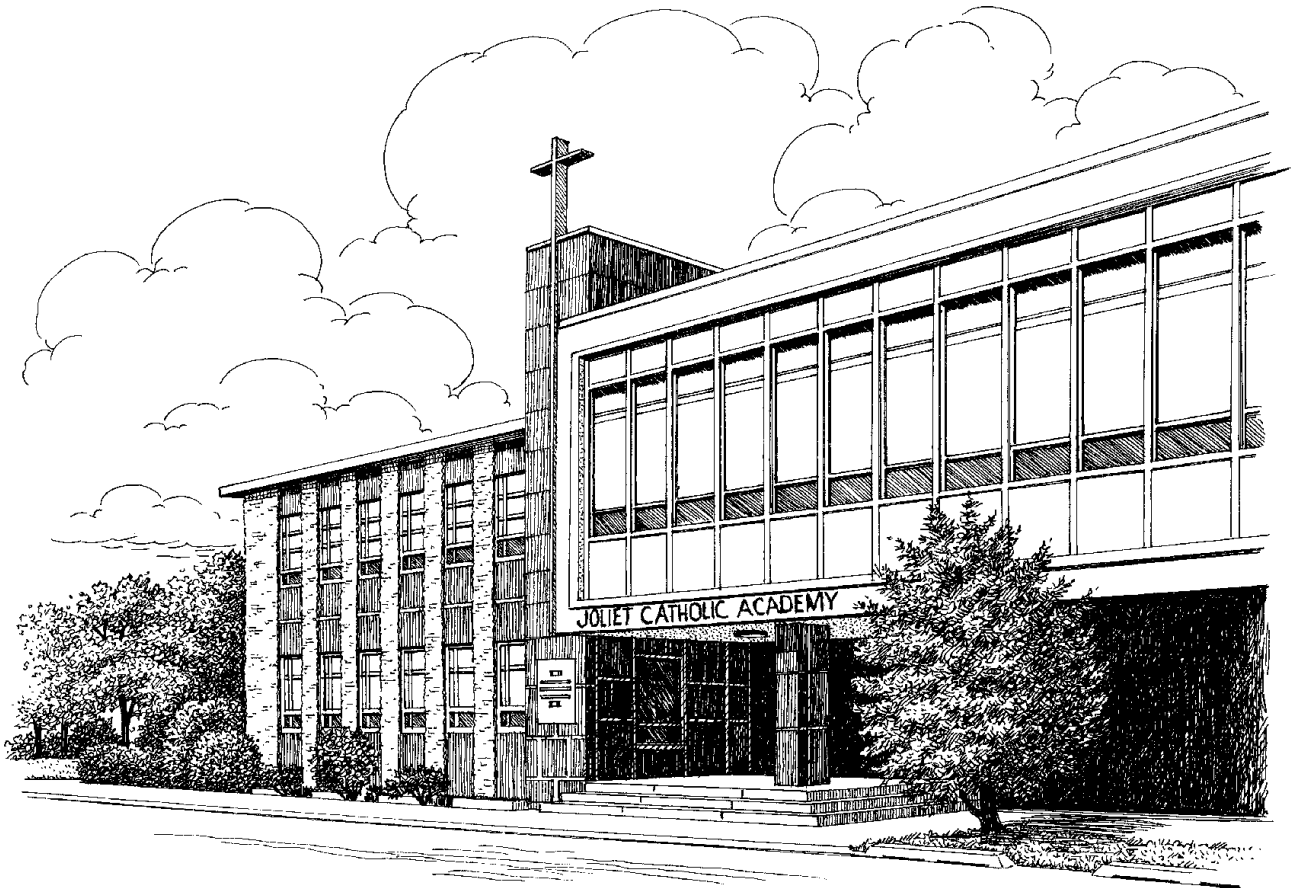




PARENT - STUDENT HANDBOOK
2016 – 2017



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 the North Central Association of Secondary Schools & 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.

PURPOSE OF THE HANDBOOK

This handbook contains policies and procedures pertaining to student life effective at the time of publication. Neither this Parent-Student Handbook nor the Student Planner is a contract. Any subsequent modifications or additions to these policies and procedures will be announced by the administration.

The official, updated version of this handbook, containing all policy changes and additions, is kept in the offices of the Principal and Dean. The administration of Joliet Catholic Academy reserves the right to interpret, change, correct, or add to the contents of this handbook. Any student enrolled in Joliet Catholic Academy and his/her parent(s)/guardian(s) are bound to follow all JCA rules and regulations. Students, parents, and guardians who fail to familiarize themselves with this handbook are not thereby excused from adherence to its requirements. Information in this handbook, which applies to parents, applies equally to guardians. Joliet Catholic Academy does not discriminate on the basis of age, race, color, sex, national origin, or other prohibited basis.

BEHAVIOR

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 of the law or morality outside of school, including areas when the name of the school community is jeopardized or associated, Joliet Catholic Academy reserves the right to take disciplinary action.

A LETTER FROM THE PRESIDENT/PRINCIPAL

Dear Parents, Guardians and Students:

The 2016-2017 school year continues a period of positive change and growth at Joliet Catholic Academy. Everything we do at JCA as a faculty and staff revolves around helping to boost student achievement and academic performance. Over the past 25 years, we have not forgotten, nor will we ever forget, our roots as a college preparatory school.

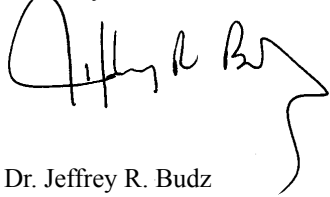
While we are proud of the multiple state championships we have won since just 2007 in football, girls volleyball and baseball, we take great pride in our continued academic excellence. Last year, 99 percent of JCA graduates went on to pursue higher education, earning over \$14.9 million in scholarships, which equates to approximately \$92,500 per student! Whether graduates are college-bound or heading into the work force, we pray they are prepared to live their lives with the sense of faith and family that being an Angel or Hilltopper provides.

This Parent-Student Handbook contains information on the daily operational capacity of our school and has been approved by the Administration, Board of Directors, and Board of Members for the purpose of guiding our young men and women through the entire school year. I would recommend parents and students alike take the time to read the handbook due to policy changes that happen every year.

Furthermore, I would like to take this opportunity to thank the students for attending JCA and the parents for their overwhelming support. It is due to your time and talent that we, as a school, can humbly accept the cheers we receive at athletic events and activities like our musicals and plays. As so many of our alumni point out, "You never leave JCA." We will always be your family.

Lastly, it is my profound wish that the 2016-2017 school year be the best ever in the school's illustrious history. If you have any questions or concerns, please use this handbook as your guide for phone numbers and e-mail addresses, and more importantly, for the standard we expect from all.

Sincerely,



Dr. Jeffrey R. Budz
President/Principal

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 the 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 HALLMARKS

Open Communication

Educating the whole person involves a continuous dialogue between the student, parents, faculty, administrators, Board of Directors, and Board of Members.

Respect for All Individuals

All persons, created in God's image and likeness and called to become, as Saint Paul writes, "partakers of the divine nature," are worthy of the highest respect and dignity as unique individuals and bearers of God's presence in this world.

Warmth and Hospitality

The recognition of God's presence in all persons is revealed through warm acceptance and genuine hospitality.

Excellence in Education

True intellectual excellence is found in the education of the whole person — academic, spiritual, moral, emotional, physical, and social.

Trust that Our Work is God's Work

We have been called to share in the ongoing ministry of Jesus Christ in response to God's will.

JCA FIGHT SONG

**JCA, we're here for you...
get in the battle,
win that fight!**

**JCA we'll back you...
with your colors,
brown, blue, white.**

FIGHT! FIGHT! FIGHT!

**You're the kind of team
whose courage
we want our foes to see!**

**JCA, march onward
to VICTORY!**

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. Last year, 99% of JCA graduates went on to pursue higher education with \$14.9 million in scholarships, grants, and awards earned, equating to approximately \$92,500 per student.

Since 1990, JCA has produced 5 National Merit Scholars, 7 National Merit 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, 704 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.

JCA, a Tradition.



JOLIET CATHOLIC ACADEMY

1200 N. Larkin Avenue, Joliet, IL 60435

Phone: 815.741.0500

www.jca-online.org

Main Office Hours: 7:00 a.m. – 3:30 p.m.

Classes: 7:50 a.m. – 2:40 p.m.

PHONE NUMBERS & EXTENSIONS

MAIN OFFICE	815-741-0500
REPORT AN ABSENCE	815-741-0585
ADMISSIONS	214 / 274
ALUMNI RELATIONS	269
ATHLETICS	815-741-0586
ATHLETICS OFFICE SECRETARY	270
ATHLETIC UPDATES	501
BUSINESS OFFICE - ACCOUNTS PAYABLE	219
BUSINESS OFFICE - ACCOUNTS RECEIVABLE / TUITION	220
BULLY LINE	498
CAMPUS MINISTRY	262 / 263
COMMUNICATIONS	285
CONTACT A STUDENT IN AN EMERGENCY	815-741-0585
COUNSELING	267
DEAN'S OFFICE	223
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FAX NUMBERS

MAIN OFFICE	815-741-8825
COMMUNICATIONS / SPECIAL EVENTS	815-773-9227
ATHLETICS	815-741-3830
BUSINESS OFFICE	815-773-0690
ALUMNI RELATIONS / DEVELOPMENT	815-741-5054
HEALTH OFFICE	815-741-3015
PRESIDENT/PRINCIPAL OFFICE	815-741-9530

For a complete list of phone numbers and e-mail accounts, visit our website, www.jca-online.org.

SCHOOL CANCELLATIONS

When it is necessary for school to be cancelled, announcements will be made via SchoolReach. Information is also available via the internet at www.jca-online.org or www.emergencyclosings.com.

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DIRECTORY

BOARD OF MEMBERS

Sr. Dolores Zemont, OSF, *Chair*
Fr. Robert Colaresi, O.Carm.
Fr. William Harry, O.Carm.
Sr. Peggy Quinn, OSF
Sr. Clarita Schumacher, OSF
Fr. John Welch, O.Carm.

BOARD OF DIRECTORS

George Barr
William Bayci '74
Chuck Beutel '71
Paul Buss '59
Fr. Warren Carlin, O.Carm.
Kim Cunnea
Sr. Teresinha Mendonca Del'acqua, OSF
Edward Dollinger, '81
Thomas Dow, '85
Robert Filotto
John Gerl
Stephen Gulden
Michael Korst, '80
Daniel Malinowski
Sr. Rita Mandella, OSF
Greg Newsome
Fr. Michael O'Keefe, O.Carm.
Gregory Peyla, '71
Sr. Lois Prebil, OSF
Luanne Roth
Jane Schmig, '76
Wayne Smith
Jeff Phelan '86, *Alumni Representative*

ADMINISTRATION

PRESIDENT/ PRINCIPAL

Dr. Jeffrey Budz, *President/Principal*
Rosemarie Costa, *Administrative Assistant*

VICE PRINCIPALS

William Pender, *Vice Principal Faculty and Operations*
Laura Pahl, *Vice Principal Curriculum and Technology*
Suzanne Kairis, *Vice Principal Faculty and Operations Assistant*

BUSINESS OFFICE

Edward Mayer, *Business Manager/CFO*
Mary Lou Catalani, *Accounts Receivable Clerk*
Diane Reichstadt, *Accounts Payable/Payroll Clerk*
Sr. Maria Pesavento, *Staff Accountant*

ADMISSIONS

Ryan Quigley, *Director of Admissions and Communications*
Mary Ragusa, *Assistant Director of Admissions*
Joseph Gura, *Assistant Director of Admissions*

ALUMNI RELATIONS

Sue Bebar, *Director of Alumni Relations*

ATHLETICS

Daniel Sharp, *Athletic Director*
David Douglas, *Boys Athletic Coordinator*
Christina Kinsella, *Girls Athletic Coordinator*
Debbie Dispenza, *Athletics Secretary*

CAMPUS MINISTRY

Sr. Barbara Kwiatkowski, OSF, *Campus Minister*
Fr. Jeffery Smialek, O.Carm., *Campus Minister*
TBA, *Christian Service Hours Director*

COUNSELING

Kathy Major, *Department Chair & College/Career Counselor*
Kris Horn, *Counselor for Last Names P-Z*
Nick Leonard, *Counselor for Last Names Gp-O*
TBD, *Counselor for Last Names A-Go*
Holly Scordo, *Counseling Department Secretary*

DEAN'S OFFICE

Kevin Las, *Dean of Students*
Christina Kinsella, *Assistant Dean of Students*
Linda Jenco, *Dean's Office Secretary*

DEVELOPMENT

John Horn, *Director of Development*
Sue Borella, *Development Coordinator*

FINANCIAL AID

Kris Horn, *Financial Aid Coordinator*
Holly Scordo, *Counseling Department Secretary*

HEALTH OFFICE

Jill Batusich, *Nurse*
Kerry Frescura, *Nurse*
Barbara Huey, *Nurse*
Marilyn McGinnis, *Nurse*
Anna Piper, *Nurse*

LIBRARY/MEDIA CENTER

Barbara Powers, *Librarian & Media Specialist*
Mary Ellen Reato, *Library & Media Assitant Specialist*

SPECIAL EVENTS

Christine Voss, *Director of Special Events*

SPIRIT SHOP

Carolyn Lemke, *Spirit Shop Coordinator*

STUDENT RECORDS

Margaret Goolsby, *Student Records Coordinator*



JCA, a Tradition.

FACULTY

ACADEMIC RESOURCE CENTER

Amy Douglas, *Academic Resource Center Coordinator*
Suzi Arnett
Jacqueline Cherwin
Jenny Jasper

COMPUTER CENTER

Dan Vohasek, *Director of Technology & Department Chair*
Jim O'Brien
Mary Ostrem

ENGLISH

Scott Allgood, *Department Chair*
Samantha Bush
Maria Fischer
Celeste Mackey
Christine Scheibe
Rhyen Staley

FINE ARTS

Marguerite Stoiber, *Department Chair*
Joyce Kelstrom
Amanda Popow
Jennifer Szynal

FOREIGN LANGUAGE

Florence Austrums, *Department Chair*
Richard Capalbo
Katherine Drabik
Mary Ann Worst
TBA

MATHEMATICS

Jeannie Bell, *Department Chair*
Jan Brill
David Douglas
Tyler Eakle
Frank Golf
Tina Osburn
Rachel Reyes
Claire Stockl

PHYSICAL EDUCATION/HEALTH

Jake Jaworski, *Department Chair*
Staci Gue
Jared Voss

SCIENCE

James Barello, *Department Chair*
Joyce Cabay
Matthew Morrissette
Claire Stockl
Greg Vogen
Debra Witmer
Jake Ziesmer

SOCIAL STUDIES/BUSINESS

Michael Pero, *Department Chair*
Mark Clarke
Tom Cranmer
Joseph Gura
Mark Hansen
Jason Midlock
Natalie Minarich

THEOLOGY

Joseph Burke, *Department Chair*
Jeremy Hylka
Br. Jeff Lima, O.Carm.
Cory McDermott
Robert Passehl

STAFF

COPY ROOM

Denise Phillips

JANITORIAL

Beatriz Aguilar
Carl Crater
Jose Herrera
Jose Lopez, *Supervisor*
Manuel Santos

MAIN OFFICE

Rosa LaPorta-Aranda

TECHNICAL/MECHANICAL/GROUNDS

Keith Klien, *Supervisor*
Nate Peterson

JCA PARENT ASSOCIATION

OFFICERS

Jane and Mark Karner, *President*
Kelley and Greg Gould, *Vice President*
Denise and Arn Grashoff *Secretary*
Barb and Mike Scudder, *Treasurer*

CLASS REPRESENTATIVES

Kathy and Jamie Hibner, *Senior*
Laura Paramo, *Senior*
Bonnie and Bob Babich, *Junior*
Lori Sherman, *Junior*
Julieta and Ray Meyer, *Sophomore*
Susan and Patrick Bannon, *Freshman*
Sheri and Jonathan Voss, *Freshman*

COMMITTEES

Kristi and Mike Kelley, *Athletics*
Kelli and Brian Slempp, *Athletics*
Jennifer and Mark Smith, *Athletics*
Michele and Craig Slowik, *Communications/Student Life*
Jalayne and Dwayne Weiss, *General School Support/Homecoming Spirit*
Diana and Jim Missig, *General School Support/Homecoming Spirit*
Liza and James Farrell, *Immediate Past President*

CAMPUS MINISTRY AND RELIGIOUS ACTIVITIES

Campus Ministry exists to foster the faith development of the JCA community. This comprehensive ministry involves the entire faith community - students, faculty, staff, parents, families, alumni, JCA boards, and all associated with the school. It involves celebrating the Lord's presence in our midst, service to those in need, and experiences which support the integration of faith with other realities of the world. Campus Ministry is rooted in the mission of the Catholic Church and Joliet Catholic Academy.

Campus Ministry aims to create an atmosphere of faith and concern within the school community. Faith is developed and shared through liturgy and service to others. Because JCA is not a parish, it does not offer the ministries of the Church. It does, however, concentrate on enhancing mature belief systems in the context of one's high school journey and prepares students for fuller participation in parish and family life. The Campus Ministry Office provides a variety of ministries and programs:

Retreat Experiences

Freshmen, sophomores and juniors are required to participate in annual days of renewal. Kairos will be offered to students during their senior year or second semester of their junior year. As a requirement for graduation, students must participate in one of the following:

1. Kairos Retreat
2. A retreat experience of at least one-day in length through a parish youth group or through the Diocese. Please note that permission for this option must be procured in advance from a Campus Minister and verified in writing by the agency conducting the retreat.

Liturgical Experiences

JCA opens its school year with a Eucharistic Liturgy. Liturgies are celebrated on holy days that fall on school days; special liturgies acknowledge important celebrations within our community, such as the Feasts of the Little Flower and Saint Francis, the school liturgy, etc. Regular celebrations of the Eucharist take place in the school chapel. Student-led prayer services are shared during the school year.

Liturgical Ministry

The Campus Ministry Office sponsors opportunities for students to be trained to prepare and lead in liturgical occasions. These young men and women will include those who serve as lectors, Eucharistic and music ministers.

Reconciliation

Students will be given the opportunity to receive the Sacrament of Reconciliation during the holy seasons of Advent and Lent. Students wishing to celebrate the sacrament at other times during the school year should contact the Campus Ministry Office. Reconciliation will also be offered as part of some retreat experiences.

Christian Service

Our experiences as a faith community bring us to view service to others as a critical thread of education, our Gospel witness, and our lives. All students are expected to fulfill the Christian Service Requirements.

Dialogue

Campus Ministers welcome the opportunity to reflect upon the Christian experience with students. Issues of relationships, faith responsibilities, family, the JCA community, friendships, and self may always be discussed with a Campus Minister.

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 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 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 <u>same</u> 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 <u>same</u> 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 <u>same</u> 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 in the Joliet Catholic Academy Honors Program 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 during his/her sophomore year. The student must have completed both semesters 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.
2. With reference to mathematics: a) if a student was enrolled in Algebra I-Accelerated 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.
3. With reference to science: a) if a student was enrolled in Biology-Accelerated as an eighth grader and earned an **A** or **B**, and was enrolled in Chemistry-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 Biology Upper College as a freshman, earned an **A**; was enrolled in all of the other Accelerated courses, and has the recommendation of the science teacher, he/she would qualify for the Honors Program.
4. Credit earned by an eighth grader for Algebra I-A at JCA will count as one of the three required honors courses essential for meeting the mathematics requirements.
5. Credit earned by an eighth grader for Biology-Accelerated will count as one of the three required honors courses essential for meeting the science requirements.
6. 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
7. 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 AP exams.
8. Students who complete the four-year program will receive an honors diploma.
9. The transcript, which will be forwarded to colleges, will indicate membership in and completion of the Honors Program.
10. 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.
11. Membership in the Honors Program is only available to the JCA freshmen students who complete the above criteria. Upperclassmen and/or transfer students will not be eligible.
12. 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) and write a reflection paper on their experiences, which is due by the April deadline.
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 14*** – 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 Counseling 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 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 Counselor will be notified in writing, using the appropriate form (a copy of which will be forwarded to the Vice Principal). The Vice 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 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, 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 online.

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 Counselor will establish an approved make-up program for the student. Students and parents will be contacted by the Counseling 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 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 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 Counseling Department will be share 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.

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
A+ 100-99	5.75	5.25	4.75	4.25
A 98-94	5.50	5.00	4.50	4.00
A- 93-92	5.25	4.75	4.25	3.75
B+ 91-90	4.75	4.25	3.75	3.25
B 89-86	4.50	4.00	3.50	3.00
B- 85-84	4.25	3.75	3.25	2.75
C+ 83-82	3.75	3.25	2.75	2.25
C 81-78	3.50	3.00	2.50	2.00
C- 77-76	3.25	2.75	2.25	1.75
D+ 75-74	1.25	1.25	1.25	1.25
D 73-72	1.00	1.00	1.00	1.00
D- 71-70	.75	.75	.75	.75
F 69 or less	0	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:

1 st Quarter Grade	40%
2 nd 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 Counseling 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 Access and Use - JCA Agreement and Authorization for Internet Access and Use

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.

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, 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.

Each student receives a network account and password to access the school's technology resources. In addition, students will also receive a Microsoft Office 365 account. This provides students with an Outlook account for school e-mail, online productivity tools, and storage space in the school's OneDrive cloud storage portal. Account information will be distributed at device distribution and training day. Students should NOT expect that files stored on the network or other repositories of the school's domain, including the Office 365 portal, are private. Joliet Catholic Academy reserves the right to monitor, view, edit and/or remove any materials stored by students that it deems unacceptable. Students are required to use only their assigned account and password each time they log onto a school computer.

- Students should memorize their account information or find a safe place to store their password.
- The password will NOT be changed during the student's tenure at JCA, unless it is compromised.
- Students should never share their passwords with anyone.
- Computer activity and network file content is identified by user name.

Students are responsible for their own account and the contents of their storage folders within the school's domain. This includes both the online storage space within the school's Office 365 portal and any server-based storage which a student might have at school. Should a student believe that their account has been compromised, they should report the problem to an IT coordinator or teacher immediately.

- Students are expected to use their school issued student e-mail accounts for communications with all school faculty, coaches and staff.
- Students are expected to check their student e-mail on a daily basis.
- Student e-mail communications are NOT private. Student e-mail is archived and can be monitored by the administration at any time. Inappropriate messages may be detected by the school's filtering software.
- Appropriate language should be used in all e-mail communications. Profanity, threats, or harassment of any kind is strictly

prohibited and against the school's culture and JCA values. Such messages can be brought to the attention of the Dean of Students for disciplinary action.

- Students should always properly log out or lock their computer when not in use. Failure to do so can result in others accessing your e-mail and/or documents.
- Students are asked to test their accounts as soon as they receive their credentials. Any problems or questions should be reported to the Help desk immediately.

File Storage and Maintenance

Each student receives approximately 200GB of OneDrive storage on their hard drive which syncs to a cloud backup via their Office 365 account. Students are expected to save their academic work to their OneDrive account; this will be covered during the beginning of year training sessions. It is the student's responsibility to maintain any backups in addition to the Microsoft OneDrive cloud backup/sync. (Note: when working on multimedia movie projects and/or digital design projects, students are encouraged to purchase external USB storage drives for storing and transporting these project files to and from school or external libraries. Due to disk space constraints, these files should not be stored to a student's OneDrive/hard drive.) Also, as part of routine file maintenance, data on the student shared network drive (S drive) is deleted at the end of each academic year. Students are responsible for backing up any necessary files from the network prior to the end of each academic year.

Account Deactivations: Student accounts will be deactivated upon a student's graduation, transfer or termination from Joliet Catholic Academy. Prior to account deactivation, it is the responsibility of the student to backup or retrieve any important electronic content as well as to make appropriate arrangements for e-mail communications. Accounts for graduating seniors will be deactivated shortly after final senior grades are posted.

Policy Enforcement

The Department of Information Technology (IT), faculty, staff and administration will work together to enforce the Technology Responsible Use Policy. Violations of this policy will be enforced through the Deans' Office and should be reported to the Dean and department of Information Technology immediately. Legal authorities may be contacted if situations warrant. In the event of violation(s) of this Technology Responsible Use Policy, and in consideration of the nature and degree of the violation and the number of previous violations, one or more of the following consequences may apply:

Personal electronic devices, including those owned by the student, may be confiscated and/or searched.
Student use of technology may be limited for an extended period of time.

Disciplinary decisions including possible suspension or expulsion will be consistent with school policies. These policies are subject to change at any time.

Parents and guardians should understand that Internet access on campus is intended for educational purposes. Internet use is NOT private and Joliet Catholic Academy reserves the right to monitor student use of the Internet at any time. In conjunction with CIPA (Children's Internet Protection Act) guidelines and in an effort to manage bandwidth resources, Joliet Catholic Academy uses a filtering system to block access to many prohibited sites and controversial material. However, it is possible that some inappropriate websites or content may escape detection by the filtering system. The fact that students may be able to access a website does NOT mean that site is appropriate for viewing. Parents and guardians should recognize that it is impossible for Joliet Catholic Academy to restrict access to all controversial and inappropriate materials. Parents and guardians will hold harmless Joliet Catholic Academy, its employees, agents or board members for any harm caused by materials or software obtained via the Internet and/or the school's technology resources. Parents and guardians understand that they will be legally responsible for their student's actions and accept full responsibility for supervision if and when their student's use of the school's technology resources or the Internet is not in a school setting. Parents and guardians must understand that Internet access for students, who utilize their own Internet connection from their personal electronic device, is NOT filtered by the school's Internet filtering system. Outside of school, parents share responsibility for monitoring their student's use of the Internet. Parents are highly encouraged to communicate with students on the importance of safe, responsible and ethical use of the Internet from any device in any location.

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 unexcused 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.

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 Counselor.** Schedule change forms are available in the office of the Vice Principal and Counseling 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 Communications 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 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.

NATIONAL HONOR SOCIETIES

Membership in the National Honor Society "is an honor bestowed upon a student." Selection for membership by a faculty council is based on outstanding scholarship, character, leadership, and service. Once elected, members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, service, and character." (*Membership, Section I of the National Honor Society Constitution.*) Two-year members will receive a NHS pin if they maintain their 3.5 GPA, complete their 12-hour NHS service requirement, and show support for their JCA National Honor Society Chapter by attending the induction ceremony for new inductees. Only if a senior member notifies the NHS sponsor two days prior to the ceremony and has a documented written excuse, will he/she be excused from the induction. If NHS members do not complete their 12-hour NHS service requirement, they will not be accorded NHS honors at graduation; and NHS membership will not appear on their official transcript.

The motto of the National Honor Society is *Noblesse Oblige (Nobility Obligates)*, the idea that one has an obligation to use one's talents, skills, and knowledge for the betterment of others. NHS members, working together and individually, are obligated to uphold this motto. Specifically, the NHS member must maintain the standards in scholarship, service, character, and leadership, attend NHS meetings regularly, and contribute to NHS projects.

To be considered for NHS membership, a student must:

1. Fill out the Student Activity Form as completely as possible and submit to the NHS Adviser. Information must be correct and will be verified by the faculty council. This must be submitted on time with complete information so the faculty council can easily validate information provided.
2. Be positively evaluated by the faculty who rates each student by leadership, service, and character.
3. Have a cumulative (juniors - 5 semesters, seniors - 7 semesters) grade point average of 3.50. Students with a GPA of 3.49 and lower cannot be considered.

Selection for National Honor Society Membership:

1. A faculty council, approved by the Principal, will evaluate each student according to the following guidelines:
Scholarship: Cumulative grade point average of 3.50. Student with GPA of 3.49 and lower cannot be considered.
Service, Leadership, and Character: Demonstrates excellence in these areas through a record of activities that is both current and continuous throughout the student's high school career, is verifiable, and is validated by faculty assessments.
2. The faculty council will review the Student Activity Form and faculty recommendations of each student. Those students who **excel** in the areas of scholarship, leadership, service, and character will be invited to join NHS. The decision of the faculty council is final.
3. Students will be notified by letter of their acceptance. Parents will receive a formal invitation by mail to the induction ceremony.

OTHER HONOR SOCIETIES

Foreign Language Honor Societies - French, Latin, Spanish

Students first become eligible for admission to their respective foreign language honor society the second semester of their sophomore year, if they have met the eligibility criteria which follows: Maintain an “*A*” average for three semesters and a 3.5 GPA average.

International Thespian Troupe 1046

Membership in the International Thespian Society is an honor bestowed upon students who have excelled in theatre arts. Students earn the right to be inducted into the International Thespian Society by accumulating points for their theatre work and meeting other required criteria. Whether or not students pursue careers in the performing arts, the skills they learn through theatre are invaluable and ensure that future generations will appreciate and support the arts.

Mu Alpha Theta - Math National Honor Society

Students are notified in the spring of their junior year if they have met the eligibility criteria. To be inducted in the fall of their senior year, the student must be enrolled in a senior-level math course. Effective with the Class of 2019 and thereafter Honors Program students must have maintained a *B* average in mathematics, Upper College Prep students must not have received a grade of *C*, *D* or *F*, and College Level students must have maintained a *A* average in mathematics over six (6) semester hours of coursework.

National Art Honor Society

Normally, students will become eligible to be admitted to the National Art Honor Society during their junior or senior year. To be eligible for membership, the student must have been enrolled and successfully completed, one of the entry-level art classes, be enrolled with a grade of *B* or better in an intermediate-level art class, and be earning a grade of *B+* or better in the class at the time of nomination.

ADMISSIONS POLICIES

In general, college preparatory potential must be demonstrated. All students are expected to follow the prescribed curriculum and to participate in the religious activities of the school community. Students, as well as their parents, must be willing to enter an educational process that calls for challenges and affirms each to grow in faith, knowledge, understanding, and service. JCA’s admissions policies do not discriminate on the basis of age, race, color, sex, national, ethnic origin, or other prohibited basis.

Freshman Criteria

Eighth graders seeking admission to JCA must meet the following criteria:

1. They must demonstrate successful completion of eight years of elementary and junior high school education.
2. If they score at or below the national percentile (total score) of 38% on the JCA Placement Exam, or an equivalent standardized test, they may be accepted “conditionally.” This condition may be waived if the student has an official IEP.
3. They must demonstrate the ability and desire to achieve academic success.
4. A non-refundable application fee of \$30 is to be paid at the time of application, and a non-refundable registration fee of \$300 is due at time of registration.
5. Students who are accepted “conditionally” must attend a three-week summer program in reading, math, and study skills to assess their potential success at JCA before admission status will be finalized.
6. Students with an active IEP may be required to attend JCA’s summer program.
7. Any freshman enrolling after June 1, 2009 must go through the transfer process outlined in the next section.

Transfer Selection Criteria

1. The parents of students interested in transferring to Joliet Catholic Academy make the initial contact with the office of the Vice Principal.
2. The transfer student/parent will be given or receive by mail an application packet. The application form, checklist for transfer students, and an unofficial transcript must be returned to the office of the Vice Principal before an interview will be scheduled.
3. The potential student and his/her parent(s)/guardian(s) will be interviewed by the Vice Principal, one Dean, and a grade level Counselor (or the Counseling Department Chairperson, if the Counselor is not available).
4. During a time when a Dean and/or Counselor is not available (i.e.-during the summer months) the Vice Principal and Principal will conduct the interview.
5. Admission of the applicant will be based on, but is not limited to, the following:
 - a. Evidence the student can earn the required credits so he/she can graduate with his/her respective class
 - b. A verified satisfactory discipline, absence, and tardy record from the current/former high school

- c. Successful completion of the interview
6. If approved for admission, a transfer student who is currently expelled/suspended from his/her current high school will not be admitted to JCA until after the date the expulsion/suspension expires.
7. It is recommended that transfer students enter at the beginning of a quarter or semester. Admission after the conclusion of the third quarter will be discouraged.
8. All transfer students will be admitted conditionally for the current school year. If their academic and discipline record is satisfactory at the conclusion of the year, they will receive notice of their change in enrollment status.
9. All recommendations are received by the Principal for final approval.

Additional Admissions Specifications

1. By policy, Joliet Catholic Academy usually does not accept senior students unless they are moving into the area.
2. Students or parents whose primary intention is merely to avoid racial integration or situations involving racial tensions will not be admitted.
3. Upon review by the Vice Principal, approved transfer credit will be accepted by JCA for all courses passed with a minimum grade of **D-**.
4. When the GPA is recalculated on the JCA scale, weighted credit will be given only for the exact number of specific courses for which students at JCA had the opportunity to also earn weighted credit. All remaining transferred courses will be entered with an Upper College Prep or College Prep curriculum designation.
5. Because of JCA's religious nature, Catholics are given priority as long as there has been active involvement in their faith and religious education. Students who do not share the Catholic faith, but who demonstrate an active interest and religious development in their faith/church, are admitted.
6. Academic performance must indicate college preparatory potential. Borderline students may be accepted on a probationary status. Twenty-five credits are required for graduation as indicated in the Academic section of this handbook.
7. Transfer students may be required to pay full tuition at the time of registration.
8. Acceptance of new and/or transfer students will be based on the space available and the constraints on the entire physical plant.
9. Athletic eligibility: As a member of the IHSA, JCA abides by all rules concerning transfers of students.

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 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 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 truanies. 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.

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.

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.

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, 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 Counseling 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, 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 of 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

JCA understands the desire of parents to furnish their children with cell phones for safety reasons. However, the use of cell phones, anywhere in the building, during the school day is a major disruption to the educational process. Students should store their cell phone, turned off, in their school locker, and can only use their phone at their locker during passing periods during regular school hours 7:45 am to 2:40 pm (12:00 pm on school improvement days). Cell phones are never allowed in the computer center. Cell phones may not be used in the Computer Center at any time. We also discourage calls made to a student's cell phone during school hours. Students have the use of a telephone in the Dean's Office, free of charge, during the school day as long as they have a signed planner from their classroom teacher. In the instance of extracurricular activities, the adult representing JCA has the right to ban the use of cell phones during their activities as long as they make this point clear to the students. **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 additional 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.**

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, MySpace, etc. are among a growing list of social web sites that allow users to communicate personal information. Students are prohibited from accessing 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 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 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 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 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 JCA 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, “Dockers” 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, “Dockers” 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, brown, or blue, JCA-logo polo only, short or long-sleeved. Cotton polos and “performance polos” will be available for sale in the Spirit Shop starting in the 2016-2017 school year. 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 a 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, brown, or blue 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 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.

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 medical 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 lanyards with IDs which must be worn around the neck at all times during school hours. IDs must be shown for admission to the computer center, the Library/Media center, and all extra-curricular activities. Students who are not wearing the lanyard and ID during the school day, or have defaced or damaged their lanyard or ID will be subject to disciplinary action. The dean's office will replace lanyards or IDs for a \$5 fee.

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.

COUNSELING DEPARTMENT

Joliet Catholic Academy's Counseling Department delivers a comprehensive, developmental, results-based school counseling program that promotes and enhances student success. In concert with our JCA Mission Statement, the counseling department provides an educational process that calls and challenges all students to be lifelong learners and grow in faith, knowledge, understanding and service.

The Counseling Department consists of three school counselors and a college/career counselor. Students are assigned a school counselor in their freshman year that works with and supports them throughout their four years. School counselors offer individual counseling and deliver a counseling curriculum focused on their students' growth in three domains: academic, personal/social development, and college/career. The college/career counselor designs and provides resources and curriculum for college/career readiness, collaborates with the school counselor, and works with students and their families throughout the college search and application process. Students begin working with the college counselor during junior year.

Counseling Department Services

Individual Counseling

JCA school counselors offer individual counseling to oversee their students' growth in academic, personal/social, and college/career domains over the course of four years. School counselors meet with every student individually at least once each semester.

- **Academic:** Counselors receive academic progress reports and monitor student grades, consult with teachers as needed, and help students set goals and create four-year academic plans.
- **Personal/Social:** Counselors are responsible for responding to the immediate needs of students in crisis, whether due to medical, emotional or personal difficulty. While maintaining our professional obligation to confidentiality, counselors collaborate with parents, faculty, and outside clinicians to best support students during these times.
- **College/Career:** Counselors introduce long-term college and career planning with students during freshman and sophomore years; they collaborate with the college counselor, who works with students throughout the college search and application process. Students begin working with the college counselor during junior year.

Important Counseling Department Policies

1. Professional contact with students is maintained each semester by counselors.
2. A student may request an appointment with a counselor at any time, and it is recommended whenever a student has any concern. A request for an appointment is made with the Counseling Department secretary. Counselors respond to the student-initiated appointments at the earliest possible moment.
3. The Counseling Department will process all requests for official transcripts to be sent to colleges. Students are responsible for completing, signing, and submitting a transcript request form and the appropriate fee before transcripts will be sent. **All business accounts with JCA must be current before transcripts can be sent.**
4. College Admissions Representatives visit with junior and senior students at JCA in the College/Career Center in the Counseling Department. The schedule of visits are announced in advance at school and via Naviance Family Connection. Juniors and senior students may register for a maximum of five (5) meetings per year through their Naviance Family Connection account or with the Counseling Department Secretary.
5. Two (2) college visit days are permitted for junior and senior students only. After the student has scheduled a visit to a college, he/she must complete and submit a College Visit Day Request Form before the absence for the visit. Forms are located in the Counseling Department. Signatures from teachers, counselor, and parent/guardian are needed before this form can be submitted to the Dean's Office for attendance purposes. If this procedure is followed, no parent phone calls are necessary on the day of the college visit. No college visit days will be approved during the month of May for seniors.

Counseling Center Resources

College/Career Center
Naviance
College Admission Representative Visits
Community resources and referral
Local Scholarship Database

TUITION AND FEES

The Board of Directors and Administration of Joliet Catholic Academy encourage parents and guardians to pay the true cost of the education of their children. Tuition does not cover the cost of educating a student.

Registration assumes the parent's or guardian's ability to meet the JCA tuition and costs payment schedule. Tuition and additional costs must be paid according to the detailed payment schedule shown. Costs are billed at various times throughout the year. The \$200 activity fee is included as part of the annual registration deposit.

Tuition account balances carried past the last business day of the month are **past due**. They will incur a finance charge of 1.5% per month (18% annual rate). **Students carrying past due balances at the end of an academic quarter will not be allowed to begin a new quarter.** In addition, students will be excluded from taking semester exams, participating in extracurricular activities (including athletics), class schedules or report cards will not be issued, and access to online grades will be unavailable. No official transcripts will be sent nor a diploma granted.

*** Payments not received by April 29, 2017 must be satisfied by cash, credit card, cashier's check, money order, or certified check. Personal checks will not be accepted.**

Accounts for ALL students must be current by the end of the third quarter. Any student whose account is not current at the end of the third quarter will be denied any year-end privileges granted to his/her class (i.e. Prom, end-of-year lunch, etc.). In addition, any JCA student with a past due balance may not participate on any school-sponsored trip until all current tuition and fees are paid in full. JCA, as a school, does not sponsor trips to foreign countries or areas of the United States. However, some teachers organize trips with JCA students.

Tuition assistance grants and brother/sister tuition discounts are credited to the tuition account in equal installments and prorated according to the payment plan chosen. Work service is credited at months' end as the student completes his/her work assignment(s).

Checks and ACH payments returned to JCA marked "NSF" will incur a **\$35 service charge**, with the amount of the check/ACH payment charged back to the tuition account and that amount considered past due. Parents, guardians and students may seek clarification concerning tuition policy from the Business Office.

When a student enrolls or transfers into JCA after a semester has already begun, that student's parent(s) and/or guardian(s) acknowledge and agree to payment of full tuition and fees, which are due for the semester in which they begin attending classes. By enrolling or transferring to JCA after a semester has already begun, the student's parent(s) and/or guardian(s) acknowledge that their student will receive a full semester's credit after satisfactory academic completion of their enrolled courses from Joliet Catholic Academy. **Tuition and fees are not prorated for enrollees and transfer students who begin after a semester has already begun.**

TUITION RATES/PAYMENT PLAN

\$11,295.00 per school year: Full payment by June 24, 2016.

\$11,370.00 for semester billing: \$5,685.00 per semester - due June 24, 2016 and November 25, 2016.

\$11,445.00 for quarterly billing: \$2,861.25 per quarter - due June 24, 2016; August 26, 2016; November 25, 2016; and January 27, 2017.

\$11,520.00 for monthly billing: \$960.00 per month - due the last Friday of each month from May through April. Direct debit program is required for monthly plans. Direct Debit forms are available in the Business Office.

A **\$300 non-refundable Annual Registration Deposit** will be required of all incoming freshmen, sophomores, juniors, and seniors. **This deposit is non-refundable; \$100 is applied toward the first tuition billing, \$200 is used to cover activity costs.** Activity costs include student admission to all regular season home athletic events; a student ID; a copy of the yearbook; issues of the student newspaper; administrative and guidance testing programs; student schedules, report cards and student records; guidance and counseling services, etc.

ADDITIONAL COSTS

\$200 Activity
Applied from the \$300 non-refundable annual registration deposit.

\$30 Application/Transfer Fee
A one-time fee upon entering JCA.

\$115 Athletic Participation (*Families with student athletes only*)
The fee for athletic participation is per family, per athletic season.
Billed during the season in which the sport takes place - October, January, and April.

\$95 Band
Billed in September.

\$900 Busing
Full payment plan by September 25, 2015, or billed at \$475.00 per semester due September 25 and December 24, 2015.

\$15 Daily Planner
Billed in June. (*Replacement Planner: \$20 per replacement*)

\$52	Drug Testing Fee Billed in June.
\$450	Fundraising Obligation (<i>Families with <u>one student</u> enrolled at JCA.</i>)
\$650	Fundraising Obligation (<i>Families with <u>more than one student</u> enrolled at JCA.</i>)
	JCA's mandatory fundraiser is the Spirit Raffle. The Spirit Raffle quota is \$450/student or \$650/family. <u>Any student who does not sell their quota will have the balance of the unsold tickets added to their tuition account in November. Unsold raffle tickets must be paid for prior to first semester exams.</u> Foreign exchange students will be charged the fundraising obligation upon registration. Any sales of Spirit Raffle tickets by foreign exchange students will be credited to the student's account.
\$175	Graduation (seniors only) Cap and gown, announcements, invitations, and diploma. Billed in February.
\$280	Kairos Billed in October.
\$32	One-to-One Technology For Freshmen and Sophomores only in 2016-2017
\$10	Parent Association Dues (per family) Billed in June.
\$200	Parking
\$25	Retreat Fee For facilities rental, transportation, supplies, etc. Billed in September.
\$75	Schedule Changes (per change)
\$40	Technology Fee Use of the Computer Center and software/hardware upgrades. Billed in June.
\$5	Transcripts (per copy)
\$275	Virtual School Courses JCA reserves the right to increase/decrease the cost for Virtual School courses subject to the cost incurred by JCA.

SPECIAL NOTE: Processing and Handling Fees

Processing and handling charge for payments made in the Business Office by credit card will be charged a 4% processing and handling charge. JCA accepts VISA, Mastercard, and Discover. Tuition and fees paid online currently do not incur this fee. JCA reserves the right to add a convenience fee to online tuition fee payments.

Refund Policy

Regardless of the payment plan selected, tuition is charged from the inception of the school year through the end of the quarter in which a student leaves Joliet Catholic Academy. Tuition charges are prorated on a quarterly basis and **not** a daily basis (subject to the payment plan selected). Students will not be charged for a quarter that they have not started. If a student begins a quarter and then leaves after the quarter begins, they will be charged tuition and fees for the entire quarter. When applicable, financial assistance received will also be prorated accordingly. **FEES AND THE ANNUAL REGISTRATION DEPOSIT ARE NOT REFUNDABLE.** Questions regarding refunds should be directed to the Business Office.

Tuition Assistance Programs

Except for the Work/Service Program, tuition assistance is prorated in accordance with the tuition payment plan selected. Summer Work/

Service will be credited by the August billing statement.

Brother/Sister Tuition Discount

Brother/Sister Tuition Discount only applies to families with more than one student currently attending JCA. \$1,125 discount for the second student (applied to the oldest child); \$2,250 for the third (applied to the second oldest child); and a 100% discount for the fourth and fifth students (applied to the tuition statement of the youngest child) currently in attendance for the 2015-2016 school year.

Diocesan Financial Aid Program for Needy Students

The Bishop's Tuition Grant Program Application, administered by the Diocese of Joliet, is made directly by JCA families. Financial need is determined by an independent processing agency hired by the Diocese. Forms are available online to parents in January of the preceding school year. All families are encouraged to apply online and need to reapply every year. Applications must be submitted to the processing agency by March 1st. ***To receive tuition assistance from any Joliet Catholic Academy resource, an application must be made to the Bishop's Tuition Grant Program.***

Joliet Catholic Academy Tuition Grant Program

Families who have demonstrated financial need are further considered for a JCA grant. Eligibility requires application to the Bishop's Tuition Grant Program (outlined above). Due to limited funding, the JCA Tuition Grants provide only a small portion of the cost of tuition and fees. The remaining portion is the responsibility of the family and/or student. All school tuition grants are conditional and a student receiving a grant must demonstrate satisfactory academic performance and effort, maintain a discipline record in accordance with JCA's expectations, meet the annual Spirit Raffle student/family quota, and fulfill obligations in JCA's Work/Service Program.

Work/Service Program

The required work or service includes light chores and cleaning of classrooms and grounds. Most of the program is applied over the summer. However, assignments may also be available before or after school for one hour per day. Assignments made to a special project may involve more than one hour per day, but the number of days worked will be less. Length of a work/service assignment is in proportion to the amount of the grant.

MISCELLANEOUS INFORMATION

Crisis Plan

A crisis in school may be defined as an event that disrupts the usual routine and immobilizes or significantly impacts the organizational and support system within the school, requiring the school to take direct and immediate action to assess, stabilize, and restore the level of pre-crisis functioning of individuals as well as the organization.

The objectives of JCA's Crisis Response Plan are to specify roles, delineate responsibilities, assess needs, and prepare for contingencies for the orderly return to normality.

In a crisis situation, JCA will refer to its Crisis Plan and the Illinois State School Emergency and Crisis Response Plan (available in the President/Principal's Office).

Wellness Plan

The Joliet Catholic Academy administration, faculty and staff strives to educate the whole student: mind, body and, soul. The following are guidelines in each of those categories to address the needs of our students:

Goals Promoting Academic Health:

1. JCA will provide a challenging curriculum that provides opportunities for students to excel in all areas.
2. JCA will work to promote positive a classroom experience and learning atmosphere for each student.
3. We will work to promote positive relationships among students and an overall learning environment where students are comfortable in their educational surroundings.
4. JCA will provide an overall educational plan that meets and exceeds State and National Standards.

Goals Promoting Health and Nutrition:

1. Students will be offered a variety of food and beverage options that are consistent with Government Standards for nutrition.
2. JCA will offer a variety of fruits and vegetables.
3. JCA will Serve low-fat or fat free milk.
4. JCA will ensure that products containing whole grains are offered.
5. JCA will follow state and national guidelines in regards to vending machine standards.

6. JCA will ensure that we are striving to meet the nutrition requirements set forth by the National School Lunch Program.
7. JCA will try to make sure that all items sold outside the cafeteria (i.e. fundraisers, snack shops, etc.) meet state and national standards.
8. JCA will strive to schedule meal times that are appropriate for our students and give them an adequate amount of time to eat.
9. JCA will strive to make sure that students are eating in a clean and sanitary environment.
10. The JCA cafeteria and concession stand is evaluated by the Local Health Department.
11. JCA uses their own food service team, to which each member is licensed.
12. Only JCA food service personnel are to prepare food for our students.
13. JCA will never restrict lunch times as punishment.
14. JCA does not participate with the governmental free and reduced lunch program.

Goals Promoting Physical Activity

1. JCA provides opportunities and support for physical activity daily.
2. JCA offers extracurricular activities (i.e. intramurals, sports, clubs, etc.)
3. JCA will not withhold participation in physical education as a punishment.
4. JCA will provide reasonable accommodations for students with disabilities and / or other limitations.
5. JCA will strive to make sure that all facilities and equipment is safe for use.
6. JCA works to make sure that coaches and teachers are up to date with the latest information regarding physical fitness.

Goals Promoting Spirituality

1. JCA's curriculum offers Religion courses each year of a student's high school experience and mandates Religion class every day.
2. JCA offers spiritual opportunities outside the classroom such as retreats, mission trips, mass, etc.
3. JCA has a Campus Ministry Office that serves as a resource for students beyond the classroom.
4. JCA is sponsored by the Carmelites and Franciscans and uses them as a resource throughout our students educational career. JCA has a Carmelite and Franciscan serving as our Campus Ministers.
5. Students are encouraged to strengthen their faith through many opportunities afforded to them throughout their educational career.

Student Accident Policy & Insurance

JCA assumes no liability related to medical costs incurred as a result of student accident or injury, whether the incident occurred in connection with a school-related activity or co-curricular athletic event or practice. Through an independent insurance carrier, JCA offers voluntary student accident insurance for a nominal fee. Multiple plans are available. The coverage provided in no way is meant to cover all medical expenses. Coverage is intended to supplement a family's medical health insurance program, and cannot be used as the sole coverage for participation in athletics. Enrollment and purchase information is available on the school website. Students will not be allowed to tryout or participate in a sport without insurance coverage through their family's primary health insurance carrier.

Student Permanent Records

A student's permanent record includes:

1. JCA Student Application
2. Student's Birth Certificate Copy
3. Academic Record ~ grade level achieved and standardized test scores
4. Attendance Record (on transcript)
5. Health Record
6. Honors & Awards (These records are kept for a minimum of 60 years after the student has left JCA.)

Student Temporary Records

Temporary records include accident report, teacher anecdotal notes, progress reports, academic integrity reports, and disciplinary and guidance reports. These records, are confidential and discarded once the student has graduated or transferred from JCA.

Parent/Student Access to Records

JCA's policy on access to records is as follows:

1. Parents have the right to inspect and/or copy all permanent records.
2. Students have the right to inspect and/or copy their permanent records.
3. School professional personnel may be present to interpret record information.
4. All requests to inspect and/or copy school student records will be honored within 72 hours. The school charges a fee for each record copied.
5. These guidelines do not limit the confidentiality of communication, which are protected by law, or which are given in confidence to religious counselors or authorized school personnel by a student, parent, or any other party.

Release of Records

School records or information contained therein shall not be released or disclosed to unauthorized persons. They may be released:

1. To parents, guardians, students, or representatives designated in writing by the parents/guardians.
2. To the Catholic Schools Office.
3. To official representatives of a school to which the student is transferring on request of either the student or the school.
4. To persons for research purposes provided that no student or parent can be identified.
5. In response to a court order, provided that the parents/guardians are notified in writing and given a copy of the records released. (Parents/guardians may see the records before they are released.)
6. To any person as specifically required by law, provided that the person presents appropriate identification and a copy of the statute authorizing such access.
7. In cases of emergency to appropriate persons if the information is necessary to protect the health and/or safety of the student or other persons and provided that the parents/guardians are notified as soon as possible of such releases.
8. To any person with the dated written consent of the parent/guardian designating the person to whom records may be released. Written record of all releases are kept in the student's record and include consent forms, if any, the name and position of the person requesting information, and the purpose, the date, and the name of the person releasing the records.

Student Transportation

Joliet Catholic Academy, in a cooperative program with an independent bus company, offers student transportation. The bus routes for the school year will be evaluated based on the number of those interested. Generally, a minimum of five or six students will be required before adding a route is considered. Costs for these routes are determined based on the rates charged by the bus company. **No one-day or one-way fares are allowed.** Billing is sent directly to the parents by JCA. JCA subsidizes approximately 80% of the cost of busing; JCA families pay the remaining 20%.

When bus routes are determined in early August, the bus company will contact those families on the route who have completed our transportation survey form. Alternately, JCA is easily accessible via the Joliet Mass Transit District, as well as through family and student carpools.

Work Permits

Work Permits are available from the Student Records Coordinator during regular school office hours. To obtain a valid work permit the student must:

1. Bring in a valid copy of their birth certificate for proof of birth date.
2. Bring in a completed work permit application, available in the Main Office.
3. Appear in person to sign the official work permit.

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
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

Movie Club
National Art Honor Society
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
Weight 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 the following sports:

BOYS: Baseball
Basketball
Cross Country
Football
Golf
Ice Hockey
Soccer
Swimming
Tennis
Track and Field
Volleyball
Wrestling

GIRLS: Basketball
Cheerleading
Cross Country
Dance Team
Golf
Ice Hockey
Soccer
Softball
Swimming
Tennis
Track and Field
Volleyball

Various levels of competition are available in each sport including Varsity, Junior Varsity, Sophomore, Freshman-Sophomore, and Freshman.

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.

NATIONAL LETTER OF INTENT SIGNING DAY

The National Letter of Intent Signing Days for Prospective Student-Athletes are held three times a year: November (Volleyball, Baseball, all other sports early period), February (Football, Soccer) and April (Basketball and all other sports regular period). Criteria to partake in one of the National Letter of Intent Signing Days requires a student athlete to receive an athletic scholarship in their particular sport from a Division I, Division II, or NAIA college/university. Division III is non-scholarship so the student athlete must receive a Celebratory Signing Form from the college/university.

In order for a Senior JCA student athlete to participate in one of the National Letter of Intent Signing Days they **MUST**:

- Partake in the JCA sponsored sport that is printed on their Letter of Intent or Celebratory Signing Form from the college/university they will be attending.
- A copy of the Letter of Intent or Celebratory Signing Form must be turned in to the Athletic Office at least 2 days before the signing day.

IHSA (Illinois High School Association)

2715 McGraw Drive, Bloomington, IL 61704 • (309) 663-6377

Office Hours: 8:00 a.m. to 4:15 p.m. during the school year and 8:00 a.m. to 4:15 p.m. Mon. - Thurs. during the summer.

Eligibility Rules: Available on the IHSA website: www.ihsa.org

NCAA (The National Collegiate Athletic Association)

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

Eligibility Rules: Available on the NCAA website: www.ncaa.org

ADULT ORGANIZATIONS

JCA enthusiastically supports organizations open to parents, alumni, and friends. The purpose of these organizations is to involve adults in the JCA community. Most groups sponsor functions to bring people together and help enhance and share the caring community spirit which is a hallmark of Joliet Catholic Academy. Each organization contributes financially to the school, thereby helping to keep tuition low and accessible for most families in the Joliet region; while targeting areas of future expansion. **The JCA community owes a deep sense of gratitude to the adults who care enough to get involved in the education of the students at Joliet Catholic Academy.**

JCA Parent Association

The primary objective of the Parent Association, a service organization, is to build a community of spirit and involvement. This volunteer group also promotes communication between parents/guardians of JCA students and the JCA Administration. The Parent Association assists the school in general school support (mailings, data entry, etc.), fundraising activities, social events (chaperones at dances, hosts at school functions), and athletic happenings (program & ticket sales, hosting, etc.).

The Parent Association is an organization for all parents and guardians of JCA students. Annual dues are \$10 per family, which is automatically billed in June. Group meetings are held on the first Tuesday evening of each month (except July) in the JCA Library/Media Center.

Detailed information regarding the activities of the Parent Association can be found in the monthly Parent Pride newsletter, which is available online via the JCA website, www.jca-online.org.

For more information contact a member of the Parent Association; contact information is listed on the cover of the Parent Pride newsletter.

JCA Alumni Association

The JCA Alumni Association, a self-supporting organization, exists to build a sense of community and involvement among the alumni of St. Francis Academy, De La Salle, Joliet Catholic High School, and Joliet Catholic Academy. In addition, it promotes the interest and welfare of JCA through the support of worthy projects and activities of JCA students. The Alumni Association strives to foster the moral, spiritual, and intellectual ideals taught, inspired and endorsed by JCA.

The Alumni Association hosts several annual events. The Association also coordinates community service projects throughout the year. For more information contact JCA's Alumni Relations Office at (815) 741-0500 or alumni@jca-online.org.



Parent Guide Understanding & Preventing Child Sexual Abuse

Diocese of Joliet

425 Summit Street, Joliet, IL 60435

www.dioceseofjoliet.org

The Diocese of Joliet is committed to promoting an environment that will help ensure the safety of children and young people. If you have participated in a Protecting God's Children session, you have already received much information. This brochure is the next step in our efforts to help keep children safe. You are the primary educators of your children, so it is important that you talk with them personally about their safety. The material in this brochure is designed to give you background information about sexual abuse, to inform you about other ways to keep your children safe, and to provide you with tips for talking to your children. Staff members at the Religious Education Office (815-727-6411) and at the Catholic Schools Office (815-838-2181) are available to help you. Please call them if you have any questions about the material contained in this brochure or if you need more information.

Content below is scripted from "Keeping Children Safe from Abuse: Tips for Parents and Caregivers" © 2004 Committee for Children www.cfchildren.org, with Permission from Committee for Children and from the Diocese of Springfield, IL, as provided by the Diocese of Joliet.

What Is Child Sexual Abuse?

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

Who Are the Offenders?

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

Who Is At Risk?

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

Why Don't Children Tell?

Some reasons children do not tell are:

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

Do Children Lie About Abuse?

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

Protecting Your Children

Here are some things you can do:

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

Safety with Babysitters

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

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

Guidelines for Single Parents ~ If you are a single parent and are dating, this brings unfamiliar adults into your home.

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

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

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

Teach Your Children These Rules

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

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

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

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

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

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

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

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

Safety on the Internet ~ It is important for parents to educate children on Internet risks and monitor use of the Internet some rules:

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

For Teens or Pre-Teens ~ Honest, open discussions about sexual values/limits, healthy relationships, and personal safety can make difference. Teens should:

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

More Safety Tips for Teens

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

The Bottom Line

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

Safe Families ~ Being a parent is one of life's greatest challenges. However, if you have a strong relationship built on a foundation of trust, and your children have skills in self-management, relationship-building, and problem-solving, they are more likely to make safe choices and set personal safety boundaries. *For more tips for parents, please visit <http://www.cfchildren.org>*

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

Notes

School Day Schedules

Daily Schedule

Period A	7:50 – 8:35
Period B	8:40 – 9:30
Period C	9:35 – 10:20
Period D1	10:25 – 10:48
Period D2	10:52 – 11:15
Period E1	11:20 – 11:43
Period E2	11:47 – 12:10
Period F	12:15 – 1:00
Period G	1:05 – 1:50
Period H	1:55 – 2:40

School Improvement & Half Day Schedule

Period A	7:50 – 8:20
Period B	8:25 – 8:57
Period C	9:02 – 9:34
Period D/E	9:39 – 10:11
Period F	10:16 – 10:48
Period G	10:53 – 11:24
Period H	11:29 – 12:00

Morning Assembly Schedule

Period A	7:50 – 8:25
Period B	8:30 – 9:05
Assembly	9:10 – 10:20
Period D1	10:25 – 10:48
Period D2	10:52 – 11:15
Period E1	11:20 – 11:43
Period E2	11:47 – 12:10
Period C	12:15 – 12:55
Period F	1:00 – 1:30
Period G	1:35 – 2:05
Period H	2:10 – 2:40

Pep Assembly Schedule

Period A	7:50 – 8:35
Period B	8:40 – 9:30
Period C	9:35 – 10:20
Period D1	10:25 – 10:48
Period D2	10:52 – 11:15
Period E1	11:20 – 11:43
Period E2	11:47 – 12:10
Period F	12:15 – 12:50
Period G	12:55 – 1:30
Period H	1:35 – 2:05
Assembly	2:10 – 2:40

Late Start Schedule

Period A	9:00 – 9:30
Period B	9:35 – 10:05
Period C	10:10 – 10:40
Period D1	10:45 – 11:08
Period D2	11:12 – 11:35
Period E1	11:40 – 12:03
Period E2	12:07 – 12:30
Period F	12:35 – 1:15
Period G	1:20 – 2:00
Period H	2:05 – 2:40

Early Dismissal Schedule

Period A	7:50 – 8:25
Period B	8:30 – 9:10
Period C	9:15 – 9:50
Period F	9:55 – 10:30
Period D1	10:35 – 10:58
Period D2	11:02 – 11:25
Period E1	11:30 – 11:53
Period E2	11:57 – 12:20
Period G	12:25 – 1:00
Period H	1:05 – 1:40