

Bishop McNamara Catholic High School Student Handbook



Parents and Students

Bishop McNamara Catholic High School is a private Catholic School. Attending school at McNamara is done on a voluntary basis by students, and is supported by their parents who want them to attend. McNamara has standards and rules for religious formation, academic achievement, extracurricular participation, and appropriate behavior. All students are bound to obey all rules from the day they are accepted as students until they graduate. All parents are expected to support the rules. These rules are contained in this book, in other places, or announced to the student body and the parents. The Administration of McNamara reserves the right to make and enforce whatever rules it believes necessary for the good of the school.

The Principal and Administration of Bishop McNamara Catholic High School reserve the right to change the requirements for admission or graduation announced in this handbook and to change the arrangement, scheduling, credit, or content of courses, the books used, fees charged, tuition charged, regulations affecting students, and to refuse to admit or readmit and to dismiss any student at any time, should it be deemed to be required in the interest of the student or of the school to do so.

Registration at McNamara constitutes a voluntary contract recognized by the law between parents and the school. Parents and students assume responsibility for all obligations - religious, academic and financial, resulting from this contract. Students and parents are expected to be familiar with this handbook, and to sign the attached agreement.

PARENTAL PERMISSIONS/APPROVALS
*****PLEASE SIGN FRONT AND BACK OF FORM*****

Student Name _____ **Date** _____

I have read the procedures and policies outlined in the Bishop McNamara Catholic High School 2011-2012 Student Handbook and I agree that my son/daughter will abide by these policies and regulations

Parental Signature _____

I have read the procedures and policies outlined in the Bishop McNamara Catholic High School 2011-2012 Student Handbook and I agree to abide by these policies and regulations.

Student Signature _____

PHOTO RELEASE

I give permission for pictures of my daughter/ son to appear in all Bishop McNamara Catholic High School publications and on the Bishop McNamara Catholic High School web page.

Parental Signature _____

ACCEPTABLE USE POLICY

I have read the Acceptable Use Policy for Internet Access contained in the handbook I understand that access is designed for educational purposes and that Bishop McNamara Catholic High School has taken precautions to eliminate controversial material. I also recognize it is impossible for Bishop McNamara Catholic High School to restrict addresses to all controversial and inappropriate materials. I will hold harmless the school, its employees, agents, or Board members for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision of my son/daughter's use when it is not in a school setting. I have discussed the terms of this policy with my son/daughter. I hereby request that my son/daughter be allowed unsupervised access to the internet through Bishop McNamara Catholic High School's network.

Student Name (Please Print) _____ **Date** _____

Student Signature _____

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature _____ **Date** _____

UNDERSTANDING & PREVENTING CHILD SEXUAL ABUSE

I have read and understand the **Parent Guide – Understanding & Preventing Child Sexual Abuse** (in the Student Handbook)

Parent Signature _____

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FOREWORD

Founded in Kankakee in 1922 as St. Patrick High School, Bishop McNamara is a Joliet Diocesan School. In January 1956, the school relocated to Brookmont Boulevard and Entrance Avenue as St. Patrick Central High School, and was renamed Bishop McNamara Catholic High School in 1964. The Clerics of St. Viator directed the school until 1980; a lay board assumed directorship from 1980 to 1990. The Order of St. Augustine administered the school from 1990-2000. The school is currently directed by a lay administration. In 2008 the school added Catholic to its title. Students, parents, teachers, administrators, and staff members make up the community of Bishop McNamara Catholic High School. Each of us is an individual with rights and unique talents. Therefore, what we are and what we stand for is as important as what we teach. We bring ourselves here for the common purpose of serving young people, helping them grow and develop into mature, healthy, intelligent Christians and citizens. This is no small task today. It demands the utmost in terms of mutual respect, trust, and cooperation from all committed to this cause.

It is the purpose of this booklet to provide a sound foundation for providing this type of service to young people. We hope these pages will contribute to the harmonious working relationship essential to a modern secondary school. **All Staff Members, Parents, and Students are held responsible for familiarizing themselves with this information and performing their duties and responsibilities in accordance with it.** The efficient operation of the entire program demands norms and guidelines that must apply to all.

MISSION STATEMENT

**We are dedicated to maximizing the potential of our students,
Spiritually, Morally, and Intellectually
through a community of love.**

PHILOSOPHY

Bishop McNamara Catholic High School exists primarily to serve the Catholic Christian community of the Kankakee area, while welcoming students from all faiths. A strong sense of community based on Christian love, care, concern, and sacrifice, unites students, parents, alumni, faculty, and administrators. Through a synthesis of faith, culture, and life, students are challenged and empowered to commit themselves to sharing the Good News.

The climate at Bishop McNamara Catholic High School is warm, affirming, and compassionate. The highly qualified and dedicated faculty and staff encourage students to seek the truth and to discover their unique potential. By fostering accountability and a sense of responsibility, teachers offer all students, with respect for their diverse intellectual abilities, the opportunity for self-awareness, moral growth, and academic excellence. The college preparatory program emphasizes the ability to reason, to use critical judgment, and to integrate ideas.

Bishop McNamara is committed to offering cultural, athletic and extra-curricular programs. A high degree of student and parent involvement is a McNamara tradition. Through the mutual commitment of school and home, McNamara students are formed to be prophetic witnesses of hope in the world.

CAMPUS MINISTRY

In keeping with the mission statement of Bishop McNamara Catholic High School, the Campus Minister seeks to foster the spiritual, intellectual, and emotional growth of the students, faculty and staff, and to promote the Gospel message of love.

The entire McNamara family prays as one at the beginning of the day, and each class period begins with a teacher or student-led prayer. All-school liturgies occur at least once a month; parents and visitors are welcome.

It is a graduation requirement that every student be fully integrated in the Service Program and meets the requirements as stated below in the section titled "Service Hours." So that our students may have a well-rounded exposure to the many facets of ministry, service hours may be obtained in the areas of school, parish and community.

Bishop McNamara Catholic High School supports many other programs and activities that promote Christian spirituality, service and community within the Mac family. These include:

Classroom Prayer	Monthly Faculty Prayer
Eucharistic Ministry	Pastoral Counseling
Evenings of Praise	Quarterly Faculty/Staff Masses
Faculty and Staff Day of Retreat	Advent/Lenten Reconciliation for Students
Fourth Day Gatherings	Senior Retreat
Freshman Retreat	Sophomore Ring Day
Junior Retreat	Sophomore Retreat
Kairos Retreats	Vocations Presentation and Direction
Monthly All-School Liturgies	

SERVICE HOURS

Scripture teaches us, "*Here I am Lord; I come to do your will.*"

Mission:

As a Catholic High School, our community believes firmly in providing a holistic education-the development of the whole person. During the high school years, we encourage and hope that each person grows physically, emotionally, intellectually, and spiritually.

The service requirement is a vehicle for spiritual growth. In Scripture, it is clear that Jesus' mission included service to others. In the Gospel of Matthew, when people asked: "Lord, when did we see you hungry or thirsty?" Jesus responded: "I assure you, as often as you did it for one of my least brothers, you did it for me." He not only helped others, but He also expected His followers to do the same.

By reaching out, we are able to discern the needs of our fellow brothers and sisters. The talents that we so often take for granted are developed and appreciated. With Jesus as our model, we give in turn to our community the gifts that God has given us.

PROGRAM GUIDELINES AND REQUIREMENTS

Objective:

The object is to challenge our students to live their faith and work for a just society. Students are asked to witness to the word of God through their words and actions. St. Francis of Assisi said, “Be Christ for others, using words only when necessary.” Also, to enlighten students about the times we live in due to various factors such as: poor economy, lack of future jobs, the decline of the nuclear family, and rising school loans.

Service Defined:

Service is defined as anything that involves giving of your time for a non-profit organization that serves our community, **for which you do NOT receive compensation, award, or recognition.** The organization for which you provide service *must not be in conflict with the values and beliefs* of Bishop McNamara Catholic High School.

Service is NOT fund-raising, working for profit business, family business, collecting toys, or participating in walk-a-thons. NB: Just because you do not get paid, does not mean it automatically qualifies for Service.

Annual Service Requirement

Freshman- Each student must participate in a school provided service trip and attend the freshman retreat to learn about how service to others is important to their lives. Also, they are responsible for submitting 1 ***reflection paper **by the last day of regular classes.**

Sophomores/Juniors- Each student is responsible for completing 15 hours per year and submitting 1 reflection paper each year **by the last day of regular classes.**

Seniors

Senior hours (15) and reflection papers are **due by the end of the first semester.**

****Failure to meet requirement**

The Catholic Church states in Canon Law that, “Parents are the primary teachers in a child’s life.” Our goal is to teach students how to live in the world and be Disciples of Christ.

**Parents will be notified if their child is lacking the proper number of Service Hours. If the parents and student do not work together to meet the requirement after all avenues have been exhausted through dialogue with the Campus Ministry Office, the following will take place: Their name and information will be forwarded to the Dean’s Office. Student could face the possible discipline actions: students will be ineligible for all extra-curricular activities until both the hours and reflection paper have been verified. Students will be able to practice (coach’s discretion) but not play in a game until requirements are met. In addition, seniors who have not completed hours and paper by the end of the first semester will not be allowed to participate in any school sponsored dances until requirements are met.

APPROVED ACTIVITIES

***Parish, Church, Synagogue-Related**

- *Set up or clean-up at church festivals
- *Altar Server
- *Lector at Mass
- *Mission trip
- *Vacation Bible School
- *Teaching CCD classes

School

- *Auction
- *Phonathon
- *Thanksgiving Dinner
- *assisting in sports or extracurriculars with which you do not participate: i.e.,
- * Dir. of Admissions Office; Big Brothers/Sisters, etc...

- **Non-profit Organizations**

If you would like to do some service for an agency that does not appear here, please talk to Campus Minister BEFORE starting the service for PRE-APPROVAL.

American Cancer Society

Arthritis Foundation

Catholic Charities

Habitat for Humanity

Hospice of Kankakee Valley

Humane Society or other animal rescue

Relay for Life

Salvation Army

YMCA

Young People's Theatre

Hospitals (St. Mary's and Riverside)

Veteran's Home

Nursing Homes

**All community service must be verified on the organization's letterhead and include the following: Date(s)/time(s) of service, activity performed, supervisor's name and signature, position, phone number and e-mail address.

*****Reflection papers should be 300-500 words, typed in font 12 Times New Roman, double-spaced with spelling and grammar checked and e-mailed to the required e-mail address posted in Campus Ministry Office. Reflection paper should relate all of your service from the year. Such as from the Beatitudes or reflect how you have helped to build God's kingdom.**

ADMINISTRATION

Principal	Kurt Weigt
Dean of Students	Jack Roney
Asst Dean of Students/Integration Curriculum Coordinator	Donna Douglas
School Chaplain.....	Rev. Dan Belanger
Campus Ministry.....	Amy Bovie
Guidance Director	Dave Raiche
Athletic Director	Richard Zinanni
Director of Admissions & Marketing	Gina LaMore
Director of Fund Raising and Special Events	JoAnne Bracken
Director of Alumni Relations.....	Jaclyn Dugan-Roof
Business Manager	Chuck Wilhelm
Technology Coordinator.....	James Frogge

STAFF

Cafeteria Manager.....	Sue Hodak
Nurse	Kathleen Arrington
Network Administrator	Laura Davis

SECRETARIAL STAFF

Main Office Administrative Assistant	Linda Weigt
Business Office Administrative Assistant	Dawn Akerman
Guidance Office Administrative Assistant	Madonna Larson
Advancement Office Administrative Assistant	Nikki Liptak

FACULTY (2011-2012)

Jena Allie	Joan Linneman
Kevin Brown	Matthew McLain
Dan Drye	Patricia Memenga
Linda Franco	Monica Nugent
Julie Gonski	Heidi Ostrowski
Patricia Harman	Meredith Pauley
Joan Hermes	Sharla Ronchetto
Dan Jacoby	Vanessa Ruesch
Judy Jones	Pat Skelly
Terri Jones	Chris Skibbens
Rhonda Kinstner	Nancy To
Sarah Kutilek	DaVonna Wirth
Justin LaReau	Sandra Zullo

ADMISSIONS & FINANCE

POLICY ON ADMISSION

The purpose and policy of the Bishop of Joliet and the Administration and School Board of Bishop McNamara Catholic High School is to promote equal educational opportunities for high school age children in the Kankakee area by providing an environment in which Christian religious truths and values are thoroughly integrated into every aspect of human life. To that end the following admission policies are announced:

1. Schools operating under the auspices of the Diocese of Joliet admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally available to students at the schools.
2. The availability of adequate faculty, staff and physical space may be a factor affecting admission of a student to Bishop McNamara Catholic High School.
3. The ability or inability of a prospective student to effectively cope with the spiritual, educational, and disciplinary program at Bishop McNamara Catholic High School may be a factor affecting the admission of a student to the school.
4. Bishop McNamara Catholic High School was established and is maintained by the sacrifices and support of the Catholic community, and therefore, Bishop McNamara Catholic High School may justly give preference in admission to children of families who actively support a Catholic parish.

FINANCIAL POLICY

Catholic education is a ministry, and its teachers are engaged in a vocation. Without responsible stewardship, this good work cannot continue. Your tuition payments are an investment in your child's education and religious formation. As we become more business-like, our school becomes stronger.

COSTS: TUITION AND FEES

\$6,990.00.....Tuition
\$6,540.00.....cost for second student
\$5,940.00.....cost for a third student
\$5,940.00.....cost for a fourth student
\$8,000.00.....actual cost per student

Each student is responsible for a required number of Ceile Calendars. Any unsold required calendars must be paid for or will be added to that student's tuition account. This will be considered as to whether an account is in arrears or not for other provisions of the handbook that require tuition to be paid and/or current.

- There are fees for certain courses (e.g., Art) and standardized exams (e.g., ACT).
- Eighth graders pay a Testing Fee of \$35.00, due at the time of the Placement Test.
- Transfer students must pay a Registration Fee of \$30.00 at the time of Registration.
- A graduation fee of \$50.00 is charged to all seniors.

TEXTBOOKS

Some courses use school owned books. These books must be returned to the school at the end of the course. Students will be charged for the cost of a new book if it is not returned. All other textbooks are purchased directly from Follett. Books may be purchased or rented online, by telephone, fax or mail. The costs vary greatly based on specific classes and the availability of less expensive used books. Used books may be available from Follett or from students. At the end of the school year Follett has a program to purchase used books from students. Parents and students will receive information regarding specifics of this program in the spring.

FUNDRAISING

Due to the generous help of alumni and community leaders, our tuition is much lower than the actual cost of educating your child. The Ceile Calendar is the students' most significant effort. The Phonathon and Spring Auction are also major fundraisers. Parents and students are asked to assist when called upon.

PAYMENT PLANS

Tuition payments cover only a portion of the actual cost to educate your child. Therefore, it is extremely important that tuition payment are received in a timely manner to ensure financial stability. A deposit of \$300 must be paid on or before Registration in the Spring. This is a reservation fee and will be deducted from your total tuition. \$150 is refundable if the school is notified that the student will not be attending before July 1.

All families shall be expected to make tuition payments according to one of the following payment plans. All payment plans are administered by Tuition Management Systems (TMS) and all payments should go directly to them. There is no TMS charge for Full 1-Pay or Semester 2-Pay. There is a charge for all other payment plans. There are also other fees that may be applicable from TMS or your bank if funds are not available or payments are late. TMS charges a \$30 late payment fee for late payments. Each family's preferred manner of payment must be submitted each year at the time of student registration. Options for payment shall include:

- A. **Full Payment.** Under this plan the entire amount of tuition is paid (received by the school) on or before July 1. A tuition reduction of \$100 would be applied to the tuition cost in this option. A \$30 late payment fee will be applied to all late payments. **This reduction is not available to those receiving financial aid.**
- B. **Semester Payment.** Under this plan the entire amount of tuition is paid (received by the school) in two equal installments each due on or before July 1 and December 1. A \$30 late payment fee will be applied to all late payments.
- C. **Quarterly Payments.** Under this plan the entire amount of tuition is paid (received by the school) quarterly. Payments are due in July, September, January and April on either the 5th or the 20th of each month. This plan is either a direct bill or an automatic payment made through your checking or statement saving account. There is a \$35 TMS administrative fee for this service. There are also other fees that may be applicable from TMS or your bank if funds are not available or payments are late.
- D. **Monthly Payments.** Under this plan the entire amount of tuition is paid (received by the school) monthly. Payments begin in July and end in April on either the 5th or 20th of each month. This plan is either a direct bill or an automatic payment plan made through your checking or statement savings account. There is a \$45 TMS administrative fee for this service. There are also other fees that may be applicable from TMS or your bank if funds are not available or payments are late.
- E. **Refunds.** The account of any student who withdraws between July 1 and the start of the school year will be rebated 50% of the payments due as prorated based on a ten (10) month schedule or due by the end of the month, the other 50% being charged as a service fee. Any family whose student(s) withdraws during the school year will be responsible for that month's payment in full.

The pro-ration will be based on the ten (10) month payment schedule beginning in July and ending in April. Families will also be responsible for all fees for that term. Transcripts and records will not be released until this responsibility is met.

FINANCIAL AID

From the time of St. Elizabeth Ann Seton, Catholic education has endeavored to serve the marginalized and the poor. We and the Diocese of Joliet continue to do this to the greatest extent possible.

Aid is available and is based on need. Should a student violate probation, he will be denied financial aid for the next year.

We use F.A.C.T.S. Grant and Aid Assessment, an objective, third party evaluator. Parents or guardian complete a standardized form. There is a fee for filing this application. An evaluation is then sent to the school that awards aid according to demonstrated economic need.

Applications must be sent by March 1.

Financial Aid is earned 50% each semester at the end of the semester. Semester and monthly payments will be reduced by the expected financial aid after the aid is awarded. However, if a student withdraws during a semester all financial aid will be forfeited. Any financial aid received (credited to your account) will be due back to the school. Transcripts and records will not be released until this responsibility is met.

TUITION DELINQUENCY POLICY

Families failing to pay tuition according to the agreement which they have made with BMCHS and TMS, or who have been unwilling to make suitable alternative arrangements with School Administration, will be informed that their child(ren) will experience attendance interruption (AI). The “financially responsible” parent will be notified by phone or email prior to implementing AI and a note will be sent home with the student at least two days before AI.

AI can occur for the following reasons and will be implemented on these specific dates:

1. Unpaid balance (tuition, fees, etc.) from prior school year – AI is the 1st day of new school year.
2. During the school year if the unpaid balance is greater than 60 days old and an alternative arrangement has not been made with School Administration, AI will occur on these dates: Late September, Late November, 1st day of 2nd semester, Late March, Mid May.

For students to receive their class schedules in August, all back tuition must be paid, along with the \$300 registration fee and the July, and August payments. Tuition must be paid in full for students to receive their final report cards. Final grade cards and records will not be released until all obligations have been paid in full. In addition, Seniors do not receive caps and gowns or diplomas until all obligations have been met or a satisfactory arrangement has been made.

WITHDRAWAL AND TRANSFER

The procedure for withdrawal and transferring is as follows:

1. Obtain a written approval of withdrawal or transfer from parents or guardian.
2. Obtain student Withdrawal Form from the Guidance Office.
3. Have the form signed by all indicated persons.
4. Take completed form to the Guidance Office for final clearance. This procedure must be followed before a student’s scholastic record will be sent to the school to which he or she is transferring. Furthermore, official transcripts of credit will not be forwarded until all obligations toward the school have been met.

ACADEMICS

GRADUATION REQUIREMENTS

A. Twenty-three (23) credits are required for graduation. These credits must be earned in the following areas

Class of 2015	
Religion.....	3.54
English	44
Mathematics.....	33(Must include Algebra I and Geometry)
Science	22(Must include 1 Lab Science)
Social Studies.....	22(Must include American History)
Electives:.....	8.58
Total	2323

- B. 19 academic credits must be earned in Bishop McNamara Catholic H.S. courses. For students who have transferred in, 80% of credits earned while enrolled at BMCHS must be earned in BMCHS courses.
- C. See the annual publication, “Curriculum Guide” for more specific information.
- D. Each student is required to fulfill sixty (60) hours of service as outlined in the Curriculum Guide
- E. Each year students are required to attend a retreat with their class.
- F. Students must be registered for 6 academic credits per year.

KANKAKEE AREA CAREER CENTER

Opportunities are available for vocational technical education during the junior/senior year through the Kankakee Area Career Center. All students are eligible for the Career Center program. Specific special services are available to identified Special Population Students enrolled in targeted areas outlined in the Kankakee Area Career Center Handbook.

SCHEDULE CHANGES

After students choose their courses and have been assigned a class schedule, only a most serious reason will be accepted as a cause for change. The Guidance Office who has the final decision in this matter must approve any schedule change. A minimum \$10 computer fee will be charged for schedule changes. The deadline for dropping a course is ten days after the start of the course. Withdrawal from any course after the tenth (10th) class day of either semester will result in a grade of WF (Withdrew failing) for the semester grade in that class. WF’s are computed into the GPA as 0 quality points, just the same as F’s.

REPORT CARDS

Report cards are issued at the end of each quarter, i.e., each nine-week session. Letter grades are used to designate a student’s progress. Incomplete grades are a student’s responsibility and should be taken care of within two weeks. Parent-Teacher conferences are held at the end of the first and third quarters.

HONOR ROLL

Two Honor Rolls are printed at the end of each nine-week grading period. In order to achieve the “Gold” Honor Roll status, the student must have a G.P.A. of 3.50 or above. For the “Silver” Honor Roll, a student must have a G.P.A. of 3.00-3.49. All credited classes are considered for Honor Roll status. An “F” in any course automatically eliminates a student from the Honor Roll. In addition, an “incomplete” grade will eliminate from Honor Roll status until the incomplete grade is remedied.

NATIONAL HONOR SOCIETY

Those who remain on either Honor Roll for three consecutive semesters prior to April of the junior year and accumulate a minimum 3.5 Grade Point Average are academically eligible for consideration for selection into the National Honor Society. Character, as evidenced by the students' daily behavior and through faculty recommendation, activities and leadership, as described on the student application form are reviewed by the Honor Society Council for invitation into the N.H.S. The council presently consists of five faculty members and the N.H.S. advisor. Students are accepted by a majority vote by the five faculty members only. Students who are not accepted during their Junior year are reconsidered and asked to reapply during Senior year.

GUIDANCE PROGRAM

The job of the Guidance Department is to assist the personal and academic development of the students by providing guidance and counseling services. They deal with academic problems, such as schedules, courses, or credits; they can be helpful in working out personal problems; they help students with college or career plans; and they assist parents and children in resolving family problems. Students are always free to seek the help of any counselor they choose.

RECORDS AND TRANSCRIPTS

A permanent record of all semester grades and college entrance test scores is maintained for each student. This record includes grades, grade point average, class rank, credit earned, attendance figures, standardized test scores, and other vital information. When a student needs a copy of his/her permanent record for a college application, for transfer to another school, or for job reference, he/she should ask the Guidance Office to prepare one for mailing. Such copies are called transcripts and are official documents, which are never handled by students, graduates, or parents. The first transcript for a student is supplied free of charge. Any additional copies cost \$2.00. However, after graduation, there is a \$4.00 fee for each additional transcript.

ATTENDANCE

ATTENDANCE POLICIES

Consistent daily attendance by students is integral to obtaining the maximum educational benefit from Bishop McNamara Catholic High School's academic program. To read the textbook rather than hear the lecture or explanation, to ask someone else what transpired in class, or to use another student's lecture notes is not the same as actually being present for the specific learning experience that each class is intended to be at McNamara.

To suggest that absence from any class is not a concern is to erroneously suggest that classroom interaction between teacher and students or between students themselves is not important. Day-to-day attendance of the student goes far in guaranteeing a full appreciation of a particular course of study, with numerous absences from a class; a student fails to gain the fullest understanding of the academic material. Bishop McNamara requires regular attendance. To promote academic excellence the following attendance policy and procedures are in effect:

1. Every student is expected to be present in assigned classes, labs, study halls, and homerooms. All absences from any assigned area are to be reported to the Dean's Office.
2. At 8 absences per semester, a notice will be mailed to inform parents of absenteeism.
3. **Continued absenteeism may result in disciplinary action and academic consequences. After 10 absences - all further absences will be considered UNEXCUSED unless accompanied by a physician signed medical note. At 10 absences teachers may lower grades. At this time the student and parents will be required to meet with the Academic Review Board, consisting of the Assistant Principal, Dean, and Assistant Dean.**
4. After fifteen (15) absences per semester, the Administration of Bishop McNamara Catholic High School reserves the right to deny credit for the class.

ABSENCES

1. To be an excused absence, the parent must telephone the Attendance Office to report and give the reason for the absence. The call should be made to 932-7413 before 8:00 a.m. (An answering machine will receive calls from 3:00 p.m. to 7:30 a.m. each day.)
2. Parents will be notified of student absences through Edline and the quarterly report card. Five or more absences during any quarter should alert both student and parents to possible academic consequences of continual absence from classes.
3. Prolonged absences due to illness or injury require a physician's evaluation/excuse.
4. **No student may leave campus during the school hours without permission from the Dean's Office. Violation of this policy will result in disciplinary action.**
5. Doctor, dental, or other appointments during the school day are strongly discouraged. If an appointment is unavoidable, the student must bring a note from the parent, giving the name and phone number of the doctor. **The note must be presented to the Dean before 8:40 a.m., in order to receive a permit to leave.** Upon return, the student must present documentation of the professional appointment in order to receive an admit slip to class. **Students must sign out in the Attendance Office before leaving and sign in upon return.**
6. **College Visitation:** Students may receive permission from the Guidance Office to be absent from school for the purpose of visiting a college or university provided that they:
 - a. Present a written request from parents to the Senior Counselor at least one week in advance of the requested date, or absence may be unexcused.
 - b. Forward the request to the Dean for final approval.
 - c. Obtain signatures of classroom teachers and return form to the Dean.
 - d. Present a form documented by the college or university to the Senior Counselor upon return from the College Day.
7. **Vacations:** The school completely discourages student and parents from taking vacations during school time. In many courses, it is impossible to make up work done in the classroom or laboratory. In no case may the student use vacation as an excuse for not fulfilling all course requirements.

For a planned absence

1. Parent or guardian must submit a letter to the Dean's Office at least one week in advance of the absence.
2. The student will be given an absence notification form to be signed by his/her teachers and returned to the Dean's Office the same day. Failure to return the form may result in an unexcused absence.
3. It is the student's responsibility to arrange for work and make-up tests with his/her teachers.
4. Teachers will be under no obligation to give students special assistance or tutorials for the material missed while the student vacationed.

ATTENDANCE ON DAYS OF EXTRA-CURRICULAR ACTIVITIES

In order to attend or participate in ANY school-sponsored activity including athletic contests or practices, **a student must be in attendance at least periods 5 through 8 on the school day of the event.** Any special exception (ex. Funeral) must be approved by the Dean's Office. Students may not go home ill from school and still participate. Coaches and moderators will take note of absences; disciplinary action may be taken.

TARDINESS

Tardiness is defined as not being in the classroom before the late bell rings.

1. School begins at 8:40 a.m. and 7:55 a.m. for students attending zero hour. Students who are tardy **must** report to the Dean's Office immediately upon arrival.
2. **1st Hour Tardies – Any student who arrives for 1st hour class after 8:45 a.m. will not be allowed in class.**
 - a. **This will be the case even if the tardy is excused.**
 - b. **If excused, the Dean's Office will issue a note allowing all missed work to be made up**

c. If unexcused, the student will receive a 0 for 1st hour and no work can be made up.

d. All 1st hour tardies after 10 are considered to be unexcused tardies.

3. During all other periods (2-8), the teachers will record tardiness and report it to the Attendance Office as either Excused or Unexcused. Teachers may issue detentions when the tardies in their class become excessive.
4. Excessive tardiness will result in detention from the Dean's Office.

TRUANCY

An absence from school or class without parental and school consent is considered truancy. In all cases of truancy, detention is assigned, parents are notified, and action may be taken by the Discipline Board. A student may not make up work missed because of truancy.

LEAVING SCHOOL PREMISES

Before leaving the school building—even to go to the parking lot—a student is to sign out and back in at the Dean's Office.

DRESS CODE

Bishop McNamara Catholic High School considers the appearance and grooming habits of our students to be important. We believe that the appearance of Bishop McNamara students reflects their preparation for learning, their focus in study, and their desire to prepare themselves for adult life by conforming to a standard of dress which reflects the seriousness with which they take education. A student's appearance should reflect confidence, modesty, self-respect, and respect for others. Appearance and dress contribute toward establishing a positive learning environment.

Acceptable Dress

- White, Blue, Yellow, or Pink Oxford Dress Shirts with the McNamara logo (to be ordered from CML Active Wear) must be worn everyday of regular dress code
- Dress khaki tan slacks
- Shirt/blouse must be buttoned (only top two buttons may be unbuttoned) and tucked in at all times
- Black sweater with the McNamara logo (to be ordered from CML Active Wear)
- Shirt collar must be visible and shirttails may not show at bottom of sweater
- Only plain crewneck T-shirts may be worn under the uniform shirts, logos, words, or designs cannot be visible on T-shirts, no patterns, designs, stripes are allowed
- Solid Black or Solid Brown dress shoes with black or dark brown soles, no designs, patterns or logos of any color other than black or brown are allowed
- Black Fleece with the McNamara logo (to be ordered from and purchased in the Hammes Bookstore)

GIRLS:

- Grey herringbone kilt uniform skirt
- Skirt length is not to exceed 4" above the kneecap

Can be ordered from School Belles Uniforms – Information available in office

Anything not on this list may be considered unacceptable.

JEWELRY

Boys may not wear earrings, nose rings, lip rings, eyebrow rings or studs. Girls may not wear nose rings or studs, lip rings, eyebrow rings, or excessive earrings. Band-Aids used to cover pierced rings are unacceptable.

GENERAL APPEARANCE

Students are to maintain good hygiene and acceptable grooming. **Boys must be clean-shaven.** Boy's hair may be completely shaved. Sideburns are not to go below the earlobe.

DRESS UP DAYS

It should be remembered that we usually dress up in honor of God on School Mass days; therefore, clothing should be becoming and modest. Boys are to wear a collared shirt and a tie, or they are required to be in school uniform. Girls are expected to dress appropriately for the Celebration of the Mass.

SPECIAL DRESS

Relaxed Dress Days will be determined by the Administration. Students will be notified of these days. Acceptable dress will be – khaki tan walking shorts for boys and khaki knee length pants for girls. Athletic shoes or sandals may be worn with a white collared shirt. Polo shirts are acceptable for relaxed dress days.

SPIRIT DAYS

On Spirit Days students may wear jeans with an official McNamara shirt, T-shirt, or sweatshirt showing at all times.

DRESS CODE VIOLATIONS

Students in violation of the dress code will be sent to the Dean of Students' Office. Matters of interpretation shall be referred to the Dean of Students whose judgment will be considered final.

DISCIPLINE

CLASSROOM DISCIPLINE

Classroom discipline must be maintained at all times. Students should be in the classroom, ready to begin class work, at the second bell. Admit slips should be presented to the teacher for a signature at the beginning of class. Teachers will handle minor disciplinary problems in their classrooms through:

1. Private interviews with students.
2. Conferences with parents.
3. Detention in the teacher's classroom.
4. Corrective assignments.
5. Referral to the Dean of Students.

SERIOUS IRRESPONSIBLE BEHAVIOR

The following list of offenses, by no means exhaustive, are considered serious and will be dealt with through the Discipline Office. Punishment for these offenses may include detention, probation, suspension, mandatory education programs, and/or counseling, and expulsion.

1. Disrespect – all students are expected to give all faculty members the courtesy and respect due an adult professional person. Flagrant disrespect to or intimidation of a faculty or staff member or fellow student is considered a serious breach of discipline.
2. Profanity, vulgarity, lewdness
3. Rudeness, harassment, verbal abuse (see policy against sexual harassment)
4. Insubordination, disobedience, defiance, or disrespect for authority
5. Fighting or violence
6. Disorderliness or physical abuse
7. Cheating (each teacher has full authority to deal with cheating in his/her classroom), dishonesty, deception, forgery, or other illegal use of school documents
8. Under no circumstances are cell phones allowed during a test or quiz. It will be considered cheating (no matter what the situation) if a student is using or has a visible cell phone during a test or quiz
9. Theft

10. Destructiveness and vandalism, including serious damage or disfigurement of desks, lockers or other school property.
11. Possession, sale, transfer, or use of any controlled substance (see drug, alcohol policy)
12. Possession or use of a weapon or a laser device
13. Possession of pornography—written, audio, visual, or computer generated (being on an inappropriate Web site is included)
14. Playing music, publicly, that contains lyrics contrary to Christian morality
15. Possession or use of any tobacco product
16. Truancy from school or required school functions
17. Cutting class
18. Not reporting to the Dean's Office when sent for any reason
19. Serious, repeated failure to improve behavior; poor attendance; chronic tardiness
20. Gambling
21. Accumulation of violations or referrals for any offenses

DETENTION

1. Detention notifications will generally be distributed during lunch periods at least 24 hours prior to the detention.
2. Detentions will generally be held on Thursdays from 2:45-4:00 p.m. On days of special schedules, detention will begin five minutes after the dismissal bell.
3. Detentions will not normally be rescheduled. Any problem must be discussed with the Dean prior to the day of detention.
4. Saturday detentions will be held at 8:00 a.m. and will last for 2 hours. Work detail may be assigned.
5. It is the student's responsibility to notify the Dean prior to the detention of any problem with attendance.
6. Failure to serve a weekday detention will result in a Saturday detention. Failure to serve a Saturday will result in a one day Suspension
7. Teachers may assign detentions to be held in their classrooms. They should assign the detention for the following day so that students may arrange transportation.
8. Excessive referrals may result in a conference with parents and more serious disciplinary action.

OUT OF SCHOOL SUSPENSION

The student is not allowed on the school premises; to be at any school function or participate in any extracurricular activity. The student is not allowed to make up any missed class assignment and will receive 0's during the period of his or her suspension.

DISCIPLINE BOARD

In an effort to insure the welfare of the total school community and to grant due process to an individual student, a Discipline Board is established. It acts in an advisory capacity to the Principal.

PROBATION

Probation is the final step before expulsion. Parent(s) will be notified of Probationary Status.

Serious acts of irresponsibility demand greater accountability and more directed efforts toward correction. A student who is placed on probation is assigned a determined period of time to give evidence that his/her behavior and attitude have improved and are consistent with the expectations of the whole school community. During the period of probation, the student will be required to meet with a school counselor on a regular basis to work through the problem area and to develop a process of improvement. Restricted conditions may be placed on his/her participation in school life (e.g., involvement in extracurricular activities). Any violation of probation will also mean loss of financial aid consideration for the coming year.

While on probation, the student is expected to follow the rules and regulations that govern Bishop McNamara Catholic High School. If the student has been placed on probation for any serious offense(s), the behavior of the student must improve. Any other violation or failure to comply with any special requirements would bring the student before the Discipline Board and may result in expulsion.

FINANCIAL AID & DISCIPLINE RECORD

Students who are receiving financial aid must maintain a good discipline and academic record. A student who is placed on probation or academic ineligibility may lose his/her financial aid for the following year.

EXPULSION

- Expulsion is the final exclusion of a student from Bishop McNamara Catholic High School. Students may be expelled for a single offense against a major regulation or for numerous repeated acts and/or the repeated display of attitudes contrary to the spirit of the school.
- Parents of a student expelled by the Discipline Board may appeal to the Principal. There are only two grounds upon which this appeal may be made: 1) information unknown to the Discipline Board has since come to light, or 2) the procedures in this Handbook have not been followed. This appeal must be made within forty-eight (48) hours after the Discipline Board has rendered its decision. The parent(s) and child may write a letter explaining the basis of their appeal.
- The decision of the Principal is final. A student who has been expelled may reapply for admission the following school term. In this case, he or she will be interviewed by the Dean of Students.
- Teachers will notify the Dean's Office of any **repeated minor violations** by sending informational referrals to the Dean so that accumulated offenses may be on record. At this time it may be suggested that there will be a conference with the Dean, the Teacher, and the student. All major offenses must be referred to the Dean.

GENERAL SCHOOL RULES

APPOINTMENTS

Please attempt to schedule all appointments outside of school time.

BEVERAGES AND FOOD

All eating and drinking is to be done in the cafeteria. Beverages and food are not allowed outside the cafeteria at any time. No food or beverages may be kept in lockers at any time. If a student brings lunch to school, food and beverages must be kept in closed or sealed containers. During the school day, food may not be delivered to students by outside vendors.

CELL PHONES

The possession and use of cell phone are subject to the following rules:

1. They must be kept in an inconspicuous location, such as backpack, purse, or locker.
2. They must be turned **OFF** during the regular school day.
3. **Cell phones are NOT allowed during a test or quiz. It will be considered cheating if a student is using or has a visible cell phone during a test or quiz.** The only possible exception would be if a teacher instructs or requires the use of a cell phone for testing;

ELECTRONIC DEVICES

1. Electronic devices may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
2. These devices are not allowed in the academic classroom unless they are being used as study aids. Examples of electronic devices that are not to be used are: iPods, I Touches, hand-held electronic games, pagers, CD players, MP3 players, radios, and two-way communication systems, and any other electronic device not listed.

BISHOP MCNAMARA CATHOLIC HIGH SCHOOL IS NOT RESPONSIBLE FOR THE LOSS OR THEFT OF ANY ELECTRONIC DEVICE BROUGHT TO SCHOOL.

GUM

Permission to chew gum in each classroom will be left to the discretion of that teacher. Gum must be disposed of properly to insure the cleanliness of the building.

HALL PASSES

Students will not be allowed to be in the hallways during class time, including study halls, homeroom and lunch periods. Students not in their assigned classrooms or areas during class periods must have a valid corridor pass or library pass in their possession or a detention will be assigned by any staff member the student may encounter.

JOBS

It is the belief of Bishop McNamara Catholic High School that a student's primary responsibility is to his/her academic studies. At no time does the necessity to work take priority over the need to devote sufficient time and effort to one's studies. Students are required to meet all their obligations at school before going to work. No schedule changes will be made to allow for late arrival or early dismissal.

LOCKERS

- Each student is assigned a locker at the beginning of the school year and is expected to keep that assignment. If a change of lockers becomes necessary, a request for a new locker must be made to the Dean of Students. Students must use a Bishop McNamara Catholic High School lock.
- Students are responsible for keeping lockers neat and in good order. They must always be locked. The school assumes no liability for missing articles, but any missing items or money should be reported to the Dean immediately.
- Money and other valuable should not be kept in lockers but should be brought to the office for safekeeping.
- Any student causing destruction or defacement to lockers, locks or other school property will be responsible for repair or replacement costs, and be subject to further disciplinary action. Any signs, stickers, mirrors, etc. affixed to or within lockers must be affixed with masking tape or other non-permanent adhesive.
- Lockers are the property of the school and are subject to inspection at any time. Broken lockers or locks should be reported to the Dean immediately.

PARKING PERMITS

Students who drive to school must register their car license number, color, make and model with the Dean of Students and pay a fee of \$50.00. A parking permit will be issued; it must be hung on the rearview mirror so that it is visible any time car is parked in the school's parking lot. Failure to register for a permit will result in a \$10.00 fine in addition to the \$50.00 fee. Students must park within the designated spaces. Slow, safe, and cautious driving is required at all times to insure the safety of pedestrians and to avoid accidents with other vehicles. Failure to abide by the above rules or driving in a manner judged to be an endangerment to others will result in disciplinary action and the loss of driving privileges

POLITENESS, COURTESY, AND CHRISTIAN CONDUCT

Respect in words and action must always be accorded to one another, to faculty members, staff, and visitors. Adults on campus shall be addressed as Brother, Sister, Father, Miss, Mr., Mrs. Vulgarity, profane language or lewdness are never acceptable.

This use of traditional expressions of courtesy such as please, thank you, excuse me, etc., are expected to prevail in a Christian community.

PUBLIC DISPLAY OF AFFECTION

There should be no public display of affection in school. Disciplinary referrals and/or detentions may be assigned. Repeated and/or chronic incidents will be referred to the Dean of Students for further action, which may include parental conference.

SMOKING

Smoking (or the possession and/or use of any tobacco product) is prohibited in the building or anywhere on school property.

- Smoking on the school campus will result in a One Day External Suspension.

STUDY HALLS

Students are expected to adhere to the following:

1. Students are to be in an assigned seat and silent at all times.
2. Students must bring enough study/reading material to each study hall to make productive use of the full period.
3. Students are restricted to the room unless they have a written note from a teacher that states they have a conference in that teacher's room or a library pass which must be obtained prior to entering the Study Hall. A teacher is to issue library pass only if a student has a specific assignment for that teacher and that assignment requires the use of the library.
4. Students are not to be admitted into a teacher's room if that teacher did not issue a pass to that student.
5. Failure to cooperate will result in the same consequences as in other classes.

WEAPONS

Weapons of any kind, or toys or objects which look like weapons are never permitted in school, on school property, or at any school-sponsored activity.

WORK PERMITS

Work permits are issued by the Guidance Office staff. The issuance of a work permit presumes full compliance with all state and federal laws, in particular, those that regulate the health, safety, and working hours of students.

EXTRACURRICULAR ACTIVITIES & ATHLETICS

EXTRACURRICULAR ACTIVITIES

STUDENT GOVERNMENT

Student Council
Class Officers
Class Representatives

CLUBS AND ORGANIZATIONS

Big Brother/Big Sister	Math Team
Chorus	National Honor Society
French Club	School Newspaper
French Honor Society	Spanish Club
Future Business Leaders of America	Spanish National Honor Society
Green Key Society	Spirit Club
Human Rights McNamara	Student Council
Lettermen's Club	WYSE
Matchpoints	Yearbook

ATHLETIC PROGRAMS

The center of all sports at Bishop McNamara Catholic High School is the office of the Athletic Director. Students and faculty are encouraged to stop in the office at any time to discuss matters that will continue to build the sports program of Bishop McNamara Catholic High School. In all matters the Athletic program will be guided by its desire to offer superior opportunities for student/athletes to develop their

talents, to compete in a sportsmanlike manner, and to grow in their dedication to teamwork. Bishop McNamara offers the following sports:

GIRLS:

Fall

Cheerleading
Cross Country
Golf
Poms
Swimming
Tennis
Volleyball

Winter

Basketball
Cheerleading
Poms

Spring

Soccer
Softball
Track
Bass Fishing

BOYS

Fall

Cross Country
Football
Golf
Soccer

Winter

Basketball
Wrestling

Spring

Baseball
Tennis
Track
Bass Fishing

INTERSCHOLASTIC AWARD LETTERS

The Athletic Department of Bishop McNamara Catholic High School Athletic Awards system is as follows:

Varsity Awards- An athlete will receive one varsity 8" M per year. Athletes will also be given a metal insert for each sport.

Junior Varsity Awards – Freshmen and sophomores who win letters on the sophomore or JV level will receive 6" M.

Freshman Awards- the freshman letter winners at the freshman level will receive numerals designating their graduating year. Freshman will only win one set of numerals per year.

ATTENDANCE AT EXTRACURRICULAR ACTIVITIES

1. All students and guests attending school events (sock hops, games, etc.) must enter the building as soon as they arrive and leave the grounds as soon as they exit the building.
2. Students and guests must be in attendance at the event, not wandering or loitering in other areas of the school building or on the school grounds.
3. All students and guests who plan to attend a dance must arrive prior to the close of admission (20-30 minutes after the beginning of the event). No one will be permitted to enter a sock hop or dance after the close of admittance, unless arrangements are made in advance with the faculty moderator.
4. Once students leave a dance or sock hop, they may not return.
5. Students and guests are expected to obey all school rules. The McNamara student will be responsible for the behavior of his/her guest; the guest must enter with the McNamara student and present a valid student I.D.
6. Individuals in possession of drugs, alcohol, or who are acting suspiciously (slurred speech, unsteady walk, odor of alcohol, or other physical manifestations) will be detained. Parents will be called and asked to pick up their child, and provisions of the Substance Abuse Policy will be followed.
7. No hats, caps, bandanas, or other apparel judged to be gang-related signs or symbols are permitted.
8. Fighting or other serious disturbances may include police arrest.
9. Students are expected to conduct themselves in keeping with the expectations of a Catholic, Christian school. Any reported episodes of taunting opponents, inciting ill will, fighting, causing damage, driving recklessly, using unacceptable language or gestures, or any serious inappropriate behavior

while attending athletic events either on campus or at another school's facilities, or in a school-chartered vehicle will result in disciplinary action.

Athletic Code of Conduct

Participation in athletics is a privilege, not a right. The Bishop McNamara Athletic department expects all athletes to observe the academic and disciplinary policies.

1. Must adhere to the Bishop McNamara Catholic High School Substance Policy.
2. Chronic infractions of policies, gross disobedience or misconduct, being charged with theft, harassment or doing damage to property could result in athletic suspension.
3. Athletes are responsible for equipment issued to them. Equipment that is damaged, abused, or not returned must be paid for by the athlete.
4. Bishop McNamara Catholic High School is a member of the IHSA. Our athletes are bound by the rules and regulations of this body. Each athlete is required to have a current physical exam by a licensed physician on file at the Bishop McNamara Catholic High School office.

EXTRACURRICULAR PARTICIPATION

Participation in student activities at Bishop McNamara Catholic High School is considered a privilege, not a right. A privilege also carries responsibilities, and it is expected that students participating in clubs, organizations, groups, intramural programs, and athletic teams will set exemplary standards of conduct. In addition, students are expected to make satisfactory progress in their academic classes.

Extracurricular Eligibility

1. Academic Eligibility

Being a member school of the Illinois High School Association, Bishop McNamara will abide by and enforce the IHSA policy on Interscholastic Athletic Eligibility. (See IHSA Policy.)

2. Bishop McNamara Catholic High School Academic Eligibility

In addition to the IHSA policy, Bishop McNamara Catholic High School will abide by and enforce the school's own policy on Extracurricular Eligibility. The policy is as follows:

- To be eligible to participate in any extracurricular activity offered by Bishop McNamara Catholic High School, a student must receive no more than one failing grade in a credited course for the following designated grading periods: first quarter, first semester, third quarter, and second semester.
- Failure to meet the eligibility criteria for a designated grading period will render the student ineligible for the next nine-week quarter.

3. Athletic Eligibility

Athletes are bound by the rules and regulations of the Illinois High School Association. Each athlete is required to have a current physical exam by a licensed physician on file at Bishop McNamara Catholic High School.

4. Equipment Issued

Students are responsible for equipment issued to them for participation in extracurricular activities. The student must pay for equipment that is damaged, abused or not returned.

IHSA ATHLETIC ELIGIBILITY RULES

As a member of a Bishop McNamara Catholic High School interscholastic athletic team, student's will find that both the school and the IHSA have rules that must be followed in order to be eligible for interscholastic sports participation. The IHSA's rules have been adopted by the high schools that are members of the Illinois High School Association as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in member high schools. High schools may have additional, higher standards, but may not be less stringent than the statewide minimum.

The Principal is responsible to see that only eligible students represent the school in interscholastic athletics. Any question concerning athletic eligibility or other IHSA rules should be referred to the principal. Only the IHSA Executive Director is authorized to make formal rulings on eligibility.

The Illinois High School Association Constitution, all rules, by-laws and information may be viewed on the IHSA web site (www.isha.org) Call Bishop McNamara Catholic High School Athletic Office for any questions.

POLICIES

SUBSTANCE POLICY

Philosophy

We are a Roman Catholic College Prep High School and our faith calls us to treasure our dignity as human beings. We are also a family community and our concern for the health, safety, and welfare of our students and families is a constant. It is important that our students' welfare be continuously protected -- including after the school day ends, on weekends, and throughout the year. The use of illegal substances by minors, damages their spiritual well-being and performance. Rooted in a concern for the welfare of students and families, the Bishop McNamara Catholic High School Substance Policy supports our mission of seeking truth, developing personal responsibility, and encouraging the full use of the gifts God gives to each developing young person.

Bishop McNamara Catholic High School students are expected to avoid the use of tobacco products, consumption of alcohol, and use of drugs. The use of tobacco, alcohol, and other illegal substances "short circuits" the growth of young people, places both students and parents in legal jeopardy, harms student health, disrupts the educational process, endangers others, and destroys the reputation of the Bishop McNamara Catholic High School Community. Bishop McNamara continually strives to use educational means to encourage healthy choices. In addition, we utilize random breathalyzer testing at social activities sponsored by the school. In the case where school officials have reason to believe a student is under the influence of alcohol/drugs, breathalyzer/drug testing is mandated.

To be successful, this Policy requires the support of the entire Bishop McNamara Catholic High School community. Students, parents, faculty, staff and administration need to share in a spirit of cooperation, honesty and responsibility.

Substance Abuse: Alcohol/Tobacco/Drug Policies

Thus, we are committed to a comprehensive program which addresses these issues and which makes use of community resources.

The use, possession, distribution, and sale of alcohol and/or other drugs by minors is illegal and shall result in disciplinary action: probation, suspension or expulsion. "Alcohol and/or other drugs" include unlawful drugs and controlled substances as defined by the laws of the United States and the State of Illinois under the Illinois Controlled Substance Act. Also included are prescription drugs that are taken or sold in an unauthorized manner, as well as "look-alike" drugs, or any substance sold as a drug.

In keeping with our philosophy, Bishop McNamara Catholic High School encourages those students who are concerned about their involvement with alcohol and/or other drugs to seek help from teachers, counselors, staff or administrators. The adult contacted will refer the student to the Guidance Department or Dean of Students. All self-referrals will be treated confidentially.

Student Code of Conduct

Participation in athletics and all extra-curricular activities is a privilege, not a right. Bishop McNamara Catholic High School expects all students to observe the school's substance policy at all times: during the school day, at school sponsored activities, and in their daily lives off campus, during summer break and their entire four years at BMCHS.

- Head coaches of their respective sports have the right to enforce training rules that are above and beyond the stated policy.
- All students participating in sports, student government, class, or club activities shall follow any and all additional rules and policies set by the coach/moderator of those activities and any other participation guidelines set by the coach/moderator and/or school administration.
- In all matters involving a police report, public scandal, or the hosting of a party where alcohol or drugs are provided to and/or consumed by minors, the BMCHS Discipline Board may be convened.

POSSESSION, INFLUENCE, AND OBSERVED USE

Students who use or possess tobacco, alcohol, or drugs/drug paraphernalia, whether on or off campus within the same school year, face the following disciplinary action:

FIRST OFFENSE

1. Immediate minimum 3-day suspension and notification of parents/guardians.
2. The parents/guardians and the Dean will meet and the student will be placed on probation.
3. If necessary, a Discipline Board meeting will be held.
4. If warranted, the police will be notified.
5. The student will be required to undergo a drug/alcohol screening and assessment at a State-approved agency at the parents'/guardians' expense. Parents/guardians will sign a release of information consent form so that results can be shared with the school. The Dean of Students must receive the Assessment and recommendations from the State-approved agency. The student must agree to follow a professionally developed treatment plan. Parent/guardian refusal to submit to the above will result in the commencement of expulsion proceedings.
6. If a student athlete is in violation of this policy during his/her athletic season, he/she will be suspended for 25% of that competitive season which may include post season

playoffs. A student found to be in violation of this policy while his/her activity is not in session, shall serve his/her suspension during the next season regardless of school year. (Please see the Student Handbook for definitions of 25% of competitive seasons and activities.)

7. Students involved in non-athletic extracurricular activities will be suspended for 25% of that activity during the school year in which the violation has occurred or, if the activity is not in session, beginning in the next school year until the suspension has been served. (Please see the Student Handbook for definitions of 25% of competitive seasons and activities.)

SECOND OFFENSE

1. Student will receive an Out of School Suspension for a term determined by the Principal.
2. Students will not be allowed to participate in any sport or extracurricular activity for that year.

THIRD OFFENSE

The student will be expelled from school.

DISTRIBUTION AND SALE

Students who are arrested for selling controlled substances will be immediately expelled.

Students who provide, distribute, or give alcohol/drugs will be subject to the following:

1. Immediate suspension and notification of parents/guardians.
2. Police will be notified.
3. Discipline Board review will be held for possible expulsion.
4. In addition, the student will face consequences related to extracurricular activity participation. Upon review of the disciplinary record of the student and with the recommendation of the Discipline Board, the Dean and the Principal will either:
 1. Expel the student for violation of the school's Substance Policy, or
 2. Require that the student undergo a drug and alcohol assessment at a State-approved agency at the parent/guardian's expense. The parent/guardian will be required to sign a release of information from, so that the results of the assessment can be communicated to Bishop McNamara Catholic High School. The student will be placed on probation and allowed to continue studies as long as treatment plans are agreed upon by the agency and the school, and followed by the student. If the parent/guardian refuses to agree to assessment and/or treatment, expulsion will be implemented.

NOTE: Circumstances not contemplated by or addressed in this policy will be left to the discretion of the Dean of Students, the Discipline Board, and/or the Principal.

BREATHALYZER TESTS

A student suspected of being under the influence of alcohol while attending school or at a school-sponsored event will have the opportunity to prove his/her innocence by submitting to a breathalyzer test. If a student tests positive for any trace of alcohol, the disciplinary consequences as listed in this Substance Policy will be enforced. A refusal to submit to a breathalyzer test, when asked to do so, will bring the same disciplinary consequences as a positive test result. The Dean's Office of Bishop McNamara Catholic High School reserves the right to search lockers, coats, and personal belongings of students at the school or school sponsored events. Students who do not cooperate with the search will be subject to further disciplinary action.

SCHOOL INVOLVMENT, CONSEQUENCES FOR OFF-CAMPUS INCIDENTS:

The use of alcohol and other drugs by minors is illegal. If Bishop McNamara Catholic High School receives information regarding the off-campus use or possession (as defined by law) of alcohol, illegal substances, or drug paraphernalia, the school will contact the student's parents and may require, at parental expense, a school-approved drug test and/or professional evaluation and/or participation in a school-approved substance abuse education program.

PARENTAL PARTICIPATION AGREEMENT

We, the parents of Bishop McNamara Catholic High School, WILL:

1. Act as positive role models.
2. Actively chaperone activities inside our homes that do not allow alcohol, tobacco or any other drug to be consumed by our sons and daughters and other minors present. If these substances are found at a party, we will contact the students' parents.
3. Welcome phone calls from other parents regarding events planned inside our homes.
4. Communicate with the appropriate adults to ensure that events outside our homes will be actively chaperoned and will not include the use of alcohol, tobacco or other drugs by minors.
5. Insist that no tobacco, alcoholic beverages or other drugs be served to our under-aged sons or daughters.
6. Request that we be informed if our sons and daughters are seen smoking, consuming alcohol or under the influence of alcohol or other drugs.

7. Support the behavior guidelines of BMCHS and local community curfews as appropriate.
8. NOT under any circumstances host parties or events at which alcohol is knowingly and intentionally provided for consumption by BMCHS students.
 - A McNamara parent hosting an alcohol/drug-free party who discovers students using alcohol or drugs, and/or bringing them into the party, IDEALLY, should immediately report the underage drinking to local police authorities and immediately call the parents of the students involved so that they and the police can deal with the problem. Anything less than this may be interpreted as approval or consent. Doing less is an option, but it weakens the parents' credibility regarding his/her intent for an alcohol/drug-free party. Doing nothing is consent.
9. Increase our own awareness and education of the substance abuse problem and explore strategies to address situation that stem from this problem.
10. Review and discuss the above objectives with our sons and daughters.

GENERAL SCHOOL POLICIES

BIRTH CERTIFICATES

State law requires that all entering freshman and transfer students are to submit a certified copy of their birth certificate to the school upon enrollment.

BULLYING POLICY

Bullying and threatening will not be tolerated at Bishop McNamara Catholic High School. Any student who feels that he/she has been bullied or threatened should see the Dean or Assistant Dean of Students immediately.

DANCE POLICY

1. Inappropriate dancing is unacceptable. No inappropriate rubbing or touching will be tolerated. Couples will be warned once. A second occurrence will result in the couple being ejected from the dance, parents will be notified, and no money will be refunded.
2. The school reserves the right to administer drug test/alcohol tests at all school dances.
3. All McNamara school dances require semi-formal dress unless otherwise announced by the Dean's Office. No jeans, hats, or tennis shoes are allowed.

FIELD TRIPS

An Information/Consent Form will be sent home for a parent signature whenever a student will be participating in a school field trip.

HEALTH AND MEDICAL

- Bishop McNamara Catholic High School will abide by all health and medical related policies of the Diocese of Joliet, the Kankakee County Health Department, and the State of Illinois. State law requires that we have a current physical examination with a complete immunization record for each 9th grader and each newly enrolled student.

- All entering freshman and transfer students must submit official records of a recent medical examination, as well as current immunization records, including dates of immunization, on or before registration day, or at the time of transfer to Bishop McNamara.
- Failure to submit the documents or to receive the proper immunization procedures will exclude the student from further attendance until compliance is reached.

ILLNESSES OR ACCIDENTS AT SCHOOL

Students who become ill or are injured at school should report to the Dean's Office. Under no circumstances should a student, who is feeling ill, leave the school without first reporting to the Dean's Office. A student will not be sent home without first contacting the parent, guardian, or designated person. In emergency situations, parents will be notified. If parents are unavailable, the student may be taken for emergency treatment according to the instructions on the Emergency Information Card, and the parents will be notified as soon as possible. When students leave school for illness/injury, they will wait in the Dean's Office. Parents must report to the Dean's Office for the student to be dismissed.

MEDICATIONS

School personnel will not supply or dispense any non-prescription medications, such as aspirin or throat lozenges. If at all possible, prescription medication schedules should be arranged to avoid bringing prescription medication to school. When prescription or non-prescription medicines must be brought to school, they must be in the original container with written directions from the physician. Prescription or non-prescription medicines must be brought to the Dean's Office immediately upon arrival to school. The dispensing of all medications will be supervised by the Attendance Office personnel. Should it be necessary to keep medication on their person, written permission from the physician must be presented in the office.

INTERVIEWS, SURVEYS, POLLS

The students of Bishop McNamara Catholic High School are its best ambassadors. It is the unofficial policy of Bishop McNamara Catholic High School that any comments made by a McNamara student, **who will be identified as such**, must first be approved by a member of the school's administration.

There are two reasons for this: the first is the fact that our students do represent the school. The second is the fact that McNamara has a fiduciary relationship with the students and their parents that would suggest a protective approach to such situations.

Acceptable Use Agreement for Internet Access and Related Technology Use

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

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

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

Terms and Conditions

1. Acceptable Use

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

2. Responsibility

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

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

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

The principal has the authority to determine what is inappropriate use and his decision is final.

3. Code of Conduct

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

- All users are to be polite and use appropriate language.
- No inappropriate pictures or drawings are to be downloaded, displayed, printed, or communicated. No offensive remarks or comments related to another student, teacher, administrator, employee or volunteer of the school are to be placed on the Internet, personal websites, blogging sites, instant messaging or in email or on handheld devices by a student. Cyberbullying is not allowed and may also violate the Human Rights Act, if the student spreads hate, or discrimination based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status or disability.
- No student will transmit any material that is derogatory or defamatory or which is intended to offend, annoy, harass or intimidate or has the effect of offending, annoying, harassing or intimidating another person or persons through any electronic device including, but not limited to computers, cell phones, palms, handheld computers blackberries, flash drives or other handheld devices.
- No student will upload, download, copy, forward or transmit any copyrighted materials or any portion of such copyrighted materials, including, but not limited to music, video, photographs, pictures, pamphlets, books, newspaper or magazine articles without the permission of the teacher.
- No offensive, derogatory or defamatory letters, essays, papers, email or other written documents are to be uploaded, downloaded, forwarded, copied, transmitted, displayed, printed or communicated.
- The use of the network shall not disrupt the work of other users and this includes, but not limited to disrupting the system's performance, deleting or altering files or destroying data by downloading or spreading viruses and/or worms.

- No student will attempt to circumvent security, filtering or monitoring programs.
- The personal address, phone number or social security number of any student is not to be used in email or on the Internet.
- The network may not be used for the purchase of any type of merchandise services, copying of copyrighted material or to send material or communication likely objectionable to recipients.
- At school, no user shall be involved in, or participate in, chat rooms or discussion groups without expressed permission and/or supervision of the teacher/system administrator.
- No student will install any software, games, files or other electronic media on school equipment or network, without the permission of the teacher/IT staff,

4. Safety

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

5. Electronic Mail

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

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

6. Consequences For Inappropriate Use

The network user shall be responsible for damages to equipment, systems, and software resulting from deliberate and willful acts or installation of unapproved software and/or files. Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services will be reported to the appropriate authority and will result in the loss of access privileges.

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

7. Publishing Web Pages

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

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

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

8. **Hand-held Devices**

The use of hand held devices for educational purposes is limited solely to those devices approved by or distributed by the school. All rules of conduct shall apply. The beaming of information that is considered threatening, or unwelcome communication or inappropriate will be reported to the teacher or administrator immediately and may result in loss of use.

9. **Indemnification**

The user hereby agrees to indemnify the School/Diocese for any losses, costs, or damages, relating to or arising out of the breach, of or the enforcement of, this Agreement.

10. **Financial Obligations**

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

11. **Limitation of Liability**

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

RELEASE OF RECORDS

School records or information contained therein shall be released or disclosed only to authorized persons, e.g., parents.

SEXUAL HARASSMENT POLICY

- Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, including out-of-school suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted, uncomfortable or embarrassing including, but not limited to, graphics, written or verbal comments of a sexual nature, (jokes, slurs, sexual name-calling, spreading sexual rumors), pressure to engage in sexual activity, repeated propositions, unwanted touching, pinching, patting or any unwanted body contact.
- In addition, conduct need not be sexual in nature, but can be harassment carried out because the victim is of a particular sex, e.g., referring to women as “chicks,” “broads,”; referring to men as “hunks,” “studs,”; making statements about women/ men based on stereotypes; suggesting that women/men should not hold certain positions because they are incapable of carrying out certain functions; stereotyping classes as proper to only one gender, and embarrassing, ridiculing, or making jokes about the minority sex’s presence and/or ability in that class.
- Although the majority of harassment incidents are directed toward women, men are sometimes victims of sexual harassment, and as such, are included in this policy as well.
- Any person who believes he or she has been subjected to sexually or other harassing behavior by another person is encouraged to do the following:
 1. Disclose the harassment to someone with whom you feel comfortable.
 2. Whenever practical, make clear statements that the harasser’s actions are offensive and unwelcome. Statements can be verbal, written or both
 3. Document incident in detail.
 4. Look for witnesses and other evidence.
 5. Report the harassment, verbally, or in writing, to the Dean of Students, Assistant Dean or the Principal.

Upon receiving an allegation, the Dean will promptly, thoroughly, and as confidentially as possible, investigate the charges. The school’s normal disciplinary procedures will be followed in determining the appropriate consequences for the sexual harassment. In the event that suspension or expulsion is recommended as a result of the conduct, due process will be afforded to the student in accordance with the school’s suspension/expulsion procedures.

NON-VIOLENCE POLICY

- The environment of a Catholic school should be one where respect for individuals prevails. If student behavior consists of acts of violence, threats, harassment and bullying, it should be reported to the Dean of Students.
- Every effort shall be made to provide help for both the person being mistreated and those alleged to be mistreating someone else.
- The Dean of Students will take great care to investigate such alleged behavior. Consultation is advised, however, the Principal retains local decision-making responsibility for the remedy and its implementation.

INCIDENTS OR THREATS OF VIOLENCE

- Any students, faculty member or administrator who becomes aware of an actual or perceived threat of harm by a student to themselves or another shall report the incident to the school Principal or Dean of Students as soon as possible.
- The Dean or Principal shall investigate the matter. This investigation will, at minimum, include an interview of each person involved, the student making the alleged threat and the persons reporting it.
- The parents of the students directly involved are to be informed, as appropriate, and as soon as circumstances allow. If the Principal has questions or seeks consultation, he or she should contact the Joliet Diocese's Catholic School Office (CSO) to report all facts and circumstances surrounding the event. As soon as is practicable, the CSO will confer with the Principal to determine what course of action might need to be taken and to develop a possible specific plan to address the situation. Said plan, or any portion of the plan, may be developed and implemented either before or after consultation and conference with the law enforcement officials, parents and students, and school board, depending on the circumstances of each case.
- It is possible that the offending party will be removed from the school and/or be requested to obtain evaluation by a certified therapist. If an evaluation is required, the offending party would not enter the school until it is determined, after consultation with the certified therapist, CSO, school Principal and pastor, that the offending party is not a danger to themselves or others.

During the Intervention process

- The school Principal, in consultation with the CSO, has local decision making authority.
- The school Principal has responsibility for the overall coordination of services
- The Principal with the CSO consultation has responsibility for providing appropriate information to the staff, school board, students, parents, school community, and if deemed necessary, general public and press in a timely manner.
- Counseling assistance to staff and students will be made available if the circumstances warrant.

GENERAL INFORMATION

CAFETERIA

When using the cafeteria, all students are expected to:

1. **Be in the cafeteria when the second bell rings**, and remain in the cafeteria at all times unless obtaining a pass from the cafeteria moderator.
2. Use only the restrooms at either end of the cafeteria.
3. Consume all food and drink in the cafeteria only.
4. **Leave your eating area clean** and return trays.
5. Deposit all waste in the containers provided.
6. Cooperate with the lunchroom supervisor when he/she makes requests to maintain order and cleanliness.
7. Treat all cafeteria workers with the courtesy and respect given to all faculty and staff.

COMMUNICATIONS

1. Parent Letter

Letters about school information, news, events, etc. are posted on the website quarterly during the school year. These letters should be carefully read and kept for reference until the next one is posted.

2. Phone Calls

Messages will be taken for students and teachers and delivered during their next free period or lunch period. Only for emergencies will students or teachers be interrupted during class.

3. Emergency Closings

School Closings will be made as early as possible and broadcast on various media outlets, the website and through the school alert program.

CUSTODY

Mailings and student information are directed to the custodial parent. In cases where parents are divorced or separated, the school will presume that both natural parents have access to the student. If one parent has been denied this privilege, it is the custodial parent's or the legal custodian's obligation to make this known in writing to the Main Office.

EDLINE

Bishop McNamara Catholic High School uses a web-based and portal solution to communicate grades, assignments, attendance, announcements and much more. This is a secured web-based site that will require the viewing party to access the site using a username and a password assigned by the school. Viewing parties are reminded that the assigned passwords are secured and are the responsibility of the party issued the password. Bishop McNamara is not responsible for unauthorized access to your Edline account.

EMERGENCY DRILL (FIRE AND TORNADO)

Procedures are posted in every classroom. So that directions may be given and heard, silence must be maintained during all emergency drills or procedures. Students should move quickly to designated areas but avoid running.

HAMMES BOOKSTORE

School supplies and McNamara Spiritwear may be purchased at the school bookstore. Bookstore hours will be posted on the bookstore windows in the cafeteria.

LOST AND FOUND

The Lost and Found area is in the Attendance Office.

SHADOW DAYS

McNamara students are welcomed and encouraged to bring 6th through 8th grade students to visit during the school day. There are certain procedures and rules that must be followed. Among those are:

- The McNamara student sponsoring a shadow student must obtain a permission slip from the Director of Admissions at least two (2) days before the visit. The permission slip must be signed by the Dean of Students or the Assistant Dean of Students and all of the McNamara student's teachers, then returned to the Admissions Office.
- The visiting student must dress appropriately.

VISITORS

All school visitors, including parents, must report immediately to the Main office to obtain an authorized Visitor's Pass.

PARENT GUIDE
UNDERSTANDING & PREVENTING CHILD SEXUAL ABUSE
Diocese of Joliet

Some Background Information

What is Child Sexual Abuse?

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

Who are the Offenders?

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

Who is at Risk?

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

Why Don't Children Tell?

Some reasons children do not tell:

- They have been taught to obey parents.
- They promised or have been bribed to keep the abuse a 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.

Protecting Your Children

Here are some things can do:

- Educate yourself about sexual abuse.
- Learn and practice specific guidelines for protecting children from sexual abuse
- Talk to your children about touching safely.
- 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 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 reaction 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 without you.
- Read a book or view a video on touching safety.
- 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 body parts in front of you or to ask you to touch them.
- It is not okay for someone to ask you to take off your clothes 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, 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.

Teach Assertiveness Skills

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

Safety on the Internet

It is important for parents to educate children about internet risks and monitor use of the internet.

Some rules:

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

For Teens or Pre-Teens

Honest and open discussions about sexual values/limits, healthy relationships, 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, it is abusive behavior.
- If a person forces another person to have sexual intercourse, it is rape, a criminal offense.

Safe Families

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

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

If someone has been abused,

**Contact the Illinois Department of Children and Family Services at 1-800-25ABUSE
(1-800-252-2873)**

SCHOOL CALENDAR – 2011-2012

Click on the following link to view the Up-to-Date Calendar

<http://www.bishopmac.com/calendar.php>

<u>AUGUST</u>	8	Freshman computer distribution, 3:00 p.m., 5:00 p.m., 7:00 p.m.
	9	Freshman computer distribution, 3:00 p.m., 5:00 p.m.
	17	Freshman Parents Orientation & Fees, Big Brother/Big Sister - <u>7:00 p.m., (parents only)</u>
	18	Orientation/Fees Day, SR – <u>11:30 a.m.</u> , JR - <u>10:15 a.m.</u> , Sophomores – <u>9:00 a.m.</u> , Freshmen – <u>12:45 p.m.</u>
	19	First full day of classes - "A" Schedule – ID/Yearbook pics taken
<u>SEPTEMBER</u>	5	Labor Day - No School
	7	Mini-Schedule Night - Parents/Teachers, 7:00-9:00 p.m., " <u>C</u> " Schedule, Dismissal, 2:00 p.m.
	26	Mid-term
<u>OCTOBER</u>	7	Homecoming
	10	Columbus Day - No School
	19	Staff Development Mtg., " <u>C</u> " Schedule, Dismissal @ 2:00 p.m.
	21	End of First Quarter
	24	Grades due
<u>NOVEMBER</u>	3	Parent/Teacher Conferences, 3:00-5:00, 6:00-8:00 p.m., " <u>C</u> " Schedule, Dismissal, 2:00 p.m.
	4	No School Teacher's Institute "Faculty Retreat 10:00 a.m."
	9-11	Girls' Kairos
	16	Staff Development Mtg., " <u>C</u> " Schedule, Dismissal @ 2:00 p.m.
	23,24,25	Thanksgiving Vacation - No School
	28	Classes resume
<u>DECEMBER</u>	5	Mid-term progress reports due
	21	Christmas vacation begins at close of school
	22-Jan. 2	No School - Christmas Vacation
<u>2012</u>		
<u>JANUARY</u>	3	School resumes
	10, 11, 12	Final Exams
	12	End of First Semester
	13	Faculty Institute Day - No School
	14	Class of 2016 Placement Exam, 8:30 a.m.
	16	Martin Luther King Day - No School
	17	Grades are due at 12:00 p.m.
	17	Second semester begins
	18	Staff Development Mtg., " <u>C</u> " Schedule, Dismissal @ 2:00 p.m.
	28	Class of 2016 Placement Exam Make-Up, 8:30 a.m.
<u>FEBRUARY</u>	15	Staff Development Mtg., " <u>C</u> " Schedule, Dismissal @ 2:00 p.m.
	20	President's Day – No School
	21	Mid-term
	22	Ash Wednesday
<u>MARCH</u>	5	Casmir Pulaski Day – No School
	14-16	Boys' Kairos
	21	Staff Development Mtg., " <u>C</u> " Schedule, Dismissal @ 2:00 p.m.
	23	End of Third Quarter
	26	Grades are due by 3:00 p.m.
<u>APRIL</u>	4	Parent/Teacher Conferences, 7:00-9:00 p.m., " <u>C</u> " Schedule, Dismissal, 2:00 p.m.
	6	Good Friday – No School
	9-13	Easter Break
	16	Classes Resume
	27	Mid-Term
<u>MAY</u>	9	Senior Honors Night, <u>6:30 p.m.</u>
	16	Staff Development Mtg., " <u>C</u> " Schedule, Dismissal @ 2:00 p.m.
	18	Last Day for Seniors
	23, 24, 25	Final Exams
	27	Graduation 1:30
	29	Grades due by 12:00 p.m.

Schedules

Schedule A		Schedule C		Schedule D Mass	
40 minute Periods		35 minute Periods		30 minute Periods	
7:50 Warning Bell		7:50 Warning Bell		7:50 Warning Bell	
0	7:55-8:35	0	7:55-8:35	0	7:55-8:35
1	8:40-9:25	1	8:40-9:20	1	8:40-9:10
2	9:30-10:10	2	9:25-10:00	2	9:15-9:45
3	10:15-10:55	3	10:05-10:40	3	9:50-10:20
4	11:00-11:40	4	10:45-11:20	Mass	10:25-11:30
5	11:45-	5	11:25-12:00	4	11:35-12:05
12:25		6	12:05-12:40	5	12:10-12: 40
6	12:30-1:10	7	12:45-1:20	6	12:45-1:15
7	1:15- 1:55	8	1:25-2:00	7	1:20-1:50
8	2:00-2:40	Assembly	2:05-2:40	8	1:55-2:25

Teacher/Student Consultation - 2:40-3:00 - Every School day

Exam Schedule

First Day		Second Day		Third Day	
<u>Period</u>		<u>Period</u>		<u>Period</u>	
1	8:40-9:55	3	8:40-9:55	7	8:40-9:55
2	10:15-11:30	4	10:15-11:30	8	10:15-11:30
Lunch	11:35-12:05	Lunch	11:35-12:05	Make Up	11:50-1:05
5	12:10-1:25	6	12:10-1:25		



IRISH FIGHT SONG

Go, McNamara Irish, tried and true,
 We will sing your praises, McNamara—
 We're for you, Ra! Ra! Ra!
 Lead on to vict'ry, noble green and white.
 Colors so bold, we'll always honor McNamara.

FIGHT, FIGHT, FIGHT

(repeat verse)

Tee Ho, Tee HoHo, Irish, Irish, Go, Go, Go!
 Tee Ha, Tee HaHa, Irish, Irish, Ra, Ra, Ra!