



# BISHOP MCNAMARA

## CATHOLIC SCHOOL

---

2018-2019 Student and Parent Handbook  
Grades PreK – 6

Dear Parents and Students,

Welcome to Bishop McNamara Catholic School! In choosing BMCS, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Student and Parent Handbook reflects the policies of BMCS for the 2018-19 school year. Please read this document carefully and sign the agreement found in the back of this handbook. This agreement states that you intend to abide by the policies of Bishop McNamara Catholic School during the 2018-19 school year.

Our faculty and staff look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

May God bless us all during this school year.

Kindest Regards,

Mr. Terry Granger  
President  
BMCS

Mrs. Nicole Gernon  
Principal  
BMCS Bourbonnais Site

Mrs. Dana Berg  
Principal  
BMCS Bradley Site

# **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 6<sup>th</sup> grades, Bradley (formerly St. Joseph School) for Pre-K4 thru 6<sup>th</sup> grades, and Kankakee (formerly Bishop McNamara Catholic High School) for junior high (7<sup>th</sup> and 8<sup>th</sup> grades) and high school (9<sup>th</sup>-12<sup>th</sup> grades). Mr. Terry Granger was appointed President of Bishop McNamara Catholic School. Mrs. Dana Berg was named the Principal of the BMCS Bradley site. Mrs. Nicole Gernon was named Principal of the BMCS Bourbonnais site. The Bishop McNamara Catholic School system commenced its academic year on July 1, 2016.

## **BISHOP MCNAMARA CATHOLIC SCHOOL LEADERSHIP**

Executive Pastor: Rev. John Peeters, CSV

### **2018-2019 School Board Members**

Mr. Andy Purcell, President	Mr. Ramon Lopez
Mr. Kyle Benoit, Vice-President	Mr. Robert Malpasuto
Mrs. Dawn Vaubel, Secretary	Mr. Nick Elliott
Mrs. Marlene Carr	Mr. Michael O'Brien
Mrs. Mendy Corbett	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)  
Principal, Mrs. Nicole Gernon (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  
Director of Athletics, Mr. John Rutter  
Director of Admissions, Mrs. Emily Skelly  
Director of Technology, Mr. Steve Langelett  
Director of Facilities Management, Mr. John Rutter  
Director of Alumni Relations, Mrs. Sandy Malpasuto  
Director of Marketing and Communications, Mrs. Jessica Graves  
Advancement Specialist, Mrs. Meghan Elliott  
Catholic Ministry Coordinator/Chaplain, Rev. Daniel Belanger, CSV  
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-Quick (Business Office)  
Administrative Assistant, Mrs. Lisa Gerth (Advancement)  
Administrative Assistant, Mrs. Patti McThenia (Guidance)  
Senior Administrative Assistant, Mrs. Shannon Demack (Main Office)  
Director of Food Services, Mrs. Tricia Kohan

---



### **Diocesan Schools Mission Statement**

Following the mandate given it by its founder Jesus Christ, the Catholic Church has always considered education to be one of its main areas of concern and activity. The Catholic School, as an agency of the Church, seeks to provide an environment in which faith and values are thoroughly integrated with every aspect of human life. Its main purpose is to develop in its students certain insights, values and modes of acting based on the Gospel Message.

The mission of the Catholic Schools System in the Diocese of Joliet is to prepare the Catholic youth of the Diocese for living the Catholic faith throughout their lives by providing an identifiably Catholic and academically excellent education.

This is achieved by:

- Providing a model for living the faith that recognizes that our faith touches all areas of our lives.
- Ensuring that Catholic principles and ideals permeate the curriculum and the life of the schools within the system.
- Maintaining high academic standards throughout the curriculum.
- Making Catholic Schools available to as many students in the Diocese as possible.
- Maintaining a close and clear relationship between the schools and the faith community that they serve.

### **Diocesan Policy**

Since Bishop McNamara Catholic School is under the direct auspices of the Diocese of Joliet all school policies regarding curriculum, discipline, and extra-curricular activities fall under the designated guidelines set forth by the Diocese of Joliet.

### **Statement of Nondiscrimination**

**Staff** – As an equal opportunity employer, the Diocese of Joliet allows no discrimination on the basis of sex, race, color, national or ethnic origin, or physical disability. This policy refers to all school personnel.

**Students** – Schools operated 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 school.

### **ABSENCE**

Parents of all students should notify the school office of the student's absence by 9:00 am each day that their child is absent. If the office does not receive a phone call, a parent will be contacted. This policy is for the protection of the BMCS students.

Bourbonnais Site (815) 933-7758

Bradley Site (815) 933-8013

**Students must be fever free for 24 hours before returning to school. If a student has had a contagious disease, a doctor's note must be presented to re-enter school.**

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason



other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

Any student that has had excessive absences, 10-12 per trimester, a meeting with the Principal may be requested. If a student is absent for one or two days, they must check their respective teacher's website(s) for their school work.

In the case of excessive absences (3 days or more) a parent may call the school office before 9:00 am to arrange for homework assignments. Those homework assignments may be picked up at the school office from 2:30 pm to 3:30 pm.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

### **Absence During the School Day**

The school requests that medical and dental appointments be scheduled after school hours, if at all possible. However, if a student has a medical or dental appointment during school hours, a written note from the parent or guardian is required. The note should state the reason, the time, and, if necessary, the person to whom the child is to be released. At that time, a pass for an early dismissal will be given to the student to present to his/her classroom teacher. When the appropriate time for dismissal occurs, the parent or guardian must sign out the child. No child will be permitted to leave the school early unless an adult accompanies them.

---

### **ACADEMIC PROBATION**

Any student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation impacts a student's ability to participate in extra-curricular activities.

### **ACCREDITATION**

Bishop McNamara Catholic School is officially recognized according to the Policies and Guidelines for Registration and Recognition of Nonpublic Elementary and Secondary Schools established by the Illinois State Board of Education.

### **ADMISSIONS INFORMATION**

BMCS admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admissions policies, or athletic and other school administered programs.

As openings become available, the following criteria will be used to accept students to BMCS:

1. Siblings of current families
2. Active parishioners of all the parishes in Kankakee County
3. Non-parishioners/Non-Catholic

Any child entering the 3-year-old Pre-Kindergarten program at the Bourbonnais site must be toilet trained and be three (3) years of age by September 1<sup>st</sup> of the year of entry.



Any child entering the 4-year-old Pre-Kindergarten programs at Bourbonnais or Bradley must be four (4) years of age by September 1<sup>st</sup> of the year of entry. A copy of the child's birth certificate and baptismal certificate (if applicable) must be presented at the time of admission. The child must be fully potty trained in order to qualify for admission to the Pre-Kindergarten.

Any child entering Kindergarten must be five (5) years of age by September 1<sup>st</sup> of the year of entry. A copy of the child's birth certificate and baptismal certificate (if applicable) must be presented at the time of admission.

At the time of registration, all new students seeking admission to Bishop McNamara Catholic School are evaluated on the basis of their educational performance. The prospective student's entire academic portfolio will be examined to include both standardized test scores and report cards.

Requirements include:

- Verification of active parish affiliation/stewardship
- Health Records
- Immunization Records
- Birth Certificate (original)
- Baptismal Certificate (Catholic applicants only)
- Report cards
- Standardized Test Results
- Record of IEP or Service Plan (if applicable)

Students applying for admissions in Grades 1-6 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Bishop McNamara Catholic School will meet the educational needs of the students. An interview with the student is a recommended part of the admission process.

Testing in some academic areas may be held for new incoming students in grades K-6.

All new students will be given a probationary period in which to prove himself/herself both socially and academically. If during this probationary period there are any problems, a student may be asked to withdraw from Bishop McNamara Catholic School.

### **FUNDRAISING**

At all levels, Kindergarten-12th grade, the tuition cost is not the actual cost to educate your child. In an effort to offset the difference between actual per student cost and tuition, it is necessary for us to generate income through third source funding, also known as 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.

*\*Preschool families are encouraged to participate in fundraising, but are not required to do so.*



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.

For more details about each fundraiser, visit [bishopmac.com/fundraising](http://bishopmac.com/fundraising).

### **APPOINTMENTS WITH THE PRINCIPAL**

Mrs. Gernon at the Bourbonnais site and Mrs. Berg at the Bradley site will be happy to meet with parents/guardians and be of any assistance to them in any way possible. To make sure the proper amount of time is allotted, please call in advance to arrange for an appointment.

### **ASTHMA AND FOOD ALLERGY POLICY**

BMCS recognizes that both asthma and food allergies are an important and, quite possibly, a life threatening condition. Therefore, it is imperative that the parents and/or guardians of any student who has either asthma or any food allergy please notify the school in writing and/or make sure that the school records indicate that such a condition does indeed exist in order to minimize the incidence of life threatening asthmatic or allergic reactions.

BMCS will maintain a system-wide procedure for addressing the life threatening reaction and maintain an Emergency Action Plan for any student(s) whose parent/guardian and physicians have informed the school in writing that the student(s) has a potential life threatening asthmatic or allergy condition.

---

### **ATHLETIC/EXTRA-CURRICULAR CODE OF CONDUCT**

As a member of the Illinois Elementary School Association (IESA), Bishop McNamara Catholic School wishes to acknowledge the great value that competitive athletics have as a part of a student’s growth and development. However, as an educational institute, the academic standing of the student is of prime importance. Therefore, any student participating in athletics or any IESA activities sponsored by the school should be working to the best of his/her ability in their respective schoolwork. For ALL IESA activities, athletic as well as non-athletic, passing work shall be checked weekly to govern eligibility for the following Monday through Saturday. Grades are accumulative for the schools grading period. The eligibility check will be held on the same day of each week, unless school is not in session; then it will be taken on the last day of student attendance for that particular week.

All students in grades 4-8 who plan on participating in athletics must have a sports physical on file before they will be allowed to practice. Since good conduct and attention are so vital to the learning process, any student who repeatedly disrupts class with poor conduct or who commits a serious violation of school rules will also be suspended from athletics. If a student is absent from school, the student may not participate in a practice or a game held on that day.

### **COACHING AT BMCS**

We value our athletic program and find it to be an important part of our extra-curricular activities. All parents wishing to volunteer in any coaching capacity must be a BMCS family member or active parishioner to be



considered for a coaching position. All coaching positions are pending approval of the Director of Athletics, Principal, and pastor. As with all volunteer positions, coaches are required to attend the Protecting God's Children Seminar.

### **BIRTHDAY OBSERVANCES**

It has been customary to bring in birthday treats for students who celebrate their birthdays during the school year. A small treat or dessert of some sort is acceptable. Also, student allergies should be taken into account when planning the treat; parents should contact the classroom teacher to find out what allergy considerations exist.

### **SOCIAL MEDIA**

Engagement in online blogs or photo-sharing sites such as, but not limited to Facebook, Formspring, Instagram, Snapchat, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments or pictures regarding Bishop McNamara Catholic School, the faculty, and other students. The decision to pursue disciplinary action resides solely with the principal.

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

Each school 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.

### **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 "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.

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

---

**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

**REPORTING ATTACKS ON SCHOOL 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

**NON-DISCRIMINATION**

Schools operated 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 names of the elementary and secondary schools can be found in the OFFICIAL CATHOLIC DIRECTORY, published annually

---

**BULLYING PREVENTION 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:

Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;



Causing a substantially detrimental effect on the student's or students' physical or mental health;  
Substantially interfering with the student's or students' academic performance; or  
Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.”  
105 ILCS 5/27-23.7 (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 media sites on any electronic device (private, public, or school owned), whether on or off the 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 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 will be promptly brought to the attention of the appropriate party: the Pastor or the Principal or designee, and thereafter investigated.

## **BUS TRANSPORTATION**

### **Bourbonnais Site:**

Buses are provided for students residing within Bourbonnais School District 53 and living at least one and one-half miles from BMCS Bourbonnais as well as for those who live under one and one-half miles away if there is not a safe passageway to the school grounds. Students must obey the safety regulations established by the bus officials and District 53. Refusal to obey these regulations will result in suspension from and/or loss of the privilege of riding the bus. Transporting the student both to and from school, then becomes the responsibility of the parent or guardian.

### **Bradley Site:**

Bradley Elementary School District #61 provides bus service to the Bradley site for those living in the district. Students must obey the safety regulations established by the bus officials and District 61. Refusal to obey these regulations will result in suspension from and/or loss of the privilege of riding the bus. Transporting the student both to and from school, then becomes the responsibility of the parent or guardian.

## **CHEATING AND PLAGIARISM**

Cheating or plagiarism of any type will not be tolerated. Students who choose to cheat or plagiarize face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating or plagiarism will also be unable to participate in athletics. Multiple incidences of cheating or plagiarism will result in suspension or expulsion.



### CHILD ABUSE LAWS

Bishop McNamara Catholic School abides by the Child Abuse laws of the State of Illinois. This law mandates that all cases of **suspected** abuse and/or neglect be reported to the Department of Children and Family Services (DCFS).

---

### CONDUCT

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable pictures, books, websites, white-out, knives, guns, matches, tobacco products, radios, toys, trading cards, pagers, cell phones, cameras, laser lights, palm pilots, CD's, iPods, any other mp3 players, or anything that will detract from a learning situation are not allowed at school at any time. Key chains and toys should not be attached to student backpacks.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from the students will be returned to the parents/guardians on the LAST DAY of the school year.**

### SPECIAL NOTE – PERSONAL ELECTRONIC DEVICES

If a student needs a personal electronic device (cell phone, e-reader, iPod/iPad) after school due to, but not limited to, walking home from school, entering a house where no one is at home, or attending athletic or extra-curricular activities, he/she will...

#### BMCS Bourbonnais:

Place the device in the appropriate storage container upon arrival in the morning. These devices will be parked in three separate containers: one for bus and car riders, one for extended day, and one for after-school activities (sports, drama, etc.). These containers will stay in the main office during the school day and will be taken by teachers or staff to the dismissal areas for each of those groups.

#### BMCS Bradley:

Place the device in a locked locker and turned off. Students who do not have a locked locker must give the device to the classroom teacher to hold on to until the end of the day.

**If a student has a personal electronic device in his/her possession during the school day, it will be taken away and given back to parents/guardians on the last day of the school year.**

**Personal electronic devices are not to be used during extended day.**



### **CRISIS TEAM**

Bishop McNamara Catholic School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of the secure designated locations.

### **DISCIPLINE**

Behavior regulations in school are based on the mutual respect children should have for one another and for all the adult members of the school community. High standards of courtesy, decency, expression, honesty, and morality will be expected so that the Christian atmosphere of the Catholic school may be maintained. Students are responsible for knowing and abiding by all school regulations and attendance procedures, for utilizing the educational experience to the fullest of their potential, for protecting other students’ rights to learn and to be individuals, and for respecting the property of others and of the school.

Responsibilities of the Student:

- promote, encourage, and maintain the Christian atmosphere
- attend, be on time, and be prepared for classes
- complete schoolwork
- bring to school only those items which are necessary and not bring items which are disruptive and/or dangerous to the educational process
- respect the rights, property, and safety of others
- respect teachers, administrators, staff, and visitors
- follow all rules, whether on school property, on a school bus, or at a school sponsored function whenever the conduct or activity relates to school
- work to ensure that the educational process is not interrupted for others

Misbehavior is a matter of choice. Choosing to disrupt class infringes upon the rights of other students to learn. For any event that subjects a student to disciplinary sanctions, the administration reserves the right to seek such discipline as necessary, which may include suspension and expulsion. Such a determination is to be made based on the seriousness of the conduct, the past conduct of the student, the effect of the action on the delivery of educational services, maintenance of safety and discipline, the severity of the penalty to be imposed, and the students’ interest. Consequences typically become more restrictive as behavior persists. If a student misbehaves the following consequences will usually be followed based on individual circumstances.

### **Categories of Offenses**

The following should not be interpreted as being the only offenses for which disciplinary actions may be taken. Any behavior or attempt at any of the prohibited activities, whether or not on school property, that is neither conducive to a Christian atmosphere or could pose a danger to oneself or others will be dealt with accordingly.

#### **Level 1**

As a general rule, the following infractions (but not limited to) will be classified as Level 1 infractions:

- classroom disruption

- disrespect
- graffiti
- gum, candy, soda, or food (out of assigned area)
- insubordination
- misuse of computer (i.e. doing other subject homework, emailing during class, misuse of programs, etc.)
- profanity
- Dress Code violation (including all blouses & shirt tails tucked not in)
- tardiness
- throwing objects
- unpreparedness for class (i.e. computer not charged, does not have books, supplies, homework, etc.)
- yelling, running in the hallway

Consequences may include, but are not limited to: verbal warning, student conference, classroom isolation, parent contact, loss of privileges, student contract, teacher detention, office detention, Saturday school, in-school suspension, external suspension, expulsion.

## **Level 2**

These problems require the attention of the administration because they are too disruptive, too frequent, or too serious to be handled by school staff members while they are supervising or teaching other students. Level 2 infractions may include, but are not limited to:

- failure to serve a detention
- fighting
- forgery/cheating/plagiarism
- inappropriate display of affection
- intimidating others/bullying/cyberbullying
- misuse of the internet (i.e. attempting to access computer games, social networks, or inappropriate websites); see Student Agreement for Internet Access Joliet Diocese
- obstruction of investigation
- possession of smoking products: includes matches and lighters
- theft (under \$300)
- truancy/excessive absences

Consequences may include but are not limited to: office detention, loss of privileges, Saturday school, social probation, in-school suspension, external suspension, expulsion.

## **Level 3**

These severe offenses present a substantial disruption and/or danger to the orderly operation of the school and/or to the health and safety of students, employees, and other persons. Level 3 infractions may include but are not limited to:

- drugs and alcohol
- tobacco
- gang activity

- gross disobedience
- harassment including racial, religious, and sexual
- theft (over \$300)
- weapons
- misuse of internet (2 or more at level 2 infraction)

Consequences may include but are not limited to: Saturday school, in-school suspension, external suspension, expulsion.

### **Definition of Consequences**

#### **Detention**

A period of time assigned by a school staff member for the purpose of remediation of minor behavior problems. Students must have their copy of the detention slip signed by a parent/guardian and returned to school the following morning. Detentions are typically assigned to be served the following day for one hour. Teachers may assign detentions at other times that they consider appropriate. Failure to properly serve or misbehavior in a detention may result in further consequences including additional detentions, Saturday school, in-school suspension, or out of school suspension.

#### **Saturday School**

Students assigned to Saturday School are expected to arrive at school at 8:00 am. Students will be given one restroom break at 9:00 am. Dismissal will be at 10:00 am unless otherwise indicated by administration. Students will be responsible for having enough work for the entire time. Failure to serve or misbehavior in a Saturday School will result in further consequences, including additional Saturday Schools, in-school suspension, social probation, or external suspension.

#### **Loss of Privileges**

This includes those privileges associated with being monitors, librarians, patrol persons, class officers, members or officers of school clubs, or members of athletic teams. The decision as to the duration of such a loss of privileges is left to the administration.

#### **In School Suspension**

Students will report to school and will be placed in isolation and required to do school work while under the supervision of an adult. The following regulations will be followed during an in school suspension:

- All necessary textbooks and materials must be brought with the student.
- Breaks will be allowed to the washroom at 10:00 am & 1:00 pm.
- Lunch will be eaten in isolation.
- Each student is responsible for keeping his/her own work area clean.
- There will be no talking or moving about without the supervisor's permission.
- Students are not permitted to sleep or lay their head on the desk.
- Gum or candy is not permitted.
- Parents/guardians will be given prompt notice of the suspension and the reason thereof.
- A conference will be held with the administration and parents/guardians within the first day or two following the commencement of the suspension.
- The suspension period will not exceed a period of three days per incident.

### **Social Probation**

Students on social probation will not be allowed to attend or participate in any before or after school activities for a period of time determined by the administration. These special privileges that are lost do not include participation in after school activities which affect a students' grade, such as presentation of science fair project. In addition, participation in field trips, assemblies, and other special activities, may be suspended.

### **External Suspension**

If an offense is serious enough to warrant suspension, the following will occur:

- Parents/guardians will be given prompt notice of the suspension and the reason thereof.
- A conference will be held with the administration and parents/guardians within the first day or two following the commencement of the suspension.
- The suspension period will not exceed a period of three days per incident.

### **Expulsion**

In severe cases, where all other available means or consequences have been exhausted or the nature of the offense requires such a consequence, the Diocesan policy regarding expulsion will be followed. Should such action become necessary, the school will cooperate with the parents in making arrangements for the further education of the student.

### **Parental Cooperation**

In order to maintain good discipline in a school, parental cooperation and support are essential. We make every effort to be fair and just with the students.

If you have any questions or concerns about assignments, procedures, or discipline in a classroom **please contact the teacher** to discuss the matter. **Questions brought to the administration will be followed up after parents have discussed concerns with the teachers.**

---

## **DISMISSAL PROCEDURE**

### **BMCS Bourbonnais:**

At the end of the school day,

- students whose last names begin with **A-L will be dismissed at 2:45 PM;**
- students whose last names begin with **M-Z will be dismissed at 2:50 PM.**

All students who are car riders will exit the school through the east door (playground side) of the school. Students will be asked to line up by grade in a designated area.

**Parents/Guardians or some other designated driver, must get out of their cars and escort their children to their respective vehicle. Students will not be allowed to walk to their cars without an escort from a parent or guardian or designated driver. Please do not stand by your vehicle and call for your children, the faculty members on duty have been directed to not allow any student to walk to their vehicles without an escort.**

**Please note that if a parent does not come up to the dismissal area to pick up their children, those children will be held inside in the main office at the end of the next school day for dismissal. Parents would then come into the building to pick up their children from the office.**

On the occasion in which a student's dismissal procedure differs from what he/she would do on a regular day (bus rider, car rider, walker etc.), a note should be sent to the child's teacher indicating what the plans are for that given day.

On Early Dismissal Days (11:30 AM or 1:15 PM) children will NOT be allowed to walk to the nearby restaurants or businesses. If a family wishes to allow their children to go out to lunch with their friends, the children are to be picked up at school by a parent/guardian or designated driver and dropped off at the respective restaurant.

**BMCS Bradley:**

The first dismissal bell rings at 2:55 pm. At 3:00 pm teachers will escort the students outside.

Students in grades **Pre-K, Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> and their siblings, bus riders, and all walkers** will be dismissed at the Center Avenue Doors (the front of the school building). Siblings or carpoolers of primary students will also be released at these doors as a family.

Parents must park on side streets or in the parking lot diagonally located by the church and walk up to retrieve their student. Please **DO NOT** park in the **BUS** Parking spot on Center Street.

Students in **Grade 3-6** (who have not already lined up with their younger siblings in the front of the building) will be dismissed in the rear of the building. Parents may park in the parking lot or on side streets. Children will be escorted into the parking lot to find their car.

All teachers will return to the school at 3:10 pm. Any student who has not been picked up will be sent to Extended Day.

On the occasion in which a student's dismissal procedure differs from what he/she would do on a regular day (bus rider, car rider, walker etc.), a note should be sent to the child's teacher indicating what the plans are for that given day.

**DRUG/ALCOHOL/TOBACCO POLICY**

- Possession or use of alcohol, tobacco, or drugs by any student is considered to be the most serious violation of the school's code of conduct.
- A first time offense will result in a suspension (either external or internal) and requires that the student enroll and complete a counseling or educational program. The suspension can be up to, but will not exceed, three days.
- A repeat offense will result in an immediate expulsion.
- Authorities will be contacted in a situation in which violence occurs.
- The sale of drugs or drug paraphernalia by any student will result in an immediate expulsion. The proper authorities will also be contacted. The student may face criminal charges.

---

**EARLY RELEASE OF A STUDENT**

Before an individual student can be dismissed early from school, he/she must present to the main office a written request from the parent or guardian stating the reason, the time, and the person to whom the student is to be released. At that time, a pass for an early dismissal will be given to the student to present to the classroom teacher. When the appropriate time for dismissal occurs, the child should be signed out by the parent or



guardian and picked up at the main office. No child will be permitted to leave the school early unless accompanied by an adult.

### **EMERGENCY CLOSINGS**

In the event of an emergency school closing, an announcement will be made over the following radio stations: **WKAN 1320 AM, WONU 89.7 FM, and WVLI 95.1 FM**. Also, a message will be sent via the BMCS SchoolSpeak system delivered via text message and/or email.

In the event that Bourbonnais School District 53 schools, Bradley Elementary School District #61, or Kankakee School District #111 dismiss early due to an emergency, we would follow their dismissal times because of the fact that we utilize their bus systems.

---

### **EMERGENCY DRILLS**

State Laws require that fire drills be held periodically throughout the school year. During the fire drills, students should follow these regulations:

- rise in silence when the alarm sounds
- close windows and doors
- walk to the assigned area briskly, in single file at all times, and in silence
- return to the building when appropriate signal is given

State law also requires that tornado drills be held periodically throughout the school year. The procedures for a tornado drill are:

- rise in silence when the alarm sounds
- walk briskly to the assigned area in single file
- while in the assigned area remain silent for directions
- return to classroom when signal is given

Please note that in the event that a tornado warning is announced near dismissal, students will NOT be allowed to leave the school until the all clear signal has been given.

---

### **EXTENDED DAY PROGRAM**

The Extended Day Program is available to families of Bishop McNamara Catholic School for a fee. The times for extended day are:

#### **Bourbonnais Site:**

6:30 am until 7:30 am and  
School dismissal until 5:30 pm

#### **Bradley Site:**

6:30 am until 7:55 am and  
School dismissal until 5:30 pm



### **EXTRA-CURRICULAR ACTIVITIES**

Students may choose to remain after school for the various extra-curricular activities offered by Bishop McNamara Catholic School. Parents should know when students are staying for such activities and arrange for transportation home. The school does not assume responsibility for children who are not picked up at the stipulated time.

If an extra-curricular activity is not held **immediately** after dismissal, the student must go home and return at the time of the activity or go to Extended Day while waiting.

### **FAMILY VACATIONS**

Parents considering a vacation that requires a child's absence from school should discuss the matter with the principal and the child's teacher(s) well in advance of departure. Make up work should be completed as directed by the teacher(s). A written request must be sent to the office requesting permission for the student to be released from the class for the days in which he/she will be gone.

### **FIELD TRIPS**

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
- Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due in the office before any student will be allowed to attend a specific field trip.
- A telephone call will NOT be accepted in lieu of the proper field trip permission slip.
- Although it is not encouraged, parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students, who do not attend due to parental choice, will remain at home with the parent and will be marked absent for the day.
- All monies collected for a field trip are non-refundable.
- Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.

### **GIFTS**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations to birthday parties or slumber parties should be sent to the home of students via U.S. Mail unless an invitation is being given to every student in the entire grade.

Valentines distributed at classroom parties should include a Valentine for each student in the class.

### **GRADING SCALE**

The following is the grading scale that is mandated by the Diocese of Joliet.

a. Students in the Preschool and Early Childhood Care Program receive formal reports from the school after each trimester.

b. Students in Grades K-3 use the Joliet Diocesan standards based report card indicating student progress in terms 4, 3, 2, and 1.

The following is the code officially approved by the Catholic Schools Office, Diocese of Joliet:

4 (Exceeds Expectation), 3 (Meets Expectations), 2 (Approaches Expectations), 1 (Needs to Improve to Meet Expectations), NG (Not Graded), and \* (Not Offered).

The categories with their explanation are listed below.

4 – Work Exceeds Expectation ~ Student demonstrates an in-depth understanding of concepts, skills, and processes that exceeds the grade level expectation of the curriculum.

3 – Work Meets Expectation ~ Student consistently demonstrates an understanding of grade level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student completes tasks with little teacher assistance. (Most students will achieve in this range.)

2 – Work Approaches Expectation ~ Student’s work demonstrates that he/she is approaching an understanding of grade level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student requires some teacher assistance: prompts, directions, and reminders.

1 – Needs to Improve ~ Student has not yet demonstrated an understanding of grade level concepts, skill, and processes taught to date and needs consistent support. Student requires significant teacher assistance with prompts, directions, and reminders.

NG – Not Graded ~ Used when a particular subject is not taught.

\* – Not Offered ~ Used for subjects not offered at the school/grade level.

c. Students in Grades 4-8 use the Joliet Diocesan standards based report card indicating student progress in terms of letter grades based on the following achievement code:

A = Outstanding Achievement A+ = 100% A = 99-96% A- = 95-93%

B = Very Good Achievement B+ = 92-91% B = 90-88% B- = 87-85%

C = Good Achievement C+ = 84-83% C = 82-79% C- = 78-77%

D = Improvement Needed D+ = 76-75% D = 74-72% D- = 71-70%

F = Little or No Progress F = 69% or lower

## HEALTH

### Examinations

The State of Illinois requires the following:

Pre-K                      Health Physical Exam  
Lead Screening Result or completed Questionnaire

Kindergarten            Health Physical Exam  
Lead Screening Result or completed Questionnaire  
Dental Examination  
Eye Examination

2<sup>nd</sup> Grade                 Dental Examination

6<sup>th</sup> Grade                 Health Physical Exam (this counts as a sports physical for 6<sup>th</sup> grade)



## Dental Examination

### **Immunizations**

Illinois State Law requires that every child's parent present to the school proof of immunization from communicable disease. The information must be on file for every child in school.

If you have a religious objection to immunizations, you must have a legal form on file in the school office.

### **Medications**

As a rule, no over-the-counter or prescription medications will be dispensed to students. If at all possible, we ask that medication times be adjusted to before or after school so that the dispensing of medication does not have to take place during school hours. If necessary, a parent/guardian request form to administer the medication to the student here at school by a school staff member, must be completed and on file in the school office. The pharmacy label can serve as the written consent of the doctor.

### **Emergencies**

If a child becomes ill and must be sent home, the school will make every effort to contact the child's parents or guardians.

Emergency information must be on file at the school with your home, cell, and business phone numbers. Also, if there are any special procedures to follow in the case of an emergency those should be on file at the school as well.

Accidents that occur at school or on the playground are reported to the parents as quickly as possible.

### **Illinois Elementary School Association Athletic Participation**

IESA requires that all students who participate in athletic activities must pass an athletic physical PRIOR to practices/games.

## **HOME-SCHOOL COMMUNICATION**

Home-School Communication is an essential element for a positive educational experience.

### **Tuesday Folder**

Each family will be issued a transparent envelope at the beginning of the school year. This envelope will be sent home with the youngest child in your family on Tuesday of each week that school is in session. You will be responsible for checking this envelope each Tuesday and promptly returning any items that need to be submitted back to the school office the following day, which is each Wednesday. Tuesdays will be the only day that correspondence from the school office will be sent home to you therefore, it is essential to look for the Tuesday envelope and spend time that evening reviewing the contents.

The above procedure pertains to the school office only. Please keep in mind that your child's teacher will send home classroom work and specific classroom correspondence on a daily basis. It is your child's responsibility to make sure that his/her classroom mailbox is emptied each day before they depart from school. Students should all have "take home" folders for their daily classroom communiqué. It is essential that you look for and review your child's classroom correspondence on a daily basis.

### HOMEWORK

Educators recognize the wisdom of continuing in out-of-school hours the instruction begun in the classroom. Formal homework is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. It is the parents' obligation to provide a place and time conducive to study. Homework time does not necessarily have to be spent writing. Reading and studying are considered homework. Parents should never do a child's homework or permit anyone else to do it for the child. Parents should, however, frequently check the work when completed. The time spent on homework varies with the grade level and the study habits of the child.

---

#### Homework Policy Due to Illness

When a student is absent for **three or more days**, a parent may call the school office before 9:00 am to arrange for homework assignments to be picked up. Homework assignments may be picked up from 2:30 – 3:30 pm.

For short absences (1 or 2 days) students must check their respective teacher's website for school work on the day(s) they are absent. **NO absent student homework page will be sent to the office for short absences.** Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

---

### INTERNET USAGE

All students are expected to use the Bishop McNamara Catholic School network to access the Internet in a responsible way. Although the BMCS staff makes every effort to prevent access to inappropriate material, it is still the student's responsibility to avoid such material. It is also the parent's responsibility to monitor the student's computer and Internet usage when not on school grounds.

No student shall intentionally attempt to bypass security measures on the computer they are using, on the network, or governing Internet access. Attempts to bypass security include but are not limited to:

- The use or attempted use of someone else's password or other credentials.
- The use or attempted use of outside computers, devices, or networks to gain access to restricted parts of the BMCS network or restricted websites.
- The attempt to disable any firewall or content filter.

All students are required to read, sign, and follow the published Internet Usage Policy. Any violation of that policy or any attempt to bypass security measures as stated above will be considered a serious offense. In addition, some attempts to bypass security or gain unauthorized access to the BMCS network can be considered for civil penalties.

### LOCKERS

Each 5<sup>th</sup> – 6<sup>th</sup> grade student is assigned a locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to their respective lockers only at specified times. The school reserves the right to inspect lockers at any time. Students are required to purchase a school lock for their lockers. The cost of the lock is \$8.00. Students are required to keep their lockers locked at all times.



### **LOST AND FOUND**

Any items found in the school building or on school property should be given to the main office. All items placed in Lost and Found remain there for 30 days. After 30 days, items will be donated to charity.

Parents **SHOULD** mark their child's name on all articles of clothing and supplies.

Students who lose a textbook or a workbook must pay the replacement cost of the book plus shipping.

### **LUNCH AND RECESS**

The Bishop McNamara Catholic School Hot Lunch Program is designed in a way that your family may participate on any or all days of the week. If a child is absent and misses a hot lunch which has been paid for the money will not be returned, rather a credit will be given.

Reduced-price meals are available for those who fill out the proper paperwork and are approved. This cost **DOES NOT** include drinks.

Since pricing **does not include drinks**, students will be able to purchase pints of white or chocolate milk at a very reasonable price through our milk program.

In order to prevent accidents and to ensure good order, certain lunch hour procedures must be followed. The children are informed of these and we expect their cooperation. Students may not leave school grounds during lunch or recess. A violation of this will be considered a serious matter and will be treated as such.

Weather permitting, the students will have recess outdoors. Children should dress appropriately for the temperature, as all are required to participate. Exceptions to going outside will be granted for up to three days, for reasons of illness when requested by a parent. Exceptions beyond three days will be given only when a doctor's excuse is on file at the office.

Roller skates, roller blades, skateboards, and scooters are not permitted on school grounds at any time.

### **OFF-CAMPUS CONDUCT**

The Administration of Bishop McNamara Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with the behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to, cyber-bullying.

### **OFFICE RECORDS**

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses, and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

### **PARENTS AS PARTNERS**

As partners in the educational process at Bishop McNamara Catholic School we ask parents to set rules, times, and limits so that your child:

- Gets a good night's sleep
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code
- Completes all assignments and projects on time

- Has either a hot lunch or a nutritional sack lunch every day

It is important that Parents:

- Actively participate in school-sponsored activities.
- Notify the school with a written note and/or phone call when the student has been absent or tardy.
- Notify the school office of any changes of addresses or important phone numbers.
- Meet all financial obligations to the school.
- Inform the school of any special situation regarding the student's well being, safety, and health.
- Inform and communicate to their children (before they come to school) how they will be transported home (i.e. car, bus), and whether or not they will attend extended day. If their means of transportation is different than usual, please send a note indicating the change with your children to give to their teacher on that given day.
- Complete and return to school, promptly, any requested information.
- Read school notes and newsletters and show interest in the student's total education.
- Support the religious and educational goals of the school.
- Support and cooperate with the discipline policies of the school.
- Treat teachers with respect and courtesy in discussing your child's education.

### **Parent's Role in Education**

We, at Bishop McNamara Catholic School, consider it a privilege to work with parents in the education of their children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally, and psychologically. Your choice of Bishop McNamara Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church/Parish community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Bishop McNamara Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8<sup>th</sup> Grade), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your very first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and



discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin the school year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### **Parent – Teacher Conferences**

Parent – teacher conferences are scheduled for the parents of all students during the school year. In addition to these formally scheduled conferences, our teachers are always happy to speak with parents regarding their child’s progress.

**We do ask that you make an appointment with the respective teacher. It is not acceptable to proceed down the school hallway at the beginning or end of the school day to speak with a teacher without an appointment or prior approval from the administration.**

If you wish to contact a teacher, please call the school office during the day. Leave your name, telephone number, and the name of the teacher you wish to contact.

If you wish, you may e-mail any teacher simply using the teacher’s first initial and last name @ bmcsc.org. For example: tgranger@bmcsc.org. You should expect a response to your call or email within 48 hours. PLEASE NOTE: Because the teachers are busy teaching their students during the day, they are not always able to check email throughout the day. If you have an urgent situation (change of dismissal, etc.) please call the office instead of sending an email.

---

### **PRE-K REQUIREMENTS**

All pre-school students must be FULLY potty trained prior to entrance in to the pre-school program. They must be able to use the restroom with no assistance from the teacher or teacher’s aide. Pre-K3 children must be 3 and Pre-K4 children must turn 4 by September 1<sup>st</sup> of the current school year.

### **PROMOTION AND RETENTION POLICY**

Advancement to the next grade in Bishop McNamara Catholic School is based on a student’s daily performance, daily attendance, test results, recommendations of teachers, and the student’s ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.



### **REGISTRATION**

Pre-registration for current Bishop McNamara Catholic School families will take place in February of each year. Open pre-registration begins in March for new and interested families.

Bridge Bundles will be send home in the spring for ALL families. At this time, a portion of the fees and tuition for the next school year will be due, based on number of children and grade levels being enrolled.

PLEASE NOTE: Fees and tuition from the previous school year must be fully resolved before registration for the new school year is finalized. Registration for families with outstanding balances will not become official until those balances have been paid or a payment plan has been established and approved by Administration.

### **RELIGIOUS EDUCATION**

“Catholic education is an expression of the mission extended by Jesus to the Church He founded. Through education, the church seeks to prepare its members to proclaim the Good News and to translate this proclamation into action.” (To Teach as Jesus Did - National Conference of Catholic Bishops; 1972)

The Catholic school works in conjunction with parents in the religious education of their children. Parents are the primary religious educators of their children. The values and attitudes of parents are communicated to their children by the way in which parents live their daily lives. Parents who love Christ and His Church, who reverently participate in the Eucharist, who live lives based on justice and love, who are actively involved in their parish community, who see their lives as lives of service, and for whom prayer is a natural response in life, communicate these values to their children. Parents cannot impose their faith on their children, but they can help their children realize and appreciate the meaning of faith in life.

### **REPORT CARDS/PROGRESS REPORTS**

**Report Cards** are important tools for communication. Report cards will be given three (3) times during the academic school year or every twelve weeks.

**Progress Reports** will be given to all students at the mid-point of each trimester. Subsequent Progress Reports will be sent home if a significant change in a particular student’s grades has occurred. These reports are meant to update parents in any areas of concern.

**Online Grade Book (SchoolSpeak)** – Parents are able to check on their child’s grades at any point in the year through our on-line grading system. All families should have a SchoolSpeak login and password. It is encouraged that parents and students view their grades weekly to monitor progress.

### **SACRAMENTAL PROGRAM**

The sacramental life of Catholic children is an important component of the religion program at Bishop McNamara Catholic School. Preparations for two sacraments, Reconciliation and First Eucharist, form the core of instruction in 2<sup>nd</sup> grade.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation, Eucharist, and Confirmation are only conferred to students baptized in the Roman Catholic tradition.



### **BMCS SCHOOL BOARD (PRE-K-12)**

The Bishop McNamara School Board provides advice and counsel to the administration on matters of policy and procedures, on finances and the budget, and the growth and advancement of the school. If a parent(s) wish to attend a School Board meeting, they must call in advance to arrange to be scheduled on the agenda.

Meetings are held at 6:30pm on the fourth Wednesday of each month. The meetings are held in the Smith Media Center which is located on the second floor of the circle. If you are scheduled to attend a School Board meeting, it is recommended that you call ahead of time to confirm the date and time. School Board bylaws allow for a change of day or time with only three days of notice.

---

### **SCHOOL HOURS**

#### **BMCS Bourbonnais:**

**Pre-K Hours: 7:45 am - 2:45 pm**

Pre-School hours will be from 7:45 am - 2:45 pm for those students staying all day. For those who attend 3-year-preschool and will be leaving after the morning session, their pick-up time will be at 11:15 am.

**Grades K – 6: 7:45 am - 2:45 pm**

Students who walk to school or come by car and arrive before 7:30 am must participate in the Extended Day Program.

Homeroom begins **promptly at 7:45 am. Students who are not in their respective classroom/homeroom by 7:45 am are considered tardy.** All students should be in their respective classrooms at that time. Morning Prayer and school announcements begin promptly at 7:45 am.

#### **BMCS Bradley:**

**Pre-K Hours: 8:10 am - 3:00 pm**

Pre-school hours will be from 8:10 am - 3:00 pm for those students staying all day. For the students who will be leaving after the morning session, their pick-up time will be at 11:30 am.

**Grades K – 6: 8:10 am - 3:00 pm**

Students who walk to school or come by car and arrive before 7:55 am must participate in the Extended Day Program.

Homeroom begins promptly at 8:10 am. Students who are not in their respective classroom/homeroom by 8:10 am are considered tardy. All students should be in their respective classrooms at that time. Morning Prayer and school announcements begin promptly at 8:10 am.

At BMCS Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Walking students to their classrooms in the morning is not recommended. All students meet in the gym and proceed to their classrooms with their respective grades.



### SCHOOL OFFICE HOURS

The school office is open on all school days from 7:30 am to 3:45 pm at the Bradley site and 7:15 am -3:30 pm at the Bourbonnais site.

### SCHOOL PROPERTY

The parent or guardian of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement.

### SCHOOL SAFETY

Bishop McNamara Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making threats, be it seriously, in jest or online will be considered in defiance of the BMCS Bullying Policy and may face a detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

---

### SCHOOL SECURITY

To ensure the safety of the students during the school day, all doors leading into the school buildings will be locked at the start of school.

**Any person entering the building after the start of school must signal the office staff who will then open the door, allowing the individual(s) to enter the building. All parents and visitors should go directly to the office window to sign in the Visitor Log Book.** The office may require the visitor to produce appropriate identification. Anyone not following these directives will be deemed a trespasser.

No student will be permitted to leave the school without supervision. If a parent wishes to remove his/her child from the school building or premises during the regular school hours, he/she must enter through the main school entrance, register at the office, and sign the child out.

### STUDENT RECORDS

Bishop McNamara Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

### TELEPHONE USAGE

Permission to use the office telephone must be obtained from the school administrative assistants. If a student leaves a class to use the phone they must submit a note from their teacher indicating that they have permission to come to the office to ask for permission to use the phone. The office phone is a business phone and students are permitted to use it only in case of an emergency.

**Forgotten homework, athletic equipment, etc. do not constitute emergencies.** Arrangements for after school visits with friends should be made at home.

Cell Phones: See the policy for Personal Electronic Devices.

---

### **TESTING**

Students in grades K-8 will take Diocesan Assessments in all subjects.

The Iowa Test of Basic Skills is administered to students in grades 1 - 6 each year.

The ACRE Test will be given to 5<sup>th</sup> graders each year to assess Religious growth and knowledge.

---

### **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.

K-6<sup>th</sup> Grade:

*Preschool students are not required to wear a uniform.*

- 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, skort, or jumper.
- 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 but students must change out of them for class.
- 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:**

K-6<sup>th</sup> Grade:

*Preschool students are not required to wear a uniform.*

- 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, skort, or jumper. 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 or athletic/gym shoes may be worn.
- 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.

### **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.

**PE UNIFORM**

Students in 5<sup>th</sup> and 6<sup>th</sup> grades will be required to wear the Bishop McNamara Catholic School PE uniform, purchased from the school.

**VISITS TO SCHOOL**

Parents and all other visitors **must sign in at the office** before going to a classroom. Parents are asked to **refrain from** going to the classroom before or after school **without having first made an appointment** with the teacher and registering in the office. Teachers are unable to effectively monitor their students while conducting discussions with parents.

If a parent wishes to observe in a classroom, he/she is welcome to do so. However, we do request that you make an appointment for such a visit. The teacher will be busy with class work and will not have time for a conference during that visit.

**VOLUNTEERS**

All individuals who choose to volunteer at Bishop McNamara Catholic School must fulfill the Diocesan Mandates for Volunteers which includes:

- The completion of a Protecting God’s Children Seminar
- The completion of a background check. (As of 7/1/09 background checks must be completed every 5 years.)
- Completion of the Diocesan Acknowledgement Form for Volunteers indicating that each volunteer has received and reviewed a copy of:
  - The Diocesan Pastoral Policy Regarding Sexual Abuse of Minors
  - The Diocesan Standards of Behavior for Those Working with Minors



### **WEATHER EMERGENCIES**

If it should be necessary to cancel school because of extreme weather conditions, an announcement will be made over the following radio stations: **WKAN 1320 AM, WONU 89.7 FM, and WVLI 95.1 FM.** Also, a message will be sent via the BMCS SchoolSpeak system, delivered via text message and/or email.

### **WEBSITE**

Important information such as daily announcements, monthly calendars, as well as links to classroom pages are available on our school website at [bishopmac.com](http://bishopmac.com). We encourage you to log on to the school website on a daily basis.

### **ILLINOIS CONCEALED CARRY LAW**

Illinois Conceal Carry Law - Illinois' concealed carry law was passed in 2013 and allows individuals to apply for licenses to carry a concealed firearm. However, carrying a concealed weapon is **PROHIBITED** in school buildings or on school property, according to the law (430 ILCS 66/65). Signs are posted on all school/parish entrances.

### **\*\* RIGHT TO AMEND\*\***

Bishop McNamara Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent home to the parents via the student folders and/or actual U.S. Mail.



**DIOCESE OF JOLIET CATHOLIC SCHOOLS OFFICE**  
**STUDENT AGREEMENT FOR INTERNET ACCESS AND RELATED TECHNOLOGY USE**

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

**DEFINITIONS:**

User includes anyone, including employees, students and guests using the School’s Technology Resources, including but not limited to devices, wired or wireless network, Internet, email, and other forms of technology services and products. Network is any and all wired and wireless technology networks, cellular networks, commercial, community, or homebased wireless networks accessible to students. Equipment refers to computers, notebooks, tablets, cellular phones, smartphone devices, iPads, kindles, e-readers, as well as portable storage devices.

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

The Parents/Guardians of student users of Technology Resources must agree to and accept the Terms and Conditions below before their children will be granted access to the Technology Resources within the School. The School recognizes that students have widespread access to both technology and the internet, therefore, use of personal devices and connectivity is considered to be included in this Acceptable Use Agreement (AUA),

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

**TERMS AND CONDITIONS**

1. **Acceptable Use** The Diocese and School will make reasonable efforts to ensure that all Technology Resources are used in a responsible, moral and ethical manner consistent with the educational and moral objectives of the Diocese and School.

Responsibility School administrators, teachers, staff, and volunteers work together to help students cultivate and manage their digital identity and reputation and online social interactions in ways that promote Catholic values and that are positive, ethical, safe and legal. 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. Therefore, the Diocese and School recognize parents as primary educators of their children and the need for them to be involved in instructing and monitoring their children as to what material is and is not acceptable for access and communication at home when in possession of a school owned device. The students, teachers and staff have the responsibility to respect and protect the rights of all digital users in School and on the Internet.

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

2. **Code of Conduct Expectations** for conduct Grades Pre-K-3, and 4-8 are defined with the expectation for age appropriate behavior when using technology resources.

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



4. Internet Filtering/CIPA The school will use technology protection measures in compliance with the Children’s Internet Protection Act (CIPA) to protect minors and all users.

5. Privacy The user does not have any right of privacy or ownership whatsoever regarding their use of the School’s property, network, Internet access or files including email and all school provided accounts. Consequently, all communication systems and all communication and information transmitted by, received from, or stored in any manner are the property of the Parish, School or Diocese and are to be used for educational purposes only. To ensure that the use of the network is consistent with the educational objectives and philosophy of the School, Parish, and Diocese, authorized representatives may monitor the use of the network to access, review, copy and store or delete any electronic communications or files and disclose them to others as it deems necessary. This applies to use of personal devices as well as school owned equipment. The system administrator (Principal or designee, Pastor) may remove any material stored by the users which violates the terms of this Agreement.

6. Consequences for Inappropriate Use The School network user shall be responsible for damages due to the misuse of technology equipment, systems, and software. Illegal use of the School network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services will be reported to the appropriate authority and will be deemed a failure to follow the terms and conditions of this Agreement. 7. Web Pages The School may choose to publish Web Pages for purposes of providing School or Parish information and teacher or class information. This may include the posting of meetings, agendas, student activities, projects and accomplishments, schedules and other information of interest to students, parents and the community. Classrooms may participate in the development of web pages as on-going educational projects. The posting of any material that may violate copyright law is expressly prohibited.

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

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

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

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

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

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



**DIOCESE OF JOLIET**  
**ACCEPTABLE USE AGREEMENT: INTRANET/INTERNET**

**Grades K - 3, \*Including Summer Programs**

As a part of my schoolwork, my school gives me the use of devices and technology resources for my work. My behavior and language should follow the same rules I follow in my class and in my school. To help myself and others, I agree to the following promises:

1. I will use technology to do school work, as explained to me by my teacher and not for any other reason.
2. I will use the Internet only in ways the teacher has approved.
3. I will not give my password to anyone else, and I will not ask for or use anyone else's password.
4. I will not put on any device my address or telephone number, or any other personal information about myself or anyone else.
5. I will not upload, link, or embed an image of myself or others without permission.
6. I will not play games or use other resources that a teacher has not approved.
7. I will be polite and considerate when I use devices. I will not use them to annoy, be mean to, frighten, tease, or poke fun at anyone. I will not use swear words or other rude language.
8. I will not use the technology to bully or threaten anyone, including teachers, schoolmates or other children.
9. I will not try to see, send, or upload anything that says and or shows bad or mean things about anyone's race, religion or gender.
10. I will not damage the device or anyone else's work.
11. I will not break copy or take credit for anyone else's work including any source on the Internet.
12. If I have or see a problem, I will not try to fix it myself but I will tell the teacher. If the problem is an inappropriate image I will turn off the screen or cover it and then seek help.
13. I will not block or interfere with school or school system communications.
14. My technology use is not private; my teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences.
15. I know that the conduct that is forbidden in school is also forbidden when I use devices outside of school. .

Print Student's Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parents: I have read and discussed with my son or daughter the Acceptable Use Agreement, and I give permission for him or her to use these resources. I understand that technology access is conditional upon adherence to the guidelines above. Although students are supervised when using these resources, and their use is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.

Print Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*STUDENTS MAY NOT USE TECHNOLOGY RESOURCES UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO THE TEACHER.**



**DIOCESE OF JOLIET ACCEPTABLE USE AGREEMENT: INTRANET/INTERNET**  
**GRADE 4-8\* (including Summer School)**

I understand that Bishop McNamara Catholic School hereinafter (the "School") provides electronic resources, including Internet access and storage space for student work, as an integral part of the curriculum. Behavior and language in the use of these resources should be consistent with classroom standards. I agree to the following responsibilities and restrictions: 1. I will use the electronic resources, including storage space, only for educational purposes related to work in School and not for any personal, commercial or illegal purposes.

2. I will use the Internet only with the permission of the staff member in charge.

3. I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.

4. I will not give my password to any other user, nor attempt to learn or to use anyone else's password, and I will not transmit my address or telephone number, or any personal or confidential information about myself or others.

5. I will not upload, link, or embed an image of myself or others to any sites without expressed teacher permission and a signed parental permission slip.

6. I will not make statements or use the likeness of another person through website postings, email, instant messages, etc., that harass, intimidate, threaten, insult, bully or ridicule students, teachers, administrators or other staff members of the school community, make statements that are falsely attributed to others, or use language that is obscene or offensive.

7. I will not attempt to access, upload, or transmit material that attacks ethnic, religious or racial groups, or material that is pornographic or explicitly sexual in nature. 8. I will not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter or destroy the files of another user, introduce or use computer "viruses," attempt to gain access to restricted information or networks, or block, intercept or interfere with any email or electronic communications by teachers and administrators to parents, or others.

9. I understand that my use of technology resources is not private, and that the school reserves the right to monitor use to assure compliance with these guidelines; violations may lead to loss of privileges including internet access and/or other disciplinary measures.

10. I understand that the prohibited conduct described above is also prohibited off campus when using private equipment if it has the effect of interfering with the educational process as decided by school administration, and that such off-campus violations may lead to disciplinary measures.

**Addendum for Personally Owned Devices**

I understand that the School allows me to bring my own devices such as phones, tablets and computers. In order to be permitted to bring my own device, I agree to the following responsibilities and restrictions:

1. I will follow all school rules while using my own device on school grounds and I understand that the rules outlined above regarding my use of school resources apply to my use of my own device on school property and that rule 10 above applies to my use of my device off school property.

2. I will not take photos or record video of any student, teacher or administrator without the expressed permission of my teacher or school administrator.



3. I will not use my device during class unless expressly instructed to do so by a teacher and I will immediately comply with a directive to turn my device off, to put my device away or to turn my device over to a teacher or administrator.

4. I understand that my device may be confiscated at any time and that a teacher or administrator may view contents of my device including but not limited to, texts, emails or social media postings, if it appears that I may have used my device in violation of school rules or this Agreement.

5. I understand that the school is not responsible for theft, damage or loss of my device and I understand that I am not permitted to leave my device at school overnight unless it is secured.

Print Student's Name: \_\_\_\_\_ School: \_\_\_\_\_  
Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parents/Guardians: I have read, understood, and discussed with my son or daughter this Acceptable Use Agreement, and I give him or her permission to use electronic resources, understanding that this access and use of personal devices on school grounds is conditional upon adherence to the agreement. Although students are supervised when using school resources, and their use of school resources is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.

Print Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENTS MAY NOT USE TECHNOLOGY RESOURCES OR BRING THEIR OWN DEVICES UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO THE PRINCIPAL**



**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**  
**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 completing the form below and returning it to the principal of the school to be kept on file there.

(Please Print)

I object to \_\_\_\_\_

(Name of 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 \_\_\_\_\_

Furthermore, 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.

Family Name \_\_\_\_\_

(Please Print)

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

(Please Print)

Date \_\_\_\_\_