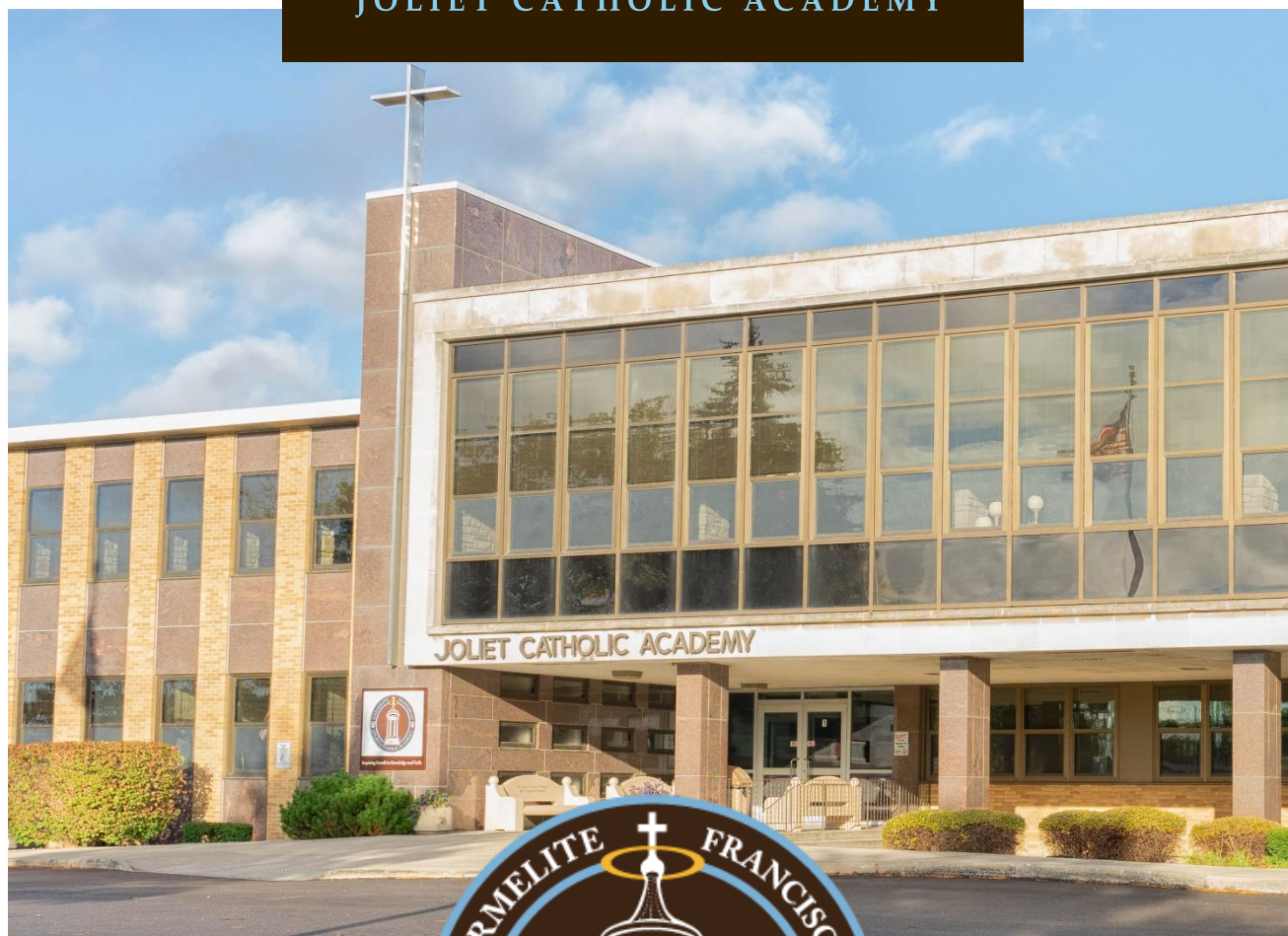


JOLIET CATHOLIC ACADEMY



Parent-Student Handbook

2023-2024

www.jca-online.org

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 Cognia
- Member of the East Suburban Catholic Conference and Chicago Catholic League

Our Mission

Inspiring growth in knowledge and faith since 1869, 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. Please see the amendments section of the handbook on page 54 for additions during the school year, as well as updates to the JCA COVID-19 Safety Protocols. 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 2023-2024 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 32 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, dance, wrestling, girls tennis, and baseball; we take great pride in our continued academic excellence. Last year, 98 percent of JCA graduates went on to pursue higher education, earning over \$14 million in college scholarship offers! 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 2023-2024 school year be the best ever in JCA'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,

Jeffrey R. Budz

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.

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 thirty-two 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, baseball, wrestling, and dance 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. In 2019, thanks to the generous donation of LaVerne and Dorothy Brown, the JCA Chapel has been moved to the former library on campus. This beautiful renovation has paved the way for a renovation of JCA's current Technology Center and a transition of the old Chapel into a state-of-the-art Innovation Research Center as part of the the "Onward Together" Strategic Plan. The Warning Family Innovation Research Center was made possible thanks to the largest single philanthropic donation in JCA's history. What has not changed, however, is Joliet Catholic Academy's commitment to its students and to academic excellence. Last year, 98% of JCA graduates went on to pursue higher education with \$14 million in scholarships, grants, and awards earned.

Since 1990, JCA has produced 7 National Merit Scholars, 7 National Merit Scholarship Winners, 13 National Merit Finalists, 15 National Merit Semi-Finalists, 70 National Merit Commended Students, 2 National Merit Hispanic Finalist, 2 National Merit Hispanic Recognition Scholars, 8 National Achievement Scholars, 897 Illinois State Scholars, 22 AP Scholars with Distinction, 52 AP Scholars with Honors, and 91 AP Scholars. 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 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!**

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
ASSOCIATE PRINCIPAL	213
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BUSINESS OFFICE - ACCOUNTS PAYABLE	219
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BULLYING	222 / 223
CAMPUS MINISTRY	262 / 263
CONTACT A STUDENT IN AN EMERGENCY	815-741-0585
COUNSELING	267
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FAX NUMBERS

MAIN OFFICE.....	815-741-8825
ADMINISTRATION	815-773-0690
ALUMNI RELATIONS.....	815-741-5054
ATHLETICS	815-741-3830
BUSINESS OFFICE	815-773-0690
DEVELOPMENT	815-741-5054
HEALTH OFFICE.....	815-741-3015
INSTITUTIONAL ADVANCEMENT	815-741-5054

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 School Messenger. 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. Jeanne Bessette, OSF, *Chair*
Sr. Peggy Quinn, OSF
Sr. Mary Jane Griffin, OSF
Fr. William Harry, O. Carm.
Fr. Carl Markelz ('80), O. Carm.
Fr. John Welch ('56), O. Carm.

BOARD OF DIRECTORS

Max Ziesmer ('90) – *Chair*
Mary (Will) Jaworski ('74) – *Vice Chair*
William Bayci ('74)
Paul Buss ('59)
Hon. Vincent Cornelius ('82)
Scott Czerkies ('94)
Jack Ericksen
Br. Larry Fidelus
Stephen Gulden
Janine Hicks
Mark Karner ('83)
Michael Korst ('80)
Sr. Barb Kwiatkowski, OSF
Ken Mihelich ('83)
Nicole Murray
Jeffrey Rzasz
Fr. Thomas Schrader, O. Carm.
Fr. Enrique Varela-Nungaray, O. Carm.
Sr. Phyllis Wilhelm, OSF

Administration

PRESIDENT/PRINCIPAL

Dr. Jeffrey Budz, *President/Principal*
Suzanne Kairis, *Assistant to the Administration*

ASSOCIATE PRINCIPAL

Laura Pahl, *Associate Principal*

BUSINESS OFFICE

Charlotte Turturillo, *Business Manager/CFO*

Departments

ADMISSIONS

Jared Voss, *Admissions Director*
Mary Ragusa, *Admissions Assistant Director*

ALUMNI RELATIONS

Sue Bebar, *Alumni Relations Director*

ATHLETICS

Jim O'Brien, *Athletic Director*
David Douglas, *Boys Athletic Coordinator*
Christina Kinsella, *Girls Athletic Coordinator*
Debbie Dispenza, *Athletics Secretary*

BUSINESS OFFICE

Paula Gorski, *Accounts Receivable Clerk/Tuition*
Diane Reichstadt, *Accounts Payable/Payroll Clerk*

CAMPUS MINISTRY

Melissa Ferro, *Campus Minister*
Dr. Robert Bailey, *Campus Minister*
Laura Pahl, *Christian Service Hours Director*

COUNSELING

Kris Horn, *Department Chair & Counselor Fr./So. L-Z*
Michael Palmasani, *Counselor Fr./So. A-K*
Jaclyn Pullara, *College & Career Counselor Jr./Sr. L-Z*
Kerri Voltz, *College & Career Counselor Jr./Sr. A-K*
Annie Farnaus, *Counseling Department Secretary*

DEAN'S OFFICE

Suzi Arnett, *Dean of Students*
Laura Borio, *Dean's Office Secretary*

DEVELOPMENT

Ryan Quigley, *Institutional Advancement Director*
Sue Hansen, *Development Coordinator*
Annie Farnaus, *Communications Coordinator*

DIVERSITY AND INCLUSION

Kisha Cameron, *Diversity and Inclusion Director*

FINANCIAL AID

Kris Horn, *Financial Aid Coordinator*
Mary Ragusa, *Financial Aid Coordinator*

HEALTH OFFICE

Andrea Vercelli, *Head Nurse*
Jackie Doubek, *Nurse*
Kristyn Johnson, *Nurse*
Kelli Puleo, *Nurse*
Mary Lee Strahanoski, *Nurse*

SPECIAL EVENTS

Christine Voss, *Special Events Director*

SPIRIT SHOP

Paula Gorski, *Spirit Shop Coordinator*

STUDENT RECORDS

Margaret Goolsby, *Student Records*

TECHNOLOGY

Brian Jones, *Technology Director*
Kimberly Blackburn, *Help Desk Manager and Copy Room Clerk*
Jeffrey R. Budz, *Technology Infrastructure Specialist*
Aimee Schertz, *Technology Integration Specialist*

WARNING FAMILY INNOVATION RESEARCH CENTER

Kimberly Blackburn, *Help Desk Manager*

Faculty

DEPARTMENT CHAIRS

Edward DeBartolo, *World Language*
Tyler Eakle, *Math*
Cory McDermott, *Theology*
Christine Scheibe, *English*
Jason Midlock, *Social Studies*
Matt Morrisette, *Science*
Peg Stoiber, *Fine Arts and Physical Education/Health*

ACADEMIC RESOURCE CENTER

Suzi Arnett, *Academic Resource Director*
Terri Barrett, *Academic Resource Coordinator*
Jackie Cherwin

COMPUTER SCIENCE

Brian Jones
Mary Ostrem
Rachel Reyes

ENGLISH

Scott Allgood
Dr. Robert Bailey
Jeffrey Budz
Samantha Bush
Jackie Cherwin
Dr. Maria Fischer
Christine Scheibe
Tim Vollmer

FINE ARTS

Peg Stoiber
Joyce Kelstrom
Cory McDermott
Jennifer Szynal

MATHEMATICS

Terri Barrett
Dave Douglas
Tyler Eakle
Sarah Gedvilas
Jeremy Gregory
Anne Mihelich
Tina Osburn
Rachel Reyes
Dr. Barbara Will-Henn

PHYSICAL EDUCATION/HEALTH

Jake Jaworski
Staci Gue

SCIENCE

James Barello
Karllyn Budz
Andrea Lampasona
Matthew Morrisette
Dr. Barbara Will-Henn
Jake Ziesmer

SOCIAL STUDIES/BUSINESS

Kisha Cameron
Mark Clarke
Tom Cranmer
Joseph Gura
Tina Kinsella
Gretchen Jelinek
Jason Midlock

THEOLOGY

Mark Clarke
Br. Neil Conlisk
Cory McDermott
Robert Passehl
Aimee Schertz
Matthew Schumacher

WORLD LANGUAGE

Florence Austrums
Edward DeBartolo
Jeremy Gregory
Sarah Harris

Staff

JANITORIAL

Jose Lopez, *Supervisor*
Jose Herrera Campos
Manuel Santos
Fidel Lara

MAIN OFFICE

Mary Lou Catalani

TECHNICAL/MECHANICAL/GROUNDS

Tom Wunderlich, *Supervisor*
Santiago Gutierrez, *Maintenance*
Joe Supergan, *Groundskeeper/Maintenance*

Parent Association

Dr. Jeffrey Budz, *School Representative*
Kathy Hibner, *President*
Mandy & Paul Kubinski, *Vice President*
Jeanne & Sean Leeders, *Secretary*
Kelly Richardson, *Treasurer*
Brandy Baltz
Molly & Andy Birsa
Traci Bruno
Debbie Bumstead
Karla Budz
Kelly Gould
Amy & Ken Mihelich
Jennifer Nahorski
Dawn Prack
Keri Spotofores
Ann & Mark Streitz
Helena Valencia

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 60 hours of Christian Service during his/her four years 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:

<i>Honors Curriculum</i>	
4.00 Credits in Theology	1.00 Credit in Physical Education
4.00 Credits in English	0.50 Credit in Computer Applications
3.00 Credits in Mathematics	0.50 Credit in Health
3.00 Credits in Science	0.50 Credit in Visual Arts
3.00 Credits in Social Studies*	0.50 Credit in Performing Arts
2.00 Credits in the <u>same</u> World Language	3.00 Credits in Electives

Upper College Prep Curriculum

4.00 Credits in Theology	1.00 Credit in Physical Education
4.00 Credits in English	0.50 Credit in Computer Applications
3.00 Credits in Mathematics	0.50 Credit in Health
3.00 Credits in Science	0.50 Credit in Visual Arts
3.00 Credits in Social Studies*	0.50 Credit in Performing Arts
2.00 Credits in the <u>same</u> World Language	3.00 Credits in Electives

College Prep Curriculum

4.00 Credits in Theology	1.00 Credit in Physical Education
4.00 Credits in English	0.50 Credit in Visual Arts
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 Performing Arts
3.00 Credits in Electives	2.00 Credits in the <u>same</u> World 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; Theology 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 at least the second semester of the designated Accelerated courses (English I, Biology I, World History and Algebra I or Geometry-H) with grades of no more than one C in any courses in one semester and no Ds or Fs.
2. With reference to mathematics and science: If a student was enrolled in Algebra I - Accelerated and Biology – Accelerated as an eighth grader and earned an A or B and was enrolled in Geometry -Honors and Chemistry – Honors as a freshman and received an A, B, or C, he/she would qualify for the Honors Program
3. With reference to mathematics: a) if a student was enrolled in Algebra I - Upper College as a freshman, earned an A, was enrolled in a second year Accelerated math course, and was enrolled in all of the other Accelerated courses, he/she would qualify for the Honors program; b) if a student was enrolled in Algebra I - Upper College and Biology - Upper College as a freshman, earned an A in each course, was enrolled in a second year Accelerated math course and second year Accelerated science course, and was enrolled in all of the other Accelerated courses, he/she would qualify for the program.
4. With reference to science: a) if a student was enrolled in Biology - Upper College as a freshman earned an A, was enrolled in a second year Accelerated science course, and was enrolled in all of the other Accelerated courses, he/she would qualify for the Honors Program; b) if a student was enrolled in Biology - Upper College and Algebra I - Upper College as a freshman, earned an A in each course, was enrolled in a second year Accelerated science course and second year Accelerated math course, and was enrolled in all of the other Accelerated courses, he/she would qualify for the program.
5. Credit earned by an eighth grader for Algebra I - Accelerated at JCA will count as one of the three required honors courses essential for meeting the mathematics requirements.
6. 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.
7. 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 world language
 - d. A fourth year Honors course in science, math, AP European History or AP Computer Science
8. 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.
9. Students who complete the four-year program will receive an honors diploma.
10. The transcript, which will be forwarded to colleges, will indicate membership in and completion of the Honors Program.
11. 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.

12. Membership in the Honors Program is only available to the JCA freshmen students who complete the above criteria. Upperclassmen and/or transfer students will be individually reviewed by the Administration.
13. 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 Associate Principal.

1. The expectations are as follows:
 - Freshmen will complete 5 hours total
 - Sophomores will complete 10 hours total
 - Juniors will complete 15 hours total
 - Seniors will complete 30 hours total
2. These hours must meet the following criteria:
 - May be completed during the summer.
 - 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. 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.

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 2nd semester. This grade will appear on the student's transcript.

Any senior who fails to complete the service hours will not receive a diploma until the hours are completed and verified. In addition, seniors who do not meet the 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 on their Christian Service Teams page.

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 Associate 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 Associate Principal). The Associate 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 Associate Principal. If deemed appropriate by the Associate 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 Associate Principal. The Associate 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 Associate 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, 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 through credit recovery. 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. Limited credit recovery will be accepted for purposes of meeting JCA's graduation requirements. Exceptions to this policy can be made at the discretion of the administration.

Academic Performance and Progress

The JCA administration and faculty reviews the academic progress of all students on a quarterly basis. 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 semester.
2. Students who have failed to react responsibly to previous academic probation actions.

Academic Probation will be reviewed at the end of each semester. At that time, the student will remain on probation if they are still failing two or more courses. Students on academic probation must utilize the academic resources and support at JCA.

Students placed on Academic Probation for more than three consecutive semesters during their enrollment at Joliet Catholic Academy will be reviewed by administration. 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 Associate Principal.

The Associate 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 Associate Principal may suspend a student's Academic Probation status when, in his/her opinion, there are mitigating circumstances. The Associate Principal will prepare and distribute the official Academic Probation list at the end of each semester.

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

Athletics and Student Activities Eligibility ~ The effect of academic failures on athletic eligibility is determined by the Illinois High School Association rules. Athletic eligibility is reviewed for all student athletes weekly by the JCA Athletic Department. Eligibility for student activities is reviewed weekly by the associate principal's office.

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 Associate 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 Associate 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.*

Innovation Research Center

Innovation Research 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 IRC, Expectations and Guidelines is available online.

Computer Training for Transfer Students

To ensure that all students at JCA are familiar with the IRC 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 Associate 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 Associate 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 Associate 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 Associate 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 Associate 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 Associate 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, like Excel Driving School, which does hold classes after school hours on campus at JCA. More information on Excel Driving School can be found at www.exceldrivingschool.com. 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	HONORS	UCP	CP
A+ 97-100	5.75	5.25	4.75	4.25
A 93-96	5.50	5.00	4.50	4.00
A- 90-92	5.25	4.75	4.25	3.75
B+ 87-89	4.75	4.25	3.75	3.25
B 83-86	4.50	4.00	3.50	3.00
B- 80-82	4.25	3.75	3.25	2.75
C+ 77-79	3.75	3.25	2.75	2.25
C 73-76	3.50	3.00	2.50	2.00
C- 70-72	3.25	2.75	2.25	1.75
D+ 67-69	1.25	1.25	1.25	1.25
D 63-66	1.00	1.00	1.00	1.00
D- 60-62	0.75	0.75	0.75	0.75
F 59 or below	0.00	0.00	0.00	0.00

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%
Semester Exam Grade	20%
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, 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 20 minutes prior to the beginning of the first period and, in most cases, 20 minutes after school.

Internet/Computer Usage -

All JCA students are required to have on file a signed Internet User Agreement form before utilizing the internet and IRC. 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 IRC. Signatures are to be affixed to the Student Profile Form annually.

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

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

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

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

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

Terms and Conditions

1. Acceptable Use

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

2. Privilege Relegation

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

3. Internet Code of Conduct

Users are expected to abide by the following rules:

- All users are to be polite and use appropriate language.
- The use of the network shall not be done in any way that would disrupt its use by others.
- The personal address, phone number, or social security number of any

- student, staff, person, faculty members, and colleagues are not to be revealed when using the Internet or network.
- The network may not be used for personal business, financial gain, or the purchase of merchandise or services without prior written authorization.
- No user shall be involved in, or participate in, “chat rooms.”
- No student may install any software at any time, and no adult user may install any software without the prior written approval of the Director of Technology.
- No user may install any files obtained from another computer without the prior written approval of the system’s administrator.

4. Electronic Mail

The use of electronic mail may only be used by adults for school-related purposes or business. The user does not have any right of privacy whatsoever in relation to his/her use of the network and/or e-mail. Consequently, all electronic and telephone communication systems and all communication and information transmitted by, received from, or stored in any manner are the property of Joliet Catholic Academy.

To ensure that the use of the network is consistent with the educational objectives and philosophy of Joliet Catholic Academy, authorized representatives may monitor the use of the network from time to time, which may include the printing and reading of all information stored, and all e-mails entering, leaving, or stored, and all files created and saved in the system. The system administrator may remove any material stored by the users, which violates the terms of this Agreement.

5. Vandalism

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

6. Indemnification

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

7. Financial Obligations

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

8. No Warranty

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

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

Help Desk Loaner Device Policy

Loaner laptops and/or chargers will be available through the help desk for students who are periodically in need of one (e.g. forgetting device at home, failing to charge device, etc.). A form must be filled out at the Help Desk to acquire a loaner laptop/charger. Unless other approval is issued, loaned items are used for the duration of the school day and returned no later than 20 minutes after the final bell has rung. Disciplinary action may be taken if loaned item is not returned in this timeframe.

Students will be allowed to check out a loaner laptop/charger a maximum of three times over the course of a semester. If a loaner is requested four or more times in one semester, the student will be refused a loaner item and will be considered unprepared for class, incurring the disciplinary action set forth by the teacher, including but not limited to detention, 0% on the assignment, work considered late, additional assignment, etc.

If a student device is sent out by JCA for repair, under a warranty that is managed by the school, that student may use a loaner device until the student device is returned to JCA by the repair company.

Replacing Broken Devices

In the event that a device needs to be replaced because it is not covered under a warranty, a new device must be handed into the technology department for processing within two weeks. Chargers must also be replaced within two weeks. When purchasing a new device, be sure to meet the minimum specifications set forth for devices to be used at JCA. This information and suggested computer options can be requested at any time by contacting Mr. Brian Jones at bjones@jca-online.org. Integration of laptops and technology into every class and subject is increasing each year. Being without a device for even one class period is a detriment to the learning process. It is the family’s responsibility to be in touch with Mr. Jeffrey Budz, *Technology Infrastructure Specialist* at jrbudz@jca-online.org if there is an issue that keeps you from replacing a device in this two-week timeframe.

If a student requires a device and/or charger for classes or home use during the time between when a new device or charger is ordered and when it is ready to be used in school, a student can be issued a loaner for an extended period, provided a confirmation is sent to the

technology department showing that the device/charger has been ordered. The student will not be issued a loaner device and/or charger for an extended period without proof of purchase. This is to ensure that laptops are being replaced in a timely manner, and to ensure that loaner devices are available for all students who may need them.

Innovation Research Center

The purpose of Joliet Catholic Academy's Innovation Research 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 IRC is open from 7:30 a.m. to 3:30 p.m. on regular school days.
2. Silence is to be observed. The IRC 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 IRC.
9. A copy machine is available for student use at the rate of \$.10 per copy, \$.15 per double-sided copy.
10. Other research materials/resources are available from the Reaching Across Illinois Library System.
11. 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 Associate 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 Associate 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 Associate 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 Associate 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 the College Counselor in the College/Career Center. **Only one (1) transcript is sent free of charge and that is the final transcript sent electronically or by mail at the completion of 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 Associate 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 Associate Principal's Office. Although no specific tutor will be recommended, the names of individuals who have indicated their willingness to tutor will be provided.

Associate Principal

The Associate Principal provide leadership in all areas of the curriculum and are 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 their counselor or a Associate Principal.

Withdrawal Policy

Parents must contact the Associate 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 NHS Application as completely as possible and submit it 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 the 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 Student Activities Director, 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. Using a rubric, the faculty council will review the NHS Application 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 a letter of acceptance. Parents will receive a formal invitation by mail/email 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.

Transfer Selection Criteria

1. The parents of students interested in transferring to Joliet Catholic Academy make the initial contact with the JCA Admissions Office.
2. The transfer student/parent will be given or receive by mail an application packet or fill out the online application. The application form, checklist for transfer students, and an unofficial transcript must be returned to the office of the Associate Principal before an interview will be scheduled.
3. The potential student and his/her parent(s)/guardian(s) will be interviewed by the Associate 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 Associate 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 and any former high school(s)
 - 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. JCA honors expulsions/dismissals from other high schools. JCA reserves the right to refuse admission to any student who has an unsatisfactory disciplinary record as determined by the JCA Administration.
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 Associate 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.
10. Home School Transfers: JCA reserves the right to not accept high school credits for classes that did not come from an accredited program. Contact the JCA Admissions Office or your local public school district for a list of accredited online schools.

Student Life

Joliet Catholic Academy challenges its students to become self-respecting individuals, dedicated to a Christian lifestyle. 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 Policy

Once JCA students arrive on campus, they are expected to enter the building to attend 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.

Illness or Necessary Absence Procedures – Attendance line- 815-741-0585

Daily attendance procedures will be strictly followed. A student may accumulate ten (10) absences within the school year. Any absence following the tenth absence will be counted towards the 10. For the absence to be excused, a student must provide documentation.

- Parents/Guardians must call the Dean's Office at (815) 741-0585 between 7:00 a.m. - 8:30 a.m. to report an absence or tardy.
- 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. *If a student is absent for 3 consecutive days without parent contact, proper officials/ law enforcement will be contacted for a family wellness check.*
- A parental phone call only verifies an absence: it does not excuse it.

Examples of absences counting towards the ten (10) absences allowed per year;

- sick without a doctor's note
- vacation
- tardy to school greater than 30 minutes
- sent home sick (no doctor's visit)
- called in absent by a parent/guardian

Non-Countable Absence Days

Students absent for the following reasons will not have those absences count against the total 10 days per semester for attendance probation. **Documentation must be provided within 1 week of the absences. Absences will not be excused once a warning letter is issued.**

- Illness or absence verified by a written note/ office visit from a recognized health professional. Notes must be received in the same grading semester.
- Death in the family – phone call from parent/ guardian needed.
- College visits (maximum of two per grade level per year) -completed form from Guidance Office needed.
- School-sponsored activities (field trip and athletics) – notification from teacher, coach, moderator
- Any chronic medical condition verified (at the start of each school year) by a note from a recognized health professional.
- Hospitalization.
- Court appearance.
- “Extenuating circumstance” as determined by the Dean’s Office. Extenuating circumstances do not include family vacations.
- 2 mental health days (see Mental Health Day policy)

Absence Probation Policy

Students who miss any individual class period ten (10) times will be placed on attendance probation specific to that class period only. Parents will receive a “warning” letter via email from the Dean’s Office when students reach their 5th unexcused absence.

Documentation must be provided within 1 week of the absences. Absences will not be excused once a warning letter is issued. The tenth (10th) absence will result in the student being placed on **Attendance Probation** for that class period. 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. Be advised extended vacation days will turn into unexcused absences after 10 days, which will prevent credit for make-up work. UNEXCUSED ABSENCE even with a parent phone call prevents the student from earning academic credit for that absence. Students on Attendance Probation ARE allowed to make up work for non-countable/excused absence days listed in the handbook. Verification must be turned into the Dean’s Office. Teachers will be notified of a change.

Extended Absences

Prolonged absences from classroom instruction are detrimental to the education process and are discouraged. Extended absences that are not excused by the Dean’s Office count toward the total (10) that determines attendance probation.

Unusual circumstances:

- Requests must be submitted in writing/email at least two (2) weeks prior to the absence to the Dean’s Office
- This does not apply to absences during final examinations. All students must be present on these days.

Illness At School/ Health Office Visit

If a student feels ill or needs to see the nurse, he/she should ask the teacher to go to the Health Office. The student needs to go to the main office and ask if the nurse is available. If it is an emergency the teacher will call the nurse to the classroom.

- The student will be assessed by the school nurse. All sick students need to go to the Health Office before being picked up by a parent.
- The student will return to class if able after 20 minutes.
- If needed, a parent will be called by Health Office and arrangements will be made for the student to be to go home.
- Students will sign out in the Dean’s Office and wait for a ride in the front lobby.
 - Parents do not need to come into the building unless requested by the Health Office nurse.
- All Health Office visits are documented.

Sign-Out Procedures

1. Parent/Guardian **must call** the Dean’s Office **no later than the morning of the appointment** with the student’s name, time of departure. If this is not done, we cannot guarantee the student will be dismissed at the requested time.
2. The student will be given a pass indicating the time the student is to leave class.
3. Students must sign out in the Dean’s Office.
4. If the student returns to school on the same day, he/she must sign in through the Dean’s Office.
 - a. Returning students should bring a note from the appointment for an excused absence.

Procrastination Clause

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

Truant from School

An absence, without a parent phone call (within 24 hours), is considered a truancy. Students are responsible for verifying attendance for tardiness to each class period. Failure to do so on time will result in disciplinary action. *If a student is absent from school 3 consecutive school days without parent contact, the proper authorities will be called to provide a wellness check.*

Tardiness Procedures

Classes begin at 7:50. A student who arrives late for school must report to and sign in at the Dean's Office.

- If a student misses more than thirty minutes of period one, it is counted as an absence and a parent phone call will be necessary.
- The student may have a parent/guardian call the school to explain the reason for the student's late arrival/tardy.
 - It is the Dean's decision whether the reason for tardiness is excused or unexcused.
 - If the late arrival is determined to be unacceptable, the student will be issued the following consequence.
 - 1st –3rd Tardy – warning,
 - 4th -6th Tardy – writing assignment to be turned into the Dean's office the following day,
 - 7th – 10th – After school detention and may be added to the no- pass list,
 - Additional tardies - Conference with Dean, parent, and counselor to determine disciplinary action.

Penalties for tardiness to class periods 2nd-8th (B-H) are handled by individual classroom teachers. In the case of habitual tardiness, the Dean's Office will handle disciplinary procedures.

Attendance and Extracurricular Activities

Any student who is absent from **four or more periods** including mental health day absences 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 dances 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. Students dismissed from JCA for disciplinary reasons are not permitted to attend any JCA function or have access to JCA property.

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 designated in the Illinois Department Public Health (IDPH) Policy – Will County.

- The right to privacy of students with infectious or chronic communicable diseases will be respected. Specific information regarding a student with an infectious or chronic communicable disease will be limited to those people with a direct need to know. Such people shall be advised of any precautions that may be appropriate to the situation.
- JCA will follow IDPH guidelines to provide the best educational opportunity for the student.

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

JCA's policy is that pregnancy is not grounds for dismissal. If a student becomes pregnant, she or her family should notify the student's counselor or the administration of the pregnancy. A meeting can be scheduled with the student, parents, guidance counselor, and/or the principal to discuss any concerns or needs of the student.

Mental Health

Students may take 2 excused mental health days without a doctor's note. If a third mental day is used, the student must meet with a school counselor to discuss the student's personal and academic status. The counselor will consult with the student's parents and advise if professional involvement is needed. The school counselor will contact the dean's office to approve any additional mental health days.

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 must sign a release of information form to allow the JCA Guidance Department to exchange information with the mental health provider. Included in this release should be a statement indicating if treatment will be ongoing and the medication, if any, the student will be taking and for what duration. The JCA administration may require the student to be reevaluated later 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 classifications listed represent the **minimum** sanction for which the student is liable. Parents will be notified by email of all infractions by the dean's office.

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

- \$5 for parking lot violations if the behavior continues add disciplinary action will be taken.
- \$10 for unauthorized use of a cell phone and a referral with 2 detentions.

CLASS II – DETENTION- behaviors will result in at least a before/after school detention.

- Dress code violations including carrying a backpack during the day.
- Failure to complete teacher-assigned punishment /classroom consequence
- In hall/ restroom without a pass
- No visible lanyard and ID worn correctly around neck.
- Food, gum, non-water drinks etc. outside the cafeteria.
- Failure for male student to be clean shaven.

CLASS III – REFERRAL- behaviors will result in a minimum written referral with behavioral consequence.

- Rude, disrespectful, or insubordinate to faculty, staff, or classmates
- Skipping a class period or required activities- minimum of 2 detentions for each skipped period.
- Gambling in any form
- Misrepresentation (using, or attempting to use another student's planner/ ID as your own)
- Providing false information or false signatures on official school documents or communication from parents to school
- Failure to present student ID card when called to do so by faculty/staff.
- Roughhousing
- Failure to attend scheduled after-school detention.
- Using insensitive words or actions can include but not limited to racial/ethnic/sexual terms.
- Unapproved cell phone use plus fine- see cell phone policy.

CLASS IV - SUSPENSION (In-School or Out-of-School) AND/OR PROBATION- minimum of 1 day suspension

- Use/possession of drugs or alcohol as stated in JCA's Drug and Alcohol Policy
- Use/possession of any tobacco or vape products (as stated in JCA's Cigarette & Tobacco Product
- Physical fighting
- Sexual, racial, or ethnically inflammatory statements or actions but not limited to racial/ethnic/sexual terms.
- Student-on-student harassment
- Unwanted/unwelcome physical contact/touching
- Actions which disrupt the school environment
- Destroying school property or the property of any member of the administration, faculty, staff, or student body
- Skipping class or activity (third offense)
- Computer tampering
- Use/possession of fireworks
- Failure to serve Saturday morning detention.
- Theft
- Leaving school building or grounds without permission
- Posting or sharing 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.
- Taking unwanted/ unwelcomed videotaping/pictures without permission

CLASS V - BOARD HEARING AND/OR PERMANENT SEPARATION- Students will appear before the Faculty Discipline Board, which considers matters that may require the student's separation or expulsion from the school.

- Serious accumulation of Class I - IV infractions

The following offenses usually result in the automatic removal of a student:

- Unprovoked use of physical force against faculty, staff, or students
- Use/possession of weapons
- Selling or in any way transferring alcohol, illegal drugs, or any controlled substance as defined in "Alcohol, Illegal Drug and Substance Abuse" policy
- Immoral conduct contrary to the hallmarks and philosophy of JCA
- 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 food fights, inciting disturbances, threats, posting or sharing inappropriate pictures or videos, pranks, actual violence, sit-ins, walkouts, rioting, or picketing during the period of disruption, will not be tolerated, and are subject to disciplinary actions determined by the administration.

Bus Misconduct

Students will enter 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

Students' cell phones should be kept in their school lockers during regular school hours. Cell phones can be checked for messages at lockers only during passing periods. **Calls or video chatting cannot be made at this time or while walking in the hallways.** Cell phones are allowed in the classroom at the teacher's discretion **but must be stored by the teacher. Classroom use of a cell phone must be ONLY for curriculum-based learning and pre-approved by administration. Cell phones may be used in the cafeteria during lunch periods.**

Unauthorized use of a cell phone during school hours can result in confiscation of the phone. The phone will then be turned in to the dean's office resulting in a \$10 fine and a referral (2 detentions). The phone can be picked up at the end of the day by the student. Parents will be emailed.

If a student needs to contact a parent or use their cell phone during the school day, he/she should ask permission to go to the dean's office to make a phone call or go to the dean's office during a passing period. Students may text at their locker during a passing period. If a student is feeling ill, they **MUST** go to the Health Office to call home.

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 Dean's Office

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 from 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/ Drink Policy – No food delivered.

- Food of any kind is not allowed to be eaten outside of the cafeteria, which includes gum and candy. Individual teachers may allow treats from time to time, but the food must be discarded or finished before leaving the classroom. Students are not allowed to eat in the hallway or during the next class period. This includes candy.
- Students are allowed to carry water bottles **ONLY**. It is up to individual teachers to allow students to refill water bottles during class time. Other drinks are not allowed in the classroom or hallways.
- Food Delivery – Food Delivery from delivery services or restaurants is not allowed.

- Students' failure to follow these rules will result in a Dean's Office detention.

Harassment/ Bullying

Bullying can create a hostile environment that interferes with the student's educational process at JCA. Bullying/ Harassment is defined as unwelcome verbal, written, or physical contact to a student, or group of students, that can result in physical, emotional, or mental harm. Cyberbullying occurs when a student posts images/ text 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.

Student-on-Student Harassment/ Bullying

Defined as any unwanted or unwelcome verbal or physical contact of any nature. The actions listed below represent the **minimum** sanction for which the student is liable.

1. First Offense:
 - a. Referral with disciplinary action
 - b. Parent/student conference with a Dean and Guidance Counselor
 - c. Warning of disciplinary probation
2. Second Offense:
 - a. Suspension
 - b. Strict disciplinary probation
 - c. Mandatory outside counseling
3. Third Offense:
 - a. Faculty Discipline Board hearing

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

Students are prohibited from accessing social web sites at JCA. Caution your children regarding the posting of personal information, including photographs. If 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. If applicable, the authorities will be notified.

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:

- The student(s) will be immediately suspended by the Dean's Office. If appropriate, a psychological evaluation will be completed before the student is allowed to return.
- The student's Guidance Counselor will receive a signed "Release of Information" and a written psychological report evaluating the student's emotional fitness.
- A staffing will be held by the Administration team including the Dean, and the student's Guidance Counselor to determine reinstatement of the student.
- 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 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 including athletics 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. The teacher will call the Dean's Office and send the student who is dismissed from class.
- The student will complete a Class Dismissal Form and a referral will be issued by the Dean.
- 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 must make up work on their own.
- The teacher will contact the parent/guardian, complete the Class Dismissal Form and meet with the Dean.
- A student who disrupts the educational process will meet with the teacher, counselor and dean and be considered for additional disciplinary measures.

Detention Policy

Detention Policy - Students will receive notification from the Dean's office of a scheduled detention day. Parents will be notified of a detention by email and the infraction may be viewed on Plus Portals.

- Detentions are served in the Dean's Office
 - Monday through Friday from 7:10a.m – 7:40 am and after school.
 - Multiple detentions will be scheduled on successive after-school dates.
 - Failure to attend a Saturday morning detention will result in a one-day in-school suspension on the following school day.

The penalty for missing an after-school detention:

- 1st offense -warning and rescheduled detention the next day
- 2nd offense -2 after school detentions
- 3rd offense -one-hour Saturday detention
- 4th offense – 2 one -hour Saturday detentions,
- 5th offense- in-school suspension and/or disciplinary probation

Detention Grievance Policy

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

No Pass List

Students placed on the no pass list will only be allowed a hallway pass in an emergency.

Referral:

- Teachers are encouraged to take other disciplinary action before issuing a referral (see middle column on referral form).
- Parents will be notified via email of a referral, and it will be posted on Plus Portals.
- An accumulation of referrals will lead to additional disciplinary measures.

Suspension

- There are two types of suspension: in-school suspension and out-of-school suspension.
- Parent/guardian will be contacted which may include a parent/guardian/teacher/student/dean conference.
- This consultation with the parents must be held before the student is readmitted to class.
- Teachers will provide work to the Dean's office for In-School Suspensions. Academic work will count for full credit.
- Out-of-School 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

- Students who cause frequent disruptions or flagrantly disregard JCA standards, rules and regulations may be placed on probation by the Dean for a designated period of time.
- Parents/Guardians will be notified of probation.
- A student on disciplinary probation will not be allowed to participate in/attend JCA extracurricular activities, on or off campus including athletics.
- Further disregard for school rules will result in a Faculty Discipline Board hearing.

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 require separation from JCA. A student called before this board will be given an out of school suspension 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.

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. 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 up to thirty (30) consecutive calendar days. Any reference to extracurricular activities is 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. Students 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).
- e. 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.
- f. 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 from school until a Faculty Discipline Board can be convened.
- c. A second offense can result in a 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 test positive the family is contacted by a dean to schedule a conference that addresses the following:

1. Explanation of test results, including type of drug, level of use, and window for time of use.
2. Counseling options to assess the level of intervention and if counseling is appropriate.
3. Retesting at the student's expense, required 100 days after a positive test result.
4. The consequences of a 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, TOBACCO AND VAPE PRODUCT POLICIES

JCA forbids the use and/or possession of all tobacco and vaping products or look-a-like products during school hours, and at any school sponsored event on, or off the JCA campus. The following measures represent the minimum sanctions:

- **First Offense:** The student will receive one day out-of-school suspension, be placed on probation specific to smoking/tobacco product use and will be required to write a two-page written report on the effects of tobacco and/or vaping use on teens.
- **Second Offense** – The student will receive three days of out-of-school suspension, must enroll in a recognized smoking cessation clinic/program, will be suspended from ALL extracurricular activities for a maximum of ten school days.
- **Third Offense:** Faculty Discipline Board hearing will be held.

DRESS CODE

Joliet Catholic Academy believes the dress code cultivates a serious approach to academics which relieves the social pressure to keep up with the current trends or styles and comparisons among students. Parents are expected to help the school staff enforce the dress code policy. There will be periodic school-wide uniform checks. The school administration, through the dean, will have final discretion on what is appropriate or not appropriate for school.

Students out of uniform may borrow items from the Dean's Office at the start of the day. Articles must be returned by the next day or a \$20 fine will be issued.

School Uniform

Lanyards with current ID must be always worn around the neck.

Pants/Shorts – Freshmen, Sophomores, Juniors

Pants

- Solid khaki/tan, black, and navy only, plain, pleated or corduroy, no cargo styles.
- All pants must fit appropriately and be 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/tan, black, and navy walking shorts, plain or pleated, no cargo styles.
- 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.
- Shot inseam must be 6 inches or longer.

Pants/Shorts – Seniors only

- All the above rules apply.
- In addition, seniors may wear the following colors: dark brown, dark green, maroon and gray.

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”. Upon second dress code detention for “improper short length,” student will lose the privilege to wear shorts and will be required to wear pants/slacks for the remainder of the school year.

Shirts – Freshmen, Sophomores, Juniors

- White, brown, or blue JCA-logo polo only, short, or long-sleeved.
- Polo shirts must always be tucked in.
- When T-shirts are worn under the polo shirts, they cannot contain printing considered to be offensive, inappropriate, or referencing drugs, alcohol, or tobacco.

Shirts – Seniors

- Seniors may wear any solid-color, polo shirt (short or long-sleeved).
- The shirts can only have a small logo
- When T-shirts are worn under the polo shirts, they cannot contain printing considered to be offensive, inappropriate, or referencing drugs, alcohol, or tobacco.

Sweaters/Sweatshirts/Long Sleeve Shirt – All Students

- Only JCA designated/logoed sweaters/hoodless sweatshirts/shirts such as pullover/cardigan/fleece
- Hooded-style sweatshirts that have been altered (the hood cut off) are prohibited on regular school days.

Socks - All Students

- Socks must always be worn.

Shoes – All Students

- Shoes must be closed toed and closed heeled and designed for indoor use with laces. No slides or slip-ons
- Shoes may be leather or canvas
- Flip flops, boots, sandals, slippers, athletic shoes are not permitted during the school day.

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 or coats may be worn in the building during class hours.

Hair - All Students

- Students should always keep their hair neat and clean and off their face.
- Outlandish or inappropriate hairstyles in the judgment of the Dean are prohibited.
- Hair may not be colored in any unnatural shade or style (i.e., green, blue, purple etc.).
- Males should be clean shaven

Jewelry, Piercing & Body Art - All Students

- Jewelry should be worn in moderation, and in good taste.
- Body piercings except for earrings are prohibited.
- 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.

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 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, shorts (6-inch inseam or greater).
- Boxer or pajama-style shorts and pants 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 jeans, shorts, or pants
- stretch or stirrup pants
- tank tops, bare midriffs
- low-cut or backless apparel
- flip flops, backless shoes
- any clothing that is excessively tight fitting

Dress Down Dress Code

Students may participate in special dress themed and/ dress down days. On these days students will follow the theme guidelines and do not need to wear JCA apparel. Guidelines include but are not limited to no homemade clothing, anything interpreted as a sexual drug or alcohol reference, backless sandals or shoes, inappropriate length shorts, low cut or bare midriff, clothes in bad taste, too tight, too small, too short clothes

Dress up/Dance Dress Code

On special days students will be allowed to wear their “Sunday Best.” to school. Students should dress modestly and appropriately as befitting a JCA school function.

Styles for formal/semi-formal not appropriate for a school function include:

- Excessively low-cut dresses
- Backless tops
- Slits higher than mid-thigh
- Excessively short dresses or skirts
- Jeans
- Any casual attire

Forgotten ID/Lanyard

- Students may purchase a new lanyard/ID for \$5 in the Dean’s Office
- Temporary ID’s available in Dean’s Office - **\$5 charge if not returned.**

The Dean will determine the appropriateness of an outfit. The JCA Dress Code is subject to change or can be modified at any time. The Dean is final interpreter 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

Registration:

- 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.
- Parking permits can be obtained as long as spots are available.

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.

Disciplinary action will be given to students who:

- illegally park
- fail to display a parking permit
- drive recklessly
- do not obey all yellow lines and signs

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 has been invested in the campus and building of JCA. Students are expected to treat both with respect.

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 or classroom pass. A teacher or supervisor may call the dean's office if a student needs to leave the classroom in cases of illness or extreme emergency. Students who abuse the use of hall passes will be put on the no pass list.

Dances

JCA holds formal and semi-formal dances each year. Non-JCA students may attend with a JCA student if the non-JCA student completes a guest form. The maximum age for a non-JCA student is 20 years old. The minimum age is a high school student. The Dean's Office reserves the right to deny attendance to non-JCA students. JCA students can attend these dances without a date. Random alcohol Breathalyzer tests are administered at all dances.

Dean as Interpreter

The JCA administration reserves the right to interpret, change, correct, or add to the contents of this handbook. The right of interpretation further applies to searches of a student's locker, pockets, purse, book bag, or other concealed compartments when reasonable grounds exist to suspect that such a search will turn up evidence that a school rule is being violated. All the 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. Students who feel ill should report to the Health Office between classes or let their teacher know and go to the Health Office with a pass. The nurse will assess the student and call home if needed. Before the student leaves the building, he/she will sign-out in the Dean's Office.

- Asthma/Allergies/ Diabetes ~ Students are allowed and encouraged to carry their inhalers, Epi-pens, and diabetic supplies with them always. It is also recommended to provide the Health Office with an additional Epi-pen, inhaler, and diabetic supplies for those students with severe allergic reactions, asthma, and diabetes.
- A Medication Authorization form is required and must be signed by the ordering physician and a parent/guardian for ANY medication, prescriptive or over the counter. Medication Authorization forms are to be kept in the student's Health Office file.
- Students are not allowed at any time to carry any other medication on their person or in their locker.

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 students 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. 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 with 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 regarding any student that may have a pre-existing medical condition that may require medical attention while at school. Privacy and confidentiality are 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 computers found should be taken to the Help Desk.

Lockers

Lockers used by students are to be kept properly locked with a school purchased lock. 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. 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 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 at any time during school hours without permission from the Dean's Office.
4. Be in the corridors and stairways during class without a pass.
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.

School Message

JCA utilizes School Reach, a telephone messaging communication tool, to deliver important messages to parents/guardians. If you do not receive a message, contact Ms. Pahl at 815.741.0500 ext 213.

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 for missed schoolwork.

Snowballs

Because of the dangers involved, snowball throwing is prohibited.

Student Drop-Offs and Pick-Ups

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
- Front driveway on Larkin Avenue

Student Identification/Lanyard

Students are issued school ID cards and lanyards.

- ID/ Lanyard must be worn during school hours
- Students must show their IDs to faculty members upon demand.
- Students who fail to produce their ID cards or who deface or misuse them, will be subject to disciplinary action.
- Lost cards should be immediately reported to the Dean's Office where, for a small fee, a new card will be issued.
- ID cards are necessary for admission to extracurricular activities

Telephone Messages

No student will be called from class to accept a telephone call. If there is an emergency, parents are requested to call the Dean's Office and proper action will be taken. Non-emergency telephone messages for students will not be taken. Emergency messages can be left at (815)741-0500 ext. 223.

Counseling Department

Joliet Catholic Academy's Counseling Department delivers a comprehensive, developmental, results-based school counseling program that promotes and enhances student success. The Counseling Department consists of four school counselors, the Director of Diversity & Inclusion, and a counseling secretary. Our Director of Diversity and Inclusion works with our students to make sure each and every one of them feels valued at JCA. 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 counselors design and provide resources and curriculum for college/career readiness, collaborate with the school counselors, and works with students and their families throughout the college search and application process. Students are assigned a college/career counselor at the beginning of their 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 a 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. The ACTUAL COST to educate a student at JCA is \$19,513.00.

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 FACTS detailed payment schedule list on the tuition portal. Fees are billed at various times throughout the year.

JCA requires all parents and guardians to make tuition and fee payments via an automated payment plan either through an ACH withdrawal or credit card payment on FACTS Tuition Management System to JCA. FACTS payments ensure that your account is current and allows your student to take semester exams in a timely manner. Students will be precluded from having their final exams graded and participating in extracurricular activities if tuition accounts are not current. **All payers are required to create a tuition payment account with "FACTS Tuition Management System" to pay tuition and fees through an ACH withdrawal or credit card payment, no exceptions.**

All students are required to have tuition current according to the payment plan their parent/guardian selected (Annual, Semi-Annual, Quarterly, and/or monthly). The dates for payment are outlined in the Tuition Rates/Payment Plan schedule. Monthly payors have payments due for the 10-month billing period July through April, net of financial aid awards and/or scholarships. Monthly payments must be made to stay current with the Business Office. Monthly tuition payors must have monthly payments made by the end of each month to remain current. Should the past due tuition approach forty-five (45) days late, parents will be contacted by email, phone and/or letter requesting an immediate conference with the Business Office. Please refer to "Delinquent Accounts" for necessary action taken when the account is past due. An account is "delinquent" or past due when a payment is missed at 30 days.

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 30, 2024 must be satisfied by cash, credit card, cashier's check, money order, or certified check. Personal checks will not be accepted.*

Delinquent Accounts

If a delinquent balance remains near the end of any semester, students will be excluded from classes, exams, athletics and or activities. Other consequences may apply as mentioned in this handbook. Additionally, students will not be allowed to return for the next quarter until all outstanding balances are brought current.

All financial responsibilities must be satisfied with the Business Office before the school releases official transcripts. This policy includes graduating seniors and students transferring from Joliet Catholic Academy. Payments are subject to holds for processing and clearing the bank. Payments made by Cashier's Checks are subject to a hold of 3 business days. Payments made by personal checks, credit or debit cards are subject to a hold of 15 business days. Should a balance be sent to an outside agency for collection action, in addition to the outstanding balance, you will be responsible for late fees, interest, collection fees, and attorney and court fees.

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

Annual \$13,870.00 per school year: Full payment by July 2023

Semi-Annual (\$6,972.50) due July and November 2023. Total due \$13,945

Four installments (\$3,505.00 each) due by July, August, November 2023 and January 2024. Total due \$14,020.00

Monthly installments (\$1,409.50 each) due each month for 10 equal installments beginning July 2023 through April 2024. No monthly adjustments allowed. Total due \$14,095.00

A **\$300 non-refundable Annual Registration Deposit** will be required of all incoming freshmen, sophomores, juniors, and seniors. **This deposit is non-refundable.**

Brother/Sister Scholarships: Also available through the JCA Leveraged Financial Aid program. Irrespective of Financial Aid being filled out the following Brother/Sister Scholarships will be awarded:

2nd child tuition = \$12,545 (Tuition \$13,870 - Scholarship = \$1,325)

3rd child tuition = \$11,225 (Tuition \$13,870 - Scholarship = \$2,645)

4th child and after tuition = \$0.00 (Tuition \$13,870 - Scholarship = \$13,870)

Please contact JCA Admissions at admissions@jca-online.org or 815.741.0500 for more information on multiple sibling need-based scholarships.

Additional Costs

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

\$175 Athletic Participation (*Families with student athletes only*)
The fee for athletic participation is per athlete, per athletic season. Billed during the season only through the [JCA Athletics Website 8-18](#).

\$200 Band
Billed in September.

\$1,100 Busing
Full payment plan by September 2023, or billed at \$600.00 per semester due September 2023 and December 2023.

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

\$52 Drug Testing Fee
Billed in July.

\$450 Fundraising Obligation (*Families with one student enrolled at JCA.*)

\$650 Fundraising Obligation (*Families with more than one student enrolled at JCA.*)

JCA's mandatory fundraiser is the Spirit Raffle. The Spirit Raffle quota is \$450/student or \$650/family. **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.** 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.

\$200 Graduation (*seniors only*)
Cap and gown, announcements, invitations, and diploma. Billed in February.

\$300 Kairos
Billed in October.

\$50 One-to-One Technology (*Freshman and Transfer students only*)

\$10 Parent Association Dues (*per student*)
Billed in July.

\$200 Parking Permit

\$40 Retreat Fee
For facilities rental, transportation, supplies, etc. Billed in July.

\$75 Schedule Changes (*per change*)

\$125 Robotics/Engineering Class Fee. Billed in September.

\$125 Technology

\$10 **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.

\$300 **Mandatory Summer School**

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.

Parents are required to make monthly, timely tuition payments to receive financial aid when choosing the monthly payment plans. NO EXCEPTIONS. Tuition accounts must be current at all times. Late fees will be assessed each month and students will be in jeopardy of financial aid and/or scholarship awards being rescinded for non-payment of tuition balance. If tuition accounts are past due at the end of any month, students will be ineligible for classes for the first of the next quarter. Students will be ineligible for semester and final exams.

Brother/Sister Tuition Discount

Brother/Sister Tuition Discount only applies to families with more than one student currently attending JCA. \$1,325 discount for the second student (applied to the oldest child); \$2,645 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 2023-2024 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 FACTS 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 are 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:

- Accepting Cultural Diversity Club
- American Sign Language Club
- Art & Literary Magazine
- Bass Fishing
- Big Buddy, Little Buddy
- Botany Club
- Broadcasting Club
- Cooking Club
- Drama Club
- Fall Play and Spring Musical
- Empowerment Club
- French Club
- Future Teachers of America
- German Club
- Graphic Design Club
- Habitat for Humanity Campus Chapter
- Hillzone
- History Club
- International Thespian Troupe 1046
- Intramural Sports
- Key/ Leo Club
- Math Team
- Movie Club
- Medical Science Club
- National Art Honor Society
- National English Honor Society
- National French Honor Society
- National Honor Society
- National Math Honor Society
- National Spanish Honor Society
- Newspaper Club
- Photography Club
- Psychology Club
- Robotics Club
- Scholastic Bowl
- Spanish Club
- Student Ambassadors
- Student Council
- Tech Club
- Tri-M Music National Honor Society
- Vocal Ensemble
- Wildlife Club

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

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. IHSA mandates that every week each school monitors their student athletes' grades to determine athletic eligibility. 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 Sunday.

Students not passing (5) 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 Associate 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, February, and April. 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**:

- Be listed on a JCA roster in one of the above-listed sports 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 and the respective coach at least **2 days** before the signing day.

IHSA (Illinois High School Association)

2715 McGraw Drive, Bloomington, IL 61704 n (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 n (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 a difference. Teens should:

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

More Safety Tips for Teens

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

The Bottom Line

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

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

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

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/Professional Development 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

Amendments

**On page 8: Amended 12.18.23*

Added Scott Czerkies ('94) to the Board of Directors

**On page 49: Amended 10.25.23*

The student-athlete is responsible for maintaining athletic eligibility through satisfactory academic progress. IHSA mandates that every week each school monitors their student athletes' grades to determine athletic eligibility. 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 Sunday.

Students not passing (5) 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 Associate Principal.

** On page 10: Amended 12.4.19*

Retreat Experiences

"Failure to attend on the assigned retreat day will result in participation on an alternate day or the addition of 5 service hours to the student's mandated requirement."

** On Page 19: Amended 12.4.19*

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. **Make-up exams and quizzes, however, must be completed between Tuesday and Friday of the return week at a mutually agreed upon time and day between teacher and student. Teachers should be flexible and sensitive 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.

COVID-19 Safety Protocols for the 2022-2023 School Year

**updated August 18, 2022. Covid-19 Safety Protocols are subject to change.*

If you have tested positive for covid, please isolate and call the health office for further information. You must stay home for 5 days from the onset of symptoms or positive test. Once your student has returned to school on day 6-10 they must stay masked until they test negative. If they are still positive past day 10, then they do not need to wear a mask past day 10.

If your symptoms are not getting better or you have a fever, vomiting or diarrhea, please do not return to school on day 6, but call the health office for further information.

Continue to use proper handwashing to prevent spread of any virus!

Additional Resources

[Illinois Department of Public Health \(IDPH\)](#)

[Illinois State Board of Education](#)

[Diocese of Joliet Catholic Schools Office](#)

For more information, please contact the Health Office at 815.741.0500, ext. 275 or email jca-nurse@jca-online.org.

Dean's Office

Suzi Arnett, Dean of Students, 815.741.0500, ext. 222

Laura Borio, Dean's Office Secretary, 815.741.0500, ext. 2

Amendments