SAINT SCHOLASTICA SCHOOL

“CHANGING THE WORLD WITH KINDNESS… ONE HEART AT A TIME”

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

**AMENDMENTS TO THIS HANDBOOK**

Saint Scholastica School administration retains the right to amend this handbook for just cause with or without notice. The school will attempt to keep parents promptly informed of all changes; however some changes might be made immediately due to unforeseen circumstances.

**MISSION STATEMENT**

Saint Scholastica School is a Catholic elementary school that fosters the gospel message and provides a quality academic curriculum that focuses on the spiritual, emotional, physical and social development of our children.

**SAINT SCHOLASTICA SCHOOL PHILOSOPHY**

Saint Scholastica Catholic School, as part of the community of Saint Scholastica Parish, welcomes families regardless of race, color, sex, national and ethnic origin and physical disability. As a Catholic parish school, children in kindergarten through eighth grade are recognized as Children of God.

Because it is an extension of the Body of Christ, the Church, it prepares its students to be witnesses to their Catholic faith, spreading Christ’s message in all aspects of their lives.

The Saint Scholastica School faculty provides the inspiration and curriculum that encourages academic excellence in all areas of the students’ performance. We recognize the whole child including each student’s unique talents, gifts and needs. We encourage the students to work to their fullest potential complementing each other and the catholic community. Promoting an appreciation for the means to attain lifelong learning skills, Saint Scholastica provides students with an educational foundation on which they can build successful and meaningful futures. Responsible citizenship throughout the school, church and community of Woodridge is developed through worship, service, academics and extracurricular activities.

Saint Scholastica recognizes that parents are the primary educators of their children and acts as an extension of the families. Educating its students is the shared partnership of parents and our school faculty.

**HISTORY OF SAINT SCHOLASTICA SCHOOL**

Saint Scholastica School opened in 1962, with the Benedictine Sisters of Sacred Heart Monastery, Lisle, as teachers. Initially, there were three grades in two rented homes on the corner of Janes and Crabtree, but as the enrollment increased a permanent school was built in 1964, and additional grades were introduced.

Presently, the facilities consist of nine primary classrooms, two offices, a faculty lounge, gym, library and computer center, Activity Center, and the Church, with additional classroom space available in the Parish Center.

**PARENTAL ROLE IN EDUCATION**

Educating the child is the shared responsibility of parents and school personnel. The parent's role is vitally important and should include:

- Parent display a positive attitude towards Catholic education.
- Parents show a positive attitude towards Saint Scholastica School.
- Parents support school activities including fundraising activities.
- Parents accept the requirements of the Commitment Contract (*Appendix A*).
- Parents are an example of Catholic values including Mass attendance.
- Parent are an example of respect for the rights and property of others.
- Parents accept the regulations and policies of the school.
SPIRITUAL FORMATION

Religious Education
Saint Scholastica School is currently using the updated RCL religion series and the Benziger Family Life Series. The religion program is enhanced by attendance at weekly all-school Masses, opportunities for Reconciliation, careful preparation for the reception of the sacraments of Holy Eucharist, Reconciliation, Confirmation and days of reflection.

Sacramental Policy
The second grade teacher will prepare the children for the reception of the Sacrament of Reconciliation and the Sacrament of the Eucharist. Prior to the beginning of these programs, parents will be notified by the teacher concerning the Sacramental programs.

ADMISSION
As an equal opportunity employer the Diocese of Joliet allows for no discrimination on the basis of sex, race, color, national or ethnic origin or physical disability. This policy refers to all school personnel.

Schools operated under the auspices of the Diocese of Joliet admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally available to students at the school.

Admission Policy
A child entering Kindergarten must be five years of age on or before September 1st. A copy of his/her birth certificate and Baptismal certificate (if applicable) are required at this time. A physical exam, dental exam and vision exam are also mandatory for those entering Kindergarten.

A child entering first grade must be six years of age on or before September 1st. A copy of his/her birth certificate and baptismal certificate (if applicable) are required. A copy of the last report card is required for students who are registering for the first time in grades 1-8. A dental exam for 2nd graders and a physical examination and dental exam is also mandatory for those entering grade 6.

Priority of Admittance
1. Registered and Contributing Parishioners
   A. Children who have siblings presently enrolled in Saint Scholastica School.
   B. Children who do not presently have siblings in Saint Scholastica School.
2. Registered and Non-Contributing Parishioners
   A. Children who have siblings presently enrolled in Saint Scholastica School.
   B. Children who do not presently have siblings in Saint Scholastica School.
3. Catholic Non-Parishioner or Non-Catholic
   A. Children who have siblings presently enrolled in Saint Scholastica School.
   B. Children who do not presently have siblings in Saint Scholastica School.

ACADEMICS
Saint Scholastica academics are focused on student learning. Each assessment is an indication of student growth. As such, extra credit is not given to add points to any assessment.

Grading Scale
Grading: EFFORT GRADE is SUBJECTIVE and determined by the teacher’s assessment of how hard the student is working based on his/her potential.

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<th>Grades K-3</th>
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<td>Effort, Social Development &amp; Work Habits</td>
<td>1 – Work Needs Improvement</td>
</tr>
<tr>
<td>O – Outstanding</td>
<td>2 – Work Approaching Expectations</td>
</tr>
<tr>
<td>√ – Appropriate</td>
<td>3 – Work Meets Expectations</td>
</tr>
<tr>
<td>X – Needs to Improve to meet expectations</td>
<td>4 – Work Exceeds Expectations</td>
</tr>
<tr>
<td></td>
<td>NG – Work Not Graded</td>
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Grading Scale (Cont’d)
The “A-F” ACHIEVEMENT GRADE is an OBJECTIVE MEASUREMENT, according to the student’s performance.

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<th>Effort</th>
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<tr>
<td>A - Outstanding (93—100%)</td>
<td>+ - Outstanding</td>
</tr>
<tr>
<td>B - Very Good (85—92%)</td>
<td>√ - Appropriate</td>
</tr>
<tr>
<td>C - Good (77—84%)</td>
<td>X - Improve</td>
</tr>
<tr>
<td>D - Needs to Improve (70—76%)</td>
<td></td>
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<tr>
<td>F - Little/No Progress (0—69%)</td>
<td></td>
</tr>
<tr>
<td>CR - Credit</td>
<td></td>
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<tr>
<td>NG - Not Graded</td>
<td></td>
</tr>
<tr>
<td>* - Not Offered</td>
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Promotional Requirements
The following criteria must be met for a student to be promoted to the next grade, indicating he/she is working up to his/her ability:

A child must pass each subject with a cumulative average of "D" in each subject area. This also includes Physical Education, Art, Technology, and Music. If these requirements are not met, summer school or a prescribed number of tutoring hours is required in order to be admitted for the following fall term.

A conference will be held with parents to determine the best method to assist the child to achieve the required academic goals.

Report Cards
Report cards will be posted on SchoolSpeak at the close of each term. The Diocesan directives for evaluating students in Grades K-3 and in Grades 4-5 differ from that used for Grades 6-8; hence, report cards also differ. Ability, participation, class/home assignments, and effort to improve are norms for evaluation. Music, Art and Physical Education are considered a part of the academic curriculum and must be taken seriously.

Parent/Teacher Conferences
Parent/Teacher Conferences are held in November. The purpose of the conference is to discuss the student’s rate of progress in studies and in other matters.

We encourage parents who would like additional conferences to make arrangements with the teacher. If a parent wishes to talk to a teacher, a message should be left and the teacher will return the call as soon as possible. Parents should confer with the teacher when the child reveals a lack of interest or a change of attitude toward school.

Any questions regarding progress, effort, homework, teacher/pupil relations, classroom discipline, etc., should be taken first to the teachers. They work closely with your child in the school environment and therefore, would be best able to help. After discussion with the teacher, if further consultation is needed, arrange for an appointment with the principal.

Graduation Requirements
The following criteria must be met for a student to receive a diploma from Saint Scholastica School as opposed to a certificate of attendance:

The student must pass each and every subject with a cumulative average of at least a D-. This includes Physical Education and Music. If a student does not meet the standard, they are allowed by the local high schools to matriculate into 9th grade; however, they will be issued a certificate of attendance and not a diploma.
Homework
Homework is a contributing factor to the learning process. Homework is assigned as needed since the brevity of the school day does not permit complete coverage of materials and/or review and practice in mastering skills taught. Homework may be written work, study, and reading, reciting or sharing. The average amount of homework per grade should be:

Grades K-1-2  Primary  15 minutes to 45 minutes
Grades 3-4-5  Intermediate  45 minutes to 1 ½ hours
Grades 6-7-8  Middle School  1 hour to 2 hours

Every teacher has a set of procedures for homework and late work. Students must follow the teachers’ procedures. Students are expected to complete homework and understand the consequence for late work.

All assigned homework must be complete. Parents are asked to share in a supervisory capacity in completing such assignments. Homework is generally due the next day after it is assigned. Beginning in Grade 1, all students are instructed in a procedure for recording homework. Teachers will take into account long term projects and studying for tests in the above daily minutes of homework time.

Honor Roll
Certificates will be awarded each term to students in grades 6 - 8.

1st Honors = 93 — 100
2nd Honors = 88 — 92

Students will not be eligible for Honors if they have a "D" or "F", or an Incomplete.

Transfer Students
Transfer students are expected to be in good academic and behavioral standing as reflected in their former school records before admission. Students in grades 1-8 who transfer to Saint Scholastica School from another school will be on academic and conduct probation for one year. At any time during this year, the student who does not achieve acceptable academic or behavioral standards may be asked to withdraw from the school. The decision is made by the principal upon referral from the teacher.

Student Transfer of Records
When a student transfers to another school, the student’s permanent record card is retained. Records are transferred according to the Illinois School Code. In general, no official student records are transferred until all financial accounts with the school have been settled. Unofficial school records are transferred within ten days of request. Unofficial records are minimally defined as copies of the last report card. Health records are transferred along with unofficial records.

Field Trips
Field trips are an extension of Saint Scholastica’s educational program and students are expected to attend. They are designed to enrich the student’s classroom curriculum in an educational, cultural and social experience. Transportation and admission fees will be required. If parents are needed for any field trip, interested parents may submit their names to the classroom teacher for consideration to act as a chaperone. Please note that if a parent is not a designated chaperone, they are not eligible to attend the trip. Chaperones should use cell phones for emergency purposes only. All chaperones must have taken Protecting God’s Children.

As an aside, any photos taken on school field trips may not be posted to any social media sites due to Diocesan policy.

Each child must present an official permission slip, signed by the parent or guardian, to the school no later than 24 hours prior to attending the trip. Permission must be written and returned to school, and telephone permission will not be a substitute. Please see (Appendix B), which is a copy of the official permission slip.
Field Trips (Cont’d)
** If a student is absent on the day on the field trip, refunds cannot be given since we must pay for all students prior to the trip. Absent students will be marked absent from school on field trip days.

Outdoor Education
A two day (one night) outdoor education program in Lake Geneva, Wisconsin is planned each year for the fifth grade class. All subject areas of the curriculum are integrated in outdoor learning activities. Students are challenged to apply what they know to practical problem solving in the natural environment. Costs are shared by the students and all students are expected to attend. Due to privacy issues, chaperones should not take pictures of students unless requested by the teacher. All chaperones must have taken Protecting God’s Children.

LIBRARY SERVICES

Computer Center
Saint Scholastica School supports a full computer lab with a 1:1 Chromebooks in all grades. Chromebooks which are owned by the school are shared by all students. Additionally, Saint Scholastica School rotates eighteen Surface Tablets and class sets of iPads for use in each classroom. Computers are used by all students on a regular basis for instruction, practice, review and enrichment of many study areas. Word processing, data base, spreadsheets and keyboarding are introduced at the intermediate level. Damage to any device by a student requires repair costs to be paid by the family.

Library Use
Saint Scholastica School has a well-equipped library that is available to all students. The library is open from 7:50 AM to 2:30 PM.

The cooperation of parents is needed in teaching the students the joy and responsibility of checking out, taking care of, and returning books. The following library policies and rules should be noted and observed carefully:

- Books may be checked out during library hours on school days. They are due in one week, but may be renewed for another week.
- Only two books may be borrowed at a given time. Until these are returned, no others may be checked out.
- Kindergarten students are scheduled to visit the library one day each week to check out one book.
- All students, parents, volunteers and employees are required to abide by the Agreement and Authorization for Internet Access and Related Technology Use (Appendix G)
- Overdue books: A fine of five cents per day is charged on overdue materials. If a student is absent because of illness or unforeseen reasons, the student should inform the librarian when the books are returned. No fine is charged in such cases. If a student has a book overdue for one month, a letter will be sent to the parents informing them of the situation.
- Damaged or lost books: Students are held responsible for the cleanliness and good condition of library materials. If a book is lost, or irreparably damaged, the student is expected to pay for it within two months. However, if a page is torn, or some such accident occurs, the student should report this to the librarian and pay a small imposed fine. Do not try to repair books at home.

DISCIPLINE
The essence of Christian discipline is self-discipline. To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Saint Scholastica School staff and parents are committed to furthering a Christian environment for learning.

In addition to all procedures and guidelines below, Saint Scholastica School uses PBIS (Positive Behavioral Interventions and Supports). PBIS supports schools, districts, and states to build systems for implementing a multi-tiered approach to social, emotional and behavior support. The broad purpose of PBIS is to improve the effectiveness, efficiency and equity of schools and other agencies. PBIS improves social, emotional and academic outcomes for all students, including students with disabilities and students from underrepresented groups. (pbis.org)
School Behavior Guidelines
All students follow a set of behaviors. Faculty and staff praise students and define consequences in instances where guidelines are not obeyed.

Behavior guidelines established for each student to learn, grow and develop to their fullest potential in an academic Christian setting are:

- Be respectful, courteous and kind to everyone at all times.
- Be truthful and responsible for all of your actions.
- Be punctual, well prepared for class, and follow the procedures of your teacher.
- Treat school property and the personal property of others as valuable, and always ask permission to use another person’s property.
- Keep the school and parish grounds clean by discarding all trash in a trash container.
- Be truthful about events that happened in disciplinary situations when explaining the action to the principal, teachers, and parents.

The DIOCESAN ANTI-BULLYING POLICY must be read by parents and students (see Appendix I).

Plagiarism
Plagiarism is highly unethical, and students will be given a lesson on this subject. All students are expected to follow the plagiarism policy. Consequences of plagiarism include, but are not limited to, detention and zero credit.

All student work is to be their own thoughts. Taking dictation of someone else’s thoughts to complete an assignment which is turned in as your own work is unacceptable. Consequences include, but are not limited to, zero credit and detention.

Discipline Procedures
Discipline shall continue in a positive manner, never through the use of force, ridicule or sarcasm. All referrals, detentions, and in school suspensions must be signed by parental guardians and returned the following day. Failure to comply will result in additional disciplinary measures. As it is impossible to anticipate all forms of deviant behavior, the school administration reserves the right to impose disciplinary procedures on actions not specifically covered in our discipline policy or outlined in this handbook.

Actions for which disciplinary action is taken include, but are not limited to:

Behavior
Uniform
Disrespect of school rules
Gum
Talking
Class disruptions
Disrespectful and/or uncooperative behavior
Disrespect for self or others
Excessive tardiness (For each set of five tardy arrivals in a term, the student will serve a detention)
Any physical altercations
Lack of Christian behavior/intentional omission of truth
Consistent and deliberate missing assignments

VERBAL OR WRITTEN THREATS (EVEN IN A JOKING MANNER) WILL BE TAKEN SERIOUSLY.
Discipline Procedures (Cont’d)

Students who are in violation of school academic or disciplinary regulations will be subject to the following actions:

- **Uniform Violation Warning** - A uniform violation warning will be given for any violation of the uniform policy. The warning may be a verbal warning and/or written notification/referral. If the violation is not corrected in the required time, or if there are further violations, additional disciplinary action may be taken. A detention may be written for a second violation (see pages 22-23 for Uniform guidelines).

- **Behavior Warning / Detention** - Misbehaviors which impede the orderly operation of the school are handled through verbal reprimand, referral, parent notification, and/or detention. The action to be taken will depend on the seriousness of the infraction and grade level.
  
  - A note home to parents
  - Phone call to parents
  - Notification is written in assignment book
  - Referral
  - Detention

Teachers will call home only in severe cases; they **cannot call home for every problem**. Parents, please support teachers when detentions are given; many times several warnings are given. Please call your child’s teacher first if you have questions or concerns prior to calling the school administration.

**Detention** - Detention is served after school for one hour on Thursday. Parents will be notified in writing or by phone. During this time, students will sit in silence and fill out a **STUDENT ACTION PLAN REFLECTING** upon the error of their ways. Repeated detentions may result in suspension or expulsion.

**Suspension (In or Out of School)** - A student will be suspended by the Principal for a term not to exceed TWO DAYS for a first offense. A student will be excluded from class and will be responsible for making up all class work; however, full credit may not be given.

In addition, attendance at, or participation in, school sponsored activities or organizations is forfeited for the time of the suspension if it is an out-of-school suspension. Suspension is issued for behavior which includes, but is not limited to, the following reasons:

- Three (3) behavioral detentions in one term
- Consistent pattern of disregard for rules or regulations
- Leaving school grounds
- Verbal or physical assault or harassment
- Flagrant violation of a school rule
- Threatening/Inappropriate statements directed toward school personnel or another student

**Expulsion** - Expulsion is the termination of the student's right to attend Saint Scholastica School. It is invoked in extreme cases where all other available means of help have been exhausted. Diocesan policies regarding expulsion will be followed.

**Harassment**

Respect for others is an essential part of our discipline code. All allegations will be taken seriously, promptly investigated, and dealt with appropriately. Please see (**Appendix D**) for our statement on non-violence.

**Substance Abuse Policy**

The use, possession, or sale of drugs, drug paraphernalia, controlled substances, look-alike drugs, tobacco or alcohol on school property, traveling to and from school, at school sponsored activities, or in school buses, shall be prohibited. Any student violating this policy shall be subject to suspension and/or immediate expulsion of the student from school. The Woodridge Police Department will be notified of the offense.
Substance Abuse Policy (Cont’d)
Second Offense - a second offense of the school substance abuse policy will result in immediate expulsion of the student. The Woodridge Police Department will be notified of the offense.

Possession of Firearms
Whenever a student has a firearm on school grounds, the following procedure will be followed:
- The firearm shall be confiscated and secured by school personnel and placed in an isolated area. The Woodridge Police Department will be notified. The custody of the firearm will then be given to the police who will subsequently transport the firearm for any appropriate testing.
- The parents or guardians of the involved student shall be notified.
- Expulsion proceedings shall be initiated.

Possession of Weapons Other than Firearms
When a determination is made that a student has a weapon other than a firearm on school grounds, the following procedure will be followed:
- The weapon shall be confiscated and secured by personnel and placed in an isolated area, and the Woodridge Police Department shall be notified.
- The parents or guardians of the involved student shall be notified.
- Appropriate disciplinary measures including, but not limited to, suspension and/or expulsion shall be initiated.

Search and Seizure
Saint Scholastica School reserves the right to inspect all school property. Look-alike firearms or weapons are not allowed on school property. Disciplinary action will be taken if a student brings any look-alike firearm or weapon to school. Pranks, jokes or the use of scare tactics will not be tolerated. The Woodridge Police Department will be notified for any type of bomb threat or threat that a firearm is hidden in the school.

EXTRACURRICULAR ACTIVITIES
Parents are expected to log into SchoolSpeak and check their child’s academic progress. Teachers post grades on SchoolSpeak. Students with failing grades at four week academic check times will not be eligible to participate in extracurricular activities until grades improve. Failing students will be ineligible the Monday following the notice and cannot be reinstated for one week. Students will then be reinstated when they have passing grades. Students are not allowed to come to the activity even to observe. The goal is for students to use their extra time to study at home and improve their grade. In the rare occasion of a notice not getting out to the athletic director and a child receives a failing grade; the parents are responsible to report the failure to the principal and/or the athletic director.

A student may also be pulled from extracurricular activities immediately if he/she is failing, even if it is not a special grading period. Teachers may make this decision due to lack of effort on the student's part causing him/her to fail. The teacher will make this decision on an individual basis.

IT IS VERY IMPORTANT FOR PARENTS AND STUDENTS TO READ THE SAINT SCHOLASTICA SCHOOL ATHLETIC HANDBOOK. MANY PROCEDURES ARE EXPLAINED IN DETAIL.

A waiver of liability and a medical authorization must be signed prior to participation in any extracurricular sport activity. The athletic fees must be paid before a student will be allowed to participate. Rules and guidelines will be given in advance to all that are participating.
Guidelines for Extracurricular Activities

- All students involved must be picked up at the end of the activity. If there is a problem with rides, this should be discussed with the moderator to determine if a satisfactory arrangement can be made.
- No student is permitted in the school building without an authorized adult. During practice time, the doors to the school will be locked. Students and parents must enter the parish center door after school hours.
- Any student causing any type of disturbance and/or damage of any kind will be removed from the team or extracurricular group. There will be no refund of fees.
- If a student is signed up for a sport, parents are expected to help out in some area. This may mean driving to games, working at track meets, helping at a practice, or being a scorekeeper. Parents are to consider this obligation when signing their child up for a particular sport. Additional information is provided at sign-up time.
- School drop-off and pick-up procedures will apply to all extracurricular activities.

STUDENT HEALTH AND MEDICATION

Saint Scholastica School will follow HIPAA Privacy Rules concerning all student health information.

School Nurse

The school has the services of the DuPage County Health Nurse for consultation purposes.

Physical

A child health exam is required by law for every child enrolling in an Illinois public or private school for Kindergarten and 6th grade. The examination is to be done within one year prior to the first day of school and should be presented to the school when the child is registered. Children who have received a health exam in another state within the required time period may present the other state's child health exam if it is equivalent to Illinois' expectations.

All immunizations required by the Illinois Department of Public Health must be up to date prior to the first day of school. Parents are urged to get immunizations for school children early. Immunizations are available at the DuPage County Health Department (630-969-7030). **Parents of students who do not meet the requirements of the Illinois School Code requiring physical examinations by the first day of school will have their children excluded from school until such time as they are in compliance with the School Code.**

Dental Examination

A child dental examination is required by law for every child enrolling in an Illinois public or private school for students in Kindergarten, 2nd and 6th grades. Each child must have proof of examination by a dentist prior to May 15th of the school year. School dental examinations must have been completed within 18 months of the May 15th deadline. The Proof of Dental Examination forms will be available in the school office.

Vision Examination

Children beginning school for the first time will need vision exams.

Medications

Ordinarily, school personnel shall not dispense medication to students, in accord with Diocesan guidelines. If a child must take medication during school hours, the School Medication Permission Form, see (Appendix E) should be completed by the parents and physician authorizing the medication. The medication must be sent to school in a labeled prescription bottle which has a non expired date with the permission form. For the sake of safety, all medications (including over-the-counter medications), will be kept in the office and administered there by the secretary, health aide, or principal. Children are never permitted to independently carry or take medication, including aspirin. (Public Act 92-0402 allows students to carry and self-administer asthma medications. Required authorization forms are available in the school office upon request.)
Student Emergency or Illness
If a child becomes ill in school or has an accident, parents will be notified and must make arrangements for the child to be taken home. The school requires two emergency numbers of reliable neighbors or relatives who can be contacted if the parents are not available during school hours. **Students who have a contagious illness including, but not limited to stomach bug, fever, etc. are not to return to school until they are symptom free for 24 hours.**

**IF A CHILD HAS A SERIOUS HEALTH PROBLEM SUCH AS DIABETES, EPILEPSY, ASTHMA, ALLERGIES, AND ARTHRITIS OR HAS AN INJURY OUTSIDE OF SCHOOL, PARENTS SHOULD PROVIDE A WRITTEN CONFIRMATION OF THE ILLNESS BY A DOCTOR.**

Communicable Diseases
Students with AIDS enrolled or seeking enrollment in Grades K through 8 will be permitted to attend school programs in the least restrictive setting. Periodic and continuing evaluation should be conducted. There is no need for mandatory screening of students entering school at any grade level. Students with AIDS shall not be excluded from attending school programs for reasons of the infection, unless the following exceptional conditions are evident as determined by the student's attending physician (in conjunction with the student's parents or legal guardian and the appropriate school administrator).

- The student is not toilet-trained or is incontinent, or is unable to control drooling
- The student has open sores or skin eruptions that cannot be covered
- The student exhibits aggressive/hostile behavior

The identity of a student with AIDS and all health records and other pertinent files shall be kept confidential and to the minimum needed to assure proper care of all students and to detect situations where the potential of transmission may increase.

SCHOOL DAY PROCEDURES

**Daily Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45</td>
<td>Warning Bell</td>
</tr>
<tr>
<td>7:50</td>
<td>Morning Prayer/Pledge</td>
</tr>
<tr>
<td>7:55</td>
<td>Classes begin</td>
</tr>
<tr>
<td></td>
<td>Lunch and recess</td>
</tr>
<tr>
<td>2:26</td>
<td>PM session ends</td>
</tr>
<tr>
<td>2:30</td>
<td>Dismissal</td>
</tr>
<tr>
<td></td>
<td><strong>EXTENDED CARE:</strong> 6:30 am—7:30 am</td>
</tr>
<tr>
<td></td>
<td>2:30—6:00 pm</td>
</tr>
</tbody>
</table>

**Student Drop Off and Pick Up**

- Students should not be dropped off before 7:35 am.
- Students should be picked up by 2:50 pm.
- If students are dropped up before 7:35 am or not picked up after 2:50 pm, he/she will be sent to extended care. Therefore parents must fill out an extended care registration form if you anticipate early or later arrival.

Emergency Closing
In an event of an emergency closing of the school, the following radio stations will carry the announcement: WIND - WMAQ - WGN - WLS. Information is also available at www.emergencyclosings.com or by calling 312-222-SNOW (Access Code is 6309852515). Parents will also be informed via an automated calling system if school should be cancelled. No phone calls should be made to the rectory or school for such information. **If Woodridge District 68 is closed for severe weather, Saint Scholastica will also close. We use the same bus company and the safety of the children comes first.**

Absences/Illnesses
The Diocese of Joliet Catholic Schools Office and Saint Scholastica School require students who are enrolled to attend daily during the entire regular school term.
Absences/Illnesses (Cont’d)
Please call the school office before 8:00 am to report absences. All non-reported absences will be called daily by the school office personnel. A written note should be given to the teacher in the event of a partial day absence. A doctor's release is required for absence due to a communicable disease or any absence of 5 consecutive days. A student who is absent is prohibited from any/all activities related to the school on the day which they are absent.

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

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

Medical and Dental Appointments
Medical and dental appointments should be scheduled after school hours, and if a student is scheduled during school time a student has the responsibility make up the work for missed classes.

In extreme cases when a student must leave for an appointment, the parent/guardian should return their child back to school as soon as possible.

Homework Regarding to Absences
We appreciate parents’ concerns about homework requests for absentees. Because teachers are engaged in classes, requests for homework should be made before school, when the absence is reported. Work will not be ready for pick up until 2:30 pm.

Arrival
Students shall not arrive at school earlier than 7:35 am. Parents driving children to school are asked to let them off in front of the sidewalk leading to the main entrance of the school. Parents are asked not to walk their children to the classroom.

Dismissal
Students shall be picked up at dismissal time. If an extracurricular activity does not begin immediately after school, the student must go home and return at the time of the activity and be picked up at completion. The school will not accept responsibility for the safety of the children after the 2:30 pm dismissal.

Early Dismissal
Whenever a student must leave school early, parents are asked to notify the teacher such that the student is ready on time. The parent or guardian must sign a release in the office before the child is dismissed.

Family Folder
School news and notices will normally be sent home on Wednesday via the students or through electronic email. Please instruct your child to bring home these important bulletins. Empty family folders are expected to be returned to school on Thursday. Please check your SchoolSpeak account on a regular basis.

Lost and Found
A lost and found box is kept near the office. Articles left unclaimed after a period of time are donated to those in need. Please make sure that your child’s uniform is labeled with their names or initials.
**Lunches**
Students may bring their lunch to school or participate in the hot lunch program. Parents pay for hot lunches on a monthly basis. Milk is available to be purchased for the year. **NO restaurant food is permitted.**

**In the interest of safety, no glass containers of any kind are permitted.**
Saint Scholastica School focuses on healthy choices. No high sugar and/or high energy drinks including, but not limited to Red Bull, Monster, Starbucks, or soda are permitted at any time.

**Students may have a water bottle at lunch as well as in class. Students are asked to have a water bottle that is transparent or translucent such that adults can see what is in the container. Students with opaque water bottles may be asked to open the container. No liquids of any kind are to be kept near technology.**

It is the student’s responsibility to be sure that he/she brings the necessary items needed for school. It is not possible to deliver items to the classroom due to the interruption of class instruction. Items should be left at the school office and the student is responsible to pick it up.

**Recess**
Every student who is well enough to be in school is well enough to play outside at recess time. The only exception will be under a written Doctor’s order. The recess period is part of the whole school program. It is essential to the physical, social and mental well-being of each child to be out in the fresh air with classmates. Students go outside for recess at lunch every day except in cases of extreme weather. **Please dress children appropriately for the weather.**

**Lunch Time Rules (in addition to ALL school policies):**
1. Treat people with respect and kindness
2. Clean your place and the floor around where you eat.
3. No student is to leave their place to talk with another student.
Students needing to use the bathroom are to use the school bathroom as there is more supervision in the area. Students must have permission to go to the bathroom.

**Records**
Saint Scholastica School abides by the provisions of the Buckley Amendment. With regard to non-custodial parents, in the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information about 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.

**Room Parents**
Room parents primarily assist the school in coordinating and providing classroom treats, parties, school picnic, and coordinating **SCRIP** volunteers. Specific guidelines are provided for all activities.

**School Problems**
In order for there be complete unity in authority between the teacher and the parent, we ask the following:
- Get your facts from the proper person.
- Contact teachers FIRST.
- Discuss problems with the proper person as soon as possible.
- Contact the principal if problem is not resolved.

We stress this procedure because, in most cases, the problem will be resolved with little difficulty. This act of courtesy will be greatly appreciated.
**Student Birthdays**
Due to the lack of space and distractibility, the decorating of student desks to celebrate birthdays will not be allowed. *Birthday treats, per The Diocesan Food Policy, need to be non-edible treats i.e. pencils, stickers, etc.* The distribution of party invitations is prohibited on school premises. In an effort to help celebrate student birthdays, students may choose to dress out-of-uniform on their birthday, half-birthday or in the case of a weekend, on the Friday before.

**Tardiness**
It is the responsibility of the parents to have their children at school on time. Classes begin at 7:50 am. Please remember that your child’s tardiness becomes a part of his/her permanent record.

*Students who arrive tardy five days in a term will serve a detention each time this occurs.* Students who ride buses are not considered tardy when the bus is late.

**Telephone Messages and Calls / Cell Phone Usage/Recording & Electronic Devices/Cameras**
Phone calls will be received and handled through the office. Teachers and students may not be called to the phone. Parents should do their best to send messages in the morning with a note or in the student planner. Should a message need to be sent, we ask that parents try to contact the school prior to 1:00 pm. Messages will be delivered ONLY at the end of the day. All emergencies should be handled with the office. Emergencies include forgetting medicine or glasses, NOT gym shoes, lunches, library books, homework, etc...

Cell Phones are not allowed to be used or seen in school or in the car pool line or in school-sponsored extracurricular activities. *Parents must pick up cell phones in the office if this rule is violated.* Additionally, per Illinois State Law, and in an effort to keep our community safe, parents are asked not to use their cell phones while driving on school grounds (especially during drop-off and pick-up times). Students may not use recording and electronic devices and cameras unless permission is granted by the teacher. *All students who bring cell phones or other electronic devices to school must turn them in at the office each morning and collect them from the office at the end of the day.* Students found with technology are subject to discipline including, but not limited to, referral, detention, and loss of privilege.

Use of a personal electronic device such as a cellular telephone, smartphone, tablet, video recording device, smartwatch, or any wearable technology, in any manner that disrupts the learning of oneself and the learning of others or violates the rights of others, including using the device to take photographs (i.e. in locker rooms or bathrooms), cheat, etc...will be considered a violation of the acceptable technology use agreement. Prohibited conduct may include but is not limited to creating, sending, sharing, viewing, receiving, or possessing an indecent or inappropriate visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Students using school-issued devices while on campus must do so in a manner that is deemed appropriate for classroom activities.

**Textbooks**
Due to the high cost of textbooks, repair, and replacement, all textbooks must be covered - brown paper bags or appropriate book covers are acceptable. Please do not use the sticky clear covers or clear contact paper, as they ruin the textbooks. The cost of any damage to a book during the course of the school year will be covered by the student assigned to that book. Students or their parents/guardians are also responsible for the replacement costs of severely damaged books.

**Vacations**
The instructional framework of daily lessons cannot be recreated outside of school. Therefore, parents are discouraged from taking students out for vacations. Families who choose to take vacations during the school year must fill out a “Vacation Form”. The form is available on SchoolSpeak (*Appendix C*).

This form includes, but is not limited to, the following information:
- Teachers will not give absent work ahead of time.
- Teachers will not be expected to provide additional instruction when a student returns.
Vacations (Cont’d)
- Students are to turn in ALL missing work within the following timeframe:
  The student has the same number of days as they were absent to turn in their work and make up any missed assessments. Example: If your child is absent for two days, their work and assessments are due after they have been back for two school days.

Visitors
ALL VISITORS ARE REQUIRED TO REPORT TO THE OFFICE FIRST. Parents working at school or visiting briefly are asked to park cars in the East lot.

Volunteers
Parents are required to volunteer their services in our school. Volunteers are a vital part of our school program and provide the staff with invaluable assistance. For your safety and to protect the privacy of the students and staff, we ask that the following guidelines be adhered to:
- All volunteers are asked to sign in with the school office upon arriving at school and sign out upon leaving. The office staff will notify the teacher/other personnel when a volunteer arrives. For safety reason, volunteers must wait at the school reception area until authorized personnel directs the volunteer to other parts of the building. In the event of an emergency, we need to know exactly who is in the building at all times.
- Complete privacy is to be maintained concerning any information about students, staff or other volunteers (this includes scholastic aptitude, behavior problems, personal problems, etc...) that is obtained while performing volunteer services for the school. If a serious problem exists, the principal and the teacher ONLY should be discreetly informed.

Diocesan policy now requires that all parents working with children in any volunteer capacity must complete the Protecting God’s Children Workshop, which includes a background check. Schedules and information are available at www.virtusonline.org. It is mandatory that all school parents must complete a Protecting God’s Children Workshops since parents will be in our building throughout the school year.

SAFETY
Public safety is to be observed at all times in and around the school. It is imperative that children observe school, classroom and playground rules.

Should an emergency arise, you will be notified. Additionally, all severe incidents will be cleared by local law enforcement who will partner with the school administration to ensure that best safety practices are adhered to.

Bicycles
NO BICYCLES ARE ALLOWED.

Bus Safety Regulations
The driver of the school bus is in complete charge on the bus, and his/her orders and instructions MUST BE OBEYED AND RESPECTED for the safety of the children.

1. Students are to be on time at the designated bus stop.
2. All riders are to remain seated while the bus is in motion.
3. Students are to keep hands and head inside the bus at all times.
4. Fighting, vandalism and profanity are NOT allowed by students.
5. Nothing is to be thrown around the bus or out the window.
6. All riders are to be courteous to fellow students and the bus drivers. Volume is at a talking level.
7. Per bus company policy, students may NOT ride a bus other than the one to which he/she is assigned. Notes from parents will not be accepted.
8. Any damage to the bus observed by students must be reported to the bus driver immediately.
9. Per bus company policy, no extra occasional riders are permitted on the bus. Notes from parents will not be accepted.
10. The bus driver is authorized to assign seats.
Bus Safety Regulations (Cont’d)

11. No food or drink is allowed on the bus.

Any student reported by the bus driver for serious or continued misbehavior will result in suspension of bus privileges for two weeks by the school principal for the first offense. A second offense will result in loss of bus privileges for the remainder of the semester. Parents will be notified of the misbehavior.

Parking Lot Safety

In an effort to keep our students and staff safe, all parents should be familiar with, and follow, student drop-off and pick-up procedures.

- During lunch and when children are present, cars should enter the parking lot from Janes Avenue and should only park in the East lot. No students are to walk to/from parked cars during drop-off and pick-up times.
- Parents are expected to display Christian conduct while in the parking lot at all times.
- Drop-off time in the morning is no earlier than 7:35am. Students must be picked up by 2:50pm.
- Children should enter/exit their car on the side closest to the building.
- Parents should display caution while driving through the lot. I.e. reduced speeds.
- Cars should stay off the yellow area in front of the school as that is the ‘safe zone’ for students entering/exiting their cars.
- Children should walk to their cars along the yellow line by the sidewalk (closest to the planters).
- Adults should not put their car in park and get out to open doors.
- **State of Illinois law prohibits cell phone use while picking up children in the car pool line and in school zones.**
- Do not stop in front of the school to get your child’s attention. Please pull up to the furthest point (the yellow sign) and wait. If your child does not come to the car in a timely fashion, parents may have to go to the end of the car pool line and come through again.
- Please do not park your car and walk to pick up your child. If you do, you are required to wait until all cars in the car pool line pick up their children.

Parking Lot Closure

To ensure the safety of the children during school hours, the parking lot entrances will be closed at the following times:

- Entrance from Chestnut will be closed from 9:00 AM until 2:20 PM
- Parking area west of Administration building will be closed during the lunch hour.

TUITION

Annual tuition rates established for 2019-2020:

<table>
<thead>
<tr>
<th>Parishioner Rate:</th>
<th>Non-Parishioner Rate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Student: $ 4,338.00</td>
<td>One Student: $ 6,497.00</td>
</tr>
<tr>
<td>Two Students: $ 7,461.00</td>
<td>Two Students: $10,395.00</td>
</tr>
<tr>
<td>Three Students: $ 9,760.00</td>
<td>Three Students: $13,643.00</td>
</tr>
<tr>
<td>Four Students: $11,793.00</td>
<td></td>
</tr>
</tbody>
</table>

Parishioners: Active participating parishioners in our parish using their time, talent & treasure which includes weekly offerings to the church and volunteer hours for the school.

Saint Scholastica School contracts with FACTS Tuition Company. The Facts Tuition Company will send an invoice to all families in July. All families will be asked to pay tuition through FACTS in full, two times per year, or in a nine, ten or twelve-month budgeted payment plan. Families are asked to select a payment plan by August 1st.
Any family unable to make necessary payments must make this known to the principal who will then take it under advisement with the pastor. Financial information may be requested for further review.

**Fees**

In addition to the tuition and registration fee, the following fees may be applicable:

- Graduation Fee: (*per 8th grade student) -- $100.00
- Sacrament Fee: (*per 2nd/8th grade student) -- $50.00
- Extended Care Registration (optional): (*per family) -- $20.00
- Milk Fee (optional): (*per child) -- $40.00 Both white and chocolate milk are offered.
- Fundraising (*per family) – $500.00
- Book/Classroom Activity/Planner Fee (*per family) -- $100.00
- Technology (*per child) -- $150.00

**Tuition Refunds**

In the event that a student leaves before the end of the school year, any prepaid tuition will be refunded according to the daily rate of tuition multiplied by the number of prepaid days the student will not be in school. A refund check will be mailed to the family. There is no refund of any fees paid. The yearly tuition is divided by 176 to determine the daily rate of tuition. Unpaid tuition will also be calculated at the daily rate. The daily rate will be multiplied by the number of unpaid days the student will remain in school to determine the amount owed.

**Non-payment of Tuition and Fees**

The school may hold report cards if tuition is not paid at the end of each term. Families who have not paid all tuition and fees up to the last day of school will have registration privileges revoked, and school records (with the exception of health and scholastic test scores) will be held until all accounts have been reconciled. Additionally, if there is an outstanding tuition balance at the end of the school year, the school may not be able to continue enrollment for the next school year.

**SUPPORT OF PARISH**

Since tuition does not pay for the total expense of educating the students, parents paying the parishioner rate should be active participating parishioners in our parish using their time, talent and treasure. A suggested weekly donation is $20.00.

The Catholic School is a basic parish ministry and all parishioners have an investment in the school. It is important that parishioners with children attending the school also participate actively in the parish.

**UNIFORM POLICY AND DRESS CODE**

It is expected that uniform dress shirts, polo shirts, jumpers, and quarter zip sweatshirts are purchased from Schoolbelles.

All students are expected to be dressed each school day in accordance with the uniform policy. If a child is not in compliance with the policy, disciplinary action will be taken. All students must wear black or white dress gym shoes or non-scuff solid black dress shoes. If a child has an orthopedic problem, a note must be on file by his/her doctor. It is expected that students be dressed appropriately at all times with shirts tucked in and belts worn.

**Girls (Grades K - 5)**

- Schoolbelles round neck pleaded jumper or navy uniform slacks.
- Schoolbelles white or light blue short or long sleeve peter pan round collar blouse with StS logo.
- White or light blue turtlenecks under blouses will be accepted.
- Navy cardigan sweater or Saint Scholastica uniform quarter zip sweatshirt may be worn during school.
Girls (Grades 6 - 8)
- Navy split skirt, plaid skirt, or navy uniform slacks.
- White or light blue turtlenecks under blouses will be accepted.
- Navy cardigan sweater, sweater vest, or Saint Scholastica navy blue quarter zip sweatshirts (no other sweatshirts allowed). Vests may be worn with oxford shirts but not with knit shirts.

All Girls (Grades K - 8)
White or light blue knit polo with Saint Scholastica logo (short and long sleeve). Navy, black or plain white socks, knee socks or tights. Shoes must be black or white leather dress sneaker or non-scuff black or white dress shoes. White shoes must be kept clean. Velcro or lace shoes are acceptable. Laces must match shoe color (black or white). Shoes with open toes or without backs may not be worn as they pose a safety hazard, especially in the event of a quick evacuation of the building.

All Boys (Grades K - 8)
BOYS MUST WEAR BLACK BROWN OR NAVY BLUE BELTS.

Navy uniform slacks with white or light blue knit polo with Saint Scholastica logo (short or long sleeves). Navy cardigan sweater, sweater vest, or Saint Scholastica uniform quarter zip sweatshirts. Navy uniform vests may be worn.

Navy, black or white socks. Shoes must be a solid black or white leather dress sneaker or non-scuff dress shoe. White shoes must be kept clean. Velcro or lace shoes are acceptable. Laces must match shoe color (black or white). Shoes with open toes or without backs may not be worn as they pose a safety hazard, especially in the event of a quick evacuation of the building. The navy Saint Scholastica sweater or quarter zip sweatshirt may be worn during the school day.

Physical Education Uniform
Saint Scholastica navy sweatpants or shorts with Saint Scholastica PE shirt. White socks and sneaker shoes are to be worn. All physical education items are to be purchased through Saint Scholastica School. Uniform sneakers may not be worn for physical education class and may be any color. Girls who have long hair need to tie it back during PE class for safety. Physical education classes will be held as scheduled. A child must have a note from their parent for one day or from the doctor for more than one day for an excused absence from physical education class. If students have PE class on out of uniform days, students are expected to bring PE uniforms.

THE FOLLOWING DRESS CODE WILL BE STRICTLY ENFORCED

General Guidelines
- Students are to be in uniform from the FIRST DAY of school until the last day unless otherwise notified. A written excuse should be given to the teacher if a student is without complete uniform.
- During the months of May, August and September, navy blue dress walking length shorts may be worn instead of dress slacks (fingertip length or longer).
- Any non-uniform leg coverings must be removed while students are inside the school building.
- Uniforms are available at SCHOOLBELLES, a division of Kip Craft. Inc. Bridgeview Court Plaza, 79th and Harlem, Bridgeview, IL 60455, can be ordered by phone (708-598-8008) or online at www.schoolbelles.com.
- Hair should be clean, well-groomed and of conservative style. All haircuts must be such that hair is not covering the eyes. No extreme haircut or hairdos are allowed for boys or girls. Boy's hair should be no longer than the top of the shirt collar. Hair cannot be bleached, colored or lightened. Haircuts, hair coloring and styles which interfere with the educational process by drawing attention to the students, are not permitted. Make up (including but not limited to mascara, eyeshadow, and nail polish) and beauty care products are not permitted.
- No jewelry is to be worn to physical education class. Jewelry worn during school should be religious in nature. No dangle, hoop or large earrings are to be worn. Girls may wear only one earring per ear. Boys are not permitted to wear earrings.
General Guidelines (Cont’d)

- All clothing, as well as small, easily misplaced items, should be well marked with the student's name.
- If a student is out of uniform, he/she will receive a uniform code violation (please refer to discipline procedures (page 9 and 10).

Skirts can be no shorter than two (2) inches above the middle of the knee. Shirts must be tucked in at all times. Anyone wearing clothing or accessories which the school feels is unacceptable, will be subject to disciplinary action. **All clothing must be free of holes and/or tears.**

Out-of-Uniform Dress Code

On days when uniforms are not worn or during any official school program (pictures, concerts, picnic) students should abide by the following guidelines. Students who are in violation of these rules will be asked to call their parents to bring appropriate clothing to school. If a parent cannot be reached, the student will be provided with clean gym items, if available, to be worn and returned to the school office.

On days which Out of Uniform is also a PE day, students must bring their PE clothes and shoes.

- Slacks must not droop or appear to be falling off.
- No sleeveless shirts are to be worn.
- All clothing must be free of cuts, holes, and other ‘worn’ looks.
- **Low cut necklines are not allowed.**
- No bare stomachs or backs.
- **Tight** shirts are not allowed.
- **Tight** pants or slacks are not allowed (including yoga pants or leggings).
- For dress up days – No jeans. No flip flops. Dress sandals with heels 2” or less may be worn.
- For dress down days – T-shirts must have appropriate wording/pictures/insignias.
- Dresses, skirts, and shorts are to be no shorter than 2” above the top of the knee.
- **Skin tight jeans are not allowed.**
- Make-up is not allowed.
- Dangle, hoop or large earrings are not to be worn on girls; boys are not allowed to wear earrings.
- No hats are worn indoors unless there is special permission given from the teacher or school.
- Hats worn on school property must be appropriate in design and wording.
- For out of uniform celebrations including, but not limited to “Sports Day”, “Pajama Day”, and/or “Middle School Dance”, student dress code remains in effect and special clothing parameters are communicated as needed from the teacher.

Students who are in violation of the uniform guidelines will receive a *Warning Report* for parents to sign and parents will be called to bring appropriate uniform.

High School Mailing Lists

Upon request from any public or private school in the Woodridge area, Saint Scholastica will give out class lists for recruitment purposes, scholarship/grant offers or notification of area high school information nights. Any parent/guardian who does not want names and addresses sent to schools, please send a written letter to the school office stating that the family name and address should not be included in the list.

ORGANIZATIONS

**Use of Logo**

The usage of the Saint Scholastica School Logo must be approved by the pastor or principal. No organization may alter the logo for individual use. Approved usage of the Saint Scholastica Parish School logo must be an exact rendering of the approved logo. No variations are permitted.

**Saint Scholastica School Board**

The purpose of the School Board is to promote excellence in education by assisting the principal and the pastor in establishing the policies of Saint Scholastica School within the scope of Diocesan regulations.
Saint Scholastica School Board (Cont’d)
As a non-decision making, advisory board, the School Board shall be comprised of 9 members with staggered 3 year terms. No less than 7 must be practicing Catholics and members of Saint Scholastica parish. No more than 2 of the nine members may be non-parishioners, and must have children attending Saint Scholastica School.

Should a parent wish to address the school board, a written request must be submitted at least two weeks prior to the next school board meeting with an understanding that only a certain amount of time can and will be given to each agenda item.

School Board Members 2019-2020

Rev. Norbert Raszeja, CR  Pastor (Ex- Officio)
Miss Elizabeth Driscoll  Principal (Ex -Officio)
Mr. Steven Stapley  President

Ms. Nancy Balogh  Vice President
Mrs. Kathleen Buckley  Secretary
Mrs. Tracy Esquivel
Mrs. Natalie Egan
Mrs. Beth Gantz
Mrs. Carrie Kwiatkowski
Mrs. Rowie Tran
Mrs. Jessica Varghese

The School Board meets monthly, August through May. The need for additional committee meetings will be scheduled as needed.

Saint Scholastica Crusader Parent Organization
The purpose of the Crusader Parent Organization (CPO) is to provide financial and physical support for academic, spiritual, cultural and athletic programs; staff support; and to sponsor social programs designed to create a spirit of community among parents, students, clergy and staff. All parents of Saint Scholastica belong to the CPO. The core committee members shall be made up of room parents, activity coordinators and additional volunteers.

- The decisions of the organization are to be approved by the principal and pastor.
- Finances of the CPO are overseen by the Parish Business Manager.
- CPO funds shall be used to provide programs and activities that supplement and enrich the educational opportunities provided through the school operating budget.
- The Saint Scholastica Crusader Parent Organization does not act as a grievance committee on school issues. It does not have the authority to dictate to the principal or pastor how to administer the school.
Commitment Contract
Saint Scholastica School
School Year 2019-2020

⇒ Active participating parishioner uses their time, talent and treasure including a weekly Sunday offering (may use the monthly charge card system).

⇒ Volunteer to help with a minimum amount of fifteen hours as outlined in the 2019-2020 Volunteer Handbook.

⇒ Mandatory payment of the fundraising fee which includes the purchase of 2 tickets for the auction/dinner dance.

⇒ Mandatory purchase or sale of $300.00 in raffle tickets (included in the fundraising fee).

As a family of Saint Scholastica, we acknowledge and accept our part in the educational process and we commit ourselves to the above.

__________________________    ____________________
Parents Signature                  Date
FIELD TRIP PERMISSION SLIP FORM

JOLIET DIOCESAN SCHOOL SYSTEM

On __________________________, __________________________ will be taking a field trip to __________________________. The educational benefit of this trip will be __________________________. We will leave school at __________________________ and arrive back to school by __________________________. There will be _____ chaperones per _____ students.

Transportation will be by __________________________. The cost of the trip will be $ __________________________. Please return the signed permission slip with the money by __________________________.

Thank you.

******************************************************************************

I request that __________________________

(school name)

take my child __________________________

(student’s name)

on a field trip to __________________________

(place)

I hereby release and indemnify __________________________

(name) (city) (state)

its staff, volunteers and the Joliet Diocese from any and all liability arising from claims of any kind or nature whatsoever from my child’s participation in this event.

RELEASE: If emergency treatment is required, and the parents or legal guardian cannot be reached immediately, your signature in the space below empowers the school authorities to exercise their judgment to transport the child to a hospital emergency room.

Signature of Parent or Guardian __________________________ Date __________

Address __________________________

(street) (city) (state) (zip)

Phone number where I can be reached during the event: (_____)

Due to food allergies all field trips will be PEANUT FREE since we do not have a controlled environment.

Please initial __________
Saint Scholastica School
Family Vacation Form

Date Submitted ________________________

Family Name ____________________________

Student Name/s, Grade/s ________________________________

Days student/s will miss school ____________________________

Reason student/s will miss school ____________________________

The instructional framework of daily lessons cannot be recreated outside of school. Therefore, parents are discouraged from taking students out for vacations.

Saint Scholastica School vacation policy includes, but is not limited to, the following:
- Teachers will not give absent work ahead of time.
- Teachers will not be expected to provide additional instruction when a student returns.
- Students are to turn in ALL missing work within the following time frame: The student has the same number of days as they were absent to turn in their work and make up any missed assessments. Example: If your child is absent for two days, their work and assessments are due after they have been back for two school days.

This form needs to be signed and turned into the school office at least two weeks (or as soon as possible) in advance of the planned absence.

Parent signature ____________________________
NON-VIOLENCE

The environment of a Catholic school should be one where respect for individuals prevails. If student behavior consists of acts of violence, threats, harassment and bullying, it should be reported to the school principal, and all reports will be taken seriously.

Every effort shall be made to provide help for both the person being mistreated and those alleged to be mistreating someone.

The principal shall take great care to investigate such alleged behavior. Consultation is advised; however, the principal along with the pastor retains local decision-making responsibility for the remedy and its implementation.

INCIDENTS OR THREATS OF VIOLENCE

Any student, faculty member or administrator who becomes aware of an actual or perceived threat of harm by a student to themselves or another shall report the incident to the school principal as soon as possible.

The principal shall investigate the matter. This investigation will, at a minimum include an interview of each person involved, the student making the alleged threat, and the person(s) reporting it.

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

It is possible that the offending party will be removed from the school and or be requested to obtain an evaluation by a certified therapist. If an evaluation is required, the offending party would not enter the school until it is determined, after consultation with the certified therapist, CSO, school principal and pastor, that the offending party is not a danger to themselves or others.
Appendix E

Diocese of Joliet
Catholic Schools Office
MEDICAL PROVIDER AUTHORIZATION FORM
PRESCRIPTION MEDICATION

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>DOB:</th>
</tr>
</thead>
<tbody>
<tr>
<td>School:</td>
<td>Grade:</td>
</tr>
<tr>
<td>Diagnosis:</td>
<td></td>
</tr>
</tbody>
</table>

**DAILY MEDICATION**

<table>
<thead>
<tr>
<th>Medication:</th>
<th>Dosage:</th>
<th>Route:</th>
<th>Frequency:</th>
<th>Start Date:</th>
<th>Stop Date:</th>
<th>Side Effects:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<td>2.</td>
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</tbody>
</table>

**AS NEEDED OR PRN MEDICATION**

<table>
<thead>
<tr>
<th>Medication:</th>
<th>Dosage:</th>
<th>Route:</th>
<th>Frequency:</th>
<th>Start Date:</th>
<th>Stop Date:</th>
<th>Side Effects:</th>
</tr>
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<tbody>
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<td>2.</td>
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</tr>
</tbody>
</table>

**MEDICAL PROVIDER CONSENT**

I authorize the school to give the above medication(s) to this student.

**Asthma Inhalers and Epi-Pens Only:** This student and his/her parents have been instructed in self-administration and the student may carry an inhaler or Epi-Pen and self-administer at school. Yes ☐ No ☐

Print Medical Provider Name: ___________________________ Date: __________

Medical Provider Signature: ___________________________

**PARENT CONSENT**

I give the school permission to administer the above medications as directed by the medical provider.

Inhaler/Epi-Pen Only: My child may ☐ or may not ☐ carry and self-administer.

Parent/Guardian Signature: ___________________________ Date: __________

As part of the authorization form, school personnel may contact the medical provider and parent with questions regarding the medication administration including clarification regarding dosage, side effects or indication of the medication(s) listed above.

Form adapted from the Archdiocese of Milwaukee
FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

Name: ___________________________ D.O.B.: ___________________________

Allergy to: _______________________

Weight: __________________ lbs. Asthma: [ ] Yes (higher risk for a severe reaction) [ ] No

NOTE: Do not depend on antihistamines or inhalers (bronchodilators) to treat a severe reaction. USE EPINEPHRINE.

Extremely reactive to the following foods: _______________________________________

THEREFORE:
[ ] If checked, give epinephrine immediately for ANY symptoms if the allergen was likely eaten.
[ ] If checked, give epinephrine immediately if the allergen was definitely eaten, even if no symptoms are noted.

FOR ANY OF THE FOLLOWING:

SEVERE SYMPTOMS

LUNG
Short of breath, wheezing, repetitive cough

HEART
Pale, blue, faint, weak pulse, dizzy

THROAT
Tight, hoarse, trouble breathing/swallowing

MOUTH
Significant swelling of the tongue and/or lips

SKIN
Many hives over body, widespread redness

GUT
Repetitive vomiting, severe diarrhea

OTHER
Feeling something bad is about to happen, anxiety, confusion

OR A COMBINATION of symptoms from different body areas.

1. INJECT EPINEPHRINE IMMEDIATELY.
2. Call 911. Tell them the child is having anaphylaxis and may need epinephrine when they arrive.
   • Consider giving additional medications following epinephrine:
     » Antihistamine
     » Inhaler (bronchodilator) if wheezing
   • Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
   • If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
   • Alert emergency contacts.
   • Transport them to ER even if symptoms resolve. Person should remain in ER for at least 4 hours because symptoms may return.

MILD SYMPTOMS

NOSE
Itchy/runny nose, sneezing

MOUTH
Itchy mouth

SKIN
A few hives, mild itch

GUT
Mild nausea/discomfort

FOR MILD SYMPTOMS FROM MORE THAN ONE SYSTEM AREA, GIVE EPINEPHRINE.

FOR MILD SYMPTOMS FROM A SINGLE SYSTEM AREA, FOLLOW THE DIRECTIONS BELOW:

1. Antihistamines may be given, if ordered by a healthcare provider.
2. Stay with the person; alert emergency contacts.
3. Watch closely for changes. If symptoms worsen, give epinephrine.

MEDICATIONS/DOSES

Epinephrine Brand: ___________________________

Epinephrine Dose: [ ] 0.15 mg IM [ ] 0.3 mg IM

Antihistamine Brand or Generic: ___________________________

Antihistamine Dose: ___________________________

Other (e.g., inhaler-bronchodilator if wheezing): ___________________________

FORM PROVIDED COURTESY OF FOOD ALLERGY RESEARCH & EDUCATION (FARE) (WWW.FARE.ORG) 4/2014
EPIPEN® (EPINEPHRINE) AUTO-INJECTOR DIRECTIONS
1. Remove the EpiPen Auto-Injector from the plastic carrying case.
2. Pull off the blue safety release cap.
3. Swing and firmly push orange tip against mid-outer thigh.
4. Hold for approximately 10 seconds.
5. Remove and massage the area for 10 seconds.

AUVI-Q™ (EPINEPHRINE INJECTION, USP) DIRECTIONS
1. Remove the outer case of Auvi-Q. This will automatically activate the voice instructions.
2. Pull off red safety guard.
3. Place black end against mid-outer thigh.
4. Press firmly and hold for 5 seconds.
5. Remove from thigh.

ADRENACLICK®/ADRENACLICK® GENERIC DIRECTIONS
1. Remove the outer case.
2. Remove grey caps labeled “1” and “2”.
3. Place red rounded tip against mid-outer thigh.
4. Press down hard until needle penetrates.
5. Hold for 10 seconds. Remove from thigh.

OTHER DIRECTIONS/INFORMATION (may self-carry epinephrine, may self-administer epinephrine, etc.):

Treat someone before calling Emergency Contacts. The first signs of a reaction can be mild, but symptoms can get worse quickly.

EMERGENCY CONTACTS — CALL 911
REScue SQUAD: ____________________________________________

DOCTOR: __________________________________ PHONE: ______________
PARENT/GUARDIAN: ______________________ PHONE: ______________

OTHER EMERGENCY CONTACTS
NAME:____________________________ RELATIONSHIP: __________________
PHONE: __________________________

NAME:____________________________ RELATIONSHIP: __________________
PHONE: __________________________

PARENT/GUARDIAN AUTHORIZATION SIGNATURE DATE

FORM PROVIDED COURTESY OF FOOD ALLERGY RESEARCH & EDUCATION (FARE) (WWW.FA2OALLERGY.ORG) 4/2014
Asthma Action Plan for Home and School

Name ___________________________ DOB ___/___/_______

Severity Classification □ Intermittent □ Mild Persistent □ Moderate Persistent □ Severe Persistent

Asthma Triggers (list) ____________________________________________________________

Peak Flow Meter Personal Best _____

Green Zone: Doing Well

Symptoms: Breathing is good - No cough or wheeze - Can work and play - Sleeps well at night
Peak Flow Meter _____(more than 80% of personal best)

Control Medicine(s) Medicine How much to take When and how often to take it Take at

□ Add ____________ □ Change to ____________

Physical Activity □ Use albuterol/levalbuterol _____ puffs, 15 minutes before activity □ with all activity □ when the child feels he/she needs it

Yellow Zone: Caution

Symptoms: Some problems breathing - Cough, wheeze, or chest tight - Problems working or playing - Wake at night
Peak Flow Meter _____ to _____(between 50% and 79% of personal best)

Quick-relief Medicine(s) □ Albuterol/levalbuterol _____ puffs, every 4 hours as needed
Control Medicine(s) □ Continue Green Zone medicines
□ Add ____________ □ Change to ____________

The child should feel better within 20-60 minutes of the quick-relief treatment. If the child is getting worse or is in the Yellow Zone for more than 24 hours, THEN follow the instructions in the RED ZONE and call the doctor right away!

Red Zone: Get Help Now!

Symptoms: Lots of problems breathing - Cannot work or play - Getting worse instead of better - Medicine is not helping
Peak Flow Meter _____ (less than 50% of personal best)

Take Quick-relief Medicine NOW! □ Albuterol/levalbuterol _____ puffs, ______________(how frequently)

Call 911 immediately if the following danger signs are present
• Trouble walking/talking due to shortness of breath
• Lips or fingernails are blue
• Still in the red zone after 15 minutes

School Staff: Follow the Yellow and Red Zone instructions for the quick-relief medicines according to asthma symptoms.
The only control medicines to be administered in the school are those listed in the Green Zone with a check mark next to “Take at School”.

□ Both the Healthcare Provider and the Parent/Guardian feel that the child has demonstrated the skills to carry and self-administer their quick-relief inhaler, including when to tell an adult if symptoms do not improve after taking the medicine.

Healthcare Provider

Name ___________________________ Date ___________ Phone (_____) ______-______ Signature ________________

Parent/Guardian

□ I give permission for the medicines listed in the action plan to be administered in school by the nurse or other school staff as appropriate.
□ I consent to communication between the prescribing health care provider or clinic, the school nurse, the school medical advisor and school-based health clinic providers necessary for asthma management and administration of this medicine.

Name ___________________________ Date ___________ Phone (_____) ______-______ Signature ________________

School Nurse

□ The student has demonstrated the skills to carry and self-administer their quick-relief inhaler, including when to tell an adult if symptoms do not improve after taking the medicine.

Name ___________________________ Date ___________ Phone (_____) ______-______ Signature ________________

1-800-LUNGUSA | LUNG.org

Please send a signed copy back to the provider listed above.
Written Certification from Licensed Healthcare Provider for
STUDENT with ASTHMA

1. The undersigned is the healthcare provider of ____________________.

2. The undersigned is a ___Physician or ___Physician Assistant, who provides medical treatment to the above named child.

3. The patient, ____________________, is being treated by me for Asthma.
   a) With regard to such treatment, the following medication has been prescribed: ____________________________
   b) The prescribed dosage of such medication is as follows: ____________________________
   c) The time(s) at which the medication shall be taken is: ____________________________
   d) Special circumstances, if any, under which the medication is also to be administered is as follows: ____________________________

4. My patient, ____________________________, is able to self-administer the above referenced medication in the prescribed dosage and at the prescribed times as outlined above.

Date: _________________

Signature of Healthcare Professional

Printed Name of Healthcare Professional

Name of Office of Healthcare Professional

Office/Company Address

Phone Number of Healthcare Professional
Authorization for the Self-Administration of Medication
For
STUDENT with ASTHMA

To: ____________________________________________

School Name and Town

The undersigned, _______________ and _______________,
(hereinafter “Parent(s)”) are the parent(s) of _______________,
(hereinafter “Student”) who is in the ___ Grade Class at _____________,
(hereinafter “School”).

School Name

Parent(s) of Student hereby authorize(s) and direct(s) the School to allow my/our child, Student, to self-administer asthma medication pursuant to the written statement of my/our child’s medical provider, a copy of which is attached hereto.

Parent(s) acknowledge(s) that this Authorization is being provided pursuant to the Illinois School Code (105 ILCS 5/22-30). In addition, Parent(s) acknowledge(s) that Student has the ability to properly self-administer such medication as prescribed his/her Medical Provider. Parent(s) also acknowledge(s) that by signing this Authorization, I/we are aware that I/we must also sign a statement acknowledging that School will not incur any liability for such self-administration, except for willful and wanton conduct with regard to any injury resulting to my/our child. Moreover, Parent(s) acknowledge(s) that they are required to sign an Indemnification and Hold Harmless Agreement with regard to the self-administration of asthma medication by my/our child.

INDEMNIFICATION and HOLD HARMLESS AGREEMENT

The Parent(s) hereby agree to indemnify, defend, and hold harmless the School, Parish, and Roman Catholic Diocese of Joliet Trust, its administrators, servants, employees, agents, successors, and assigns (collectively “School Affiliates”), both in their capacities as representatives of the School, the Parish and/or Diocese of Joliet, and as individuals, from and against any loss, actions, responsibilities, obligations, liability, damages, expenses, or claims with regard to the self-administration of asthma medication by my/our child, ______________, or any other liabilities which may be incurred by or asserted against any of the School Affiliates, directly or indirectly resulting from the self-administration of asthma medication by my/our child, ______________, with the exception of willful and wanton conduct on the part of any School Affiliates.

__________________________
Parent/Guardian Signature

Date: ____________

__________________________
Parent/Guardian Signature

Date: ____________
Written Certification from Licensed Healthcare Provider
for
STUDENT with DIABETES

1. The undersigned is the healthcare provider of ____________________.

2. The undersigned is a ___ Physician or ___ Physician Assistant, who provides medical treatment to the above named child.

3. The patient, ____________________, is being treated by me for diabetes.
   a) With regard to treatment for Hypoglycemia (low blood sugar), the following medication has been prescribed:
      ________________________________________________________________
   b) The prescribed dosage of such medication is as follows:
      ________________________________________________________________
   c) Special circumstances, if any, under which the medication is also to be administered is as follows:
      ________________________________________________________________

Date: ____________

Signature of Healthcare Professional

Printed Name of Healthcare Professional

Name of Office of Healthcare Professional

Office/Company Address

Phone Number of Healthcare Professional

I-H-2
Authorization for the Administration of Medication
For
STUDENT with DIABETES

To: ____________________________________________

School Name and Town

The undersigned, ___________________________ and ___________________________,
(hereinafter “Parent(s)”) are the parent(s) of ___________________________.
(hereinafter “Student”) who is in the ___ Grade Class at ________________________,
(hereinafter “School”).

School Name

Parent(s) of Student hereby authorize(s) and direct(s) the School to administer glucagons medication and blood glucose testing pursuant to the written statement of my/our child’s medical provider, a copy of which is attached hereto.

Parent(s) acknowledge(s) that by signing this Authorization, I/we are aware that I/we must also sign a statement acknowledging that School will not incur any liability for such administration, except for willful and wanton conduct with regard to any injury resulting to my/our child. Moreover, Parent(s) acknowledge(s) that they are required to sign an Indemnification and Hold Harmless Agreement with regard to the administration of glucagons medication and blood glucose testing to my/our child.

INDEMNIFICATION and HOLD HARMLESS AGREEMENT

THE Parent(s) hereby agree to indemnify, defend, and hold harmless the School, Parish, and Roman Catholic Diocese of Joliet Trust, its administrators, servants, employees, agents, successors, and assigns (collectively “School Affiliates”), both in their capacities as representatives of the School, the Parish and/or Diocese of Joliet, and as individuals, from and against any loss, notions, responsibilities, obligations, liability, damages, expenses, or claims with regard to the administration of glucagons medication and blood glucose testing to my/our child, ________________________, with the exception of willful and wanton conduct on the part of any School Affiliates.

__________________________________________  Date: _____________

Parent/Guardian Signature

__________________________________________  Date: _____________

Parent/Guardian Signature

I-H-3
INSTRUCTIONS FOR COMPLETING

ILLINOIS CERTIFICATE OF RELIGIOUS EXEMPTION
TO REQUIRED IMMUNIZATIONS AND/OR EXAMINATIONS FORM

Who may use the Certificate of Religious Exemption to Required Immunizations and/or Examinations Form:
- Parents or legal guardians who are requesting a religious exemption to immunizations or examinations must use this form for students entering kindergarten, sixth, or ninth grades.
- A separate form must be used for each child with a religious exemption enrolled to enter any public, charter, private or parochial preschool, kindergarten, elementary or secondary school.
- This form may not be used for exemptions from immunizations and/or examination for personal or philosophical reasons. Illinois law does not allow for such exemptions. (See excerpts below from Public Act 099-0249 enacted August 3, 2015 at page bottom.)

When use of this form becomes required: October 16, 2015

How to complete the Certificate of Religious Exemption to Required Immunizations and/or Examinations Form:
- Complete the Parent/Guardian sections, which include key information about the student and the school the student will be entering, and the immunizations or examinations for which religious exemption is being requested. Provide a statement of religious belief(s) for each vaccination/examination requested.
- The form must be signed by the child’s parent or legal guardian and the child’s health care provider* responsible for performing the child’s health examination.
- Submit the completed form to local school authority on or before October 15th of the school year, or by an earlier enrollment date established by a school district.

Religious Exemption from Immunizations and/or Examination Form Process:
- The local school authority is responsible for determining whether the information supplied on the Certificate of Religious Exemption to Required Immunizations and/or Examinations Form constitutes a valid religious objection.
- The local school authority shall inform the parent or legal guardian, at the time that the exemption is presented, of exclusion procedures, should there be an outbreak of one or more diseases from which the student is not protected, in accordance with the Illinois Department of Public Health (IDPH) rules, Control of Communicable Diseases Code (77 Ill. Adm. Code 690).
- Exempting a child from health, dental, or eye examination does not exempt the child from participation in the program of physical education training provided in Section 27-5 through 27-7 of the Illinois School Code [105 ILCS 5/27-5 through 105 ILCS 5/27-7]. A separate request for exemption from physical education, if desired, would need to be presented.

Excerpt from Public Act 099-0249 enacted August 3, 2015:
Children of parents or legal guardians who object to health, dental, or eye examinations or any part thereof, or to immunizations or to vision and hearing screening tests on religious grounds shall not be required to undergo the examinations or immunizations if the parents or legal guardians present to the appropriate local school authority a signed Certificate of Religious Exemption detailing the grounds for objection and the specific immunizations and/or examinations to which they object. The grounds for objection must set forth the specific religious belief(s) that conflict with the examination, immunization, or other medical intervention. The certificate will be signed by the parent or legal guardian to confirm their awareness of the school's exclusion policies in the case of a vaccine preventable disease outbreak or exposure. The certificate must also be signed by the child’s health care provider responsible for performing the child’s examination for entry into kindergarten, sixth or ninth grade. This signature affirms that the provider educated the parent or legal guardian about the benefits of immunization and the health risks to the student and to the community from the communicable diseases for which immunization is required in Illinois.

The religious objection provided need not be directed by the tenets of an established religious organization. However, general philosophical or moral reluctance to allow physical examinations, eye examinations, immunizations, vision and hearing screening or dental examinations will not provide a sufficient basis for an exception to statutory requirements. The local school authority is responsible for determining if the content of the Certificate of Religious Exemption constitutes a valid religious objection.

The local school authority shall inform the parent or legal guardian of exclusion procedures in accordance with IDPH’s rules, Control of Communicable Diseases Code (77 Ill. Adm. Code 690) at the time the objection is presented.
ILLINOIS CERTIFICATE OF RELIGIOUS EXEMPTION
TO REQUIRED IMMUNIZATIONS AND/OR EXAMINATIONS FORM

PARENT OR LEGAL GUARDIAN - COMPLETE THIS SECTION

Note: This form is required for all students entering kindergarten, sixth or ninth grades when parent(s) or legal guardian(s) is requesting a religious exemption on or after October 16, 2015. This form also must be submitted to request religious exemption for any student enrolling to enter any public, charter, private or parochial preschool, kindergarten, elementary or secondary school on or after October 16, 2015.

This form may NOT be used for personal or philosophical reasons. Illinois law does not allow for such exemptions.

<table>
<thead>
<tr>
<th>Student Name (last, first, middle)</th>
<th>Student Date of Birth: Month Day Year</th>
<th>School Name:</th>
<th>Grade:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Guardian Name:</td>
<td>Gender: M F</td>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>Telephone Number(s):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Exemption requested for (mark all that apply):
- [ ] Hepatitis B
- [ ] DTap
- [ ] Polio
- [ ] Hib
- [ ] Pneumococcal
- [ ] MMR
- [ ] Varicella
- [ ] Td/Tdap
- [ ] Meningococcal
- [ ] Health Exam
- [ ] Eye Exam
- [ ] Dental Exam
- [ ] Vision/Hearing Tests
- [ ] Other (Indicate below)

To receive an exemption to vaccination/examination, a parent or legal guardian must provide a statement detailing the religious beliefs that prevent the child from receiving each required school vaccination/examination being requested. In the space provided below, state each vaccination or examination exemption requested and state the religious grounds for each request. If additional space is needed, attach additional page(s).

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Religious Exemption Notice:

No student is required to have an immunization/examination that is contrary to the religious beliefs of his/her parent or legal guardian. However, not following vaccination recommendations may endanger the health or life of the unvaccinated student, others with whom they come in contact, and individuals in the community. In a disease outbreak, or after exposure to any of the diseases for which immunization is required, schools may exclude children who are not vaccinated in order to protect all students.

I have read the Religious Exemption Notice (above) and have provided requested information for each vaccination/examination being requested for religious exemption.

Signature of parent or legal guardian (required) Date

HEALTH CARE PROVIDER* – COMPLETE THIS SECTION

Provision of information. I have provided the parent or legal guardian of the student named above, with information regarding 1) the required examinations, 2) the benefits of immunization, and 3) the health risks to the student and to the community from the communicable diseases for which immunization is required in Illinois. I understand that my signature only reflects that this information was provided; I am not affirming the parent or legal guardian’s religious beliefs regarding any examination, immunization or immunizing agent.

<table>
<thead>
<tr>
<th>Health Care Provider Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Telephone #:</td>
</tr>
</tbody>
</table>

Signature of health care provider*

Date: ____________________(Must be within 1 year prior to school entry)

*Health care provider responsible for performing child’s health examination includes physicians licensed to practice medicine in all of its branches, advanced practice nurses, or physician assistants.
SPORTS PHYSICAL

Note: Each student needs this sports physical form in order to play any sport (except for incoming Kindergartners and 5th graders who need the state physical form). If you have any questions, please contact the office.

PATIENT NAME ________________________________  D.O.B. ____________________________

CURRENT GRADE ________________  DATE OF EXAM ____________________________

History

1. Intended sport(s) _____________________________________________________________

2. Current Medical Problems _____________________________________________________
   a. Current Medications

3. Past Health History _________________________ Allergies __________________________
   a. Previous head injury ________________________________
   b. Previous seizures ________________________________
   c. Previous broken bones ________________________________
   d. Previous surgeries (type, age) ________________________________

Physical

Height ______________  Weight ___________  BP _______________  Pulse _______________

Eyes __________________________________  Ears __________________________________

Lungs __________________________________  Hernia __________________________________

Heart __________________________________

Musculoskeletal (scoliosis, joints, strength)

________________________________________

Based on medical history and physical exam, this student is approved for participation in sports activities for the current school year.

Physician’s Signature ____________________________________________
DIOCESE OF JOLIET CATHOLIC SCHOOLS OFFICE

STUDENT AGREEMENT FOR INTERNET ACCESS AND RELATED TECHNOLOGY USE

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

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

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

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

TERMS AND CONDITIONS

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

   Responsibility
   School administrators, teachers and staff work together to help students cultivate and manage their digital identity and reputation and online social interactions in ways that are positive, ethical, safe and legal. However, there is an enormous range of material available on the Internet, some of which may not be fitting with the particular values of a students' family. It is not practically possible for the Diocese and School to monitor and enforce a wide array of social and religious values in student use of the Internet. Therefore, the Diocese and School recognize parents as primary educators of their children and the need for them to be involved in instructing their children as to what material is and is not acceptable for access and communication through the School network system and at home when in possession of a school owned device.

   The students, teachers and staff have the responsibility to respect and protect the rights of every other user in the School and on the Internet.

Rev. 12/2018 1
The Principal or Pastor has the authority to determine what constitutes inappropriate use and his/her decision is final.

2. **Code of Conduct** - Expectations for conduct Grades K-2, 3-5 and 6-8 are defined with the expectation for age appropriate behavior when using technology.

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

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

5. **Privacy**
   The user does **not** have any right of privacy or ownership whatsoever in relation to his/her use of the School network and/or email. Consequently, all electronic and telephone communication systems and all communication and information transmitted by, received from, or stored in any manner are the property of the Parish, School or Diocese and are to be used for educational purposes only.

   To ensure that the use of the network is consistent with the educational objectives and philosophy of the School, Parish, and Diocese, authorized representatives may monitor the use of the network from time to time, which may include the printing and reading of all information stored, and all emails entering, leaving or stored and all files created and saved in the system. The system administrator (Principal or designee, Pastor) may remove any material stored by the users which violates the terms of this Agreement.

6. **Consequences for Inappropriate Use**
   The School network user shall be responsible for damages to equipment, systems, and software resulting from deliberate and willful acts or installation of unapproved software and/or files. Illegal use of the School network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services will be reported to the appropriate authority and will be deemed a failure to follow the terms and conditions of this Agreement.

   If a user mistakenly accesses inappropriate information, the user shall immediately inform the the teacher or adult supervisor.

7. **Web Pages**
   The School may choose to publish Web Pages for purposes of providing School or Parish information and teacher or class information. This may include the posting of meetings, agendas, student activities, projects and accomplishments, schedules and other information of interest to students, parents and the community. Classrooms may participate in the development of web pages as on-going educational projects. The posting of any material that may violate copyright law is expressly prohibited.

   Disclosure of student information on the School website will be limited to first name and last initial. Photographs or video of students may be posted on the school website; however, no photograph or video of any student will be captioned with the student’s name, or identify the student by name in any other manner. No image of a student may be posted in such a way that the image of that student may be matched up with the student’s name.

Rev. 12/2018  2
The principal or his/her designee shall monitor school web publications.

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

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

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

13. **Limitation of Liability**
   The School/Parish/Diocese makes no guarantee that functions and services provided by the School’s computer system and network will be error free or without any defect. The School/Parish/Diocese have no responsibility for the accuracy or quality of information obtained through the use of the School network or for any damages users suffer.
DIOCESE OF JOLIET
ACCEPTABLE USE AGREEMENT: INTRANET/INTERNET
Grades K - 3,*
Including Summer Programs

As a part of my schoolwork, my school gives me the use of devices and technology resources for my work. My behavior and language should follow the same rules I follow in my class and in my school. To help myself and others, I agree to the following promises:

1. I will use technology to do school work, as explained to me by my teacher and not for any other reason.

2. I will use the Internet only in ways the teacher has approved.

3. I will not give my password to anyone else, and I will not ask for or use anyone else's password.

4. I will not put on any device my address or telephone number, or any other personal information about myself or anyone else.

5. I will not upload, link, or embed an image of myself or others without permission.

6. I will not play games or use other resources that a teacher has not approved.

7. I will be polite and considerate when I use devices. I will not use them to annoy, be mean to, frighten, tease, or poke fun at anyone. I will not use swear words or other rude language.

8. I will not use the technology to bully or threaten anyone, including teachers, schoolmates or other children.

9. I will not try to see, send, or upload anything that says and or shows bad or mean things about anyone's race, religion or gender.

10. I will not damage the device or anyone else's work.

11. I will not break copy or take credit for anyone else's work including any source on the Internet.

12. If I have or see a problem, I will not try to fix it myself but I will tell the teacher. If the problem is an inappropriate image I will turn off the screen or cover it and then seek help.

13. I will not block or interfere with school or school system communications.

14. My technology use is not private; my teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences.

15. I know that the conduct that is forbidden in school is also forbidden when I use devices outside of school.

Print Student's Name: ____________________________ School: __________ Grade: ______

Student's Signature: ____________________________ Date: ______________

Parents: I have read and discussed with my son or daughter the Acceptable Use Agreement, and I give permission for him or her to use these resources. I understand that technology access is conditional upon adherence to the guidelines above. Although students are supervised when using these resources, and their use is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.

Print Parent/Guardian Name: ____________________________

Parent/Guardian Signature: ____________________________ Date: ______________

* STUDENTS MAY NOT USE TECHNOLOGY RESOURCES UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO THE TEACHER.
DIOCESE OF JOLIET
ACCEPTABLE USE AGREEMENT: INTRANET/INTERNET
GRADE 4-8* (including Summer School)

I understand that Saint Scholastica School hereinafter (the” School”) provides electronic resources, including Internet access and storage space for student work, as an integral part of the curriculum. Behavior and language in the use of these resources should be consistent with classroom standards. I agree to the following responsibilities and restrictions:

1. I will use the electronic resources, including storage space, only for educational purposes related to work in School and not for any personal, commercial or illegal purposes.

2. I will use the Internet only with the permission of the staff member in charge.

3. I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.

4. I will not give my password to any other user, nor attempt to learn or to use anyone else’s password, and I will not transmit my address or telephone number, or any personal or confidential information about myself or others.

5. I will not upload, link, or embed an image of myself or others to any sites without expressed teacher permission and a signed parental permission slip.

6. I will not make statements or use the likeness of another person through website postings, email, instant messages, etc., that harass, intimidate, threaten, insult, bully or ridicule students, teachers, administrators or other staff members of the school community, make statements that are falsely attributed to others, or use language that is obscene or offensive.

7. I will not attempt to access, upload, or transmit material that attacks ethnic, religious or racial groups, or material that is pornographic or explicitly sexual in nature.

8. I will not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter or destroy the files of another user, introduce or use computer “viruses,” attempt to gain access to restricted information or networks, or block, intercept or interfere with any email or electronic communications by teachers and administrators to parents, or others.

9. I understand that my use of technology resources is not private, and that the school reserves the right to monitor use to assure compliance with these guidelines; violations may lead to loss of privileges including internet access and/or other disciplinary measures.

10. I understand that the prohibited conduct described above is also prohibited off campus when using private equipment if it has the effect of interfering with the educational process as decided by school administration, and that such off-campus violations may lead to disciplinary measures.

11/16
Addendum for Personally Owned Devices

I understand that the School allows me to bring my own devices such as phones, tablets and computers. In order to be permitted to bring my own device, I agree to the following responsibilities and restrictions:

1. I will follow all school rules while using my own device on school grounds and I understand that the rules outlined above regarding my use of school resources apply to my use of my own device on school property and that rule 10 above applies to my use of my device off school property.

2. I will not take photos or record video of any student, teacher or administrator without the expressed permission of my teacher or school administrator.

3. I will not use my device during class unless expressly instructed to do so by a teacher and I will immediately comply with a directive to turn my device off, to put my device away or to turn my device over to a teacher or administrator.

4. I understand that my device may be confiscated at any time and that a teacher or administrator may view contents of my device including but not limited to, texts, emails or social media postings, if it appears that I may have used my device in violation of school rules or this Agreement.

5. I understand that the school is not responsible for theft, damage or loss of my device and I understand that I am not permitted to leave my device at school overnight unless it is secured.

Print Student’s Name: ________________________________

School: ____________________________________________ Grade: __________________

Student’s Signature: ________________________________ Date: ____________

Parents/Guardians: I have read, understood, and discussed with my son or daughter this Acceptable Use Agreement, and I give him or her permission to use electronic resources, understanding that this access and use of personal devices on school grounds is conditional upon adherence to the agreement. Although students are supervised when using school resources, and their use of school resources is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.

Print Parent’s Name: __________________________________

Parent’s Signature: ____________________________________ Date: ____________

* STUDENTS MAY NOT USE TECHNOLOGY RESOURCES OR BRING THEIR OWN DEVICES UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO THE PRINCIPAL

11/16
Saint Scholastica School
Student/Parent Technology Devices Use Agreement
2019-2020

Student Name: ____________________________

First Name ____________________________ Last Name ____________________________

Parent/Guardian
Name: ____________________________

First Name ____________________________ Last Name ____________________________

- You will comply at all times with the Internet User Policy of the Diocese of Joliet and
  Saint Scholastica.
- You will only use the device for school-related, educational purposes. You will not
  install and/or download onto any device any unauthorized software and/or
  application.
- The device must be transported in a dedicated carrying case when possible.
- If the device or carrying case is damages, lost or stolen, you are responsible for the
  reasonable cost of repair or its replacement value on the date of loss. Damage, loss or
  theft of the device must be reported to the school immediately following the
  occurrence.
- Nothing may be laid on top of any device.
- You may only use your device and are responsible for making sure that no one else
  uses your device.
- You may only use your device and are responsible for making sure that no one else
  uses your device.
- You may not use inappropriate words, pictures, etc. on your device.
- You are responsible for returning your device to the charging cart each day.
- You will need a flash drive to save data, unless otherwise directed.

Parent/Guardian Signature ____________________________ Date ____________________________

Student Signature ____________________________ Date ____________________________

For School Use Only:

Serial Number ____________ Tag Number ____________ Date ____________
DIOCESE OF JOLIET - CATHOLIC SCHOOLS
VIDEOTAPING AND/OR PHOTOGRAPHING OF STUDENTS
AGREEMENT

The Diocese and Schools of the Diocese allow positive publicity of students using videotapes, digital images, photographs and web publications within the context of this agreement. Videotaping and/or photographing may be used in and by the Diocese and Schools of the Diocese as a facet of instruction for enhancing learning, to share information, to promote the school, to assist in providing a safe and secure learning environment, and to monitor/record student activities. Such videotaping/photography may be announced or unannounced and will be conducted according to diocesan guidelines. **However, the Diocese and Schools of the Diocese do not approve of the display of any videotapes, digital images, photographs on social networking or video sharing sites, such as YouTube, without the expressed permission of the administrator and all parties involved.**

I. Videotapes, photographs, digital images of students may be utilized by teachers, administrators, or their designee within the Diocese, School for classroom instructional purposes without advance consent of a student’s parent/guardian. Such school diocesan staff shall maintain the confidentiality of these student records in accordance with state and federal laws and the established Diocesan student record procedures.

II. Photographs or videos of students posted on the school website shall not be captioned with the student’s name, or identify the student by name in any other manner. No image of a student may be posted in such a way that the image of that student may be matched up with the student’s name.

III. A student teacher under the supervision of a college/university, or other certified staff member may utilize videotapes, photographs, or digital images of students for his/her own professional use without the advance consent of a student’s parent/guardian. Examples of educational videotapes/photographs include documenting science experiments, presentations, etc.

- A release form is required from the parent/guardian when students participating in class activities with a student teacher are videotaped or photographed for purposes of assessment of teaching as part of the university class assignment and/or student teaching portfolio development.

IV. Students with the supervision of the administrator/teacher or approved designee, may videotape, photograph students without the advance consent of a student’s parent/guardian for educational purposes, to promote the school/school activities and to enhance learning. Examples: yearbook, school paper, sports games, etc.

V. Forms of release for videotaping, photographing of students are not required from the parent/guardian when:
1. A student has voluntarily chosen or been allowed by his/her parent/guardian to participate in, or be a spectator at, a school-related activity that is open to the public such as an athletic event, concert, theatrical presentation, dance, etc.

2. The student has chosen to be an officially designated school leader or role model, such as athlete, student council, and etc. for which there is potential for informal contact with news media.

3. Stock videotape footage or generic pictures. (I.e. yearbook individual and group pictures) are being obtained in public places. (i.e. hallways, gymnasiums, general classroom areas, playgrounds, athletic fields, etc.) by the Diocese and/or School.

4. Outside news media videotape or photograph students in areas that cannot be effectively shielded from the public, such as playgrounds, parking lots, athletic fields, etc.

5. Video cameras are in use to monitor public areas of a school/church facility or bus.
PARENT/GUARDIAN OBJECTION TO THE PUBLICATION OF PERSONALLY IDENTIFIABLE STUDENT IMAGES AND WORK

The Office of Catholic Schools of the Diocese of Joliet and any of its schools may produce or participate in videotape, Internet (i.e. Website), digital or still photograph productions (including school yearbook) that may involve the use of students’ names, likenesses or voices. Such productions may be used for the educational and/or school marketing purposes and may be copied or copyrighted with the school retaining any and all rights to such productions.

Videotaping and photographing of students is permitted without parent/guardian permission as stated in the Videotaping and/or Photographing of Students Policy. Parents/guardians have the right to object to the use of the child’s/children’s name, picture, or voice in these media and may do so by completing the form below and returning it to the principal of the school to be kept on file there.

(Please Print)

I object to ________ (Name of School) publishing my child’s/children’s personally identifiable image and work in places and via electronic, video, auditory, print, and any other media accessible by the public (including said School/Parish/Diocesan; bulletins, newspapers, websites, yearbook and other print publications).

Family Name ____________________________ (Please Print)

Name of child/children ________________________________

Permission Denied ____________________________ (Signature of Parent/Guardian)

Date ________________

Furthermore, I acknowledge that there may be occasions that my child is photographed or videotaped at a School/Parish/Diocesan public event during such time as my child is either a participant or spectator. I also acknowledge that my child may be videotaped as part of the school’s safety and security measures.

Family Name ____________________________ (Please Print)

Name of child/children ________________________________

Date ________________ (Please Print)

Revised 12/14/2016
DIOCESE OF JOLIET – CATHOLIC SCHOOLS

Teacher Candidate Name__________________________________________________________
(Print)

I am a teacher candidate with supervised experiences in the classroom and encourage excellence in teaching

STUDENT RELEASE FORM
(To be completed by the parents/legal guardians of minor students involved in this project)

Dear Parent/Guardian:

I am a teacher candidate at ______________________ and have been at __________________ (school) participating as a ______________________. One of primary purposes of this experience is to provide the teacher candidate with supervised experiences in the classroom and encourage excellence in teaching.

Part of the educational experience requires that short videotapes of lessons taught in your child's class be submitted and reviewed in my education class and may be included in my professional portfolio. Although the videotapes involve both teacher and various students, the primary focus is on the teacher's instruction, not on the students in the class. In the course of taping, your child may appear on the videotape. Also, I may be asked to submit samples of student work as evidence of teaching practice, and that work may include some of your child’s work.

No Student’s names will appear on any materials that are submitted. The form below will be used to document your permission for these activities.

Sincerely, ________________________________
(Teacher Candidate Signature)

Approved: __________________ School Principal)

PERMISSION SLIP

Student name ______________________

Classroom Teacher: ___________________________ Teacher Candidate ___________________________

I am the parent/legal guardian of the child named above. I have received and read your letter regarding a teacher candidate assessment project, and agree to the following:

(Please initial the appropriate line below.)

I DO give permission to you to include my child’s image on videotape as he or she participates in a class conducted at ______________________ by _______________________
(Name of school) (Teacher Candidate Name)
and/or to reproduce materials that my child may produce as part of classroom activities. No last names will appear on any materials submitted by the teacher.

I DO NOT give permission to videotape my child or to reproduce materials that my child may produce as part of classroom activities.

Signature of Parent or Guardian: ___________________________ Date: __________________

Rev. 3/2010

I-IS-7
Diocese of Joliet
Parent Guide: Understanding & Preventing Child Sexual Abuse

Dear Parents and Guardians,

The Diocese of Joliet is committed to promoting an environment that will help ensure the safety of children and young people. If you have participated in a Protecting God’s Children session, you have already received much information.

This brochure is the next step in our efforts to help keep children safe. You are the primary educators of your children, so it is important that you talk with them personally about their safety. The material in this brochure is designed to give you background information about sexual abuse, to inform you about other ways to keep your children safe, and to provide you with tips for talking to your children.

Staff members at the Catholic Schools Office (815-838-2181) and at the Office of Youth Formation (815-221-6147) are available to help you. Please call them if you have any questions about the material contained in this brochure or if you need more information.

Sincerely,

Dr. David Castronovo, JD JCD
Chancellor

SOME BACKGROUND INFORMATION

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

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

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

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

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

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

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

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

Guidelines for Single Parents

If you are a single parent and are dating, this brings unfamiliar adults into your home.

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

TEACHING PERSONAL SAFETY SKILLS

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

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

Teach Your Children These Rules

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

Types of Touches

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

- **Safe touches.** These are touches that keep children safe and are good for their bodies. Safe touches include hugging, holding hands, pats on the back, and an arm around the shoulder. Safe touches can also include touches that might hurt, such as removing a splinter.

- **Unsafe touches.** These are touches that hurt children’s bodies, feelings, or spirits, for example, hitting, pushing, pinching, and kicking. This also includes the sexual touches described in the previous section. Teach children that these kinds of touches are not okay.

- **Unwanted touches.** These are touches that might be safe but a child doesn’t want. These include the sexual touches discussed earlier. It is okay for a child to say no to an unwanted touch, even if it is from a familiar person.

For Young Children

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

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

Expand your child’s understanding of the third step by teaching the following:
Never keep secrets about touching.
Always tell about a touching problem even if it has gone on for a long time.
Keep telling until someone believes you.

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

Safety on the Internet
It is important for parents to educate children about Internet risks and monitor use of the Internet. Some rules:
- Never give out personal information or use a credit card online without your parent’s permission.
- Never share passwords with anyone.
- Never arrange to meet someone in person you have met online unless parents go along with you.
- Never reply to uncomfortable messages. Always tell parents about them.

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

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

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

Safe Families
Being a parent is one of life’s greatest challenges. However, if you have a strong relationship built on a foundation of trust, and your children have skills in self-management, relationship-building, and problem-solving, they are more likely to make safe choices and set personal safety boundaries.

For more tips for parents, please visit http://www.cfchildren.org/parentsf/parenttipsf/

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

Content of this document is adapted from “Keeping Children Safe from Abuse: Tips for Parents and Caregivers” © 2004 Committee for Children www.cfchildren.org With permission from Committee for children and from the Diocese of Springfield, IL
**Diocese of Joliet & Illinois State Board of Education Policies**

**1430 MISSING PERSON and HIS/HER SCHOOL RECORD**
Each school shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State police.

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

**1440 REPORTING DRUG VIOLATIONS to AUTHORITIES**
Each school shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127 which provides that the superintendent of the school or his or her designee shall report all instances of “drug violations” to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located.

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

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

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

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

b. Reporting. Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the superintendent or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27.1B
1450 REPORTING FIREARMS on SCHOOL PROPERTY to AUTHORITIES
Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the superintendent or his or her designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/27.1A, 5/34-8.05

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

5110 NON-DISCRIMINATION
Schools operated under the auspices of the Diocese of Joliet admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally available to students at the schools. Questions and/or concerns regarding discrimination in admissions should be directed to the principal (if applicable) the pastor (or parish administrator) and the Superintendent of Schools in the Diocese of Joliet. The names of the elementary and secondary schools can be found in the OFFICIAL CATHOLIC DIRECTORY, published annually.

The Diocese of Joliet Catholic Schools Office and Saint Scholastica School comply with applicable federal and state laws prohibiting discrimination, including, but not limited to: 29 USC 621 et seq., 42 USC 2000d et seq., and 42 USC 2000e et seq.

5130 ADMISSION AGES
A child entering first grade must be six years of age (kindergarten, five years; pre-school three or four years of age respectively) on or before September 1 of that year. The verification of age with a birth certificate is presented at application time. The school maintains certified copies birth certificates for each student enrolled upon enrollment.

5140 ADMISSION OF TRANSFER STUDENT
When a student who is transferring from one Catholic school in the Joliet Diocese applies for admission to another Catholic school in the Joliet Diocese a Student Transfer Form must be completed. During the process of completing this form contact between the two principals is advisable. Such contact with the former principal of any school may be needed to clarify reason for student transfer, i.e. suspension/expulsion or unpaid tuition.

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

5145 ATTENDANCE
The State of Illinois provides by law for compulsory attendance of all children between the ages of seven and sixteen years.

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

Schools keep accurate and daily records of attendance which are placed in the student’s permanent file each school year. A summary of these records is kept permanently on file.
5313 ANTI-BULLYING POLICY (Revised 2015)
All elementary and secondary schools in the Diocese of Joliet shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian and strictly prohibited.

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

- Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
- Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
- Substantially interfering with the student’s or students’ academic performance; or
- Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.”
105 ILCS 5/27-23.7 (b)

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

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

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

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

Any reported bullying issue will be promptly brought to the attention of the appropriate party: the Pastor or the Principal or designee, and thereafter investigated. Reference: The Illinois School Code, 105 ILCS, 5/27-23.7

5410 PHYSICAL EXAMINATIONS AND INNOCULATIONS
Physical examinations as prescribed by the Department of Public Health are required of all students immediately prior to or upon entrance into pre-school, kindergarten, (or the first grade), the sixth and ninth grades. Physical examinations of students are required immediately prior to entrance into school if such student has not previously been examined according to Illinois law.

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

5460 CHILD ABUSE
According to the revised Abused and Neglected Child Reporting Act, school principals and teachers are mandated to report suspicion of abuse or neglect to the Department of Children and Family Services. According to Illinois School Code licenses/certificates may be suspended and/or revoked if there is proof that professional school personnel had knowledge of suspected child abuse and/or neglect and did not report it.
6510 INTERSCHOLASTIC ATHLETICS
Interscholastic athletics are a part of the educational process, and are consistent with the philosophy and goals of the Diocese and local school. The athletic program is an outgrowth of a sound physical education program and emphasizes good sportsmanship, teamwork, and personal development.

Each local school provides interscholastic sports for boys and girls.

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

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

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

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

The superintendent, in collaboration with the principals, develops administrative regulations general to the interscholastic athletic program and specific to the various sports. (See Appendix 6C and Athletics Handbook)

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

All athletes in grades 5-8 must show proof of an annual sport physical. 6th grade physicals as well as sports physicals are a state requirement. Our diocese requires annual physicals of all athletes in grades 5-8. without a physical, students will not participate in practices or games. Physicals are also required for 4th grade instructional programs and intramurals.

This information is required by law on the first day of school, with an extension time of October 1st for students who begin school on the first day. Any students entering school after the first day will be allowed 30 days from their entrance date to comply with this policy. Children can be excluded from school if they are not in compliance with the requirements.

6515 CONCUSSION MANAGEMENT POLICY
The purpose of this policy is to safeguard student athletes by (1) educating student athletes, school personnel and parents/guardians about concussions, (2) requiring that a student athlete be removed from play when a concussion is suspected and requiring a licensed health care professional to provide clearance for the student athlete to return to play or practice, and (3) implementing the concussion management requirements specified by the Illinois High School Association and Illinois Elementary School Association.

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

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

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

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

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

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

- the student has been evaluated by a treating physician (chosen by the student or the student's parent or guardian) or an athletic trainer working under the supervision of a physician;
- the student has successfully completed each requirement of the "return-to-play" and "return to learn" protocols established for the student to return to play;
- the treating physician or athletic trainer working under the supervision of a physician has provided a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn; and
- the student and the student's parent or guardian have acknowledged that the student has completed the requirements of the "return-to-play" and "return-to-learn" protocols necessary for the student to return to play; have provided the treating physician's or athletic trainer's written statement and have signed a consent form indicating that the person signing has been informed and consents to the student participating in returning to play in accordance with the "return-to-play" and "return-to-learn" protocols and understands the risks associated with the student returning to play and returning to learn and will comply with any ongoing requirements in the "return-to-play" and "return-to-learn" protocols. A sample acknowledgement is found in the link below:
  http://www.ihsa.org/documents/forms/current/Post-concussion%20Consent%20Form%20(RPT-RTL).pdf

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

Licensed Health Care Professional

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

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<tr>
<th>Signs Observed by Others</th>
<th>Symptoms Reported by Athlete</th>
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<tr>
<td>Appears dazed or stunned</td>
<td>Headache or “pressure in head’</td>
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<tr>
<td>Appears confused</td>
<td>Nausea</td>
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<tr>
<td>Forgets sports plays</td>
<td>Balance problems or dizziness</td>
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<tr>
<td>Is unsure of game, score, opponent</td>
<td>Sensitivity to light or noise</td>
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<tr>
<td>Moves clumsily</td>
<td>Double or fuzzy vision</td>
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<tr>
<td>Answers questions slowly</td>
<td>Feeling sluggish or slowed down</td>
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<tr>
<td>Loses consciousness (even briefly)</td>
<td>Feeling foggy or groggy</td>
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<tr>
<td>Shows behavior or personality changes</td>
<td>Does not “feel right”</td>
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<tr>
<td>Can’t recall events prior to hit or fall</td>
<td>Concentration or memory problems</td>
</tr>
<tr>
<td>Can’t recall events after hit or fall</td>
<td>Confusion</td>
</tr>
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[Signs Observed by Others](#) [Symptoms Reported by Athlete](#)
Concussion Policy/Fact Sheet
Information on the school's concussion and head injury policy must be a part of any agreement, contract, code, or other written instrument that a school requires a student-athlete and his/her parents or guardian to sign before participating in practice or interscholastic competition. The IHSA/IESA has provided a Concussion Information Sheet and Sign-Off Form that schools may use to notify athletes and their parents/guardian about the dangers of concussions and head injuries.

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

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

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

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

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

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

Guidelines
The Superintendent or designee is authorized to issue Guidelines for the effective implementation of the requirements of this Policy.
Compliance
Failure to abide by this Policy or Guidelines will subject employees to discipline up to and including dismissal.

Some Additional Resources
http://www.cdc.gov/headsup/pdfs/schools/tbi_returning_to_school-a.pdf

6745 SOCIAL MEDIA
The Catholic Schools Office recognizes that the use of social media is being used in a variety of methods as an important evangelizing, educational and marketing tool to promote school and ministerial programs.

However, those using the Internet should bear in mind that certain comments and information may have a harmful effect on the school, parish, the Diocese of Joliet, its reputation and its employees. In light of this possibility employees and volunteers are required to adhere to the following policy regarding the use of social media sites, networks and blogs.

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

6830 ALLERGIES
If a student has been diagnosed by a physician to have allergies and the necessity to self-administer and to self-carry an epinephrine auto-injector a signed parent permission notification and a signed physician authorization must be provided to the local Catholic School either at the start of a new school year, upon enrollment, or immediately following diagnosis of such requirement. Both the parental permission and physician authorization will be held on file at the school site where the student attends.

Accommodation requests are initiated by a parent/guardian to the local Catholic School and include a physician’s report outlining the severity of the allergy and the recommended actions by the physician that are medically necessary to avoid any reaction. Administration explains to parents/guardians what reasonable accommodations they can make. Allergy free is not a credible accommodation that schools make, however, effective practices to reduce the chance of exposure to allergens may include, but are not limited to:
- designating a separate table/area for students with an allergy,
- allowing the allergic student to eat at his/her own desk, keeping the same desk year-round to reduce possible contaminants if there is no common lunchroom,
- limit/prohibit food in classrooms,
- remove food as a reward in classrooms or for celebrations,
- the regular cleaning of classrooms and lunchroom,
- educate school personnel on the management of students with allergies.
A school, whether public or nonpublic, must permit the self-administration of medication by a pupil with asthma or the use of an epinephrine auto-injector by a pupil, provided that:

The parents/guardians of the pupil provide to the school written authorization for the student to self-administer medication or for use of an epinephrine auto-injector, written authorization from the pupil’s physician, physician assistant, or advanced practice registered nurse, and

the parents/guardians of the pupil provide to the school: the prescription label, which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is administered.

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

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

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

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

Diabetes Care Plan Requirements:

It is the responsibility of the student’s parents or legal guardians to share health care provider instructions concerning the student’s diabetes management during the school day.

The diabetes care plan shall include the treating health care provider’s instructions concerning the student’s diabetes management during the school day, including the copy of the signed prescription and the methods of insulin administration.

The services and accommodations specified in the diabetes care plan shall be reasonable, reflect the current standard of diabetes care, include appropriate safeguards to ensure that syringes and lancets are disposed of properly, and include requirements for diet, glucose testing, insulin administration, and treatment for hypoglycemia, hyperglycemia, and emergency situations.

A diabetes care plan shall include a uniform record of glucometer readings and insulin administered by the school nurse or delegated care aide during the school day using a standardized format provided by the State Board of Education.

A diabetes care plan shall include procedures regarding when a delegated care aide shall consult with the parent or legal guardian, school nurse, where available, or health care provider to confirm that an insulin dosage is appropriate.
A diabetes care plan shall be submitted to the local Catholic School at the beginning of the school year, upon enrollment, or immediately after a student’s diagnosis, or when a student’s care needs change during any given school year. Parents shall be responsible for informing the local Catholic School in a timely manner of any changes to the diabetes care plan and their emergency contact numbers.

105 ILCS 145 states (a) A school or a school employee is not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes. (b) A school employee shall not be subject to any disciplinary proceeding resulting from an action taken in compliance with this Act, unless the action constitutes willful or wanton misconduct.
SAINT SCHOLASTICA SCHOOL
2019-2020 CALENDAR

CALENDAR LEGEND

Pupil Attendance Days
- August 19, 2019  First day of attendance (½ day of school).
- May 29, 2020  Last day of attendance (If no emergency days are taken, dismissal after 8:30 am Mass).

Teacher Institutes
August 14, 2019  No student attendance.
August 15, 2019  No student attendance.
August 16, 2019  No student attendance.
October 10, 2019  No student attendance.
October 11, 2019  No student attendance.

Parent-Teacher Conference Days
November 25, 2019  No student attendance. All day conferences.

Faculty In-Service
September 18, 2019  Half day of school, 11:00 am dismissal.
November 13, 2019  Half day of school, 11:00 am dismissal.
January 31, 2020  No student attendance.
February 28, 2020  No student attendance.
May 8, 2020  Half day of school, 11:00 am dismissal.

Non-Attendance Days
Thanksgiving Break 11/26/19—11/29/19
Christmas Break 12/20/19 dismissal at 11:00 am—01/03/20
Spring Break 03/27/20 dismissal at 11:00 am—04/03/20
Easter Break 04/09/20 dismissal at 11:00 am—04/13/20

Legal School Holidays
Labor Day 09/02/19
Columbus Day 10/14/19
Thanksgiving Day 11/28/19
Christmas Day 12/25/19
New Year’s Day 01/01/20
Martin Luther King Day 01/20/20
President’s Day 02/17/20
Memorial Day 05/25/20

IOWA Assessment (Grades 2—8): September 16—20, 2019

ACRE Assessment (Grades 5 & 8): February 3—4, 2020

Emergency Days:
June 1—5, 2020

End of Trimester
November 15, 2019
February 28, 2020
May 29, 2020
2019 – 2020 Calendar Highlights

July
07/13/19  Protecting God’s Children (9:00 am)

August
08/18/19  Mass and Backpack Day for all Students
08/19/19  First Day of Attendance (½ Day)
08/25/19  Parish Picnic – Castaldo Park
08/26/19  Protecting God’s Children (6:00 pm)
08/28/19  Back to School Night (All Grades - 6:00 PM)

September
09/06/19  Grandparents’ Day
09/09/19  School Picture Day

October
10/03/19–10/04/19  5th Grade Lake Geneva Overnight Outdoor Ed Trip
10/07/19  Parent Sacrament Meeting – First Reconciliation – 7:00 PM
10/07/19  Parent Sacrament Meeting – Confirmation – 8:00 PM

November
11/09/19  Sustaining the Spirit Auction (Evening – Hilton Lisle/Naperville)
11/14/19  First Reconciliation (2nd Grade - 7:00 PM)

December
12/07/19  Catholic High Schools Entrance Exams
12/15/19  Parish Christmas Concert 7:00 PM (in Church)
12/19/19  Christmas Music Program for the Entire School 7:00 PM (in Church)

January
01/08/20  8th Grade Graduation Pictures
01/13/20  Parent Sacrament Meeting – First Eucharist – 7:00 PM
01/26/20  Catholic Schools Week Begins – Open House after Mass
           Kindergarten & New 1st Grade Student Information

February

March
03/01/20  Catholic Education Foundation FACTS Deadline
03/13/20  Kindergarten Testing Day

April
04/29/20  School Band Concert

May
05/01/20  Kindergarten Q & U Wedding
05/02/20  First Eucharist (2nd graders)
05/15/20  All School Picnic
05/19/20  8th Grade Honors Night
05/21/20  8th Grade Graduation
05/27/20  Kindergarten Graduation
05/29/20  Last Day of Attendance (Dismissal after 8:30 AM Mass)