



*St. Dominic
School
Parent/Student
Handbook
2016-2017*

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PHILOSOPHY AND MISSION

ST. DOMINIC SCHOOL PHILOSOPHY:

St. Dominic School is a Catholic Christian education community and an active part of the local Churches, St. Dominic and St. Francis, and the Diocese of Joliet. It provides its students with an integration of quality education and experiences in Christian worship and living through a functional curriculum which addresses all aspects of a person’s growth and development in a technological society. Students are encouraged and challenged to develop their spiritual, academic, emotional, social, and physical potentials.

A natural outgrowth of this development is that students become viable, active witnesses to Jesus by hearing the Word in worship, proclaiming the Word in action, actively participating in the community parish lives of St. Dominic and St. Francis Parishes, and committing to Christian service.

With the active involvement of parents, who are the primary educators, we strive to achieve our distinctive purpose: to create a school community where human culture and knowledge, enlivened by faith, is shared in a family atmosphere among parents, priests, teachers, students and the parish family faith communities and organizations in a spirit of freedom and love.

St. Dominic School, operated under the auspices of the Diocese of Joliet, admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally available to students at the school. Saint Dominic Catholic School adopts wholly the Handbook of School Policies of the Diocese of Joliet as the school's own policies.

ST. DOMINIC SCHOOL MISSION STATEMENT:

The Mission of St. Dominic School is to prepare our students for the future by providing a quality education rooted in the Catholic faith experience through the development of each individual student’s potential.

SCHOOL BOARD

The St. Dominic School Board is composed of nine appointed members from St. Dominic & St. Francis Parishes. Serving in an advisory capacity, this board assists the principal and pastors in developing and promoting policies which further the mission of the school.

RELIGIOUS EDUCATION PROGRAM

The religious education program is the central and unifying foundations for our school day. As primary educators, parents are also expected to provide their children with the example required for Christian Growth. By assisting at Mass as a family on Sundays or Saturday evenings and on Holy Days of Obligation, parents can instill in their children an appreciation for Catholic values that supports what is taught in school.

SACRAMENTAL PREPARATION:

The Directors of Religious Education for St. Dominic and St. Francis Parishes are in charge of the sacramental programs. Although students receive instruction for these sacraments during scheduled religion classes, specific information on preparation and requirements for the sacraments will come directly from the parish religious education offices. The following information gives general guidelines.

RECONCILIATION

Penance or first confession is made for the first time by second grade students. Reception of this sacrament precedes the reception of First Eucharist. Parents are required to attend a meeting that informs them of the details of the reception of this sacrament.

HOLY EUCHARIST

Second grade students traditionally receive First Communion in the spring. Parents are required to attend a meeting that informs them of the details for the reception of this sacrament.

CONFIRMATION

Confirmation is received in the eighth grade. The general requirements are:

1. A formal request to enter the program of preparation.
2. A desire to be confirmed.
3. Knowledge of the basic catholic beliefs as demonstrated by a test.
4. Attendance at a Confirmation retreat day.
5. Completion of requirements from Religious Education Office of St. Dominic Parish.

ADMISSIONS POLICY FOR GRADES K-8

St. Dominic School, operated under the auspices of the Diocese of Joliet, admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally available to students at the schools. Students preparing to enter St. Dominic School must meet all requirements of State, Diocese, and Parish/St. Dominic School Policy. The determination made by the parish pastor is final.

ADMISSION PRIORITY

1. Brothers & sisters of students who are already in attendance at St. Dominic whose parents/guardians are in accord with expectation guidelines.
2. Children of active registered parishioners of St. Dominic or St. Francis Parishes as demonstrated by regular Sunday attendance and contributions.
3. Children transferring from other Catholic Schools.
4. Siblings or children of St. Dominic School Alumni whose parents/guardians are active, registered parishioners of St. Dominic or St. Francis Parishes as demonstrated by regular Sunday attendance and contributions.
5. Newly registered members of St. Dominic or St. Francis Parishes. Preference will be given to practicing Catholics.
6. Non-parishioners.

ADMISSION AGES

All incoming Kindergarten students must be five years of age by September 1. All incoming First Grade students must be six years of age by September 1. Parents must provide a birth certificate and baptismal certificate at the time of registration.

If the school agrees to consider a child for early admittance to Kindergarten, the student must be tested through the Valley View Public School District. Copies of all evaluation summary forms are sent to the principal. **Eligible students will enter school for a probationary period of one trimester.** At this time, students will be reevaluated for continued placement. The school reserves the right to deny continuance in the program, if the child is making unsatisfactory progress or adjustment.

HEALTH EXAMINATION REQUIREMENTS

A physical examination and dental examination is required by Illinois State Law for each child upon entering school for the first time (kindergarten or first grade) and again before starting sixth grade. Eye examinations are required for students entering kindergarten. Dental examinations are also required for 2nd grade students. Preschool children also need to have a physical on file. Completed physical examination forms are due in the school office on or before the **August Registration Day**.

If a child does not submit proof of having had either the health examination or the immunization as required, then the child shall be examined or receive the immunization, as the case may be, and present proof by October 15 of the current school year, or by an earlier date of the current school year established by a school district. To establish a date before October 15 of the current school year for the health examination or immunization as required, a school district must give notice of the requirements of this Section 60 days prior to the earlier established date. If for medical reasons one or more of the required immunizations must be given after October 15 of the current school year, or after an earlier established date of the current school year, then the child shall present, by October 15, or by the earlier established date, a schedule for the administration of the immunizations and a statement of the medical reasons causing the delay, both the schedule and the statement being issued by the physician, advanced practice nurse, physician assistant, registered nurse, or local health department that will be responsible for administration of the remaining required immunizations. If a child does not comply by October 15, or by the earlier established date of the current school year, with the requirements of this subsection, then the local school authority shall exclude that child from school until such time as the child presents proof of having had the health examination as required and presents proof of having received those required immunizations which are medically possible to receive immediately. During a child's exclusion from school for noncompliance with this subsection, the child's parents or legal guardian shall be considered in violation of Section 26-1 [105 ILCS 5/26-1 and subject to any penalty imposed by Section 26-10 [105 ILCS 5/26-10.

TRANSFERS INTO ST. DOMINIC SCHOOL

Students entering St. Dominic School from another school must present an official report card and information from the previous school. Parents are asked to sign a release of records sheet that allows the former school to send cumulative files and health records. A birth certificate and baptismal certificate are needed. In grades 1 through 8 a conference with the principal, new student and parents will be required. If time allows and/or the transfer is in the middle of the school year a shadow day will be suggested as well. This will give the students, parents, and teachers an opportunity to access the student's academic standing as well an opportunity to meet the students and experience the school prior to the transfer.

New students are accepted conditionally. A student's academic performance and behavior as well as parent support of school policy will be reviewed before permanent acceptance is given. In the case of transfer students, preference shall be given to those students transferring from other Catholic Schools

TRANSFERS FROM ST. DOMINIC SCHOOL

Information should be given to the School Principal in advance. Sufficient notification is expected in order to facilitate matters and cause a minimal amount of interference in the child's learning.

Pertinent information needed before the school can issue a transfer:

1. Reason for the transfer.
2. New residence and phone number.
3. Name and address of the school to which the child is transferring.
4. All transactions must be complete; this includes the return of library books, damages to books, etc.
5. All outstanding financial obligations must be met before transferring to another school.
6. At this time the parent/guardian is asked to affix his/her signature to an authorization for release of records. Without this authorization, records will not be forwarded.

FINANCIAL OBLIGATIONS

TUITION

Tuition is paid throughout the school year on a ten or eleven month basis. The first payment is due in July or August and thereafter each month according to your plan. The school prefers that parents pay tuition through the ACH direct deposit. An ACH form will be provided by the school each year. If a separate or different form of payment is necessary this will need to be negotiated with the principal/business manager directly.

If you choose the one-time payment plan, payment in full will be due in August by registration day.

All tuition and fees must be paid in full by the end of the academic year or students may not be accepted in St. Dominic School for the coming year. Families with 8th grade children must have their account paid the week before graduation. It will be the determination of the pastor/principal whether a student participates in graduation ceremony if the past due account has not been sufficiently addressed.

Communication regarding tuition and tuition payments is very important. If for some reason a family is late or behind in tuition payments it is necessary that the parents communicate with the school principal/business manager as soon as possible to work out a plan or solution. Failure to do so may result in the school being unable to accept registration for the children the following school year.

BANK FEES

Any checks or ACH's returned to the school will result in a \$15 charge to cover ensuing bank fees and services.

TUITION DEPOSIT/FUNDRAISING FEE

Each family is assessed a tuition deposit that is paid at the time of registration. **This deposit is non-refundable once the principal acknowledges acceptance. The amount of the fee is reviewed and set annually.**

FUNDRAISING

Funding for the school is composed of three sources: tuition, parish subsidy and fundraising. As much as stewardship is a part of the Catholic parish life, St. Dominic School strongly encourages its families to participate in their parish giving and support in fundraising projects for the school each year.

TUITION ASSISTANCE

Participation in the Manna Program, lunch supervision and Market Day staffing are ways for each family to reduce its financial obligation to the school. Tuition Assistance can be applied for through the FACTS online process (See www.stdominicschool.org).

EXTENDED DAY

Extended Day is a before and after school program for the students of St. Dominic School. The morning session begins at 7:00 am and runs until the first bell at 8:00 am. The afternoon session begins at 2:30 pm and ends at 6:00 pm. Additional information about the program is available each year on Registration Day and can be obtained through the school office. (See Appendix A)

VOLUNTEER SUPPORT

Each St. Dominic School family is asked to give 10 hours of volunteer time to the school each year. This is a way in which to become involved in the school, support the needs of the school, and meet new people and families. It is the hope of the school that all families will participate willingly. If a family is unable to accomplish 10 hours the school will assess the family \$25 dollars for each hour they were unable to give and add it to tuition.

ACADEMIC POLICIES

Students receive daily instruction in religion, language arts, reading, mathematics, social studies, and science. In addition the following subjects are also taught: Spanish, computer skills, physical education, music, and art. Student performance and competency is assessed in each of these subject areas.

ST. DOMINIC SCHOOL HOMEWORK & ASSIGNMENT POLICY

I. Definition/Purpose of Homework

- Homework is the time that students spend outside the classroom in purposeful, assigned activities to practice, reinforce, or apply newly acquired skills or knowledge and to learn the necessary skills of independent study.

Responsibility for homework should gradually increase for students in grades kindergarten through eighth grade.

Long-range assignments and/or special projects should provide students with an opportunity to develop and refine research and the ability to work independently or within groups. Teachers will review evidence of progress periodically before the student submits a long-range assignment.

II. Communication of Homework Assignments

Kindergarten through Second Grade

- Kindergarten assignments are to be communicated through notes directly to the parents.
- First and Second grade children will begin to record daily homework in their assignment notebooks with teacher guidance.

Third Grade through Eighth Grade

- Students are responsible for recording all homework in their assignment notebooks.
- Assignments are posted in the homeroom.
- Each homeroom maintains a homework book.

III. Roles and Responsibilities

Principal Will Be Responsible For:

- Communicating the homework policy to the pastor, staff members, students, and parents.
- Inviting parents to communicate with the school if a student's homework assignments are consistently excessive or not sufficiently challenging to the student.
- Implementing the homework policy.

Teachers Will Be Responsible For:

- Encouraging grade appropriate independent study skills.
- Making purposeful assignments that are clearly communicated.
- Checking, reviewing, evaluating, and/or grading student homework in a timely manner according to the teacher’s individual methods, in keeping with a system that is clearly explained to the class and parents.
- Making instructions related to homework clear and providing a short period of supervised study, when possible, or questioning to ensure that the students understand the assignment.
- Ensuring that assignments are appropriately posted in the homeroom.
- Instructing students in the appropriate use of assignment notebooks.

Students Will Be Responsible For:

- Utilizing their assignment notebooks (grades 1-8)
- Completing assigned homework as directed.
- Returning homework to the teacher by the designated time.
- Submitting homework assignments which reflect careful attention to detail and quality of work.

Parents Will Be Responsible For:

- Providing continued interest and concern for the child’s successful performance in school through encouraging and supporting the child in his/her performance of assigned homework.
 - Indicating an interest about assignments and assisting, if possible, when requested by the child, but **not** to include performing the work for the child.
- Supporting the school’s homework and assignment policy.

IV. Frequency of Homework Assignments

The following are **suggested** guidelines for the average amount of homework assigned on a daily basis based on a five day school week.

Grade Level	Frequency of Assignments	Total Daily Average (All Subjects)
K	Occasionally	Occasionally
1-2	Daily Average	20 – 40 Minutes
3-5	Daily Average	30 – 60 Minutes
6-8	Daily Average	60-90 Minutes

Homework is generally not assigned on Friday because our school encourages and recognizes the importance of Catholic family life.

GRADING

Report Cards

Students in K-8 will receive the Diocese of Joliet Report Card form three times per year. These reports will be sent home with each student on the date specified in the official school calendar. St. Dominic School follows a Trimester reporting system. This includes interim reports three times a year followed by a formal report card issued three times a year.

Grading Scale

St. Dominic School follows the Diocese of Joliet Grading Scale for grades 4 - 8.

A+	100%	C+	84-83
A	99-96	C	82-79
A-	95-93	C-	78-77
		D+	76-75
		D	74-72
B+	92-91	D-	71-70
B	90-88		
B-	87-85	F	69-0

A standards based assessment tool is used for grades K-3. Students are assessed using the terms: exceeds (4), meets expectations (3), approaching expectations (2), or needs improvement (1). Pluses and minuses are not used.

Interim Reports

Keeping parents informed of the academic progress of individual students is a priority of the faculty at St. Dominic School. Interim reports are indications of a student's progress and are sent home between official report cards in the weekly envelopes. Every child will receive an interim report before the 1st, 2nd, and 3rd trimester report cards.

Parents should not rely solely on interim reports as indicators of a child's academic progress. Careful monitoring of daily work, tests, assignment books, and the behavioral/academic log is the parents' responsibility.

HONOR ROLL

Placement in the Honor Roll recognizes students for their high academic achievement. Students in grades 4-8 may qualify for Honor Roll. Honor Rolls are published after each trimester based on the following criteria:

- A Honors:

Academic achievement in all classes must be A's (no B's or lower on A Honors)
No "X" for effort in any subject

- **B Honors:**
Academic achievement in all classes must be A's or B's (no C's, D's or F's on B Honors)
No "X" for effort in any subject

ACADEMIC ISSUES

- Academic issues such as missing or incomplete work, poor performance, failing grades on tests, etc. will be dealt with in an age appropriate manner by the classroom teacher.
- If poor academic performance is continual, the parent/guardian will be notified in a timely manner. An individual plan for academic improvement will be developed after consultation with the parent/guardians, teacher(s) and student.

INELIGIBILITY

A St. Dominic student is first and foremost a student. If academic work, behavior and effort is in proper order they may have the privilege of representing the school on the court, field, or in an extra-curricular activity. If it is not, the student will need to prioritize and spend time on the academic subjects before extra-curricular events can be considered.

In grade 5

If a student in 5th grade fails one or more subjects, and participates in interscholastic athletics, he/she and parent(s) will meet with the teacher and principal to determine eligibility.

In grades 6 through 8

In Grades 6-8, it is the policy of St. Dominic School that any student with an F average (69% or lower) at the interim or trimester grading period in any academic subject (including music, physical education, computer) is suspended from participation in extra-curricular activities and athletic practices, games, and tournaments. This suspension is effective from the day after interims and report cards are issued and will remain in effect for a minimum period of two weeks. The students must pass the failed subject/s in order to have eligibility reinstated. If eligibility is not reinstated after the two-week period, the student shall remain ineligible until the next grade report (report card or interim) is issued. The homeroom teacher will notify the principal of those students who are ineligible or reinstated. The principal will in turn notify the parents and various sponsors and the chairperson of that season's sport. The chairperson has the responsibility to notify the team coaches.

PROMOTION/RETENTION

Students completing a grade's work to the extent of their abilities are promoted to the next grade. When there is a question about a student being retained, parents or guardians will be notified as soon as possible. Should the parents refuse retention, the school will require that the parents complete and sign a form describing the school's reasons for its recommendations and the parents' reasons for refusal.

8th GRADE GRADUATION REQUIREMENTS

A student wishing to graduate from St. Dominic School must pass all 8th grade course work satisfactorily and pass tests on both the Federal and State Constitutions. To pass, a student must have a cumulative passing grade in all subjects including special classes (religion, mathematics, history, science, or language arts, computer, physical education, Spanish, music). Parents will be notified in a timely manner of concerns related to failure.

In addition, all 8th grade students will be assessed a one-time graduation fee. This fee covers the cost of gowns, diplomas and ribbons.

COMMUNICATION

The State of Illinois provides by law for compulsory attendance of all children between the ages of seven and sixteen years. It is the duty of the principal and teachers to insist upon daily attendance. Principals have the obligation to see that the requirements of the law of the State of Illinois are met. Schools keep accurate and daily records of attendance and a summary of these records are kept permanently on file. Regularity of attendance and punctuality are important to the child from the very first day in school. Many school experiences cannot be recreated at a later date and a child may miss that teachable moment if absent from school.

Absence

If a child is absent or tardy, a phone call to the school office at 630-739-1633 from his/her parent/guardian is necessary. In case of prolonged illness, a call is required notifying the office the first day and later notifying the office of the expected return. The call does not take the place of an absence note that needs to be presented to the teacher on the day the student returns. The note should state the date(s) and reason(s) for the absence, and be signed by the parent/parent representative or guardian. **A note or admission from a physician is required after an absence due to a contagious disease or long-term illness (more than five days).** Because of mandatory and compulsory education laws it is very important to be sure that children are not habitually tardy or absent. The school is required to keep track of this and notify the authorities if there are abuses.

Calls are to be made between 8:00 am and 9:00 am. If the school has not been notified of a child's absence, the office will attempt to call the home. Please observe this policy; the safety and well-being of your child depends upon the observance of this policy.

Homework of an absent student may be picked up by a sibling or other assigned student at 2:30 P.M. in his/her respective classroom if prior arrangements have been made. In case of lengthy absences, parents may call the school office and request to pick up all books and assignments to date for the student. Subsequent assignments may be forwarded through a sibling or friend.

Homework and tests missed during an absence need to be made up, with the responsibility resting mainly upon the student. A homework log will be kept in each classroom. Upon a student's return, it is his/her responsibility to check the log for any special instructions or handouts and to check with the teacher for specific instructions. Dates for make-up work will also be determined at this time by the individual teacher.

Students who leave school during the day due to illness or who are absent from school for the entire day for any reason may not participate in after-school activities.

These activities may include but are not limited to: athletic games, practices, intramurals, dances or socials, and other extracurricular activities.

Tardiness

Tardiness is occasionally unavoidable, but habitual tardiness has many disadvantages to the students, the teacher, and to the entire class. A student who is tardy must go to the school office with a parent/guardian, or present a note stating the reason for tardiness. At that time a tardy form will be filled out which will in turn admit the student to class.

Tardiness is entered on the student's permanent record. School begins at 8:05 A.M. A student is tardy if s/he is not ready for class when the bell for opening prayers rings at 8:10 A.M. If excessive tardiness becomes a problem the school principal may call the parents for a conference as tardiness at the elementary school level is also a parental issue.

The school day begins at 8:05 A.M. and ends at 2:30 P.M. for bus pick-up and 2:35 P.M. for car pick-up. Students who are dropped off before 7:45 A.M. or who are not picked up by 3:00 P.M. will be sent to Extended Day. There will be a charge for this service.

Early Dismissal Schedule

11:30 am Dismissal for K-8. All students are dismissed. Exceptions are listed on the monthly calendar, letters or flyers. **On days when there is an early dismissal there is no Extended Day, extra-curricular activities or after school activities.**

CHANGE OF ADDRESS OR PHONE NUMBERS

When a family has a change of residence or phone number (either at home or at work) the office should be notified immediately. This is necessary because the office must be able to contact the student's parents or guardians in case of an emergency.

VISITORS

Parents, visitors, salespersons, and solicitors must report to the school office upon entering the school. All visitors to St. Dominic's are asked to sign-in at the office and to wear a visitor's badge. Parents should make an appointment to meet with a teacher prior to dropping in the classroom. Interruptions to classroom instruction should be kept to a minimum. To avoid confusion and congestion in the hall, parents are requested to wait outside of the school building at dismissal.

PHONE CALLS

If you call the school during the day you will speak to the secretary or the principal. If they are not available, please leave a voice mail and your call will be returned as soon as possible.

Children will not be given permission to use the phone to call home or ask for things to be dropped off on a regular basis. Exceptional circumstances or emergencies do come up and student may be given permission at that time. Please be sure that they have all they need before leaving for school.

SCHOOL EMERGENCY PROCESS

If it should be necessary to close school because of hazardous weather conditions, or due to conditions within the school building or premises, we will contact parents primarily using *School Messenger* via e-mail and cell phones. It is important to note that an announcement made over the local radio and television stations will reference Valley View Public School System. In this matter, **St. Dominic School will follow whatever decision is made for the Valley View Public School District #365-U.** If it is announced that they are closed due to hazardous weather conditions, it is correct to presume that St. Dominic School is closed.

The closing of school will be announced on the following radio and TV stations: WGN, WBBM, WMAQ, WGN-TV, CBS, CLTV, and FOX. Closings will also be posted on the web at www.cancellations.com or on our website at www.stdominicschool.org.

St. Dominic also utilizes an e-mail system to alert all parents of school closings or emergencies. If there is no e-mail sent, please presume school is open for those who can make it. If school is in session and the weather seems too inclement, parents should make the decision to send or not to send their children to school.

If school must be closed while in session, parents will be notified using *School Messenger* and e-mail.

EARLY DISMISSAL BY REQUEST

Although parents should avoid making medical and dental appointments during the school day, it is sometimes impossible to avoid. The parent's request for early dismissal of a

student should be in writing and presented to the office via the classroom teacher. The student is to be met in the school office and the release log signed. In the absence of a note requesting early dismissal, a parent/guardian, the adult listed on the emergency or transportation form, or an adult designated by the parent must sign the student out in the release log. Adults may be asked to provide valid identification. It is the policy of St. Dominic School that NO child will be permitted to go home alone during the school hours.

St. Dominic requests that parents seek to avoid taking students out of school for extended periods of time for vacation. St. Dominic publishes its school calendar well in advance and asks parents to respect the time a student spends in school. If a request is made, please put it in writing and involve the homeroom teacher in a discussion as to the best manner of dealing with make-up work, quizzes and tests.

PARENT/TEACHER CONFERENCES

Parents are encouraged to contact their child's teacher with questions, concerns, and information that may assist the teacher in providing a meaningful education experience for their child. St. Dominic School utilizes the Teacherease e-mail system by which information can be exchanged. When contacting a teacher please give a reasonable period of time for a response to be made given that the teachers are with the students during the instructional day. Also, if the issue requires a great deal of explanation it may be best to send an e-mail requesting a phone conversation or meeting. Although e-mail is convenient it is not always the best means of communication between you and your child's teacher. Face to face meetings are of great value in addressing parent/teacher relationships.

Formal conferences for all students are held toward the end of the first trimester. Additional conferences may be requested by the teacher or the parents throughout the school year.

RESOLUTION OF CONFLICTS

Good communication between parents and teachers is essential. This is especially important when there is a problem to be addressed. Parents are cautioned to maintain confidentiality and to avoid bringing others into a personal situation. In order to ensure an orderly flow of information the following procedure should be followed:

1. First contact should be between parent and teacher. This contact may be in the form of a letter, phone call, email, or scheduled conference.
2. Should either party not be satisfied with the outcome of the initial contact, a conference with the principal, parents, and teacher may be requested.
3. Should the problem not reach a satisfactory solution, the pastor may be asked to participate in an additional conference. The decision reached at this time will be final.

HEALTH AND SAFETY

ILLNESSES/COMMUNICABLE DISEASES

Students should be kept home if there is evidence of severe sore throat, persistent cough, fever, nausea, rash, swollen glands, abdominal pain, diarrhea, vomiting, etc.

For the health and safety of their classmates, students should be **fever free for 24 hours** before returning to school. Also, if a student is sick during the day they should not be attending practice, games, or other activities associated with school. The presumption being if they are too ill to attend school they are too ill to attend after school activities.

Students who become ill during school hours may not be sent home alone.

Parents/guardians are contacted using the Emergency Form on file. Parents are then responsible for taking them home or making arrangements for someone to come to school to pick up the student.

If a student contracts a communicable disease, the parent must notify the school office and provide a doctor's note that certifies the student is no longer a source of infection and may return to school.

Parents of students that have illnesses, allergies, or a physical condition that may affect the student's school performance should make this known in writing to both the school office and the child's teacher. A letter from the child's doctor should also be on file in the school office and an indication of the specific condition noted on the Emergency Form.

MEDICATION

As a rule, St. Dominic School does not dispense prescription or over-the-counter medication. If a student requires medication during school hours, parents are required to come to school to dispense it themselves or make other arrangements with the office. No student may have medication in his/her possession (other than prescribed inhalers). Should a child need to take a prescription medication on a regular basis during the school year, arrangements should be made with the child's physician to adjust the dosage so that medication does not need to be taken during school hours. If this is not possible, in keeping with diocesan policy the following procedure will be followed to insure the safety of the child and other students in the classroom:

- > A physician's note must be on file in the office listing the medication and dosage schedule.
- > The exact dose of medication must be brought to school each day in a labeled prescription vial with the dosage clearly marked.
- > **All medication must be brought to the office.**
- > The student must come to the office to take the medication and have the dose recorded in the medication log.

- > Parents must complete the top portion of the Medication Log and return it to the office before medication may be taken.

- > **No student may keep over-the-counter or prescription medication in the classroom.**

EMERGENCY FORMS

An “Emergency Form Authorization” for every family of students enrolled shall be on file in the school office. The school needs to have open and accurate communication with the family in the event of an emergency.

It is important to thoroughly complete the form. Special health conditions must be indicated! A log of each emergency, requiring parent contact, is kept on file.

If an accident should occur, a member of the faculty will render first aid and notify the parent/ guardian. In cases of emergencies when parents cannot be reached, the emergency form on file is the guide. **People listed to call on the form should have working phone numbers and be reachable during school hours.**

FIRE/TORNADO DRILLS

Fire Drills

State law requires all schools to conduct three fire drills per school year and to submit a report on all of these drills to the local fire officials. Exits are marked near each classroom door. Everyone must leave the building in an orderly and quiet manner. Each teacher will instruct the students on the procedure to follow

Tornado Drills

The signal is given by the Village Fire Department normally on the first Tuesday of each month. Each class is assigned a location and teachers will instruct the students on the procedures to follow.

CRISIS MANAGEMENT PLAN

The Crisis Management Plan was revised in 2013 with the assistance of the Bolingbrook Police and Fire Department. A copy of the school’s Crisis Management Plan is available for parent/guardian review in the school office.

MISSING PERSON and HIS/HER SCHOOL RECORD

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

The procedure is as follows:

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

LUNCH/RECESS

The lunch time hours are as follows:

11:30 A.M. Lunch/Recess for Grades PK-3
12:10 P.M. Lunch/Recess for grades 4-8

Parents are encouraged to supply nutritious lunches from home for their children. The school does not encourage fast food at school. This can become a difficulty at lunch for those who want only fast food. We ask you to plan your child's lunch accordingly.

A lunch period of thirty minutes usually provides enough time for children to eat and spend a short amount of time at recess. Students may miss recess for reasons specified by the classroom teacher.

HOT LUNCH

All students remain at school for lunch (closed campus). Hot lunches are available daily from the FSP Lunch Program. Students will be eating in the gym. St. Dominic's does not have an open lunch program such that parents can come and eat with the students.

LUNCH ROOM AND RECESS REGULATIONS

1. The first five minutes of each lunch period is silent. This encourages students to eat their lunch before becoming overly distracted by social interaction.
2. In order to maintain a safe environment students remain seated during the classroom lunch period. They must ask permission to use the restroom or to leave the gym for any reason.
3. Students are to remain in the schoolyard during the recess period.
4. No student is permitted to return to the classroom or restroom once s/he is on the playground without permission from the teacher/lunch parent in charge.
5. Safety is to be observed at all times. No contact sports are permitted. The children should treat each other and the playground supervisor with respect.

6. Students are encouraged to use the recess equipment. Children may not to bring toys, electronic equipment, and other play objects/games to school.
7. For the order and safety of all the children, students are assigned to play in specific areas that are designated for each grade level.
8. Good manners and conduct conducive to proper etiquette are expected at all times. Disrespect, misbehavior, foul language, or anything that borders on unbecoming Christian conduct will not be tolerated.

RECESS

Students do not remain in the classroom at lunchtime without supervision. Therefore, please do not request that your child remain indoors when the rest of the class is outside for recess. A request from a doctor citing a physical condition that would make outside activity hazardous to the student's health will be honored. The general rule is that if the student is well enough to be in school, that student is well enough to participate in outdoor recess. Since all students will participate in outdoor recess, please be sure **your child is properly dressed for the day's weather conditions.**

TRANSPORTATION

It is important that students have consistent and safe forms of transportation to and from school. Parents may choose to have their children transported to school by car, on foot, or if they qualify, by buses provided by Valley View Public School District.

Students who qualify for bus transportation will be notified by postcard from Valley View's Transportation Office. The card will list the bus route number and place and time of pick-up.

Parents must complete a Preferred Transportation Form before the first day of school. This form indicates whether a child will be a bus rider, car rider, or walker. If a child will be a car rider, the name and phone number of the usual driver (or all car pool drivers) should be given.

Changes in the preferred means of transportation must be put in writing and given to the classroom teacher in advance of the change preferably on the day of the change.

If there is no note or notification, the child(ren) will go home the normal way. Emergency transportation changes are understood and the school office will oblige in making adjustments. **Daily calls to change transportation create a difficulty in the office and interrupt classroom instruction regularly.** PLEASE BE SURE THAT YOUR TRANSPORTATION ROUTINE IS ESTABLISHED AND COMMUNICATED BETWEEN YOU AND YOUR CHILD AT HOME BEFORE YOU LEAVE FOR SCHOOL.

BUSES

FREE bus transportation is provided by the Valley View Public School District 365-U for all students who live one and one-half miles or more from school and live in the aforesaid

school district. Valley View Transportation Authorities telephone number is: 1-815-886-6686.

Permanent changes regarding bus transportation must be made through the Valley View Public School District.

The bus service is offered to our parents by the public school system. It is extremely important that the students understand that the continued good relationship between Valley View Public Transportation and St. Dominic is good behavior and cooperation on the bus.

Please review with your child the instructions for bus riders:

1. Be on time at the designated bus stop.
2. Stay off the road and keep off the grass at all times while waiting for the bus.
3. Students shall not move toward the bus until it has stopped.
4. **Keep hands and heads inside the bus at all times.**
5. Do not leave your seat while the bus is in motion.
6. Loud talking, laughing, unexpected noises, or unnecessary confusion diverts the driver's attention and may cause a serious accident.
7. Keep books, coats, packages and all other objects out of the aisles.
8. Help in keeping the bus clean.
9. Eating is NOT permitted on the bus
10. Use only your regular bus stop.
11. In case of an emergency, remain in the bus until the driver gives instructions.
12. Any offenses committed on the bus will be dealt with by the principal in compliance with Valley View's Bus Conduct and Video Taping Policy.

If a student repeatedly violates these terms and is a subject of regular reports from Valley View Public School Transportation, they will be asked to remain off the bus for a designated period of time. If the offenses continue and are not corrected the student will be subject to permanent suspension from using the bus.

If a student is being picked up and not taking the bus please send a note that day or call the school early in the day so the adjustment can be made.

Dismissal time is not the time to call and notify of a change in transportation.

CARS

Parents who choose to have their children transported by car must observe the following regulations to insure their child/ren's safety:

1. Students should not be on the premises before 8:00 A.M
2. Students must be picked up beginning at 2:35 P.M. (11:30 A.M. on early dismissal days.) If a driver is late, the student will be brought into school to wait. Students who are not picked up by 3:00 P.M. will be placed in Extended Day. Parents will be charged a nominal fee if this occurs.
3. **All drivers must follow the pick-up diagram that will be distributed on Enrollment Day and sent home in the Wednesday Weekly.**

WALKERS

Students should not be at school before 8:00 a.m. Walkers should use sidewalks and crosswalks when they are available. It is always preferable for students to walk in pairs or groups.

DISCIPLINE

ST. DOMINIC DISCIPLINE POLICY

Mission Statement

Good discipline is rooted in a respect for each individual person and for oneself. Good discipline maintains order necessary if learning is to take place. It is important that all students abide by school policies in order to maintain the caring, Catholic/Christian atmosphere that is characteristic of St. Dominic School.

Students are expected to demonstrate Catholic/Christian conduct on a consistent basis. Someone who models Catholic/Christian behavior is spiritual, respectful, and responsible. A Catholic/Christian person exhibits all of these qualities helping to create a virtuous, respectful and orderly atmosphere:

- A spiritual person is one who lives his or her faith. They exercise virtue and self-discipline after the example of Jesus Christ.
- A respectful person is one who believes in the dignity and worth of all individuals and who acts accordingly by doing the right thing toward teachers, adults, other students and oneself.
- A responsible person is one who understands and keeps personal, school, and community obligations as a way of growing in grace and character.

Students are to show respectful and cooperative behavior towards adults and other students, and they are always expected to respect the rights of others.

Students who disrupt the educational process, break established school or classroom rules, and/or harass or violate the rights of others will be subject to detention, loss of privileges, suspension, or expulsion depending on the severity of the offense.

Expectations

Students, Teachers, and Parents or Legal Guardians may expect:

- to learn and work in a safe, supportive, Catholic/Christian environment
- to learn and work in a positive climate, free from distraction
- to be recognized as unique individuals

- to be treated in a respectful manner
- a high level of communication
- positive reinforcement of good, disciplined behavior
- the discipline process to be aimed at change, not just punishment

To achieve these expectations,

Students:

- should demonstrate Catholic/Christian conduct on a consistent basis
- should respect the rights and feelings of others

Teachers:

- should administer discipline in a fair, consistent, and Catholic/Christian manner
- should respect the rights and feelings of others

Parents or Legal Guardians

- should support and cooperate with the school discipline policy

Opportunities of Behavioral Improvement

Kindergarten through Second Grade Students:

- There will be no detentions issued in grade level K-2.
- Kindergarten through Second Grade Students will have the opportunity for behavioral improvement based on individual classroom policies. Continuing behavioral concerns may result in a meeting between parent/guardian and teacher. If multiple attempts between child, parent, and teacher have not been successful in correcting the behavior, a meeting with the school principal, parents, and teacher will be schedule to make recommendations as to a course of action and a period of time by which to assess the status of the student.

Third Grade through Fifth Grade Students:

- There are two main areas in which behavioral improvement might be required at the third, fourth and fifth grade levels: general responsibility and respect. Students receive check marks for lack of general responsibility and referrals which can lead to detentions for lack of respect.
- A teacher or the principal may give a check or referral to a third through fifth grade student who does not meet the accepted St. Dominic School Discipline Policy in the area of general responsibility or respect. An adult in charge may recommend to the Homeroom Teacher that a child receive a check or referral.

Examples of general responsibility include but are not limited to:

- adhering to school uniform/dress code
- maintaining adequate school supplies
- being on time for classes
- following general school rules
- respectful use of school technology

Consequences for lack of general responsibility will be developed at the individual grade level and communicated to both parents and students. These consequences will be age appropriate and consistent among teachers at each level.

Parents/guardians will be notified if students are consistently lacking in general responsibility. A student receiving consistent checks in general responsibility may receive a referral for respect.

Respect

Examples of behavior warranting a referral in the area of respect include but are not limited to:

- excessive talking in class after being warned
- cheating
- disrespectful behavior directly towards a teacher, student or supervising adult
- consistent non-compliance with school and classroom rules and directives
- excessive, repetitive lack of general responsibility as described above

A referral will be issued by a teacher or the principal when it is deemed that parent/guardian intervention is necessary to assist in improving the behavior. Every referral in the respect area will result in a timely note home to the parent or legal guardian with a summary of the behavior problem. The parent or legal guardian is required to sign the form. The student must return the form, which includes a written student plan for correcting the behavior.

Detention/Parent Meetings for Third Grade through Fifth Grade students

- Three check marks in respect will constitute a referral. Upon the receipt of a second referral in respect within one school trimester, a detention will be issued. The focus of the detention will be aimed at improving the student's behavior. **No student shall be excused from serving a detention.** The parent or legal guardian must provide the transportation necessary to meet this commitment.
- A third referral during the school trimester will result in a meeting between the parents or legal guardian, student, teacher(s) and school principal. The

outcome of this meeting will be a grade level appropriate probationary contract to help motivate the student to change their current behavior.

Sixth Grade through Eighth Grade Students:

Good discipline is rooted in a respect for each individual person and for oneself. Good discipline maintains order necessary if learning is to take place. It is important that all students abide by school policies in order to maintain the caring, Catholic/Christian atmosphere that is characteristic of St. Dominic School. Students in grades 6 through 8 are expected to model this behavior to the other students and support each other in practicing discipline necessary to create a positive learning environment.

Students are expected to demonstrate Catholic/Christian conduct on a consistent basis. Someone who models Catholic/Christian behavior is spiritual, respectful, and responsible. A Catholic/Christian person exhibits all of these qualities helping to create a virtuous, respectful and orderly atmosphere:

- A spiritual person is one who lives his or her faith. They exercise virtue and self-discipline after the example of Jesus Christ.
- A respectful person is one who believes in the dignity and worth of all individuals and who acts accordingly by doing the right thing toward teachers, adults, other students and oneself.
- A responsible person is one who understands and keeps personal, school, and community obligations as a way of growing in grace and character.

Students are to show respectful and cooperative behavior towards adults and other students, and they are always expected to respect the rights of others.

Examples of respect and responsibility include but are not limited to:

- speaking and treating others in an appropriate, cordial, and respectful manner
- adhering to school uniform/dress code
- maintaining adequate school supplies
- being on time for classes
- following general school rules
- appropriate use of school facilities and technology

Examples of a lack of responsibility and respect include but are not limited to:

- excessive talking and disruption in class after being warned
- cheating and plagiarizing
- disrespectful behavior directly towards a teacher, student or supervising adult
- consistent non-compliance with school and classroom rules and directives

- excessive, repetitive lack of general responsibility for class work, homework, school facilities and school technology

Five demerits will result in a detention. Three detentions in one trimester will result in a parent, teacher, principal meeting to discuss how best to address the negative behavior. Immediate detentions may be given for serious behavior problems. In addition, a parent, teacher, student, and principal conference may be requested to develop a contract to resolve the difficulty. Examples of behavior that would result in a demerit: talking out of turn after being warned, being out of seat without permission, chewing gum, repeated tardiness to class, repeatedly not having appropriate supplies, missing parents signatures for assignments and tests, regularly missing assignments and homework.

Examples of behaviors that would result in an outright detention could be: open disrespect to teacher or parent volunteer, cheating, physical or abusive verbal conflict with another student, misuse of technology or cell phones. In addition, a parent, teacher, student, and principal conference may be requested to develop a contract to resolve these types of difficulty.

Serious behavior problems would be those that endanger the safety of others, such as fighting, bullying, continual harassment, etc. On occasion, serious behavior problems may lead to suspension.

After a third detention during a single trimester, there will be a meeting between the parents or legal guardian, student, teacher(s), and principal. The outcome of this meeting will be a grade level appropriate probationary contract to help motivate the student to change their current behavior.

No student shall be excused from serving a detention. Detentions will be on Thursday afternoons. A student has two weeks to serve the detention. If they do not without appropriate reason being given they will receive another detention. The parent/guardian must provide the transportation necessary.

SERIOUS BEHAVIOR OFFENSES

Serious behavior problems may lead to immediate detention and/or parent conference. Serious behavior issues which endanger the safety of others such as fighting, continuous harassment, etc. may result in further action.

NON-DISCRIMINATION

Schools operated under the auspices of the Diocese of Joliet admit students of any race, color, gender, national and ethnic origin, and immigration status to all the rights, privileges, programs and activities generally available to students at the schools. The names of the elementary and secondary schools can be found in the OFFICIAL CATHOLIC DIRECTORY, published annually.

HARASSMENT/BULLYING

The environment of a Catholic/Christian School should be one where respect for each person and the common good prevails. If student behavior consists of acts of violence,

threats, harassment and bullying, it should be reported to the classroom teacher and school principal, and all reports will be taken seriously. Every effort shall be made to provide for both the person being mistreated and those alleged to be mistreating someone. The principal shall take great care to investigate such alleged behavior. The principal, along with the pastor, retains the decision-making responsibility for the resolution of this type of inappropriate behavior.

INCIDENTS OR THREATS OF VIOLENCE

Any student, faculty or staff member who becomes aware of an actual or perceived threat of harm by a student to themselves or another shall report the incident to the school principal as soon as possible. The principal shall investigate the matter. This investigation will, at a minimum, include the interview of each person involved, the student making the alleged threat and the person(s) reporting it.

The pastor of the parish and the parents of students directly involved are to be informed, as appropriate, and as soon as circumstances allow. The Catholic Schools Office (CSO) may be contacted for questions and consultation. The CSO will confer with the principal to determine what course of action might need to be taken and to develop a possible specific plan to address the situation. Said plan, or any portion of the plan, may be implemented either before or after consultation and conference with the law enforcement officials, parents and students, pastor and school board, depending on the circumstances of each case.

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

REPORTING DRUG VIOLATIONS to AUTHORITIES

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

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

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

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

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

- b. Reporting. Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the superintendent or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately **and** to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27.1B

REPORTING FIREARMS on SCHOOL PROPERTY to AUTHORITIES

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

REPORTING ATTACKS on SCHOOL PERSONNEL to AUTHORITIES

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

SEARCH AND SEIZURE

St. Dominic School reserves the right to inspect all school and/or personal property of students while they are in school, on school property, or participating in school sponsored events.

The school will assist local government authorities by reporting illegally held possessions and, when requested by the authorities, the school will cooperate fully with the police and other government authorities in prosecuting.

PROBATION

A student may be placed on academic or behavioral probation by means of a contract. Probation is a conditional enrollment in the school or in a school activity for a trial period. Written notification is given to the parents. This contract may state the reasons for probation, the period of time the probation will be in force, and the conditions of the probation. The school principal may establish the specific conditions of the contract.

SUSPENSION

A student may be suspended from school or within school for up to five days if that student's behavior endangers the health, safety or moral well-being of the other students, if the behavior interferes with the orderly conduct of the education process, or if there is non-compliance of a probationary contract.

Parents will be notified before the suspension goes into effect. A conference with the principal, student, and parents will be mandatory, and may include the homeroom teacher. The student must demonstrate an understanding of the consequences of further misbehavior before being allowed to return to class. Further conditions for return may be imposed by the principal.

In all cases of suspension, missing work or tests may be made up only at the discretion of the teacher.

EXPULSION

According to the Diocesan Handbook two general situations may lead to expulsion:

- when the moral or physical well-being of those in school is endangered
- when there is prolonged and/or open disregard for school authority

Every effort will be made to enlist the cooperation of the parents/guardians in order to avoid invoking this extreme penalty.

GENERAL POLICIES

CRIMINAL BACKGROUND CHECKS

Adults who wish to volunteer for activities involving students (field trips, lunches, etc.) must agree to a criminal background check and attend the Protecting God's Children Workshop. If the school office does not have proof of your participation, you will not be allowed to volunteer. If you have participated in the program at another Parish, please bring in your certificate and we will make a copy for our records. When you have gone through the program once, you do not need to repeat it. (See Appendix B)

COMPUTER/INTERNET USE POLICY

All parents and students are required to sign an Acceptable Use Form before students are allowed to use the classroom or lab computers.

The following procedure will be in place in all the classrooms and computer lab:

- Students may only access the Internet while a teacher is present.
- Internet use is restricted to specific classroom generated assignments.
- No student may download any material without the approval of the teacher.
- No student may install any software or game on a classroom/lab computer.
- Copyright laws governing the use of graphics and text must be followed.
- Email is restricted to faculty and staff members.
- Students who use the computer lab must follow the specific directions of the computer instructor or aide.
- Students shall respect the rights of their classmates and not use the computer to embarrass, harass or plagiarize others.
- Printers in St. Dominic School are for academic use only. Personal use of the printers requires teacher permission. Students may be assessed a personal use fee not to exceed \$2 per page.

Students who violate these regulations will forfeit the use of the classroom/lab computers. The school does not seek to regulate home pages created by students on their own personal computers. However, students whose web pages are brought to the attention of the principal because of offensive material that involves the school or other students will be subject to disciplinary action. (See Appendix C)

TOYS, ELECTRONIC GAMES, ELECTRONIC DEVICES

Students may not bring toys, electronic games and/or electronic devices (iPods, cell phones, headsets, etc.) to school for use during lunch, recess, or free time. If a student brings an electronic device to be used after school, these items must be kept turned off in the student's backpack or locker during the school day. The electronic device may be used at school-sponsored after school programs under the discretion of the personnel in charge.

Cell phones are not to be on or used during the school day. **If a parent provides their child with a cell phone the students may not use them in the school building during the day.** If a child uses a cell phone during the day and is found using it, the cell phone will be taken away and the parents will be asked to retrieve it from the school principal. St. Dominic School is not responsible for the loss of these items.

UNIFORMS AND DRESS CODE (Revised 6-28-15)

Our school uniform provider is Dennis School Uniforms.

Required Uniform for Girls:

Grades K-5:

- Plaid uniform jumper or plaid skort (knee length)
- White short/long sleeved collared blouse or white uniform polo;
- Plain navy or white sweater or the uniform sweatshirt (available @ Dennis Uniform).
- Hooded sweatshirts are not permitted in the school building.
- During cooler weather: Long sleeve solid white or navy undershirt under the polo shirt.
- Plain white or navy socks (crew socks, knee-highs) and plain-colored tights are acceptable; low-rise socks are not permitted.
- During cooler weather: Plain blue, black or white leggings under the uniform skirt or skorts.
- Sweatpants or wide-legged pants may be worn on the way to school for warmth but must be taken off during the school day.
- Soft soled brown, black or navy shoes. For safety, they must have a closed back and toes with a low heel. They must be a sturdy suede, leather or leather-like material with a non-marking soft sole.
- Tie shoes, loafers, and Mary Jane styles are acceptable.

Grades 6-8:

- Plaid uniform skirt, or plaid skort (knee length) with navy blue uniform vest
- Plain white short/long sleeved blouse or white uniform polo.
- During cooler weather: Plain navy or white sweater, uniform sweatshirt, or long sleeve solid white or navy undershirt under their polo shirt.
- Hooded sweatshirts are not permitted in the school building.
- During cooler weather: Plain blue, black or white leggings under the uniform skirt or skorts.
- Sweatpants or wide-legged pants may be worn on the way to school must be taken off during the school day.
- Plain white or navy socks (crew socks, knee-highs), and plain-colored tights are all acceptable; low-rise socks are not permitted.
- Soft-soled black, brown or navy dress shoes. For safety, they must have a closed back and toes with a low heel. They must be a sturdy suede, leather or leather-like material with a non-marking sole. Tie shoes or loafers are acceptable.

Slacks option (K-8)

- Navy blue twill uniform slacks with a **belt** (exception PreK, K, 1)
- White uniform polo only; plain white or navy socks as stated above.

Warm weather option (K-8)

From the first day of school through October 1; May 1 to the end of the school year, or whenever the day's temperature is predicted to exceed 80 degrees children may wear

- Navy blue twill uniform shorts with belt: (may be no more than 3 inches above the knee);
- White uniform polo only
- Plain white or navy socks as stated above, soft soled shoes as stated above.

Required Uniform for Boys:

Grades K-8:

- Navy blue twill uniform pants with a **belt** (exception PreK, K, 1)
- Light blue uniform polo or light blue short/long sleeve shirt.
- Brown or black dress shoes. Low-rise socks are not permitted.
- During cooler weather: Plain navy sweater, uniform sweatshirt, or long sleeve solid navy, black or white undershirt under polo shirt
- Hooded sweatshirts are not permitted in the school building.

Warm weather option (K-8)

From the first day of school through October 1; May 1 to the end of the school year, or whenever the day's temperature is predicted to exceed 80 degrees children may wear:

- Navy blue twill uniform shorts with belt: (may be no more than 3 inches above the knee)
- Light blue uniform polo only
- Plain white or navy socks as stated above
- Soft soled shoes as stated above.

PLEASE NOTE:

Shoes that have a one-piece sole that extends over the toe are not acceptable. Boots are only worn on snowy days and you must bring the appropriate shoes to change into once school has started. Flip flops, open-toed shoes and backless shoes are never allowed, even on dress down days.

Boys and girls are expected to style their hair in a simple school-appropriate fashion. Boys hair should not cover eyes, ears, or neck. No fad hairstyles, unnatural coloring, hair-extensions or streaking are allowed.

Boys may not wear earrings. If girls have pierced ears, their earrings must be small in size and only one earring may be worn per ear. No dangling earrings are permitted. Make-up, jewelry (other than small religious medals or crosses), and colored nail polish are not permitted.

REQUIRED GYM UNIFORM FOR GIRLS/BOYS

Grades PK and Kindergarten:

No gym uniform is required for PK or Kindergarten. PK and Kindergarten will wear their school uniform to gym class. Kindergarten students will change into athletic shoes in the

classroom on days they have gym and PK may wear athletic shoes to school with their uniform.

Grades 1-8:

A grey gym shirt with the St. Dominic School Logo, royal blue mesh gym shorts (shirt & pants are available through St. Dominic School), white athletic socks, and athletic shoes with white soles.

School Spirit Wear:

School Spirit Wear tops may be worn on Fridays only over the uniform.

Dress Down Days

On dress down days when students are not in uniform, appropriate attire is required. T-shirts must be plain or contain positive messages. Shorts and skirts must be the length of approved uniform shorts and skirts.

Dress Up Days

On a “Dress-Up Day”, students may wear their “Sunday” dress clothes – i.e., boys may wear dress or casual slacks and girls may wear knee-length skirts or dresses, dress or casual slacks. Slacks made of jean or denim materials are not permitted for a “Dress-up Day”. Ladies must have shoulders covered. A sport coat or suit coat is optional. Follow handbook guidelines for shoes.

The principal or faculty will determine if a student’s appearance is appropriate for school. Students who wear inappropriate clothing, etc. may be required to call home for a change of clothes, etc. and/or lose the privilege of the next non-uniform day.

ACTIVITIES

ATHLETICS

St. Dominic School offers sports programs for students in grades 5-8. St. Dominic provides Boys’ and Girls’ Volleyball, Football w/St, Raphael, and Cross Country in the fall. Boys’ and Girls’ Basketball in the winter, and Track and Field in the spring. The school is a member of the Suburban Parochial League, the DuPage Parochial League, and The Catholic Grade School Conference. An athletic board and specific sports’ chairpersons are in charge of these programs. They are responsible to and report to the principal of the school.

INTRAMURAL PROGRAM

St. Dominic School offers an after school intramural program for students in grades 4-8. Basketball, floor hockey, and volleyball are the activities offered throughout the school year.

STUDENT COUNCIL

The purpose of Student Council is to foster school spirit, school pride, and Christian, Catholic values. Students are eligible for membership as representatives in grades 6-8. Students are eligible for the offices of president, vice-president, secretary, and treasurer in grades 7-8. Meetings are held at the discretion of the moderators. Activities are planned for the year and approved by the principal.

YEARBOOK

Seventh and eighth grade students are encouraged to join the yearbook staff. Students are responsible for the planning, designing, and organization of the yearbook. The staff meets before or after school hours. Yearbooks are pre-ordered by students during the school year and distributed the following September.

LIBRARY

Grades K-5 have a specified library time each week. Students in Grades 6-8 will use the library as needed for classroom projects throughout the year under teacher supervision. Books may be checked out of the library for a period of one week at a time. Small fines will be assessed for overdue books. Students are responsible for the care and return of their books.

FIELD TRIPS

Field trips are planned by individual teachers to enrich and expand the classroom experience. They are planned with the principal's approval. Such experiences are a privilege not a right. Students may be excluded from such trips for academic and/or behavioral reasons.

Parents are asked to financially sponsor the field trips. Written permission is required for a student to participate. Adults who wish to volunteer as a chaperone must agree to a criminal background check and attend the "Protecting God's Children" workshop.

PARTIES AND BIRTHDAYS

Parties during school hours are limited to those approved for a specific holiday by the school principal. Parties are planned by the classroom teacher in consultation with the room parents. So as not to disrupt the entire school times for parties will be coordinated through the principal's office.

Parents may provide birthday treats for the children. Birthday treats should be discussed with the classroom teacher prior to the day they are sent in or scheduled to be given out due to child allergies and out of common courtesy. Please avoid surprising the classroom teacher with treats or just walking into the lunchroom with an unannounced food treat. Because the lunch room includes multiple grades we ask that in sending a Birthday treat or any treat, the items should be individually wrapped so as to be able to hand out at an appropriate time in the day. The lunch room may not always be the most appropriate time

Birthday party invitations may not be passed out in class unless **every student** or all boys or girls will be receiving an invitation.

BUDDY ACTIVITIES

To give all students a sense of belonging to the larger school family, older and younger grades are paired for Buddy activities throughout the year. Parents may be asked to supply items for these activities.

BAND, ART AND DANCE

Students in grades 4-8 may participate in recorder and band instruction. Our band program is taught by music teachers from Music on the Move. Students in grades K-5 may participate in the Young Rembrandts art program. These activities require the payment of additional fees.

HANDBOOK REVISIONS

The principal of St. Dominic School retains the right to amend this handbook for just cause. Parents will be given notification if changes are made through the weekly communications.

APPENDICES

Appendix #A	Extended Day
Appendix #B	Protecting God's Children
Appendix #C	Diocese of Joliet Anti-Bullying Policy
Appendix # D	Diocese of Joliet Social Media Policy
Appendix # E	Agreement for Internet and Technology Use

APPENDIX A

St. Dominic School offers an Extended Day Program for **full** school days. This program is open to all students in grades **Pre-Kindergarten-8th Grade**. The afternoon session will not meet on early dismissal days. Pre-Kindergarten and Kindergarten students will not be able to attend the afternoon session until they are attending full days of school.

Times: 7:00-7:45 Morning (AM) Session
2:35 - 6:00 Afternoon (PM) Session (Pre-Kindergarten starts around 2:20)

Locations: AM Session: The Early Childhood Center (please enter on the left side)
PM Session: The Early Childhood Center, Computer Lab, and Gym/Outside

Extended Day Schedule:

Monday-Friday **AM Session**-Table Toys, Games, and Homework (drop off-ECC left doors)

Monday-Thursday **PM Session** **Pre-Kindergarten-1st Grade**

2:35 Computer Lab-Attendance

2:40-3:45 ECC-Snack, Homework, Games (**pick up-ECC left side**)

3:45-4:30 Gym/Outside-Homework, Gross Motor Activities, Games (**pick up-main doors or outside**)

4:30-6:00 ECC-Homework, Games (**pick up-ECC left side**)

Monday-Thursday **PM Session** **2nd-8th Grade**

2:35 Computer Lab-Attendance

2:40-4:30 Computer Lab-Computer Time, Snack, Homework and Study
(**pick up- right school doors**)

4:30-5:15 Gym/Outside-Homework, Gross Motor Activities, Games
(**pick up-main doors or outside**)

5:15-6:00 ECC-Homework, Games (**pick up-ECC left side**)

Friday **PM Session** **PreKindergarten-1st Grade**

2:35 Computer Lab-Attendance
2:40-3:15 Gym-Snack, Gross Motor Activities, Games(**pick up main doors**)
3:15-4:00 ECC- Homework, Games (**pick up-ECC left side**)
4:00 ECC for Movie and Snack (**pick up-ECC left side**)

Friday **PM Session** **2nd-8th Grade**

2:35 Computer Lab-Attendance
2:40-3:15 Computer Lab-Computer Time, Snack, Homework (**pick up-right school doors**)
3:15-4:00 Gym-Gross Motor Activities, Games (**pick up-main doors**)
4:00 ECC for Movie and Snack (**pick up-ECC left side**)

(Students should bring their own snack-we will only provide snack on Fridays)

Staff: The program is staffed by highly trained professionals including St. Dominic School Parents, Teachers, and Aides.

Cost: There are daily or weekly fees charged depending on your usage of the program. Cash or Checks (payable to St. Dominic School) are accepted. Your child can hand in the payment to their teacher and it will be put in Mrs. McFadyen's mailbox. Please put Mrs. McFadyen /Extended Day on the envelope.

Morning (AM) Session: \$3.00 single child
\$2.00 all additional siblings

Children picked up between 2:45-3:45: \$5 per child

Afternoon (PM) Session Daily Rate: \$10.00 single child
\$5.00 all additional siblings

Afternoon (PM) Session Weekly Rate: \$40 single child/5 days
\$65 family rate (all children)/5 days
\$32 single child/4 days
\$52 family rate (all children)/4 days
\$24 single child/3 days
\$39 family rate (all children)/3 days

Late Pick-Up Fee: A late fee will be charged automatically.

6:05-6:15: \$5.00 per child

6:15-6:30: \$10.00 per child

After 6:30: \$15.00 per child every 15 minutes

Excessive late pick ups will result in your child being terminated from the program.

All school policies regarding payment are in effect, including late payment fees and returned check fees.

Billing: The sign in and out sheets are primarily used for billing. If you have more than one child attending the program please circle their first name initial on the Sign Out sheet which is located in the Sign In /Sign Out binders. Please double check the date that you are signing your child out and put the time. I bill once at the end of each month and will credit any extra payment to the next month. If you still have a credit by the end of the school year, it will be applied to the next school year. You will receive a monthly email with all of your billing information and receipt of payments. Please save these for your records.

Calendars: Monthly calendars are found in the ECC/Gym/Computer Lab next to the Sign In/Sign Out Binder. Please circle the days that your child/children will attend. If this changes please send in a note to your child's teacher. This calendar is used to give a list to all the teachers so they are aware of where your child/children need to be after school. Even if you regularly attend Extended Day you will not be on the teacher list unless a calendar has been handed in.

Contact: The Extended Day phone number is (630)739-5988 (when Extended Day Staff are in the ECC) Ms. Chika (for program information) mchika@stdominicschool.org
Mrs. Sondej (for billing information) tmcfadyen@stdominicschool.org
School Office (630)739-1633 (during school hours)

Thank you for your support of the Extended Day program!
Ms. Chika
Mrs. McFadyen

APPENDIX B

Diocese of Joliet

Parent Guide: Understanding & Preventing Child Sexual Abuse

Dear Parents and Guardians,

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

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

Staff members at the Religious Education Office (815-727-6411) and at the Catholic Schools Office (815-838-2181) are available to help you. Please call them if you have any questions about the material contained in this brochure or if you need more information.

Sincerely,



Sister Judith A. Davies, OSF

SOME BACKGROUND INFORMATION

What Is Child Sexual Abuse?

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

Who Are the Offenders?

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

Who Is At Risk?

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

Why Don't Children Tell?

Some reasons children do not tell are:

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

Do Children Lie About Abuse?

Children rarely lie about sexual abuse. More often, they are afraid to tell.

PROTECTING YOUR CHILDREN

Here are some things you can do:

- Educate yourself about sexual abuse.
- Learn and practice specific guidelines for protecting children from sexual abuse.
- Talk to your children about touching safety.
(See *Teaching Personal Safety Skills*.)
- Teach your children personal safety rules before they reach school age.
- Allow your children to participate in personal safety instruction.

Safety with Babysitters

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

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

Guidelines for Single Parents

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

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

TEACHING PERSONAL SAFETY SKILLS

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

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

Teach Your Children These Rules

- It is not okay for someone to touch your private body parts.

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

Types of Touches

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

- **Safe touches.** These are touches that keep children safe and are good for their bodies. Safe touches include hugging, holding hands, pats on the back, and an arm around the shoulder. Safe touches can also include touches that might hurt, such as removing a splinter.
- **Unsafe touches.** These are touches that hurt children's bodies, feelings, or spirits, for example, hitting, pushing, pinching, and kicking. This also includes the sexual touches described in the previous section. Teach children that these kinds of touches are not okay.
- **Unwanted touches.** These are touches that might be safe but a child doesn't want. These include the sexual touches discussed earlier. It is okay for a child to say *no* to an unwanted touch, even if it is from a familiar person.

For Young Children

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

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

Expand your child's understanding of the third step by teaching the following:

- Never keep secrets about touching.
- Always tell about a touching problem even if it has gone on for a long time.
- Keep telling until someone believes you.

Teach Assertiveness Skills

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

Safety on the Internet

It is important for parents to educate children about Internet risks and monitor use of the Internet. Some rules:

- Never give out personal information or use a credit card online without your parent's permission.
- Never share passwords with anyone.
- Never arrange to meet someone in person you have met online unless parents go along with you.
- Never reply to uncomfortable messages. Always tell parents about them.

For Teens or Pre-Teens

Honest, open discussions about sexual values/limits, healthy relationships, and personal safety can make a difference. Teens should:

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

More Safety Tips for Teens

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

The Bottom Line

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

Safe Families

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

For more tips for parents, please visit <http://www.cfchildren.org/parents/parenttips/>

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

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

APPENDIX C

DIOCESE OF JOLIET – CATHOLIC SCHOOLS OFFICE

5313 ANTI-BULLYING POLICY

All elementary and secondary schools in the Diocese of Joliet shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian and strictly prohibited.

For the purpose of this policy, bullying is defined in conformity with Illinois Law as follows:

“Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

105 ILCS 5/27-23.7 (b)

Bullying Conduct

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

Cyber Bullying

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

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

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

Any reported bullying issue will be promptly brought to the attention of the appropriate party: the Pastor or the Principal or designee, and thereafter investigated.

Reference: *The Illinois School Code*, 105 ILCS, 5/27-23.7

APPENDIX D

DIOCESE OF JOLIET – CATHOLIC SCHOOLS OFFICE

6745 SOCIAL MEDIA POLICY

The Catholic Schools Office recognizes that the use of social media is being used in a variety of methods as an important evangelizing, educational and marketing tool to promote school and ministerial programs. However, those using the Internet should bear in mind that certain comments and information may have a harmful effect on the school, parish, the Diocese of Joliet, its reputation and its employees. In light of this possibility employees and volunteers are required to adhere to the following policy regarding the use of social media sites, networks and blogs.

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

General Guidelines

- **Be selective** –due to the availability of a variety digital tools, be selective in the type of medium for your message – a blog or social network might not be the right place for messages intended only for a small group.

- **Be responsible** – social media are individual interactions, not official diocesan/parish/school communications. All employees and volunteers at the parish/school are personally responsible for their posts. Official statements of policy may only be made by the Superintendent/ Pastor/ Principal or designee. A blog or community post is visible to the entire world. Remember that what you write will be public, and potentially for a long time. In the event you identify yourself as,(or is manifestly understood to be) an employee of the local school, parish or diocese on a personal blog (or other website with a similar purpose), to help reduce the potential for confusion, the employee is required to put the following notice in a reasonably prominent place on the site:

“The views expressed on this site are mine alone and do not necessarily reflect the views of my employer, or the Diocese of Joliet.”

- **Identify yourself** – authenticity and transparency are driving forces behind social media. Use real identities to the greatest extent possible rather than anonymous posts and comments.

- **Honor the privacy of others** – do not publish the personal information of others without their permission or, in the case of minors, written permission of their parents. All guidelines for the Protection of Children as outlined in all agreements and policies are to be followed.

- **Be respectful** – if you disagree with others, do so with civility. Respect your audience, express your views with appropriate language, and be respectful of the Church and its teachings.

-**Comply to-** all guidelines of the Employee/Staff Acceptable Use Agreement and all aspects of the Safe Environment Policy of the Diocese of Joliet.

Specific Policies

1. Use of Official Name and Logo.

Any use of the parish/school name or logo for branding or titling pages, blogs, or other similar elements of social media must be approved in writing prior to use. Requests for prior consent to use such names or logos will be made to the Pastor/Principal or designee. Any uses in existence at the time of adoption of this policy are not grandfathered and would be authorized pursuant to this policy. Permission to use the name or logo of the parish or school may be revoked at any time.

2. Duties of Moderators. Moderators of official parish/school social media are responsible for ensuring compliance with this policy statement. If there is official parish/school social media, there will be an employee /volunteer of the parish/school designated as the moderator. All content, comment and blog response areas must be moderated. Those responsible for such areas must review and approve comments prior to posting, and should not post any comments that do not meet our standards for civility, misrepresent the position of the Church or diocese/ parish/school , or that include profanity, defamatory language or speech that is otherwise inappropriate or off-topic. Anonymous comments will not be permitted. All moderation functions reserve the right to ban repeat offenders. Moderators who permit users to post materials such as documents or photographs will make clear to users that the site will not archive those materials and will delete e them after a published period of time (typically 12 months, except in cases where a project needs to be preserved for a longer period of time). Moderators must provide login in access to social media to

pastor/principal.

3. Prudent Judgment.

A. **Personal Use – Possible Negative Impact.** Even when engaging in social media for personal use, the comments of employees or volunteers of the parish/school may be viewed as a reflection on diocese/parish/school. Users will use their best judgment when engaging in social media activities and should be on guard against actions and discussions that could harm children, the interests of the diocese/parish/school or be subject to question as inappropriate by parents or school/parish administration.

B. Contact With Students

Employees and volunteers of the School cannot engage with current and prospective students on social media sites unless the site is school-sanctioned. Also knowingly interacting with students on a third-party social media page (such as a fan page for a local sports team) is prohibited.

Caution and prudence should be used if there are communications with students who are 18 and have graduated.

The School will strictly limit friendly/engagement with parents to only school-sanctioned sites.

4. Copyright Laws.

Anyone who submits content must comply fully with copyright law. Any posting of materials to official parish/school social media must adhere to all copyright laws. Images and other materials from the parish or school websites will not be copied and uploaded to other forums without the prior written consent of the Pastor/Principal or designee.

5. Privacy. All users of social media within parish and school communities will take care to safeguard the privacy interests of other community members. In particular, personally identifiable information (that is, information that can identify a particular person, including name, photo, phone number, address or email address) will not be disclosed without the prior written consent of the person identified. In cases where a user has consented to the publication of such information, appropriate privacy settings and levels will be utilized.

6. Minors. Public social media maintained by the parish/school are not intended for the use of children under the age of 13. Any site operated by parish/school that is oriented toward youth between the ages of 13 and 18 must require registration for all users and must be password-protected

so that only registered users may access the site. Users of such a site may not post images of minors without the prior written consent of a parent or legal guardian of any minor depicted.

7. Enforcement. Any use of social media that does not comply with this policy should be brought to the attention of the appropriate party: the Pastor or the Principal or designee immediately. Failure to follow the social medial policy may result in the loss of privileges and/or disciplinary action, up to and including termination, for an employee or removal from position, if a volunteer. This policy may be updated and modified at any time at the sole discretion of the Diocese of Joliet Catholic Schools Office in light of changing circumstances and events.

APPENDIX E

Student Agreement for Internet Access and Related Technology Use

The Catholic School Office of the Diocese of Joliet and the Parish School St. Dominic support the use of technology in the instructional program through individual computer workstations, lab networks, school-wide networks, and school owned hand held devices, and the Internet as a means to facilitate learning and teaching through communication, access to information, research and collaboration.

All uses of the Internet and related technologies, including hand-held devices shall be for educational purposes only, and will be consistent with the Diocesan and School's goal of promoting academic excellence as defined in the respective and philosophy statements.

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

Terms and Conditions

1. **Acceptable Use**

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

2. **Responsibility**

School administrators, teachers and staff work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels and to evaluate and use the information to meet their educational goals. However, there is an enormous range of material available on the Internet, some of which may not be fitting with the particular values of a student's family. It is practically impossible for the Diocese and School to monitor and enforce a wide array of social and religious values in student use of the Internet.

The Diocese and School recognize parents as primary educators of their children and the need for them to be involved in instructing their children as to what material is and is not acceptable for access and communication through the school network system.

The students and staff have the responsibility to respect and protect the right of every other user in the school and on the Internet.

The principal (pastor, superintendent) has the authority to determine what is inappropriate use and his/her decision is final.

3. **Code of Conduct**

Students are expected to act in a responsible, ethical, and moral manner, and use the accepted rules of network etiquette and follow federal and state law and the terms of this Agreement both at school and at home. Outside of school, it is expected that families bear the same responsibility for such guidance of their child(ren). Administration reserves the right to intercede when students are adversely affected or when there is serious disruption to the school program. The terms of this Agreement include, but are not limited to the following:

All users are to be polite and use appropriate language.

No inappropriate pictures or drawings are to be downloaded, displayed, printed, or communicated.

No offensive remarks or comments related to another student, teacher, administrator, employee or volunteer of the school/parish are to be placed on the Internet, personal websites, blogging sites, instant messaging or in email or on hand held devices by a student. Cyberbullying is not allowed and may also violate the Human Rights Act, if the student spreads hate, or discrimination based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status or disability.

No student will transmit any material that is derogatory or defamatory or which is intended to offend, annoy, harass, or intimidate another person or persons through any electronic device including, but not limited to computers, cell phones, palms, handheld computers blackberries, flash drives or other handheld devices.

No student will upload, download, copy, forward or transmit any copyrighted materials or any portion of such copyrighted materials, including, but not limited to music, video, photographs, pictures, pamphlets, books, newspaper or magazine articles without the permission of the teacher.

No offensive, derogatory or defamatory letters, essays, papers, email or other written documents are to be uploaded, downloaded, forwarded, copied, transmitted, displayed, printed or communicated.

The use of the network shall not disrupt the work of other users and this includes, but not limited to disrupting the system's performance, deleting or altering files or destroying data by downloading or spreading viruses and/or worms.

The personal address, phone number or social security number of any student is not to be used in email or on the Internet.

The network may not be used for the purchase of any type of merchandise or services, copying of copyrighted material or to send material or communication likely objectionable to recipients.

At school, no user shall be involved in, or participate in, chat rooms or discussion groups without expressed permission and/or supervision of the teacher. system administrator.

No student will install any software, games, files or other electronic media on school equipment or network, without the permission of the teacher/IT staff.

4. **Safety**

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

5. **Electronic Mail**

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

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

6. **Consequences For Inappropriate Use**

The network user shall be responsible for damages to equipment, systems, and software resulting from deliberate and willful acts or installation of unapproved software and/or files.

Illegal use of the network, intentional deletion or damage to files of data belonging to others, copyrighting violations or theft of services will be reported to the appropriate authority and will result in the loss of access privileges.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this agreement. Loss of access and other disciplinary actions shall be consequences for inappropriate use. If a user mistakenly accesses inappropriate information, the teacher or adult supervisor should be told immediately.

7. **Publishing Web Pages**

The school may choose to publish a Web Page for purposes of providing school, parish information and teacher, class information. This may include the posing of meetings, agendas, student activities, projects and accomplishments, schedules and other information of interest to students, parents and the community. Classrooms may participate in the development of web pages as on-going educational projects.

The principal or designee must approve all materials prior to publication on the Internet. Additionally, if any sites are linked to the classroom, teacher, student or school Web Pages, they must be reviewed and approved by the principal or his/her designee. The posting of any material that may violate copyright law is expressly prohibited.

Disclosure of student information on the school web site will be limited to first name and last initial and no pictures of identifiable students.

8. **Hand-held Devices (Visors, Palm Pilots)**

The use of hand held devices for educational purposes is limited solely to those devices approved by or distributed by the school. All rules of conduct shall apply. The beaming of information that is considered

threatening, or unwelcome communication or inappropriate will be reported to the teacher or administrator immediately and may result in loss of use.

9. **Indemnification**

The user hereby agrees to indemnify the school/parish/Diocese for any losses, costs, or damages, including reasonable attorney fees, incurred by the School, Parish, or Diocese relating to or arising out of the breach of, or the enforcement of, this Agreement.

10. **Financial Obligations**

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

11. **Limitation of Liability**

The School/Parish/Diocese makes no guarantee that functions and services provided by the computer system and network will be error free or without any defect. The School/Parish/Diocese has no responsibility, for the accuracy or quality of information obtained through the use of the network or for any damages users suffer.