Program, 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, Luke 18, Confirmation Retreat, and service projects to nursing homes, the needy, hospitals and prisons.

### ***Lunch Program***

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 \$3.00 per day. Milk is 60 cents per serving. An extra entrée is \$1.75. Parents can view student lunch account balances on the Option C website. 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. Microwave ovens are not available, so please do not send any food that needs to be heated.

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 contents in the trash can.
8. Put tray gently in the window (not on the ledge) and crisscross trays or hand it to the person at the window.

***Health- Wellness*** *Diocesan policy 5141*

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

***Non-Discrimination Policy*** *Diocesan policy 4111.2*

Holy Childhood of Jesus School shall not discriminate on the basis of race, color, sex, national origin, ancestry, age, mental or physical handicap unrelated to ability to perform duties of the position. This policy shall be interpreted consistently with the religious mission and teaching of the Catholic Church.

This policy applies to all professional and non-professional personnel hired by the school and/or parish.

***Sexual & Racial Harassment***

The Holy Childhood of Jesus School Board of Education believes that all employees and students are entitled to work and study in school-related environments that are free of sexual and racial harassment. To this end, the school board prohibits employees and students from engaging in sexual and racial harassment and advises employees and students that when evidence of such harassment is established, disciplinary action may be taken, up to and including dismissal (for employees) and suspension or expulsion (for students). Independent contractors and volunteers are likewise prohibited from engaging in sexual or racial harassment and are subject to removal from their duties or activities with the school for violations of this policy.

All complaints of sexual or racial harassment shall be promptly and thoroughly investigated. A student does not have to report an incident of harassment to trigger an investigation if a school officer has knowledge of the harassment. Suspected sexual or racial harassment shall be investigated according to the procedures below;

A student who believes that he/she has suffered sexual or racial harassment may report the matter in writing to the Pastor, the Principal, or the President of the Board of Education. For cases of student-to-student harassment, it is suggested that the report be given directly to the Principal or the Pastor. For cases of harassment of a student by an employee, the report should be made to either the Pastor or the President of the Board of Education. Any teacher or other school employee who receives from a student a report (oral or written) of alleged sexual or racial harassment shall immediately report the same to the Principal, who in turn will immediately report to the Pastor. Failure by the employee to do so may be subject to disciplinary action. If the Principal or the Pastor is the alleged offender, reports from the student or by other school employees shall be made to the President of the Board of Education.

An employee who believes that he/she has suffered sexual or racial harassment may report the matter to the Principal or the Pastor. If the Principal or the Pastor the alleged offender, reports from the school employees shall be made to the President of the Board of Education.

All complaints and investigations of sexual or racial harassment shall be confidential. Information shall be given only to those individuals who need to have access to it in order to investigate appropriately and address the complaint. No employee or student will be subject to negative action for reporting alleged racial or sexual harassment in accordance with this policy.

Upon conclusion of any investigation, the complainant will be apprised of the outcome of said investigation.



### ***Pregnant Students***

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 girl 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.

### ***Child Protection Training***

**It is very important that each parent participates in the Child Protection Program.** If you want to help in any way at the school, you must participate in one the Child Protection training programs. Due to Covid guidelines classes are offered online only. Call the school office for more information. If you plan to volunteer in any capacity such as playground, field trips, class parties, coaching etc. you need to complete the following guidelines:

1. Initial Child Protection Training (<https://www.diobelle.org/faith-formation/child-protection>)
2. Criminal Background Check (CANTS Form)
3. Volunteer Application
4. Annual Online Refresher Course (Done Online annually after the first year)

### ***Lost and Found***

All students are responsible for their own belongings. Lost and found articles are in the cafeteria. Items not claimed in a timely manner will be donated to local charity.

### ***Interruptions***

Neither the teachers nor the students should be disturbed during class time. If a conference with a teacher or the Principal is desired, parents should leave a message with the school administrative assistant. All visitors must sign in with the school office personnel. The visitor will then be directed to the classroom/teacher to be visited. Due to COVID-19, visitors in the school building will be limited.

Items brought to school during the day by parents should be brought to the office and will be dispersed from the office in a timely manner.

### ***Visitors***

All entrances to Holy Childhood of Jesus Catholic School are locked during school hours. Visitors are admitted to the school through the main (lobby) entrance. To be admitted, the visitor must press the button on the intercom/microphone box and someone in the office will release the door lock. The visitor must proceed directly to the school office. Due to COVID-19, visitors in the school building will be limited. Under normal circumstances, 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. Visitors must sign out in the office when leaving the building. Visitors must follow all current state and federal mandates.

### ***Custody Policy***

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known. Children will be released to either parent unless the school is provided with a current valid court order directing limitations or restrictions to either parent. This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic record 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.

### ***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.

### ***Personal Electronic Devices & Cell Phones***

Students may bring a cell phone or personal electronic device to school, but the device must be turned off and kept in their backpack during school & after care hours. 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.

### ***Movie-Video***

The school recognizes that while certain films/videos have educational value when used in proper context, not all films are appropriate for use in all classrooms. Any film shown will be age appropriate. Regardless of rating, teachers must use their professional and prudent judgement in showing videos in their entirety or in part. Films with a rating of G may be shown without permission slips. PG films may be shown in grades (K-4) with parental permission and (6-8) without permission slips. PG13 films with parental permission may only be shown in grades (6-8). If a permission slip is necessary, the parental permission slip must contain a brief summary of the film/video, the reason why it is rated a certain way, and why the film is being shown in the classroom.

The Principal will monitor the implementation of these guidelines. If the teacher has any doubt about any of the content of a proposed film/video, the Principal will be consulted and will have the final authority to make the decisions regarding the appropriateness of showing said film/video.

## **GRIEVANCE**

Each school program shall have written grievance procedures available for use by any individual wishing to present a racial or sexual harassment complaint. This grievance procedure must 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. Any person who is found to have engaged in racial or sexual harassment will be subject to appropriate, corrective action, depending upon the circumstances, up to and including termination or expulsion.
3. The person who reported the incident will be advised of the findings and actions taken.

## **STUDENT CODE OF CONDUCT**

### ***Care of School Property***

Children are encouraged to take pride in keeping their school and its premises clean and attractive. It is inexcusable to throw litter on the ground, in hallways, classrooms or other areas of the school property. Desks should be kept orderly. Books and other materials should be kept off the floor. Books are used several years. They must be covered at all times to preserve them in good condition for the next class.

### ***Discipline/Conduct*** *Diocesan Policy 5131*

*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 are 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-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). 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 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.

### ***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

### **STUDENT DISCIPLINARY REGULATIONS**

#### ***General Classroom and 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.

#### ***Playground Rules***

- No one can play on the ledges of the 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:
  - Verbal warning
  - Removal from recess
  - Sent to office & yellow slip, first consequence
  - Suspension
  - Expulsion.
- For disputes that cannot be resolved, "Rock, Scissors and Paper" will be used.
- Students will be responsible for playground equipment.
- 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.

### *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 blacktop and must wait in assigned area only.
- Students who are waiting inside for buses must wait in the assigned area and may leave only with the permission of the supervisor.
- 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.
- Students may bring a cell phone or personal electronic device to school, but the device must be turned off and kept in their backpack during school & after care hours.

### *Items Not Allowed At School*

The following items are not allowed for students on school property or at a school sponsored event: Alcohol, drugs, chewing tobacco, cigarettes, cigars, pipes, matches, lighters, pocket knives, weapons of any kind (including toy water guns and toy guns, or ammunition), electronic toys, chains or chain wallets or any other disruptive device to the school environment. Parents will be notified, and appropriate action will be taken if any student is in violation of this policy. The Principal will notify local law enforcement immediately of written complaints from school personnel concerning instances of battery committed against school personnel or reports of weapons, alcohol, or drugs. The Principal shall notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS) in IWAS.

### *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:

1. Christian Community
  - a. Respect other students and adults as sons/daughters of God
  - b. Respect authority of Pastor/teachers/adult leaders
  - c. Treat all people with kindness and care
  - d. Never use bad language, rude behavior, or physical force on another person ('harassment')
  - e. Never threaten or bully another person
  - f. Never engage in inappropriate social behavior
  - g. Never make comments that convey a racial or sexual connotation
2. Regulations to Follow
  - a. Respect for school, others and personal property
  - b. Observe uniform rules
  - c. Observe school safety standards
  - d. Observe library, playground, cafeteria and recess guidelines
  - e. 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.

### ***Will Improve Now Forms***

Whenever a student acts inappropriately, a staff member will issue a *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 *Will Improve Now* form must be returned to the homeroom teacher.
- The following list highlights examples for which a student may receive a *Will Improve Now* slip
  - Yellow *Will Improve Now* Slips
    - Chewing gum or eating without permission
    - Violating the dress code
    - Play fighting
    - Missing or incomplete homework
    - Disrupting the learning environment of students
    - Inappropriate language
    - Bullying
  - The yellow *Will Improve Now* 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 *Will Improve Now* slip.
- The orange *Will Improve Now* slip will be issued on a quarterly basis.

- Orange *Will Improve Now* slip consequences could result in:
  - Conference with parents
  - Loss of privileges
  - Suspension
  - Expulsion
- Students not returning a signed *Will Improve Now* slip:
  - 2nd day, call to parent
  - 3rd day, lunch and recess in the office until signed slip and original missing work is returned.

Frequent *Will Improve Now* slips may warrant a conference with parent/guardian, teacher, Principal, and student.

- Orange *Will Improve Now* Slips are issued for:
  - Lying
  - Cheating
  - Stealing
  - Bullying
  - Disrespecting self or others in word or action including threats
  - Using inappropriate words or actions towards others (sexual harassment)
  - Endangering self or another
  - Fighting or hitting
  - Disrespecting the belongings or property of self or others
  - Vandalism

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

***Expectations for Excellence***

- Respect for Life
  - Be on time for all classes
  - Follow school dress code
  - Be honest and trustworthy
  - Use respectful language
  - Be prepared for class
  - Complete homework
- Respect for Others
  - Cooperate with staff, students and others
  - Play without hitting or fighting
  - Speak respectfully with staff, students and others
  - Be respectful and courteous to others
  - Walk quietly at all times inside school buildings
  - Keep hands and feet and other objects to self
  - Follow the direct requests of staff
  - Allow others to learn
  - Demonstrate good manners to others
- Respect for Property
  - Keep school property clean and safe
  - 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.

### ***Student Conduct and Safety*** *Diocesan 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.

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.



## 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.

### ***Suspensions 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.

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

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:***

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.

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.

### ***Student Conduct and Safety – Threats of Violence – Diocesan 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.

## ***Bullying***

As a matter of school policy and religious obligation, it is recognized that bullying behavior is not tolerated at Holy Childhood of Jesus Catholic School. Students who are victimized by the abusive power exerted by bullies suffer serious harm to their self-esteem and their feelings of safety as they pursue their academic and social lives. This often results in feelings of isolation and insecurity. In the extreme, a bully's victim can suffer serious physical and/or psychological injury. Holy Childhood of Jesus Catholic School seeks to create an environment of learning, compassion and safety by educating parents, teachers, staff and students in different areas concerning bullying and respect. All members of Holy Childhood of Jesus Catholic School are expected to discourage, prevent, intervene, report and otherwise appropriately address bullying behaviors.

Bullying can be defined as repeated and unwanted teasing, threatening, hitting, spreading rumors, and excluding others on purpose. A person is being bullied or victimized when he or she is exposed repeatedly and over time to negative actions on the part of one or more persons. Bullying can be defined as the assertion of power through aggression. Its forms change with age: playground bullying, sexual harassment, gang attacks, date violence, assault, marital violence, child abuse, workplace harassment and elder abuse. Bullies acquire power over victims in many ways: by physical size and strength, by status within peer group, by knowing the victims' weaknesses, or by recruiting support from other children through gossip or exclusion. With repeated bullying, the bully's dominance is established and the victim becomes increasingly distressed and fearful.

This statement is intended to serve notice to students, their parents and all members of Holy Childhood of Jesus Catholic School Community, that bullying conduct is an immediate cause for intervention. In addition, we seek to alert all concerned parties-whether students engaged in bullying behaviors (and their parents or guardians); victims of bullying (and their parents or guardians); or witnesses to victimization or another bully-that bullying is a community concern requiring community-wide accountability and commitment to its prevention, as well as prompt, appropriate and effective response if and when it occurs.

### ***Developing Character and Preventing Bullying Behavior***

The best way to prevent a bully is to concentrate on building character. Character is the lasting and distinctive part of the inner person that governs behavior through informed choices and good habits. Without character, students will fail to achieve life's most significant goal-that of being good people who love and serve their Creator and all others.

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

### ***Internet Usage***

Authorization for Internet Access must be signed and returned this form can be found in the Appendix

### ***Chrome Book Authorization Form***

Each Student Issues a Chrome Book must sign and returned this form can be found in the Appendix

### ***Drug and Alcohol Abuse***

It is the policy of Holy Childhood of Jesus School that the possession, use, distribution, purchase or sale of any alcoholic beverage or any contraband, controlled substance, look-alike drugs or any other illicit drugs by a student is prohibited in the school building, on the school property or on school buses at all times. This policy extends to all school sponsored and related activities, as well as field and athletic trips. Furthermore, students shall not be permitted to attend or remain in school while under the influence of prohibited substances or alcohol.

Any student found in violation of this policy shall be disciplined consistent with the Disciplinary Regulations including parental notification and involvement, referral to law enforcement agencies, suspension and/or expulsion. Anyone caught with alcohol or drugs in their possession, whether on their person, in their desk or in their locker will be reported to the Principal and sent to the office for the enforcement of this policy. Any teacher suspecting possession of either drugs or alcohol by any student can search the locker or desk of the individual. The Principal should be informed of any such searches. Law enforcement will be notified.

**Violations involving drugs, drug paraphernalia, guns, weapons, battery of teacher or other personnel, sexting, or other illegal digital activity, the Principal will contact law enforcement.**

### ***Search and Seizure***

#### ***Investigative Procedures*** *Diocesan. Policy 5115*

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 violates school rules will be kept by school administration and returned to the parents.

School administration may ask for, but not force a student to provide a password for a student's cell phone.

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(s) 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.

## **GRADES AND PROMOTION**

### ***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.

### ***Promotion***

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

### ***Report Cards & Progress Reports***

Report cards are issued at the end of each quarter. Due to the nature of primary learning (Grades: K-1), 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. Letter grades are used to designate a student's progress from 2<sup>nd</sup> – 8<sup>th</sup> grade. These grades will be in all classes: Religion, Reading, Math, Science, Social Studies, English, Spelling & Phonics (Grades 2<sup>nd</sup> – 4<sup>th</sup>). Progress reports are sent to all parents at mid-term.

### ***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.

### ***Jr. Beta Club:***

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

### ***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 important information. There will be a replacement cost of \$5.00 for lost planners.

### ***Retention and Acceleration*** *Diocesan Policy 5123*

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 the 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.

***Honor Roll***

Holy Childhood of Jesus School students in grades 5 through 8 will participate in an Honor Roll Program at the end of each quarter within a school year.

***Grading Scale***

A+	100-99	C	84-79
A	98-94	C-	78
A-	93	D+	77
B+	92	D	76-71
B	91-87	D-	70
B-	86	F	69 ↓
C+	85	S	Satisfactory
		U	Unsatisfactory

The names of all qualifying students MAY be published in the local newspaper at the end of each quarter.

***Testing***

According to the Diocesan regulations, students in grades 2 through 8 are administered the Iowa Test of Basic Skills (ITBS) in the fall. The eighth graders go to the High School for Placement Tests in January. The Assessment of Catholic Religious Education Test (ACRE) is designed to assess the religious knowledge and attitude outcome of the total religious program in the Catholic school is given to the fifth and eighth grade class every other year.

***Homework Academic Policy*** *Diocesan. Policy 6154*

Homework- School work done at home

The purpose of assigning homework for pupils in our Catholic school shall be to reinforce student confidence in abilities and used to practice for understanding.

Homework is:

- Used sparingly, assigned strategically after it is carefully thought out and connected to an appropriate learning standard.
- Reviewed immediately the next class day after assigning when it is due.
- Brief with students having the opportunity to complete it within the school day.

Homework is not:

- Assigned as a punishment.
- Assigned when any test is scheduled for the subject the following day.
- Used to introduce new material to the students.
- Used merely to keep the students busy.

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 contact the parent.

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.

### ***Graduation***

We participate in 8<sup>th</sup> grade graduation and Mass ceremony in which all eligible 8<sup>th</sup> graders that meet all Holy Childhood of Jesus School, Diocesan, and Illinois State Board of Education requirements will receive diplomas.

### ***Records***

Each student has a permanent record folder in the local school file in the local school office. These permanent record forms are obtained from the Office of Education. Information contained in the permanent record form shall be treated as confidential matter and shall be accessible only to the professional staff of the school or parents of the child. The permanent record folder contains only: Student's name, birth date and place, parent's names and addresses; Academic record, intelligence aptitude test scores, achievement test scores labels, and grade level achieved; Attendance record; Health records and accident reports; Record of release of permanent record information



### ***Flagging of Records***

If a current or former student has been reported as a missing person by the Illinois State Police, a notation will be made on the outside of the student's permanent file, and will also be recorded in the student's electronic Option C file.

### ***Release of Records***

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

- Parents, students or representatives designated by a written consent of the parents.
- Office of Education
- Any persons as specifically required by law, provided the person presents appropriate identification and a copy of the statute authorizing such access.
- Appropriate persons, in case of emergency, if the information is necessary to protect the health and/or safety of the student or other persons provided that the parents are notified as soon as possible of such release.
- The courts, in response to a court order.
- Official representatives of a school to which the student is transferring, on request of either the student or the parent. Parents may examine and challenge content prior to release.

Holy Childhood of Jesus 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, a school will provide the non-custodial parent with access to the academic records and to other school-rated 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.

### ***Student Transfers***

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

### ***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 our 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.

## **EXTRA CURRICULARS**

Extra-Curricular Activities

**Athletics** – teams are offered for students of Holy Childhood School in grades 4-8. Sports opportunities are:

- For males: baseball, basketball, volleyball and track
- For females: soccer, basketball, volleyball and track

**Blue Knights** – male students and parishioners in grades kindergarten through 4th grade

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

**Little Flowers** – female students and parishioners in grades kindergarten through 4th Grade

## **SCHOOL SAFETY**

### ***Concussion Policy***

Any student suspected of suffering a concussion, either at school or at an athletic event, will be sent home from school or removed from the athletic event, regardless of how mild it seems or how quickly symptoms clear. The student may not return to school or game play without written medical clearance from a licensed physician.

## ***Dispensing 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:

1. **PRESCRIPTION MEDICATION**-To assure school attendance for students who must use medication in the treatment of chronic disabilities or illness:
  - a. 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.
  - b. 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.
  - c. A parent must bring medication to school in a container appropriately labeled by the pharmacy or physician.
  - d. A staff member in the office will record every medication brought to school and
  - e. 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.
  - f. 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).

2. **NON-PRESCRIPTION MEDICATION**
  - a. No non-prescription medication will be dispensed in our school. Non-prescription medication includes aspirin, Tylenol, antacids, antihistamines, and any other medications.
  - b. Cough drops are permitted with written permission of parents.
  - c. No topical application of alcohol, peroxide, calamine lotion, or any other medication will be administered at school.
  - d. 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.
  - e. 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.
3. **FEVER** Students must be fever free for 24 hours before returning to school.

## ***Physicals and Immunizations*** *Diocesan Policy 5141.3*

### **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 1st. 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 15th 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 15th.

### 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.

### ***Communicable Diseases/Illnesses***

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.

### ***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.

### ***Infectious Disease Control Policy and Immunization***

In accordance with the directives and procedure set forth by the Illinois Department of Public Health, Illinois State Board of Education, and U. S. Center for Disease Control, the American Red Cross, and the U. S. Catholic Conference all students with an infectious disease shall be enrolled in school and shall be permitted to attend school or parish religious education programs.

Students' known to have chronic infectious diseases should be individually evaluated in order to determine if their behavior or physical condition poses a high risk of spread of disease.

The decisions regarding the type of educational and care setting should be based on the behavior, neurological development, and physical condition of the student and the type of infectious disease the child may have rubella, hepatitis B, cytomegalovirus (CMV), herpes simplex, or acquired immunity deficiency syndrome (AIDS). These decisions will be made using the team approach including the parents or legal guardians, public health personnel, family physician, school administration, and Pastor.

Persons involved in the care and education of all children should respect the student's rights to privacy, including maintaining confidential records in accordance with state law.

Parish elementary schools shall not accept students who are transferring from another school in order to avoid a student with AIDS. This policy is consistent with the Christian values that are promoted in all diocesan and parish schools and would be an injustice to the community from both a moral and ethical standpoint. This would be disruptive to both school communities and not in the best interest of the education of the students in either school.

According to the SCHOOL CODE for the State of Illinois, all students must have the proper and appropriate immunization. If students are not in compliance with the law of immunizations, measures will be taken to suspend the students. (Chapter 122, Section 27-28 of the State School Law.)

***Insurance*** *Diocesan Policy 5143*

The State of Illinois "Kids Care" insurance plan is available for grades K through 8. Included with the registration forms is the CERTIFICATION OF MEDICAL INSURANCE & INDEMNITY AGREEMENT to validate insurance coverage for each child through a family policy. If students are not covered by school insurance, parents are liable for any medical cost needed from an accident or injury sustained at school. Any student whose parent/guardian refuses either to provide insurance or to sign a waiver form shall not be admitted to the school.

***ACM Notification*** *Diocesan Policy 2502*

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 2:00 p.m. on the pupil attendance days at the school's administrative office.

***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.

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.

### ***Emergency Information on File***

It is important that the school have on file emergency phone numbers where parents or guardians can be contacted should an emergency arise. The names of persons other than the parents or guardians who might be contacted in an emergency should also be on file. This information must be given on Registration Day. Please update us if changes occur, especially if any phone numbers are changed in the course of the school year, it is important that this information be shared with the school as soon as possible. Please place in the Thursday envelope your new information if this does occur.

### ***Fire, Tornado, Earthquake and Evacuation Drills***

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.

### ***Lock Down Drills***

Holy Childhood students will practice/prepare for dangerous situations that may require a lock down or building evacuation as required by law. These situations include but are not limited to: reverse evacuation, lock down, hazardous materials, shootings, or bomb threats.

### ***Law Enforcement Drills***

By law, all schools are required to conduct an on-site, law enforcement drill to address incidents that may arise to better train teachers and students to be prepared for many dangerous situations that may arise at school. Drills will be conducted according to Holy Childhood of Jesus School Emergency and Crisis Response Plan. Law enforcement drills can be conducted with or without students present in the school building. (105 ILCS 128 Section 20)

### ***Battery against School Personnel***

Upon receipt of a written complaint from any school personnel, the Principal will report any incident of battery committed against teacher, teacher personnel, or administrative staff, to local law enforcement authorities immediately after occurrence of the attack, and to the department of State Police's Illinois Crime Reporting Program no later than three days after attack. (105 ILCS5/10-21.7)

## **APPENDIX & FORMS**



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: \_\_\_\_\_



## INTERNET USE FORM

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.

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

User Name: \_\_\_\_\_

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



### CHROMEBOOK USAGE FORM

Chromebook & School Google Account

Digital Citizenship Guidelines & Expectations

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

Student	Parent	<b>Guidelines &amp; Expectations</b>
Initials		
		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.
		I understand that it is the classroom teacher's decision regarding when and how I may use my Chromebook in class
		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.
		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.)
		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.
		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.
		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
		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.
		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.
		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.

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

### **Return any unattended Chromebooks immediately to the main office.**

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: \_\_\_\_\_