



BISHOP MCNAMARA

CATHOLIC SCHOOL

2020-2021 Student and Parent Handbook
Grades 6 – 8



BISHOP MCNAMARA

CATHOLIC SCHOOL

2nd Timothy 1:7 *For God hath not given us the spirit of fear; but of power, and of love, and of a sound mind.*

Irish Family,

Welcome to a new 2020-2021 school year at Bishop McNamara Catholic School. All of us have been impacted by the Covid-19 pandemic and it has challenged and changed many of us. Normal is such a simple word and at BMCS we are developing a new normal, a learning experience that will greatly transform the learning environment at Bishop McNamara. I am excited to begin our third year together as we work in partnership with all of our parents to ensure every student at Bishop McNamara Catholic School is actively engaged in a rigorous learning experience while developing our students for to be future ready academically, spiritually, and socially. My goal is for each of our students to feel welcomed, engaged, connected and an integral part of Bishop McNamara Catholic School family.

Bishop McNamara Catholic School has a rich tradition of excellence. Our students have achieved great success in their academic, co-curricular, and spiritual lives. I look forward to working with each of you as we continue to strive for excellence daily and throughout the school year. Please review and familiarize yourselves with the school policies in this handbook.

Respectfully,

Mr. Curtis Crossley '99

Dean of Students

Student and Parent Handbook

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

The 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 the 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 don't 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.

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 sound 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 6th grades, Bradley (formerly St. Joseph School) for Pre-K4 thru 6th grades, and Kankakee (formerly Bishop McNamara Catholic High School) for junior high (7th and 8th grades) and high school (9th-12th 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 Bishop McNamara Catholic School system commenced its academic year on July 1, 2016. Beginning with the 2020/21 school year, 6th 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 befitting Bishop McNamara Catholic School.

Students are to act as ladies and gentlemen at all times, showing good taste, modesty, and moderation through their behavior. There should be no shouting or excessive noise. Students whose behavior are not in alignment with the mission of the school, whether on school grounds, on school trips or events, on social media, or outside of 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.

BISHOP McNAMARA CATHOLIC SCHOOL LEADERSHIP

Executive Pastor: Rev. John Peeters, CSV

2020-2021 School Board Members

Mr. Kyle Benoit, President	Mr. Ramon Lopez
Mr. Nick Elliott, Vice-President	Mr. Robert Malpasuto
Mrs. Mendy Corbett, Secretary	Mr. Michael O'Brien
Mrs. Angie Phillips	Mr. Patrick O'Brien
Mrs. Teri Deluca	Mr. Haven Provost
Mrs. Jennifer Jackson	Mrs. Erin Richey

ADMINISTRATION & STAFF

President, Mr. Terry Granger
Principal, Mr. Terry Granger (Kankakee)
Principal, Mrs. Dana Berg (Bradley)
Assistant Principal, Mrs. Sue Goselin (Bourbonnais)
Assistant Principal – Curriculum and Instruction, Sr. Maureen Fallon, SP (Kankakee)
Assistant Principal – Dean of Students, Mr. Curtis Crossley (Kankakee)
Director of Advancement, Mrs. Areca Van Mill
Director of Finance, Mrs. Tricia Surprenant
Senior High Director of Athletics, Mr. Aaron Hamilton
Jr. High Director of Athletics, Mr. Alan Rood
Coordinator of Marketing and Admissions, Mrs. Kelsey McGrath
Director of Technology, Mr. Steve Langelett
Director of Facilities Management, Mr. Craig Kingsnorth
Coordinator of Alumni Relations, Mrs. Sandy Malpasuto
Assistant for Marketing and Communications, Mrs. Lori LaMore
Progressive Raffle and Ceile Calendar Coordinator, Mrs. Meghan Elliott
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
Assistant Director of Finance, Mrs. Sandy Kuntz
Administrative Assistant, Ms. Dawn Akerman (Business Office)
Advancement Specialist, Mrs. Lisa Gerth
Advancement Specialist, Ms. Kailey McCarty-Glass
Administrative Assistant, Mrs. Patti McThenia (Guidance)
Senior Administrative Assistant, Mrs. Shannon Demack (Main Office)
Director of Food Services, Mrs. Tricia Kohan



2020-2021 Faculty

Mrs. Bridget Bassett
Mrs. Nikki Bennett
Ms. Laura Contreras
Mrs. Diana Crowley
Ms. Rebecca Czernik
Mrs. Donna Douglas
Mrs. Cheryl Gaca
Mrs. April Langelett
Mr. Steve Langelett
Mrs. Jamie Menard
Mrs. Tammy Mesenbring
Mr. Alan Rood
Mrs. Amy Shinabarger
Ms. Bradie Vaubel



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 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

Jr. High Tuition Rates and fundraising components vary based on several factors, including number of children in the BMCS system. Please contact the Main Office at (815)932-7413 for specific information.

Bishop McNamara Catholic School thrives on parent and teacher involvement to help enrich our school community. When parents unite, our school becomes stronger. Each family will be required to work 20 hours of volunteer service if you have a child(ren) in grades K-8. Hours will be tracked from May through April. In the event a family does not meet the required hours, our finance office will invoice family in May at \$20 per unworked hour.

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.

FUNDRAISING

Each family with students in Kindergarten - 8th grade is responsible for fundraising for Bishop McNamara in the following manner:

\$450 per school year for families with **one child enrolled** at BMCS.

\$600 per school year for families with **two or more children enrolled** at BMCS.



The annual fundraising calendar for fundability commitments runs from May 1st through April 30th of the current school year. We have developed a “cafeteria plan” in which parents have options to choose how they will meet their respective fundability commitment. A family may choose to not participate in any of the options offered in the cafeteria plan and simply write a check to Bishop McNamara Catholic School for either \$450 or \$600 to cover their respective commitment.

If a family exceeds their fundability commitment, 50% of the excess will be applied toward their tuition for the following school year.

All fundraising balances for Kindergarten – 8th Grade families will be tracked on SchoolSpeak and fundraising statements will be sent home quarterly.

For more information about fundraising opportunities, visit bishopmac.com/fundraising.

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 1st day of new school year.
2. During the school year if the unpaid balance is greater than 60 days old and an alternative arrangement has not been made with School Administration.

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.

WITHDRAWAL AND TRANSFER

The procedure for withdrawal and transferring is as follows:

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

ACADEMICS

REPORT CARDS

Report cards are issued at the end of each trimester. 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.

HONOR ROLL

In order to achieve the "Gold" Honor Roll status, the student must have a G.P.A. of 3.50 or above. For the "Silver" Honor Roll, a student must have a G.P.A. of 3.00-3.49. All credited classes are considered for Honor Roll status. An "F" in any course automatically eliminates a student from the Honor Roll. In addition, an "incomplete" grade will eliminate from Honor Roll status until the incomplete grade is remedied.

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;



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 AND PROCEDURES

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.)

General Guidelines Concerning Attendance

- If at all possible, parents should not schedule doctor's appointments 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.
- 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.

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 the 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.

Doctor, dental, or other appointments during the school day are strongly discouraged. If an appointment is unavoidable, 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 student and parents from taking vacations during school time. In many courses, it is impossible to make up work done in the classroom or laboratory. In no case may the student use vacation as an excuse for not fulfilling all course requirements.

For a planned absence

1. Parent or guardian must submit a letter to the 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, 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 are an example 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.

Anticipated Absences, Early Dismissals

- 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.



- Students are not normally permitted to extend their vacation periods without being charged an **Unexcused with Grace** absence.

Long-Term Absence Policy

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—Curriculum and Instruction.

Tardiness

- 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 sixth time per trimester. Students should anticipate and make arrangements for circumstances that may cause delays. Tardy students must report to the Assistant. Principal/Dean's Office immediately upon arrival at school. Students arriving late but by 8:30 a.m. are allowed six tardies for the trimester before a detention is issued. A letter is sent to parents when a student reaches the sixth tardy. With the seventh tardy and every tardy thereafter, the student is required to serve a detention after school the NEXT school day (24-hour notice given).
- Parents will receive another letter when their student has accumulated ten tardies. Any student that is tardy twelve times will be placed on tardy probation which may result in before-school detentions. Students are responsible for keeping track of their totals.
- A detention is usually given every time a student arrives late on a late start day.
- 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.
- First period tardies will be dealt with on a case-by-case basis with the language outlined above.
- 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 school-wide expectation.
- 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 FAWeb. 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.
- 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.
- **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 for attending 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 drinking containers. The eating of a snack is at the discretion of the teacher.
- Students are to be in their designated class locations, including all students in study halls.

SCHOOL CLOSINGS

School closings are made known on the school's webpage (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 at least four hours.** 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.

Dress Code Policy

Overview

A principal goal of Bishop McNamara Catholic School is to develop in the student a respect for self and others, pride in one's appearance, and good conduct. These qualities aid in establishing a proper learning environment. To help develop these traits, Bishop McNamara Catholic School has adopted a dress code policy which is considerate of our aim to promote a feeling of equality for all while discouraging competition in dress. A respectful dress code helps promote a safe and appropriate learning environment free from distractions, while contributing to students' preparation for success beyond adolescence.

Our uniform was designed with the following factors and priorities:

- Affordability
- Neatness
- Distinction
- Character
- Spirit
- Comfort
- Consistency
- Modesty

Our dress code includes three classifications of uniforms:

1. Regular Dress: Regular Dress is the uniform worn on most school days. The Regular Dress uniform may be used in place of the Relaxed Dress uniform or the Special Occasion Dress, if desired.
2. Relaxed Dress: Relaxed Dress is the uniform in effect during the warmer months at the beginning and end of the school year. Announcements will be made alerting students when Relaxed Dress is appropriate.
3. Special Occasion Dress: Announcements will be made when Special Occasion Dress is appropriate. Examples of Special Occasion Dress include: Church Attire, Out of Uniform Days, Spirit Days, etc.

General Appearance:

- Body piercings (with the exception of earring for girls) and visible tattoos are not permitted.
- Boys must be clean shaven with hair not longer than their bottom collar, off the face, and above the ears. Ponytails, headbands, "man buns," and coloring are not allowed. Extreme hairstyles (mohawks, etc.) are not permitted. The school reserves the right to define "extreme."
- Girls' hair must be a natural color. Extreme hairstyles are not permitted. The school reserves the right to define "extreme."
- Clothing with logos from other high schools is not permitted.



Regular Dress:

The Regular Dress uniform is always appropriate school attire and can be worn in place of the Relaxed or Special Occasion Dress.

Junior High:

- Tops: solid white or Lands' End evergreen polo (logo required).
- Bottoms may consist of navy blue (non-denim) slacks or fingertip-length Lands' End skirt or skort.
- Black, brown, or navy belts must be worn with slacks.
- Black, brown, navy, or two-tone (e.g. Sperry-type patterns) dress shoes. During winter months, boots may be worn to school.
- White, navy, or black over the ankle socks. Girls may wear white, navy, or black solid colored tights.
- Undershirts should be plain white crewneck, v-neck, or tanktop.
- Optional sweaters, activewear, and outerwear is available on the Lands' End website.

Relaxed Dress:

Junior High:

- Tops: solid white or Lands' End evergreen polo (logo required).
- Bottoms may consist of navy blue (non-denim) slacks, capris, fingertip-length shorts, or fingertip-length Lands' End skirt or skort. Cargo shorts are not permitted.
- Black, brown, or navy belts must be worn with slacks.
- Black, brown, navy, or two-tone (e.g. Sperry-type patterns) dress shoes, athletic/gym shoes, or sandals may be worn. Flip-flops are not allowed.
- White, navy, or black over the ankle socks optional. Girls may wear white, navy, or black solid colored tights.
- Undershirts should be plain white crewneck, v-neck, or tanktop.

Special Occasion Dress:

Special Occasion Dress includes, but is not limited to:

Church Attire: Church attire is defined as the Regular Dress uniform or dressier.

- Boys: dress slacks, a dress shirt and tie, dress shoes, and socks. Dress shirts must be tucked in at all times. Sport coats or sweaters are optional.
- Girls: 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.

Out of Uniform:

- All clothing must be free from holes that expose skin.
- All attire must still conform to the "General Appearance" guidelines stated above.



- No yoga pants, leggings, or cargo shorts.

Spirit Day:

- Bishop McNamara Spirit Wear top.
- Relaxed or Regular Dress bottoms, depending on which dress code is in effect. No jeans, athletic pants, yoga pants, leggings, or cargo shorts allowed.
- Belts are optional.
- Athletic/gym shoes are permitted.

COVID 19 MASK

Students are only allowed to wear Bishop McNamara issued Covid-19 mask with the Bishop McNamara Irish logo. No other mask will be allowed to be worn during the school day. If students forget their mask they will be issued a plain color Covid-19 mask with no letters or logos. Mask are not allowed to be drawn on or decorated with any messages, slogans, or logos.

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 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 an adult professional person. Flagrant disrespect to or intimidation of a faculty or staff member or fellow student is considered a serious breach of discipline.
2. Profanity, vulgarity, lewdness
3. Rudeness, harassment, verbal abuse (see policy against sexual harassment)
4. Insubordination, disobedience, defiance, or disrespect for authority.
5. Fighting or violence
6. 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, or chronic tardiness
22. Gambling
23. Accumulation of violations or referrals for any offenses
24. Inappropriate or disrespectful behavior outside the school building, that may be deemed 'unbecoming' of a Bishop McNamara student.

DETENTION

1. Detention notifications will generally be distributed during lunch periods at least 24 hours prior to the detention.
2. Detentions will generally be held on afternoons after school. On days of special schedules, detention will begin five minutes after the dismissal bell. Detentions are to be served the afternoon of the school day following the infraction, unless otherwise noted.
3. Detentions will not normally be rescheduled. Any problem must be discussed with the Dean prior to the day of detention.
4. Detentions will last one hour and may include: absolute silence, an appropriate task related to the infraction (behavior modification & restorative justice), and/or (reasonable) physical labor such as the pickup of litter on school grounds.
5. 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.
6. 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.
7. It is the student's responsibility to notify the Dean prior to the detention of any problem with attendance.
8. 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.
9. 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.
10. Excessive referrals may result in a conference with parents and more serious disciplinary action.
11. 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 insure the welfare of the total school community and to grant due process to an individual student, a Discipline Board is established. It acts in an advisory capacity to the Principal. The personnel composition of the Discipline Board will be determined by the Dean of Students with the advice and consent of the Principal.

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

EXPULSION

- Expulsion is the final exclusion of a student from Bishop McNamara Catholic 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—Dean of Students 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 will 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 NetClassroom accounts.

ADDITIONAL 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 8:00am-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 potential restorative justice assignments.
- 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, or was dishonest in what s/he stated earlier, the consequences will be more severe and could lead to dismissal.



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 activity 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. Policies are in place for this year 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.). 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 student and staff alike.

CELL PHONES & 1-to-1 POLICY

1. 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 alternative in cases of non-working laptops. At the same time, we wish to prepare our students to understand and balance their cellular phone use.
2. From 7:55am -3:01pm, student's phones must be in a book bag or locker. Students may not use cell phones or have the devices in hand during all other school hours.
3. Phones may be used only in cafeteria and only during lunch (i.e. *not* en route to lunch).
4. Phones may be used at the discretion of the teacher only for a periodic lesson or task –not for daily use.
5. 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.
6. 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. Study hall and lunch proctors may grant the use of headphones. This is a privilege that may be revoked without due notice for reasons specified or unspecified.
7. Before 7:55am and after the **final** bell, cell phone use is allowed in the hallways. Use of cell phones outside of those times (including in hallways, stairwells, locker rooms, and bathrooms) is off limits.
8. 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 3:15pm) **and the following day** from 7:50am until no later than 3:15pm.
 - a. For the day-long consequence, students must turn in their phone **by 7:50a.m.** that next day or 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 7:50am-2:50pm time period. Continued violations will have additional consequences. Students may collect their phones no later than 3:15pm from the Assistant Principal - 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.



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.

ELECTRONIC DEVICES

Electronic devices may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules. 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

Video games are not permitted during the school day, including study hall, with the exception of lunch periods. 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. **Bishop McNamara Catholic School is not responsible for the loss or theft of any electronic device brought to school.**

HALL PASSES

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

GUM

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

LOCKERS

For the 2020-2021 school year, locker use is restricted to only those presenting a doctor's note establishing the physical inability to carry heavy bookbags.

- If a locker becomes necessary, a request for a locker must be made to the Dean of Students. Students must use a Bishop McNamara Catholic School lock.
- Students are responsible for keeping lockers neat and in good order. They must always be locked. The school assumes no liability for missing articles, but any missing items or money should be reported to the Dean immediately.
- Money and other valuables 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.

POLITENESS, COURTESY, AND CHRISTIAN CONDUCT

Respect in words and action must always be accorded to one another, to faculty members, staff, and visitors. Adults on campus shall be addressed as Brother, Sister, Father, Miss, Mr., Mrs., etc.. Vulgar, 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.



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 the 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 fundraising, 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."

Service Opportunities

Several service opportunities will be made available through the religion classes. In addition to these opportunities, Junior High students will be invited to serve in a leadership capacity on spiritual offerings.

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	Salvation Army
Arthritis Foundation	YMCA
Catholic Charities	Young People's Theatre
Habitat for Humanity	Hospitals (St. Mary's and Riverside)
Hospice of Kankakee Valley	Veteran's Home
Humane Society or other animal rescue	Nursing Homes
Relay for Life	



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



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 opportunities necessary to achieve this ambitious goal.

ATHLETIC PROGRAMS

The center of all sports at Bishop McNamara Catholic School is the office of the Director of Athletics. 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:

FALL

Cross Country
Baseball
Softball

WINTER

Basketball (Boys and Girls)
Volleyball (Girls)
Cheerleading

SPRING

Track and Field (Boys and Girls)

ATTENDANCE AT EXTRACURRICULAR ACTIVITIES

1. All students and guests attending school events (sock hops, games, etc.) must enter the building as soon as they arrive and leave the grounds as soon as they exit the building.
2. Students and guests must be in attendance at the event, not wandering or loitering in other areas of the school building or on the school grounds.
3. All students and guests who plan to attend a dance must arrive prior to the close of admission (20-30 minutes after the beginning of the event). No one will be permitted to enter a sock hop or dance after the close of admittance, unless arrangements are made in advance with the faculty moderator.
4. Once students leave a dance or sock hop, they may not return.



5. Students and guests are expected to obey all school rules. The Bishop McNamara student will be responsible for the behavior of his/her guest; the guest must enter with the Bishop McNamara student and present a valid student I.D.
6. Individuals in possession of drugs, alcohol, or who are acting suspiciously (slurred speech, unsteady walk, odor of alcohol, or other physical manifestations) will be detained. Parents will be called and asked to pick up their child, and provisions of the Substance Abuse Policy will be followed.
7. No 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 High School 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 Elementary School Association, Bishop McNamara will abide by and enforce the IESA policy on Interscholastic Athletic Eligibility. (See below.)



2. Bishop McNamara Catholic School Academic Eligibility

In addition to the IESA 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 five 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 Director of Athletics, 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 five 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 IESA. 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.

IESA ATHLETIC ELIGIBILITY RULES

Students in the junior high and their parents should familiarize themselves with the IESA policies as outlined at www.iesa.org.

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

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.



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)

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 or alcohol tests at all school dances.
3. All Bishop 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.

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 to school. The dispensing of all medications will be supervised by the Dean of Students and Main 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 of 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 obtaining a pass from the cafeteria moderator.
2. Use only the restrooms at either end of the cafeteria.
3. Consume all food and drink in the cafeteria only.
4. **Leave your eating area clean** and return trays.
5. Deposit all waste in the containers provided.
6. Cooperate with the lunchroom supervisor when he/she makes requests to maintain order and cleanliness.
7. Treat all cafeteria workers with the courtesy and respect given to all faculty and staff.



COMMUNICATIONS

1. Tuesday Folders

Each Tuesday an informational folder will be sent home with important information. Please make sure you look for the Tuesday folder and please spend some time with all of the materials enclosed in the folder. If an item needs to be returned, please make every effort to return by the stated deadline. The folder must then be returned via your student the next day (Wednesday). The Tuesday folder will be sent home with the youngest or only child in the family.

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

Parent and teachers should communicate directly to schedule conferences other than the regularly scheduled first and third quarter report card nights.

ISSUE RESOLUTION

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.

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 Dean of Students Office.

SCHOOLSPEAK

The 6th-8th grades of Bishop McNamara Catholic School uses SchoolSpeak, a web-based and portal solution to communicate grades, assignments, attendance, announcements, and much more. SchoolSpeak 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 SchoolSpeak 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 6th through 8th grade students to visit during the school day. These visits **MUST** be approved, in advance, by the Director of Admissions. 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 Admissions.
- **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 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 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 with the Dean. Parents are notified of the incident.
Students currently on Honor Roll 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 is not limited to Saturday detention, suspension, and expulsion.
- 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 Abuse 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 - 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 your children about drugs, please refer to the Partnership for Drug Free Kids (formerly Partnership for Drug Free America) at 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 abuse policy at all times: during the school day, at school sponsored activities, and in their daily lives off campus, during summer break, and throughout their years at BMCS.

- Head coaches of each respective sport 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.
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.

SECOND OFFENSE

1. Student 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 Abuse 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 form, 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 Abuse 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 situation 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.



9. Review and discuss the above objectives with our sons and daughters.

TECHNOLOGY
Acceptable Use 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 individual computer workstations, lab networks, school-wide networks, school-owned hand held devices, and the Internet as a means to facilitate learning and teaching through communication, access to information, research, and collaboration.

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

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

Terms and Conditions

1. Acceptable Use

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

2. Responsibility

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

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

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

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

3. Code of Conduct

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

- All users are to be polite and use appropriate language.
- No inappropriate pictures or drawings are to be downloaded, displayed, printed, or communicated. No offensive remarks or comments related to another student, teacher, administrator, employee, or volunteer of the school are to be placed on the Internet, personal websites, blogging sites, instant messaging, or in email or on handheld devices by a student. Cyberbullying is not allowed and may also violate the Human Rights Act, if the student spreads hate or discrimination based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status, or disability.
- No student will transmit any material that is derogatory or defamatory or which is intended to offend, annoy, harass, or intimidate or has the effect of offending, annoying, harassing, or intimidating another person or persons through any electronic device including, but not limited to computers, cell phones, palms, handheld computers, blackberries, flash drives, or other handheld devices.
- No student will upload, download, copy, forward, or transmit any copyrighted materials or any portion of such copyrighted materials, including, but not limited to music, video, photographs, pictures, pamphlets, books, newspaper or magazine articles without the permission of the teacher.
- No offensive, derogatory, or defamatory letters, essays, papers, emails, or other written documents are to be uploaded, downloaded, forwarded, copied, transmitted, displayed, printed, or communicated.
- The use of the network shall not disrupt the work of other users and this includes, but not limited to, disrupting the system's performance, deleting or altering files, or destroying data by downloading or spreading viruses and/or worms.
- No student will attempt to circumvent security, filtering, or monitoring programs.
- The personal address, phone number, or social security number of any student is not to be used in email or on the Internet.
- The network may not be used for the purchase of any type of merchandise services, copying of copyrighted material, or to send material or communication likely objectionable to recipients.
- At school, no user shall be involved in, or participate in, chat rooms or discussion groups without expressed permission and/or supervision of the teacher/system administrator.
- No student will install any software, games, files, or other electronic media on school equipment or network without the permission of the teacher/IT staff,

4. Safety

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

5. Electronic Mail

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



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

6. Consequences for Inappropriate Use

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

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

7. Publishing Webpages

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

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

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

8. Hand-held Devices

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

9. Indemnification

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

10. Financial Obligations

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

11. Limitation of Liability

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

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

- 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.
- 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.
- 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 3 days 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 no later than 24 hours after the occurrence of the incident **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.
- 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, or 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 members, or administrators who becomes aware of an actual or perceived threat of harm by a student to themselves or another shall report the incident to the school Principal or Dean of Students as soon as possible.
- The Dean or Principal shall investigate the matter. This investigation will, at minimum, include an interview of each person involved, the student making the alleged threat and the persons reporting it.
- The parents of the students directly involved are to be informed, as appropriate, 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 is practicable, the CSO will confer with the Principal to determine what course of action might need to be taken and to develop a possible specific plan to address the situation. Said plan, or any portion of the plan, may be developed and implemented either before or after consultation and conference with 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 parents.
- They promised or have been bribed to keep the abuse a secret.
- They have been threatened by the offender and are afraid to tell.
- They feel guilty because they believe that the abuse is their fault and are ashamed to tell.
- They are confused because the offender is someone whom they know and trust.
- They have been convinced that the abuse is normal or okay.
- They are too young to know the touching is not appropriate, especially if someone they know and trust does it.
- They don't know the words to tell about the abuse.

Protecting Your Children

Here are some things can do:

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

Safety with Babysitters

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

Guidelines for Single Parents

If you are a single parent and are dating, this brings unfamiliar adults into your home.

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

Teaching Personal Safety Skills

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

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

Teach Your Children These Rules

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

Types of Touches

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

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

Teach Assertiveness Skills

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

Safety on the Internet

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

Some rules:

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

For Teens or Pre-Teens

Honest and open discussions about sexual values/limits, healthy relationships, and personal safety can make a difference. Teens should:



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

More Safety Tips for Teens

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

The Bottom Line

- No means "no" whenever a person feels pressured about anything; "no" 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>.

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 the disciplinary actions. This may include but is not limited to mandatory counseling.

Retaliatory behavior by a student accused of bullying will also incur 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 confidences. Students are told that confidences 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, confidences 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 charge 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 opportunity for 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 be cause for disenrollment of the child. (adopted 2010)

Junior High Daily Schedules

Regular Schedule		Liturgy Schedule (Thursdays)
1 8:00 – 8:50		1 8:00 – 8:40
2 8:52 – 9:32		2 8:42 – 9:20
3 9:34 – 10:14		3 9:22 – 10:00
4 10:16 – 10:58		Liturgy 10:05 – 10:50
Lunch 11:00 – 11:30		Connections 10:50 – 10:58
Connections 11:32 – 12:04		Lunch 11:00 – 11:30
5 12:06 – 12:48		4 11:32 – 12:12
6 12:50 – 1:32		5 12:14 – 12:54
7 1:34 – 2:16		6 12:56 – 1:36
8 2:18 – 3:00		7 1:38 – 2:18
		8 2:20 – 3:00
		All School Mass w/HS
		1 8:00 – 8:40
		2 8:42 – 9:20
		Mass 9:25 – 10:30
		3 10:32 – 10:59
		Lunch 11:00 – 11:30
		4 11:32 – 12:10
		5 12:12 – 12:50
		6 12:52 – 1:30
		7 1:32 – 2:10
		8 2:12 – 2:50
		Connections 2:52 – 3:00

SCHOOL CALENDAR – 2020-2021

Available on bishopmac.com



October 31, 2019

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 the 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 is 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 2019-2020 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 two-sided form to the Main Office
by the beginning of your orientation day.***