



2023-2024

PARENT & STUDENT  
HANDBOOK

**St. John de la Salle Catholic  
Academy**

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[www.johndlsacademy.org](http://www.johndlsacademy.org)  
<https://facebook.com/StJohnDeLaSalle>

**From the Desk of the Principal**

Dear SJDLS Students and Families,

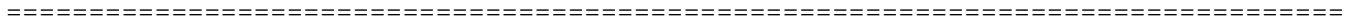
Thank you for making the choice to send your child to St. John de la Salle Catholic Academy! Here at St. John, we believe in the RISE values. How do we RISE? Pray-Prepare-Prosper in 23/24.

As I head into my seventh year here at SJDLS, I reflect back on our time together. I continue to be moved by the parents, staff, and students who overflow with their love and passion for SJDLS. We continue the time honored traditions of fellowship and faith, bolstered by our academic program. I remain committed to this essential core of St. John de la Salle Catholic Academy. We remain focused on improving **our technology resources, our building facilities, and improving our instructional programs**, and offering Social-Emotional Learning Programs to prepare our learners for the 21st century.

Under my leadership team (of Mrs. Janice Wills and Mr. Damani McClellan) and with support from the Archdiocese of Chicago and Big Shoulders Fund, coupled with the instruction from our passionate teachers, we partner with you, parents and students, to boost our achievements and prepare for the road ahead.

Let’s go Wolverines!

In Him,  
Sally Santellano

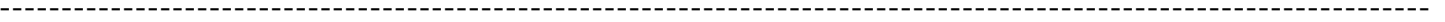


**From the Assistant Principal**

Dear SJDLS Students and Families,

Your continued support in our community and school is greatly appreciated. I am so excited to see all of the old and new faces this year. As we look forward to another year, let’s keep in mind the purpose of education at St. John: to grow as lifelong learners and as children of Christ. In order to do this, we must come together, be prepared and **RISE** to each challenge we may face along the way. Our achievements are only possible with the support of everyone who considers SJDLS part of their community. **Faith only works when we do.**

Pray, Prepare, and Prosper!!  
Damani McClellan



**The St. John de la Salle Student Pledge**

I believe in myself, my ability to do my best at all times.

Today, I pledge I will listen, I will learn, and I will obey all rules and regulations of St. John de la Salle Catholic Academy.

Today, I pledge I will respect all those around me, my teachers and my classmates.

I will do all things with one purpose in mind, to be the very best!

Because I am one special, proud individual, and this day will come no more!

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Ms. Nadia Simmons, Art (Mondays)	<a href="mailto:nsimmons@johndls.org">nsimmons@johndls.org</a>
African Drum provided by AAIC and Mr. Floyd Donaldson (seasonal Mondays)	
Ms. Alex Martinez Custodian/Maintenance (JMJ Cleaning Company)	

## ADMISSION POLICY

ST. JOHN DE LA SALLE CATHOLIC ACADEMY OPERATES UNDER THE AUSPICES OF THE CATHOLIC BISHOP OF CHICAGO, A CORPORATE SOLE, IN THE ARCHDIOCESE OF CHICAGO. POLICIES AND PROCEDURES ARE CREATED IN ACCORDANCE WITH ARCHDIOCESAN PROTOCOL. ARCHDIOCESAN SCHOOLS ADMIT STUDENTS OF ANY RACE, COLOR, NATIONAL AND ETHNIC ORIGIN TO ALL THE RIGHTS, PRIVILEGES, PROGRAMS AND ACTIVITIES GENERALLY ACCORDED OR MADE AVAILABLE TO STUDENTS IN THESE SCHOOLS. ARCHDIOCESAN SCHOOLS DO NOT DISCRIMINATE ON THE BASIS OF GENDER, RACE, COLOR, OR NATIONAL AND ETHNIC ORIGIN IN ADMINISTRATION OF EDUCATIONAL POLICIES, LOAN PROGRAMS, ATHLETIC OR OTHER SCHOOL-ADMINISTERED PROGRAMS.

IN ACCORDANCE WITH *PLYER V. DOE*, 457 U.S.202, 102 S.Ct.2382 (1982), IMMIGRANTS AND UNDOCUMENTED IMMIGRANTS ARE WELCOME TO RECEIVE AN EDUCATION AT ST. JOHN DE LA SALLE CATHOLIC ACADEMY..

Schools may admit students who are not Catholic provided that these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities related to the Catholic identity of the school are required.

## ADMISSION PROCEDURES

- a) Criteria are developed locally in determining priority of student acceptance.
- b) A child entering school must be in compliance with the age requirements of the State of Illinois regarding age of admission.
- c) For the admission of a pre-school, kindergarten, first grade, or a transfer student, parents shall present: 1) an official copy of the child's birth certificate which is reviewed, copied and returned to the parent/guardian;  
2) the baptismal record (if applicable);  
3) a record of compliance with local and State of Illinois health requirements.
- d) For admission of transfer students, parents shall present the proper transfer or some appropriate credential from the school previously attended. . Acceptance is based upon previous academic and behavioral performance as well as a projection of success in the coming year. Admission to St. John de la Salle Catholic Academy follows the protocol set forth by the Archdiocese of Chicago.
- e) In all cases, the transfer, health records and Unofficial Record (if applicable) must be received within ten days. f) School personnel must verify that the person enrolling the child is the legal guardian of the child before accepting the student.

## TRANSFER PROCEDURES

- a) Upon written request from the receiving school, all records from St John shall be transferred within ten days provided financial obligations to St John have been met.
- b) In all cases, the transfer, health records and Unofficial Record (if applicable) must be sent within ten days.

*Students are accepted for a probationary period of 90 school days at St. John de la Salle Catholic Academy. During this probationary period, students are expected to maintain passing grades and to have no major disciplinary issues. During the probationary period, School administration shall determine whether the student requires accommodations, whether the school has the staff and whether the school is physically and financially capable of supporting the student's needs. If the school determines that the student requires accommodations that the school is physically or financially incapable of supporting the students', including whether the school has the staff and ability to make the necessary accommodations for the child's academic growth and success. During the 90 day probationary period, if the school determines the student is unable to perform with adequate growth in this environment, any prepaid tuition will be prorated and refunded. Families, at all times including past the probationary period, are expected to comply with school policies and maintain good financial status. Violation of these terms may result in dismissal from St. John de la Salle Catholic Academy.*

## PRINCIPAL'S RIGHT TO AMEND PARENT HANDBOOK

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances. However, please do not hesitate to contact school staff if you need further clarification or require additional information pertaining to any policies or procedures outlined in this handbook.

## MISSION STATEMENT

To enrich and stimulate the minds of St. John de la Salle students, the potential leaders of the 21st century, with an excellent faith-based education; an educational experience which embraces and develops strong Christian values, a sense of respect for self and others, a strong sense of personal responsibility, and the desire to achieve.

## SCHOOL PHILOSOPHY

St. John de la Salle is committed to fostering a faith community based on the Gospel message, and Catholic beliefs, traditions, and values.

Our primary purpose is to prepare our children to meet the challenges of an ever-changing society. We strive to create an environment that respects the dignity of all members of our school community. We are dedicated to providing an educational experience that focuses on the whole child, and we believe that parents are the primary educators.

Together, we will help every child achieve their maximum potential in spiritual, intellectual, social, artistic, and physical development.

#### OFFICE HOURS

Regular school office hours of operation are from 7:30 a.m. until 3:30 p.m. Please do not hesitate to contact the office if you need service beyond normal business hours. All communications should be clearly identified with the student's name and grade. This will help ensure that we provide the best possible service for you and your student.

#### STUDENT PICK UP/ DROP OFF

**From 6:30-7:30 a.m.** students are to be dropped off at the King Side door and checked into Before Care.

The Breakfast Program begins at 7:30 a.m. Students arriving between 7:30 and 8 will be supervised by assigned teachers in the Hall of Heroes. Morning Assembly takes place promptly at 8 a.m.

**Students are supervised for their own safety and the safety of others at lunch, recess, and dismissal until 3 p.m.**

At dismissal, students are released in two groups: those in Prek/K with Siblings via the King HOH exit, and those in grades 1-8 using a Carline System on Vernon, calling students by families. Students in After-Care will be escorted to the Hall of Heroes.

**Students NOT picked up by 3:15 p.m. will be enrolled in the After School Care Program. Please use the Hall of Heroes entrance to pick students up from After Care. Ring the bell and a staff member will have you sign out your student at the door, parents may not come downstairs. FAMILIES SHOULD HAVE AFTERSCHOOL PLANS ARRANGED BEFORE THE CHILD IS DROPPED OFF. STUDENTS WILL NOT CALL HOME FOR RIDES. STUDENTS WILL BE SENT TO AFTERCARE.**

Parents will be charged the daily After School Care rate if their child is sent to the After School Care Program. (See sheet at end of Handbook)

All After School Care students should be picked up between 3:15 p.m. and 6:00 p.m. For any late pickup, a charge at the rate of **\$3 per minute** will be added to your bill. The charge applies to any student who is picked up late. Three late pickups may result in the exclusion from the After School Care Program.

#### BEFORE / AFTER SCHOOL CARE

The extended care program is designed to provide a safe and fun environment for children grades Pre-K – 8th either before or after school. This program will provide a light snack, homework time, and activities.

##### PAYMENTS:

The extended care service fees are to be paid in the first week of the following month (or the first school day of the month) in the main office. Payments are to be paid in a timely fashion. A receipt will be issued for every payment. *Delinquent payments may result in student exclusion from ASC. **The late pickup fee is \$3.00 per minute after 6:00 p.m.** Three (3) late pickups can result in the exclusion from ASC.*

**Only authorized person(s) may pick up your child from extended care.**

#### WEATHER INFORMATION

If severe weather results in the closing of the school, parents/guardians will be notified through the School Messenger or Robo Call telephone notification system.

On days of extremely cold weather, parents should be the final judge as to whether or not the child should come to school based on their own determination.

Students are not sent home during a tornado warning. If the weather report indicates tornadoes in the vicinity, students will not be dismissed until the warning has been canceled.

During the winter, students should come to school warmly dressed as they go out for recess unless the weather is severe or the temperature is below 20 degrees Fahrenheit.

**Boots may not be worn in school during the day. Students should bring other shoes to wear in school.**

#### COMMUNICATION

Telephone Notification System (School Messenger)

St. John de la Salle Catholic Academy uses a telephone broadcast system that enables school personnel to notify parents/guardians by phone of emergencies or events that cause early dismissal or school cancellation. The service will also be used to communicate important announcements or reminders.

## **ABSENCE AND TARDINESS**

Attendance at St. John de la Salle Catholic Academy is mandatory. Students must attend on days when school is in session. Parents/Guardians of students who will be absent from school are asked to call the school office before 8:15 a.m. to report the absence. This should be done each day the students will be absent. This assures the school office that the students are safe. If no call is received, the office will call home to assure the child is safe.

"Valid cause" for absence shall be illness, including the mental or behavioral health of the student, observance of a religious holiday, death in the immediate family, or family emergency and shall include such other situations beyond the control of the student, as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student.

Identifying the causes of unexcused student absenteeism, which shall, at a minimum, include interviews with the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problem.

Supportive services will be made available to truant or chronically truant students. This includes, but need not be limited to, parent conferences, student counseling, family counseling, and information about existing community services that are available to truant and chronically truant students and relevant to their needs.

Students who arrive late must be signed in by their parent in the main office. To replace the instruction time lost, they will make up the time after school that afternoon, and parents will be billed \$5 in FACTS. Tardiness interferes with a student's progress and is a disturbance to the teacher and other students. Student instruction begins at 8:00 a.m. A student is considered tardy if he/she is not in their assigned place at 8:00 a.m.. If students are late more than 10 times in a given quarter, the parent will need to meet with the teacher and principal to discuss the effects of being late in the classroom. Students can be excluded from after school activities with more than ten tardies and no improvement in getting to school on time. Students with excessive tardiness cannot be considered for Honor Roll.

Please note that starting in the 2023-24 school year we will ask all families to limit absences to no more than 4 (excused or unexcused) and 5 tardies before the end of November. We will meet regarding the attendance after the First Trimester and evaluate your continuance at St. John de la Salle Catholic Academy at that time.

## **EARLY DISMISSAL**

Students may be dismissed early from school with a written request from the parent/guardian. This request should clearly indicate whether the student is to be picked up by the parent/guardian or another authorized adult. Dismissal before 2:00 will be counted as a half day absent.

The parent/guardian or the adult authorized by the parent must come to the school office, and sign the student out. Students may not be dismissed to anyone not authorized by the parent/guardian.

Early dismissals are disruptive to the learning environment. They should only be used in special circumstances. Repeated early dismissals will result in a meeting between the parent and the principal/assistant principal.

## **HEALTH POLICIES**

### **IMMUNIZATIONS AND PHYSICALS**

No child will be considered registered until proof of immunizations and a physical are current and on file. All children in Illinois shall present proof of 1) a health examination within the current year; 2) of being up to date on all required immunizations as follows: immediately prior to or upon entrance into any public, private or parochial preschool or transferring from outside of the State of Illinois; prior to entering preschool, kindergarten or the first grade; upon entering sixth and ninth grades.

*For more information about required immunizations:*

*<http://www.dph.illinois.gov/topics-services/prevention-wellness/immunization>*

### **DENTAL EXAMINATIONS**

All children in kindergarten, Grade 2, and Grade 6 shall have a dental examination by a licensed dentist.

Parents/Guardians are to be reminded of this requirement 60 days before May 15 of each school year.

*Parents/Guardians seeking an exemption to this requirement must submit the Dental Examination Waiver Form, provided by the State of Illinois Department of Public Health, to the school administrator.*

If a student in Grade 2 or Grade 6 fails to present proof of a dental exam by May 15, the school may hold the child's

report card until the student presents proof of the School Dental Examination or a Dental Examination form. School dental examinations must have been completed within the 18 months prior to May 15 of each school year.

## VISION EXAMINATIONS

All children (**except preschool students**) enrolling in public, private or parochial schools for the first time or entering kindergarten shall have an eye exam. **Parents/Guardians are to be notified of this requirement at registration.** Proof by a physician licensed to practice medicine in all its branches or a licensed optometrist is to be submitted to the school. End of the year report cards may be held if the student is not in compliance with this regulation. This requirement may be waived for those families who show an undue burden or a lack of access to a physician licensed to practice medicine or to a licensed optometrist.

Medical files will be reviewed at the school. Parents will be notified of any discrepancies in the immunization or physical exams based upon the state requirements. Parents are responsible for rectifying the discrepancies with the doctor to abide by state law. Students without current health requirements will be excluded on October 15.

## CARE IN SCHOOL

First aid for minor cuts and bruises is administered at school. In the event of a more serious or questionable injury, parents/guardians are notified. If deemed necessary, the Chicago Fire Department ambulance is called. If the parent/guardian cannot be located, school personnel will accompany the student to the hospital. Children who have been seriously ill should present a doctor's permission to return to school. During illness, school materials are not sent home if the child has a communicable illness.

Children who are sent home from school with a fever should remain at home and be fever free for 24 hours without medication before returning to school.

### **Medicine Administered at School:**

The administration of medication to students during regular school hours and during school-related activities is discouraged unless necessary for the critical health and well-being of the student.

No medication may be administered in school unless both the student's physician and parent/guardian have completed, signed and returned the Medication Authorization Form. Changes/Adjustments to the medication will be made only with the written authorization of the physician. Medication must be brought to school in the original container appropriately labeled by the pharmacy and physician. The dosage and discontinuation date should also be included. The school will provide a locked space for safe storage of the medication which is accessible to authorized personnel only.

Students that require the immediate use of medication i.e. **asthma inhalers or EpiPens** are permitted to carry medication and to self-administer that medication without supervision by school personnel. The school needs to have on file that student's current and completed Medication Authorization Form. Public Act 97-0361 allows schools to voluntarily maintain a supply of emergency epinephrine auto-injectors (EpiPens) for students who have forgotten their EpiPen at home or who do not have a known allergy. It is crucial that children with life-threatening allergies have immediate access to emergency epinephrine when anaphylaxis occurs. It can save a child's life by opening his or her airways until emergency personnel arrive. A supply of emergency epinephrine allowed under this Act is not intended to replace epinephrine prescribed to students with known allergies. A school nurse may administer an EpiPen to any student that he or she, in good faith, professionally believes is having an anaphylactic reaction and who does not have an Emergency Action Plan in place. Public Act 97-0361, a school district or non-public school, and its employees or agents are to incur no liability for the administration of an EpiPen, provided the school nurse acted in good faith when administering the EpiPen. Schools who have children with severe allergies are encouraged and reminded to work with the school and put in place an Emergency Action Plan in place.

## DIABETES CARE

In order to serve our students with diabetes, St. John de la Salle Catholic Academy follows the Care of Students with Diabetes Act:

Diabetes care plan is required (with physician's orders).

Glucometer readings shall be recorded using a standardized format provided by the State Board of Education. A delegated care aide agrees to receive training in diabetes care and to assist students in implementing their diabetes care plan and 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 diabetic student.

*Delegated care aides are to be trained to:*

Check blood glucose and record results

Recognize and respond to the symptoms of hypoglycemia and hyperglycemia

Estimate the number of carbohydrates in snack and lunch.

Administer insulin according to the student's diabetes care plan and record the amount administered

Respond in an emergency

If an extra dose of insulin is required while the child is under the care of the care aide, the care aide shall consult the nurse, parent, or physician.

*In schools where diabetes students attend, all staff shall be trained in the basics of diabetes care:*



How to identify when the student needs immediate or emergency medical attention, Who to contact in case of emergency  
Management of school-sponsored activities: An information sheet shall be provided to the school employee who transports the student that includes:  
Identification of the student with diabetes  
Potential emergencies that may result from diabetes and appropriate responses to the emergencies. Emergency contact information  
Student self care – student may manage his/her own diabetes care:  
In the classroom  
At any school related activity  
May keep all items in his/her possession to care for diabetes including glucagon, food, and drinks.

## AGE REQUIREMENTS

### PRESCHOOL REQUIREMENTS FOR 3 AND 4 YEAR OLD CHILDREN

Children must be 3 years of age on or before September 1 of the current school year with no exceptions. Under no circumstances may children younger than 3 years of age be accepted into a preschool program. **Schools may not accept children as they turn 3 years of age during the school year if the child was not 3 years old by the September 1 deadline.**

Children must be 4 years of age on or before September 1 of the current school year. Children who turn 4 years of age after the September 1 deadline may be accepted into the preschool with the understanding that the child will remain in the program until they are age-eligible for kindergarten.

### KINDERGARTEN AND FIRST GRADE

Kindergarten students must be 5 years of age on or before September 1 of the current school year. For exemptions to this policy, see Early Entrance to Kindergarten Procedures below.

First grade students, who will be 6 years old on or before December 31, based upon the school's assessment of the child's readiness, may begin first grade in the fall under certain conditions. The child must have attended a nonpublic preschool, continued her/his education at that school through kindergarten, and been taught by an appropriately certified kindergarten teacher. (105ILCS5/10-20.12)

## SCHOOLWIDE EXPECTATIONS

St. John de la Salle Catholic Academy teachers and students practice a system of behavior management where staff teaches clear expectations for appropriate behavior. It is a proactive system for teaching appropriate behavior as it is a preventative system for addressing inappropriate behavior before it becomes problematic. It also supports correction intervention of inappropriate behavior in a nonjudgmental manner. The ownership of appropriate or inappropriate behavior is on the student. The student chooses his/her behavior and then chooses the consequences that go along with his/her choice. This restorative practice is beneficial in helping students understand how their behavior affects more than themselves now and how they can fix their behavior for their future decisions. Behavioral interventions become a learning tool.

Expectations:

Each classroom will go over the behavior expectations in each area of the school. School wide behavior involving the next three expectations is expected from students at all times. Lessons in expectations and building a school community will take place during the Morning Assemblies each day: R- Respect God in all things. I- Improve, Every Minute Matters, S- Serve God by Serving Others, E- Excel on purpose.

Together We RISE: Student(s) of the Month

At the end of each month, each room will be asked to pick a student or students who represent our Together We RISE theme words: Respect, Improve, Serve, Excel. Students will be celebrated at the Student of the Month Mass. The Principal will call parents ahead of time so that they can celebrate.

Discipline Referral Form

The Discipline Referral Form will be used by staff after three restorative practices have been attempted. The student will then come to the office, and engage in conversation about behavior and appropriate next steps, supervised by the principal. Depending on the severity of the behavior, restorative steps may be skipped if the safety of the students is at risk. The principal will make the final determination of consequences ranging from silent lunch to detention.

NOTE: Students who do not serve their assigned detentions will have an In-School Suspension the following day.

Written and dated medical appointments will be the only opportunity for a rescheduled detention.

## STUDENT EXPECTATIONS

The students at St. John de la Salle Catholic Academy are expected to be excellent in their respective ways. Why? Because they can! In order to help all students reach their potential, each student is expected to adhere to the following general guidelines:

Attend school and arrive on time. Students are considered tardy after 8:00 a.m. (See Tardy policy) When absent, students must have a note from their parent/guardian or doctor upon their return. Please check with your child(ren)'s teacher about any missed work. Also please see the school policy regarding extended absences. Please note that starting in the 2023-24 school year we will ask all families to limit absences to no more than 4 (excused or unexcused) and 5 tardies before the end of November. We will meet regarding the attendance after the First Trimester and evaluate your continuance at St. John de la Salle Catholic Academy at that time.

Students must respect all faculty, staff, other students, property and visitors of St. John de la Salle Catholic Academy.

Students must be in proper uniform. This includes wearing the proper gym uniform on gym days (M/W and/or F). Parents will be notified in advance of non-uniform days via the Blue Notes newsletter.

We are a faith-based school! Therefore, students are encouraged and asked to participate in enriching religious experiences: prayer, Mass, Scripture readings, etc.

Students are expected to complete all assignments (classwork, homework, projects, etc.) neatly, thoroughly, and promptly.

Students are not allowed to use cell phones and other personal electronic devices (ex. iPods, handheld gaming devices, mP3 players, etc.) during the instructional day. This includes during field trips. In the circumstance of a cell phone, St. John de la Salle Catholic Academy recognizes the safety value the cell phone adds when a student is away from home or a parent. Cell phones may not be carried on the student and must be stored in his/her locker. St. John de la Salle Catholic Academy is not responsible for any lost, damaged or stolen cell phones. If seen in class, a staff member may confiscate the phone. The phone will be turned into the office, which will hold the phone until a parent comes to pick the phone up from the principal. **Parents, please make drop-off and pick-up arrangements for your child(ren) prior to the school day. Students will not be allowed to use the school phone to make such arrangements.**

Bullying (verbal, electronic, or physical), fighting, vandalism, destruction of property and overt disrespect of St. John de la Salle Catholic Academy faculty/staff and other students will result in administrative disciplinary action, which can include suspension or expulsion. All students deserve the right to feel safe. Please refer to appendix for more resources.

*All students are expected to share their talents, enhance their gifts and do their absolute best!*

## UNIFORMS

When you look your best, you feel your best, you do your best. Help us to help our students do exactly that! See Uniform document at the end of this handbook for more details. *Boys may NOT wear earrings or chains. No "colored" hair for boys or girls. No acrylic nails, or fancy nail designs are permitted. No purses or excessive jewelry should be worn. Make up is not permitted.* **Students who violate the uniform policy after warnings will serve Uniform Detentions after school.**

## SEARCHES CONDUCTED BY SCHOOL PERSONNEL

All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

## ATTACKS ON SCHOOL PERSONNEL

Upon receipt of a written complaint from any school personnel, the appropriate school administrator for a private school, shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. The school administrator also must notify the Illinois State Police (ISP) within 3 days of each incident through the School Incident Reporting System (SIRS).

## HARASSMENT

The administration and staff of St. John de la Salle Catholic Academy believe that all students and employees are entitled to work and study in school– related environments that are Christ–centered and free of harassment. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

## SEXUAL HARASSMENT

Sexual harassment is unacceptable conduct. This includes verbal, physical, or electronic forms (including electronic devices and content from social media) of sexual harassment. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension, termination or expulsion.

## BULLYING

As Catholics we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community.

Bullying is:

any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically.  
occurring on campus or off campus during non-school time,  
directed toward another student or students, that has or can be reasonably predicted to  
place the student or students in an unreasonable fear of harm to the student or student’s person or property  
cause a substantially detrimental effect on the student or student’s physical or mental health; interfere  
substantially with the student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.

**Bullying** can take many forms including violence, harassment, threats, intimidation, stalking, cyber-stalking, theft, public humiliation and retaliation for asserting or alleging an act of bullying.

**Cyber-bullying** can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos.

## STEPS FOR SCHOOL RESPONSE AND CONSEQUENCES TO BULLYING/HARASSMENT

**INTERVENTION:** The inappropriate/unacceptable conduct should be stopped immediately. **INVESTIGATION:** The complaint will be investigated promptly, thoroughly, and impartially. In cases in which the severity of the incident may imply a criminal act, the matter will be turned over to the local police department and the parents/guardians will be notified.

**DETERMINATION:** Parents/Guardians will be informed of the findings (Allegation Substantiated OR Allegation Unsubstantiated) when the investigation is complete.

**RESPONSE:** Disciplinary or restorative action for bullying/harassment and/or violation of the School Code of Conduct may be taken which is not limited to an action plan, probation, suspension, and/or expulsion from the school.

**Bullying acts or conduct described above can include the following:**

**Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling.

**Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet;

**Emotional** which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation,, manipulation of friendships, isolating, ostracizing and peer pressure;

**Sexual** which includes, but is not limited to many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact or sexual assault.

**No student shall be subjected to bullying:**

during any school sponsored education program or activity, while in school, on school property, on school buses or

school vehicles, at school bus stops waiting for the school bus, or at school sponsored or school-sanctioned events or activities.  
through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

All members of the Catholic school community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ centered environment. Students are expected to participate in age appropriate educational programs developed by the school that address bullying and teach respect for all. All bullying will be dealt with through the Disciplinary Referral Form to bring any bullying to an end. Parents will be notified about any student involvement.

**Bullying by a student or students may result in suspension and/or expulsion from the school.**

**GANGS**

Gang-related activities have no place in the catholic school which fosters a gospel-based spirit. The following activities/behaviors shall be constituted as violations and are subject to disciplinary action. Any conduct on school premises that may be gang-related, such as passing gang signs.

Any conduct that may be gang-related during school sponsored events or activities.

Students wearing clothing/symbols that may, in the manner that they are displayed, be gang-related. This includes, but is not limited to, jewelry, jackets, sweatshirts, caps or other forms of clothing.

The display of signs/symbols on paper, notebooks, textbooks or other possessions that may be gang-related.

The use, possession, and/or concealing of a weapon.

The principal has the responsibility and authority to gather data on such violations and the totality of the circumstances, and may confiscate any such materials. Violations may result in probation, suspension, and expulsion.

**SUBSTANCE ABUSE**

Substance is defined as illegal drugs and drug paraphernalia, alcohol, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.

Substance abuse means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

Illegal Violations: The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden. **School Procedures for Handling Violations:**

Notify the parent/guardian and suspend the student during the school investigation.

Notify local law enforcement authorities immediately as directed by law.

Conference with principal, parent/guardian, student, pastor, and other appropriate persons as determined by the principal.

Notify the Illinois State Police (ISP) within one to three days of the incident on the ISBE School Incident Reporting System (SIRS).

Notify the school's Regional Director of the incident; fax a copy or send a PDF. of the completed Accident/Incident Report within 24 hours to the Regional Director.

If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian.

Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include but are not limited to continued suspension and/or expulsion.

Appropriate confidentiality shall be maintained.

**MISSING CHILDREN RECORD ACT**

Upon notification by the Illinois Department of State Police of a child's disappearance, as the school in which the child is currently or was previously enrolled, St. John de la Salle Catholic Academy office staff shall flag the birth certificate record of that child in such a manner that whenever a copy of, or information regarding the record is requested, the principal /school secretary/local registrar must immediately report the request, information regarding the birth certificate, or knowledge as to the whereabouts of any missing child to local law enforcement.

- Written documentation of the report to local law enforcement should be maintained in the missing child's record.

- Upon notification from the Illinois Department of State Police that the missing child has been recovered, the school shall remove the flag from the student's record.

**FIREARMS/ WEAPONS**

The principal, with appropriate consultation, shall develop local policies and procedures regarding student substance

abuse, use of alcohol, and possession of weapons.

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure school:

Students and parents shall not carry, possess, or use weapons or firearms in school, or on school premises. Weapons include, but are not limited to the following: knives, brass knuckles, "billy clubs," bats, pipes, sticks and any other object that causes bodily harm.

Firearms (handgun, rifle, or shotgun) are defined as a weapon from which a shot is discharged by gunpowder.

School authorities have the right to inspect and search lockers, desks, parking lots and school campus property. Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

## ACCEPTABLE USE POLICY: TECHNOLOGY

St. John de la Salle Catholic Academy provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote education excellence in St. John de la Salle Catholic Academy by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right. With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. St. John de la Salle Catholic Academy firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school. We have installed filtering software and will supervise during all use. Proper behavior, as it relates to the use of computers, is no different from proper behavior in all other aspects of St. John de la Salle Catholic Academy School activities. All users are expected to use the computers and computer networks in a responsible, ethical and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with school policy.

### I. USE OF St. John de la Salle Catholic Academy SCHOOL'S TECHNOLOGY RESOURCES

Improper use of the St. John de la Salle Catholic Academy Technology Resources is prohibited. Uses of St. John de la Salle Catholic Academy Technology Resources that are prohibited include, but are not limited to: Violating students' rights to privacy/confidentiality, Attempting any unauthorized access to any computer system, Downloading unacceptable materials, Re-posting personal communication without the author's prior consent, Violating copyright law, Using the school's technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and for political purposes, Downloading, installing or storing software on a school computer without the approval of appropriate school personnel, Changing or attempting to alter any configuration, program, and/or password on any computer or system, Using a school computer without the knowledge/approval of school personnel responsible for the computer, Using inappropriate language, pictures, gestures in any form on the Internet, Using the Internet for entertainment or limited self-discovery function, Using the Internet for unauthorized purchases.

### II. PARENT OR GUARDIAN CONSENT FOR STUDENT USE

Prior to a student's use of the St. John de la Salle Catholic Academy technology resources, the parent or guardian of the student must provide written authorization. This consent form is kept in the School Office.

### III. STUDENT

All students who use the St. John de la Salle Catholic Academy technology resources shall sign a form acknowledging the requirements of the guidelines on student acceptable use. This consent form is kept on file during the school year. The Acceptable Use Form is renewed yearly to remind children of their role in acceptable use of technology. A copy of this form is sent home at the beginning of each school year with instructions for completion and the date the completed form is due at school. **TECHNOLOGY USE OUTSIDE OF SCHOOL** Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, **the inappropriate use of technology outside of school may subject the student to disciplinary action.** Inappropriate use of technology may include, but is not limited to harassment of others, use of school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats. Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and his/her family.

## GRADING

Grading Policy

A-90-100

B-80-89

C-70-79

D-60-69

F-59 or below

## HONORS PROGRAM

Students in grades 1-8 receive trimester GPAs and are considered for our Honor Roll Program. The following honors are awarded quarterly.

- Principal's Scholars 4.0
- A Honor Roll 3.5 – 3.9
- B Honor Roll 3.0 – 3.4

Subjects included are Religion, English, reading, spelling, mathematics, social studies and science. Awards are not given to students who earn a D or below in Conduct or Specials.

## FIELD TRIPS

In addition to the calendar dates, field trips of an educational nature are planned during the year by each grade. Written consent is required by parents/guardians for each field trip **VERBAL PERMISSION IS NOT ADMISSIBLE**. However, students whose conduct does not assure a safe trip for all students are not permitted to go on the field trip and parents will be responsible for finding child care for the student that day.

## GRADUATION REQUIREMENTS

Diplomas will be awarded to those 8th grade students who have:  
completed the school's academic requirements;  
achieved a passing grade on the Constitution of the United States and the State of Illinois examination;  
adhered to the school's code of conduct;  
returned all school materials; and

maintained no outstanding balances on tuition or other required financial obligations.

*Diplomas will not be awarded until all financial obligations are paid in full.*

## GYM PROGRAM

Gym classes for students in Preschool—grade 8 are conducted in the parking lot or in the Hall of Heroes located on the lower level of the building when weather does not permit students to go outside. Gym classes are held on Mondays, Wednesdays, and Friday. Students will be informed of which days they have gym at the start of the year.

## STANDARDIZED TESTING PROGRAM

St. John de la Salle Catholic Academy administers I-Ready Diagnostic testing (3 times per year) as a progress monitoring assessment for grades K-8.

Results of these tests are studied and used to improve and evaluate curriculum materials.

Individual student results are sent home 3 times a year with report cards or parent-teacher conferences (Sept/Jan/May).

Students in grades 3-8 receiving the Illinois Tax Credit for scholarship **MUST** take the IAR test each April by State law/agreement.

## HOMEWORK

Homework assignments supplement and reinforce classroom teachings. Parents are encouraged to provide conditions that are conducive to study and homework. The completion of homework assignments affects a student's daily grades and ultimately the report card grades.

## STUDENT SAFETY

Students may not return home for items left behind.

**STUDENTS MAY NOT WAIT OUTSIDE OR AT SCHOOL ENTRANCES FOR PARENTS BEYOND 3:15 P.M.  
STUDENTS NOT PICKED UP BY 3:15PM WILL BE SENT TO AFTER SCHOOL CARE. PARENTS WILL THEN BE BILLED ACCORDINGLY.**

Throughout the school year, students will practice safety drills to ensure familiarity with the situation if the situation were to arise in reality. Students will practice fire drills, bus evacuations, lock-down drills/ intruder drills, 16 soft-lockdown drills/ threat outside of the building drills, and tornado drills. Parents will be made aware after a drill was practiced. Please understand that the drills are meant to prepare for a stressful event, and in doing that, some students may be scared. If your child is stressed about the drill, please reiterate that this a "just-in-case" practice, and they now will be able to stay as safe as possible if something were to come up. At school, the teachers will work to make sure the students, at all times, understand they are safe and secure when they are in school with adults around who will help protect them.

## SCHOOL SECURITY

ALL SCHOOL DOORS ARE LOCKED ONCE CLASSES BEGIN . VISITORS NEEDING TO ENTER THE BUILDING SHOULD RING THE DOORBELL ON THE VERNON AVE. SIDE.

All parents who come to school during the day must report to the office first. **PARENTS/GUARDIANS SHOULD NOT GO DIRECTLY TO A CLASSROOM WITHOUT PRIOR AUTHORIZATION FROM THE OFFICE.**

Students are not permitted in the lower level of the school unless supervised. No student may be anywhere in the building either before or after school or at lunch time unattended. Students enrolled in the Before School Care Program should enter through the parking lot door.

While lockers, desks, and other storage areas are provided to students by the school, the school retains control and access to all areas. These areas are assigned to students for their use on the condition that they will be used in a manner consistent with school rules. School personnel may conduct inspections of these areas and their contents at any time, with or without the student present in order to fulfill their responsibility of maintaining proper safety, control and management of the school.

## PARENTAL COOPERATION

The students' interest in receiving a quality, morally-based education can be served if students, parents, and school personnel work together. Normally, differences between these individuals can be resolved in some rare instances; however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children.

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

*It shall be the express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school set forth in any student/parent handbook of the school.*

These Christian principles further include, but are not limited to, the following:

Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.) and any interactions within or outside the school facility.

*The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning and/or without an intermediate step short of withdrawal.*

## CURRICULUM

The Curriculum of St. John de la Salle Catholic Academy is planned as an extension of the philosophy of the school and is posted on the Archdiocese of Chicago website [ocs.archchicago.org](http://ocs.archchicago.org).

The extension and source of this atmosphere is contained in the spirit of our school. The spirit finds its growth in the religion classes where students learn the plan that God has for them as they live out their lives, search the scriptures to learn how to be Christ-like, and explore the traditions of the Catholic Church.

Classroom prayer and school liturgies provide expressions of this learning, and a way to bring these teachings to each other through our actions.

The intellectual growth of the students is fostered by a good sound basic education, strong in language skills and math.

Understanding of and excursions into history, science, and fine arts, provide a base where the students come to a greater realization of who they are. Accepting responsibility for assignments and behavior aids the student in developing skills which provide him/her with the self-discipline necessary to develop into a well-rounded person.

## BIRTHDAY CELEBRATIONS

Children's birthdays are important and mark the passage of time in each child's life. We will celebrate students in our own ways at school and students may bring store bought cupcakes to the main office on their birthdays to share with the entire class. Invitations for parties must be for the whole class or all boys/all girls to include everyone.

## NUTRITIONAL INFORMATION

### Breakfast / Lunch Information

The Breakfast and Lunch Program is administered by the Food Service Professionals of the Archdiocese of Chicago. The Food Service Professionals operate the largest satellite lunch program in the country. Meals are prepared in a central commissary and are delivered to school each day. All students in grades Preschool through Grade 8 are eligible for free breakfast and lunch.

## St. John de la Salle Catholic Academy NUTRITIONAL PHILOSOPHY

The goal of St. John de la Salle Catholic Academy is to develop healthy eating habits among our children.

Research shows that the diet of children in the United States is deficient in basic nutritional value. Our children consume an abundance of fat, sodium, and sugar. As a result, children are predisposed to high blood pressure, stroke, and obesity, which severely limits their lifestyle and ultimately their life span.

A few years ago, Former First Lady Michelle Obama and Secretary of Agriculture Tom Vilsack unveiled new standards that will result in changes to school meals for children across the nation for the first time in more than fifteen years. The standards are intended to improve the health and nutrition of nearly 32 million children that participate in school meal programs every school day.

For many years FSP (Nutrition Services of the Archdiocese of Chicago) has gone beyond the national standards by providing meals with zero grams of trans fat, locally-grown and organic produce when possible, whole grain products, low-fat milk with no antibiotics or growth hormones, and lean meats. Beginning with the 2012-13 school year, our menus will include an expanded and daily offering of fruits and vegetables, and more whole grain products will be served. Our chefs have designed some new and exciting recipes, while retaining many of your child's favorites in order to enhance your child's dining experience at school.

The health and wellbeing of the children we serve is a top priority. In addition to overall wellness benefits, studies have definitely shown a link between good nutrition and a child's academic performance. Our mission is to provide high quality meals that your children will enjoy, at a reasonable price. This coming year our costs will increase in part due to inflation, but primarily due to the changes in the meal standards. We will firmly believe that school lunch is a very good value for the price especially when considering the nutritional benefit to your children.

## NON-CUSTODIAL PARENT RIGHTS

In the absence of a court order to the contrary, St. John de la Salle Catholic Academy will provide the non-custodial parent with access to the academic records and to all other school-related information regarding the child. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## STUDENT RECORDS

St. John de la Salle Catholic Academy maintains the health and academic records of each child. No records are released without parental permission. Parents (custodial and non-custodial) who wish to review their child's records should make an appointment in the school office. Court orders for records will be honored and parents will be informed of such action.

Parents have the opportunity to meet with the teachers at scheduled conferences during the year. Students' report cards are given out at these conferences. However, all financial accounts must be current or conferences will not be scheduled or report cards distributed.

## TUITION AND FEES

Timely payment of tuition and fees is essential to the operation of the school.

**F.A.C.T.S. Tuition Management Company collects tuition for St. John de la Salle Catholic Academy.** Registered families must submit F.A.C.T.S. Payment Preference Form annually. Payments that are due as indicated on the signed form.

*Each trimester progress reports, report cards, awards, NWEA/MAP and standardized test scores will be withheld until all accounts are current, including tuition, before/after school care, fundraising, and other school fees.* Parents of students whose tuition is not current will be excluded from school and school related activities.

Any payments made in the office must be in the form of credit card, cash, money order, or cashier's check.

**PERSONAL CHECKS ARE NOT ACCEPTED.**

Tuition is a private matter. Families in need of Financial Aid must complete the FACTS Financial Aid application and contact the office. Scholarships are competitive and awarded to students with strong academics and a strong family commitment to the school. St. John de la Salle Catholic Academy, along with Big Shoulders, does not guarantee that



students will receive a scholarship. Financial aid and scholarships are separate, and students will not typically be eligible for both. The funding source of Financial Aid or scholarships is subject to change in the middle of the school year.

## FINANCIAL INFORMATION

The following policies apply in various situations:

1. All outstanding charges must be current before registration for the 2019-2020 school year will be accepted. This includes tuition, before/after school care, fees, etc.

Final tuition payments that are not automatic withdrawals or made online must be made via cashiers' check or cash. Personal checks will not be accepted.

Multiple families will be charged as follows:

A. Families occupying the same residence will be considered two families unless proof of dependency is provided for the other child.

B. Children from other families living with relatives are considered two families unless dependency is proved.

C. Children not living with parents, but whose tuition is paid by a parent in our school are considered families.

4. Parents need to make any business transactions in the school office between 7:30 a.m. and 3:30 p.m.

## WITHDRAWAL/ TRANSFER INFORMATION

The following policies apply to students transferring from

St. John de la Salle Catholic Academy School:

1. Students who are transferring from St. John de la Salle Catholic Academy are charged tuition for any portion of the month in which they are in school.

2. No registration or school fees are refundable.

3. No records are forwarded to the receiving schools or transfers issued until all financial arrangements have been completed; for eighth graders, graduate summaries will not be processed unless tuition is current.

4. Request for transfers or other information will be honored three working days after the request; providing all financial obligations are current.

5. A form requesting a transfer must be completed in the office by a parent or legal guardian. 6. The name, address and zip code of the new school must be furnished in order for us to complete the transfer.

Please note: St. John de la Salle Catholic Academy's Family Registration Fee is not refundable.

All outstanding charges must be current before any files can be sent to a new school.

**All outstanding charges must be current before registration for the next school-year will be accepted.**

## PARENT TEACHER COMMUNICATION

One of the greatest strengths of St. John de la Salle Catholic Academy is the open communication between parent/guardian and teacher. Some notices will be given electronically.

Parents are notified of the need for improvement in areas of study and behavior either by phone call or by report forms issued by the teacher. Understand that everyone at St. John de la Salle Catholic Academy has the best interest of your child at heart. In the end, everyone wants the students to be successful. Please check your child's Wednesday folder for weekly communication in the form of "Blue Notes".

St. John de la Salle Catholic Academy Power School is open for parents to check grades at any time. Grades are updated by teachers, at a minimum, weekly. If you have any questions or concerns, please contact the teacher for clarification. Your username and password stay the same throughout your child's education at St. John de la Salle Catholic Academy. If you have forgotten your username or password, you can get a copy from the office. We do not give out usernames or passwords over the phone.

Parent-Teacher Conferences may be arranged by contacting the teacher for an appointment. Parents arriving for an appointment must first stop in the office for a Visitor's Pass. **ALL APPOINTMENTS MUST BE APPROVED BY MRS. WILLS.**

Parents have the opportunity to meet with the teachers at scheduled conferences during the year. Students' progress reports are given out at these conferences. However, all financial accounts must be current or conferences will not be

scheduled or report cards distributed.

## ACTIVITY POLICY

Students participating in any out of school activity i.e., sports, student council, etc., must observe the following policies:

Written permission and a waiver signed by the parent/guardian, must be on file at school before the child begins to participate.

Parents must show proof of accident/health insurance for the student.

Students pay a fee based on charges incurred for the activity, i.e., league fees, referee fees, equipment or other expenses. These fees must be established by a written “budget” which must be approved by the principal.

Students may be excluded from an activity due to excessive tardiness, inappropriate behavior during school and/or the activity, or for failing grades. Parents will be notified if exclusion from the activity is planned for the student.

## FUNDRAISING POLICY

All St. John de la Salle Catholic Academy School individuals, groups and teams wishing to conduct fundraising activities and or solicit funds, must receive pre-approval for their project/event from the principal.

### Recognized Purposes for School-Related Fundraising:

To support activities of school organizations, teams or clubs.

To support activities that benefit the student body.

To provide supplemental funds that help defray the costs of optional activities that support school programs.

To provide supplemental materials or equipment that enhance the instructional program or the administrative functions of the school.

## VOLUNTEERS

All school/parish employees and volunteers selection is contingent on the results of the background check needed in order to volunteer. Volunteers include parents who attend field trips, school aides, coaches, school board members, or any adult that works with children in any capacity within the parish or school environment. No parent, guardian or adult will be allowed to participate in any of the above until all requirements are met. The development of any club or activity requires the approval of the principal. **ALL VOLUNTEERS MUST COMPLETE THE VIRTUS course.** Volunteers must show proof of vaccination and/or be masked depending on Archdiocese guidelines.

## VOLUNTEER REQUIREMENTS

Beginning with Illinois State Senate Bill 143, effective July 1, 2007, and mandates set forth by the Office for the Protection of Children and Youth, Office of Assistance Ministry, Office of Child Abuse Investigations and Review and the Safe Environment Office, St. John de la Salle Catholic Academy School will meet the requirements mandated by State law and the Archdiocese of Chicago’s mission to promote and protect the dignity of children.

All volunteers and employees must meet the following:

**Application for Employment or Volunteer Service/Form 7703:** All employees and all volunteers who work with children must complete this form.

**Background Screening:** All employees and all volunteers who work with children must complete an online background check. No one can begin to work or volunteer unless they have completed the background check and the background check is approved.

**Safe Environment Training:** All employees and all volunteers who work with children must attend the Virtus/Protecting God’s Children training program within three months of beginning employment, ministry or service. The certificate of Attendance received at the Virtus training is to be kept in the personnel file or volunteer file at the place of employment/ministry.

**Code of Conduct:** All employees and all volunteers who work with children must sign the Code of Conduct Personnel Acknowledgement Form. The signed Code of Conduct form is to be kept in the personnel file or volunteer file at the place of employment/ministry.

**CANTS screening:** All employees and volunteers who work with children must complete the Child Abuse and Neglect Tracking System form (CANTS).

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### RIDESHARE POLICY

St. John de la Salle Catholic Academy will not release children to be picked up by taxi or any ride sharing service. We will only release the child to approved adults from the list provided by the child's parent/guardian. Please contact Mrs. Wills in the Main Office to update approved adults.

### BULLYING

All St. John de la Salle students are important to our school community. As a Catholic school, we believe we are all created in God's likeness and uphold the dignity of the human person. We believe that it is the responsibility of students, faculty and parents to work toward the eradication of any type of bullying. Parents are urged to work in partnership with the school to encourage positive behavior, valuing differences in gifts, talents, and abilities, and promoting sensitivity toward others. Social Emotional Learning programs and Restorative Justice practices are part of the curriculum to help students build healthy relationships, collaboration and communication skills.

Bullying acts involve repeated harassment of another student. Harassment may be:

**Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, pinching, and excessive tickling, theft, destruction of property

**Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, posting and sharing potentially embarrassing or malicious words/photos/videos and threats whether in person, through **any** form of electronic communication or social media, the Internet or written communication

**Emotional** which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure

**Sexual** which includes, but is not limited to many of the emotional acts or conduct described above (in person or through electronic communication or social media) as well as exhibitionism, voyeurism, sexual propositioning, gestures, sexting, sexual harassment and abuse involving actual physical contact or sexual assault.

**Teasing** may lead to **bullying, but on its own is not necessarily bullying.** Teasing behaviors include hurtful name-calling, ridiculing, exclusion, pressure to engage in undesirable behavior, threatening, gossip, and fighting. Teasing behaviors include repeated harassment that may turn playground squabbles into bully behavior of intentional malicious harassment and physical abuse. Situations can take place at home or at school. Students who are teased themselves may tease others.

Students who are witnesses of bullying or victims of bullying are expected to report the bullying to the teacher. Parents of children who are witnesses of bullying or who feel their child is a victim of bullying should report this to their child's teacher, as well. Parents need evidence and specific information to support their claim. The teacher will determine the validity of this report and bring it to school administration, if valid. The school administration will then investigate the claim and determine the appropriate response depending on whether the allegation is substantiated or unsubstantiated. St. John de la Salle School follows the policy of the Archdiocese of Chicago in addressing and responding to bullying.

The school's goal is to create a positive school climate, to educate students about the harm that results from teasing/bullying behaviors and the significant participative role of by-standers when it takes place. We also teach students the strategies for dealing with such behaviors, engage parents as partners in teaching and modeling respectful behaviors at home, and to promptly punish bullying behavior when it is reported. Our goal is to teach skills for prevention of teasing and bullying as well as to promote self-resilience and coping skills among all students so they know how to deflect harmful teasing.

Bullying is considered to be a major behavior. Any incidents of bullying should result in an office referral form and the student being sent to meet with school administration. Parents of both the bully and the student being bullied must be informed.

All students are taught to report bullying behaviors to a teacher, playground supervisor, principal, or other delegated authority as soon as the incident occurs. All reports of such behaviors, even minor incidents, will be logged and tracked through office referrals. In addition to the bully, the by-standers are *also held responsible*. As a school community, we all are involved. Bystanders may also be held responsible for teasing and bullying behaviors. Parents are also expected to follow the school guidelines for positive behavior and avoid any behavior that could be defined as bullying or harassment. Any parent who displays bullying behavior towards a child, parent, or staff

member either directly or indirectly can face consequences, up to and including expulsion from St. John de la Salle.

## FIGHTING

In grades 1-8, any student that puts their hands on another student will be sent home, without question. This includes play-fighting, which has no place in the school environment. If the incident happens after 12 p.m. noon, the student will stay home the following day. The parents of both students will be called immediately. Students engaging in fights will be suspended in and/or out of school for 1-3 days depending on severity. Every situation is different and will be handled privately on a case-by-case basis.

## COMPUTERS AND INTERNET USAGE

Access to the school devices and the school network is given to students who attend our school, for their responsible use. Often the teachers will guide and direct students to retrieve information from the internet for research. At school, students are only allowed to access sites in order to complete an assignment. Students will have access to Chromebooks, laptops, and tablets. This property must be used appropriately and safely. Damages that arise from careless use will be paid for by the student (or paid for by the student's parents) who abused the property.

Third through eighth grade students will receive a school email account that will enable them to use Google Apps. This account should only be used for academic purposes. Students should do this only to interact with SJDLS teachers and students. Any inappropriate use of this account could result in loss of their account or additional disciplinary measures. Students should never use their personal email accounts on school devices.

All students, teachers, and staff are required to comply with the policies outlined by the school for the use of computers and tablets within the school and use of the internet in school and in school-related activities. The computer network and internet use policies are outlined in an Acceptable Use Agreement. A copy of this policy and the student-parent agreements will be distributed in Technology Class. All students and their parents are required to sign the agreement and a copy of the agreement is kept on file for the calendar year.

Student websites referencing the name *St. John de la Salle* or any member of the SJDLS community should reflect Christian values. Any derogatory comments or pictures, personal attacks, rude or inflammatory language or postings on the internet (including, but not limited to Facebook, Twitter, etc.) will result in disciplinary consequences. Conduct, whether inside or outside the school, which is detrimental to the reputation of the school, can result in discipline.

**Parents/guardians are primarily responsible for the student's appropriate and ethical use of technology *outside of school*. Some inappropriate use of technology outside of school, however, may subject the student to disciplinary action.** Action-worthy inappropriate use of technology may include but is not limited to: harassment of others, derogatory use of the school name, remarks directed to or about teachers, staff, and students. It also includes offensive communications including videos/photographs and threats. Students who appear in photos or send messages conducting themselves in rude, vulgar, or inappropriate manner or gestures and are wearing identifiable school uniforms depicting St. John in a negative light, will be subject to serious discipline.

## Addendum 2023

**Faith's Law-** this new law imposes two new obligations on employers. First, it requires employers to perform sexual misconduct employment history checks ("EHC") on anyone hired after July 1, 2023. Second, it requires employers to respond to sexual misconduct EHC from other current or prospective employers. St. John de la Salle Catholic Academy agrees to abide by this law in properly screening potential staff and teachers.

**Concussion Protocol-** Athletes who show symptoms of a concussion cannot under any circumstances return to action without the permission of a medical professional. This is non-negotiable. SECTION 1. Title 7 of the Municipal Code of Chicago is hereby amended by adding a new Chapter 7-22, as follows:

7-22-020. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion, including loss of consciousness, headache, dizziness, confusion, problems with immediate recall, disorientation as to time place or person, fatigue, blurred vision, or balance problems, shall be immediately removed from the contest. If no health care professionals are immediately available and an injured student athlete has any of the described signs, symptoms, or behaviors, he or she shall be promptly taken to a facility for appropriate medical care. For purpose of this Chapter, "health care professionals" shall be defined as "physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers."

# St. John de la Salle Uniform 2023-2024

## Formal Uniform



### SUMMER (August, September, April, May, & June)

- Official Royal Blue Polo
- Navy Shorts & Belt (*no cargo shorts, no tight shorts*)
  - *Shorts MUST reach the knee*
- Plaid Jumper or Skirt (*optional*)
- White, navy, or black socks (*visible above shoe*)



### WINTER (October 1- March 31)



- Official Royal Blue Polo (*long sleeve or short*)
- Navy pants & Belt (*NO jeggings or slim fit*)
- Plaid Jumper or Skirt (*optional*)
- Crew Neck or Hoodie Sweatshirt
  - *Polo MUST be worn under sweatshirts!*
- White, navy, or black socks **ONLY** (*visible above shoe*)

**SHOES MUST BE ALL BLACK GYM OR DRESS SHOES. NO OTHER COLORS ARE PERMITTED. NO CROCS, NO BOOTS OF ANY KIND, NO HEELS.**

## Gym Uniform

### SUMMER (August, September, April, May, & June)



- Yellow or Blue Gym Tee
- Official Blue Gym Shorts
  - *Shorts MUST reach the knee*
- White or black socks (*visible above shoe*)
- Gym Shoes



### WINTER (October 1-March 31)

- Yellow or Blue Gym Tee & Sweatshirt (*crew or hoodie*)
- Official Blue Gym Sweatpants
- White or black socks (*visible above shoe*)
- Gym Shoes

*Navy pants, shorts, socks, and shoes may be purchased anywhere. Jumpers & Skirts are available at Kids for Less. Gym Uniform and Polos via In-School order or at <https://st-john-de-la-salle-catholic-academy.square.site/>*