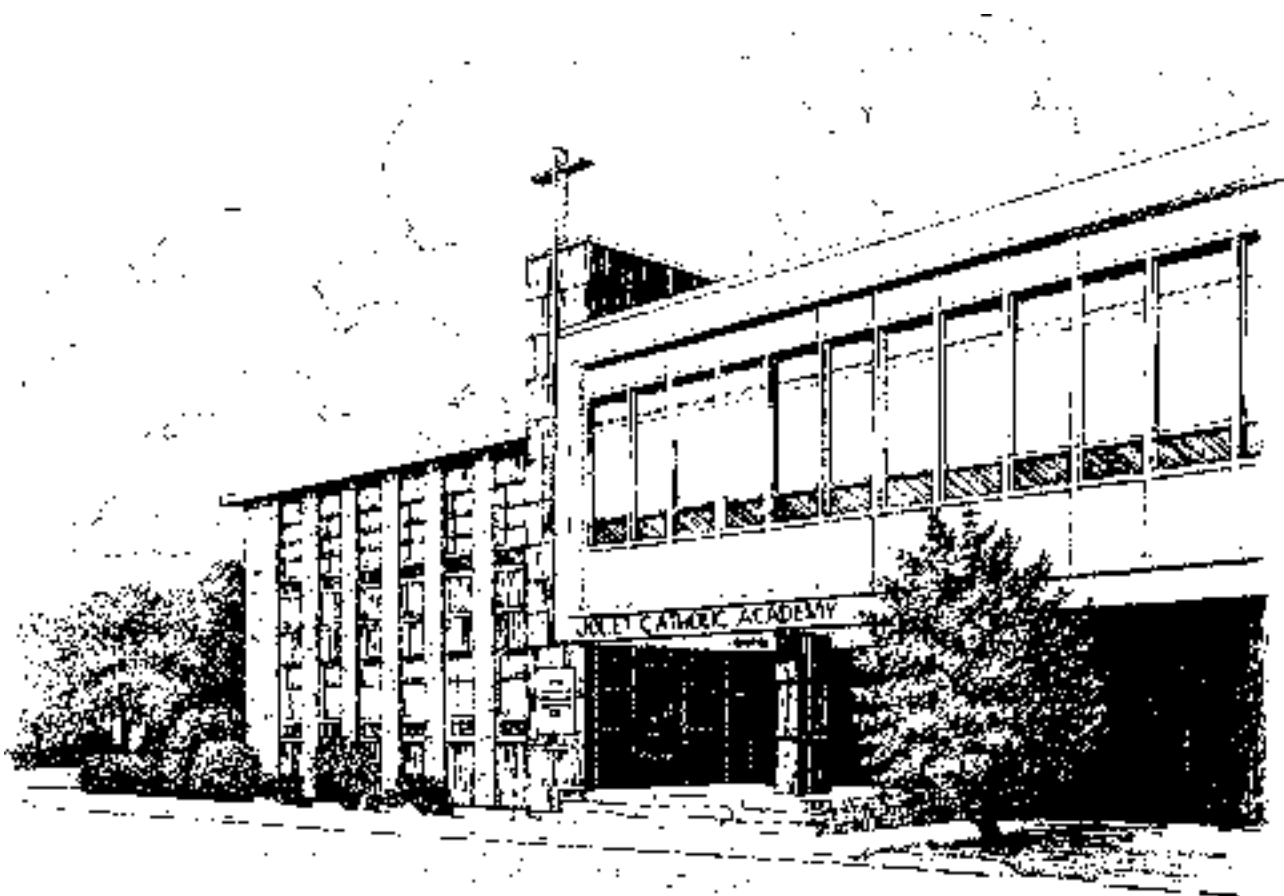


PARENT - STUDENT HANDBOOK

2017 – 2018



2017-2018 School Calendar

August

13	Freshman Welcome Mass
16	Senior Leadership Night
16-17	Freshman Orientation
16-17	Dismissal at 12:00 p.m.
18	First Day of Classes
18	Dismissal at 12:00 p.m.
22	Junior Class Meeting
23	Sophomore Class Meeting
24	Back to School Night
24	Dismissal at 12:00 p.m.
25	Opening School Mass
25	Senior Class Meeting
26	College Information Meeting Seniors
28	College Information Meeting Seniors
31	Dismissal at 1:40 p.m.

September

1	Senior Parent Coffee
4	NO SCHOOL – Labor Day
6	College Connections - Juniors
7	Dismissal at 1:40 p.m.
8	Junior Parent Coffee
8	Alumni Golf Outing
9	College Connections - Juniors
12	Naviance Workshop
14	Dismissal at 1:40 p.m.
16	Naviance Workshop
17	Senior Bowl
21	Dismissal at 1:40 p.m.
18-22	Homecoming Week
25	Guidance Seminar - Freshmen
28	Dismissal at 1:40 p.m.
29	Frosh/Soph Parent Coffee
30	College Affordability Workshop

October

2-6	Heritage Week
5	Dismissal at 1:40 p.m.
4	All-School Service Day
9	NO SCHOOL – Columbus Day
11	Testing Day
11	Fall Concert
12	Dismissal at 1:40 p.m.
13	End of First Quarter
16-11/3	Food Drive
19	Dismissal at 1:40 p.m.
22	Open House for Prospective Students
24-27	Kairos
26	Dismissal at 1:40 p.m.
30	Mu Alpha Theta Induction

November

2	Parent Teacher Conferences
2	12:00 p.m. Dismissal
3	8th Grade Step Up Day
9	Open House for Prospective Students
9	Dismissal at 12:00 p.m.
10	NO SCHOOL – Veterans Day
16	Dismissal at 1:40 p.m.
16-18	Fall Play
21	Grandparent's Mass
21	Pops & Lollies
22-26	NO SCHOOL – Thanksgiving
28-12/1	Kairos
29	Placement Exam Workshop
30	Dismissal at 1:40 p.m.

December

2	Placement Exam
2-3	Winter Radio Show
6	Christmas Concert
7	Dismissal at 1:40 p.m.
9	Make-Up Placement Exam
14	Dismissal at 1:40 p.m.
18	End of 3rd Quarter
19-21	Semester Exams

21	Dismissal at 1:40 p.m.
22	Christmas Dance
25-1/7	NO SCHOOL – Christmas Break

January

8	2nd Semester Begins
8	12:00 p.m. Dismissal
11	Dismissal at 1:40 p.m.
15	NO SCHOOL – MLK, Jr. Day
17	Freshman Registration
18	Dismissal at 1:40 p.m.
22	Pro-Life Awareness Day
23-26	Kairos
25	Dismissal at 1:40 p.m.
26	Winter Sports Assembly
29-2/2	Catholic Schools Week

February

1	Dismissal at 1:40 p.m.
2	Catholic Schools Week Mass
8	Dismissal at 1:40 p.m.
14	Band Concert
15	Dismissal at 1:40 p.m.
19	NO SCHOOL – President's Day
20-23	Kairos
21	Prospective College Athlete Seminar
21-24	Kairos
22	Foreign Language NHS Induction
22	Dismissal at 1:40 p.m.
26	Sophomore Ring Ceremony

March

1	Dismissal at 1:40 p.m.
3	Jubilate
3	IHSA Band Solo Contest
5	NO SCHOOL – Casimir Pulaski
8	Dismissal at 1:40 p.m.
9	7th Grade Step Up Day
13-16	Kairos
14	Art NHS Induction
15	Dismissal at 1:40 p.m.
15-17	Spring Musical
16	Troop Drive
16	End of Third Quarter
19-23	Spring Fling Week
22	Dismissal at 1:40 p.m.
23	Spring Sports Assembly
26	NHS Induction Ceremony
28	Lads & Ladies
29	Holy Thursday - 12 p.m. Dismissal
30	NO SCHOOL - Good Friday

April

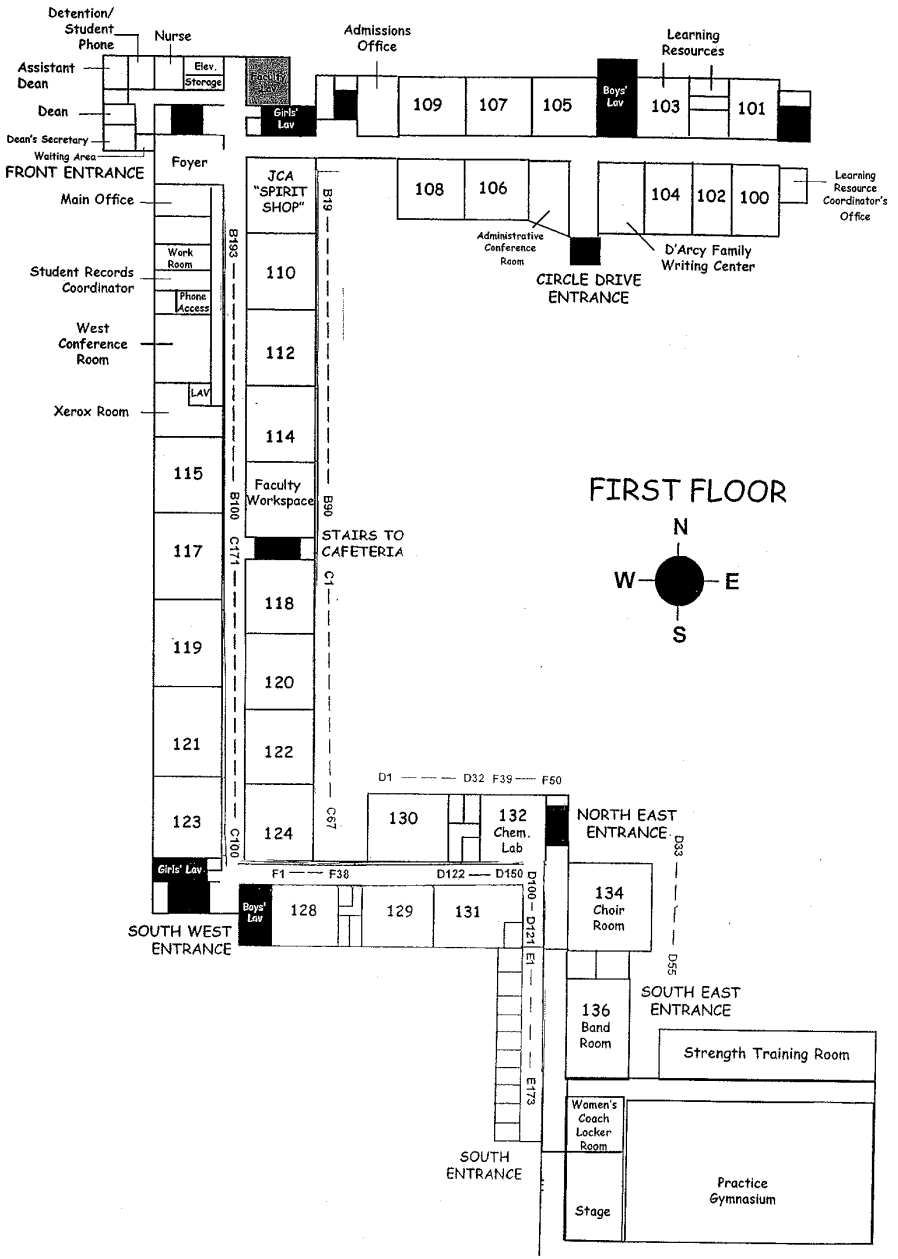
2-8	Easter Break
12	Hall of Fame Induction
14	ACT Test
17	Handbells/Choral Concert
20	NO SCHOOL - Wellness Day
24-27	Kairos

May

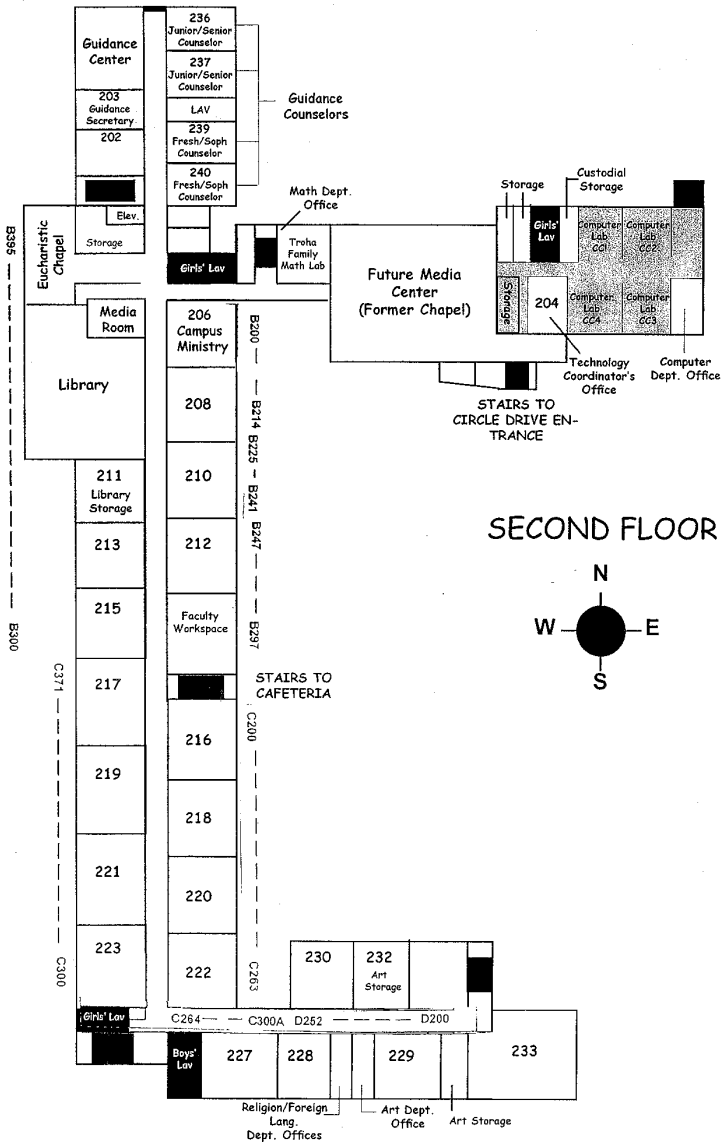
3	Prom
5-6	Spring One Act Play
7-11	Respect Life Week
7-18	AP Exams
6-7	Spring One Act Play
9-11	Senior Exams
11	Mother's Day Mass
16	Baccalaureate & Senior Awards
17	Senior Night
20	Graduation
22-24	Semester Exams

**Calendar subject to change at the discretion of the school.*

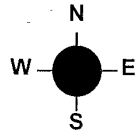
MAP OF SCHOOL - FIRST FLOOR



MAP OF SCHOOL - SECOND FLOOR



SECOND FLOOR



Carmelite and Franciscan Prayers



Christ Has No Body

Christ has no body but yours,
No hands, no feet on earth but yours,
Yours are the eyes with which he looks
Compassion on this world,
Yours are the feet with which he walks to do good,
Yours are the hands, with which he blesses all the world.
Yours are the hands, yours are the feet,
Yours are the eyes, you are his body.
Christ has no body now but yours,
No hands, no feet on earth but yours,
Yours are the eyes with which he looks
compassion on this world.
Christ has no body now on earth but yours.

Our Lady of Mount Carmel, pray for us!



The Prayer of St. Francis

Lord, make me an instrument of your peace,
Where there is hatred, let me sow love;
where there is injury, pardon;
where there is doubt, faith;
where there is despair, hope;
where there is darkness, light;
where there is sadness, joy;

O Divine Master, grant that I may not so much seek to be consoled as to console;
to be understood as to understand; to be loved as to love.

For it is in giving that we receive;
it is in pardoning that we are pardoned;
and it is in dying that we are born to eternal life.

St. Francis of Assisi, pray for us!

JOLIET CATHOLIC ACADEMY

A private Catholic educational community for young men and women incorporated under the direction of the Joliet Franciscan Sisters and the Carmelites of the Most Pure Heart of Mary.

- *Recognized by the Illinois State Board of Education*
- *Accredited by North Central Association of Secondary Schools and Colleges*
- *Member of the East Suburban Catholic Conference*

OUR MISSION

Inspiring growth in knowledge and faith, the Joliet Catholic Academy family creates an environment that cultivates opportunities for academic excellence, meaningful service, Christian respect, and Catholic values in the traditions of the Carmelites and Franciscans.

OUR PHILOSOPHY

Joliet Catholic Academy, as an academic institution, is an important ministry of the Roman Catholic Church of Joliet. It provides an educational process that challenges every person in it to grow in knowledge, faith, understanding, and service.

We believe that God is present in people and through their interaction. Faculty, staff and students, together with parents, friends and alumni cooperatively share values, knowledge and skills so that all may continue to grow as persons and as members of community, sensitive to others and enriched by our Catholic, American heritage.

We believe this educational process works best in an environment of respectful faith, high expectations, disciplined freedom, generous dedication and hopeful challenge.

Our model is Mary, the Mother of God, Mother of the Church, who is the inspiration and patroness of both the Carmelites and Franciscans.

OUR STUDENTS

All Joliet Catholic Academy students are expected to behave in a manner that reflects the pride of Angels and Hillmen in and out of school. If a student is in public violation(s) of the law or morality outside of school, Joliet Catholic Academy reserves the right to take disciplinary action, including areas when the name of the school community is jeopardized or associated.

JCA does not discriminate on the basis of age, race, color, sex, or national origin.

JOLIET CATHOLIC ACADEMY

1200 N. Larkin Avenue, Joliet, IL 60435

Phone: (815) 741-0500

Fax: (815) 741-8825

www.jca-online.org

Main Office: 7:00 a.m. - 3:30 p.m.

Classes: 7:50 a.m. - 2:40 p.m.



TABLE OF CONTENTS

<p>OUR HISTORY4</p> <p>OUR HALLMARKS.....4</p> <p>ACADEMICS5</p> <p>Graduation Requirements5</p> <p>JCA Honors Program Policy.....6</p> <p>Christian Service.....6</p> <p>MISCELLANEOUS ACADEMIC INFORMATION.....7</p> <p>Academic Grievance Procedure7</p> <p>Academic Honor Roll8</p> <p>Academic Integrity Policy8</p> <p>Academic Integrity Policy Guidelines9</p> <p>Academic Jeopardy.....10</p> <p>Academic Probation and Dismissal.....10</p> <p>Adaptive Physical Education11</p> <p>Advanced Placement Courses.....11</p> <p>Attendance and Academic Success.....11</p> <p>Auditing12</p> <p>Awarding of Credit.....12</p> <p>Awards Ceremonies12</p> <p>Computer Center.....12</p> <p>Computer Training for Transfer Students.....12</p> <p>Contacting a Teacher.....13</p> <p>Course Expectations.....13</p> <p>Course Failures13</p> <p>Course Load/Student Day13</p> <p>Course Offerings13</p> <p>Course Waivers13</p> <p>Course Withdrawal.....14</p> <p>Commencement Exercises and Baccalaureate Liturgy14</p> <p>Credit Differences14</p> <p>Curriculum Placement15</p> <p>Driver Education.....15</p> <p>Edline15</p> <p>Field Trips16</p> <p>Foreign Language16</p> <p>Grade Point Average (GPA).....16</p> <p>Grades16</p>	<p>Homebound/Hospital Instruction17</p> <p>Homework Policy17</p> <p>Homeroom18</p> <p>Instructor Assistance18</p> <p>Internet / Computer Usage18</p> <p>Library / Media Center.....20</p> <p>Loan Textbooks.....21</p> <p>Make-up Work Associated with Excused Absences.....21</p> <p>Make-up Work Associated with Unexcused Absences.....21</p> <p>Math Lab.....22</p> <p>Non-Custodial Parents’ Access to Academic Records22</p> <p>Parent-Teacher Conferences22</p> <p>Progress Reports22</p> <p>Report Cards22</p> <p>Schedule Changes23</p> <p>Semester Examinations.....23</p> <p style="padding-left: 20px;"><i>Examination Exemption Policy</i></p> <p style="padding-left: 20px;"><i>Semester Exams Absences</i></p> <p>Student Information/Publication Policy Disclaimer.....23</p> <p>Students of the Month.....24</p> <p>Study Hall24</p> <p>Teacher Presence in Classroom.....24</p> <p>Transcripts.....25</p> <p>Transfer Students – Grades/Course Evaluation25</p> <p>Tutoring.....25</p> <p>Vice Principals25</p> <p>Withdrawal Policy.....25</p> <p>Writing Center.....25</p> <p>STUDENT LIFE25</p> <p>Attendance26</p> <p>Procrastination Clause26</p> <p>Illness or Necessary Absence Procedures.....26</p> <p>Absence Policy.....26</p> <p style="padding-left: 20px;"><i>Non-Countable Days</i></p> <p style="padding-left: 20px;"><i>Absences Known in Advance</i></p> <p style="padding-left: 20px;"><i>Unexcused Absences (Truancy)</i></p> <p>Sign-Out Procedures27</p>
--	---

TABLE OF CONTENTS

<p>Tardiness Procedures.....27</p> <p>Attendance and Extracurricular Activities27</p> <p>Infectious and Chronic Communicable Diseases28</p> <p>Admission & Continued Enrollment for Students with AIDS29</p> <p>Married Students29</p> <p>Pregnant Students.....29</p> <p>Hospitalizations.....30</p> <p>BEHAVIOR CODE30</p> <p>ADDITIONAL BEHAVIORAL INFORMATION32</p> <p>Actions which Disrupt the School Environment.....32</p> <p>Bullying.....32</p> <p style="padding-left: 20px;"><i>Cyberbullying</i></p> <p>Bus Misconduct33</p> <p>Cell Phones33</p> <p>Computer/Software Tampering.....33</p> <p>Criminal Law Violations.....33</p> <p>Food Policy34</p> <p>Public Displays of Affection34</p> <p>Sexual/Inflammatory Actions.....34</p> <p>Social Web Sites.....34</p> <p>Student-on-Student Harassment....34</p> <p>Student Threats of Violence.....34</p> <p>DISCIPLINARY MEASURES35</p> <p>Activity Restricted List35</p> <p>Class Dismissal35</p> <p>Detention Policy.....35</p> <p>Detention Grievance Policy36</p> <p>Faculty Discipline Board36</p> <p>Referral36</p> <p>Suspension & Probation.....36</p> <p>Suspensions, Probation, Class Office, and School Activities37</p> <p>ALCOHOL AND ILLEGAL DRUG POLICIES.....37</p> <p>MANDATORY DRUG TESTING38</p> <p>CIGARETTE AND TOBACCO PRODUCT POLICIES.....38</p> <p>DRESS CODE39</p> <p>Pants/Shorts – Freshmen, Sophomores, Juniors40</p>	<p>Pants/Shorts – Seniors.....40</p> <p>Shirts – Freshmen, Sophomores, Juniors40</p> <p>Shirts – Seniors40</p> <p>Sweaters/Sweatshirts All Students.....40</p> <p>Socks – All Students40</p> <p>Shoes – All Students40</p> <p>Hats/Headwear – All Students40</p> <p>Jackets / Coats - All Students.....40</p> <p>Hair - All Students41</p> <p style="padding-left: 20px;"><i>Hair - Specific to Males</i></p> <p>Jewelry, Piercing & Body Art for All Students.....41</p> <p>Dance Policy41</p> <p>Spirit Day Dress Code41</p> <p>MISCELLANEOUS BEHAVIORAL AND SCHOOL INFORMATION42</p> <p>Automobile Registration and Use42</p> <p>Building and Campus Care42</p> <p>Computer/Internet/Related Technology Use.....42</p> <p>Corridor Passes43</p> <p>Couples Dances.....43</p> <p>Dean as Interpreter.....43</p> <p>Fire/Tornado Drill43</p> <p>Health Office44</p> <p>Lost and Found45</p> <p>Lockers.....45</p> <p>Parent Delivery of Forgotten Items During School Day.....45</p> <p>Restricted Areas45</p> <p>Running.....45</p> <p>School Reach46</p> <p>Shadow Visit Program46</p> <p>Snowballs.....46</p> <p>Student Drop-Offs and Pick-Ups.....46</p> <p>Student Identification46</p> <p>Telephone Messages46</p> <p>EXTRACURRICULAR ACTIVITIES....47</p> <p>ATHLETICS47</p>
---	--

OUR HISTORY

The past decades of educational ministry leading to the birth of Joliet Catholic Academy are indeed rich in history. While the school's official history began on July 1, 1990, its roots are planted in the long and proud heritage of Saint Francis Academy and Joliet Catholic High School, the schools to which Joliet Catholic Academy is heir.

Saint Francis Academy was the first to open its doors to young women in the Joliet region in 1869. Nearly 50 years later, De La Salle High School for boys was founded and operated by the Christian Brothers until 1933, when the Carmelites assumed leadership and renamed it Joliet Catholic High School. The grand histories surrounding the SFA and JCHS communities still continue to provide us with many memories. In recalling the past, one discovers that the traditions and values which helped to build Joliet Catholic Academy's foundation had existed long before our present day.

When it was officially announced that, in the late summer of 1990, a new coeducational Catholic high school would open at the corner of Joliet's Larkin and Ingalls Avenues (declared by the President of the Congregation of the Third Order of Saint Francis of Mary Immaculate, Joliet, and the Provincial of the Order of Carmelites of the Province of the Most Pure Heart of Mary), a new era began. Joliet Catholic Academy was born; a school destined to carry Catholic, Christian, social, and educational principles into the 21st Century.

Over the past twenty-five years, Joliet Catholic Academy has seen many changes, including the completion of a state-of-the-art Computer Center and a 25-acre mega-sports complex (the "Fields of Dreams"). We are very proud of our state championships in football, volleyball, and baseball, and numerous record breaking seasons from our athletic and academic teams, including soccer, tennis, track, golf, cross-country, math, scholastic bowl, etc. JCA reached a new level with the success of the first ever Capital Campaign "Directions of Excellence...Forging a New Frontier", bringing the Joliet and Will County community the reality of the Student Activity Center, plus several new classrooms, signifying a new chapter in the life of JCA. The latest Capital Campaign "Honoring our Past, Building our Future" has brought the iconic Victory Light back to campus as the center piece of Heritage Quad, a gathering place for students, family, and the entire JCA community. What has not changed, however, is Joliet Catholic Academy's commitment to its students and to academic excellence. Ninety-nine percent of JCA graduates from the Class of 2017 went on to pursue higher education, earning over \$15 million in scholarships, grants, and awards.

Since 1990-2017, JCA has produced 5 National Merit Scholars, 7 National Merit Corporate Scholarship Winners, 12 National Merit Finalists, 13 National Merit Semi-Finalists, 62 National Merit Commended Students, 1 National Merit Hispanic Finalist, 1 National Merit Hispanic Recognition Scholar, 729 Illinois State Scholars, 43 Illinois Merit Finalists, 18 National Merit Recognition Scholars, 3 National Merit Achievement Finalists, and 4 National Merit Achievement Commended Students. The achievements of these students, coupled with a solid, value-centered education, are JCA's proudest accomplishments.

The involvement and dedication of the many members of the Joliet Catholic Academy community has been, and will continue to be, important in the ongoing development of the school. With sustained assistance from individuals who support and believe in Catholic education, Joliet Catholic Academy will continue to thrive and prepare today's students to become tomorrow's leaders.

OUR HALLMARKS

Open Communication
Respect for All Individuals
Warmth and Hospitality
Excellence in Education
Trust that Our Work is God's Work

ACADEMICS

Academic excellence is one of the hallmarks of Joliet Catholic Academy. Our curriculum contains courses which offer students far more than minimum college preparatory subjects. Exceptional students may also earn college credit for courses during his/her junior/senior year. Meeting the needs of the whole individual (academically, spiritually, emotionally, physically, and socially) is the task to which JCA is committed.

Graduation Requirements

Students must earn 25.00 credits to be eligible to receive a JCA diploma. Twenty-two credits must be earned by enrolling in required courses. The balance (3.00 credits) must be earned by completing elective courses. Seniors must include one core course (Math, Science, Social Studies, etc.) in their daily schedule in lieu of one elective course. Each student must also complete 30 hours of Christian Service during his/her senior year and are required to attend either the Kairos retreat or a retreat experience as outlined in this Parent-Student Handbook. Students and parents should contact their assigned Guidance Counselor with questions regarding graduation requirements. The following minimum requirements must be met by all students wishing to graduate:

Honors Curriculum

4.00 Credits in Theology	1.00 Credit in Physical Education
4.00 Credits in English	0.50 Credit in Computer Applications
3.00 Credits in Mathematics	0.50 Credit in Health
3.00 Credits in Science	0.50 Credit in Art
3.00 Credits in Social Studies*	0.50 Credit in Music
2.00 Credits in the same Foreign Language	3.00 Credits in Electives

Upper College Prep Curriculum

4.00 Credits in Religion	1.00 Credit in Physical Education
4.00 Credits in English	0.50 Credit in Computer Applications
3.00 Credits in Mathematics	0.50 Credit in Health
3.00 Credits in Science	0.50 Credit in Art
3.00 Credits in Social Studies*	0.50 Credit in Music
2.00 Credits in the same Foreign Language	3.00 Credits in Electives

College Prep Curriculum

4.00 Credits in Religion	1.00 Credit in Physical Education
4.00 Credits in English	0.50 Credit in Art
3.00 Credits in Mathematics	0.50 Credit in Computer Applications
3.00 Credits in Science	0.50 Credit in Health
3.00 Credits in Social Studies*	0.50 Credit in Music
3.00 Credits in Electives	2.00 Credits in the same Foreign Language or a two-year sequence in Reading or Fine Arts**

Students must receive credit for the following specific courses to be eligible for graduation: Economics; English I, II, III, IV; Health; Religion I, II, III, IV; U.S. Government; and U.S. History.

* *Passing grades on the Constitution exams are required.*

** *Students electing the Fine Arts sequence are expected to earn 2.00 credits in Fine Arts, plus an additional .50 credit in Music and Art to meet graduation requirements.*

JCA Honors Program

The intent of the Honors Program is to challenge academically gifted and talented students, provide them with a rigorous program to meet their needs, and encourage them to reach their full academic potential. Enrollment in Honors courses and membership in the Honors Program is not synonymous. Membership is based on the following criteria:

1. Freshmen will be placed, based on their placement test scores, in an “Accelerated” curriculum for their first year at JCA. At the end of their freshman year, the student’s performance will be evaluated. Upon the recommendation of their teachers, the administration will “officially” invite the student to join the Honors Program. The student must have completed both semesters, during their freshman year, of the designated accelerated courses (English I, Biology I, World History and Algebra I or Geometry-H) with a grade of *A* or *B* for both semesters. With reference to mathematics:
 - a. If a student was enrolled in JCA’s Algebra I Accelerated class as an eighth grader and earned an *A* or *B*, and was enrolled in Geometry-H as a freshman and received an *A*, *B*, or *C*, he/she would qualify for the Honors Program;
 - b. If a student was enrolled in Algebra I Upper College as a freshman, earned an *A*, was enrolled in all of the other Accelerated courses, and has the recommendation of the math teacher, he/she would qualify for the Honors Program.
2. Enrollment in and completion of the following accelerated classes:
 - a. Four years of English;
 - b. Three years of science, math and social studies;
 - c. Four years of the same foreign language;
 - d. A fourth-year Honors course in science, math or A.P. European History.
3. Honors Program students are expected, but not required, to enroll in Advanced Placement level courses when available and are expected, but not required, to take the A.P. exams.
4. Students who complete the four-year program will receive an honors diploma.
5. The transcript, which will be forwarded to colleges, will indicate membership in and completion of the Honors Program.
6. Students receiving one or more grades of *D* or *F* or more than one *C* per semester in any course will not be eligible to continue in the Honors Program.
7. Membership in this program is only available to JCA freshman students who complete the above criteria. Upperclassmen and/or transfer students will not be eligible.
8. Students must meet all of the above criteria to remain in the Honors Program.

Christian Service

All students are required to complete Christian Service hours for a person or group outside of their own families. Hours must be completed by the stated deadlines. Students will receive a pass/fail grade for “Christian Service”. Transfer students will be issued Christian Service hour waivers by the Vice Principal.

1. The expectations are as follows:
 - Freshmen will complete 5 hours total (2 hours are to be completed during the first semester and 3 during the second).
 - Sophomores will complete 10 hours total (5 hours are to be completed during the first semester and 5 during the second).
 - Juniors will complete 15 hours total (8 hours are to be completed during the first

- semester and 7 during the second).
- Seniors will complete 30 hours total (15 hours during the first semester and 15 during the second).
2. These hours must meet the following criteria:
 - Must be completed outside of school hours.
 - May be completed during the summer (with the exception of incoming freshmen).
 - Cannot be completed in the student's own home or immediate family, such as grandparents, aunts, uncles, etc.
 - Must be without any form of monetary payment.
 - Must be supervised by an adult, other than a direct family member.
 3. The service must allow for direct involvement in the lives of others. Half of the total hours required may be devoted to working for institutions such as Joliet Catholic Academy and the other half must involve working directly with "people in need," (i.e. the economically deprived, the elderly, the sick, etc.). The Christian Service Hours Director is responsible for making the final determination of whether the student's reported service qualifies as "institution" or "people in need" hours.
 4. Deadlines:

On or before September 15 – verification of summer hours from sophomores, juniors, and seniors must be presented to the Christian Service Hours Director.

On or before the end of the fall semester – verification form submitted with at least 2 hours-freshmen, 5 hours-sophomores, 8 hours-juniors, and 15 hours-seniors. Earned summer hours may be included in these totals for sophomores, juniors, and seniors.

On or before April 13 – verification form submitted with the remaining 15 hours for seniors, as well as the reflection paper on the project.

On or before the first Friday of May – verification form submitted with the remaining 3 hours-freshmen, 5 hours-sophomores, and 7 hours-juniors.

Failure to meet these requirements and deadlines will result in a failing grade for Christian Service. An *F* grade will not be included in the calculation used to determine Academic Probation. No semester hour credit will be given for Christian Service. Therefore, the *P* grade will not yield any credit toward the credits needed for graduation. The Christian Service grade will only be posted on the report card at the conclusion of each semester. This grade will appear on the student's transcript.

Any senior who fails to complete the second semester service hours will not receive a diploma until the hours are completed and verified. In addition, seniors who do not meet the April deadline will not be allowed to participate in any extracurricular activity until hours are completed and verified. Parents will be contacted when the student fails to meet the deadlines and be reminded in writing of the consequences of this failure. The Christian Service Hours Director will publish a list of approved and recommended agencies and work sites whereby a student may earn service hours jointly. This list will be made available to the students and made part of the Course Expectations.

MISCELLANEOUS ACADEMIC INFORMATION

Academic Grievance Procedure

Periodically, students have grievances (complaints) that an academic procedure or a teacher's stated policies and expectations have not been followed, or that they have been treated unfairly (academically). Many of these grievances can be easily resolved if the student first confers with the teacher and/or his/her counselor. If an amicable resolution is not attained,

the student may file a written grievance. Grievance forms are available in the Guidance Department and should be completed and submitted to the Vice Principal's Office. A written response will be made to the grieving party. The student may appeal the decision on the grievance by following the printed procedure.

Academic Honor Roll

JCA maintains two honor rolls. Requirements for inclusion are as follows:

- **A Honor Roll** - four **A**'s and the remainder of grades **B**'s.
- **B Honor Roll** - all **B**'s, or a **B** average produced by **B**'s and/or an equal number of **A**'s and **C**'s.

Christian Service, summer school and/or extension course grades reported on the grade card following the completion of the course(s) will not be used to determine honor roll status.

Please note that any student who receives a grade of "WF" for any class for any semester will not be eligible for either the A or B Honor Roll for that semester.

Academic Integrity Policy

JCA's goal is to establish an atmosphere in each classroom that promotes academic integrity. JCA defines academic dishonesty as any action taken by a student that is intended to obtain credit for work which is not his/her own. No list of actions can be all-inclusive. The following are only a few of the actions that would violate this policy:

1. Submitting in whole or part, any type of another student's work as one's own.
2. Accepting or obtaining from any source, a copy of any assessment instrument or scoring key/devices.
3. Giving test questions or answers to a member of a later class or getting test questions or answers from a member of an earlier class.
4. Copying from another student's test, allowing another student to copy yours, permitting another student to copy, or writing another student's homework, project, report, paper, or test that should exhibit personal achievement.
5. Using any materials, notes, or "cheat sheets" which are not expressly permitted by the teacher during a test or quiz.
6. Plagiarizing, or presenting as one's own any amount of material that has been copied from a published source with no proper acknowledgment of its origin.
7. Disregarding the teacher's verbal and/or written directions for acceptable student behavior and actions during a testing period.
8. Copying, or having someone other than the student or an authorized agent prepare the student's homework, theme, project, laboratory report, presentation, take-home test, or that which is given academic credit and should exhibit personal achievement.
9. Unless the teacher gives directions to the contrary, all class and homework assignments and assessments are completed solely and exclusively by the student. If uncertain, it is the student's responsibility to ask for clarification.
10. Utilizing the photography technology of a cell telephone to copy/transmit a teacher's assessments.
11. Unless instructed by the teacher, students are not to share their homework in any manner with another student.
12. **Attempting to retrieve and pass off as one's original work the work of another student that appears on and/or has been saved to a computer hard drive or disk. Students have an obligation to exhibit honesty in completing their computer-generated assignments. A student may be found to have violated this code of COMPUTER ETHICS if he/she plagiarizes or cheats.**

Academic Integrity Policy Guidelines

1. If a teacher **suspects** a student of academic dishonesty, the teacher will have a conference with the student to determine the validity of the suspicions and the reason for these actions. The teacher may require the student to complete a similar assignment to demonstrate mastery of the material before a grade, full or partial credit, is given for the assignment. At the teacher's discretion, he/she may request the work be completed in his/her presence. In addition, the same consequences may be applied as listed in numbers 2 and 3.
2. If a teacher **observes** an act of academic dishonesty associated with the completion of **daily** assignments, homework, short quizzes, lab reports, etc:
 - a. For a 1st offense - the teacher will discuss the incident with the student and assign a zero grade* for the project. The student's parents and Guidance Counselor will be notified in writing, using the appropriate form (a copy of which will be forwarded to the Vice Principal).
 - b. For a 2nd offense in the same class - the teacher will discuss the incident with the student, a zero grade* will be assigned for the project and the quarter grade will be lowered by one letter grade (i.e. from **A** to **B** or from **B-** to **C-**). In addition, the student's parents and assigned Guidance Counselor will be notified in writing, using the appropriate form (a copy of which will be forwarded to the Vice Principal). The Assistant Principal will then notify the parents in writing via registered mail of the incident. If the issue remains unresolved, the teacher will include the Department Chairperson and the Guidance Counselor in the adjudication process.
 - c. For a 3rd offense in the same class - the teacher will discuss the incident with the student; a zero grade* will be assigned for the project, and the quarter grade will be lowered by one letter grade (or one additional grade). In addition, a conference will be established with the student, teacher, parents/guardians, Guidance Counselor and Vice Principal. If deemed appropriate by the Vice Principal, the student will be dropped from the class and a grade of **F** will be given for the semester.
3. If a teacher **observes** an act of academic dishonesty associated with a **major** project, exam, lab experiment, presentation, research paper, book exam, etc:
 - a. For a 1st offense - the teacher will discuss the incident with the student, assign a zero grade* for the project and send a written report, using the appropriate form, to the Vice Principal. The Vice Principal will then notify the parents in writing via registered mail of the incident.
 - b. For a 2nd offense in any class - the student will be immediately dropped from the course in which the second offense occurred, and an **F** grade will be assigned for the semester. Parents/guardians will be notified and the student will be assigned to study hall for the duration of the year.
 - c. For a 3rd offense - student will be brought before the administration for further action.

A violation of the major project portion of the Academic Integrity Policy, followed by a violation of the minor portion of the policy and/or vice versa and/or a violation of the minor project portion in two separate classes during the same school year, will permit the Vice Principal to immediately drop the student from the course where the second offense occurred. A semester grade of **F** will be assigned. Parents/guardians will be notified, and the student will be assigned to study hall for the rest of the year.

****Even though the student received a zero grade, he/she will be required to complete the work for the sake of his/her own academic progress and to ensure that the individual successfully completes the background work for future projects.***

If, at any time, a student has in his/her unauthorized possession a teacher's edition textbook or workbook, grade book, grade diskettes, or any other materials that could be used to alter grades, the student will be suspended from school immediately and be required to appear before the Faculty Discipline Board.

Dishonesty offenses will accumulate over the entire school year. The report will become part of the student's temporary record. Students should realize that, in addition to the aforementioned immediate consequences, a violation of the Academic Integrity Policy can have a significant impact on future awards and recognition for which they may be eligible.

Academic Jeopardy

Joliet Catholic Academy is an academic institution where students are prepared for college and life. Academic excellence is one of the hallmarks of Joliet Catholic Academy. Students are expected to perform at a level that will enable them to succeed in their endeavors for college admittance. Students who fail a class must make-up the class in summer school or night school. On occasion, when a specific course cannot be made up during the summer, the course will be placed in the student's schedule for the forthcoming school year. Extension courses are available to our students as another alternative for making up a failed course. However, only one (1) full non-religion credit hour from an independent learning source (extension service, internet course, college course, etc.) will be accepted for purposes of meeting JCA's graduation requirements. Exceptions to this policy can be made at the discretion of the administration. (Please note: if a credit is required for a student to meet qualifying standards for NCAA and/or other approved organizations, additional credits from an independent learning source will be posted to the student's transcript but not counted for graduation requirements.)

Academic Probation and Dismissal

The JCA administration and faculty reviews the academic progress of all students on a quarterly basis. Students, whose academic performance raises serious concern and a need for immediate improvement, will be notified by the Vice Principal. Possible consequences associated with poor academic performance include:

Academic Probation ~ Academic Probation constitutes an official acknowledgment that the student's academic performance reflects a disregard for the educational aims of JCA. The following students will be placed on academic probation:

1. Students failing two or more courses at the conclusion of a nine-week grading period (quarter).
2. Students who have failed to react responsibly to previous academic probation actions.

The student will remain on probation until such time that **NO** failing grades are reported on the grade card or until the failed course is made up and credit earned. The consequences of Academic Probation include:

The student will remain eligible to practice or attend meetings with his/her respective JCA extracurricular activity, but will be ineligible to participate in a regulation game or performance, serve as a cast/production member in JCA's school plays and musicals, and senior end-of-year privileges. Exceptions include participation in field trips or performances, retreats, and Kairos.

Students may not be placed on Academic Probation for more than three consecutive semesters during their enrollment at Joliet Catholic Academy. Without mitigating circumstances, as determined by the administration, any student who would be placed on Academic Probation for the fourth consecutive semester will be asked to terminate their enrollment at JCA. Individual students, in conjunction with their parents/guardians, have the opportunity to initiate an appeal with the Vice Principal.

Students who are failing two or more of their classes during a grading period will not be eligible to be a member of the cast for the fall play or the spring musical.

The Vice Principal may apply his/her prerogative to assign a transfer student or currently enrolled student to Academic Probation status when, in his/her opinion, there are prevailing academic-related circumstances. Similarly, the Vice Principal may suspend a student's Academic Probation status when, in his/her opinion, there are mitigating circumstances. The Vice Principal will prepare and distribute the official Academic Probation list at the end of each quarter.

Academic Dismissal ~ The academic progress of students on Academic Probation is reviewed at the end of each quarter. Students who fail to show substantial improvement may be asked to withdraw from JCA.

Adaptive Physical Education

A serious effort is made to accommodate students enrolled in physical education who may sustain an illness or injury that would prevent them from active, daily participation. A medical excuse is required. If it is feasible, the teacher will establish an alternate, adaptive program.

Advanced Placement Courses

Junior and senior students, who have maintained a high level of academic achievement and have the approval of the instructor, may register for an Advanced Placement course. It is anticipated that all students who are registered for an A.P. course will take the Advanced Placement exam designated by the College Board, publisher of the exam. All costs associated with the administration of the exam are the sole responsibility of the student. The JCA administration reserves the right to add and/or delete A.P. courses to the curriculum. Advanced Placement courses offered at JCA include Biology, Calculus, Chemistry, English IV, European History, U.S. Government, and U.S. History.

Attendance and Academic Success

Students should realize there is a direct relationship between attendance and academic achievement. Students who have good attendance usually achieve high grades, enjoy school more and are more employable after leaving school. A poor attendance record may contribute significantly to lower grades and impacts a student's future employment opportunities as it is part of the student's permanent record. JCA's faculty has the right to include attendance and the compliance with their classroom rules as part of the criteria which they base the student's final grade.

Auditing

Students wishing to audit a class must express his/her interest with the Vice Principal and the teacher of the course on or prior to the first day of the semester. Requests will be evaluated on the student's needs and merits of the request. A student who audits a course will be expected to conform to classroom rules, regulations, and teacher expectations that are required of students enrolled for credit. The option to audit a course, rather than enroll for credit, must be determined within the first full week of class. Approval will be determined by the Vice Principal. Enrollment by students registered for credit will take precedence over audits. If class size increases to capacity with credit students, audit students may be required to withdraw. When a student audits a class, the student receives neither credit nor a grade. The student's permanent record will indicate that the class was audited.

Awarding of Credit

Course credit is awarded on the basis of the "Carnegie Unit," the amount of credit given for the successful completion of a course which meets a minimum of 40 minutes daily, 5 days a week, for at least 36 weeks. A one-semester course equals .50 units of credit. A full-year course equals 1.00 units of credit. JCA does not accept credit for proficiency exams, military experience, grade school courses, or life and/or non-formal experiences. Every semester's enrollment in a course entitles a student to .50 credits; a student may fail a course for one semester and still earn credit in the course for the other semester. If a student fails either semester of a required course, he/she must repeat and earn credit for the semester he/she failed.

Awards Ceremonies

The JCA faculty and administration present awards to qualified students in the spring. Medals of Honor and Certificates of Commendation will be awarded for all courses in the curriculum. Each faculty member is invited to participate in the nomination process for medals and commendations in their course areas and other special award categories. The awards committee, using faculty nominations, makes recommendations to the Principal for award recipients. The Department Chairpersons are responsible for the process of selecting the recipients of medals and commendations within their departments.

** Parents of award recipients will receive a personal invitation to attend prior to the event. All seniors are required to attend the Senior Awards Ceremony. The Underclassmen Awards Ceremony will be held as a school assembly. All underclassmen receiving awards are required to attend the Underclassmen Awards Ceremony and must notify the Principal's Office if they are unable to do so.*

Computer Center

Computer Center privileges will be revoked for students caught violating the established rules and regulations, which include utilizing the equipment to play games and/or to print objectionable material. A signed computer usage form must be on file before a student is eligible to use JCA computer-owned equipment. A complete listing of Computer Center Rules, Expectations and Guidelines is available on Edline.

Computer Training for Transfer Students

To ensure that all students at JCA are familiar with the Computer Center and the software programs that the students are required to utilize for classroom assignments, all transfer students will be required to select one of the following options:

1. Students who have taken a comparable computer course at their previous high school will receive a course waiver from the Vice Principal.
2. Students who lack computer proficiency: enroll in the freshman level Computer Applications course, which is one semester in duration.

3. Student with some computer proficiency who haven't taken a high school level computer course: get approval from the Computer Education Teacher or Vice Principal to take computer Applications II or Media Design to fulfill the one-semester computer education requirement.

Contacting a Teacher

Parents may contact their child's teacher by e-mail via the JCA website (www.jca-online.org) or by calling the Main Office (815-741-0500) to leave a recorded message in the teacher's voice mailbox or to leave a message with the receptionist.

Course Expectations

Because of the varied nature of the high school curriculum, teachers are given some freedom in designing individual course expectations. Each teacher's individual policies concerning grading, homework, rules, materials, and make-ups are outlined in that teacher's course expectations handout.

It is the teacher's responsibility to provide his/her students with this document within the first week of class. It should be noted that administrative policies always supersede individual teacher's expectations.

Course Failures

Students who fail a course required for graduation must make up the course during summer school. Limited courses are available during summer term at area high schools. Rarely will students be able to take a foreign language, upper-level math, and/or chemistry or physics course in summer school (JCA does not offer summer school classes).

If a required course is unavailable during the summer and/or night school, the Guidance Counselor will establish an approved make-up program for the student. Students and parents will be contacted by the Guidance Department concerning such failures. Students taking make-up courses must request authorization from their counselor or the Vice Principal for course credit to be accepted. To be eligible to return to JCA the following school year, the make-up courses or action plan for removing the course credit deficiencies must be completed by August 15th.

Course Load/Student Day

The regular school day consists of eight 45-minute periods. A minimum course load for a full-time student for an academic year consists of courses totaling six credits. Early release programs are limited to seniors and to underclassmen with special needs, as determined and approved by the administration.

Course Offerings

Annually, the administration will determine the courses made available to the students for the forthcoming school term. Courses may be added at the discretion of the Administration. Courses without sufficient enrollment will be discontinued until the time that enrollment justifies reinstating the course.

Course Waivers

Students confronted with extenuating circumstances may petition the Vice Principal for a course waiver (which excuses a student from a specific course/academic requirement). All such requests will be evaluated and approved by the administration.

Course Withdrawal

Because students are responsible for their course selections, they are required to remain in the course unless written parental approval of a withdrawal is submitted to the counselor. If approved by the counselor, the request will be forwarded to the Vice Principal for final authorization.

THE TEACHER'S APPROVAL AND ALL EFFORTS ARE MADE TO HELP THE STUDENTS TO DO WELL BEFORE THESE STUDENTS WILL BE ALLOWED TO DROP A COURSE.

1. Courses dropped within the first five (5) days of a semester will be deleted from the student's transcript for that semester.
2. Courses dropped after the 5th day of the semester will be recorded as **WF** (Withdraw Failing) or **WP** (Withdraw Passing) on the student's transcript.
3. If a student drops a class after the 10th day of the semester, they will be placed into a study hall for the remainder of the semester. Students are not permitted to enter a new course after the 10th day of the semester.
4. Students cannot drop courses that will put them on track to earn less than six (6) credits for the year. If a student is scheduled for six (6) credits prior to dropping a course, they will either have to stay in that particular course for the remainder of that semester or add a new class for the following semester of the same school year.

Please note that any student who receives a grade of "WF" for any class for any semester will not be eligible for either the A or B Honor Roll for that semester.

UNDER NO CIRCUMSTANCE MAY A STUDENT DROP COURSES THAT PLACE THEM BELOW MINIMUM CREDIT REQUIREMENTS.

Commencement Exercises and Baccalaureate Liturgy

All seniors are required to participate in the spring commencement exercises and to adhere to all the established rules and regulations governing their special events. Students that have not fulfilled all their graduation requirements will be permitted to participate in the baccalaureate and commencement programs unless notified in advance to the contrary. Early graduation is not an option available to students enrolled at JCA.

Credit Differences

JCA does not offer summer school courses. Students who fail one or more semesters in a required course must make up those deficiencies prior to the beginning of the next school year, utilizing one of the following options:

Evening or Summer School

Courses are offered through the public high schools for students who need to make up courses due to failures. Prior approval to register is needed from either the Vice Principal or the student's assigned Guidance Counselor. Proof of completion must be submitted by the school attended to JCA's Student Records Coordinator no later than **August 15th**.

Independent Study Courses

Correspondence courses are offered through JCA approved independent study programs. Prior approval from either the Vice Principal or the student's Guidance Counselor is needed for registration.

Note: *To receive credit, the student must complete the correspondence course within 18 weeks if it is taken during the regular school year or 10 weeks if the course is taken during the summer.*

Failures in First Semester Classes

If a student receives a failing grade for the first semester of a full-year course, but receives a grade of C or better in the second semester, the first semester failing grade will be changed to a **D-**, and credit will be issued for the entire year. Students who do not receive a second semester grade of **C** or higher must make up the first semester by enrolling in a summer school program.

Recording of Grades for Make-Up Courses

The grade for a summer school class taken to earn credit for a failed JCA course will appear on the student's grade card and transcript. The grade will be averaged in as "credits attempted" and "credits earned." The grade for the make-up course will also be used to calculate the student's GPA. However, the "**F**" grade for the failed JCA course will remain on the transcript because it has become part of the student's permanent record. It will be shown as an attempted credit and will be used in the calculation of the GPA. Seniors who fail the first semester of English IV and/or are dropped from the second semester class due to excessive tardies, will have the opportunity to make up the credit by completing a packet of material compiled by the English Department.

Curriculum Placement

JCA students will be enrolled in one of three available curriculums of study: Accelerated/Honors, Upper College Prep, or College Prep. Placement is determined by evidence of the student's prior academic performance (grades), standardized test scores, and teacher recommendations. Students are eligible to enroll in a course outside their designated curriculum based on academic needs, availability of courses needed to meet a graduation requirement, etc. Usually, by the completion of the sophomore year a student's academic level of aptitude and achievement has been established. Therefore, movement between the curriculums; Honors, Upper College Prep, and College Prep, will be limited.

Driver Education

Driver education classes are not available through JCA. This training is obtainable through each student's local public school district or a state licensed driving school. Driver's Education information received by JCA's Guidance Department will be shared with the students. Questions about driver education are to be directed to the student's local public school district. No JCA credit or quality points will be awarded for the completion of a driver education course. However, completion of the public school course will be recorded under the "added academic information" section of the student's transcript. Students may obtain their official grade reports, which may be required by automobile insurance companies, from the office of the Student Records Coordinator.

Edline

JCA has partnered with Edline.net in an effort to communicate grades online with students and/or parents/guardians. Detailed information regarding Edline is available by contacting the Student Records Coordinator.

Field Trips

Field trips are considered an extension of the curriculum and as a valuable supplement and reinforcement to a unit of study. Students participating in a school-sponsored field trip will be under the supervision of a JCA faculty member. The same general rules and disciplinary guidelines apply that are in force during school hours. Parents must sign a written notification/permission slip prior to the trip. Teachers may exclude selected students from participating in a field trip for academic and discipline reasons approved by the administration. Students may request to be excluded from a field trip experience for reasons approved by the teacher and/or administration.

Foreign Language

Once enrolled in the first year of a foreign language, students are required to complete the second year of the same language, unless there are mitigating circumstances, before requesting placement in a different foreign language.

Grade Point Average (GPA)

A student's GPA is a measure of average scholastic success in all school subjects (when credit and quality points are awarded) that are taken by a student during his/her matriculation at JCA. The GPA is obtained by dividing grade points by credits of coursework taken (the college minimum recommended GPA is 2.00 on a 4.00 scale). The cumulative GPA is used for Honor Society eligibility and is included on grade cards and transcripts. The GPA is based on semester grades only. *WP* and *WF* grades are not figured when computing grade point averages.

Note: JCA's grading structure is not based on a 4-point scale because all grades are weighted. Therefore, for college application purposes, the student's GPA must be manually converted to a 4-point scale. Students should see their counselor for assistance with this process.

Grades

The goals of education are accomplished by the pursuit of knowledge and understanding rather than the pursuit of grades. Grades are recognized at JCA as a necessary element for charting academic progress and because colleges/universities utilize grades in their equation for student admission. JCA assigns the following numeral point values to letter grades for the purpose of calculating the GPA:

SCALE	AP	ACCELERATED HONORS	UPPER COLLEGE PREP	COLLEGE PREP
<i>A+</i>	100-99	5.75	4.75	4.25
<i>A</i>	98-94	5.50	4.50	4.00
<i>A-</i>	93-92	5.25	4.25	3.75
<i>B+</i>	91-90	4.75	3.75	3.25
<i>B</i>	89-86	4.50	3.50	3.00
<i>B-</i>	85-84	4.25	3.25	2.75
<i>C+</i>	83-82	3.75	2.75	2.25
<i>C</i>	81-78	3.50	2.50	2.00
<i>C-</i>	77-76	3.25	2.25	1.75
<i>D+</i>	75-74	1.25	1.25	1.25
<i>D</i>	73-72	1.00	1.00	1.00
<i>D-</i>	71-70	.75	.75	.75
<i>F</i>	69 or less	0	0	0

A = Superior Achievement

B = Above Average Achievement

C = Average Achievement

D = Passing

F = Failure

INC = Incomplete

WP = Withdraw Passing

WF = Withdraw Failing

S = Satisfactory

U = Unsatisfactory

Semester grades are determined by averaging the percentage of the two nine-week grading periods and the percentage for the semester exam. If no semester exam is required, the semester grade is determined by averaging the percentage (50%) of the two nine-week grades:

1st Quarter Grade	40%
2nd Quarter Grade	40%
<u>Semester Exam Grade</u>	<u>20%</u>
Final Grade	100%

Incomplete Grades

On occasion, it is necessary for a teacher to record an **INC** (Incomplete) on the grade card. The responsibility for “clearing up” incomplete grades rests solely with the student. Unless unusual circumstances exist and special arrangements have been made with the teacher, an incomplete grade should be cleared up within two weeks from the end of the grading period. An incomplete grade, which is not cleared up after thirty calendar days from the beginning of the next semester, will be changed to a grade of **F**.

Grades in Progress

Students who transfer and/or withdraw from JCA are eligible to receive a report of their “grades in progress” at the time of their transfer/withdrawal. If sufficient classroom work has not been completed for a grade to be earned, such will be noted on the report. Grades in progress are not to be equated with the grades that may appear on the transcript.

Homebound/Hospital Instruction

There are times when a JCA student may become temporarily disabled due to an accident or injury and is unable to attend school for an anticipated amount of time. The parents, working in cooperation with the student’s counselor, should establish a continuing education plan. This may include, but is not limited to, homework sent home by the respective JCA teachers, a tutor supplied by the family and/or instructional services offered by the student’s temporary medical facility. For more information, contact the Guidance Office.

If it is determined that the student will not be physically able to return to full-time status, he/she may be requested to withdraw from JCA and enroll in his/her public high school where long term instructional service may be available.

Homework Policy

Homework is viewed as an integral part of the learning process, and is an extension of classroom work. Homework assignments serve to extend the available learning time in the classroom, provide for practice of what was taught in the daily lesson, encourages students to work independently, and gives parents an insight into the school’s curriculum. The majority of teachers will use the accuracy and completion of homework assignments in the equation for calculating quarter grades. Teachers are not required to assign a grade to every homework assignment. Special event policies, with regards to homework are:

1. Kairos

- a. All long-range assignments and previously assigned homework due during Kairos must be turned in on or before the first day of Kairos. For work assigned during Kairos, students will have until the Friday of the return week to complete it.
- b. No candidate/leader will be required to take an exam or quiz on Monday of the return week.
- c. Make-up exams, however, must be completed by the Friday of the return week. Teachers should be flexible if a particular student is making up several tests.
- d. It is the student's responsibility to contact each teacher regarding assignments and make-up work on Monday morning.

2. Days of Renewal, Class Trips, Sports Events, Musical Performances, etc.

- a. Any homework due on the day of the event must be handed in the following day. Any long-range assignment must be turned in the day before the event.
- b. If a review for a test is held on the day of the event, the student will have an extra day to prepare for the exam.
- c. It is the student's responsibility to contact each teacher regarding missed assignments and make-up work.

Homeroom

Each JCA student is a member of a homeroom which meets daily. All regular school and classroom rules apply to the conduct and behavior of students during the homeroom period. During homeroom, Student Council and/or class organization matters will be transacted, Channel One may be broadcast, and/or other special events will be conducted.

Instructor Assistance

Students experiencing academic difficulties are encouraged to meet with their instructors for help at a mutually agreed time. All instructors are available in the classroom 15 minutes prior to the beginning of the first period and, in most cases, 15 minutes after school.

Internet/Computer Usage

All JCA students are required to have on file a signed Internet User Agreement form before utilizing the internet and Computer Center. Failure to have the student's and his/her parents' signatures on file agreeing to the conditions contained within the policy printed below will result in the student being denied access to the Computer Center. Signatures are to be affixed to the Student Profile Form annually.

Internet Access and Use - *JCA Agreement and Authorization for Internet Access and Use*

The access to, and the use of computers, internet, and related technologies at Joliet Catholic Academy is offered as an additional educational opportunity and learning tool, but is not mandatory, and will be provided only to those individuals who sign this Agreement; and, if the user is a student, then both the student and his/her parents/guardians must sign this Agreement and Authorization. The signing of this Agreement, via the annual Student Profile Form, and thereby agreeing to the terms hereof, is part of the legal consideration supporting this document, and the signatures indicate the party who signed has read the terms and conditions, and voluntarily agrees to be bound by same, and understands their significance.

All uses of the Internet and related technology shall be for educational purposes only, and consistent with the Joliet Catholic Academy's goal of promoting educational excellence, as set forth in their respective mission and philosophy statements.

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

The term “network” as used herein shall consist of the Intranet, Internet, the Joliet Catholic Academy website, and the uses of electronic mail.

Terms and Conditions

1. *Acceptable Use*

Access and use of the Joliet Catholic Academy network must be only for the purpose of education or research, and then be consistent with the terms of this Agreement, as well as the educational and moral criteria and objectives of Joliet Catholic Academy.

2. *Privilege Relegation*

The use of the Joliet Catholic Academy network, and other related technology, is a privilege being offered for educational purposes, and any inappropriate use of any use inconsistent with this Agreement or inappropriate with the educational and moral objectives of Joliet Catholic Academy, will result in cancellation of the privilege. The Administration (Principal, Vice Principal) will make all decisions regarding whether or not the user has violated this Agreement and may deny, revoke, or suspend access at any time, and the decision of the administration is final.

3. *Internet Code of Conduct*

Users are expected to abide by the following rules:

- All users are to be polite and use appropriate language.
- The use of the network shall not be done in any way that would disrupt its use by others.
- The personal address, phone number, or social security number of any student, staff, person, faculty members, and colleagues are not to be revealed when using the Internet or network.
- The network may not be used for personal business, financial gain, or the purchase of merchandise or services without prior written authorization.
- No user shall be involved in, or participate in, “chat rooms.”
- No student may install any software at any time, and no adult user may install any software without the prior written approval of the Director of Technology.
- No user may install any files obtained from another computer without the prior written approval of the system’s administrator.

4. *Electronic Mail*

The use of electronic mail may only be used by adults for school-related purposes or business. The user does not have any right of privacy whatsoever in relation to his/her use of the 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 Joliet Catholic Academy.

To ensure that the use of the network is consistent with the educational objectives and philosophy of Joliet Catholic Academy, 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 e-mails entering, leaving, or stored, and all files created and saved in the system. The

system administrator may remove any material stored by the users, which violates the terms of this Agreement.

5. *Vandalism*

Vandalism is defined as any attempt to harm or destroy or the actual harm or destruction of data of another user, or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer “viruses”, “worms”, or other files or programs that damage, delete, or modify data or applications.

6. *Indemnification*

The user hereby agrees to indemnify Joliet Catholic Academy for any losses, costs, or damages including reasonable attorney’s fees, incurred by Joliet Catholic Academy in relation to or arising out of the breach of, or the enforcement of, this Agreement.

7. *Financial Obligations*

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

8. *No Warranty*

Joliet Catholic Academy makes no warranties of any kind, whether expressed or implied, for the network service it is providing, and will not be responsible for any damages users suffer. This includes the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Joliet Catholic Academy further does not warrant, and has no responsibility, for the accuracy or quality of information obtained through the use of the network.

**Adapted from Agreement/Authorization for Internet Access and Use – Diocese of Joliet Catholic Schools Office*

Library/Media Center

The purpose of Joliet Catholic Academy’s Library/Media Center is to provide students with a quiet environment for studying and materials for individual use. The following policies are to be observed:

1. The Library/Media Center is open from 7:30 a.m. to 3:30 p.m. on regular school days.
2. Silence is to be observed. The library must be quiet so that others are not disturbed.
3. Resources from the general collection may be checked out for two weeks. Reference may be checked out overnight if necessary.
4. The fine for overdue general collection materials is \$.10 per item per school day. The fine for other reference materials is \$1 per item per school day.
5. Lost library materials are the student’s responsibility. Students bear the replacement costs of all materials checked out.
6. Students who steal or deliberately destroy library materials must pay for the items and will receive a discipline referral.
7. A.V. and computer equipment is available upon request for student use.
8. All Computer Center rules regarding the usage of computers apply to the computers in the Library/Media Center.
9. A copy machine is available for student use at the rate of \$.10 per copy, \$.15 per double-sided copy.
10. Pens and pencils can be purchased in the library.
11. Other research materials/resources are available from the Reaching Across Illinois Library System.
12. All financial obligations, fines, payment for lost books, etc., must be paid before quarterly/semester grade reports will be made available to the student.

Loan Textbooks

For selected courses, a loan textbook is available for student use. These books remain the property of the State of Illinois. When accepting the loan book, the student becomes financially responsible for the replacement costs if such property is lost or damaged beyond the usual annual-use factor. Grade cards and transcripts will not be issued if the student owes a state loan book obligation. Students must return the same book (as identified by its JCA number) he/she was given at the time of distribution. Failure to do so will result in the student being assessed the replacement cost of the book.

Make-up Work Associated with Excused Absences

1. Each student shall have the number of school attendance days absent plus one additional day in which to make-up work missed, unless special arrangements are made with the teacher to extend the time. (i.e. if a student misses three days of school, he/she will have four days in which to complete and turn in the make-up work.)
2. If a major exam or assignment was scheduled for the day the student was absent and it had been previously announced, verbally and/or in writing, the student should be prepared to take the exam and/or turn in the assignment on the day of return. The teacher may exercise the privilege to waive this expectation if conditions so warrant.
3. The responsibility rests entirely with the student to contact each teacher on the day of his/her return to obtain the missed assignments and make any necessary arrangements to complete the make-up work. Students are to make arrangements with their teachers during a time when both teacher and student can collaborate without disrupting the regular class period.
4. It may be necessary for a student to arrive before and/or stay after school to complete their make-up work, including tests, lab exercises, oral presentations, etc. Students will not be permitted to be absent from their regular classes, other than with the teacher's permission from the class for which they are completing the make-up work, to complete assignments missed due to an absence.
5. For major projects, such as a research paper, the teacher may set a firm date for completion. Regardless of the excuse, if the project is not turned in before or on the established date, the teacher may lower the score.

Make-up Work Associated with Unexcused Absences

1. Credit cannot be given (a zero will be assigned) for all assignments missed due to an absence and/or suspension.
2. It is the teacher's prerogative to require a student to make-up all of the assignments he/she missed for the time of the absence while on attendance probation or due to a suspension. The rationale is, the student should do this work for the sake of his/her own progress, as background for future assignments, and as a check on his/her understanding of the material.
3. A zero grade will be issued by the teacher for all assignments and tests that are due on the day the student is absent. If the teacher issues a daily participation and/or effort grade, the student will forfeit said grade as a result of the absence or suspension.

Math Center

The purpose of the Troha Family Math Center is to provide assistance, in the form of teachers and computer software and hardware, to students wanting help with their math assignments and/or to improve their understanding of math concepts and applications. Students may leave their homeroom, with math teacher authorization, to report to the Math Center for assistance.

Non-Custodial Parents' Access to Academic Records

JCA abides by the provisions of the Buckley Amendment which states: Non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating the non-custodial parent is denied access to such information.

Parent-Teacher Conferences

Communication is an essential component of the student's educational program. It is important for parents to routinely make contact with their son's/daughter's teachers concerning his/her academic progress. Formal conferences are scheduled after the completion of the first grading period (quarter). Additional conferences may be instituted by either the teacher or parents at any time during the school year. Conferences should be scheduled in advance to guarantee that the session will be mutually beneficial. The usual time for a conference includes: before school, after school, or during a teacher's planning period. Parents may telephone the school's Main Office (815-741-0500) to leave a call-back message with the receptionist or leave a voice message in the teacher's mailbox. Parents may also contact the teacher by e-mail via the internet (www.jca-online.org).

Progress Reports

Academic progress reports, another tool by which the school helps parents monitor a student's performance, are e-mailed home at the midpoint of each quarter to all parents of students who are receiving a **D** or **F** grade at mid-quarter. In some instances, a student may receive a progress report if the current grade is higher than a **D** or **F**, but there are other concerns the teacher may wish to convey to the parents. Copies of these reports are filed in the Vice Principal's office, the Guidance Department, and in the student's cumulative folder.

Parents are encouraged to mark their home calendar as a reminder that progress reports will be e-mailed at the mid-term of each quarter. Parents may call the office of the Vice Principal to inquire when a progress report was e-mailed. ***After the receipt of the progress report, it becomes the responsibility of the parents to contact the teacher to discuss the report and/or to schedule a parent-teacher conference. The teacher is not required to follow up the mailing of the report with a telephone call to the parents.***

In the event a student was not in jeopardy of failing the course at the mid-term point, but later is deemed to be in danger of receiving a failing grade, the teacher will notify the parents of their son's/daughter's potential failure by telephone or by the mailing of a supplemental progress report. A record of this contact is placed in the student's file in the Vice Principal's Office. Progress reports are a communication tool and not the determining factor of a student's grades.

Report Cards

Report cards are processed using electronic equipment. Along with the grades, the report card will contain the student's grade point average and honor roll status. Report cards will be distributed after the first quarter (late October), after the first semester (mid-January), after the

third quarter (mid-March), and after the second semester (early June). Parents should leave a call back message for the teacher if there is a question regarding the assigned grade. ***Report cards will not be available to parents of students with outstanding financial obligations.***

Schedule Changes

Due to the fact individual assistance is offered to both students and parents when registering for classes, schedule changes are rarely allowed. If a student has been academically misplaced by a member of the faculty and/or administration, a schedule change will be permitted at no charge. However, for students initiating a schedule change, a \$75 fee will be charged per change after the announced deadline. Students will not be assessed a fee if his/her teacher initiates the request for a change or if a schedule change becomes necessary for the student to meet graduation requirements. Students are permitted a schedule change (to add or drop a course) within the guidelines of the course withdrawal policy. Parental written approval must be first submitted to the student's counselor. Final authorization will be issued by the Vice Principal. The \$75 fee must be paid before the new schedule will become effective. All level changes must be signed and approved by the student, current teacher, and Guidance Counselor. Schedule change forms are available in the office of the Vice Principal and Guidance Department.

Semester Examinations

It is the academic policy of JCA that semester examinations be given at the end of each semester. Due to the academic content associated with a few courses (music, art, P.E., etc.) a semester exam may not be administered. The purpose of semester exams is to assess the student's mastery of course objectives; in short, to measure what a student knows and is able to do with the course content (application). These examinations are a reflection and review of the entire semester's academic work. The semester evaluation instrument may consist of a formal product and/or an oral examination, all of which will allow a student to demonstrate appropriate evidence of course mastery. An essay question is to be included as part of the semester exam. All semester examinations are weighted 1/5, or 20%, of a semester grade. Students have the right to review their performance on a semester examination when possible.

Examination Exemption Policy

1. No exemptions are permitted for any course at the end of the first semester.
2. Second semester exam exemptions are permitted at the discretion of the teacher. This privilege may be granted to those students who have a recorded grade of A+, A, or A- for the 1st semester, 3rd and 4th quarters.
3. No exemptions are permitted for any one semester course.
4. Teachers of A.P. courses have the option of excusing their students from taking the semester exam if they take their respective A.P. course exams.

Absences From Semester Examinations

Since semester examinations are considered school days, all students must be present for examinations. Changes in individual examination schedules are not permitted.

Vacations are not to be scheduled during examination days. Semester examinations missed due to illness must be made up on the designated examination make-up days. If a student is suspended from school during the regularly scheduled time for the administration of semester exams, he/she will be permitted to make up the exam for 50% of its total value.

Student Information/Publication Policy Disclaimer (Annual Student Profile Form)

In accordance with the U.S. Department of Education's No Child Left Behind Act, directory

information may be released to the general public, military recruiters, and colleges and universities unless a parent requests otherwise. “Directory Information” shall be limited to:

1. Identification - name, address, gender, grade level, birth date and place, parents’ names and addresses
2. Academic awards, degree, and honors
3. School sponsored activities, organizations
4. Length of school attendance

JCA’s Marketing Department photographs co-curricular activities, social events, athletic competitions, academic activities, etc. JCA may use student names, likenesses, photographs, creative works, etc. in publications, press releases, newsletters, reports, brochures, the yearbook, on the school’s website and social web sites, etc. JCA reserves all rights to the photographs, which are used for school and community relations purposes, without compensation to the individual(s) pictured. JCA students may be interviewed, photographed, videotaped, etc. by the news media or an agent of the school for the purpose of publicizing a school event, activity, program, etc.

Parents or guardians who do not wish their child’s name, likeness, creative works, etc. to be used must make their objections known by notifying the Marketing Office in writing.

Students of the Month

JCA designates three seniors each month as Students of the Month. These students are chosen by the administration, faculty, and staff of JCA and are honored weekly during the month as guests of the local Exchange, Kiwanis, Lions, and Rotary clubs. To be chosen, the senior students must have achieved a **B** average and seriously apply themselves to their studies.

In addition, selection criteria includes the following:

- Demonstration of character and leadership qualities
- Participation in extracurricular activities sponsored by JCA
- Demonstration of a positive spirit in promoting JCA
- Volunteering for school projects and related needs
- Relating well to peers, faculty and staff

Study Hall

Students taking less than seven (7) credits per semester will be assigned to a study hall. The students who are assigned to a study hall are expected to know and observe the teacher’s and school’s rules and procedures. The study hall will be operated in the same manner as a regular classroom. Students are required to come to study hall with pencil, paper, books, and study materials. Students are to be prepared to study for the entire period. Sleeping is not considered a suitable activity. No academic credit is awarded for a study hall “class”.

Seniors who are assigned an 8th period study hall are allowed to leave after 7th period, therefore 8th period study hall for seniors is considered an early dismissal. Although seniors are not required to attend the 8th period study hall, they have the option to do so if they choose.

Teacher Presence in Classroom

One student volunteer must report to the Main Office if the teacher or a substitute teacher is not present in the classroom at the beginning of a period. Students leaving an unattended classroom will be subject to the same rules as if they ditched a class.

Transcripts

Seniors may request their official transcript be sent to the institutions or organizations of choice through their Guidance Counselor. Only one (1) transcript is sent free of charge and that is the final one mailed at the end of the student's senior year. All other transcript requests must be paid for at the rate outlined in the Tuition and Fees section of the Parent-Student Handbook. Medical Record copies are available at an additional cost. Tuition and fees must be current prior to the granting of transcript requests. Students should allow a minimum of two days for processing of transcripts. Only semester grades appear on the student's transcript.

Transcripts and Records of Adult Age Students

Transcripts and records of students that have reached their 18th birthday cannot be released to a third party without written approval of the student on record at JCA.

Transfer Students –Grades/Course Evaluation

Transfer courses, which are not offered at JCA, will be evaluated by the Vice Principal prior to being included in the student's JCA academic record.

Tutoring

The JCA Honor Society provides complimentary tutoring to all students according to a printed schedule. Students and/or parents interested in obtaining the services of a private tutor may call the Vice Principal's Office. Although no specific tutor will be recommended, the names of individuals who have indicated their willingness to tutor will be provided.

Vice Principals

Vice Principals provide leadership in all areas of the curriculum and is responsible for planning, coordinating, supervising, evaluating, and interpreting all phases of the academic programs. Students and parents with questions about academic-related issues may call the office of the Vice Principal.

Withdrawal Policy

Parents must contact the Vice Principal's Office in order to officially withdraw their son/daughter from JCA. A withdrawal form must be completed and all financial obligations must be met before the student's records will be forwarded to another school, college, or agency.

Writing Center

The purpose of the D'Arcy Family Writing Center is to provide assistance, in the form of teachers and computer equipment, to students wishing to improve their writing skills across the curriculum. Assistance will also be provided to students who need help with a specific writing assignment. Students with a writing assignment may be directed by their teacher to the Writing Center, where the student's rough draft will be compared to their classroom teacher's scoring rubric. The student will receive guidance and assistance as to how their original work can be improved. The Writing Center will be staffed with JCA English teachers.

STUDENT LIFE

Joliet Catholic Academy challenges its students to become self-respecting individuals, dedicated to a Christian lifestyle. In order to provide an educational atmosphere which promotes the dignity and worth of each person and emphasizes Christian values and attitudes, JCA has formulated the following policies relating to student conduct:

Attendance

Once JCA students arrive on campus at the beginning of the school day, they are expected to enter the building and remain there unless they are excused through the Dean's Office. In general, students are required to attend all classes and may only leave during school hours with a passport issued by the Dean's Office. Parents are asked to schedule medical, dental, and other appointments after school hours. Students are responsible for making up all missed work during absences. Teachers **may not** grant students permission to leave the building.

Procrastination Clause

Any absence determined to be caused by failure to meet academic deadlines will be processed as an unexcused absence.

Illness or Necessary Absence Procedures

In cases of illness or necessary absence, the following procedure is to be followed: Parents/Guardians must call the Attendance Office at (815) 741-0585 between 7:00 a.m. - 8:30 a.m. to report a necessary absence on each day of the period of absence. The Dean's Office will call a parent if no call is received. If no contact is made after one attempt by the Dean's Office, the absence may be considered a truancy at the discretion of the Dean. A parental phone call only verifies an absence; it does not excuse it.

Absence Policy

To obtain the most from the educational opportunities we provide and because a student's attendance record is part of the student's permanent record, it is necessary that the student be in attendance on a regular basis. **Students who miss any individual class period ten (10) times will be placed on attendance probation specific to that class only. The probation will not impact other classes on the student's schedule.** While on attendance probation, students will receive no credit for any academic work (i.e. quizzes, tests, projects, homework, etc.) missed for each period absent. Students on attendance probation can attend and/or participate in school-sponsored activities such as field trips and other school day activities, and still be allowed to make up class work missed on that day.

Non-Countable Days

Students absent for the following reasons will **not** have those absences count against the total for attendance probation. However, students that are not physically present in the building (excluding school-sponsored activities, death in immediate family and allowed college visits) are classified as absent for permanent student attendance records and for perfect attendance status. Those absences, which will not count against the total for attendance probation, are:

1. Death in the family
2. College visits (**maximum of two senior year and two junior year**)
3. School-sponsored activities
4. Any absence verified by a written note/office visit receipt from a recognized health professional.

Effective beginning August, 2015 - Doctor's excuses for absences will only be accepted prior to the end of the grading period (academic quarter) in which the absence occurred. For example, the dean's office will not accept an excuse for an absence that occurred in the first quarter, after the second quarter has begun.

5. Any chronic medical condition verified (at the start of each school year) by a written note from a recognized health professional.

6. “Extenuating circumstance” as determined by the Dean’s Office. extenuating circumstances do not include medical/dental appointments during the school day or family vacations.
7. Students will be contacted by the Dean’s Office as they approach their tenth (10th) absence. ***Parents will receive a letter from the Dean’s Office when their child has reached five (5) absences warning them of the possibility of probation, and reminding them of the attendance policy. Parents will also be notified via a letter when their child reaches ten (10) absences and is placed on attendance probation.***
8. Upon fifteen (15) absences, each ensuing absence must be documented with a written professional medical practitioner’s note; otherwise the absence will be treated as a truancy.

Absences Known in Advance

Prolonged absences from classroom instruction is detrimental to the education process. It is for this reason that we discourage the practice of taking students out of school while classes are in session and that extended absences that are not excused by the Dean’s Office count toward the total that determines attendance probation. In unusual circumstances, requests must be submitted in writing **at least two (2) weeks prior to the absence to the student’s Guidance Counselor. This does not apply to absences during final examinations. All students must be present on these days.** A request form must be signed by the student’s Guidance Counselor, Dean, and all teachers of the student. If a teacher does not sign the form, he or she indicates that this is not in the best interest of the student.

Unexcused Absences (Truancy)

Unexcused absences from class are considered truanancies. However, students can make up work missed with academic credit granted. A teacher may request that the classwork be made up, but no credit will be granted. An absence, without a parent phone call (within 24 hours), will be considered a truancy. Students are responsible for verifying attendance for tardiness to each class period. Failure to do so on time will result in detentions.

Sign-Out Procedures

When appointments are unavoidable or if an emergency arises, the following procedures are to be followed. Students who fail to comply with these procedures will be issued a detention.

1. Parent/Guardian should send a note or call the Dean’s Office no later than the morning of the appointment with the necessary information.
2. The student will be given a pass indicating the time the student is to leave class.
3. Prior to leaving JCA, students must sign out in the Dean’s Office. Any student failing to sign out will be considered truant for the time out of school, and will not receive any academic credit for class work missed.
4. If or when a student returns to school, he/she must sign back in through the Dean’s Office and have his/her student planner signed by the Dean’s Office personnel to return back to class.
5. Any doctor or dentist appointment may be verified by the Dean’s Office.

Tardiness Procedures

Joliet Catholic Academy students are expected to be punctual for all classes, homeroom, lunch, etc. Classes begin at 7:50 a.m. A student who arrives late for school must report to and sign in at the Dean’s Office.

The Dean's Office must receive a parental phone call or personal parental contact explaining the reason for the tardy before the tardy student in question arrives at school. A student may also bring a parental note upon arrival at school. If a student misses more than fifteen minutes of period one without parental contact with the Dean's Office, he/she is considered truant from school for the time missed. There are NO excused tardies to school. Penalties for tardiness to class are handled by individual classroom teachers. In the case of habitual tardiness, the Deans may advise teachers to write detentions.

Tardy to School Policy

After the 6th excused or unexcused tardy to school, the student will be placed on probation specific to tardies (this probation is affected only by tardies to school). Parents will be notified via a letter. Upon the 12th tardy to school, the student will receive a withdraw failing (**WF**) grade for his/her first period class for the remainder of the school year and will be placed in a mandatory attendance study hall for period one. If a student is enrolled in a first semester class and reaches 12 tardies in the first semester, that student will be enrolled in a second semester study hall and will be denied the opportunity to earn second semester credit.

Please note that any student who receives a grade of "WF" for any class for any semester will not be eligible for either the A or B Honor Roll for that semester.

If a student has less than 12 tardies and changes to a different first period class in the second semester, tardies from the first semester, first period class will carry over. If a student continues to be tardy to study hall after being removed from his/her period one class, detentions will be issued and the student may be suspended out-of-school pending a parent/Dean conference.

Attendance and Extracurricular Activities

Any student who is absent from four or more periods may not participate in extracurricular activities that day, including dances, contests, athletic events or practices, Kairos, student council functions, or any other school-sponsored activity. All school couples functions will have a minimum attendance requirement (times will be printed on tickets in advance). Students seeking exceptions to this attendance must clear attendance time with the Dean's Office in advance. The dances are Homecoming, Christmas, and Prom.

Students who have been dismissed from JCA for disciplinary reasons are not permitted to attend any JCA function or have access to JCA property. JCA mixers are for JCA students only.

Infectious and Chronic Communicable Diseases

Any student having or suspected of having an infectious or a chronic communicable disease, as defined in the County Health Department Policy for the Prevention and Control of Communicable Diseases, shall be excluded from school for the period of time designated in the Health Department Policy.

The right to privacy of students with infectious or a chronic communicable disease will be respected. Specific information in regard to a student with an infectious or chronic communicable disease will be limited to those persons with a direct need to know. Such persons shall be advised of any precautions that may be appropriate to the situation.

JCA will make every effort to permit a student with a chronic communicable disease to continue class work as long as regular classroom attendance is compatible with the best interest of the student and the school community.

If the Health Department Policy does not mandate exclusion from school in connection with a chronic communicable disease, decisions regarding the education setting for a student with a chronic communicable disease, including Acquired Immune Deficiency Syndrome (AIDS), shall be determined by the Administration of JCA, in consultation with Public Health personnel, the student's attending physician, and parents. Each situation will be reviewed on the basis of a number of factors, including, but not limited to:

- The nature of the chronic communicable disease;
- The health, safety, and well-being of the student and school community.

Admission & Continued Enrollment for Students with AIDS

Students with AIDS, enrolled or seeking enrollment, will be permitted to attend school in the least restrictive setting. Students with AIDS shall not be excluded from attending school for reasons of the infection unless the following exceptional conditions are evident (as determined by the student's attending physician and in conjunction with the student's parent(s) or legal guardian(s) and the Principal):

1. The student is incontinent.
2. The student has open sores or skin eruptions that cannot be covered.
3. The student exhibits aggressive/hostile behavior.

A student with AIDS, who is excluded from school because of risk to himself/herself or others, shall be assisted in finding educational instruction at the proper level. The identity of a student with AIDS and all health records and other pertinent files will be kept confidential and to the minimum needed, as to assure proper care of all students and to detect situations where the potential for transmission may increase.

Married Students

Married life brings with it a myriad of responsibilities that high school-aged students are ill-equipped to handle. Daily high school attendance would be difficult at best, and a distraction to other students. Therefore, married students are **not** allowed at JCA. However, JCA will do everything in its power to aid students in this situation in finding alternative means of continuing their education.

Pregnant Students

From time to time, JCA is faced with situations involving pregnant students. JCA's policy is that a pregnancy is **not** grounds for dismissal. This is because the Catholic Church teaches us of the overwhelming importance of protecting human life from the moment of conception. To arbitrarily exclude a pregnant student or an unwed mother would suggest that termination of a pregnancy is a viable answer that will permit the student to remain in school.

If a student becomes pregnant, she or her family must notify the student's counselor or the administration of the pregnancy as soon as possible. A meeting will be scheduled with the student, parents, Guidance Counselor, and the Vice Principal to discuss the educational options available to the student during pregnancy. JCA will make every effort to permit the student to continue classwork as long as regular classroom attendance is compatible with

the best interests of the student and the school community. Each case will be reviewed on the basis of a number of factors, including, but not limited to:

- The stage of the student's pregnancy in relation to the school year
- The health, safety, and well-being of the student and the school community

Hospitalizations

When a student has been hospitalized and/or admitted to a day treatment program for mental health reasons, a staffing must be held with school personnel prior to the student's return to JCA. A doctor's release must be presented at the time of the staffing. Parents will be required to sign a release of information form to allow the JCA Guidance Department to exchange information with the mental health provider. Included in this release should be a statement indicating if treatment will be ongoing and the medication, if any, the student will be taking and for what duration. The JCA administration may require the student to be reevaluated at a later date and submit a report, and/or may require the student to maintain or enter a counseling program as a condition of continued enrollment.

BEHAVIOR CODE

There are certain types of behavior that the JCA school community finds unacceptable. These behaviors have different sanctions associated with them depending upon the seriousness of the infraction. These behaviors have been classified according to the sanctions that are applied to them. **The classification that the behavior is listed under represents the minimum sanction for which the student is liable. The sanction could be moved up to a higher classification.**

Students whose behavior violates a Class I item will pay a monetary fine that coincides with the violation.

Class II violations result in an after-school or before-school detention. **Scheduled detentions are served every Tuesday and Thursday from 3:00 - 3:45 p.m. Students have the option of serving their detention before the scheduled date at morning detention, available Monday-Friday from 7:00-7:45 a.m. in the Dean's Office.** Detentions will be used for the completion of a written assignment designed to cover the (45-minute) time period. The assignment must be completed to the satisfaction of the proctoring Dean or the detention will be served over. Each student is required to bring notebook paper and two (2) pens.

Students who violate a Class III behavior will receive a written referral. The referral becomes part of their discipline record. A copy of the referral is sent to the student's parents, Guidance Counselor, and the teacher who initiated the referral. A referral brings with it a minimum of one after-school detention.

A Class IV violation results in a minimum one (1) day suspension and/or disciplinary probation, and students who violate Class V behaviors will appear before the Faculty Discipline Board, which considers matters that may require the student's separation or expulsion from the school.

The administration reserves the right to add additional offenses to the list or reclassify items. This list is not meant to be exhaustive. All matters related to this code are subject to the interpretation of the administration.

CLASS I - FINEABLE OFFENSES

- \$3 per offense for food, gum, candy, drinks, or any other consumable material outside the cafeteria
- \$5 for 1st offense parking lot violations (Each ensuing violation fine will increase in increments of \$5)

CLASS II - DETENTION

- Dress code violations
- Carrying book bags or carry-all bags during the school day
- Failure to complete teacher-assigned punishment
- Failure to present student ID card when called to do so by faculty/staff
- Failure to carry student planner at all times
- In corridor after passing period without your **signed** student planner
- Failure of male student to shave, plus \$2 fine
- No visible lanyard and ID around neck

CLASS III - REFERRAL

- Rude, disrespectful, or insubordinate to faculty, staff, or classmates
- Truancy (skipping class or required activities)
- Gambling in any form
- Misrepresentation (using, or attempting to use another student's planner as your own)
- Providing false information or false signatures on official school documents or communication from parents to school
- Roughhousing
- Use, or possession of cell phone, pager, iPod, MP3, compact disc, or any other personal electronic communication or entertainment device anywhere in the school building during school hours. **Each referral/confiscation will carry with it a \$10 fine that must be paid in full before the students or parent/guardian can reclaim the device, and one detention will be issued. Each ensuing violation will increase increments of \$5 (i.e. second violation - \$15; third violation = \$20, and so on), and an addition detention will be issued. Upon receipt of the cell phone in the Dean's Office the deans will hold the phone for 3 (three) days. However, a parent/guardian (and parent/guardian only) may pick up the phone, in person, at the dean's office at any time during the 3 (three) day period upon payment of the fine.**
- Failure to attend scheduled after-school detention
- Racially/ethnically insensitive words or actions

CLASS IV - SUSPENSION AND/OR PROBATION

- Use/possession of drugs or alcohol (as stated in JCA's "Procedures: Possession, Use, or Intent to Use Alcohol, Illegal Drugs, Lookalike Drugs, Legal or Illegal Drug Paraphernalia or Controlled Substances")
- Use/possession of any tobacco products (as stated in JCA's "Policy Statement for Cigarette & Tobacco Product Use")
- Fighting (both or all fighting parties will be suspended a minimum of one day out-of-school)
- Sexual, racial, or ethnically inflammatory statements or actions
- Student-on-student harassment
- Unwanted/unwelcome physical contact/touching
- Actions which substantially disrupt the school environment

- Destroying school property or the property of any member of the administration, faculty, staff, or student body
- Truancy (third offense)
- Computer tampering
- Use/possession of fireworks
- Failure to serve Saturday morning detention
- Theft
- Leaving school building or grounds without permission
- Posting of defamatory statements/pictures directed at individual JCA students, student's family members, faculty, staff, or the school community in general and/or on the internet

CLASS V - BOARD HEARING AND/OR PERMANENT SEPARATION

- Serious accumulation of Class I - IV infractions
- **The following offenses usually result in the automatic removal of a student:** □
 - a. JCA has zero tolerance for involvement in gang related activity (including signs, symbols, or colors on personal possessions or school property)
 - b. Unprovoked use of physical force against faculty, staff or students
 - c. Use/possession of weapons
 - d. Selling or in any way transferring alcohol, illegal drugs or any controlled substance as defined in "Basic Principles in regard to Alcohol, Illegal Drug and Substance Abuse" policy
 - e. Immoral conduct contrary to the hallmarks and philosophy of JCA
 - f. Threatening words or actions directed at the person or property of any member of the administration, faculty, staff, or student body

ADDITIONAL BEHAVIORAL INFORMATION

Actions which Disrupt the School Environment

Actions which substantially disrupt the school environment and/or threaten the safety or well-being of other students, including sit-ins, walkouts, rioting, picketing, trespassing, food fights, inciting disturbances, threats, pranks, or actual violence during the period of disruption, will not be tolerated, and are subject to disciplinary actions determined by the administration.

Bullying

Bullying is defined as the unwelcome verbal, written, or physical conduct to a student, or group of students, that can have the effects of fear of physical, emotional, or mental harm; and/or the taking or damaging of personal property. Bullying can create a hostile environment that interferes with the student's educational process at JCA. Bully Line: 815-741-0500, ext. 498

Cyberbullying

Online bullying called cyberbullying, occurs when a student uses the internet, social web sites, cell phone, or other electronic device to post text or images designed to hurt, embarrass, or otherwise harm another student or staff member. Possession of inappropriate photos of minors is considered child pornography and is illegal.

Usually this behavior is practiced off campus and needs to be confronted by parents and/or the police. When a student is a victim of cyberbullying or bullying in any form, and these actions disrupt their educational process at JCA, the offender may be subject to appropriate staff intervention and/or discipline.

Bus Misconduct

Students will enter into a behavioral contract with the contracting bus company and JCA. Buses transporting JCA students to and from school are considered extensions of the school classroom, and therefore JCA students, while riding a contracted JCA bus, are subject to all JCA rules and regulations. Continued misconduct will result in a referral and/or suspension or termination of bus privileges at the discretion of the bus company.

Cell Phones

Student's cell phones should be kept in their school lockers during regular school hours. Cell phones can be checked for messages at lockers during passing periods. Calls cannot be made at this time. Cell phones are allowed in the classroom at the teacher's discretion for classroom use only. Unauthorized use of a cell phone during school hours can result in confiscation by teacher(s). The phone will then be turned in to the dean's office. Refusal to turn over a phone will result in a referral, and confiscation by a dean. The first confiscation in the school year will result in a \$10 fine, and a referral. Each ensuing confiscation will result in a \$5 increase in the fine along with a referral. The phone can be picked up by a parent/guardian, or another adult designated by the parent/guardian, if the fine is paid. If not picked up the phone will be held overnight by the dean's office until the fine is paid.

Computer/Software Tampering (Viruses)

The following actions are Class IV offenses and can result in suspension and/or probation:

- Any physical damage to JCA tech equipment (Tech equipment includes: PC, keyboard, mouse, projector, doc camera, etc.)
- Tampering with any JCA owned tech equipment, e.g., disconnecting cables, etc., without permission from a teacher
- Using and/or logging in (or hacking in) to any other JCA computer account (student, faculty, etc.) at any time
- Copying or altering documents belonging to the school or other students
- Tampering with computer software
- Any other incident determined by the Technology Department

Criminal Law Violations

A student who has been formally charged with a crime or who brings public embarrassment and/or discredit to the JCA school community or whose presence on the school property may endanger the welfare and/or safety of other students, faculty, or staff, or whose presence may cause substantial disruption to the school environment may be subject to automatic dismissal. Any determination to exclude a student for a criminal law violation will be made by the administration on a case-by-case basis. ***However, the selling or intent to sell illegal drugs (or look-a-like substances) will result in automatic dismissal. Police will be notified in situations involving criminal law violations on school property or at school-sponsored activities.***

Food Policy

Food or drink of any kind is not allowed outside of the cafeteria, which includes gum and candy. This also applies to food and drink brought in from outside the building. Items that are not disposed of properly create a cleaning and health problem. Students who bring food into the building, or from the cafeteria, will be fined. The fine for each offense will be \$2. The student is required to pay the fine by the homeroom period of the day after notification. Failure to pay the fine within the designated time period results in doubling of the fine. At the discretion of the Dean, detentions will be issued for failure to pay the fine by the second day.

Public Displays of Affection

There should be no public displays of affection (i.e. kissing, holding hands, etc.) in school. Repeated and/or chronic incidents will be referred to the Deans with possible consequences of a parental conference.

Sexual/Inflammatory Actions

Using profane, vulgar, obscene, inflammatory, racist, or sexist words or gestures; indecent exposure; possession of and/or distribution of profane, vulgar, or obscene materials/items. Includes any form of sexual harassment.

Social Web Sites

Social web sites such as Facebook, Twitter, Instagram, etc. are among a growing list of social web sites that allow users to communicate personal information. Students are prohibited from accessing access social web sites at JCA. Caution your children regarding the posting of personal information, including photographs. If and when inappropriate comments or photographs depicting illegal activity or harassment of another JCA student by a JCA student(s) comes to our attention, parents of the students in question will be notified, and the student(s) involved may face disciplinary action if the comments and/or activities depicted are in violation of the JCA Behavior Code.

Student-on-Student Harassment

Defined as any unwanted or unwelcome verbal or physical contact of any nature.

1. First Offense:

- a. Behavior code referral/out-of-school suspension
- b. Parent/student conference with a Dean and Guidance Counselor
- c. Warning of disciplinary probation

2. Second Offense:

- a. Out-of-school suspension
- b. Strict disciplinary probation
- c. Mandatory outside counseling

3. Third Offense:

- a. Faculty Discipline Board hearing

Student Threats of Violence

When a student issues a threat of violence or displays imminent warning signs of violence to any member of or property of the JCA community, the following may be enforced:

1. Student will be immediately suspended by the Dean's Office. If appropriate, a psychological evaluation will be completed before the student is allowed to return.
2. Student's Guidance Counselor will receive a signed "Release of Information" and a written psychological report evaluating the student's emotional fitness.
3. A staffing will be held by the Administration, a Dean, and the student's Guidance Counselor to determine reinstatement of the student.
4. Before the return of the student, a meeting will take place with the student and his/her parents.

DISCIPLINARY MEASURES

Joliet Catholic Academy respects the rights and privileges of all students. However, it may be necessary to remove the rights and privileges of a student in order to protect the rights of others. The following methods are used to discipline a student and to encourage socially

acceptable behavior:

Activity Restricted List

A list will be made available to JCA faculty and staff noting names of students who are restricted from extracurricular activities due to disciplinary probation.

Class Dismissal

Students, who become totally unmanageable and completely impede the teacher's ability to continue classroom instruction, can be dismissed from the classroom by the teacher in charge. This is considered to be the most serious and drastic disciplinary measure that a classroom teacher can take. The student who is dismissed from class must report immediately to the Dean's Office, a referral will be issued by a Dean, and the student will be given two after-school detentions. A student who is dismissed from a class is **not** allowed to return to that class for the remainder of the period in question, and forfeits all academic work for that class for that period. The teacher will make contact with parent/guardian before any action is taken place by the Dean's Office. A student who poses a consistent behavioral threat to the educational process will be considered for disciplinary probation, and ultimately, a hearing before the Faculty Discipline Board.

Detention Policy

Teachers should make every effort to inform students that they are receiving a detention, whether the detention is to be served with the teacher, or the Dean's Office. Once scheduled, **no** excuses are accepted to reschedule a detention (i.e. jobs, appointments of any kind, athletic practices or events, or any other personal obligations). Students are given ample opportunity to serve their detentions before the scheduled date, either at after-school detentions or at daily 7:00 a.m. detentions in the Dean's Office. Students who have multiple detentions will have them scheduled on successive after-school dates. The penalty for missing an after-school detention is a one-hour morning detention scheduled for the Saturday of the week that the detention was missed. Two missed detentions in one week result in two hours of Saturday detention. Saturday detentions are from 7:30-8:30 a.m. Failure to attend a Saturday morning detention will result in a one-day, out-of-school suspension on the following Monday, or in the event that there is no school that day, the next scheduled day of school. After a third missed detention in the school year, a student will receive the usual Saturday morning detention, and also will be suspended, out-of-school the following Monday (or next school day if it is not a Monday). This will take place for each ensuing third detention missed. The offending student should realize that he/she is risking being placed on strict, disciplinary probation for habitually failing to attend after-school detentions.

Detention Grievance Policy

In situations where students believe that procedures have not been followed, or that they have been treated unfairly, students can appeal Class I and Class II behavior code violations through a form available in the Dean's Office. Any other violation will be dealt with directly by a Dean.

Faculty Discipline Board

The Faculty Discipline Board, and its ensuing review processes, is convened to conduct hearings that could result in serious sanctions, one of which may be required separation from JCA. A student called before this board will be suspended from classes and all activities at

JCA until the board convenes and a decision is rendered. Any student who is subject to a Faculty Discipline Board hearing will be dismissed from school into the custody of his/her parent(s) when suspended and provided with a written description of the hearing procedures. ***Copies of the written descriptions of hearing procedures are on file in the Dean's Office.***

Referral

A referral will be issued by a teacher or staff member for all Class III behavior code violations. Teachers are encouraged to take other disciplinary action before issuing a referral (see middle column on referral form). A copy of the referral will become a part of the student's discipline record. Additional copies will be sent to the student's parents, teacher, and guidance counselor. A referral is considered a serious breach of the JCA Behavior Code and is treated as such. An accumulation of referrals could lead to the placement of the offending student on disciplinary probation.

Suspension & Probation

Frequent disregard for school policy or more serious infractions of Joliet Catholic Academy Rules and Regulations will result in suspension and/or probation.

Suspension

There are two types of suspension: in-school work suspension and out-of-school suspension. Suspensions require contact with parent/guardian which may include a (parent/guardian)/teacher/student/dean conference. This consultation with the parents must be held before the student will be readmitted to class. A teacher may request that classwork be made up, but no academic credit will be granted for a one-day suspension. A discipline related suspension of two or more days is considered to be long-term. In the case of long-term suspension, academic work can be made up for 50% of its total value. This would include suspensions that carry through semester or final exams.

Probation

If a student causes frequent disruptions or flagrantly disregards JCA standards, rules and regulations, the student may be placed on probation by a Dean for a designated period of time. A student on disciplinary probation will not be allowed to participate in/attend JCA extracurricular activities, on or off campus. **Students will be warned, if possible, that probation is imminent.** A student officially placed on probation will be personally notified and parents will be notified via letter and/or telephone call. **A student on probation may attend all classes, knowing that further serious disregard for school rules will result in a Faculty Discipline Board hearing.**

Suspensions, Probation, Class Office, and School Activities

Student officers of any class or of any school organization are expected to cooperate with JCA regulations and offer a good example by encouraging their observance. Officers who are suspended and/or placed on academic or disciplinary probation, or received a written academic integrity incident at any time from their election through their term of office, will automatically and permanently be removed from office and will be barred from nomination for any office in the following school year during the term of their probation. The administration reserves the right to request the removal from office any student who behaves in ways unbecoming to a class officer or for behavior inconsistent with the encouragement of observing school regulations. Students involved in JCA activities (athletics, Kairos,

music presentations, drama productions, etc.) are also subject to the specific regulations of their respective activity.

ALCOHOL AND ILLEGAL DRUG POLICIES

The possession, use, intent to use, and abuse of alcohol and/or illegal drugs is proven to have devastating effects on the lives of people every day. The faculty, staff, and administration of JCA are committed to helping young people avoid and overcome problems related to substance abuse. JCA intends to promote awareness, understanding, and prevention of such problems through literature, presentations, and various other programs that are available to us.

A student is deemed to be in possession of an illegal and/or banned item under the sanctions listed below when such item is found on the person of the student, in his/her locker, in a student's vehicle on school property, or in any vehicle a student brought on school property or on property being used by the school, at any school function or activity, or at any school event held away from the school. If the offending student cannot contact a parent or guardian, he/she will be turned over to the local police. **The following measures represent the minimum sanctions as outlined in JCA's Procedures: Possession, Use, or Intent to Use Alcohol, Illegal Drugs, Lookalike Drugs, Legal or Illegal Drug Paraphernalia or Controlled Substances:**

1. First Offense

- a. Parent(s)/guardian(s) **will** be notified and a drug test will be mandated within 48 hours of said notification at the parent(s)/guardian(s) personal expense.
- b. The student will be given up to a **ten (10) consecutive class day** out-of-school suspension.
- c. The student will be suspended from all extracurricular activities for **thirty (30) consecutive calendar days**. Any reference to extracurricular activities are meant to include, but are not limited to, athletic contests, club activities (meetings, field trips, contests, formal concerts/presentations, plays, etc.), religious retreats, and any other campus or off-campus school-sponsored activities.
- d. Student will be placed on probation specific to the use, intent to use, abuse, or possession of alcohol, illegal drugs, or controlled substances.
- e. Student **may** be placed on strict disciplinary probation as governed by the probation policy described in this handbook (length of probationary period to be determined on a case-by-case basis).
- f. The student will be required to be evaluated by an agency acceptable to the school at the parent(s)/guardian(s) expense before being readmitted to school.
- g. The following referral process will be initiated:
 - i. A school counselor will gather information.
 - ii. A conference will be held involving the student, dean(s), parent(s)/guardian(s), and school counselor.
 - iii. The following actions will be required:
 1. Student contact by a school counselor
 2. Referral of the student to a recognized non-school agency dealing with problems related to alcohol, illegal drugs, or controlled substance dependency
 3. Signing of a release of information agreement by the parent(s)/guardian(s) releasing information from any outside professional/agency treating the student to the school

2. Second Offense

- a. The parent(s)/guardian(s) will be notified.
- b. The student will be suspended out-of-school until a Faculty Discipline Board can be convened.
- c. A second offense will result in request for withdrawal or expulsion of the student.

MANDATORY DRUG TESTING POLICY

All students will be randomly selected and tested for drug use at least once a year. After a student is tested, his/her name is returned to the collective pool for further, future selections. After the entire student body has been tested, 25% of the student body will be randomly tested a second time. Again, each time a student is tested, his/her name will be returned to the collective pool. The test involves using a small sample of hair, 1.5 inches long and about the width of the tip of a shoelace. If a student tests positive, the family is contacted by a Dean to schedule a conference that addresses the following:

- *Explanation* of test results, including type of drug, level of use, and window for time of use
- *Counseling options* to assess level of intervention if counseling is appropriate
- *Retesting* at the student's expense, required 100 days after a positive test result
- *Consequences* of second positive test, any time within a student's time at JCA, may result in dismissal

Decisions in all matters are subject to review by the JCA administration.

For more information on JCA's Drug Testing Policy, contact the Dean's Office. JCA reserves the right to conduct test on any student suspected of using drugs.

CIGARETTE AND TOBACCO PRODUCT POLICIES

JCA recognizes and believes in the scientific studies which show the threat that the use of tobacco products poses for young people. JCA forbids the use and/or possession (on person, in purse, or in school or gym locker) of all tobacco products or look-a-like products (such as electronic cigarettes, hookah pens, etc.) during school hours, and at any school sponsored event on, or off the JCA campus. The following measures represent the minimum sanctions as outlined in JCA's **Policy Statement for Cigarette & Tobacco Product Use:**

1. First Offense:
 - a. One (1) day out-of-school suspension
 - b. Student placed on probation specific to smoking/tobacco product use
 - c. Student will be required to write a two-page written report on the effects of tobacco use on adolescents
2. Second Offense:
 - a. Three (3) day out-of-school suspension
 - b. Enrollment in a recognized smoking cessation clinic/program
 - c. The student will be suspended from **ALL** extracurricular activities for a maximum of ten (10) school days
3. Third Offense:
 - a. Faculty Discipline Board hearing

DRESS CODE

Students are expected to dress in a manner that reflects self-respect at all times when in the

school building. Neatness, cleanliness and good grooming constitute the basic goals and norms of the JCA Dress Code. Though it is true that dress and grooming are a means of expressing individuality and self-respect, it must be realized that students are also responsible to the school community for their appearance and grooming. JCA expects that parents will offer the first and best counsel to their sons and/or daughters in this matter.

There will be school-wide uniform checks conducted on a daily basis at the beginning of period one. Students who are out of dress code may be required to contact their parents/guardians, if it is at all possible, to bring in a change of clothes. If possible, students will remain in the Dean's Office until parent/guardian can bring necessary dress code changes.

In addition, teachers will check each period for correctable violations. Any inappropriate attire will be confiscated by the Dean's Office. Acceptable dress code attire will be on display in the JCA Spirit Shop.

Pants/Shorts – Freshmen, Sophomores, Juniors

Pants ~ Solid khaki or tan only, plain or pleated, “Docker” style or corduroy. All pants must be loose fitting and worn at the waist. Torn clothes or pants with torn or ragged hems may not be worn. Belts must be worn by all students when wearing pants with belt loops.

Shorts ~ Solid khaki or tan walking shorts, plain or pleated, “Docker” style or corduroy. All shorts must be worn at the waist. Torn clothes or shorts with torn or ragged hems may not be worn. Shorts may be worn year round. **Belts must be worn by all students when wearing shorts with belt loops.**

Important Note: Pants and shorts must be of “traditional” fit and not excessively baggy or tight. “Cargo” style pants (with large pockets on sides of pant legs) cannot be worn on any school day, including “spirit days”. The maximum number of pockets on pants/shorts is limited to four (4). Pockets must be in the waist/hip area and not in thigh, calf, or ankle area. “Tech” style pants (lightweight, nylon-type material with zippers or zippered pockets on pant legs) cannot be worn. Proper shorts length will be determined by extending hands at side while standing, with fingertips pointed straight down. The shorts material must extend beyond fingertips. Upon second dress code detention for “improper shorts length,” student will lose the privilege to wear shorts and will be required to wear pants/slacks for the remainder of the school year.

Pants/Shorts – Seniors

All of the above rules apply. In addition, seniors may wear the following colors: navy blue, dark brown, dark green, black, and gray.

Shirts – Freshmen, Sophomores, Juniors

White, JCA-logo polo only, short or long-sleeved. Dress shirts or blouses are **not** allowed. Polo shirts **must be tucked in at all times**. When T-shirts are worn under the polo shirts, they **cannot** contain printing considered to be offensive, inappropriate, or referencing drugs, alcohol, or tobacco. Long-sleeved white shirts can be worn under short-sleeved uniform polo shirt.

Shirts – Seniors

Seniors may wear any solid-color, polo shirt (short or long-sleeved). Dress shirts, or blouses, of any kind, are no longer allowed under the JCA Dress Code. The polo shirts can only have a small, designer logo (large product, company or business logos, or wording are not allowed). Polo shirts should be long enough to be easily tucked into pants, and loose-fitting in the body. Long-sleeved white shirts can be worn under short-sleeved polo.

Sweaters/Sweatshirts – All Students

Only JCA designated/logoed sweaters/sweatshirts such as pullover/cardigan/fleece that are purchased through the JCA Spirit Shop can be worn over the freshman, sophomore, and junior JCA Dress Code white JCA-logo polo, or over the colored small designer-logoed polo allowed to be worn by seniors. A hoodless/crew sweatshirt with a general JCA design (no team wear) can also be worn over the uniform polo on dress code days. All other sweaters, shirts, fleeces, etc. are prohibited for example Hollister, American Eagle, etc. **Hooded-style sweatshirts that have been altered (i.e., the hood has been cut off) are prohibited. White long-sleeved shirts can be worn under the dress code polo.**

Socks - All Students

Socks must be worn at all times. Girls **may not** wear over-the-knee stockings.

Shoes – All Students

Effective August, 2015 - The only acceptable dress code shoe is the leather Sperry, top-sider style of shoe (it does not have to be the Sperry brand). Shoes must have at least two eyelets for laces on each side of the shoe so that the laces can be tightly tied at all times. The shoe must be worn completely on the foot. Canvas made shoes or leather shoes with a wide rubber band encircling the entire shoe are not allowed on any regular dress code day, nor are shoes of any recognized athletic brand. *Sandals or flip-flops are never allowed under any JCA Dress Code.*

Hats/Headwear – All Students

No hats, caps, stocking caps, or bandannas may be worn in the school building between 7:00 a.m.-3:00 p.m.

Jackets / Coats - All Students

No jackets, coats, or full-zippered fleeces or sweatshirts may be worn in the building during class hours at any time.

Hair - All Students

Students should keep their hair neat and clean at all times. Any hairstyle or ornamentation that is outlandish, inappropriate, or gang-related in the judgment of the Dean is prohibited. Hair highlighted or dyed in outlandish colors (i.e. green, red, blue, etc.) is not permitted.

Hair - Specific to Males: Hair is to be traditional in length, style, and cut. Any haircut or hair color deemed inappropriate by the Dean is unacceptable. Hair length will be evaluated as follows: When male student is seated, hair on the back of the head, and on sides cannot rest over the polo shirt collar. In the front, hair should be off the eyes

extending no closer than one inch above the eyebrows. Ponytails or long, dangling braids are not allowed for males. Sideburns cannot extend beyond the bottom of the ear, and the face must be clean-shaven at all times. Any student sent to the Dean's Office to shave will be issued a detention and \$2 fine. The Dean's Office has a supply of disposable razors and shaving cream on hand.

Jewelry, Piercing & Body Art - All Students

Jewelry should be worn in moderation, and in good taste. No jewelry is allowed that makes an offensive visual statement or that references drugs (including "mushrooms"), alcohol, or tobacco. **Earrings, and/or piercings are not allowed for male students.** Students are **not** allowed to wear eye, nose, lip, tongue or any other visible piercing. Chain belts are not allowed, nor are chains affixed to belts or wallets. Sunglasses are **not** allowed to be worn in the building without a doctor's excuse. Visible tattoos or body art that cannot be covered by a regular dress code shirt must be covered by other means.

Dance Policy

Students should dress modestly and appropriately as befitting a JCA school function. Dress styles for formal/semi-formal dances considered to be inappropriate for females include, but are not limited to:

- Two-piece dresses that expose the midriff
- Dresses that are cut-out exposing sides or midriff
- Sheer dresses/tops that expose sides or midriff
- Excessively low-cut dresses that expose cleavage
- Excessively low backs (below the natural waistline)
- Slits higher than mid-thigh
- Excessively short dresses (above mid-thigh)

For couples dances the minimum outside guest age is a current ninth grader, and the maximum age is 20 years old at time of dance.

Spirit Day Dress Code

Students may participate in the relaxed dress code, which is "Spirit Day" dress code, when it is announced as such in advance. If a student chooses to participate, they must follow acceptable attire as described. If a student cannot follow this code as it is described or chooses not to participate, they must remain in the regular, everyday dress code. Those students who come to school inappropriately dressed will be sent home until acceptable adjustments are made.

JCA apparel must be represented in the student's top (shirt, jersey, warm-up top, and sweatshirt). Bottoms may be slacks, jeans, sweatpants, warm-up style pants, or gym/basketball shorts. **Boxer or pajama-style shorts and bottoms are not allowed, whether they contain a JCA logo or not.**

The following clothing is not acceptable on regular dress code days, dress-up days, or Spirit Days: Cargo pants/shorts, torn, cut-off, or shabby clothing; stretch or stirrup pants, spandex, tank tops, bare midriffs, long underwear or footless tights, bare shouldered sundresses, low-cut or backless apparel; shorts that are inappropriately short in length; any clothing that is excessively/inappropriately tight fitting (jeans, yoga pants, leggings, tights, volleyball-style shorts, etc.), skirts and/or dresses. The Deans will determine the appropriateness of an outfit. **The JCA Dress Code is subject to change or can be modified at any time. The Deans are final interpreters of all aspects of the JCA Dress Code and the Student Life section of this handbook.**

MISCELLANEOUS BEHAVIORAL AND SCHOOL INFORMATION

Automobile Registration and Use

Students who drive to school must register their vehicle with the Dean's Office and purchase a parking permit. Hangtags should be hung from rearview mirror. On a pre-arranged date, students will select a parking space on a first-come, first-served basis. The first hour of the registration period will be reserved for seniors or their parents, only. The campus speed limit is 5 m.p.h., unless conditions warrant going slower.

It is extremely important that everyone adheres to these rules since they are designed to ensure the safety of JCA students. Exceptions to this policy must be cleared through the Dean's Office. Fines are given to students who are illegally parked, who fail to display a parking permit, or who are dropped off/picked up in the wrong area. All drivers are to exercise care and caution, obeying all yellow lines and signs. Failure to do so constitutes a safety hazard and could evoke serious penalties, including suspension. Students who consistently fail to observe parking regulations may have their vehicles towed at the owner's expense.

Students are reminded to lock their cars and take their keys with them. The parking lot is part of the school campus and all school rules apply. Since the parking lot is JCA's private property, the school reserves the right to search the contents of a car if or when the Dean's Office deems such action necessary to maintain the integrity of the school environment and/or to protect the property and/or rights of others.

Building and Campus Care

A great deal of care and expense have been invested in the campus and building of JCA. Students are expected to treat both with respect. JCA can avoid spending large amounts of tuition money on replacement of materials if each member of the school community takes responsibility for these areas. Students may not deface/write on walls, desks, lockers, or bulletin boards, and must dispose of garbage properly. Only masking tape may be used on walls and other surfaces. Items hung in the corridors must be approved by the Dean's Office prior to placement, and items must be removed once the event is completed. **Any person who damages school or personal property, intentionally or accidentally, will be responsible for replacement and/or repair costs.**

Computer/Internet/Related Technology Use

It is the policy of JCA to require the ethical use of the computer, Internet and related technologies by all students, employees, and volunteers. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

Acceptable Use

The use of computer/internet/related technologies must be in support of education and research consistent with the educational objectives of JCA. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

Unacceptable Use

Transmission of any material in violation of any U.S. or state board is prohibited. This includes, but is not limited to: copyrighted material; threatening, violent, or obscene

material; or material protected by trade secret. Use for commercial activities is not acceptable. Printing of any personal material in the lab, e-mail, or other information that is not school-related is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized “chat,” and chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, etc.

All students, employees, and volunteers will be asked to sign a copy of JCA’s Acceptable Use Policy for Computers/Internet/Related Technologies. This statement will be kept by JCA in the individual’s file.

Corridor Passes

Students are not permitted in the halls, stairways, restrooms, or empty classrooms during class time without their signed planner. A teacher or supervisor may allow a student to leave the classroom in cases of illness or extreme emergency. Passes may not be issued to students to conduct personal business, including making phone calls during class time.

Couples Dances

JCA holds three couples dances (Homecoming, Christmas, and Prom) each year. Non-JCA students may attend with a JCA student as long as the non-JCA student completes a guest form. The maximum age for a non-JCA student is 20 years old. The minimum age is a high school student. The Dean’s Office reserves the right to deny attendance to non-JCA students. JCA students can attend these dances without a date. Random alcohol Breathalyzer tests are administered at all couples dances.

Dean as Interpreter

The JCA administration reserves the right to interpret, change, correct, or add to the contents of this handbook. The right of interpretation further applies to searches of a student’s locker, pockets, purse, book bag, or other concealed compartments when reasonable grounds exist to suspect that such a search will turn up evidence that a school rule is being violated. All of the aforementioned policies, rules, and regulations are authorized by the Administration and are to be interpreted by the Deans.

Fire/Tornado Drill

The normal signal for a fire or tornado drill is the ringing of the alarm. Upon hearing the signal, the following actions should be undertaken:

1. Move as quickly as possible, in single file and in silence, so that any necessary directions may be heard.
2. Charts for drill procedures are posted in each classroom.
3. The best route is the quickest route. The posted directions should be followed. If congestion occurs, teachers may use their discretion as to which is the quickest route.
4. Doors and windows should be closed.
5. In the case of fire, move away from the building once the exit has been made.

Health Office

The Health Office is staffed daily from 8:00 a.m. to 2:30 p.m. Unless an emergency; students will not be admitted to the Health Office without a signed planner.

Asthma/Allergies ~ Students are allowed and encouraged to carry their inhalers or

epipens with them at all times. It is also recommended to provide the Health Office with an additional epipen for those students with severe allergic reactions. Permission forms are still required to be filled out by the parent/guardian and turned into the Health Office for the student's medical file. Students are **not** allowed at any time to carry any other medication on their person. **Transfer of medication between students is a CLASS V BEHAVIOR CODE VIOLATION.**

Incoming Freshman and Transfer Students Health Records ~ The Illinois School Code requires all student have a record of a physical examination and dates of immunizations on file at the school prior to the first day of classes or **by JULY 1st, IF PARTICIPATING IN A FALL SPORT**. Joliet Catholic Academy recommends that each student also have a dental examination. In order to meet this requirement, each student will need to provide the JCA Health Office, documented on the Certificate of Child Health Examination Form (available in the Health Office or the JCA website, www.jca-online.org) the following:

1. A current physical exam (dated within one (1) year of starting high school) signed by a physician, advance practice nurse (APN), or physician assistant (PA). The Health History Section must be completed and signed by a parent/guardian.
2. A complete record of all immunization dates since infancy. The record must be signed by the health care provider who gave the immunization or who can verify the dates.

Students not meeting the above requirement by **October 15th** of the respective school year will be excluded from school until such time as the student presents proof of a current physical examination and required immunizations. During a student's exclusion from school for noncompliance to this requirement, the student's parents/guardians shall be considered in violation of Section 26-1 and subject to any penalty imposed by Section 26-10.

A report to the State Board of Education shall be submitted prior to November 15th by the JCA Health Office, including the number of students that have received the necessary immunization and health examination as required, the number of students who have not received the necessary immunizations and health examinations as required, and the number of exempt students who have submitted the required supporting documentation.

Medications ~ If a student needs to take prescription or nonprescription medication during the school day, a parent/guardian must send the medication to school in the original bottle, labeled properly, and a completed/signed Medical Authorization Form. Medical Authorization forms are available in the Health Office or on the JCA website, www.jca-online.org. This form must be completed and signed by a parent/guardian prior to the Health Office dispensing any medication.

Pre-existing Medical Condition ~ Parents/guardians are encouraged to notify the Health Office in regards to any student that may have a pre-existing medial condition that may require medical attention while at school. Privacy and confidentiality is strictly followed. Medical documentation should also be completed on the student's annual Student Profile Sheet.

Lost and Found

Students are encouraged not to bring valuables or large amounts of cash to school. JCA is not responsible for lost or stolen personal property. Students who find lost books or personal articles should take the items to the Dean's Office. Any item brought there will be held for one week only.

Lockers

Lockers used by students are to be kept locked at all times with a lock purchased through the JCA Spirit Shop. A student is not to share his/her locker or locker combination with anyone. Lockers should always be neat and ready for inspection at any time. Graffiti is considered vandalism. Students have access to their locker at any time during the day, between classes, provided the students are not late to class. Students are expected to take all necessary class materials with them and are not to request permission to go to their lockers during class time. Any student proven to be invading or tampering with the locker of any other student will be brought to the Dean's Office. Since lockers remain the private property of JCA, the school reserves the right to search the contents of a locker if and when the Dean's Office deems such action necessary to maintain the integrity of the school environment and/or to protect the property and/or rights of others. **Students found not to be in their assigned locker will be subject to disciplinary action.**

Parent Delivery of Forgotten Items During School Day

Delivery of school-related items, that students have forgotten at home, is discouraged. In an ongoing effort to teach students responsibility and accountability, and to avoid classroom disruptions, these deliveries should be made by parents on an emergency basis only. We cannot guarantee that we will be able to honor your request.

Restricted Areas

Since all students should respect the property and privacy of others, students are not permitted to:

1. Be in the faculty or school offices, locker rooms, Computer Center, gymnasium, weight room, lounges, cafeteria, or classrooms without permission and the presence of a faculty/staff member.
2. Tamper with another student's locker or lock.
3. Be in the parking lot or areas designated for bikes, etc., at any time during school hours without the permission from the Dean's Office.
4. Be in the corridors and stairways during class without a pass or signed planner.
5. Be outside of the building or designated areas during school hours without permission from the Dean's Office. Any infraction of this rule will be treated as leaving the campus and considered a truancy.

Running

For safety reasons, running is not permitted in the building. Students who have been detained and corrected for running, and are tardy for class for this reason, will not be excused for this tardiness and will be expected to serve the appropriate consequences.

SchoolReach

JCA utilizes SchoolReach, a telephone messaging communication tool, to deliver important messages to parents/guardians. A copy of the latest SchoolReach message is available by calling JCA at (815) 741-0500, ext. 494.

Shadow Visit Program

Shadow visit guests are permitted under the following conditions:

1. Guests must register with the Admissions & Financial Aid Office and complete a

- guest permission slip at least **one week** in advance of the intended visit.
2. The guest must be a junior high student and dress appropriately.
 3. On the day of the shadow visit, the host student and guest must register in the Main Office.
 4. The guest is to accompany the host student only throughout their daily schedule.
 5. The Admissions and Financial Aid Office reserves the right to refuse any shadow visit request.
 6. Shadow visits can be requested for Fridays during the months of October through April only.

It is the responsibility of the student guest to inform his/her grade school or junior high school of their visit to JCA. Guests are encouraged to make sure that their absence from school is excused and should arrange to make up missed school work.

Snowballs

Because of the dangers involved, snowball throwing is prohibited.

Student Drop-Offs and Pick-Ups

In order to eliminate traffic congestion before and after school, there is a choice of two locations for drop-off and pick-up of students. The far south Ingalls lot, in addition to the front driveway on Larkin Avenue, are the two designated areas. Please note these are the only two areas for student drop-off and pick-up. The front drive, which may be entered from Ingalls Avenue, is one way from south to north. This drive exits onto Larkin Avenue. **Students should not be dropped off or picked up in the student parking lot between the Student Activity Center and the athletic fields.**

Student Identification

Students are issued school ID cards, which must be carried at all times during school hours and at school functions. Students must show their ID's to faculty members upon demand. Students who fail to produce their ID cards or who deface or misuse them, will be subject to disciplinary action. Lost cards should be immediately reported to the Dean's Office where, for a small fee, a new card will be issued. ID cards are necessary for admission to the Computer Center, the Library/Media Center, and all extracurricular activities.

Telephone Messages

No student will be called from class to accept a telephone call. If there is an emergency, parents are requested to call the Dean's Office and proper action will be taken. Non-emergency telephone messages for students will not be taken. Emergency messages can be left at (815) 741-0585 or (815)741-0500.

EXTRACURRICULAR ACTIVITIES

Students at Joliet Catholic Academy are highly encouraged to participate in extracurricular activities, if possible. Listed below are some of the activities and organizations that afford this opportunity to students:

Art & Literary Magazine
Book Club

Movie Club
National Art Honor Society

Color Guard
Drama Club
Fall Play
French Club
French National Honor Society
Hillzone
History Club
International Student Ambassadors
International Thespian Troupe 1046
Intramural Sports
Jazz Ensemble
Key Club
La Esperanza
Latin Club
Latin National Honor Society
Leo Club
Math National Honor Society
Math Team

National Honor Society
Percussion Ensemble
Psychology Club
Respect Life Club
Scholastic Bowl
Science Club
Spanish Club
Spanish National Honor Society
Spring Musical
Student Ambassadors
Student Council
Student Newspaper
Tech Club
Tri-M Music Honor Society
Varsity Club
Victory View Media
Vocal Ensemble
Weighth Room

Eligibility Requirements for Extracurricular Activities

Because academic excellence is a hallmark of JCA, students are to realize that it is in their best interest to exert maximum effort in their academic studies. JCA encourages students to participate in extracurricular activities, but not at the expense of their academic responsibilities and progress. Therefore, any student who fails two or more subjects at the end of an academic quarter will not be permitted to participate in such activities until satisfactory academic performance is achieved at the end of the following quarter.

ATHLETICS

Joliet Catholic Academy, a member of the Illinois High School Association and the East Suburban Catholic Conference, offers all students the chance to compete in interscholastic athletics. Currently, JCA offers various levels of competition in the following sports:

BOYS: Baseball, basketball, cross country, football, golf, ice hockey, soccer, swimming, tennis, track and field, volleyball, and wrestling

GIRLS: Basketball, cheerleading, cross country, dance team, golf, ice hockey, soccer, softball, swimming, tennis, track and field, and volleyball

Fostering excellence in academics, promoting the dignity of the individual, and teaching good sportsmanship are among the many goals of the JCA Athletic Program. Student-athletes are expected to be responsible to these goals by maintaining a high degree of self-discipline at all times in the classroom, at practice, and at games. The opportunity to participate in athletics naturally demands more of the student-athlete (i.e. proper care of facility and equipment, punctuality in arriving and leaving practice, and presenting a positive image of JCA at all public sporting events). We look to the cooperation and encouragement of parents and guardians in helping student-athletes achieve the goals/requirements of the Athletic Program.

The student-athlete is responsible for maintaining athletic eligibility through satisfactory academic progress. Each week, teachers submit a report to the Athletic Director noting students who display unsatisfactory academic progress. Students must pass five (5) or more classes per week to remain eligible to play as per IHSA regulations. Weekly ineligibility extends from Monday to Monday. Students who fail more than one (1) course at the end of the first or third academic quarter become ineligible for interscholastic competition during the next academic quarter. During the ineligibility, students may continue to practice. Students who fail two (2) or more courses at the end of the first or second semester become ineligible for the next semester. Course failure at the end of the semester requires attending a recognized summer program. This is coordinated by the Vice Principal.

IHSA - Illinois High School Association

2715 McGraw Drive
Bloomington, IL 61704
(309) 663-6377
www.ihsa.org

NCAA

The National Collegiate Athletic Association

700 W. Washington Street, P.O. Box 6222
Indianapolis, Indiana 46206-6222
(317) 917-6222
www.ncaa.org

