



# BISHOP MCNAMARA

## CATHOLIC SCHOOL

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2022-2023 Student and Parent Handbook  
Grades 9 – 12



Parents and Students,

Welcome back to another school year at Bishop McNamara Catholic School. While the last several years have been challenging, I feel this school year will be a great one.

I am new to this position this year, though not new to Bishop McNamara. I taught English and Social Studies in the high school last school year. Working with our excellent administrative and teaching teams, I look forward to help provide a safe learning environment, in the Catholic educational tradition. I also look forward to working with our students to make this an environment conducive to learning and becoming strong leaders for tomorrow.

If you compare this handbook to the previous one, you will notice some slight, though not insignificant changes. Improving both attendance and punctuality will be a major theme for this school year. The dress code has been modified slightly and some grooming standards have been modified to a slightly more practical level. This does not mean that the dress code is not important; quite the opposite, it will be required of all students each day, from the first day of school onwards. I request parents help in achieving our goal of minimal disruptions and infractions from students this year.

Oftentimes students interpret rules as “mean” or “pointless.” By focusing on good habits now, students will be successful in the next phase of their life journey, be it college, four-year university, the military, or the work force after their high school education. The goal for this year is fair, consistent, and equal enforcement of our expectations here at Bishop McNamara. One personal goal I have is to increase parental communication regarding any issues impacting your student(s). I encourage you to reach out with any questions you have.

We are in a partnership to help your student(s) achieve long term success. Please reach out with any concerns.

Students and parents are encouraged to reach out as well if there is a concern. No one should touch, harass, mock or bully any student. These are all characteristics that go against our beliefs and mission and is not something we condone here at Bishop McNamara. Every student should feel safe in school, and I will work hard to make this a reality.

I would like to once again emphasize the excitement all of our staff and particularly myself have for another school year at Bishop McNamara. As a team consisting of faculty, parents, students, and administration, we will continue to provide a rigorous, safe, and Catholic learning environment.

Thank you,

Mr. Raymond Gautschy

Dean of Students



## **Student and Parent Handbook**

Bishop McNamara Catholic School is a private Catholic school. Bishop McNamara has standards and rules for faith formation, academic achievement, extracurricular participation, and appropriate behavior. All students are 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 Principal and Administration of Bishop McNamara Catholic School reserve the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits, or procedures set forth in this handbook. Bishop McNamara may 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.

The Student and Parent Handbook outlines expectations of a Bishop McNamara student. For those students who act in a respectful, responsible manner, these guidelines should reinforce their behavior. For those whose self-awareness is not at that level, or whose values do not reflect our Mission of the Gospels, the following guidelines may be difficult to accept. The intent and aim of these policies are to build and maintain a safe, positive, rigorous learning environment where values are clear and consistently reinforced.

Registration at Bishop 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.

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## **FOREWORD**

As a Joliet Diocesan school founded upon traditional Catholic core values and principles, Bishop McNamara Catholic School develops the moral conscience and maximizes the potential of each individual student within an innovative, safe, supportive, college preparatory environment. The common purpose is to help students grow and develop into mature, healthy, intelligent Christians and global citizens. Students, parents, teachers, administrators, and staff members make up the community of Bishop McNamara Catholic School. It demands mutual respect, trust, and cooperation from all.

It is the purpose of this handbook to provide a foundation for providing this type of service to young people. The hope is that 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**

Bishop McNamara Catholic School is dedicated to maximizing the potential of students, spiritually, morally, and intellectually through a faith-based community of academic excellence and service to others.

## **PHILOSOPHY**

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

## **HISTORY**

In 1922, Father Henry M. Shea opened St. Patrick High School, the only Catholic co-educational high school in the area. For 25 years the Viatorians and Sisters of Loretto educated students at the school on Hickory Street in Kankakee. In 1956, the school relocated to Brookmont Boulevard and Entrance Avenue and became St. Patrick Central High School. The school was renamed Bishop McNamara High School in 1964. The Clerics of St. Viator directed the school until 1980 at which time a lay board assumed directorship. From 1990 until 2000 the Order of St. Augustine administered Bishop McNamara High School. The school is currently directed by a lay administration. In 2008 the school added Catholic to its title and is became Bishop McNamara Catholic High School.



In March 2016, after a lengthy study and discussion the Catholic elementary and secondary schools of Kankakee, Bourbonnais and Bradley consolidated to create one, regionalized school. This newly amalgamated school is now Bishop McNamara Catholic School. The school has three sites: Bourbonnais (formerly Maternity BVM School) for Pre-K3 thru 6<sup>th</sup> grades, Bradley (formerly St. Joseph School) for Pre-K4 thru 6<sup>th</sup> grades, and Kankakee (formerly Bishop McNamara Catholic High School) for junior high (7<sup>th</sup> and 8<sup>th</sup> grades) and high school (9<sup>th</sup>-12<sup>th</sup> grades). Mr. Terry Granger was appointed President of Bishop McNamara Catholic School. Mrs. Dana Berg was named the Principal of the BMCS Bradley site. Mrs. Nicole Gernon was named Principal of the BMCS Bourbonnais site. The current Principal at the Bourbonnais site is Mrs. Sue Goselin. The Bishop McNamara School system commenced its academic year on July 1, 2016. Beginning with the 2020/21 school year, 6<sup>th</sup> grade is now part of the junior high at the Kankakee site.

### **GENERAL BEHAVIOR**

Bishop McNamara Catholic School is proud of its Catholic identity. The school is committed to fostering personal development through the cultivation of personal mastery. Students are always (i.e., 24 hours a day, 7 days a week) expected to conduct themselves in a manner that reflects positively on Bishop McNamara Catholic School.

There should be no shouting or excessive noise. Students are to act as ladies and gentlemen at all times, showing good taste, modesty and moderation in their entire behavior. Students whose behavior on school grounds, on school trips or events, on social media or outside the school is in disregard to the mission of the school may be subject to disciplinary action, including potential dismissal.

### **COMMUNICATION**

Bishop McNamara strives to have clear and direct communication to student and parent alike. Students and parents who have a concern or a complaint about any school employee or policy are strongly encouraged to first speak directly with the individual faculty or staff member, coach, or moderator. The Assistant Principals can provide additional support and assistance when issues arise regarding how to navigate the situation.

### **DIOCESE OF JOLIET**

Bishop McNamara Catholic School is under the direction and guidance of the Office of the Bishop of the Diocese of Joliet and the Catholic Schools Office of the Diocese. As such, we operate under the auspices of the Diocese to include all policies and procedures established and approved by the Diocese of Joliet. These include policies on employment, admissions, curriculum, and student affairs.

### **ILLINOIS STATE BOARD OF EDUCATION**

As a non-public school, Bishop McNamara Catholic School adheres to all policies and procedures delineated in the Illinois School Code. Bishop McNamara complies with the request to provide data annually to the Illinois State Board of Education to maintain its status as registered and fully recognized.

Bishop McNamara will be in general compliance with the relevant parts of the Illinois School Code, relevant case laws (including Plyer vs. Doe) and the administrative rules for non-public schools.



## **POLICY PROCEDURE**

The President of Bishop McNamara Catholic School has the duty to establish policies that would affect the operation of the school. These policies should be brought to the attention, first to the local Advisory School Board of Bishop McNamara who then would either agree or disagree to have the policy presented as written to the Executive Board of Bishop McNamara. The Executive Board, consisting of local pastors and representation of the Bishop's office and the Catholic Schools Office then either approves or disapproves the given policy. Once a policy has been approved that given policy is added to the respective handbooks.



## **BISHOP MCNAMARA CATHOLIC SCHOOL LEADERSHIP**

Executive Pastor: Rev. John Peeters, CSV

### **2022-2023 School Board Members**

Mr. Nick Elliott, President	Mrs. Bonnie Lewis
Mrs. Angie Phillips, Vice President	Mr. Ryan Powell
Mr. Jeremy Andersen, Secretary	Mr. Abner Garcia Delgado
Mrs. Teri Deluca	
Mr. Nate Provost	

### **ADMINISTRATION & STAFF**

President, Mr. Terry Granger  
Principal, Mr. Terry Granger (Kankakee)  
Principal, Mrs. Dana Berg (Bradley)  
Principal, Mrs. Sue Goselin (Bourbonnais)  
Assistant Principal – Curriculum and Instruction, Mrs. Bradie Ryan SP (Kankakee)  
Assistant Principal – Dean of Students, Mr. Raymond Gautschy (Kankakee)  
Curriculum Coordinator, Mrs. Caitlin Malm  
Director of Finance, Mrs. Tricia Surprenant  
Assistant Director of Finance, Mrs. Sandy Kuntz  
Director of Athletics, Mr. Aaron Hamilton  
Director of Technology, Mr. Steve Langelett  
Director of Advancement, Mrs. Areca Van Mill  
Coordinator of Enrollment, Ms. Dawn Akerman  
Director of Facilities Management, Mr. Craig Kingsnorth  
Coordinator of Alumni Relations, Ms. Liz Madsen  
Advancement Specialist, Mrs. Lisa Gerth  
Marketing Specialist, Mrs. Lori LaMore  
Coordinator of Social Media and Raffles, Mrs. Tiffany Kruse  
Coordinator of Major Events, Mrs. Peggy Mayer  
Chaplain, Rev. John Horan  
Catholic Ministry Coordinators, Ken and Michelle Barrie  
Director of Guidance and Counseling, Mrs. Monica Nugent  
Assistant Director of Guidance, Mr. John “Jack” Roney  
Administrative Assistant, Mrs. Patti McThenia (Guidance)  
Senior Administrative Assistant, Mrs. Shannon Demack (Main Office)  
Director of Food Services, Mrs. Tricia Kohan





**2022-2023 High School Faculty**

Mr. Timothy Annis  
Fr. John Horan  
Ms. Amber Gocken  
Mr. Matthew Malicki  
Mr. Raymond Gautschy  
Mr. Jacob Fryer  
Mr. Jacob Forbes  
Mrs. Barb Ikins  
Mrs. Mary Johnson  
Mrs. Monique Viz  
Mrs., Caitlin Malm  
Mrs. Monica Nugent  
Mr. Jack Roney  
Mr. Alex Renchen  
Mrs. Amy Shinabarger  
Ms. Patty Babbitt  
Ms. Elizabeth Gernon  
Mrs. Alice Parker



## **ADMISSIONS & FINANCE**

### **POLICY ON ADMISSION**

The purpose and policy of the Bishop of Joliet and the Administration and School Board of Bishop McNamara Catholic School is to promote equal educational opportunities for junior and senior 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:

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.

The availability of adequate faculty, staff and physical space may be a factor affecting admission of a student to Bishop McNamara Catholic School. The ability or inability of a prospective student to effectively cope with the spiritual, educational, and disciplinary program at Bishop McNamara Catholic School may be a factor affecting the admission of a student to the school.

Bishop McNamara Catholic School was established and is maintained by the sacrifices and support of the Catholic community, and therefore, Bishop McNamara Catholic 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. Tuition payments are an investment in your child's education and faith formation. As a private school, unfunded by state and federal agencies, Bishop McNamara is dependent upon the timely payment of tuition and fees in order to support its operations. Consequently, the failure to pay tuition and fees on a timely basis is a serious matter.

### **COSTS: TUITION AND FEES**

Senior High .....	\$9,560.00	Tuition
.....	\$8,560.00	Tuition for second student
.....	\$7,560.00	Tuition for a third student

- There are fees for certain Sr. High courses (e.g., Science Lab Classes, Art, etc.)
- A graduation fee of \$60.00 is charged to all seniors.

### **FUNDRAISING**

Since tuition does not cover the entire cost to educate our students, we ask that each member of the Bishop McNamara family to please contribute above and beyond tuition via fundraising to ensure that we are able to continue to offer students an exceptional education. As a reminder:

Single Student Families fundraising goal is \$800 of which minimally 4 Progressive Raffle tickets are to be sold.

Multi Student Families fundraising goal is \$1100 of which minimally 6 Progressive Raffle tickets are to be sold.

For specific details and expectations, please refer to the previously sent fundraising guide or go to the Bishop McNamara Catholic School website under Fundraising.



Senior high school families will be required to complete ten (10) hours of volunteering for the school. Families who have students across the K-12 grade levels will be required to complete a TOTAL of 15 hours of volunteer service during the school year. A fee of \$20/hour will be charged for every hour not completed during the fundraising fiscal year (May 1, 2022-April 30, 2023).

## 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 may be purchased or rented online, by telephone, fax or mail using any other provider. The costs vary greatly based on specific classes and the availability of less expensive used books. Used books may be available from any other online book provider. The booklist for classes can be found at [www.bishopmac.com/about/grasde9-12kankakee](http://www.bishopmac.com/about/grasde9-12kankakee).

## PAYMENT PLANS

Tuition payments cover only a portion of the actual cost to educate your child. Therefore, it is extremely important that tuition payments are received in a timely manner to ensure financial stability. A nonrefundable deposit of \$100 must be paid on or before Registration in the Spring.

All families shall be expected to make tuition payments according to one of the following payment plans. All payment plans are administered by FACTS and all payments should go directly to them. There is no FACTS charge for Full 1-Pay or Semester 2-Pay. There is a charge for all other payment plans. 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 \$250 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. There is a \$10 FACTS administrative fee for this service.
- 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 5<sup>th</sup> or the 20<sup>th</sup> 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 FACTS administrative fee for this service. There are also other fees that may be applicable from FACTS 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 monthly. Payments begin in July and end in April on a date chosen by you. This plan is either a direct bill or an automatic payment plan made through your checking or statement savings account. There is a \$45 FACTS administrative fee for this service. There are also other fees that may be applicable from FACTS 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 proration 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/she will be denied financial aid for the next year.

We use FACTS 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 BMCS and FACTS, 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 1<sup>st</sup> 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.

For students to receive their class schedules in August, all back tuition must be paid, along with the \$100 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 the completed form to the Guidance Office for final clearance. This procedure must be followed before a student’s scholastic record is 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 (SENIOR HIGH STUDENTS)**

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

Religion.....	4
English .....	4
Mathematics .....	3
Science .....	2
Social Studies.....	2 (Must include American History)
Modern Language, Art, Vocational .....	2
Electives:.....	6
<b>Total .....</b>	<b>23</b>

B. 19 academic credits must be earned in Bishop McNamara Catholic School's senior high courses. For students who have transferred in, 80% of credits earned while enrolled at BMCS must be earned in BMCS courses.

C. See the annual publication, "Curriculum Guide" for more specific information.

D. Each senior high 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. Make-up is required for any absence (excused or unexcused)

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 senior high students are eligible for the Career Center program. Students participating in the Career Center program must use school-provided transportation. Students may not drive themselves to or from the facility without expressed permission from both the Career Center and BMCS. Students participating in the Career Center program may not congregate in their vehicles or the parking lot as they await transportation to the KACC facility.

### **SCHEDULE CHANGES**

Once a student has an assigned schedule based on course selections made by the student himself/herself, schedule changes can only be made for serious reasons and must be approved by the current instructor. The Coordinator for Curriculum has the final decision in this matter and must approve any schedule change. The deadline for dropping a course is fifteen (15) school days after the start of each semester.

### **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 typically held at the end of the first quarter.

### **HONOR ROLL**

Two Honor Rolls are printed at the end of each semester 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 remove a student from Honor Roll status until the incomplete grade is remedied.



### **NATIONAL HONOR SOCIETY**

Senior high students 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. Students who violate the academic integrity policies of the school will **lose** their NHS status, per the NHS national standards and policies.

### **ACADEMIC DISHONESTY POLICY**

Academic dishonesty occurs when a student obtains or assists another student in obtaining credit for work which is not her/his own. Bishop McNamara's policies and procedures concerning academic dishonesty are intended to encourage academic integrity and personal responsibility. Administrators, faculty, students and their parents share the responsibility for promoting an atmosphere in which personal integrity and accountability are paramount. Each and every violation of academic dishonesty results in an automatic zero for that assignment.

Examples of academic dishonesty include, but are not limited to:

- Allowing another student to copy from one's own work;
- Copying material from another student or source;
- Inappropriate use of electronic devices such as iPads, tablets, cell phones, calculators, etc.;
- Possession of, or contribution to, shared group text or email messages regarding tests, quizzes, etc.;
- Improper use of online translators;
- Use or possession of unauthorized notes, cheat sheets, marked hands/clothing/personals;
- Obtaining a copy of and/or information about an exam or quiz without the knowledge and consent of the teacher;
- Failure to comply with rules and instructions regarding testing and assignments;
- Submitting falsified information for grading purposes;
- Removing or copying exams or quizzes from the classroom without the knowledge and consent of the teacher;
- Communicating with another student during an exam or quiz;
- Actions that earn credit for work which is not one's own;
- Activity or circumstances, which give a student an unfair advantage, compared to other students doing the same assignment;

Please refer to the Discipline Policies on Academic Integrity.



## **SECOND SEMESTER SENIOR EXAMS**

Second Semester seniors who have earned an 85% or better in their class may exempt the final exam for that particular course so long as the following criteria have been met:

- Student has received 3 or less detentions for the Spring Semester
- Student has not violated the academic integrity policy (i.e., cheating, plagiarism, etc.) during the school year.
- No suspensions of any type during the school year.

Any course where these requirements are not met, a student will be required to take the final exam prior to graduation.

## **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.

All students are expected to maintain their Family Connection accounts, recording student activity involvement on this, the college counseling portal. Lost usernames and passwords may be obtained by contacting Mrs. McThenia at [pmcthenia@bmcss.org](mailto:pmcthenia@bmcss.org)

## **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, 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

Parents and students are reminded of the importance of student attendance at all classes during the school day. The personal interaction amongst students and between student and teacher is an integral part of Bishop McNamara's building of a strong, academically challenging community. Any absence from a scheduled class or assembly will be considered truancy when a student is in the building.

Regular and punctual attendance is expected of Bishop McNamara students. The Compulsory School Attendance Law in the State of Illinois requires that whoever has custody or control of any child between the ages of 7 and 17 years must send the child to a public or private day school on a regular basis.

### **ATTENDANCE POLICIES**

Consistent daily attendance by students is integral to obtaining the maximum educational benefit from Bishop McNamara Catholic 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 different from actually being present for the specific learning experience that each class is intended to be at Bishop 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 of Students' 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 this time the student and parents will be required to meet with the Principal, Assistant Principals.
4. After fifteen (15) absences per semester, the Administration of Bishop McNamara Catholic School reserves the right to deny credit for the class.

**Attendance Procedures:** Regular and punctual attendance is essential to the educational program offered at Bishop McNamara Catholic School. For this reason, severe attendance problems may require a Disciplinary Board hearing.

For an absence to be excused, the parent must telephone the Attendance Office to report and give the reason for the absence. **The call should be made to 815-932-7413 before 8:00 a.m.** (an answering machine will receive calls from 3:00 p.m. to 7:30 a.m. each day.)

Senior High Parents will be notified of student absences through FACTS Family Portal 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.



### **General Guidelines Concerning Attendance**

- If at all possible, parents should not schedule doctor's appointments, driving tests, and other personal business on school days.
- If a student becomes ill during the day, the student is to report to the Nurse's Office which is located next to the Deans' Office.
- Students may not go home unless their parents have been contacted by the Office to pick the student up from school. \*Where students have driven to school, they may drive themselves if a parent grants permission in a verbal correspondence.
- Missing 10% of the days in a school year (180) is considered excessive absenteeism and may result in loss of academic credit. In order to prevent this situation, when a student misses nine (9) days of school, a conference with an Assistant Principal, the student's counselor, and the student's parents will be scheduled.
- A student must be in school for at least four hours in order to participate in or attend co-curricular or athletic events after school. This applies to students who arrive late to school even if they are ill. The Principal reserves the right to waive this requirement.
- A student who leaves school ill may not return to participate in after-school activities.
- There will be no unexcused absences on days when we have all school activities such as assemblies, games days, retreats etc, without a valid Doctors note.

### **Truancy**

Truancy is defined as the act of staying away from school for no justifiable reason on a consistent basis. The 10% missed days is the threshold used by BMCS.

- If a student is determined to be truant, s/he will receive a Saturday detention.
- Repeated truancy will lead to an accumulation of detentions. A pattern of truancy is grounds for a referral to the Discipline Board.

Prolonged absences due to illness or injury require a physician's evaluation/excuse.

No student may leave campus during school hours without permission from the Dean's Office. Violation of this policy will result in disciplinary action, as follows. **Junior High:** immediate conversation with student and parent along with disciplinary action deemed appropriate. **Senior High:** First offense: Parent notification and two Saturday detentions or In-School Suspension; Second offense: Disciplinary Council hearing.

Doctor, dental, or other appointments during the school day are strongly discouraged. If an appointment is unavoidable, a parent must call, giving the name and phone number of the doctor if asked. **Students must sign out in the Attendance Office before leaving and sign in upon return.**

**Vacations: The school discourages students 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.

**College Visits (Sr. High only):** In general, senior students are allowed three (3) college visit days and junior students are allowed one (1) college visit day. No college visits will be allowed after the last Friday in April (\*some exceptions apply but only at the discretion of the Director of College Counseling). Permission for college visits must be requested in writing **at least two school days** before the visit. Failure to follow this procedure will result in an unexcused absence. The Deans' Office reserves the right to limit the number of days a student may use to visit colleges. Students are advised to plan their college visits for school holidays whenever possible. Students may not use their college visit days to extend a vacation.

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:

1. Register for the college visit through Family Connection-Naviance and present a written request from parents to the Senior Counselor at least two school days in advance of the requested date, or absence may be unexcused.
2. Forward the request to the Dean for final approval.
3. Obtain signatures of classroom teachers and return form to the Dean.

#### **For a planned absence**

1. Parent or guardian must submit a letter to the Assistant Principal/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.
5. The following categories have been established, explaining both teacher and student responsibilities and obligations.
  - a. **EXCUSED** The student's absence is unavoidable and of a non-discretionary nature. Illness, accident, death in the family, medical appointments, Asst. Principal/Dean's approved college visits and approved school-sponsored co-curricular activities are examples of excused absences. All work missed during the absence, including tests, can be made up. Teachers are expected to help students acquire materials or information missed during the absence.
  - b. **UNEXCUSED** The student's absence is avoidable and of a discretionary nature. Truancy (excessive absences from class/classes) and non-family vacations are examples of unexcused absences. Whether or not tests are allowed to be made up is at the discretion of the teacher. Students are responsible for determining the credit status of missed work, tests, and class time from each teacher before this type of absence occurs.
  - c. **UNEXCUSED WITH GRACE** family vacations and unapproved college visits are examples of unexcused absences for which grace will permit the makeup of schoolwork. The student is responsible for obtaining assignments and covering material missed during the absence. It is best that these assignments are resolved prior to the leave of absence. Students are responsible for determining the credit status of missed work, tests, and class time from each teacher before this type of absence occurs.

## 6. Anticipated Absences, College Visits, Early Dismissals

- i. If a student must be absent from school for reasons other than sickness, permission must be requested in writing from the Assistant Principal/Dean's Office at least two school days in advance. Neglecting to get prior permission may result in an unexcused absence and disciplinary consequences.
- ii. Students are not normally permitted to extend their vacation periods without being charged an **Unexcused with Grace** absence.

### d. Long-Term Absence Policy

- i. Long-term absence is defined as any absence of nine or more consecutive school days resulting from prolonged illness, surgery, or therapeutic treatment. The school must be notified when parents first learn of the possibility of an extended absence. Arrangements for schoolwork and the student's return to school are to be coordinated through the student's guidance counselor and approved by the Assistant Principal for Academics.

## Tardiness

- ii. From time to time, circumstances may cause students to be somewhat late each day. **A note or phone call from a parent does NOT automatically excuse a student**, nor are **ANY** tardies excused after the fourth time per semester. Students should anticipate and make arrangements for circumstances that may cause delays. Tardy students must report to the Asst. Principal/Dean's Office immediately upon arrival at school. Students arriving late but by 8:30 a.m. are allowed two tardies for the semester before a detention is issued. A letter is sent to parents when a student reaches the fourth tardy. With the third tardy and every tardy thereafter, the student is required to serve a detention after school the NEXT school day (24-hour notice given).
- iii. Parents will receive another letter or email when their student has accumulated eight tardies. Any student that is tardy eight times will be placed on tardy probation which may result in before-school detentions. Students are responsible for keeping track of their totals.
- iv. A detention is usually given every time a student arrives late on a late start day.
- v. Any student failing to report and serve a detention will receive an automatic Saturday detention and risk extra-curricular participation if a contest is held during that required Saturday detention period.
- vi. First period tardies will be dealt with on a case-by-case basis with the language outlined above.
- vii. Throughout the day, students are expected to be in the classroom before the bell begins to ring. If a particular teacher has a requirement that students be seated by the bell's ringing, then that teacher's rule shall supersede the schoolwide expectation.
- viii. If a student is late during the day (periods 2-8) without a pass from the previous teacher, the teacher will notify the student and then report the violation in FACTS SIS. The student must



serve a detention for each of these tardies. When a student comes late for more than half of a class or misses the entire class, two detentions will be given. On the second violation of this nature, the student will receive a Saturday detention.

- ix. Students who are excessively tardy will be placed on tardy probation. Tardy probation requires the student to sign in at the Deans' Office before 7:55 a.m. each school day. Continued violations of tardy probation may result in a Discipline Board hearing.
- x. **As a means of encouraging personal accountability and in the spirit of growth, all tardies will be reset to zero (0) at the semester.**

### USE OF WASHROOMS/OUT OF CLASSROOM PRIVILEGES

Use of washrooms is a necessity, but one that should not be abused by a student. Interruptions to each student's class time should be limited as best possible as these situations may cause disruption to the entire classroom.

- Students are expected to arrive at school ready to attend class without interruption and should use the washroom prior to arriving at school.
- Students should use the washroom during their lunch period.
- Students violating their washroom privileges may have them modified as a result.
- Students will not be permitted to use the vending machines or obtain cups of water during the class period. Students are permitted to bring water bottles to classes. Staff members reserve the right to inspect any drink containers. Eating a snack is at the discretion of the teacher.
- Students are to be in their designated class locations, including all students in study halls.
- No more than 1 student of each gender is allowed out of the classroom at one time. Emergency situations can arise, which will be handled on a case-by-case basis by the classroom teacher.

### SCHOOL CLOSINGS

School closings are made known on the school's webpage ([www.bishopmac.com](http://www.bishopmac.com)) Twitter account (@BishopMcNamara), or Facebook page. In addition, families may listen to local radio stations for emergency closing information.

### 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 by fourth period.** Any special exception (ex. Funeral) must be approved by the Assistant Principal/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.

### LEAVING SCHOOL PREMISES

#### Leaving School During the Day

**Procedures:** A student may not leave campus for any reason without specific approval through the Attendance Office. Bishop McNamara does not expect students to make medical or dental appointments during the school day. Any student needing to leave campus for any reason will be cleared through the Attendance Office if the following procedures are followed.

**Required Note:** Written requests must be brought to the Attendance Office. If a student forgets a note, the student should come to the office to call home and receive a pass to leave.



1. **Before school begins that day.** Notes for doctor's appointments MUST include: 1. Name of Doctor 2. Phone number of Doctor 3. Time of appointment 4. Time to be excused from school
2. **Dismissal Pass:** A student will be issued a pass that should be shown to the teacher when the student leaves. The student must check in through the Dean of Students Office and provide the appointment verification card upon returning to school.  
Failure to clear an absence will result in the student being assigned a detention, and the absence declared "unexcused.". Leaving campus without checking out with a pass through the Attendance Office is considered a cut – and no make-up work is allowed.

**Parents Who Are Out of Town:** Parents who plan to be away from home while school is in session should notify the school in writing as to who will be legally responsible for their son or daughter during this time.

### **SCHOOL ZONE**

The 'School Zone' extends far beyond the formal property of the Bishop McNamara campus. The school recognizes and accepts the responsibility to be a good neighbor and requires all students to conduct themselves in a reasonable manner when commuting to and from school. Student behavior in the Bishop McNamara School Zone is subject to referrals to the Dean's Office and all disciplinary sanctions described in this Student and Parent Handbook. These disciplinary sanctions may include revocation of the student's parking permit for a designated period of time. Such activities as speeding, reckless driving, littering, loud music and trespassing are examples of behavior that will result in disciplinary action. Students are not permitted to park their car at any nearby off-campus property (i.e., Meadowview parking lot) during the academic day.



## DRESS CODE

Bishop McNamara Catholic School considers the appearance and grooming habits of our students to be important. We believe the appearance of Bishop McNamara students reflects their preparation for learning, focus on their studies, and desire to prepare themselves for adult life by conforming to a standard of dress which demonstrates the seriousness with which they take their 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.

### Dress Code Philosophy:

To promote and maintain an environment of scholarship, self-respect, discipline and community, we ask that all students report to school each day well-groomed and attired in clothing that is modest and in accordance with Bishop McNamara's dress code. **Our dress code will be enforced starting on the first day of school**, but expectations re: appropriate attire, facial hair, and earrings, etc. may be enforced before the first day of school where a student is involved in team practices.

Bishop McNamara has entered a partnership with Lands' End clothing company for some key aspects of the new dress code, while allowing for flexibility for local purchasing for pants (details herein). A more detailed explanation of the dress code is outlined on the school website and a direct link to the school's ordering site is provided. ([www.landsend.com](http://www.landsend.com))

There are three different classifications of dress depending on the day and/or the occasion such as Regular Dress, and Warm Weather Dress. **Warm Weather Dress** is a privilege granted to the students for the first month and last few weeks of school, due to the warmer temperatures. **Regular Dress** is the dress code that students are required to wear to school on most days and on certain special occasions such as Mass, field trips, and on other occasions when announced. Regular Dress differs slightly for males and females:

Students are to enter the building in compliance with the dress code, with the exception of additional outerwear during inclement weather. All outerwear should be placed in the locker until the end of the academic day. Students may not carry this outerwear with them.

You have chosen a quality Catholic school. The school is committed to ensuring a quality appearance for our students. The recent change in our school structure allows us the opportunity to reinforce the "dress for success" mindset that helps us all – teachers, staff, parents, students – do what we do best without the distractions. We expect and hope that you, as parents, will support and embrace this new dress code. We seek to instill pride in oneself and pride in school philosophy.

Below are the dress and personal appearance standards for all junior and senior high students at Bishop McNamara Catholic School. Any student's dress or appearance, while not specifically outlined herein, may be considered unacceptable if it is in violation of neatness, modesty, spirit and/or intent of these standards as determined by the Assistant Principal for Student Life.

### General Appearance:





- Neatness, cleanliness, moderation, and modesty should guide the selection of student dress.
- Decorations associated with body piercing and visible tattoos are not permitted in school or at school-sponsored events, including but not limited to dances and athletic events. The only exception is earrings for girls.
- Facial hair will be neatly groomed. Beards, sideburns and mustaches should not exceed 1 inch in length. No decorations or coloring of facial hair is allowed. Ultimate determination of what constitutes “neatly groomed” will be decided by the Dean of Students.
- No headphones may be visible (resting on head, in ear, etc). Headphones may be used during study hall and lunch only at the discretion of the proctor but may only be used with laptops and tablet devices. No cellular phones.
- Clothing with logos from other high schools is not permitted.
- Class sweatshirts and other spirit wear may only be worn on Fridays.
- Hair must be of a natural color. See Hair Policy section for further details.

### **Warm Weather Dress:**

#### **Girls/Women Warm Weather Dress:**

**Sr. High Top:** White or evergreen (Lands’ End only) polo OR white or blue short or long-sleeved oxford (logo required). All shirts tucked in.

**Sr. High Bottom:** Khaki capri, shorts, pants or skirt. Belts required on shorts & pants where belt loops are present. No cargo or ‘jogger’ pants.

**Shoes:** Dress shoes as outlined below, sandals or sneakers. No slippers or slipper-type shoes are permitted. Flip flops are not allowed, with some classes requiring closed-toe shoes.

\* All skirts at fingertip length. Students wearing shorts/skirts not meeting this length requirement will not be permitted into class and will receive an unexcused absence.

#### **Boys/Men Warm Weather Dress:**

**Sr. High Top:** White (no brand logos, except optional Bishop McNamara “M” logo) or evergreen (Lands’ End only) polo OR white or blue short or long-sleeved oxford (logo required). All shirts tucked in.

**Sr. High Bottom:** Khaki capri, shorts, pants. Belts required on shorts & pants where belt loops are present. No cargo or ‘jogger’ pants.

**Shoes:** Dress shoes as outlined below, sandals or sneakers. No slippers or slipper-type shoes are permitted. Flip flops are not allowed, as some classes require closed-toe shoes.

### **Regular Dress:**

#### **Girls/Women:**

**Sr. High Top:** Buttoned-up white or blue short or long-sleeved oxford (logo required). All shirts tucked in.



**Sr. High Bottom:** Khaki skirt OR khaki dress pants. Belts required on pants where belt loops are present. No cargo or 'jogger' pants. Sweatpants are not acceptable under skirts. Opaque black tights or black leggings may be worn on cold days.

**Optional Outerwear** (all grades): Half-zip pullover (Classes of 2023-26) or Lands' End evergreen microfleece half-zip—logo required (all classes). Lands' End evergreen—girls' cardigan—logo required, Lands' End evergreen V-neck sweater or vest—logo required. **Outerwear may be worn over a complete uniform. If the appropriate top is not worn underneath a piece of outerwear, the student is in violation of the dress code.**

**Shoes:** Dress shoes as outlined below.

\* All skirts at fingertip length. Students wearing skirts not meeting this length requirement will not be permitted into class and will receive an unexcused absence.

#### **Boys/Men:**

**Sr. High Top:** Buttoned-up white or blue short or long-sleeved oxford (logo required). All shirts tucked in. An appropriate tie of the student's choice will be worn on specific days as dictated by the Principal.

**Sr. High Bottom:** Khaki dress pants. Belts required. No cargo or 'jogger' pants.

**Optional Outerwear** (all grades): Half-zip Pullover (Classes of 2021-2022) or Lands' End evergreen microfleece half-zip—logo required (all classes), Lands' End evergreen V-neck sweater or vest—logo required. **Outerwear may be worn over a complete uniform. If the appropriate top is not worn underneath a piece of outerwear, the student is in violation of the dress code.**

**Shoes:** Dress shoes as outlined below.

#### **Friday Dress:**

**Top:** Each Friday, students may wear a Bishop McNamara Spirit Wear top **as the outer layer.**

**Sr. High Bottom:** Uniform skirt or khaki dress pants. Belt optional on Fridays.

**Shoes:** Athletic, canvas, etc. shoes are permitted. No sandals, flip flops or non-enclosed shoes.

**Note:** Friday Spirit wear is just for tops, all other uniform guidelines pants/skirts remain in effect (no sweatpants, jeans, earrings, visible tattoos, hats, etc.).

Students violating these expectations may have their dress-down privileges revoked.

#### **Church Attire/Mass Days:**

Attire on Mass days may vary. Modesty, respect, and reverence should guide student appearance on Church Attire Days. Boys should wear dress slacks, a dress shirt and tie, and dress shoes and socks the entire day. Dress shirts should be tucked in at all times. Sport coats or sweaters are optional but appropriate. Girls may wear modest skirts or dresses that reach the knee or are longer. Relaxed-fitting dress slacks that reach the ankle are also appropriate. Blouses and other types of tops should have sleeves or be worn with a relaxed-fitting cardigan





or blazer. Necklines must be suitable for church. Dress shoes should be worn; this does not include gym shoes, boots, or moccasins. Any violation of the dress code on Church Attire Day will result in a detention and/or loss of dress down/up privileges. The Bishop McNamara Administration reserves the right to define what styles and outfits are appropriate for a church setting. Students will be informed of the dress required for Mass on the day before.

### **Shoes:**

Black, brown, navy or two-tone (i.e., Sperry-type patterns) — dress shoes.

Winter and/or 'fashion' boots (e.g., variations of Ugg style, Hunter, etc.) acceptable only during weather-determined dates (i.e., December 1 – March 1).

No sandals, no athletic shoes, no gym shoes, no tennis shoes, no Vans, **no canvas shoes**, no slippers, no moccasins. No Under Armour, Jordans, Nike, Adidas, Converse, Toms, Vans, Puma, other athletic shoes permitted. Athletic shoes are permitted during physical education classes.

### **Socks & Tights**

Warm Weather Dress:

Socks are optional. However, if worn, socks must be of matching color/design.

Regular Dress:

Boys/Men & Girls/Women: Over the ankle socks preferably White, Navy, Black, Khaki—SOLID colors

Girls/Women: Tights and footless tights—white, navy, black—SOLID colors only

Girls/Women: No yoga pants, no stretch pants, no athletic tights, no lace tights

**Denim & Dress Down Days.** The wearing of jeans is a privilege that is often associated with “Jeans Day” fundraisers. All clothing, pants especially, may not contain holes that expose skin. No frayed jeans/pants are permitted.

### **Belts**

Students are required to wear a belt. The belt preferred to be Black, Brown, or Navy. Belts are optional on Fridays with spirit tops.

### **Undershirts**

At the 6-12 levels, all undershirts must be **solid white, black or blue** crewneck, V-neck or A-shirt/tank top. No other colors permitted.

### **Dress Code Guidelines:**

All other dress code guidelines will be outlined in the Student & Parent Handbook. Any questions prior to that publication date may be directed to the school or to Assistant Principal, Mr. Curtis Crossley

### **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. **This will be strictly enforced.**

### **GENERAL APPEARANCE**



Students are to maintain good hygiene and acceptable grooming. Girls may wear modest fashion neck scarves.

### **DRESS UP DAYS**

It should be remembered that we usually dress up in honor of God on School Mass days; therefore, clothing should be respectful 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**

Warm Weather 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 shorts and/or capris for girls. Athletic shoes or sandals may be worn with a neatly tucked in blue or white collared Lands' End or CML Activewear shirt. Plain WHITE polo shirts are acceptable for warm weather dress days.

### **SPIRIT DAYS**

On Spirit Days students may wear jeans with an official McNamara shirt, T-shirt, or sweatshirt showing as the outerwear at all times. All other school dress code guidelines (piercings, tattoos, etc, apply).

### **TIES**

Ties of the student's choice will be worn on days when instructed by administration.

### **FACIAL HAIR CLARIFICATION**

Facial hair will be neatly groomed. Beards, sideburns and mustaches should not exceed 1 inch in length. No decorations or coloring of facial hair is allowed. Ultimate determination of what constitutes "neatly groomed" will be decided by the Dean of Students. If facial hair becomes an issue, administration reserves the right to transition back to a clean-shaven policy.

### **HAIR POLICY**

Hair must be a natural color. Hair length and style will be up to the student. Hairstyles associated with someone's ethnic or racial heritage are allowed. Please be aware that certain activities may have hair length requirements due to safety considerations (i.e. Career Center). Hair styles should not interfere with the educational process. If it is deemed that any hairstyle does indeed interfere the administration will have the right to address the issue with the student and/or parents or both.

### **COVID 19 MASK**

Bishop McNamara will follow CDC guidelines as dictated to the school from the diocese. COVID 19 Protocol will be followed and related to families via the back-to-school packet.

### **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. Excessive or repeated dress code violations may result in the forfeiture of dress down privilege, or other disciplinary actions.

### **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 or with the Dean of Students.
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, Saturday 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 to 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, racial epithets and other slurs.
3. Rudeness, harassment, verbal abuse (see policy against sexual harassment)
4. Insubordination, disobedience, defiance, or disrespect for authority.
5. Fighting or violence
6. Videography or photography of any physical confrontation or any act that involves a victim of any sort
7. Videography or photography of another member of the community without explicit permission of said student/staff member **in advance (see cellular policies re: inappropriate use of cellular phones)**
8. Disorderliness or physical abuse
9. Cheating (each teacher has full authority to deal with cheating in his/her classroom), dishonesty, deception, forgery, or other illegal use of school documents (See the Code of Academic Integrity)
10. 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
11. Theft
12. Destructiveness and vandalism, including serious damage or disfigurement of desks, lockers or other school property.
13. Possession, sale, transfer, or use of any controlled substance (see drug, alcohol policy)
14. Possession or use of a weapon or a laser device
15. Possession of pornography—written, audio, visual, or computer generated (being on an inappropriate Web site is included)
16. Playing music, publicly, that contains lyrics contrary to Christian morality
17. Possession or use of any tobacco product
18. Truancy from school or required school functions
19. Cutting class
20. Not reporting to the Dean's Office when sent for any reason
21. Serious, repeated failure to improve behavior; poor attendance; chronic tardiness
22. Gambling
23. Accumulation of violations or referrals for any offenses



24. Inappropriate or disrespectful behavior outside the school building, that which may be deemed as portraying Bishop McNamara in a negative light.

### **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 in the afternoons after school, beginning 5 minutes after the dismissal bell. Lunch detentions will begin immediately at the start of the lunch period.
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. A work detail may be assigned, so students are expected to dress accordingly.
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 In-School Suspension along with a make-up of the Saturday detention.
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.
9. The decision of the Principal or his designee is the final authority.

### **IN SCHOOL SUSPENSION (ISS)**

Students receiving an In-School Suspension (ISS) will be required to arrive for school by 7:45am on the day which their ISS shall be served. They are required to be in uniform and prepared to do academic work under the supervision of the Dean of Students. Students on ISS will be required to submit their phone, powered down, to the Dean of Students. The student will not be permitted to use headphones\* (oral assignments notwithstanding) but may use their computer strictly for academic purposes. ISS students using their laptops for non-academic purposes will forfeit the use of this device for the remainder of their ISS.

Students serving ISS should bring their lunch with them or shall purchase lunch at a time when her/his classmates are not in the lunchroom.

### **OUT OF SCHOOL SUSPENSION (OSS)**

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 ensure 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. The personnel composition of the Discipline Board will be determined by the Dean of Students with the advice and consent of the Assistant Principal for Curriculum and Instruction.

### **PROBATION**

Probation is the final step before expulsion. Parent(s)/Guardian(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 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 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 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 Assistant Principal for Student Life and the Principal.
- 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 should be a conference with the Dean, the Teacher, and the student. All major offenses must be referred to the Dean.
- Teachers will document these infractions on their FACTS SIS accounts.

Updated Notes on Discipline:

- Any student who acts in an insubordinate manner (talks back to a staff member or fails to follow instructions) will be removed from class and may forfeit any academic work for that class. In addition, that student will receive a detention.
- Any student removed from a class for any disciplinary matter/reason will automatically receive a one-hour detention. Students who are removed from the same class multiple times will be required to attend a meeting with the teacher, the parent and the Assistant Principal/Dean of Students.
- Any instances occurring during a class being supervised by a substitute teacher will bring a doubling of the punishment. Any student who is removed from a substitute teacher's class will automatically receive a 2-hour Saturday detention (typically served 8:00 AM-10:00AM).
- BMCS frowns upon the endorsement of irresponsible behavior and further victimization. Therefore, any student who films an altercation or provoked/unprovoked confrontation will face a Disciplinary Board hearing. Any student who reaffirms such a video/image by forwarding it, "liking" it or comparable action will face disciplinary action that will include a detention and potentially other penalties.
- If, during any disciplinary investigation, a student is confronted regarding an infraction and chooses not to tell the truth regarding her or his involvement, there will be a 24-hour period for the student to consider the situation and their testimony. If, after this period of time, the school finds that the student was involved to a greater degree than s/he admitted to or was dishonest in what s/he stated earlier, the consequences will be more severe and could lead to dismissal.

#### Updated Notes on Detentions:

- Detentions are to be served the afternoon of the school day following the infraction, unless otherwise noted.
- Detentions will last one hour and may include: absolute silence, an appropriate task related to the infraction and/or (reasonable) physical labor such as the pickup of litter on school grounds.
- Upon the start of the detention, students must surrender their mobile phone and any other entertainment devices. They may not use headphones. Computers may only be used at the strict discretion of the detention proctor.

**Students with Excessive Detentions:** Student with excessive detentions will be subject to the following:  
(Please note these numbers are for the entire school year and do not start at the semester.)

2 Detentions = Phone Call/Email home to parent/guardian

5 Detentions = Saturday Detention

7 Detentions = Mandatory parent/guardian meeting

7 Detentions = Referral home and a two day In School Suspension

12 Detentions = Suspension from School and extracurricular activities until the Disciplinary Board Convenes to consider the student's future at Bishop McNamara.





## **GENERAL SCHOOL RULES**

### **GENERAL BEHAVIOR**

Bishop McNamara Catholic School is proud of its Catholic identity. The school is committed to fostering personal development through the cultivation of personal mastery. Students are always (i.e., 24 hours a day, 7 days a week) expected to conduct themselves in a manner befitting Bishop McNamara Catholic School.

There should be no shouting or excessive noise. Students are to act as ladies and gentlemen at all times, showing good taste, modesty and moderation in their entire behavior. Students whose behavior on school grounds, on school trips or events, on social media or outside the school is in disregard to the mission of the school may be subject to disciplinary action, including potential dismissal.

**Public Performance Policy:** Whenever a student speaks, performs, or otherwise publicly represents Bishop McNamara Catholic School or any of its officially endorsed activities, the following guidelines must be observed:

1. All performances should follow both the letter and the spirit of the BMCS mission and philosophy.
2. Every student should conduct himself or herself in a manner worthy of honorably representing the institution of Bishop McNamara Catholic High School whenever performing publicly. This includes behavior in all school activities or team photos. Any problems will be referred to the Deans.

Students must never:

1. Consciously use offensive language or profanity.
2. Emphasize sexually explicit language, gestures or behavior.
3. Exploit unnecessary references to sex or drugs.
4. Make racial, ethnic, religious, sexual, stereotypical or cultural slanders.
5. Make sexist slanders or perpetuate stereotypes.

These guidelines should apply to all members of the BMCS community at all times. Our purpose is to represent our school in the most positive manner possible. Students should always check with their coaches, moderators, proctors, chaperones and supervisors for approval before publicly presenting any material in order to ensure that each "performance" is as positive and successful as possible.

Any student who is sent home from an off-campus Bishop McNamara Catholic sponsored activity will be sent home unaccompanied at the parents' expense.

### **APPOINTMENTS**

Please attempt to schedule all appointments outside of school time. Please refer to attendance policy guidelines for further details.

### **SOCIAL MEDIA**

With the opportunities that come from social media outlets comes the potential for mistakes and unintentional harm. In this spirit, Bishop McNamara's policy on technology is firm, but is ever-fluid. New policies are in place regarding limiting the use of mobile phones throughout the day. Also, in light of the potential for unwanted and unknowing photography/video, certain curbs will be placed upon capturing images of others (e.g., no SnapChat



of others without expressed permission, no FaceTime in hallways, etc.). **For clarification, students may not film or photograph other students without their consent.** We invite parents to discuss these and all policies with their children. Please help us in helping the students understand the responsible balance of technology and its role in the primary purpose of school.

## BEVERAGES AND FOOD

All eating is to be done in the cafeteria. Food is not allowed outside the cafeteria at any time, with snack consumption being at the discretion of the teacher. 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. Students will not be permitted to use the vending machines or obtain cups of ice/water during class periods. Students may carry water bottles with them during the day. These bottles and other containers are subject to search by any staff member.

Due to several significant food allergies, the food policies must be enforced diligently by students and staff alike.

## CELL PHONES

### Cellular Phone & 1-to-1 Policy

- a. **Technology Overview:** BMCS is a learning environment and seeks to preserve this throughout the day. Students **must** own and bring laptops/tablets to each class. Loaner laptops may be made available for up to 14-day use in cases of computers under repair (a \$5/day fee will apply). Phones may not be used as an alternative in cases of non-working laptops. At the same time, we wish to prepare our students to understand a balance their cellular phone use.
- b. **Cellular Phone Overview:** from 7:55am until presence in the cafeteria for lunch, and from the end of lunch-2:36pm, student's phones must be in book bag or locker
- c. Phones may be used only in the cafeteria and only during lunch (i.e., *not* en route to lunch)
- d. Phone may be used at the discretion of the teacher only for a periodic lesson or task –not a daily use
- e. During the school day:
  - i. Cell phones must be turned off and be out of sight from 7:55a.m. until 2:36p.m. with the exception of the student's lunch period in the cafeteria. Students may not use cell phones or have the devices in hand during all other school hours.
  - ii. Before 7:55a.m. and after the **final** bell, cell phone use is allowed in the hallways. Use of cell phones outside of those areas (including in hallways, stairwells, locker rooms and bathrooms) is off limits.
    1. **Violations:** Failure to follow these directions will result in confiscation of the cell phone for the remainder of that day (with a return of the device no later than 2:50p.m.) **and the following day** from 7:50a.m. until no later than 2:50p.m.
      - a. For the day-long consequence, students must turn in their phone **by 7:50a.m.** that next day else face a second full day of turned-in phone.
      - b. A second violation of the cell phone policy will result in week-long confiscation of the phone for the 7:50a.m.-2:50p.m. time period. Continued violations will have additional consequences. Students may



collect their phones no later than 2:50pm from the Assistant Principal for Student Life/Dean of Students or his designee.

- c. The school Administrative Assistant or other administrative staff will not be involved in the confiscation of, nor return of, the student's cell phone.
- d. Students submitting their phone will be required to sign an "as is" form that acknowledges any existing damages on their phones.
- e. Phones will be kept in the school safe for the entire day.
- f. Use of phones during Mass will result in a detention and loss of phone privileges for 5 school days. The student will need to deliver their phone to the Dean of Students prior to 7:55 A.M. and will be able to retrieve it after 2:35 P.M.

**Emergency Communication with Students during the School Day.** Only emergency communications or messages from a parent or guardian are guaranteed to be passed to a student during the regular school day. The school considers emergencies to be death, serious illness, or accident involving the student's family. **Parents are asked to communicate with their students by sending emails directly to their students.** The school is not staffed or equipped to run a message service between parents and students. Personal appointments, transportation arrangements, and similar types of messages are not considered emergencies. Non-emergency student contact requests will be handled at the discretion of the Assistant Principal/Deans' Office as time permits and generally deferred until the end of the school day. In those rare cases where there may be a non-emergency but important message, arrangements should be made beforehand with the student and the student should be instructed to check in with the Deans' Office at the end of the regular school day.

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

1. Cell phones are NOT allowed during a specific class unless the specific teacher allows students to use their cell phone in matters that are directly related to the subject or lesson being taught.
2. Cell phones are not to be visible nor 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;
3. **Headphones** will not be permitted in the hallway, including but not limited to, being present in the ear, around the neck/shoulder, atop the head or visible elsewhere on the body. Senior High Study Hall and Senior High Lunch proctors may grant the use of headphones. This is a privilege that may be revoked without due notice for reasons specified or unspecified.

### **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. Violation of this policy will result in loss of students phone privileges. They will be required to turn their phone in to the Dean of Students in the morning. The duration will be determined by the seriousness of the offense.
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: hand-held electronic games, pagers, CD players, MP3 players, radios, and two-way communication systems, and any other electronic device not listed.

### **GAMING & VIDEOS/FILMS**

1. Video games are not permitted during the school day, including study hall, with the exception of Senior High lunch periods.

2. The viewing of streaming videos/films has a significant impact on the school's network bandwidth. In most cases, said videos are not contributory to a student's academic commitments. Therefore, no livestream viewing of videos (i.e., Netflix) will be permitted, with the exception of lunch periods. As such, videos and online streaming are prohibited in study hall periods. Exceptions are made for assignments that require use of these streaming sources and media. These videos must be viewed on tablet devices or laptops.
3. **Bishop McNamara Catholic School is not responsible for the loss or theft of any electronic device brought to school.**

### **HALL PASSES FOR SENIOR HIGH**

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 in their possession or a detention will be assigned by any staff member the student may encounter.

### **EMPLOYMENT**

It is the belief of Bishop McNamara Catholic 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.

### **GUM**

Permission to chew gum in each Senior High classroom will be left to the discretion of that teacher. Gum must be disposed of properly to insure the cleanliness of the building. Candy is not permitted.

### **LOCKERS**

**Each high school student will be assigned a locker for the year by the Dean of Students.**

- 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 of Students immediately.
- Money and other valuable things 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 license plate 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 the 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 ensure 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 may result in the loss of driving privileges.

### **POLITENESS, COURTESY, AND CHRISTIAN CONDUCT**

Respect for 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., etc. 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.

### **TOBACCO, SMOKING, ELECTRONIC CIGARETTES, OR VAPORIZER PENS**

The smoking, chewing or possession of tobacco, tobacco related paraphernalia, vaporizer pens, or electronic cigarettes are prohibited at school and all school sponsored events. This includes the sale or distribution of tobacco products or paraphernalia. A student who violates this policy will receive disciplinary penalties, which can include out of school suspension and other disciplinary action. See Substance Abuse Policy.

### **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. This pass must be obtained prior to entering the Study Hall.
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.
6. There will be no video gaming or watching of non-educational videos during study hall periods.

### **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. Discussion of weapons outside of a relevant class topic (I.e., World War I) can and will lead to disciplinary action. Weapons websites and information must never be viewed while inside the school. Viewing of weapons and dangerous devices will result in discipline, up to and including expulsion.

### **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.



## CATHOLIC MINISTRY (formerly “Campus Ministry”)

In keeping with the mission statement of Bishop McNamara Catholic School, the entire staff in collaboration with the Catholic Ministry Coordinator and Junior High Religion Department seek to foster the spiritual, intellectual, and emotional growth of the students, faculty and staff, and to promote the Gospel message of love.

The entire Bishop McNamara Catholic School 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. A complete listing will be published online at [www.bishopmac.com](http://www.bishopmac.com).

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

Classroom Prayer	Kairos Retreats
Eucharistic Ministry	Monthly All School Liturgies
Evenings of Praise	Monthly Faculty Masses/Liturgical Service
Faculty and Staff Day of Retreat	Pastoral Counseling
Freshman Retreat	Reconciliation by appointment
Sophomore Retreat	Sophomore Ring Day
Junior Retreat	Vocations Presentation and Direction
Senior Retreat	Fourth Day Gatherings
Junior High Retreats	Junior High Prayer Services

### **CHRISTIAN SERVICE**

*“Here I am Lord; I come to do your will”*

#### **Mission:**

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

The Christian 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.”



### **Christian Service Defined:**

Christian 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 School.

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

### **All Students**

- Each student is responsible for completing 15 hours per year and submitting *Report & Reflect* processing responses (available online) within 3 weeks of the Christian Service work performed.
- If the service hour requirement is not met, students will be ineligible for all extracurricular activities until both the hours have been verified. Students will be able to practice (coach's discretion) but not play until requirements are met.
- Seniors who have not completed their annual requirement 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 faith-based education programs

#### **School**

Auction  
Phonathon  
Thanksgiving Dinner  
Assisting, coaching, or moderating sports camps or activities\* (max 7.5hrs per year per camp)  
\*Several camps may be combined, but 1 long camp cannot fulfill entire service commitment

### **Non-profit Organizations**

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

American Cancer Society  
Arthritis Foundation  
Catholic Charities  
Habitat for Humanity  
Hospice of Kankakee Valley  
Humane Society or another animal rescue  
Relay for Life

Salvation Army  
YMCA  
Young People's Theatre  
Hospitals (St. Mary's and Riverside)  
Veteran's Home  
Nursing Homes

**NOTE: All other service opportunities not outlined through the agencies above must be cleared by Christian Service Coordinator prior to completing the work.**

**Report & Reflect Form**

All Christian Service must be reported through a reporting method that seeks to help each student process through their contributions of service to a community in need. The Report & Reflect forms must be completed within three weeks of the service work performed. For summer service work, students must submit these hours by September 1<sup>st</sup>. All recording of Christian Service hours must be submitted via the online portal found at the Bishop McNamara website, under Faith Formation/Christian Service.



## **CO-CURRICULAR ACTIVITIES & ATHLETICS**

### **PHILOSOPHY OF STUDENT ACTIVITIES**

*In seeking to uphold Bishop McNamara's commitment to developing passionate, unique, well-rounded leaders, the Student Life team centers its efforts on promoting leadership, teamwork, and community through a comprehensive co-curricular program that works hand-in-hand with the classroom. Building critical thinkers is not limited to just the classroom.*

*Our diverse community and many offerings help students of different backgrounds and interest come together to build a stronger school, a stronger local community through Christian service work, and a stronger discourse about our world around us.*

*This is Bishop McNamara's mission to teach to the "whole person," and we are providing the leadership and followership opportunities necessary to achieve this ambitious goal.*

### **CLUBS AND ORGANIZATIONS will vary each year, but may include the following:**

Big Brother/Big Sister	Yearbook	Chorus – <i>academic credit</i>
Catholic Ministry	National Honor Society	Concert Band – <i>academic credit</i>
Fine Arts Club	School Newspaper	Fall Play
Spanish Club	Pep Band	Spanish National Honor Society
School Musical	Green Key Society	Irish Invasion
Vocal Ambassadors – <i>academic credit</i>		
Lettermen's Club	Student Council	
Scholastic Bowl	WYSE	

### **ATHLETIC PROGRAMS**

The center of all sports at Bishop McNamara Catholic 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 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  
Tennis  
Volleyball

#### **BOYS**

##### **FALL**

Cross Country  
Football  
Golf  
Soccer





## ATHLETIC PROGRAMS (continued)

### GIRLS

#### **WINTER**

Basketball  
Cheerleading  
Poms  
Bowling

#### **SPRING**

Soccer  
Softball  
Track  
Bass Fishing

### BOYS

#### **WINTER**

Basketball  
Wrestling  
Bowling

#### **SPRING**

Baseball  
Tennis  
Track  
Bass Fishing

## INTERSCHOLASTIC AWARD LETTERS

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

**Senior Awards** –Seniors will receive a plaque. They will receive only one plaque regardless of the number of sports in which they participate.

**Varsity Awards**- An athlete will receive one varsity 6" M per year.

**Junior Varsity Awards** – Freshmen and sophomores who win letters on the sophomore or JV level will receive 4" M.

**Freshmen Awards**- Freshman letter winners at the freshman level will receive numerals designating their graduating year and a gold pin for that sport. Freshmen 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 (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. All guests will be tested for alcohol.
6. Individuals in possession of drugs, alcohol, or who are acting possibly intoxicated (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 earrings (on males), visible tattoos, 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. Athletes are not to use or be in possession of alcohol, narcotics, and/or other drugs. Athletes who use or possess alcohol, drugs, or drug paraphernalia on school grounds or during school sponsored events, within the same school year, face the following disciplinary action:
  - a. A first offense will result in suspension from interscholastic competition for the number of contests that would make up one quarter of the regular season. In addition, the athlete could be referred for assessment and counseling.
  - b. During the suspension the athlete will still be part of the team. He or she must attend all practices but will not be allowed to dress for any games during that suspension.
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 School is a member of the IHSA at the Senior High level and the IESA at the Junior High level. Our athletes are bound by the rules and regulations of these governing bodies. Each athlete is required to have a current physical exam by a licensed physician on file at the Bishop McNamara Catholic School office.

### **EXTRACURRICULAR PARTICIPATION**

Participation in student activities at Bishop McNamara Catholic 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 School Academic Eligibility**

In addition to the IHSA policy, Bishop McNamara Catholic 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 a student must be passing 5 academic credited classes per week. Failure to meet the eligibility criteria will require a student to be ineligible for a one-week period. Teachers will evaluate a student's performance EACH Wednesday while school is in session. If the student is declared ineligible by the Athletic Director, his/her ineligibility will be a minimum of one week beginning on Sunday and concluding the following Saturday. If a student is declared ineligible before a vacation period, the student will remain ineligible until the first Sunday after school is back in session.
- A student must pass 5 academic credited classes per semester or will be deemed ineligible for the entire next semester.



- A student can gain eligibility for activities in the fall by attending summer school to make up credits.

### **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 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 School interscholastic athletic team, student-athletes 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 competitions 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 for seeing 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.ihsa.org](http://www.ihsa.org)) Call Bishop McNamara Catholic School Athletic Office for any questions.

## **ADDITIONAL POLICIES**

### **ACADEMIC INTEGRITY POLICY**

Bishop McNamara Catholic School is committed to providing each student with a quality education. The success of this effort may be drastically hindered through acts of academic dishonesty. The ideal learning environment has many characteristics; one of which is academic integrity. An environment that fosters academic integrity values the truth, accountability, reliability and respect for the rights of others. Therefore, the Bishop McNamara Academic Integrity Code is designed to ensure successful learning in an environment that promotes academic integrity. Details of the Academic Integrity Policy may be found on pp.13-15, 39-40 as well as in the sections on discipline 24-26.

### **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 School. Any student who feels that he/she has been bullied or threatened should see the Dean of Students immediately. Any accusation of bullying will result in an immediate meeting with the Dean of Students. (See also Diocesan Bullying Policy 5313 – page 64 of this document.)

## **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. All guests will be tested for alcohol consumption. Guests who have consumed alcohol/drugs will be barred from future dances.
3. All McNamara school dances require semi-formal dress unless otherwise announced by the Assistant Principal/Dean of Students' Office. No jeans, hats, or inappropriate attire 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. Disciplinary infractions on field trips may result in the doubling of the consequences and prevent future field trips for the student.

## **HEALTH AND MEDICAL**

- Bishop McNamara Catholic 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 student.
- All entering 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 Main Office. Under no circumstances should a student who is feeling ill, leave the school without first reporting to the 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 Office. Parents must report to the 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 at 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.

### **Specific Situations/Diagnosis Regarding Medications:**

#### **ALLERGIES**

If a student has been diagnosed by a physician to have allergies and the necessity to self-administer and to self-carry an epinephrine auto injector a signed parent permission notification and a signed physician authorization must be provided to Bishop McNamara Catholic School either at the start of a new school year, upon enrollment, or immediately following diagnosis of such requirement. Both the parental permission and physician authorization will be held on file at the school site the student attends.

#### **ASTHMA**

If a student has been diagnosed by a physician to have asthma and is required due to this diagnosis to self-administer and to self-carry asthma medication of any type, a signed parent permission notification and a copy of the prescription must be provided to Bishop McNamara Catholic School either at the start of a new school year, upon enrollment, or immediately following diagnosis of such requirement. Both the parent permission and the copy of the prescription will be held on file at the school site the student attends.

#### **DIABETES**

If a student has been diagnosed by a physician to have diabetes and to self-administer and to self-carry diabetes medication a signed parent permission notification and a signed physician diabetes care plan that would also carry a parent signature must be provided to Bishop McNamara Catholic School either at the start of a new school year, upon enrollment, or immediately following diagnosis of such requirement. Both the signed parent notification and the physician diabetes care plan will be held on file at the school site the student attends.

### **INTERVIEWS, SURVEYS, POLLS**

The students at Bishop McNamara Catholic School are its best ambassadors. It is the unofficial policy of Bishop McNamara Catholic School that any comments made by a Bishop 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 Bishop McNamara has a fiduciary relationship with the students and their parents that would suggest a protective approach to such situations.

### **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 you have obtained 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 of information about school information, news, events, etc. are sent to parents approximately seven times during the school year. These letters should be carefully read and kept for reference until the next one arrives.

### **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**

If school will close for snow or other emergencies, the announcement of closing will be made as early as possible and broadcast on various media outlets.

### **4. Teacher Conferences**

Parents and teachers should communicate directly at scheduled conferences other than the regularly scheduled first and third quarter report card nights.

## **ISSUE RESOLUTION/OMBUDSMAN**

A key component of any successful academic program is communication. The Bishop McNamara faculty will, during the first few weeks of school, clearly define the classroom expectations for each particular subject area. Teachers will inform students of procedures and practices relating to tests/exams, written or other projects, homework, and class work. Teachers will advocate the importance of honesty, reliability, and accountability within their particular learning environment.

## **WASHROOMS**

The washroom facilities in the Jr. High level (Upper Circle) of the building are primarily for the use by the Junior High students. While on the circle end of the school campus, Senior High school students should use the washrooms in the cafeteria. Senior High students should not be in the circle end of the building unless they have Band or Art classes, or other rooms assigned to the Upper Circle wing of the school building.

## **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 parents or the legal custodian's obligation to make this known in writing to the Administration of Bishop McNamara.

## **FACTS FAMILY PORTAL**

The 9<sup>th</sup>-12<sup>th</sup> grades of Bishop McNamara Catholic School use FACTS Family Portal, a web-based and portal solution to communicate grades, assignments, attendance, announcements and much more. FACTS Family Portal is a secured web-based site that will require the viewing party to access the sites 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 FACTS Family Portal 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 Bishop McNamara Spirit wear may be purchased at the school bookstore. Bookstore hours will be posted on the bookstore windows in the cafeteria. Online purchasing will be available for the 2018-19 school year.

### **LOST AND FOUND**

The Lost and Found area is in the Dean of Students Office.

### **SHADOW DAYS**

Bishop McNamara students are welcomed and encouraged to bring 6<sup>th</sup> through 8<sup>th</sup> grade students to visit during the school day. These visits **MUST** be approved, in advance, by the Director of Enrollment. There are certain additional procedures and rules that must be followed. Among those are:

- The Bishop McNamara student wishing to sponsor a shadow student must obtain a permission slip from the Administration at least two (2) days before the visit so as to ensure the intent of the visit (as a preview day for a prospective BMCS student). The permission slip must be signed by the Dean of Students or the Assistant Principal and all of the Bishop McNamara student's teachers, then returned to the Admissions Office. The school reserves the right to deny/terminate a shadow day.
- Current high school students may not visit the school unless cleared by the Director of Enrollment.
- **The visiting student must wear khaki dress pants, dress shoes, and a collared shirt. Tattoos may not be visible and inappropriate attire is not permitted. S/he must abide by the school's cellular phone policy.**

### **VISITORS**

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



## **POLICY ON ACADEMIC INTEGRITY**

Each student will receive a copy of the Bishop McNamara Catholic School Academic Integrity Code and will sign a statement confirming that he/she understands and agrees to abide by the terms of this code.

### **Definitions**

1. Academic Dishonesty – occurs when students obtain or assist others in obtaining credit for work which is not their own.
2. Plagiarism – is the borrowing of another writer's language, sentence structure, or ideas without the proper acknowledgement. This definition does include computer programs, drawings, artwork, and all other types of work which are not one's own.

### **Examples**

Examples of academic dishonesty may include, but are not limited to, the following:

- A. Copying another person's assignment or allowing another person to copy an assignment. Submitting an assignment, paper or project which is not the student's work.
- B. Cheating on an exam/test/quiz. This includes communicating with another student during an exam/test/quiz. The use of "cheat sheets." Copying off of another student or allowing another student to copy from one's exam/test/quiz. The use of unauthorized notes or devices, to include programmable calculators (unless authorized by the teacher), phones, computers, or other outside resources.
- C. Relaying or receiving questions or answers from an exam/test/quiz from someone who has already taken it; stealing or accepting stolen copies of an exam/test/quiz. This does include receiving information from students who have taken the exam/test/quiz in previous years.
- D. Plagiarism – See Plagiarism in the definition section.
- E. Changing answers and seeking credit on an assignment or exam/test/quiz after work has been graded and returned.
- F. Misuse of school computer/laptop – to include the unlawful copying of computer software and data created by others.
- G. Submission of falsified information to include falsifying information on applications for college scholarships.
- H. Any other means in which, knowingly and intentionally, work is being performed by someone other than the person getting credit.





### **Procedure and Consequences for Senior High students**

Any act of academic dishonesty should be reported immediately to the Dean of Students and recorded in the teacher's online grading portal. In collaboration, the referring teacher and the Dean will determine the appropriate consequence based on the following guidelines:

- A. First Offense: The teacher shall assign a failing grade (zero) on the activity be it an assignment, exam, quiz, or project. A written referral is filed by teacher for the Dean. Parents are notified of the incident. **Students currently on Honor Roll or in the National Honor Society will be placed on probation.**
- B. Second Offense: The teacher will assign a failing grade (zero) on the activity be it an assignment, exam, quiz, or project. A meeting will be held with the parents and student to determine the appropriate consequence, which could include but not limited to Saturday detention, suspension, and expulsion. **Students will lose National Honor Society recognition permanently.**
- C. Third Offense: Student is referred to Dean and the Discipline Board to determine appropriate consequence.
  - 1. A withdrawn failing grade (WF) and no credit given in the class in which the additional offense occurred and placement in a restricted study hall after withdrawal from the course.
  - 2. Expulsion

### **More Serious Offenses:**

Students who are guilty by school authorities of one or more of the following offenses will be referred automatically to the Discipline Board and may be recommended for expulsion.

- A. Theft, sale of, or distribution of any materials including but not limited to exams, tests, and/or quizzes.
- B. Breaking into and/or examining a teacher's personal possessions (i.e., Desk, files, cabinets, computer etc.) to obtain or view evaluation instruments.
- C. Changing and/or falsifying a grade in a teacher's grade book on the computer or through any other school devices used to record student grades.
- D. Unauthorized possession of a stolen evaluation instrument

The student who is found guilty of an expellable offense, as noted above, may receive a "WF" for the course as reported on the permanent record, whether or not the student is expelled from school. The "WF" designation shall denote no credit and shall be an equivalent of a failing grade for the purpose of calculating the student's accumulative grade point average.

### **Additional Information**

Please note that all faculty will have full access to any disciplinary records documenting academic dishonesty for the purpose of writing letters of recommendations to any colleges and/or universities.

Also, any student that is found to be academically dishonest may lose any financial aid and/or scholarship monies he/she may be receiving to attend Bishop McNamara Catholic School.



## **SUBSTANCE ABUSE POLICY**

### **Philosophy**

We are a Roman Catholic College Prep 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 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 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 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 School community. Students, parents, faculty, staff and administration need to share in a spirit of cooperation, honesty and responsibility.

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

### **Substance Abuse: Alcohol/Tobacco/Drug Policies**

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 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 Assistant Principal for Student Life/Dean of Students. All self-referrals will be treated confidentially. For additional resources on matters of drug use and effects and how to speak with you children about drugs, please refer to the Partnership for Drug Free Kids (formerly Partnership for Drug Free America) at [www.drugfree.org](http://www.drugfree.org)



### **Student Code of Conduct**

Participation in athletics and all extra-curricular activities is a privilege, not a right. Bishop McNamara Catholic 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 BMCS.

- 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 BMCS 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. Students will receive an In-School or Out-of-School Suspension for a term determined by the Principal or his designee.
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 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 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 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.

**REPORTING DRUG VIOLATIONS to AUTHORITIES**

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

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

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

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

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

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



## **PARENTAL ETHICAL PARTNERSHIP AGREEMENT**

**We, the parents of Bishop McNamara Catholic 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 BMCS 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 BMCS students.
  - A Bishop 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.
  - Increase our own awareness and education of the substance abuse problem and explore strategies to address situations that stem from this problem. For additional resources on matters of drug use and effects and how to speak with you children about drugs, please refer to the Partnership for Drug Free Kids (formerly Partnership for Drug Free America) at [www.drugfree.org](http://www.drugfree.org)
9. Review and discuss the above objectives with our sons and daughters.



## **TECHNOLOGY**

### ***Student Agreement for Internet Access and Related Technology Use***

The Catholic Schools Office of the Diocese of Joliet and Bishop McNamara Catholic School support the use of technology in the instructional program through internet capable devices and digital equipment (sometimes collectively referred to as “Technology Resources”), as a means to facilitate learning and teaching in an interconnected digital world.

All uses of Technology Resources shall be for educational purposes only and will be consistent with the Diocesan and School’s goal of promoting Catholic values and teaching, and academic excellence as defined in the respective mission and philosophy statements.

The Parents/Guardians of student users of Technology Resources must agree to and accept the Terms and Conditions below before their children will be granted access to the Technology Resources within the School. Both the Parent/Guardian and Student user acknowledge that the Code of Conduct herein also applies to personal electronic devices, including, but not limited to cell phones and other handheld devices, laptops and notebooks/tablets (“Privately Owned Devices”) Students and their parents or guardians are advised that the Diocese of Joliet Catholic Schools may not request or require a student to provide a password or other related account information in order to gain access to a student’s account or profile on a social networking website. The school principal may conduct an investigation if the school has **reasonable** cause to believe the content of a student’s social media account has violated a disciplinary rule or policy of the school. The law allows that in the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination. (IL School Code 105 75/15, Illinois Public Act 098-0129)

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

## **TERMS AND CONDITIONS**

### **1. Acceptable Use**

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

#### **Responsibility**

School administrators, teachers and staff work together to help students cultivate and manage their digital identity and reputation and online social interactions in ways that are positive, ethical, safe and legal. However, there is an enormous range of material available on the Internet, some of which may not fit in with the particular values of a students’ family. It is practically not possible for the Diocese and School to monitor and enforce a wide array of social and religious values in student use of the Internet. Therefore, 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 and at home when in possession of a school owned device.

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





The Principal or Pastor has the authority to determine what constitutes inappropriate use and his/her decision is final.

## **2. Code of Conduct**

Expectations for conduct Grades K-2, 3-5 and 6-8 are defined with the expectation for age-appropriate behavior when using technology.

## **3. Safety**

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

## **4. Internet Filtering**

The school will use technology protection measures in compliance with the **Children's Internet Protection Act (CIPA)** to protect minors and all users against access to visual depictions that are violent, obscene, constitute child pornography, or are otherwise harmful to minors.

## **5. Privacy**

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

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

## **6. Consequences for Inappropriate Use**

The school 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 school 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 be deemed a failure to follow the terms and conditions of this Agreement.

If a user mistakenly accesses inappropriate information, the user shall immediately inform the teacher or adult supervisor.

Inappropriate pages include those containing weapons, nudity, violence or hatred and anything else considered inappropriate for school.

## **7. Web Pages**

The school may choose to publish Web Pages for the purpose of providing School or Parish information and teacher or 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 posting of any material that may violate copyright law is expressly prohibited.

Disclosure of student information on the school website will be limited to first name and last initial. Photographs or video of students may be posted on the school website; however, no photograph or video of any student will be captioned with the student's name or identify the student by name in any other manner. No image of a student may be posted in such a way that the image of that student may be matched up with the student's name.

The principal or his/her designee shall monitor school web publications.

#### **8. Personal Electronic or Cellular Devices**

Students may not carry Privately Owned Devices with them during School hours unless special permission is granted by the Principal or his/her designee. Privately Owned Devices otherwise stored in student lockers must be turned off. These items include, but are not limited to cell phones, pagers, Mp3 players, iPods, cameras/video recorders, laptops, notebooks/tablets and all other handheld devices.

#### **9. Indemnification**

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

#### **10. Financial Obligations**

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

#### **11. Limitation of Liability**

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



### **MISSING PERSON and HER/HIS SCHOOL RECORD**

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

The procedure is as follows:

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

### **PREGNANCY AND ABORTION**

- A. Bishop McNamara commits itself to following Jesus' moral teachings and to imitate Jesus in love, compassion, understanding and forgiveness. Sexual activity among students can be neither supported nor condoned.
- B. In consideration of the good of the boy/girl involved in a pregnancy, Bishop McNamara will seek to provide an environment in which the student can experience support, understanding and compassion. The school will always seek to provide Christ-like love and nurturing support for a pregnant student and to promote respect for the absolute dignity and sacredness of human life. In this school environment the student should feel strongly supported in bringing the child to term.
- C. If the school becomes aware that one of its students has willfully obtained an abortion, or has encouraged an abortion, that student may be dismissed from Bishop McNamara.

### **RELEASE OF RECORDS**

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

### **REPORTING ATTACKS on SCHOOL PERSONNEL to AUTHORITIES**

Upon receiving a written complaint from any school personnel, the superintendent or his or her designee shall report an incident of battery committed against a teacher, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack **and** to the Illinois State Police's Illinois Uniform Crime Reporting Program no later than 4 hours after the occurrence of the attack. Note that reporting through the Uniform Crime Reporting Program does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-21.7

### **REPORTING FIREARMS on SCHOOL PROPERTY to AUTHORITIES**

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the superintendent or his or her designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities immediately **and** to the Illinois State Police. Reports to the Illinois State Police can be made through the School

Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/27.1A, 5/34-8.05

### **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,” “broad,”; 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.
- A victim of the opposite gender of the Dean of Students, may request a person of the same gender in the room with them during the discussion.
- 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 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 people 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 should contact the Joliet Diocese's Catholic School Office (CSO) to report all facts and circumstances surrounding the event. As soon as possible, 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.



**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 their 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 do not know the words to talk about the abuse.

**Protecting Your Children**

Here are some things you can do:

- Educate yourself about sexual abuse.
- Learn and practice specific guidelines for protecting children from sexual abuse
- Talk to your children about touching 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 do not 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.
- Do not 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. Do not 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 does not 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 does not 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 cellphone 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)**



## DIOCESE OF JOLIET – CATHOLIC SCHOOLS VIDEOTAPING AND/OR PHOTOGRAPHING OF STUDENTS POLICY

The Diocese and Schools of the Diocese of Joliet allow positive publicity of students using videotapes, digital images, photographs and web publications within the context of this agreement. Videotaping and/or photographing may be used in and by the Diocese and Schools of the Diocese as a facet of instruction for enhancing learning, to share information, to promote the school, to assist in providing a safe and secure learning environment, and to monitor/record student activities. Such videotaping/photography may be announced or unannounced and will be conducted according to Diocesan guidelines. **However, the Diocese and Schools of the Diocese do not approve of the display of any videotapes, digital images, photographs on social networking or video sharing sites, such as YouTube, without the expressed permission of the administrator and all parties involved.**

- I. Videotapes, photographs, and digital images of students may be utilized by teachers, administrators, or their designee within the Diocese and/or School for classroom instructional purposes without advance consent of a student's parent/guardian. Such School and or Diocesan staff shall maintain the confidentiality of these student records in accordance with state and federal laws and the established Diocesan student record procedures.
- II. Photographs or videos of students posted on the school website shall not be captioned with the student's full name or identify the student by name in any manner. Disclosure of Student information will be limited to first name and last initial. No image of a student may be posted in such a way that the image of that student may be linked to or associated with the student's full name.
- III. A student teacher under the supervision of a college/university, or other certified staff member may utilize videotapes, photographs, or digital images of students for his/her own professional use without the advance consent of a student's parent/guardian. Examples of educational videotapes/photographs include documenting science experiments, presentations, etc.
  - A release form is required from the parent/guardian when students participating in class activities with a student teacher are videotaped or photographed for purposes of assessment of teaching as part of the university class assignment and/or student teaching portfolio development.
- IV. Students under the supervision of the administrator/teacher or approved designee, may videotape or photograph students without the advance consent of a student's parent/guardian for educational purposes, to promote the school/school activities and to enhance learning. Examples: yearbook, school paper, sports games, etc.
- V. Forms of release for videotaping and photographing of students **are not required** from the parent/guardian when:

1. A student has voluntarily chosen or been allowed by his/her parent/guardian to participate in, or be a spectator at, a school-related activity that is open to the public such as an athletic event, concert, theatrical presentation, dance, etc.
2. The student has chosen to be an officially designated school leader or role model, such as athlete, student council leader, etc. for which there is potential for informal contact with news media.
3. Stock videotape footage or generic pictures. (i.e., yearbook individual and group pictures) are being obtained in public places. (i.e., hallways, gymnasiums, general classroom areas, playgrounds, athletic fields, etc.) by the Diocese and/or School.
4. Outside news media videotape or photograph students in areas that cannot be effectively shielded from the public, such as playgrounds, parking lots, athletic fields, etc.
5. Video cameras are in use to monitor public areas of a school/church facility or bus.

## **DIOCESE OF JOLIET – CATHOLIC SCHOOLS OFFICE**

### **5313 ANTI-BULLYING POLICY**

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

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

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

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

105ILCS5/27-23.7 (b)

### **Bullying Conduct**

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

### **Cyber Bullying**

This policy prohibits bullying and intimidation of students through the use of internet and social internet sites (Blogs, gaming sites, Instagram, Snapchat, Facebook, Twitter, etc.) on personal computers or personal electronic devices, whether on or off school campus, or during non-school hours.

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

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

Any reported bullying issue will be promptly brought to the attention of the appropriate party; the Pastor or the Principal or designee, and thereafter investigated. Reference: *The Illinois School Code, 105 ILCS, 5/27-23.7*

### **1140 COMMUNICATION WITH STUDENTS (CONFIDENTIALITY)**

Confidentiality generally refers to information given with the understanding it will not be revealed to another person. Illinois State Law regulates some confidentiality issues i.e., the Mental Health Act, the School Records Act, the Social Workers Act and the Abused and Neglected Child Reporting Act. Catholic schools follow these laws, regulations and guidelines as applicable.

Staff members inform students of ground rules regarding confidentiality before receiving confidence. Students are told that confidence will be respected except in cases of health, life and safety.

The above rules also apply to written communication. Teachers are expected to read what students write. If a teacher cannot read the assignment, such assignments are not made. If students engage in journal writing, confidence will be respected except in cases of health, life and safety.

Confidentiality regarding information revealed during school retreats etc. follows the same rules. If student leaders are utilized, they must understand about reporting confidences.

### **1220 POLICY OF CHRISTIAN CONDUCT**

Our Catholic schools are rooted in a **vision and values**:

- The **vision** for the Diocese of Joliet Catholic Schools is an integrated network of vibrant schools that makes Catholic education available to all within a community of lifelong learners formed in faith, educated for excellence and sent to serve.
- The **values** for the Diocese of Joliet Catholic Schools are incorporating faith into the classroom, balancing challenging courses with a nurturing environment, collaborating with families, holding each other to a higher standard, and looking ahead.

*This vision and these values are based upon the Gospel and summarized by Jesus' command to "...love the Lord your God, with all your heart, with all your soul, with all your mind, and with all your strength....*

*You shall love your neighbor as yourself." (Mk 12:30-31)*

## **CONCLUSION**

**In light of our Gospel vision and values, all our parents and their guests at our schools are expected:**

- To display a truly Christian attitude in all activities and relationships with adults and other students. Treat others how we want to be treated.
- To be courteous and considerate of others.
- To extend courtesy to guests and visitors of the school.
- To treat the entire school community with dignity and respect.

Respect for ourselves and everyone who makes up our school community is an essential requirement for a Christian environment. Children first learn appropriate behavior demonstrated by their parents and other role models. As adults, it is our responsibility to help children accept responsibility for their actions and to understand the consequences.

Our whole child approach integrates Catholic doctrine, prayer, sacraments, and moral decision-making with academic achievement and physical health. This is accomplished in partnership with parents.

The ideal of discipline within Catholic education is to enable students to move from externally imposed discipline to self-discipline and finally toward adult discipleship.

As we teach, advocate, and model the virtues and values we wish to instill in our children, we, as adults, must also enforce rules related to our own behavior, as well as accept responsibility and consequences.

## **1310 ISSUES REGARDING SCHOOL PERSONNEL**

The administration and staff are committed to effective and appropriate communication. If an issue arises, it is first addressed to the person(s) involved. If the issue is not resolved the supervisor of the school staff is contacted. At the local level, the principal supervises teacher/staff members, and the pastor supervises the principal. The President supervises the principals of each location. The Executive Pastor ‘supervises’ the President.

The Catholic Schools Office may be contacted for advice at any time during the process. Before the Catholic Schools Office acts to resolve the issue, all local recourse is to be exhausted.

If an issue about an individual employee is brought to a supervisor, the employee involved is advised of the nature of the issue. The employee is given the opportunity for an explanation, comment or presentation of the facts as he/she sees them.

If a personnel issue is expressed to the local school board as a whole or to a board member as an individual, it is referred to the person’s supervisor for study and possible solutions. The employee is given an opportunity for explanation, comment or presentation to the supervisor of the facts as he/she sees them.

## **1380 PARENT SEX OFFENDERS**

When the parent or guardian of a student is on the sex offender list, it is necessary to clearly outline the parameters of that parent’s or guardian’s presence on school property. It is necessary to have these parameters formally written, reviewed and agreed upon by the parents, principal, pastor and the Diocesan attorney. The signature of these parties is necessary before the child is accepted in the school. Failure to comply with the agreement may cause disenrollment of the child. (Adopted 2010)

## **6745 SOCIAL MEDIA POLICY**

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

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

### **General Guidelines**

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

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

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

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

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

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



## **Specific Policies**

### **1. Use of Official Name and Logo**

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

### **2. Duties of Moderators**

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

### **3. Prudent Judgment**

#### **A. Personal Use – Possible Negative Impact**

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

#### **B. Contact With Students**

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

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

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

### **4. Copyright Laws**

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

## **5. Privacy**

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

## **6. Minors**

Public social media maintained by the parish/school are not intended for the use of children under the age of 13. Any site operated by parish/school that is oriented toward youth between the ages of 13 and 18 must require registration for all users and must be password-protected so that only registered users may access the site. Users of such a site may not post images of minors without the prior written consent of a parent or legal guardian of any minor depicted.

## **7. Enforcement**

Any use of social media that does not comply with this policy should be brought to the attention of the appropriate party: the Pastor or the Principal or designee immediately. Failure to follow the social media policy may result in the loss of privileges and/or disciplinary action, up to and including termination, for an employee or removal from position, if a volunteer.

## **8. Social Networking Website Passwords:** Illinois School Code 105 75/15. Illinois Public Act 098-0129

Students and their parents or guardians are advised that the Diocese of Joliet Catholic Schools may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The school principal **may** conduct an investigation if the school has **reasonable** cause to believe the content of a student's social media account has violated a disciplinary rule or policy of the school. The law allows that in the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination.

**This policy may be updated and modified at any time at the sole discretion of the Diocese of Joliet Catholic Schools Office in light of changing circumstances and events.**

## SENIOR HIGH ACADEMIC SCHEDULES 2022-2023

Regular Schedule	Early Dismissal Schedule	Mass Schedule	Late Start Schedule
45-minute Periods	35-minute Periods	35-minute Periods	35-minute Periods
7:55 Warning Bell	7:55 Warning Bell	7:55 Warning Bell	9:15 Warning Bell
0 7:30-7:55	0 7:30-7:55	0 7:30-7:55	HR 9:15- 9:25
1 8:00-8:50	1 8:00-8:40	1 8:00-8:40	1 9:25-10:00
2 8:54-9:39	2 8:44-9:19	2 8:44-9:19	2 10:04-10:39
3 9:43-10:28	3 9:23-9:58	Mass 9:25-10:40	3 10:43-11:18
4 10:32-11:17	7 10:02-10:37	3 10:45-11:20	4 11:22-11:57
5 11:21-12:07	8 10:41-11:16	4 11:24-11:59	5 12:01-12:36
HR 11:21-11:31	5 11:20-11:55	5 12:03-12:38	6 12:40-1:15
Lunch 11:36-12:07	6 11:59-12:34	6 12:42-1:17	7 1:19-1:54
6 12:12-12:57	4 12:38-1:15	7 1:21-1:56	8 1:58-2:35
HR 12:12-12:21		8 2:00-2:35	
Lunch 12:24-12:57	Dismissal 1:20		
7 1:01- 1:46			
8 1:50-2:35			

**Teacher/Student Consultation - 2:35 - 3:00 - Every School Day**

### Special Schedules

House/Advisory Schedule (40 Minutes Periods)	Assembly Schedule (40 Minutes Periods)
0 7:30-7:55	0 7:30-7:55
HR 8:00- 8:45	1 8:00-8:45
1 8:49-9:29	2 8:49-9:29
2 9:33-10:13	3 9:33-10:13
3 10:17-10:57	8 10:17-10:57
4 11:01-11:41	Assembly 11:00 – 11:40
5 11:45-12:25	4 11:45-12:25
6 12:29-1:09	5 12:29-1:09
7 1:13- 1:53	6 1:13- 1:53
8 1:57-2:35	7 1:57-2:35

**SCHOOL CALENDAR – 2022-2023**

Available online at [bishopmac.com](http://bishopmac.com).



## 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!



August 2022

To: Parent, Teacher, and Employee Organizations

Please be advised that the Asbestos Management Plan for Bishop McNamara Catholic School required by 40 CFR 763.93 and the Illinois Asbestos Abatement Act is available for inspection during normal business hours by representatives of the U. S. Environmental Protection Agency and the State of Illinois, the public, including teachers, other school personnel, and their representatives, and parents at the following location: 550 W Brookmont, Blvd. Kankakee, IL 60901.

During 2018, Bishop McNamara Catholic School underwent the required asbestos re-inspection process. The results of that are included in a document available from the school office. If our school conducted an asbestos removal project, that information is also contained in the asbestos management plan.

If you would like a copy of the asbestos management plan or other asbestos management documentation, please contact Bishop McNamara Catholic School at 550 W Brookmont Blvd, Kankakee, IL 60901. We will provide a copy within 5 working days after receipt of a request for inspection. The school may charge the reasonable cost of making any copies requested.

If you have any questions about the school asbestos management plan or its contents, please contact the principal, Mr. Terry Granger at (815) 932-7413; or Richard Kaffka, the school asbestos designated person at (708) 334-0585.

Regards,

Terry Granger



## Diocese of Joliet Catholic Schools Office

### PARENT/GUARDIAN OBJECTION TO THE PUBLICATION OF PERSONALLY IDENTIFIABLE STUDENT IMAGES AND WORK

The Office of Catholic Schools of the Diocese of Joliet and any of its schools may produce or participate in videotape, Internet (i.e., Website), digital or still photograph productions (including school yearbook) that may involve the use of students' names, likenesses or voices. Such productions may be used for educational and/or school marketing purposes and may be copied or copyrighted with the school retaining any and all rights to such productions.

Videotaping and photographing of students are permitted without parent/guardian permission as stated in the Videotaping and/or Photographing of Students Policy. Parents/guardians have the right to object to the use of the child's /children's name, picture, or voice in these media and may do so by printing and signing the form below and returning it to the principal of the school to be kept on file there.

I object to Bishop McNamara Catholic School publishing my child's/children's personally identifiable image and work in places and via electronic, video, auditory, print, and any other media accessible by the public (including said School/Parish/Diocese; bulletins, newspapers, websites, yearbook and other print publications).

Family Name \_\_\_\_\_  
(Please Print)

Name of child/children \_\_\_\_\_

Permission Denied: \_\_\_\_\_  
(Signature of Parent/Guardian)

Date \_\_\_\_\_

Family Name \_\_\_\_\_  
(Please Print)

Name of child/children \_\_\_\_\_  
(Please Print)

Date \_\_\_\_\_



## STUDENT & PARENT CONTRACT

*This form (copied here) will be provided to each student and parent before the start of the school year and **MUST** be signed and turned in by the beginning of your orientation day.*

*No student may participate in any activities until it is submitted.*

**STATEMENT OF AGREEMENT:** This 2022-2023 Bishop McNamara Catholic School Student and Parent Handbook contains the basic policies and procedures by which Bishop McNamara functions. The disciplinary procedures/regulations and academic programs/policies contained herein are designed to provide a school atmosphere which promotes beliefs and behaviors characteristic of Catholic life, and which facilitates the serious pursuit of academic achievement. The registration and subsequent attendance of a student at Bishop McNamara constitutes an expressed agreement on his or her part as well as on the part of his or her parent(s) or guardian(s) to comply with the policies and procedures of the school and to demonstrate a commitment to the school's mission statement. The school reserves the right to review any failure by a student or his or her parent(s)/guardian(s) to fulfill their responsibilities and procedures. Failure to read the material contained in this guidebook does not excuse the student or his or her parent(s)/guardian(s) from responsibility for the information and/or regulations herein stated. It should be noted that upon written request, Bishop McNamara will release copies of official school documents on a student to a parent / guardian not residing with the student, provided that no court documentation on file in the school office prohibits doing so. It remains the responsibility of the student's parent / guardian to make sure that any such documentation is current.

We have read the Bishop McNamara Catholic School Student and Parent Handbook, inclusive of the sections outlining general information, disciplinary policies and procedures, attendance policies and procedures, technology policies, Diocese of Joliet policies including the policy on Understanding and Preventing Child Sexual Abuse, acceptable use policy for internet access and other policies and protocols that are an integral part of daily life at Bishop McNamara Catholic School. Furthermore, unless I submit the PARENT/GUARDIAN OBJECTION TO THE PUBLICATION OF PERSONALLY IDENTIFIABLE STUDENT IMAGES AND WORK form, I acknowledge that there may be occasions that my child is photographed or videotaped at a School/Parish/Diocesan public event during such time as my child is either a participant or spectator. I also acknowledge that my child may be videotaped as part of the school's safety and security measures. **We understand the policies and procedures described within, agree to be governed by these, and will endeavor to fulfill our responsibilities in regard to this information.**

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Year of Graduation

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature(s) of Parent(s) / Legal Guardian(s)

\_\_\_\_\_  
Date

***Parent and student must sign and return this form to the Main Office  
by the beginning of your orientation day.***