



Frassati Catholic Academy  
A Regional School supported by St. Mary of the Annunciation,  
Santa Maria del Popolo, and Transfiguration parishes.

## Student and Parent Handbook

316 W. Mill St.  
Wauconda, Illinois 60084  
847-526-6311

SCHOOL OFFICE HOURS: 7:45 am-3:30 pm Monday-Friday when school is in session

*We at Frassati Catholic Academy strive to teach our children the Catholic faith by promoting their spiritual, academic, social and emotional growth. With an emphasis on the Beatitudes, students will develop their unique God-given talents to lead faith-filled lives as missionary disciples of Christ. We are committed to supporting parents as the primary educators of their children by nurturing strong partnerships between families, school and parish communities. We entrust this mission under the patronage of Blessed Pier Giorgio Frassati for the benefit of all who pass through our hallways.*

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## **GENERAL INFORMATION**

This handbook is designed to help parents, teachers, and students partner for success. No school handbook can address every situation that may arise during a school year. In collaboration with the pastors and faculty, the principal is responsible for making appropriate decisions not covered in these policies. Needs and circumstances change during the course of the year and may require immediate action. The administration exercises authority to establish good order for the school.

The school and administration reserve the right to establish fair and reasonable rules and regulations for circumstances requiring actions not covered in this handbook. These rules and policies apply to any student who is on school property, who attends school or school-sponsored activities, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. In all cases, rules, regulations, and consequences shall be consistent with previously established rules and consequences in similar situations. Matters limited to this handbook should not be interpreted as a limitation to the scope of the school's responsibility and, therefore, the school's authority in dealing with any time of infraction that may not be in the best interest of the safety and welfare of the students. The school reserves the exclusive right to interpret and enforce all legal/AOC policies and procedures in this handbook and those that appear in Archdiocese handbooks. At any time, the school reserves the right to establish new and/or add policies and procedures necessary to address particular conditions or situations.

Statements in this handbook are subject to amendment with or without notice. The school administration will attempt to keep you informed of all changes as soon as practical. Some changes may be made immediately due to unforeseen circumstances.

Pronouns used about persons throughout this handbook are intended as generic terms.

The word "Parent(s)" is used to identify the person or persons who, by blood or law, hold primary responsibility for the child's well-being.

### **Mission:**

We at Frassati Catholic Academy strive to teach our children the Catholic faith by promoting their spiritual, academic, social, and emotional growth. With an emphasis on the Beatitudes, students will develop their unique God-given talents to lead faith-filled lives as missionary disciples of Christ. We are committed to supporting parents as the primary educators of their children by nurturing strong partnerships between families, school, and parish communities. We entrust this mission under the patronage of Blessed Pier Giorgio Frassati to benefit all who pass through our hallways.

### **Vision of a Graduate**

The academic and spiritual program of Frassati Catholic Academy is designed so that our 8<sup>th</sup> grade graduates develop:

- A genuine sense of Catholic identity rooted in the Gospel that leads to an authentic relationship with God.
- A mature spirituality that reflects the charisms of Pier Giorgio Frassati.
- An uncompromising formation in Catholic morality.
- Respect and responsibility for self, family, church, and community.
- Knowledge, awareness, and capabilities to maintain physical, emotional, and mental health.
- Solid academic skills that nurture a life-long love of learning.
- Self-confidence and discipline necessary to become servant leaders.
- The willingness to live productive and virtuous lives, making a spectacular difference in the world.

### **Calendar**

The school calendar can be found on the main school webpage. Students attend school for 176 days.

### **Bussing**

Frassati Catholic Academy students who live in the district can choose to travel to and from school via the District 118 bus system. This bus system is available to Frassati Catholic Academy students who live within the District 118 boundaries and who reside more than 1 mile from the school. Students must be five years old to ride the district bus.

Students riding the District 118 bus must follow all the rules established by the District. Each family using this bus service will receive a copy of the District 118 bus rules at the start of the school year. Additionally, the bus rules can be found in the transportation section of the District 118 website.

### **Lunch**

Frassati Catholic Academy does not offer a hot lunch program. Students need to pack a healthy lunch brought from home each day. Many grades also have a designated snack time during the day. The homeroom teacher will communicate the guidelines for snack options and frequency. Soda/Pop or energy drinks are not allowed as part of lunch. Milk will be made available for purchase each month through FSP food service. Students are not allowed to have fast food delivered to school for them.

### **Deliveries to School:**

Students are not permitted to phone parents for homework, projects, uniform clothes, or other items that may have been forgotten at home. These are learning opportunities for students and a chance for parents to work with their students at home in the evening to be sure they are prepared for the following school day. The school office staff cannot guarantee delivery of items if a parent drops off materials after the school day has begun.

## **Extended Day Program (EDP)**

The extended day program is a pay-as-you-go program available to currently enrolled Frassati students on days that school is in attendance. The program is available from 6:30 am until school starts and from 3:15 pm to 6:00 pm. Families will be charged \$6.00 per hour/per student for the time that is used, billed on the quarter hour. Any student not picked up on time will be charged \$6.00 for the first 10 minutes and then \$10 for every 10 minutes after. Any student who is chronically picked up late will be suspended from using the program. A \$10 annual registration fee is assessed on the first invoice. Every effort will be made to accommodate students who need before and after-school care. Families must sign up each student who will be using the program daily. Students who frequently attend and are not signed up will be suspended from using the program. **Students cannot use their cell phones during the Extended Day Program. Should you need to speak to your student or with the Extended Day Program staff, please contact the Extended Day Program staff directly.**

## **Directory Information**

The school directory, which is issued at the start of the school year, will include family information unless a parent or guardian requests to not be included. The school will annually ask families to opt in/out of the directory. **Without written notification to the school, the school assumes that the parent or guardian does not object to the release of designated directory information.**

## **Photo Release**

Throughout the year, we may showcase our school through newspaper articles, social media posts, and school broadcasts. Pictures tell 1,000 words, and we love to use them. Annually, we ask families to opt in/out of the photo and academic work release. Families who do not want their child/ren photographed or work published will be noted. **Without written notification, the school assumes that the parent or guardian does not object to their student(s) being photographed and their work being published. We never post last names when we post pictures or work to protect our students and families.**

## **Supervision of Students**

The school will provide supervision beginning 30 minutes prior to the start of school, beginning at 8:00 am. The school also provides 15 minutes of supervision after the school day ends until 3:30 pm. Outside of these times, if parents/guardians have not arrived, students will be sent to before/after care while waiting, and all fees will apply.

**Arrival and Dismissal:** Students arriving at school in the morning will wait in the designated area until it is time to go to their classroom. The school day begins at 8:30 am Monday through Thursday and 9:00 am on Friday. The school will open to students at 8:00 am each day (Monday-Friday). School is dismissed at 3:00 pm each day for preschoolers and at 3:15 pm for kindergarten through 8th grade students. At dismissal, parents are asked to wait in the designated area. They are not to be in the hallways or classrooms before dismissal. Parents

must cross the road to pick up their student(s). We will not allow students to cross the street without an adult. Parents are welcome to wait in the foyer if the weather is inclement. Students not picked up by the end of the car line each day will be sent to the Extended Day Program (EDP), and any charges incurred will be applied.

**Release of students from school:** Students will only be released to parents/guardians or an authorized pick-up person. If your child will ride home with another parent, please contact the school office. Parents or legal guardians need to contact the school office if anyone is to be added or removed from the approved pick-up list.

### **Volunteer & Visitor Guidelines**

Our school relies on and welcomes volunteers to help with lunch/recess duty, class parties, centers, mystery readers, and helping with or leading special events. To that end, we have volunteer requirements written into our family contract. Each K-8th grade family is required to volunteer 20 hours a year, and preschool-only families are required to volunteer 10 hours a year. Any unserved hours will be billed at \$15 per hour.

Volunteers must complete the required Virtus training and background checks when working directly with students as mandated by the Archdiocese of Chicago. For more information about the specific requirements for becoming a volunteer at Frassati, please visit our school website or contact the school office.

Volunteers are expected to conduct themselves respectfully. Please note that discipline is not the responsibility of a parent volunteer. Should a student need redirection during an activity, the volunteer should defer to the teacher or school personnel on-site. If volunteer behavior is disrespectful or not aligned to the school mission, the administration may ask that the volunteer discontinue volunteering. Please refer to the following guidelines when volunteering or visiting the Frassati campus:

- Enter the school building through the main door and sign in at the school office.
- Report directly to the area you are volunteering at on that day.
- Follow the teacher/staff/administration's instructions.
- Complete assigned duties.
- Stop at the office to sign out prior to leaving the building.
- Always act professionally.
- Maintain strict confidentiality regarding student abilities and behaviors.
- Direct any suggestions or concerns to the teacher or the building administration.
- Do not interrupt the academic day by entering classrooms or conducting personal/parental business.
- Parent volunteers are expected to adhere to the same dress and behavior expectations as outlined for students.

## **Fundraising**

There are various fundraising opportunities that take place throughout the school year. It is important for families and our community to understand the different types of fundraising and why it is important to support both.

***Frassati Family Association (FFA)***- This fundraising goes directly to the FFA and is used to support events for students throughout the year. These fundraisers include but aren't limited to FunD Run, Mother/Son event, Breakfast with Santa, and book fairs.

***Direct School Support Fundraising: Strengthening the Eagle Fund*** - The Eagle Fund is the cornerstone of our school's financial stability, directly supporting our operating budget to ensure a high-quality education for all students. There is a significant gap between the actual cost of educating a student and the tuition each year. The Eagle Fund is essential in bridging this gap, ensuring every student receives the full benefit of an exceptional education at Frassati Catholic Academy. Direct School fundraising includes but is not limited to the Gala, Trivia Night, Christmas Cash Raffle, and Harvest Hustle 5k.

## **Communication**

Communication is key in all areas of our school community. Teachers, staff, and administration will do their best to communicate with parents and students regarding celebrations, concerns, or changes that may be going on at school. If you have a concern, please speak to the classroom teacher first and then seek administration should you have continued or further concerns. **Please remember that teachers and staff are engaged with our students during the school day, so should you need immediate assistance with anything, please contact the school office. Teachers will return emails or phone calls within 24 hours.**

## **Parent/Teacher Conferences**

Parent/Teacher Conferences are held in October leading up to the end of the first trimester. This is a time to check in with teachers and parents to discuss the progress and set future goals. Parents should try to attend this fall parent/teacher conference. Additionally, if you have concerns, please contact the teacher directly.

## **Parent/Guardian Conduct**

As partners in their children's education, parents/guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related activities. If the partnership is no longer viable in the administration's opinion, the school reserves the right to require the parent/guardian to unenroll their child(ren) or not to accept registration for the next school year.

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault, or threats to the faculty, administration, staff, students, and volunteers of the school.

Parents or guardians who post defamatory or threatening statements about the school, staff, or students on social media can be required to remove the offensive material or withdraw their child(ren) from the school.

The use of the school's name or any version of its logos is protected by copyright and cannot be used for personal or public purposes without explicit approval from the school administration.

Ordinarily, a student is not deprived of a Catholic school education on grounds relating to the actions/attitudes of a parent/guardian. However, a meeting may be scheduled with the parent, administration, and/or the pastor. When the judgment of the principal, the behavior of a parent/guardian seriously interferes with teaching, learning, or a positive school environment, the administrator may:

- Inform the parent/guardian of their right to be present on school grounds is temporarily or permanently suspended
- Dismiss the child(ren) of the parent/guardian temporarily or permanently from Frassati Catholic Academy.

### **PowerSchool**

PowerSchool is an electronic communication system used to record student records and academic progress. Families need to check the system regularly as this is the main form of communication with families regarding academic progress and grades.

Students in 2<sup>nd</sup>-8<sup>th</sup> grade will have access to this system.

### **SeeSaw**

Students in PreSchool-3<sup>rd</sup> grade will have a SeeSaw account set up for their family. This is the way the teacher will communicate class messages and provide a repository for student work should there be a need for a student to work remotely.

### **Google Classroom**

Students in 4<sup>th</sup>-8<sup>th</sup> grade have individual Google Classroom accounts. This gives them access to classroom assignments, email and teacher communication regarding their work.

### **Deadlines**

Deadlines are established to provide for the effective operation of the school. All requested information must be completed by the due date, or it will not be accepted.

## **ADMISSIONS AND TUITION**

### **Statement of non-Discrimination**

Policy ES130.1 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 the administration of educational policies, loan programs, athletic programs, or other school-administered programs.

*Frassati Catholic Academy conforms to the policies of the Archdiocese of Chicago, Office of Catholic Schools.*

Frassati Catholic Academy may admit students who are not Catholic, provided they understand that participation in Catholic religious instruction and school activities related to Catholic identity of the school are required.

Registration fees and all required documents should be provided to the school office before the start of the school year to avoid delay in a student starting.

Students from supporting parishes have registration priority. All registration is on a first-come, first-serve basis. Registration fees are non-refundable.

### **Age-Requirements**

- Students entering Pre-School 3 must be three years of age before September 1<sup>st</sup> of their preschool 3 year.
- Students entering Pre-School 4 must be four years of age before September 1<sup>st</sup> of their preschool year.
- Students entering kindergarten must be five years of age before September 1<sup>st</sup> of their kindergarten year.

**Frassati Catholic Academy is accredited by the State of Illinois. All age guidelines set forth by the state are followed.**

### **Tuition and Fees**

Frassati Catholic Academy relies on the tuition of our families to fulfill our budget obligations. Frassati Catholic Academy does its part to educate our students, so we rely on families to pay their tuition on time.

All families will have an account set up with FACTS. Families will set their payment schedule and keep up with their payments.

All tuition must be paid on time. A family that has a tuition account and becomes delinquent is subject to the consequence of school exclusion.

- Parents will be contacted when their account becomes 15 days delinquent.
- If a resolution hasn't been met by the 25<sup>th</sup> day the account is delinquent, a written notice will be sent detailing the delinquency policy:
  - o On the 30<sup>th</sup> day of delinquency a student may not come to school until payments are made.

- o Student records will not be released for graduating or transferring students.
- o A family may not re-enroll for the following year.

### **Check Payments**

Personal checks may be used to make payments for a variety of activities and events at school, not limited to registration for activities, tuition, and EDP. If a check is returned for “insufficient funds” a \$25.00 charge will be assessed on the family’s FACTS account. If two checks are returned in one year, the school will no longer **accept** personal checks for the remainder of the school year.

### **Registration Requirements**

Upon registration for school, each family will pay a non-refundable \$150 registration fee. To complete the admission process families need to ensure that they have submitted all paperwork required.

- Completed online Tuition Contract
- Completed online New Student Application
- A copy of the student’s birth certificate
- A copy of the student’s baptism certificate if they have been baptized
- A copy of their cumulative file if they are transferring from another school
- Any service plans, 504 or IEP’s if applicable
- All necessary health forms including physical and vaccination record, eye and dental
- Any medication forms signed off on by the doctor for medication to be taken at school. This includes over-the-counter medications to be taken at school.

### **For students who are seeking admission to preschool:**

Children must be *completely* toilet trained before school entry. This means the child is fully aware of and in control of their bodily needs, does not need to wear diapers or training products such as Pull-ups, and can use the toilet without assistance. It also means that the child can fasten/unfasten their clothing and thoroughly wipe and clean themselves.

Even when children are toilet trained, accidents do occur. Families must provide a change of clothes to be kept at school. However, if a child has an accident and cannot clean and change themselves, then a family member or other adult on the emergency contact list must be called to come to school and assist the child. In instances where frequent accidents are symptoms of an illness, it will be necessary for the child to stay home until they are well and can use the bathroom without incident.

### **New and Transfer Students 60-Day Probationary Period**

All student records and payments must be current at the time of acceptance. Any family owing tuition to another Archdiocesan school will not be accepted.

All new and transfer students are welcome and will be accepted on a probationary period of

60 school days. During that time, students should maintain passing grades, have no disciplinary concerns, and should report to school on time.

Students with specific learning needs may be accepted if the school has the staff and ability to ensure the necessary accommodations can be made for the student's success. When requesting student records, all student service plans must be provided to the school to ensure we can adequately serve the student. During the probationary period, if the school determines the student cannot perform academically or if behavior occurrences disrupt the school day, the student may be asked to unenroll.

### **Student Screening**

Transfer students may also be asked to take a placement test if needed for a middle school class placement.

### **Homeroom Assignments**

If there is more than one class of the same grade, homeroom placement is determined at the principal's discretion along with the teaching team. The school reserves the right to determine the best placement based on the class's needs to create a balanced classroom environment.

### **Transfer Students**

Students/ Families transferring out of Frassati Catholic Academy will be asked to participate in an exit interview with the principal or their designee. This is a way for the administration to understand why students are transferring and if there are areas of improvement for the school team.

Transferring families are responsible for all fees for the year, even if they are leaving before the end of the year. The fees are used for books and materials that are provided to students at the start of the year. Tuition is due through the current month even if the student only attends one day of the month. All tuition and fees must be up to date prior to records being released to the new school.

### **Student Records**

Student records are kept confidentially at the school for 75 years after graduation. When a student transfers, copies of their records are sent, and the original is maintained at the original school of entry.

### **Request to Review Records**

Parents can request to review a student record. The request should be made in writing, and the administration will respond within 10 workdays. At the time of the review, nothing can be removed or changed.

## **Subpoena/court order for records**

A subpoena may request records in lieu of a personal appearance. In this case, the subpoena should state specifically the records being requested.

## **Missing Children Records Act and Registration Law**

As a non-public school, Frassati Catholic Academy (FCA) maintains copies of certified birth certificates for each student enrolled. The school notifies the parents/guardians that such documentation is required upon registration. In addition, copies of transfer student records must be requested within 14 days of enrollment.

As required by the Illinois Missing Children Records Act and the Illinois Missing Children Registration Law the education record of a current or former student who has been identified as a missing child must be flagged as such when the school is notified that the student is missing. Whenever a flagged record is requested or knowledge as the whereabouts of any missing child is made known, the school is required to immediately report the request or information pertaining to the child's whereabouts to the Illinois Department of State Police. The Illinois Department of State Police will notify the school when the flag may be removed from the student's file.

## **ATTENDANCE**

School attendance is fundamental to the academic success and spiritual growth of our students. For this reason, students are expected to attend school on a daily basis for the school term, unless an absence is excused.

A student is absent from school when he/she is not physically present on a required student attendance day. A student is tardy when he/she is not physically present at the posted opening of a regular required student attendance day.

### **Reporting Process**

**Absences:** Any day that a student is absent from or tardy to school, the student's parent/guardian must call the school office at 847-526-6311 within 30 minutes of the opening of a regular student attendance day to report the student's absence or tardy. If a parent/guardian fails to report a student's absence, it will be recorded as unexcused. The school will contact the parent/guardian if a student is absent, and a notice of absence is not received within 60 minutes of the opening of the student attendance day.

A student absence will be excused if it is due to: (1) student illness (including mental/behavioral health); (2) observance of a religious holiday; (3) death in the immediate family; (4) a family emergency; (5) other situations beyond the control of the student as determined by the principal; (6) other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional or physical health or safety; and (7) other reasons approved by the principal.

Absences due to medical reasons may be required to provide medical documentation. If medical documentation is required and is not provided, the absences will be marked as unexcused. Students whose absences are excused will be allowed to make up missed assignments.

An unexcused absence is an absence from school for a reason other than those listed above as an excused absence. Students will lose credit for assignments on school days or for classes from which the absence was unexcused. Please refer to the Academic Procedures section on page 13 for additional information about making up missed assignments.

**Tardies:** Students are expected to be in class on time so they maximize their learning opportunities. Students arriving at school after 8:30 am Monday, Tuesday, Wednesday & Thursday, and 9:00 am on Fridays are considered tardy and must report to the school office upon arrival. After reporting to the office, the student can join his/her class. Tardies are recorded in the school office and are reported on the student's report card. Students may accrue up to 5 each semester – Excessive absences or tardiness will be addressed individually and may be subject to disciplinary action.

To be marked present for a full day, students must arrive at school within the first hour of the school day. Additionally, students who leave within the first hour of the school day will be marked absent for the full day. It's important to note that a student leaving school before 12 pm or arriving after 12 pm will be marked absent for a half day, which may affect their attendance record.

**Early Dismissal:** If it is necessary for a student to leave school during the school day, the student's parent/guardian must call the school office at 847-526-6311. Students to be dismissed early from school will be picked up from the school office.

**Excessive Absenteeism:** Excessive absenteeism means absences totaling 10% or more of school attendance days in the current school year, including excused and unexcused absences. We will periodically review our student absence data to determine if any students are excessively absent and if so, we may call the parent/guardian to discuss the reasons for the excessive absences. Additionally, if appropriate, the school may provide the parent/guardian with a list of resources to obtain counseling or social services that will encourage daily attendance and promote success.

If there is no improvement in attendance or cooperation by the student or parent guardian with their efforts for their child, the student may be withdrawn from the school.

### **Vacation/Travel**

Please notify the school office before a vacation. Absence due to vacation disrupts your student's formal education program. School work is not provided in advance of a vacation, nor is the teacher responsible for providing individual instruction in anticipation of or following a vacation. Please refer to the Academic Procedures section on page 13 for additional information about making up missed assignments.

Additionally, if parents are going to be out of town and someone else is in charge of the household, please notify the school and provide contact information.

## **ACADEMIC PROCEDURES**

**Academic Honesty:** Academic honesty is expected of all students and is modeled and monitored by teachers, staff, and administration. Academic honesty promotes personal integrity, encourages the use of original ideas, and ensures full acknowledgment of others' work. In contrast, plagiarism involves using another's words or thoughts without crediting or acknowledging the source. Cheating entails gaining an unfair advantage by misusing technology, claiming others' work as one's own, and using unauthorized sources to receive credit. Copying refers to duplicating answers or work from someone else or allowing others to copy one's work. Maintaining academic integrity is essential for fostering a fair and respectful educational environment.

Student Responsibilities:

- Students credit others for their ideas and work, are acknowledged for their own thoughts, ideas and work, and are evaluated based on their own work
- Students develop their own perspectives and ideas and express ideas and information in their own words

Parent Responsibilities:

- Read, understand, and support the policy.
- Provide the environment for your students to complete any work that comes home.
- Guide your students in their work; do not complete it for them.

**Homework:** Homework assignments generally expand on or reinforce classroom objectives and teaching. Homework should foster independent study habits. Homework is not limited to written assignments. It can include reading, memorizing, reviewing, studying, researching, and working on long-term projects. Whatever type of homework is assigned, the student must accept responsibility to be prepared for the upcoming class and do their best to complete the assignment. Students are responsible for all assignments given in class during their absence. Parents are encouraged to check Powerschool online to check their child's progress. Should you note that your child is missing an assignment or if you have concerns, please do not hesitate to contact the teacher to discuss the child's progress.

To receive credit for work missed during vacation/illness/or excused time away from school, students must complete all assignments within the time frame upon return. (A student gets one day to complete missing work for each day missed. For example, if a student misses three school days, they have three school days upon return to complete the work for full credit).

**Promotion/Retention:** Promotion and graduation take place when a student demonstrates satisfactory completion of his/her work at the previous grade level. Promotion and graduation are contingent of receiving passing grades in all core subject areas. **Core subject areas include: English, Theology, Reading, Mathematics, Science, Social Studies, Spanish and Physical Education/Health.** Art and music will also be taken into consideration. Students must pass an examination of the United States Constitution and the Illinois State Constitution in 7<sup>th</sup>/8<sup>th</sup> grade.

The decision to retain a student shall be made only after there has been adequate evaluation and documentation that indicates the student would benefit from retention. Failing grades in the last trimester of the year may indicate the need for summer school or an alternative summer program in order to prepare for the next grade.

### **Progress Reports**

Progress reports are sent home at mid-trimester. These are meant to guide/alert parents and students to a student's progress. This is a time to reassess and set goals for the remainder of the trimester. If the student or parent has questions or concerns they should reach out to the teacher directly.

### **Reporting Student Progress**

At the end of each trimester students will be presented with a report card to document their progress. Report cards are meant to be a time to discuss with students their goals for the year. Report grades are final. The PowerSchool portal will close one week prior to the end of each trimester. Please be sure to help your student plan ahead to reach their goals.

### **Standardized Testing:**

Students in Kindergarten through eighth grade will participate in the iReady program. This is an adaptive diagnostic test given 3 times a year in both math and reading to help students address areas of strength and areas for improvement. Following each diagnostic period students will be assigned lessons at their individual level to help build skills in areas of need.

### **Grading Scale**

A 93-100%  
B 85-92%  
C 76-84%  
D 68-75%  
U Below 68%

### **Honor Roll**

Students in 3<sup>rd</sup>-8<sup>th</sup> grade are eligible for Honor Roll each trimester. Students earning all A's including specials will receive High Honors. Students earning A's and B's with receive Honors.

### **Field Trip Procedures**

To correlate with the academic program, field trips are planned periodically. Since field trips are learning situations, they are counted as a school day and attendance is required. Prior to

scheduled trips, a permission slip signed by a parent is required. **We can NOT accept a hand written note in place of the permission slip.** The permission slip will also address the dress code, day/time of the field trip, transportation and meal provision. The permission slip will inform the parents if the trip is extended beyond the normal arrival/dismissal time. Charges for field trips cover the entry fees and in some cases transportation. While on a field trip, all school rules are in effect. Fees may apply to chaperones and all chaperones must be VIRTUS approved. *Chaperones may be needed for field trips and classroom teachers will reach out to let parents know the needs for the specific trip.*

## **Technology**

Elementary and secondary schools may provide technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents/guardians, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Access to computers provides the potential availability of material that may not be considered of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of computers, is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the computers and computer networks in a responsible and ethical manner. This document is intended to clarify these expectations as they apply to computer and network usage in schools.

Parents /Guardians and students must sign and acknowledge the school Acceptable Use Procedure. The parent/guardian must authorize the student to have access to the school technology resources at the beginning of each school year.

### **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 the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs, and threats.

The amended Juvenile Court Act (effective January 1, 2011) prohibits a minor under the age of 18 from electronically distributing or disseminating any material that depicts another minor nude or engaged in any sexual or lewd conduct.

The possession of sexually explicit images of minors on any device is prohibited regardless if any state laws are violated or not. Parents/Guardians and the police may be contacted to investigate all involved in sexting. Students will be disciplined for sexting and each case will be referred to local law enforcement to determine whether or not criminal charges are



appropriate.

It is the school's expectation that parents monitor their child's media accounts. Students may not post negative comments or pictures about FCA, their peers or staff on any social media sites. Additionally at no time may a student "friend request" an employee of FCA. Attempting to "friend" an employee or comment on an employee's personal social media account, or screenshot a staff's social media account, is strictly prohibited. School staff may not request or require a student to provide a password or other related information to their account in order to gain access to the student's account or profile on a social networking site. School staff may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy, and the school may require the student to share content from their social media account in the course of the investigation. (105 ILCS 75/15)

### **Electronic Communication Devices**

During school hours including before and after school care students are only permitted to use electronic devices owned and managed by the school. This includes but is not limited to computers, tablets, phones, smart watches, headphones/Airpods and iPod/iPads. All electronic communication devices brought from home will be given to the homeroom teacher at the start of the school day and will be returned at dismissal.

### **Faith Formation/Catholic Identity/Prayer and Liturgy**

Frassati Catholic Academy infuses Catholic Identity into all aspects of the school day. Students participate in daily prayer, seasonal prayer services, retreat experiences, vocational information and liturgical celebrations. Students also attend mass weekly. We invite parents to join us for mass and liturgical celebrations throughout the year.

A program of preparation is provided for students preparing for Reconciliation, Eucharist, and Confirmation. Sacramental preparation is part of the school day but is also a requirement of the Church and the parish is the entity that provides sacraments. Our students can choose to receive their sacraments at their home parish, so each parish has their own requirements. Parents are expected to ensure at the beginning of a sacrament year (2<sup>nd</sup> and 7<sup>th</sup>) that they have communicated to the school which parish their child will make their sacrament at (via a sacrament preparation form), so they can be provided the proper schedule.

## **HEALTH AND WELLNESS**

### **Wellness**

Frassati Catholic Academy seeks to provide a learning environment that promotes health and wellness, a balance of good nutrition, and providing an environment where students can develop and learn.

We respect each family's right to pack lunch and snacks of their choosing, but we will reach out and notify parents if there are concerns of students consistently bringing unhealthy meals, drinks or snacks. Students will receive education in health and wellness skills including nutritional education.

- Students will participate in Physical education class at least twice a week, and recess daily to promote physical activity.
- Fun lunches will be offered from time to time throughout the school year.
- Celebration treats (BIRTHDAYS) may include non-edible items to be distributed during the day or treat bags that can go home for parents to decide what treats their students can have. All edible treats must be peanut and tree-nut-free, prepackaged and individually wrapped. **Please note that edible treats must be individually prepackaged to be distributed.**
- Classroom parties take place three times a year (Halloween, Christmas and Valentine's Day). Room parents will work to provide healthy alternatives during class parties. A suggested list of items will be provided during the room parent session in the fall.
- Teachers will use limited food/treat rewards and will work for alternative rewards for students.

## **Health Examinations and Proof of Immunization**

### **Medical Examinations**

All students entering preschool for the first time, kindergarten, and sixth grade must have a medical exam, including an immunization record on file dated within one year before entering preschool, kindergarten, or first grade, and upon entering 6<sup>th</sup> grade. Students attending school in Illinois for the first time, regardless of grade, need a medical exam on file. If students do not have a record on file by October 15<sup>th</sup>, they are excluded from school until the exam is completed and the form is returned to school.

### **Dental Examinations**

All children entering Kindergarten, second and sixth grades must have a current dental examination by a licensed dentist. 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 office to be in compliance.

### **Vision Examinations**

All children entering Kindergarten or an Illinois school for the first time are required to have a current eye exam on file at the school.

*Examination Requirements:*

	Preschool	Kindergarten	2 <sup>nd</sup> Grade	6 <sup>th</sup> Grade	Participating in Sports
Physical /Immunization	X	X		X	X
Vision		X			
Dental		X	X	X	

**Medical Objections**

If there are medical objections the Physician Statement of Immunity must be attached to the Health Examination form and families must note that they have been counseled about the risks of not vaccinating.

**Religious Objection to Immunizations**

A religious exemption must be in writing and set forth the specific religious belief which conflicts with each immunization or examination.

**Medication Procedures**

*Parents/guardians have the primary responsibility for the administration of medication to their children. 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. Teachers, administrators, and administrative staff shall not administer medication to students except as provided in these School Medication Procedures.*

**Procedures**

1. **Administration.** No school personnel shall administer any prescription or non-prescription medicine unless the school has the student’s current and complete **Medication Authorization Form** approved and signed by the School Principal.
  - a. A **Medication Authorization Form** is distributed for each student at the beginning of each school year or enrollment of a new student during the year. The **Medication Authorization Forms** are available in the school office. This form must be fully completed by both the parent and the student’s physician.
  - b. The School retains the right to deny requests to administer medication to the student provided that such denial is indicated on the Medication Authorization Form. If the School denies a request and authorization for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to

be administered before or after school or having the parent/guardian or designee administer the medication in school.

2. **Self-Administration.** A student may self-administer medication at school if so ordered by his or her prescriber per the student’s current and completed **Medication Authorization Form**. Students who suffer from asthma, allergies or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the School has on file for the student a current and completed **Medication Authorization Form**. Otherwise, such medication must be stored in a locked cabinet under the control of the School and made available for the student to self-administer in accordance with the student’s **Medication Authorization Form**.
3. **Appropriate Containers.** It is the responsibility of the parent/guardian to provide the School with all medication in appropriate containers that are:
  - a. **Prescription – labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) OR**
  - b. **Manufacturer – labeled for non-prescription over-the-counter medication.**
4. **Storage of Medication.** Medication received by the School in accordance with a completed **Medication Authorization Form** and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the School Principal, his/her designees, and the school nurse (if applicable).

Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.

At the end of the school year, or at the end of the treatment regime, the student’s parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the school will appropriately discard the medication.

### **Administration of Medical Cannabis**

Students are not permitted to use or possess cannabis in our schools except in accordance with the law and school policy. School policy should provide that if a parent/guardian of an elementary/secondary student who demonstrates his/her son or daughter is a “registered qualifying patient” and has an individual who is a “registered designated caregiver,” both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis product

to the student (non-smoking/non-vaping form) at school.

A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

## **HEALTH POLICIES AND PROCEDURES**

### **Allergy and Epi-Pen Guidelines**

Frassati Catholic Academy works to reduce allergen risk and provide a safe environment for all students. Any students having an allergen requiring an Epi-Pen will need to provide an allergen alert form including the student's photo along with the medication administration form signed by a physician.

### **Asthma Guidelines**

Frassati Catholic Academy allows students to self-carry their inhaler provided the family has brought in the original packaging with the prescription along with the medication administration form.

### **Diabetes, Care of Student Act**

Frassati Catholic Academy will admit children with diabetes. Frassati Catholic Academy will create a Diabetes Care Plan in conjunction with Policy 415.06 standards School employees are protected by the laws stated below.

### **Civil Immunity (105 ILCS 145/45)**

- (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.

### **Illness/Accident at School**

If a student is ill when they wake up in the morning they should be kept home and a phone call to the school should be placed by 9:00am. If the office doesn't hear from you, they will call to verify your student's absence. Please don't be offended when we ask about your child's illness, we are required to report certain illnesses as well as notify other class members if there is illness in their class.

If a child becomes ill during the day, school staff will contact the parent/guardian to arrange pick up. Students should NOT be contacting parents via their cell phones or smart devices during the school day.

Students should be fever and symptom free for 24 hours before returning to school. This means if your child goes home at lunchtime and then is feeling better the following morning, they should not return to school until the next day.

Please keep students' home if the following symptoms are present:

- Fever
- Nausea/vomiting
- Rash or sores
- Red/watery or swollen eyes
- Diarrhea
- Excessive Coughing/Sneezing
- Headache
- Sore Throat
- Earache

**If the student required medication in the morning prior to school to reduce symptoms (not of chronic illness/allergies) they shouldn't attend school that day.**

In the event of an emergency school staff will contact parents and local EMS.

**If a student is absent/ill they may not attend extra curriculars on the day of the absence.**

### **Substance Abuse: Alcohol and Drugs**

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.

### **Alcohol Use**

The principal and administration have the right and responsibility to prohibit consumption of alcoholic beverages at school sponsored events/activities on and off campus where students are present.

### **Supply of Undesignated Opioid Antagonists Policy**

In accordance with applicable State law, the School will make all reasonable efforts to maintain a supply of undesignated prescribed opioid antagonists in the name of the School and provide or administer them as necessary according to State law. To the extent the School is able to maintain a supply of undesignated opioid antagonists, they will generally be available during school hours and maintained in the school office.

However, no one should rely on the School for the availability of opioid antagonists. This Policy does not guarantee the availability of undesignated opioid antagonists. An opioid antagonist is defined as a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to any person that they, in good faith, believe is having an opioid overdose while in school, while at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities. The School shall maintain a list of trained personnel. Prior to the administration of an undesignated opioid antagonist, trained personnel must submit to the School's administration proof of completion of a training curriculum to recognize and respond to an opioid overdose.

Upon any administration of an undesignated opioid antagonist, the School must immediately notify the student's parents or guardian or emergency contact.

Within 24 hours after the administration of an opioid antagonist, the School must notify the health care provider who provided the prescription for the opioid antagonist of its use.

Within three days after the administration of an opioid antagonist, the School must report the required information to the Illinois State Board of Education on the form titled, Undesignated Opioid Antagonist Reporting Form.

The Catholic Bishop of Chicago, an Illinois corporation sole, the School, their employees and agents are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an opioid antagonist, regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced practice registered nurse. A student's parent(s) or guardian(s) must indemnify and hold harmless the Catholic Bishop of Chicago, an Illinois corporation sole, the School and their employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

The parents or guardians of the student must sign a statement acknowledging that the School and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of opioid antagonists, regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician assistant, or advanced practice registered nurse, and that the parents or guardians must indemnify and hold harmless the School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

## **SAFETY AND SECURITY POLICIES**

### **Gang Activity**

Gang-related activities are contrary to Catholic Social Teaching and have no place in the Catholic school. Intimidation and disrespect of any person are unacceptable.

The following may be subject to disciplinary action:

- intimidation and threat of physical harm of others;
- symbols that may be gang-related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing;
- display of signs/symbols on paper, notebooks, textbooks, and other possessions that may be gang-related;
- conduct on or off premises that may be gang-related; and imitation of gang signs,



symbols, actions, clothing, etc., at play before or after school, at recess, on or off school grounds.

Parents/Guardians are notified when their children are either suspected of being involved in gang-related activities or are a victim of gang-related activity.

Gang activity may result in probation, suspension, and/or expulsion.

The principal has the authority and responsibility to investigate and report suspected gang activity to local law enforcement immediately.

### **Weapons and Firearms**

Policy ES 159.1/HS 309.1 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 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.

### **Searches conducted by school personnel**

All property of the school, including student desks and lockers, as well as all 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.

School personnel should always have another school authority present when a search is conducted.

The search of a student's person or of any item brought onto school property (including modes of transportation) is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other items prohibited by law or school policy.

## Conducting the search

- Secure the safety of the students and staff
- If a weapon, dangerous object, explosive, or ammunition is suspected, the school should contact the local police department immediately and should not attempt to disarm the individual.
- If a student refuses to voluntarily empty pockets or turn over personal items, the student should be detained until parent/guardian is contacted and present.
- Parent/guardian should be informed that the student is risking possible suspension or expulsion for refusing to comply with the directive, if applicable.
- If a weapon, illegal drug or controlled substance is seized, the school authority must contact the local police department to report the incident and secure the contraband until the police arrive at the school. The contraband must be turned over to the local police jurisdiction. Students are subject to disciplinary action, including suspension and/or expulsion.

## Bullying/Harassment

As Catholic school educators, we respect the dignity of each person created in the image of God. From this reverence for the individual, we are committed to shaping Catholic school communities of faith and kindness, communities in which all students are welcomed and in which bullying, or harassment is not tolerated.

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 sanctioned events and activities or through the transmission of information from school, home, or public computer network, or other similar electronic school, home, or public equipment.

### Bullying acts 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, 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.
- **In cases in which the severity of the incident may imply a criminal act, the matter should be turned over to the local police department immediately and the parents/guardians of the students involved will be notified. This includes any threats or sexual images conveyed through electronic communication (e.g., Internet, phone, text or social media.)**

All allegations and incidents of bullying are taken seriously; the complainant (student, parent, guardian, teacher, staff, bystander, relative or other) should immediately report the bullying incident to a teacher, staff person, or principal.

#### **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.

**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.

#### **Sexual Harassment**

The staff of Frassati 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.

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another student is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension, expulsion or termination.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action.

Any student or employee, who knowingly makes false charges against an employee or student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

### **Attacks on School Employees**

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 must also notify the Illinois State Police (ISP) within 3 days of each incident through the School Incident Reporting System (SIRS).

### **Asbestos Management Plan**

In 1986, Congress passed the Asbestos Hazard Emergency Response Act. This law requires all schools, to be inspected and identify any building materials containing asbestos. The law further requires the development of a management plan, based upon findings of the inspection.

Asbestos was used extensively in the past in building materials because of its insulating and fire retarding capabilities. Buildings built before the 1970's contain at least some asbestos in the insulation and structural fire proofing. We, too, have asbestos materials in our building. The

primary concern arises when those materials begin to deteriorate or become damaged. The inspection report and management plan outline in detail the methods used to maintain the materials in a safe manner.

A copy of the inspection report and the management plan are on file for your review should you request to review it.

### **School Security**

Each door of the school building is locked during the school day. All parents and visitors must sign in at Door 1 (Main Office) and go directly to and from their destination. The school has a crisis management plan in place that is reviewed annually with local law enforcement.

### **Child Abuse**

The Archdiocese of Chicago shall follow the Illinois Abused and Neglected Child Reporting Act and the Archdiocesan procedures when allegations and/or suspicions of child abuse are made against Archdiocesan personnel.

### **Safe Environment Requirements for All Volunteers**

Archdiocese of Chicago Application for Employment or Volunteer Service\* is to be completed by all prospective employees at the time of their interview. No one under the age of 18 may be

in a supervisory role or responsible for other minors. A criminal background check should not be conducted on anyone under 18 years of age. **Volunteers are not fingerprinted.**

When employees *or* volunteers accept a position in the Catholic School system, they are expected to complete the list of all the tasks/trainings outlined below in order to be in compliance with the Archdiocesan mission to protect children and youth. **The tasks and training must be completed before beginning work with children in the school as a school employee or volunteer.**

- Complete an online criminal background check during the application process.**  
Online at [www.archchicago.org](http://www.archchicago.org) Scroll to the *Protecting Children* button  
Select **Background Screening. Follow eAppsDB Instructions for Employees.**
- Digital fingerprinting must be completed within three business days of hire. (School Employees only)**  
Online at [www.archchicago.org](http://www.archchicago.org) Scroll to the *Protecting Children* button and select *Fingerprinting*.
  - Go to [www.AccurateBiometrics.com](http://www.AccurateBiometrics.com) for locations and schedules.
  - Take completed Fingerprint Application Form and a government issued ID.
  - Ask the principal for the school's ID number that is required on the form.  
**Return the receipt received from the fingerprint technician to the Principal.**
- Attend Virtus/Protecting God's Children for Adults™** before beginning your work with children in the school: Online at [www.archchicago.org](http://www.archchicago.org)- Scroll to the *Protecting Children* button and select **Virtus™**. **NOTE:** All participants must pre-register online to attend this one time, 3 hour training. The Virtus™ certificate received at the completion of training is to be placed in the employee's personnel file at the school. [Monthly bulletin reading is required to maintain an active account.](#)
- Note:** If you have attended Virtus™ training in another diocese, call 888-847-8870 and ask that your Virtus™ registration be transferred to the Archdiocese of Chicago. Give the principal a copy of your Virtus™ certificate.
- Read and sign Code of Conduct at time of hire.** Online at [www.archchicago.org](http://www.archchicago.org) Scroll to the *Protecting Children* button and select **Code of Conduct**.
  - The signed copy of the Acknowledgement Form is filed at the local school.
- Annually complete Child Abuse and Neglect Tracking Form (CANTS).** Online at [www.archchicago.org](http://www.archchicago.org) Scroll to the *Protecting Children* button and select **CANTS. Return the completed form to the Principal.**
  - The original form will be sent to DCFS; a copy is filed at the local school.
- All School Employees, Coaches, and Youth Ministers must complete Mandated Reporter training before beginning work with children.** Information is available

on the Safe Environment Page on the Office for the Protection of Children and Youth (OPCY) website to access online training in English as well as live training in English, Spanish and Polish.

- Retain a copy for your personal file; a copy is filed in your school personnel file.

## **Child Custody**

If a student enrolled at Frassati Catholic Academy does not reside with both parents due to divorce/separation, it is the responsibility of the parents to provide official documentation of custodial arrangements as expressed in a court decree. So that we are aware of custodial agreements, a copy of the court decree bearing the case number, pages referring to child custody as it relates to the school, and the pages bearing the judge's signature are to be submitted to the principal for the student's file. This information will be retained in the student's confidential file and is essential for maintaining appropriate and expected communication between home and school.

Frassati Catholic Academy abides by the Buckley Amendment with respect to the rights of the non-custodial parent with access to the academic records and to other school-related information regarding the student. 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.

Both parents are responsible for timely tuition payments unless otherwise stated in the custody papers. If one parent isn't paying, the student will be excluded following the tuition exclusion policy.

## **Emergency Procedures**

Schools of the Archdiocese of Chicago are required to conduct fire, tornado and all other safety/disaster drills regularly throughout the school year. Students are to follow the prescribed procedure quickly and quietly. Each school has an emergency preparedness plan updated annually in conjunction with local law enforcement. Beginning in 2018, Frassati Catholic Academy will use ALICE as the model to determine what should be done in various emergency scenarios.

## **Emergency Notification System-School Closing**

There are extenuating circumstances that sometimes lead to the need for school to be closed; primarily weather related. If school will be closed, families will be notified by television, the school website and a call/email/text from the school broadcast system. Additionally, the website [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com) provides updates quickly when school closing is necessary. In the event that a weather related emergency or other emergency (lockdown) takes place during the school day, students will be kept in school until the all clear is given. ***In the event that school is closed, Extended Day and Athletic programs are also canceled.***

## **BEHAVIOR/CODE OF CONDUCT**

In order to create an atmosphere in which students can learn and enjoy school, regulations are enforced. Rules are made that will enhance the learning situation. It is our belief that discipline lies within the individual person. Students must move toward self-discipline. However, regulations are enforced to maintain order within the schools so that all students are free to learn and grow. It is the responsibility of parents to ensure that their children understand and observe these rules and regulations.

Behavior regulations are based on the mutual respect students are expected to have for one another and for adult members of the school community. To grow, students must be guided; at times encouraged and rewarded, at times corrected and disciplined. The discipline procedures for Frassati Catholic Academy seek to provide clear guidelines for behavior, positive reinforcement as well as consequences for unacceptable behavior, and the consistent guidance of those adults who influence the student's life.

### **School-Wide Expectations**

- Students are expected to attend school each day dressed in the appropriate uniform dress. This includes clothing free of stains and holes.
- Students are expected to speak in a manner that is appropriate and respectful. Vulgar or inappropriate language will result in disciplinary action.
- Students should be at school and in their seats before morning announcements. They should use passing periods for bathroom/drink breaks.
- Catholic school students are responsible to the school and its staff for maintaining exemplary behavior in school, at school sponsored activities, and while going to and from school. In addition, student conduct in or out of school that reflects negatively on the Church or the Catholic school may be subject to disciplinary action, particularly when the name of the school, its staff, or students are impacted by the behavior in or out of the school. School personnel have a responsibility and a right to inform parents/guardians when their child's behavior is inappropriate, disrespectful, or harmful to themselves or others.
- School personnel shall demonstrate care for both the students' safety and the school's reputation in incidents of public scandal.
  - o Students will be subject to disciplinary action for:
    - Actions which are detrimental to the school's reputation
    - Grave offenses which may include violation of criminal law
    - Actions so outrageous as to shock the conscience or behavior of the community.
- Students are expected to respect themselves, their peers, and their school and personal property.
- Students are expected to be cautious when using social media and technology. Misusing social media or technology in and out of school that affects the school

community could result in disciplinary action.

### **Disciplinary Procedures**

- Disciplinary measures are progressive and foster student personal growth.
- The administration may impose other disciplinary measures, such as suspension, probation, and expulsion. These correction measures may be imposed separately or progressively, as the situation warrants, following the written discipline procedures.
- Probation allows the student to continue education in the school setting contingent on cooperation and acceptable behavior.
- Suspension both in-school and out of school means the student is ineligible to attend academic classes and all school activities, including but not limited to sports, clubs, dances, or other school-sponsored events.
- Expulsion is terminating the student's privilege to attend Frassati Catholic Academy.
- A diploma may not be denied as a disciplinary measure for a student who has completed the requirements for graduation. However, a student may be denied the privilege of participation in the formal graduation ceremony as determined by the school administration, pastor, and/or regional director.

### **Possible Corrective Measures include:**

- Personal interview with the student
- Conference with the parent/guardian
- Loss of privileges
- Detention before or after school with communication and cooperation from the parent/guardian
- Written statement of expected behavior (behavior plan to be signed by student, parent, administrator)
- Suspension

### **Detentions**

Detentions are to be served either outside of the class day or during lunch/recess in consultation with the parent/guardian.

### **Cell Phones/Smart Devices**

Students are allowed to have their cell phones at school, but they need to be turned off upon arrival and placed in the school designated location. At no time are cell phones or smart devices/watches to be used during the school day. This includes before and after care. If you need to contact your student, or they need to contact you, it is important that communication during the school day goes through the office and not on a personal cell phone or smart watch, so office staff can remain informed about what is going on.



If students are found to be using their cell phones or smart devices/watches during the school day, they will be held in the office for a parent to pick up.

### **Dress Code**

Frassati Catholic Academy students, as members of the Catholic school community, are required to wear the designated uniform on a daily basis. It is expected that students maintain a tidy and presentable appearance at all times, wearing properly fitted and well-maintained uniform attire. Shirts and shorts must be fingertip length or longer. This is generally no more than 2" above the knee. While preschool students are exempt from wearing the school uniform, they are encouraged to wear suitable play clothes and footwear.

The goals of implementing a school dress code are as follows:

- Foster a conducive learning environment by creating an atmosphere that supports academic engagement and focus.
- Establish clear and easily observable guidelines that can be effectively enforced, ensuring consistency and fairness for all students.
- Encourage students to present themselves in a well-groomed manner, promoting personal hygiene and self-respect while ensuring modesty.
- Reflect a positive image of our students and school community to the wider public, showcasing our collective values and standards.

On special occasions we will hold out of uniform days; these days too are held to certain dress code standards. The dress code is enforced for all school activities during the school day and after school activities.

Parents/guardians are responsible for assuring their child is dressed according to the school dress code. The administration's judgment is final in all questions regarding the school dress code. Administration or staff may ask a student who is wearing something unacceptable to change or remove unacceptable items.

### **Uniform Policy**

#### PRESCHOOL

No uniforms are required, but students should be dressed appropriately to play outside, weather permitting, and they should have on gym shoes. Gym shoes should not have lights or wheels.

#### KINDERGARTEN through 5th GRADE

Pants: Navy or khaki dress pants. No cargo pants or sweatpants.

Shorts: Navy or khaki dress shorts or walking shorts can be worn from August- October 31st, and April 1<sup>st</sup> through the end of the school year. Shorts must be fingertip length

Tops: White or maroon plain or Frassati logoed polo shirts, short or long sleeve provided by Dennis Uniform.

Sweaters/Sweatshirts/Fleece: Frassati logoed crew-neck sweatshirts or pull over fleeces provided by Dennis Uniform. Solid color (no printing or logos) maroon or navy sweaters are also acceptable.

Dennis Uniform Jumpers (dresses) Kindergarten-2nd grade girls. Jumpers must be fingertip length.

Dennis Uniform Plaid Skirts/skort: Kindergarten- 5th grade girls. Khaki skirts are not part of the elementary uniform. Skirts and skorts must be fingertip length.

Socks: White, navy blue or black socks or white or navy blue tights must be worn on all days.

PE Uniform: Students wear their PE uniform to school for the entire day on their assigned PE days. All PE uniform clothing must contain the Frassati logo (t-shirt and shorts/sweatpants) and can be purchased from Dennis Uniform. This consists of the grey uniform t-shirt and black mesh shorts, or black sweatpants. Students may also wear the approved Frassati logoed maroon crewneck sweatshirts provided by Dennis Uniform on cold PE days.

Spirit wear items sold through Athletics are not school uniform items but can be worn on out of uniform days.

#### 6th - 8th GRADE

Pants: Khaki dress pants. No cargo pants or sweatpants.

Shorts: Khaki dress shorts or walking shorts can be worn from August - October 31st, and April 1<sup>st</sup> through the end of the school year. Shorts must be fingertip length. This is generally 2 inches above the knee.

Tops: White or maroon plain or Frassati logoed polo shirts, short or long sleeve provided by Dennis Uniform.

Sweaters/Sweatshirts/Fleece: Middle school students can wear the Frassati logoed hooded sweatshirt, crew-neck sweatshirts or pullover fleeces provided by Dennis Uniform. Solid color (no printing or logos): maroon or navy sweaters are also acceptable. **Please note that hooded sweatshirts are not allowed during school liturgies.**

Skirts: Dennis Uniform Khaki skirts. Skirts must be fingertip length. This is generally 2 inches above the knee. On days that skirts/skort are worn, students are not permitted to wear leggings or pants underneath their skirts. They can wear them to travel to and from school and for recess, but not during the school day.

Socks: White, navy blue or black socks or white or navy blue tights must be worn on all days.

PE: Students wear their PE uniform to school for the entire day on their assigned PE days. All PE uniform clothing must contain the Frassati logo (t-shirt and shorts/sweatpants) and can be purchased from Dennis Uniform. This consists of the grey uniform t-shirt and black mesh shorts, or

black sweatpants. Students may also wear the approved Frassati logoed maroon hooded or crewneck sweatshirts provided by Dennis Uniform on cold PE days.

Spirit wear items sold through Athletics are not school uniform items but can be worn on out of uniform days.

### Additional Dress Code Guidelines

The following items are NOT allowed at any time, and students will be asked to change or remove unacceptable items:

- Shirts with obscene slogans or logos, violence, sexual innuendos, alcohol, rock groups (even just the name), tobacco ads, or fishnet or crop tops.
- Jewelry that draws attention or distracts from class
- Temporary or permanent tattoos
- Wallet chains
- Pants, shorts, or tops that are skin tight or are shorter than the end of the fingertips when arms are at the side
- Tank tops/midribs/spaghetti straps/tube tops/halter tops/low cut, sleeveless or backless apparel/garments which allow exposure of torso or shoulders
- Pajama pants
- Oversized pant/or pull-away athletic pants (snaps down the sides)
- Skateboards, roller blades, or shoe skates are not allowed on school property
- Shoes with lights or wheels
- Sandals or open-toed shoes
- Boots of any kind (including fashion boots) cannot be worn in school.

Hair, Makeup, Styles, Nails, etc.

- Hair is to be clean and well-groomed. Hairstyles that draw attention or distract from the class are not permitted.
- Students in grades preschool through 5th are not permitted to wear makeup.
- Girls in grades 6th-8th grades may wear modest makeup.
- Students may not dye or highlight hair- all hair must be in its natural state.
- Fingernails are to be kept neat, clean, and at a reasonable length.
- Accessories must not be distracting or dangerous.

## **EXTRA-CURRICULAR PROGRAMS**

If a student is suspended from school, they are not eligible to participate in extra-curricular activities during the suspension.

If a student is absent from school, they are not eligible to participate in extra-curricular activities on days they are absent.

Students who are failing classes, may not attend extra-curricular activities as a spectator until

their grades are passing. If a student arrives for an extra-curricular activity and is not in good academic standing, they will be asked to call home and be picked up.

All school rules apply at extra-curricular events including cell phone use, dress code and behavior expectations.

### **Athletics**

The athletic program is an extension of the school and participation is a privilege with responsibilities both to the sport/team and to the school. Students in athletics are required to attend practices and games. The decision to join a team requires students to balance their schedules to ensure schoolwork is completed in a timely way. Participation in an athletic program requires parental permission, a current physical on file and evidence of insurance. Students must be passing all classes to participate in athletics. ***Eligibility will be checked weekly on Mondays. If a student is ineligible, they will receive a letter to be signed and returned by their parent. They will be on probation for the first week. When grades are checked again on the next Monday if they have not improved to passing, they will be suspended from sports for a week.***

Additional athletic policies are reviewed and signed off on in the Athletic Handbook including concussion protocols.

### **Frassati Family Association (FFA)**

Membership is open to all parents of current students. The primary goal of the Frassati Family Association (FFA) is to provide supplemental programs to students and families. To do this FFA will engage in fundraising to support these programs. Examples may include Academic Programs (Mad Science or Reading Nights), class parties, supporting field trips and helping with school improvements. Please consider joining FFA as this is a great way to help make a difference and to earn volunteer hours.

### **Acknowledgement of Handbook**

Annually, families will be asked to acknowledge the handbook and its contents. This could be electronically or via paper. The handbook is posted on the school website.